

Department of Benefits and Family Support

Department of Disability and Aging Services

Office of Early Care and Education

P.O. Box 7988 San Francisco, CA 94120-7988 www.SFHSA.org

London Breed Mayor

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MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR

ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: JULY 7, 2021

SUBJECT: NEW GRANTS: MULTIPLE GRANTEES FOR NUTRITION

SERVICES FOR OLDER ADULTS AND ADULTS WITH

DISABILITIES (see table on pages 4-7)

GRANT

TERM: 07/01/2021 – 06/30/2025

GRANT

AMOUNT: See table on pages 4-7

Funding

Source: <u>County State Federal Contingency Total</u>

Funding: \$71,474,823 \$2,589,185 \$11,225,650 \$8,528,967 \$93,818,625

Percentage: 84% 3% 13% 100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of nutrition services for older adults and adults with disabilities during the period of July 1, 2021 through June 30, 2025, in a combined amount of \$85,289,658 plus a 10% contingency for a total amount not to exceed \$93,818,625. The funding amounts are detailed in the tables on pages 4-7.

The annual amount in FY 21/22 reflects additional funding allocated in the City budget to meet the elevated demand that DAS nutrition partners are experiencing because of the coronavirus pandemic. DAS allocated the additional funding to nutrition providers who are providing nutrition services above their baseline service levels and/or anticipate a surge in FY 21/22 with a particular focus on equity factors.

Background

DAS is a state-designated Area Agency on Aging (AAA) under the federal Older Americans Act (OAA) of 1965 as amended. As an Area Agency on Aging, DAS coordinates and supports a broad array of nutrition services in the City and County of San Francisco for older adults and adults with disabilities at the community level, through partnerships with community-based organizations.



Sound nutrition for older adults and adults with disabilities living in the community is an important factor in maintaining good health. Older adults and persons with disabilities are more likely than their peers to experience food insecurity, which is closely connected to malnutrition, poor health status, and negative health events. The provision of nutrition services, whether through a congregate setting or home-delivered meals, assists older adults and adults with disabilities in gaining access to affordable, nutritious meals and other home and community-based services.

Services to be Provided

Grantees will provide congregate, and/or home-delivered meal nutrition services. Each of the grantees will offer nutritious meals, nutrition education, and nutrition risk screening. The meals provided by the grantees will meet nutritional standards by incorporating the Dietary Guidelines for Americans and provide a minimum of one-third of the Dietary Reference Intakes (DRIs). The meals will be prepared in accordance with nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS OCP. Grantees may also provide nutrition compliance, nutrition counseling, and home-delivered meal assessments.

• Congregate Nutrition Services:

Grantees provide meals meeting nutritional standards and may include breakfast, lunch, or dinner meals. Grantees offer nutrition services in a group setting, providing opportunities for participants to socialize with one another.

Congregate nutrition services also include nutrition education and nutrition risk screening and give participants the opportunity to contribute to the meal cost.

Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of congregate nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, and nutrition counseling.

• Home-Delivered Meal (HDM) Nutrition Services:

Grantees deliver meals meeting nutritional standards to eligible individuals living in the City and County of San Francisco. HDM nutrition services include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. The quantity of meals delivered to each individual per week depends on their unique needs as determined by the assessments. HDM nutrition services also include nutrition education and nutrition risk screening and give participants the opportunity to contribute to the meal cost.



Nutrition Compliance and Quality Assurance (NCQA): NCQA is a required component of HDM nutrition services. NCQA includes quarterly monitoring of a grantee's food service production and meal delivery to ensure compliance with state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, home-delivered meal assessments, and nutrition counseling.

• Emergency Home-Delivered Meal Nutrition Services:

Grantees deliver meals meeting nutritional standards to eligible consumers living in the City and County of San Francisco who have an urgent or temporary need for nutrition support in the community. The grantee begins meal service to the consumer within two to five days of a request and the provision of meals does not exceed sixty days.

For more specific information regarding the breakdown of services, defined objectives, and target population, please refer to the attached Appendix A.

Grant Amount

• Congregate Nutrition Services for Older Adults:

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	\$1,400,531	\$546,914	\$3,041,273	\$304,127	\$3,345,400
Centro Latino de San Francisco	\$697,236	\$532,559	\$2,294,913	\$229,491	\$2,524,404
Episcopal Community Services of San Francisco	\$412,489	\$412,489	\$1,649,956	\$164,996	\$1,814,952
Glide Foundation	\$259,951	\$168,466	\$765,349	\$76,535	\$841,884
Kimochi	\$709,023	\$511,283	\$2,242,872	\$224,287	\$2,467,159
On Lok Day Services	\$712,653	\$712,653	\$2,850,612	\$285,061	\$3,135,673
Project Open Hand	\$2,462,428	\$2,075,388	\$8,688,592	\$868,859	\$9,557,451
Russian American Community Services	\$364,207	\$325,375	\$1,340,332	\$134,033	\$1,474,365
Self-Help for the Elderly	\$2,657,343	\$1,997,307	\$8,649,264	\$864,926	\$9,514,190
Total	\$9,675,861	\$7,282,434	\$31,523,163	\$3,152,315	\$34,675,478

• Congregate Nutrition Services for Adults with Disabilities:

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Bayview Senior Services	\$190,375	\$84,760	\$444,655	\$44,466	\$489,121
Centro Latino de San Francisco	\$162,054	\$101,931	\$467,847	\$46,785	\$514,632
Episcopal Community Services of San Francisco	\$65,755	\$65,755	\$263,020	\$26,302	\$289,322

Glide Foundation	\$53,511	\$27,651	\$136,464	\$13,646	\$150,110
Project Open Hand	\$518,040	\$431,838	\$1,813,554	\$181,355	\$1,994,909
Russian American Community Services	\$11,943	\$11,261	\$45,726	\$4,573	\$50,299
Self-Help for the Elderly	\$34,310	\$27,066	\$115,508	\$11,551	\$127,059
Total	\$1,035,988	\$750,262	\$3,286,774	\$328,678	\$3,615,452

• <u>Home-Delivered Meal (HDM) Nutrition Services for Older Adults</u>:

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Centro Latino de San Francisco	\$401,903	\$268,595	\$1,207,688	\$120,769	\$1,328,457
Jewish Family and Children's Services	\$114,667	\$110,147	\$445,108	\$44,511	\$489,619
Kimochi	\$538,806	\$308,307	\$1,463,727	\$146,373	\$1,610,100
Meals on Wheels	\$7,792,536	\$6,942,006	\$28,618,554	\$2,861,855	\$31,480,409
On Lok Day Services	\$1,308,338	\$1,115,904	\$4,656,050	\$465,605	\$5,121,655
Russian American Community Services	\$332,438	\$316,215	\$1,281,083	\$128,108	\$1,409,191
Self-Help for the Elderly	\$1,385,049	\$1,014,172	\$4,427,565	\$442,757	\$4,870,322
Total	\$11,873,737	\$10,075,346	\$42,099,775	\$4,209,978	\$46,309,753

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

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Meals on Wheels	\$1,407,600	\$1,025,222	\$4,483,266	\$448,327	\$4,931,593
Project Open Hand	\$172,219	\$160,519	\$653,776	\$65,378	\$719,154
Self-Help for the Elderly	\$338,155	\$258,235	\$1,112,860	\$111,286	\$1,224,146
Total	\$1,917,974	\$1,443,976	\$6,249,902	\$624,991	\$6,874,893

• Emergency Home-Delivered Meal Nutrition Services:

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Meals on Wheels	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540
Total	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540

• Home-Delivered Meal Assessment for Adults with Disabilities:

Agency	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Institute on Aging	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509
Total	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509

• <u>Total</u>:

Program	Annual amount for FY 21/22	Annual amount for FY 22/23, FY 23/24 and FY 24/25	Grant amount	Contingency	Not to Exceed
Congregate Nutrition Services for Older Adults	\$9,675,861	\$7,282,434	\$31,523,163	\$3,152,315	\$34,675,478
Congregate Nutrition Services for Adults with Disabilities	\$1,035,988	\$750,262	\$3,286,774	\$328,678	\$3,615,452
Home-Delivered Meal (HDM) Nutrition Services for Older Adults	\$11,873,737	\$10,075,346	\$42,099,775	\$4,209,978	\$46,309,753
Home-Delivered Meal (HDM) Nutrition Services for Adults with Disabilities	\$1,917,974	\$1,443,976	\$6,249,902	\$624,991	\$6,874,893
Emergency Home-Delivered Meal Nutrition Services	\$195,440	\$166,532	\$695,036	\$69,504	\$764,540
Home-Delivered Meal Assessment for Adults with Disabilities	\$358,752	\$358,752	\$1,435,008	\$143,501	\$1,578,509
Total	\$25,057,752	\$20,077,302	\$85,289,658	\$8,528,967	\$93,818,625



Grantee Performance

Grantees identified in the funding tables are current DAS funded nutrition program contractors. All grantees were determined to be in compliance with fiscal and programmatic requirements for FY 19-20.

Selection

Grantee was selected through RFP #940 issued in March 2021.

Funding

This grant will be funded through federal, state and local funds.

Attachments

• Congregate Nutrition Services for Older Adults:

Bayview Hunter's Point Multipurpose Senior Services

Appendix A – Services to be Provided

Appendix B – Budget

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Kimochi

Appendix A – Services to be Provided

Appendix B - Budget

On Lok Day Services

Appendix A – Services to be Provided

Appendix B - Budget

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget, Lunch

Appendix B-1 – Budget, Breakfast

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget



Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

• Congregate Nutrition Services for Adults with Disabilities:

Bayview Hunter's Point Multipurpose Senior Services

Appendix A – Services to be Provided

Appendix B - Budget

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B - Budget

Episcopal Community Services of San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B - Budget

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

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

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Jewish Family and Children's Services

Appendix A – Services to be Provided

Appendix B – Budget

Kimochi

Appendix A – Services to be Provided

Appendix B – Budget

Meals on Wheels

Appendix A – Services to be Provided

Appendix B – Budget



On Lok Day Services

Appendix A – Services to be Provided

Appendix B – Budget

Russian American Community Services

Appendix A – Services to be Provided

Appendix B - Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

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

Meals on Wheels

Appendix A – Services to be Provided

Appendix B – Budget

Project Open Hand

Appendix A – Services to be Provided

Appendix B - Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B - Budget

• Emergency Home-Delivered Meal Nutrition Services:

Meals on Wheels

Appendix A – Services to be Provided

Appendix B - Budget

• Home Delivered Meal Assessment for Adults with Disabilities:

Institute on Aging

Appendix A – Services to be Provided

Appendix B – Budget

• Site Chart

Congregate Nutrition Services for Older Adults:

Bayview Hunter's Point Multipurpose Senior Services

Appendix A – Services to be Provided

Appendix B – Budget

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco

Appendix A – Services to be Provided

Appendix B - Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Kimochi

Appendix A – Services to be Provided

Appendix B – Budget

On Lok Day Services

Appendix A – Services to be Provided

Appendix B – Budget

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget, Lunch

Appendix B-1 – Budget, Breakfast

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

Appendix A - Services to be Provided Bayview Senior Services

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Bayview Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1700	1200	1200	1200
Number of Meals	163081	62655	62655	62655

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.

- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM

email: Steve.Kim@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM Bayview Hunters Point Multipurpose Senior Services (Please enter agency name here) (Check One) New __X__ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for older adults Budget Reference Page No.(s) FY 22/23 FY 23/24 FY 24/25 cost/meal Program Term FY 21/22 Total Annual # Meals Contracted 163,081 62,655 62,655 62,655 351,046 **DAS Expenditures** \$264,863 \$264,863 Salaries & Benefits \$718,632 \$264,863 \$1,513,221 \$4.31 Operating Expenses \$589,093 \$237,563 \$237,563 \$1,301,782 \$237,563 \$3.71 Subtotal \$1,307,725 \$502,426 \$502,426 \$502,426 \$2,815,003 \$8.02 Indirect Percentage (%) 6.00% 6.00% 6.00% 6.00% 6.00% Indirect Cost \$78,464 \$30,146 \$30,146 \$30,146 \$168,902 \$0.48 Capital/Subcontractor Expenditures NCQA Expenditures \$14,342 \$14,342 \$14,342 \$14,342 \$0.16 \$57,368 **Total DAS Expenditures** \$1,400,531 \$546,914 \$546,914 \$546,914 \$3,041,273 \$8.66 Non DAS Expenditures Salaries & Benefits \$86,325 \$54,148 \$54,148 \$54,148 \$248,769 \$0.71 \$21,786 \$21,786 \$21,786 Operating Expenses \$31,828 \$97,186 \$0.28 Capital/Subcontractor Expenditures NCQA Expenditures **Total Non DAS Expenditures** \$118,153 \$75,934 \$75,934 \$75,934 \$345,955 \$0.99 TOTAL DAS AND NON DAS EXPEDITURES \$1,518,684 \$622,848 \$622,848 \$622,848 \$3,387,228 \$9.65 **DAS Revenues** Meals- General Fund \$1,386,189 \$532,572 \$532,572 \$532,572 \$2,983,905 8.50 Meals- State Fund \$ Meals- Federal Fund NCQA Fund \$14,342 \$14,342 \$14,342 \$14,342 \$57,368 0.16 **Total DAS Revenue** \$1,400,531 \$546,914 \$546,914 \$546,914 \$3,041,273 8.66 PER MEAL COST, DAS \$8.50 \$8.50 \$8.50 \$8.50 \$8.50 PER MEAL COST (with NCQA), DAS \$8.59 \$8.73 \$8.73 \$8.73 \$8.66 Non DAS Revenues \$18,922 Project Income \$10,922 \$10,922 \$10,922 \$51,688 0.15 Agency Cash- Fundraising \$26,139 \$11,426 \$11,426 \$11,426 \$60,417 0.17 Agency In-kind Volunteer \$56,784 \$47,320 \$47,320 \$47,320 \$198,744 0.57 \$16,308 Food Bank Donation \$6,266 \$6,266 \$6,266 \$35,106 0.10 Total Non DAS Revenue \$118,153 \$75,934 \$75,934 \$75,934 \$345,955 0.99 PER MEAL COST, Non DAS \$1.21 \$0.72 \$1.21 \$1.21 \$0.99 \$1.21 \$1.21 PER MEAL COST (with NCQA), Non DAS \$0.72 \$1.21 \$0.99 TOTAL DAS AND NON DAS REVENUE \$1,518,684 \$622,848 \$622,848 \$622,848 \$3,387,228 9.65 PER MEAL COST, Total \$9.22 \$9.71 \$9.71 \$9.71 \$9.49 PER MEAL COST (with NCQA), Total \$9.31 \$9.94 \$9.94 \$9.94 \$9.65 16.91 Full Time Equivalent (FTE) 16.91 16.91 16.91 67.65 Date: 5/10/18 Prepared by: HSA#1 7/7/2021

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

DAC Calarias & Danafita	Δ =	. T-4-1-	1104.5		EV 04/00	EV 00/00	EV 00/04	EV 04/05	T-4-1
DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	\$87,552	1.00	80.00%	0.80	\$70,042	\$35,021	\$35,021	\$35,021	\$175,105
Food Service Coordinator	\$58,240	1.00	80.00%	0.80	\$46,592				\$46,592
Cook	\$52,000	1.00	80.00%	0.80	\$41,600				\$41,600
Kitchen Assistant/Maintenance	\$45,760	1.00	80.00%	0.80	\$36,608	\$36,608	\$36,608	\$36,608	\$146,432
WASC Site Manager	\$45,760	1.00	80.00%	0.80	\$36,608	\$36,608	\$36,608	\$36,608	\$146,432
Cook	\$47,840	1.00	80.00%	0.80	\$38,272				\$38,272
Food Service Assistant	\$36,400	0.75	80.00%	0.60	\$21,840				\$21,840
Food Service Assistant	\$41,600	1.00	80.00%	0.80	\$33,280				\$33,280
Rosa Parks Site Manager	\$37,440	0.44	80.00%	0.35	\$13,104	\$13,104	\$13,104	\$13,104	\$52,416
Dr Davis Site Manager	\$39,520	1.00	80.00%	0.80	\$31,616	\$15,808	\$15,808	\$15,808	\$79,040
Food Service Assistant	\$39,520	1.00	80.00%	0.80	\$31,616				\$31,616
Kitchen Assistant/ Maintenace	\$36,400	1.00	80.00%	0.80	\$29,120				\$29,120
Driver	\$44,440	1.00	80.00%	0.80	\$35,552	\$35,552	\$35,552	\$35,552	\$142,208
Cook	\$54,080	1.00	80.00%	0.80	\$43,264	\$31,040	\$31,040	\$31,040	\$136,384
Food Service Assistants	\$36,400	1.50	80.00%	1.20	\$43,680				\$43,680
Totals	\$702,952	14.69	1200.00%	11.75	\$552,794	\$203,741	\$203,741	\$203,741	\$1,164,017
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$210,886				\$165,838	\$61,122	\$61,122	\$61,122	\$349,204
Total DAS Salaries and Benefits	\$913,838				\$718,632	\$264,863	\$264,863	\$264,863	\$1,513,221
Non DAS Salaries & Benefits	Agency	T	1104 5			E1 / 00/00	EV 00/04		Total
	/ tgcnos	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	i Otal
1		/ Totals		rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full	/ Totals	% FTE funded	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	rotai
Position Title		Total FTE		Adjusted FTE	FY 21/22 Budgeted Salary	FY 22/23 Budgeted Salary	FY 23/24 Budgeted Salary	FY 24/25 Budgeted Salary	Budgeted Salary
Position Title driver	Annual Full Time Salary for		% FTE funded by HSA						
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				Budgeted Salary
driver	Annual Full Time Salary for FTE \$36,400	Total FTE 0.60	% FTE funded by HSA (Max 100%) 80.00%	Adjusted FTE 0.48	Budgeted Salary \$17,472	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary \$17,472
driver Date entry	Annual Full Time Salary for FTE \$36,400 \$52,520	Total FTE 0.60 0.13	% FTE funded by HSA (Max 100%) 80.00%	Adjusted FTE 0.48	Budgeted Salary \$17,472 \$5,252	Budgeted Salary \$5,252	Budgeted Salary \$5,252	Budgeted Salary \$5,252	Budgeted Salary \$17,472 \$21,008
driver Date entry Volunteers	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680	\$5,252 \$36,400	Budgeted Salary \$5,252 \$36,400	\$5,252 \$36,400	Budgeted Salary \$17,472 \$21,008 \$152,880
driver Date entry Volunteers	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680	\$5,252 \$36,400	Budgeted Salary \$5,252 \$36,400	\$5,252 \$36,400	Budgeted Salary \$17,472 \$21,008 \$152,880
driver Date entry Volunteers Totals	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680	\$5,252 \$36,400	Budgeted Salary \$5,252 \$36,400	\$5,252 \$36,400	Budgeted Salary \$17,472 \$21,008 \$152,880
driver Date entry Volunteers Totals Fringe Benefits Rate	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	817,472 \$21,008 \$152,880 \$191,360
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	817,472 \$21,008 \$152,880 \$191,360
driver Date entry Volunteers Totals Fringe Benefits Rate	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652	817,472 \$21,008 \$152,880 \$191,360
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320 \$125,320 30.00% \$37,596	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	Budgeted Salary \$17,472 \$21,008 \$152,880 \$191,360 \$57,409
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320 \$125,320 30.00% \$37,596	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	Budgeted Salary \$17,472 \$21,008 \$152,880 \$191,360 \$57,409
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and Benefits	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320 \$125,320 30.00% \$37,596	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	Budgeted Salary \$17,472 \$21,008 \$152,880 \$191,360 \$57,409
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320 \$125,320 30.00% \$37,596	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404	\$5,252 \$36,400 \$41,652	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	Budgeted Salary \$17,472 \$21,008 \$152,880 \$191,360 \$57,409
driver Date entry Volunteers Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and Benefits Total DAS and Non DAS Salaries	Annual Full Time Salary for FTE \$36,400 \$52,520 \$36,400 \$125,320 30.00% \$37,596	Total FTE 0.60 0.13 1.50	% FTE funded by HSA (Max 100%) 80.00% 80.00%	Adjusted FTE 0.48 0.10 1.20	Budgeted Salary \$17,472 \$5,252 \$43,680 \$66,404 \$19,921 \$86,325	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	\$5,252 \$36,400 \$41,652 \$12,496	Budgeted Salary \$17,472 \$21,008 \$152,880 \$191,360 \$57,409 \$248,769

Program: Congregate meals for older adults (Same as Line 11 on HSA #1)					opendix B, Page 3 Date: March 2021
	Operating E	xpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	163,081	62,655	62,655	62,655	351,046
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$5,760	\$5,760	\$5,760	\$5,760	\$23,040
Utilities (Elec, Water, Gas, Phone, Garbage)	\$28,175	\$13,175	\$13,175	\$13,175	\$67,700
Office Supplies, Postage	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Building Maintenance Supplies and Repair	\$12,752	\$4,385	\$4,385	\$4,385	\$25,907
Printing and Reproduction					
Insurance	\$9,546	\$4,746	\$4,746	\$4,746	\$23,784
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food per meal \$3.00	\$489,243	\$187,965	\$187,965	\$187,965	\$1,053,138
Cong Food Svc Supplies per meal \$0.20	\$32,616	\$12,531	\$12,531	\$12,531	\$70,209
Catered Meals per meal		ψ.2,00.	ψ.2,00.	ψ.2,00.	ψ. σ,Ξσσ
, , , , , , , , , , , , , , , , , , ,					
<u>Other</u>					
DMV Registration	\$1,881	\$1,881	\$1,881	\$1,881	\$7,524
Gas and Car Rental	\$6,720	\$4,720	\$4,720	\$4,720	\$20,880
Total DAS Operating Expenses	\$589,093	\$237,563	\$237,563	\$237,563	\$1,301,782
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$4,800	\$4,800	\$4,800	\$4,800	\$19,200
Printing and Reproduction		. , ,	, ,	* /	• • • • • • • • • • • • • • • • • • • •
Insurance					
Staff Training	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food per meal \$0.10	\$16,308	\$6,266	\$6,266	\$6,266	\$35,106
Cong Food Svc Supplies per meal					
Catered Meals per meal					
Other					
Small Equipment and supplies	\$3,840	\$3,840	\$3,840	\$3,840	\$15,360
Car Repair	\$2,880	\$2,880	\$2,880	\$2,880	\$13,300 \$11,520
	\$2,000		42,000	\$2,000	ψ.1,0 <u>2</u> 0
Total Non DAS Operating Expenses	\$31,828	\$21,786	\$21,786	\$21,786	\$97,186
Total DAS and Non DAS Operating Expenses	\$620,921	\$259,349	\$259,349	\$259,349	\$1,398,968
HSA #3					7/7/202

Total DAS and Non DAS NCQA Expenditure

HSA #4

Appendix B, Page 5 Program: Congregate meals for older adults (Same as Line 11 on HSA #1) Document Date: March 2021 NCQA Expenditure Detail DAS NCQA Expenditure FY 22/23 Unit price Unit FY 21/22 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$739.00 /set 2.00 \$1,478 \$1,478 \$1,478 \$1,478 \$5,912 Kitchen and food service monitoring \$688.00 8.00 \$5,504 \$5,504 \$5,504 \$5,504 \$22,016 \$264.00 16.00 \$4,224 \$16,896 Congregate site monitoring \$4,224 \$4,224 \$4,224 Nutrition education \$112.00 16.00 \$1,792 \$1,792 \$1,792 \$1,792 \$7,168 /hour Nutrition counseling (optional) \$1,344 \$5,376 In-service training \$112.00 /training 12.00 \$1,344 \$1,344 \$1,344 Total DAS NCQA Expenditure \$14,342 \$14,342 \$14,342 \$14,342 \$57,368 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Non DAS NCQA Expenditure Unit price Unit Menu planning and nutrition analysis /set 2.00 Kitchen and food service monitoring 8.00 Congregate site monitoring 16.00 Nutrition education Nutrition counseling (optional) /hour 12.00 In-service training /training Total Non DAS NCQA Expenditure

\$14,342

\$14,342

\$14,342

\$14,342

\$57,368

7/7/2021

Appendix A - Services to be Provided Centro Latino de San Francisco

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

CLSF

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

CLSF Older Adults-Congregate FY 21-25

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1416	1075	1075	1075
Number of Meals	89664	68081	68081	68081

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM

email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: 06/29/21

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Centro Latino de San Francisco New __X_ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for (X) older adults or () adults with disabilities Budget Reference Page No.(s) Average FY 21/22 FY 22/23 FY 23/24 FY 24/25 Program Term Total cost/meal Annual # Meals Contracted 89,664 68,081 68,081 68,081 293,907 DAS Expenditures Salaries & Benefits \$431,065 \$327,305 \$327,305 \$327,305 \$1,412,980 \$4.81 \$190,877 \$144,930 \$144,930 \$144,930 \$625,667 Operating Expenses \$2.13 Subtotal \$621,942 \$472,235 \$472,235 \$472,235 \$2,038,647 \$6.94 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$62,194 \$47,224 \$47,224 \$47,224 \$203,866 \$0.69 \$13,100 \$13,100 NCQA Expenditures \$13,100 \$13,100 \$52,400 \$0.18 \$697,236 \$532,559 \$532,559 \$532,559 \$2,294,913 \$7.81 **Total DAS Expenditures** Non DAS Expenditures Salaries & Benefits \$77,433 \$58,795 \$58,795 \$58,795 \$253,817 \$0.86 \$81,025 \$61,521 \$61,521 \$61,521 \$265,589 \$0.90 Operating Expenses \$158,458 \$120,316 \$120,316 \$120,316 **Total Non DAS Expenditures** \$519,406 \$1.77 TOTAL DAS AND NON DAS EXPEDITURES \$855,694 \$652,875 \$652,875 \$652,875 \$2,814,319 \$9.58 **DAS Revenues** Meals- General Fund \$684,136 \$519,458 \$519,458 \$519,458 \$2,242,510 \$7.63 \$13,100 NCQA Fund \$13,100 \$13,100 \$13,100 \$52,400 \$0.18 **Total DAS Revenue** \$697,236 \$532,558 \$532,558 \$532,558 \$2,294,910 \$7.81 PER MEAL COST, DAS \$7.63 \$7.63 \$7.63 \$7.63 \$7.63 PER MEAL COST (with NCQA), DAS \$7.78 \$7.82 \$7.82 \$7.82 \$7.81 Non DAS Revenues Project Income \$26,897 \$26,897 \$35,424 \$26,897 \$116,115 \$0.40 Agency Cash- Fundraising Agency In-kind Volunteer \$123,034 \$93,419 \$93,419 \$93,419 \$403,291 \$1.37 **Total Non DAS Revenue** \$158,458 \$120,316 \$120.316 \$120,316 \$519.406 \$1.77 PER MEAL COST, Non DAS \$1.77 \$1.77 \$1.77 \$1.77 \$1.77 PER MEAL COST (with NCQA), Non DAS \$1.77 \$1.77 \$1.77 \$1.77 \$1.77 TOTAL DAS AND NON DAS REVENUE \$855,694 \$652,874 \$652,874 \$652,874 \$2,814,316 \$9.58 PER MEAL COST, Total \$9.40 \$9.40 \$9.40 \$9.40 \$9.40 PER MEAL COST (with NCQA), Total \$9.55 \$9.59 \$9.59 \$9.59 \$9.58 4.64 4.64 Full Time Equivalent (FTE) 4.64 18.58 Prepared by: Victor de la Rocha, Controller (469) 247-7836 Document Date: 06/29/21 **HSA-CO Review Signature:** HSA #1 10/25/2016

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

Appendix B, Page 2 Document Date: 06/29/21

Salaries & Benefits Detail

			Salarie	s & Benefits i	Detail				
DAS Salaries & Benefits	Agency	Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Nutrition Sites & Programs Manager	\$54,080	0.23	100.00%	0.23	\$12,438	\$9,444	\$9,444	\$9,444	\$40,770
Nutritionist	\$52,000	0.51	100.00%	0.51	\$26,290	\$19,962	\$19,962	\$19,962	\$86,176
Head Cook	\$45,760	0.52	100.00%	0.52	\$23,738	\$18,024	\$18,024	\$18,024	\$77,810
Cook	\$41,600	0.34	100.00%	0.34	\$14,065	\$10,679	\$10,679	\$10,679	\$46,102
Site Manager Star Hotel/Cook	\$43,680	0.50	100.00%	0.50	\$21,952	\$16,668	\$16,668	\$16,668	\$71,956
Cook	\$41,600	0.59	100.00%	0.59	\$24,399	\$18,526	\$18,526	\$18,526	\$79,977
Meal Server	\$47,840	0.23	100.00%	0.23	\$11,223	\$8,522	\$8,522	\$8,522	\$36,789
Food Prep & Meal Server	\$37,440	0.44	100.00%	0.44	\$16,469	\$12,505	\$12,505	\$12,505	\$53,984
Food Prep	\$39,520	0.26	100.00%	0.26	\$10,430	\$7,919	\$7,919	\$7,919	\$34,187
Janitor	\$39,520	0.22	100.00%	0.22	\$8,796	\$6,679	\$6,679	\$6,679	\$28,833
Dishwasher/Janitor	\$39,520	0.47	100.00%	0.47	\$18,520	\$14,062	\$14,062	\$14,062	\$60,706
Driver & Food Purchaser	\$39,520	0.11	100.00%	0.11	\$4,165	\$3,162	\$3,162	\$3,162	\$13,651
Site Manager MNC	\$39,520	0.30	100.00%	0.30	\$11,982	\$9,098	\$9,098	\$9,098	\$39,276
Site Manager VC & Food prep	\$37,440	0.71	100.00%	0.71	\$26,624	\$20,215	\$20,215	\$20,215	\$87,269
Site Manager Ed Lee & Food Purchaser	\$39,520	0.81	100.00%	0.81	\$31,952	\$24,261	\$24,261	\$24,261	\$104,735
Site Manager L.Mayores & Activities Facilitator	\$37,440	0.19	100.00%	0.19	\$7,006	\$5,320	\$5,320	\$5,320	\$22,966
Site Manager VA & Assis. Social Worker Social Worker/Resource Specialist	\$43,680 \$62,400	0.80 0.29	100.00% 100.00%	0.80	\$34,736 \$18,181	\$26,375 \$13,805	\$26,375 \$13,805	\$26,375	\$113,861
Social Worker/Activities Facilitator	\$62,400	0.29	100.00%	0.29	\$36,598	\$13,805	\$27,789	\$13,805 \$27,789	\$59,596 \$119,965
Executive Director	\$90,350	0.59	100.00%	0.59	\$19,895	\$15,106	\$15,106	\$27,789 \$15,106	\$65,213
Totals	\$335,790	2.89	600.00%	2.89	\$379,459	\$288,121	\$288,121	\$288.121	\$1,243,822
Totals	\$335,790	2.09	600.00%	2.09	\$379,459	\$200,121	\$200,121	\$200,121	\$1,243,022
Fringe Benefits Rate	14%								
Employee Fringe Benefits	\$45,667				\$51,606	\$39.184	\$39,184	\$39,184	\$169,158
Employee Finige Benefite	ψ10,001				φο 1,000	ψου,το τ	φου,το τ	\$00,101	ψ100,100
Total DAS Salaries and Benefits	\$381,457				\$431,065	\$327,305	\$327,305	\$327,305	\$1,412,980
Total Drie Galaries and Denomic	4001,101				V 10 1,000	402.,000	402. 1000	402.,000	V. ,2,000
Non DAS Salaries & Benefits	Agency	Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
Decision Title	Time Salary for FTE	Total FTE	by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Position Title Food Packer/Meal Server	\$38,834	0.22	100.00%	0.22	\$8,592	\$6,524	\$6,524	\$6,524	\$28,163
Food Packer/Meal Server	\$38,834	0.22	100.00%	0.22	\$8,592	\$6,524	\$6,524	\$6,524	\$28,163
Food Packer/Meal Server	\$38,834	0.59	100.00%	0.22	\$22,912	\$17,397	\$17,397	\$17,397	\$75,103
Food Packer/Meal Server (Saturdays)	\$38,834	0.06	100.00%	0.06	\$2,291	\$1,740	\$1,740	\$1,740	\$7,510
Food Packer/Site Manager	\$38,834	0.37	100.00%	0.37	\$14,320	\$10,873	\$10,873	\$10,873	\$46,939
Meal Delivery	\$38,834	0.30	100.00%	0.30	\$11,456	\$8,698	\$8,698	\$8,698	\$37,551
Totals	\$233,002	1.76	600.00%	1.76	\$68,163	\$51,756	\$51,756	\$51,756	\$223,430
Friend Basefite Bate	4.40/								
Fringe Benefits Rate	14% \$31,688				\$9,270	\$7,039	\$7,039	\$7,039	\$30,387
Employee Fringe Benefits	\$31,688				\$9,270	\$7,039	\$7,039	\$7,039	\$30,387
Total Non DAS Salaries and Benefits	\$264,690				\$77,433	\$58,795	\$58,795	\$58,795	\$253,817
					T	I		T	
Total DAS and Non DAS Salaries and Benefits	\$646,146				\$508,498	\$386,099	\$386,099	\$386,099	\$1,666,795
			<u>-</u>						
HSA #2									10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities Same as Line 11 on HSA #1)						Appendix B, Page 3 Document Date: 06/29/21		
			Operating Ex	xpense Detail				
			FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	
Annual # Meals Contracted		Contracted _	89,664	68,081	68,081	68,081	293,907	
DAS Operating Expenses								
Expenditure Category								
Rental of Property		_						
Utilities (Elec, Water, Gas, Ph	one, Garbage)	_	\$6,415	\$4,870	\$4,870	\$4,870	\$21,025	
Office Supplies, Postage		_	\$7,215	\$5,478	\$5,478	\$5,478	\$23,649	
Insurance		_	\$6,053	\$4,596	\$4,596	\$4,596	\$19,841	
Food Cost								
Raw Food	per meal	\$1.50	\$134,496	\$102,122	\$102,122	\$102,122	\$440,862	
Cong Food Svc Supplies	per meal	\$0.24	\$21,519	\$16,339	\$16,339	\$16,339	\$70,536	
Catered Meals	per meal							
Other								
Stipends			\$1,565	\$1,188	\$1,188	\$1,188	\$5,129	
Auto - Fuel, Insurance & Misc.			\$13,613	\$10,337	\$10,337	\$10,337	\$44,624	
Total DAS Operating Expens	ses		\$190,877	\$144,930	\$144,930	\$144,930	\$625,667	
Non DAS Operating Expense	es							
Expenditure Category								
Rental of Property		_	\$45,601	\$34,624	\$34,624	\$34,624	\$149,474	
Food Cost								
Raw Food	per meal	\$0.34	\$30,538	\$23,187	\$23,187	\$23,187	\$100,099	
Cong Food Svc Supplies	per meal	\$0.05	\$4,886	\$3,710	\$3,710	\$3,710	\$16,016	
Catered Meals	per meal	φοισσ	Ψ.,σσσ	ψο,	φο,	ψο,	ψ.ιο,σ.ιο	
Total Non DAS Operating Ex	rpenses		\$81,025	\$61,521	\$61,521	\$61,521	\$265,589	
Total DAS and Non DAS Ope	erating Expense	s	\$271,902	\$206,451	\$206,451	\$206,451	\$891,256	
HSA #3							10/25/2016	

Total DAS and Non DAS NCQA Expenditure

HSA #4

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B, Page 4 (Same as Line 11 on HSA #1) Document Date: 06/29/21 NCQA Expenditure Detail Unit price Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total DAS NCQA Expenditure Menu planning and nutrition analysis \$700.00 /set 1.00 \$700 \$700 \$700 \$700 \$2,800 \$1,200 2.00 \$1,200 \$4,800 \$1,200 \$1,200 Kitchen and food service monitoring \$600.00 Congregate site monitoring \$300.00 24.00 \$7,200 \$7,200 \$7,200 \$7,200 \$28,800 Nutrition education \$150.00 24.00 \$3,600 \$3,600 \$3,600 \$3,600 \$14,400 Other TA \$100.00 /hour 4.00 \$400 \$400 \$400 \$400 \$1,600 **Total DAS NCQA Expenditure** \$13,100 \$13,100 \$13,100 \$13,100 \$52,400 FY 21/22 FY 22/23 FY 24/25 Unit price Unit FY 23/24 Total Non DAS NCQA Expenditure /set Menu planning and nutrition analysis 2.00 Kitchen and food service monitoring Congregate site monitoring 24.00 24.00 Nutrition education Nutrition counseling (optional) /hour 4.00 Total Non DAS NCQA Expenditure

\$13,100

\$13,100

\$13,100

\$13,100

\$52,400

10/25/2016

Appendix A - Services to be Provided Episcopal Community Services

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

ECS Appendix A, pg. 7

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1,200	1,200	1,200	1,200
Number of Meals	49,667	49,667	49,667	49,667

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.

- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points							
Name	Address	Phone					
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805					
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353					
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558					
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938					
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221					
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509					
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983					
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983					
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845					
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585					
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804					
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990					
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700					

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland

Nutritionist

DAS OCP

email: lauren.mccasland@sfgov.org

and

Rocio Duenas

Contract Manager HSA OCM

email: rocio.duenas@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HSA #1

Appendix B, Page 1 Revised 6.23 Document Date: March 2021

10/25/2016

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM Name **EPISCOPAL COMMUNITY SERVICES OF SF** Modification (Check One) New __X__ Renewal If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for (X) older adults or () adults with disabilities Budget Reference Page No.(s) Average FY 23/24 FY 24/25 Program Term FY 21/22 FY 22/23 Total cost/meal Annual # Meals Contracted 49,667 49,667 49,667 49,667 198,668 **DAS Expenditures** Salaries & Benefits \$226,015 \$226,015 \$226,015 \$226,015 \$904,060 \$4.55 Operating Expenses \$141.520 \$141 520 \$141.520 \$141.520 \$566.080 \$2.85 Subtotal \$367,535 \$367,535 \$367,535 \$367,535 \$1,470,140 \$7.40 10.00% Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% Indirect Cost \$36,754 \$36,754 \$36,754 \$36,754 \$147,016 \$0.74 Capital/Subcontractor Expenditures \$8,200 \$8,200 \$0.17 \$8,200 \$8,200 \$32,800 NCQA Expenditures **Total DAS Expenditures** \$412,489 \$412,489 \$412,489 \$412,489 \$1,649,956 \$8.31 Non DAS Expenditures \$180,415 \$180.415 \$180,415 \$180.415 \$721.660 \$3.63 Salaries & Benefits Operating Expenses \$134,959 \$134,959 \$134,959 \$134,959 \$539,835 \$2.72 Capital/Subcontractor Expenditures NCQA Expenditures \$315,374 \$315,374 \$315,374 \$315,374 \$1,261,495 \$6.35 **Total Non DAS Expenditures TOTAL DAS AND NON DAS EXPEDITURES** \$727,863 \$727,863 \$727,863 \$727,863 \$2,911,451 \$14.65 **DAS Revenues** Meals- General Fund \$404,289 \$404,289 \$404,289 \$404,289 \$1,617,156 \$8.14 Meals- State Fund Meals- Federal Fund NCQA Fund \$8,200 \$8,200 \$8,200 \$8.200 \$32.800 \$0.17 Total DAS Revenue \$412,489 \$412,489 \$412,489 \$1.649.956 \$412,489 \$8.31 PER MEAL COST, DAS \$8.14 \$8.14 \$8.14 \$8.14 \$8.14 PER MEAL COST (with NCQA), DAS \$8.31 \$8.31 \$8.31 \$8.31 \$8.31 Non DAS Revenues Project Income \$1,100 \$1,100 \$1,100 \$1,100 \$4,400 \$0.02 Agency Cash- Fundraising \$314,274 \$314,274 \$314,274 \$314,274 \$1,257,096 \$6.33 Agency In-kind Volunteer NCQA Revenue \$6.35 \$315,374 \$315,374 \$315,374 \$315,374 \$1,261,496 Total Non DAS Revenue PER MEAL COST, Non DAS \$6.35 \$6.35 \$6.35 \$6.35 \$6.35 PER MEAL COST (with NCQA), Non DAS \$6.35 TOTAL DAS AND NON DAS REVENUE \$727,863 \$727,863 \$727,863 \$727,863 \$2,911,452 \$14.65 PER MEAL COST, Total \$14.49 \$14.49 \$14.49 \$14.49 \$14.49 \$14.66 PER MEAL COST (with NCQA), Total \$14.66 \$14.66 \$14.66 \$14.66 7.00 7.00 7.00 7.00 Full Time Equivalent (FTE) 28.00 Prepared by: Date: 5/10/18 HSA-CO Review Signature:

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

DAG Calaria a Barratita	A =	Agency Totals HSA Program		EV 04/00	EV 00/00	EV 00/04	EV 04/05	T-4-1	
DAS Salaries & Benefits	Agency	/ Lotais	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.56	0.85	0.47	\$36,960	\$36,960	\$36,960	\$36,960	\$147,840
Director of Impact and Analytics	\$154,302	0.56	0.17	0.09	\$14,587	\$14,587	\$14,587	\$14,587	\$58,348
Assistant Chef	\$64,855	0.56	0.85	0.47	\$30,656	\$30,656	\$30,656	\$30,656	\$122,624
Database Specialist/Compliance Monitor	\$77,516	0.56	0.17	0.09	\$7,328	\$7,328	\$7,328	\$7,328	\$29,312
Culinary Training Manager	\$91,729	0.56	0.85	0.47	\$43,359	\$43,359	\$43,359	\$43,359	\$173,436
Part-Time Cook	\$44,396	0.56	0.68	0.38	\$16,788	\$16,788	\$16,788	\$16,788	\$67,152
Part- Time Delivery Driver	\$44,396	0.56	0.43	0.24	\$10,616	\$10,616	\$10,616	\$10,616	\$42,464
Totals	\$555,385	3.89	400.00%	2.22	\$160,294	\$160,294	\$160,294	\$160,294	\$641,176
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$65,721	\$65,721	\$65,721	\$65,721	\$262,884
Employee Fillige Belletits	\$227,708				φ03,721	\$05,721	\$05,721	\$00,721	φ202,004
Total DAS Salaries and Benefits	\$783,093				\$226,015	\$226,015	\$226,015	\$226,015	\$904,060
Total 27to Galariso ana 25tiones	ψ1 00,000				V 220,010	V 220,010	V 220,010	V 220,010	400 1,000
Non DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Chef and Culinary Training Instructor	\$78,191	0.44	0.85	0.38	\$29,503	\$29,503	\$29,503	\$29,503	\$118,012
Director of Impact and Analytics	\$154,302	0.44	0.17	0.08	\$11,644	\$11,644	\$11,644	\$11,644	\$46,576
Assistant Chef	\$64,855	0.44	0.85	0.38	\$24,471	\$24,471	\$24,471	\$24,471	\$97,884
Database Specialist/Compliance Monitor	\$77,516	0.44	0.17	0.08	\$5,850	\$5,850	\$5,850	\$5,850	\$23,400
Culinary Training Manager	\$91,729	0.44	0.85	0.38	\$34,611	\$34,611	\$34,611	\$34,611	\$138,444
Part-Time Cook	\$44,396	0.44	0.68	0.30	\$13,401	\$13,401	\$13,401	\$13,401	\$53,604
Part- Time Delivery Driver	\$44,396	0.44	0.43	0.19	\$8,474	\$8,474	\$8,474	\$8,474	\$33,896
Totals	\$555,385	3.11	400.00%	1.78	\$127,954	\$127,954	\$127,954	\$127,954	\$511,816
Friend Boundite Boto	44.0007								
Fringe Benefits Rate	41.00%				A=0 ·-·	AEQ :-:	#50 :-:	A=0 ·-·	#000 T
Employee Fringe Benefits	\$227,708				\$52,461	\$52,461	\$52,461	\$52,461	\$209,844
						ı	ı		
Total Non DAS Salaries and Benefits	\$783,093				\$180,415	\$180,415	\$180,415	\$180,415	\$721,660
Total Noti DAS Salaries and benefits	\$100,093				\$100,415	\$100,415	\$10U,415	\$100,415	\$121,000
Total DAS and Non DAS Salaris									
Total DAS and Non DAS Salaries and Benefits	\$1,566,186				\$406,430	\$406,430	\$406,430	\$406,430	\$1,625,720
	ψ1,000,100				ψ-100, 1 30	ψ-100, 1 30	ψ-100,430	ψ-100, 4 30	ψ1,020,720
HSA #2									10/25/2016
									10/20/2010

Program: Congregate meals for (X) older adults (Same as Line 11 on HSA #1)	or () adults with disabilities					opendix B, Page 3 Date: March 2021
	C	Operating Expense	Detail			
Anr	nual # Meals Contracted	FY 21/22 49,667	FY 22/23 49,667	FY 23/24 49,667	FY 24/25 49,667	Total 198,668
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage		\$573	\$573	\$573	\$573	\$2,294
Building Maintenance Supplies and Repair		\$8,601	\$8,601	\$8,601	\$8,601	\$34,405
Printing and Reproduction		\$1,338	\$1,338	\$1,338	\$1,338	\$5,352
Insurance		\$6,885	\$6,885	\$6,885	\$6,885	\$27,538
Staff Recruitment Auto/Gas/Oil Maintenance: Van		\$142 \$2,130	\$142 \$2,130	\$142 \$2,130	\$142 \$2,130	\$567 \$8,519
IT Equipment		\$250	\$250	\$250	\$250	\$1,001
Food Cost Raw Food	per meal \$4.00	\$110,482	\$110,482	¢140.400	\$110,482	¢444.000
Cong Food Svc Supplies	per meal \$4.00 per meal \$0.21	\$110,482	\$110,482 \$5,800	\$110,482 \$5,800	\$110,482 \$5,800	\$441,928 \$23,200
Catered Meals	per meal	φο,σσσ	ΨΟ,ΟΟΟ	ΨΟ,ΟΟΟ	ΨΟ,ΟΟΟ	Ψ20,200
Other						
Equipment Repairs		\$5,005	\$5,005	\$5,005	\$5,005	\$20,020
Program Supplies		\$314	\$314	\$314	\$314	\$1,257
Tatal DAC On anation Francisco		£4.44 F00	£444 F00	£444 F00	6444 500	\$500,000
Total DAS Operating Expenses		\$141,520	\$141,520	\$141,520	\$141,520	\$566,080
Non DAS Operating Expenses Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage		\$133	\$133	\$133	\$133	\$533
Building Maintenance Supplies and Repair Printing and Reproduction		\$1,998 \$311	\$1,998 \$311	\$1,998 \$311	\$1,998 \$311	\$7,990 \$1,243
Insurance		\$5,495	\$5,495	\$5,495	\$5,495	\$21,982
Staff Recruitment		\$113	\$113	\$113	\$113	\$453
Auto/Gas/Oil Maintenance: Van		\$1,700	\$1,700	\$1,700	\$1,700	\$6,800
IT Equipment		\$200	\$200	\$200	\$200	\$799
Food Cost						
Raw Food	per meal \$5.27	\$116,133	\$116,133	\$116,133	\$116,133	\$464,532
Cong Food Svc Supplies	per meal \$0.21	\$4,630	\$4,630	\$4,630	\$4,630	\$18,519
Catered Meals	per meal					
						
<u>Other</u>		4			4	
Equipment Repairs Program Supplies		\$3,995 \$251	\$3,995 \$251	\$3,995 \$251	\$3,995 \$251	\$15,980 \$1,003
Frogram Supplies			167¢	167¢	1,674	\$1,003
Total Non DAS Operating Expenses		\$134,959	\$134,959	\$134,959	\$134,959	\$539,835
Total DAS and Non DAS Operating Expenses		\$276,479	\$276,479	\$276,479	\$276,479	\$1,105,915
HC A #2						40/05/0010
HSA #3						10/25/2016

Total Non DAS NCQA Expenditure

Total DAS and Non DAS NCQA Expenditure

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

Appendix B, Page 5 Document Date: March 2021

		NCQA Expe	enditure Detail				
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00	4.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Congregate site monitoring	\$300.00	8.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Nutrition education	\$150.00	8.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	8.00	\$800	\$800	\$800	\$800	\$3,200
Total DAS NCQA Expenditure			\$8,200	\$8,200	\$8,200	\$8,200	\$32,800
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis							
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)							
In-service training							

HSA #4 10/25/2016

\$8,200

\$8,200

\$8,200

\$8,200

\$32,800

Appendix A - Services to be Provided Glide Foundation

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Glide Foundation
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	425	200	200	200
Number of Meals	52,000	33,146	33,146	33,146

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.

- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points				
Name	Address	Phone		
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805		
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353		
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558		
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938		
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221		
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509		
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983		
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983		
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845		
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585		
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804		
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990		
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700		

15. For assistance with reporting and contract requirements, please contact:

Tiffany Kearney, RD Program Analyst & Lead Nutritionist DAS OCP

email: Tiffany.Kearney@sfgov.org

and

Tara Alvarez Contract Manager HSA OCM email: Tara.Alvarez@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Board of Trustees of the Glide Foundation						
(Check One) New _X_ Renewal M	odification					
If modification, Effective Date of Mod. No. of						
Program: Congregate meals for (X) older adult		sabilities				
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	52,000	33,146	33,146	33,146	151,438	
DAS Expenditures						
Salaries & Benefits	\$90,354	\$55,850	\$55,850	\$55,850	\$257,904	\$1.70
Operating Expenses	\$139,391	\$90,727	\$90,727	\$90,727	\$411,572	\$2.72
Subtotal	\$229,745	\$146,577	\$146,577	\$146,577	\$669,476	\$4.42
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$22,975	\$14,658	\$14,658	\$14,658	\$66,949	\$0.44
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$7,231	\$7,231	\$7,231	\$7,231	\$28,924	\$0.19
Total DAC Evmanditures	\$250.054	\$469.466	\$460 A66	\$469.466	¢765.040	\$ E 0E
Total DAS Expenditures	\$259,951	\$168,466	\$168,466	\$168,466	\$765,349	\$5.05
Non DAS Expenditures						
Salaries & Benefits	\$67,876	\$67,876	\$67,876	\$67,876	\$271,504	\$1.79
Operating Expenses	\$18,170	\$18,170	\$18,170	\$18,170	\$72,680	\$0.48
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$86,046	\$86,046	\$86,046	\$86,046	\$344,184	\$2.27
TOTAL DAS AND NON DAS EXPEDITURES	\$345,997	\$254,512	\$254,512	\$254,512	\$1,109,533	\$7.33
TOTAL DAS AND NON DAS EXPEDITORES	\$343,991	\$254,512	\$254,512	\$234,312	\$1,109,333	Ψ1.33
DAS Revenues						
Meals- General Fund	\$252,720	\$161,235	\$161,235	\$161,235	\$736,425	\$4.86
NCQA Fund	\$7,231	\$7,231	\$7,231	\$7,231	\$28,924	\$0.19
Total DAS Revenue	\$259,951	\$168,466	\$168,466	\$168,466	\$765,349	\$5.05
PER MEAL COST, DAS	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	
PER MEAL COST (with NCQA), DAS	\$5.00	\$5.08	\$5.08	\$5.08	\$5.05	
New DAC Benefits						
Non DAS Revenues Project Income						
Agency Cash- Fundraising	\$80,010	\$50,900	\$50.900	\$50.900	\$232,710	\$1.54
Agency In-kind Volunteer	φου,στο	ψ30,300	ψ50,500	ψου,ουυ	Ψ202,7 10	Ψ1.0-
NCQA Revenue						
Total Non DAS Revenue	\$80,010	\$50,900	\$50,900	\$50,900	\$232,710	\$1.54
PER MEAL COST, Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
PER MEAL COST (with NCQA), Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
TOTAL DAS AND NON DAS REVENUE	\$339,961	\$219,366	\$219,366	\$219,366	\$998,059	\$6.59
PER MEAL COST. Total	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	ψ0.00
PER MEAL COST (with NCQA), Total	\$6.54	\$6.62	\$6.62	\$6.62	\$6.59	
Full Time Equivalent (FTE)	4.00	4.00	4.00	4.00	16.00	
Prepared by:				D	ate: 5/10/18	
HSA-CO Review Signature:						
HSA #1					10/25/2016	

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B. Page 2 (Same as Line 11 on HSA #1) Document Date: March 2021 Salaries & Benefits Detail DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full % FTE funded Time Salary for FTE by HSA FY 21/22 FY 22-25 Total FTE Position Title (Max 100%) djusted FTE Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary djusted FTE 100% \$5.230 \$21,390 Chef \$41.327 13.00% 0.13 0.1 \$5,700 \$5,230 \$5,230 \$7,353 \$7,353 \$7,353 \$30,024 Purchasing Agent \$61,273 100% 13.00% 0.13 0.12 \$7.965 Program Navigator \$53,217 100% 55.00% 0.55 0.30 \$29,269 \$15,965 \$15,965 \$15,965 \$77,164 Program Navigator \$50,282 100% 55.00% 0.55 0.30 \$27,655 \$15,085 \$15,085 \$15,085 \$72,910 \$206,099 \$201,488 Totals 4.00 136.00% 0.84 \$70,589 \$43,633 \$43,633 \$43,633 Fringe Benefits Rate 28.00% Employee Fringe Benefits \$57,708 \$19,765 \$12,217 \$12,217 \$12,217 \$56,416 Total DAS Salaries and Benefits \$263,807 \$90.354 \$55.850 \$55.850 \$55.850 \$257.904 Non DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Position Title Time Salary for Total FTE funded by Adjusted FTE **Budgeted Salary** Budgeted Salary Budgeted Salary **Budgeted Salary Budgeted Salary** Program Director \$161,589 10.00% 0.10 \$16,159 \$16,159 \$16,159 \$16,159 \$64,636 Program Manager \$89,255 10.00% 0.10 \$8,925 \$8,925 \$8,925 \$8,925 \$35,700 Chef \$41,327 5.00% 0.05 \$2,066 \$2,066 \$2,066 \$2,066 \$8,264 Shift Lead \$53,839 10.00% 0.10 \$5,384 \$5,384 \$5,384 \$5,384 \$21,536 Shift Lead \$47,240 10.00% 0.10 \$4,724 \$4,724 \$4,724 \$4,724 \$18,896 Purchasing Agent \$61,273 5.00% 0.05 \$3.064 \$3,064 \$3.064 \$3,064 \$12,256 Dishwasher (2) \$75,305 10.00% 0.10 \$7.531 \$7,531 \$7.531 \$7,531 \$30,124 Program Navigator \$53,217 5.00% 0.05 \$2,661 \$2,661 \$2,661 \$2,661 \$10,644 \$2,514 Program Navigator \$50,282 5.00% 0.05 \$2,514 \$2,514 \$2,514 \$10,056 Totals \$633,327 70.00% 0.70 \$53,028 \$53,028 \$53,028 \$53,028 \$212,112 Fringe Benefits Rate 28.00% Employee Fringe Benefits \$177,331 \$14,848 \$14,848 \$14,848 \$14,848 \$59,392 Total Non DAS Salaries and \$810.658 Benefits \$67.876 \$67.876 \$67.876 \$67,876 \$271.504 Total DAS and Non DAS Salaries \$158,230 \$123,726 and Benefits \$123,726 \$123,726 \$529,408 HSA #2 10/25/2016

Program: Congregate meals for (X) older adults or () adu (Same as Line 11 on HSA #1)	lts with disabilities			•	pendix B, Page 3 Date: March 2021
	Operating Ex	cpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	52,000	33,146	33,146	33,146	151,438
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$4,026	\$2,673	\$2,673	\$2,673	\$12,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$437	\$290	\$290	\$290	\$1,307
Office Supplies, Postage	\$469	\$311	\$311	\$311	\$1,402
Building Maintenance Supplies and Repair	\$9,015	\$5,985_#	\$5,985_#	\$5,985	\$26,970
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment	\$2,587	\$1,717	\$1,717	\$1,717	\$7,738
Occupancy	\$60,604	\$40,233	\$40,233	\$40,233	\$181,303
Small equipment & Supplies	\$401	\$266	\$266	\$266	\$1,199
Information Technology	\$8,658	\$5,231	\$5,231	\$5,231	\$24,351
Food storage/Refrigeration	\$798	\$530	\$530	\$530	\$2,388
Garbage & Recycling	\$3,516	\$2,334	\$2,334	\$2,334	\$10,518
5 10 1					
Food Cost	\$20,500	COE 404	COT 404	COT 404	#445 000
Raw Food per meal \$0.76	\$39,520	\$25,191	\$25,191	\$25,191	\$115,093
Cong Food Svc Supplies per meal \$0.18 Catered Meals per meal	\$9,360	\$5,966	\$5,966	\$5,966	\$27,258
Total DAS Operating Expenses Non DAS Operating Expenses Expenditure Category	\$139,391 __	\$90,727	\$90,727	\$90,727	\$411,572
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$92	\$92	\$92	\$92	\$368
Office Supplies, Postage	\$99 \$1.804	\$99 \$1.804	\$99 \$1.804	\$99 \$1.804	\$396
Building Maintenance Supplies and Repair Printing and Reproduction	\$1,894	\$1,894	\$1,894	\$1,894	\$7,576
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Occupancy	\$12,732	\$12,732	\$12,732	\$12,732	\$50,928
Rental of Equipment	\$543	\$543	\$543	\$543	\$2,172
Small equipment & Supplies	\$84	\$84	\$84	\$84	\$336
Information Technology	\$1,819	\$1,819	\$1,819	\$1,819	\$7,276
Food storage/Refrigeration	\$168	\$168	\$168	\$168_	\$672
Garbage & Recycling	\$739	\$739	\$739	\$739	\$2,956
Total Non DAS Operating Expenses	\$18,170	\$18,170	\$18,170	\$18,170	\$72,680
Total DAS and Non DAS Operating Expenses	\$157,561	\$108,897	\$108,897	\$108,897	\$484,252
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HSA #3					10/25/2016

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

Appendix B, Page 5

Document Date: March 2021

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit prid	e	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	717.5	/set	2.00	\$1,435	\$1,435	\$1,435	\$1,435	\$5,740
Kitchen and food service monitoring	584		4.00	\$2,336	\$2,336	\$2,336	\$2,336	\$9,344
Congregate site monitoring	378.25		4.00	\$1,513	\$1,513	\$1,513	\$1,513	\$6,052
Nutrition education	229		4.00	\$916	\$916	\$916	\$916	\$3,664
Nutrition counseling (optional)		/hour						
In-service training	257.75	/training	4.00	\$1,031	\$1,031	\$1,031	\$1,031	\$4,124
Total DAS NCQA Expenditure				\$7,231	\$7,231	\$7,231	\$7,231	\$28,924
Non DAS NCQA Expenditure	Unit pric	e	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis		/set	2.00					

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		4.00					
Nutrition education		4.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	4.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure \$7,231 \$7,231 \$7,231 \$28,924

HSA #4 10/25/2016

Appendix A - Services to be Provided Kimochi Inc.

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. **Target Population**

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. **Eligibility for Services**

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. **Location and Time of Services**

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

VI. **Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

Kimochi Inc. Appendix A, pg. 5

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1550	1350	1350	1350
Number of Meals	91026	66857	66857	66857

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: Ella.Lee@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Kimochi, Inc. (Check One) New __X__ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for (X) older adults or () adults with disabilities Budget Reference Page No.(s) Average FY 21/22 FY 22/23 FY 23/24 FY 24/25 Program Term Total cost/meal Annual # Meals Contracted 91,026 66,857 66,857 66,857 291,597 **DAS Expenditures** \$272,889 \$272,889 \$1,091,556 Salaries & Benefits \$272,889 \$272,889 \$3.74 Operating Expenses \$350,225 \$184,777 \$184,777 \$184,777 \$904,556 \$3.10 Subtotal \$623,114 \$457,666 \$457,666 \$457,666 \$1,996,112 \$6.85 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$62,312 \$45,768 \$45,768 \$45,768 \$199,616 \$0.68 Capital/Subcontractor Expenditures \$15,748 \$15,748 \$0.05 NCQA Expenditures \$7,849 \$7,849 \$7,849 \$7,849 \$31,396 \$0.11 **Total DAS Expenditures** \$709,023 \$511,283 \$511,283 \$511,283 \$2,242,872 \$7.69 Non DAS Expenditures Salaries & Benefits \$91,520 \$91,520 \$91,520 \$91,520 \$366,080 \$1.26 \$214,763 \$227,453 \$227,453 Operating Expenses \$227,453 \$897,122 \$3.08 Capital/Subcontractor Expenditures NCQA Expenditures \$400 \$400 \$400 \$400 \$1,600 \$0.01 **Total Non DAS Expenditures** \$306,683 \$319,373 \$319,373 \$319,373 \$1,264,802 \$4.34 TOTAL DAS AND NON DAS EXPEDITURES \$1,015,706 \$830,656 \$830,656 \$830,656 \$3,507,674 \$12.03 **DAS Revenues** Meals- General Fund \$693,275 \$511,283 \$511,283 \$511.283 \$2,227,124 \$7.64 Meals- State Fund Meals- Federal Fund \$15,748 \$15,748 \$0.05 ОТО **Total DAS Revenue** \$709,023 \$511,283 \$511,283 \$511,283 \$2,242,872 \$7.69 PER MEAL COST, DAS \$7.53 \$7.53 \$7.53 \$7.53 \$7.53 PER MEAL COST (with NCQA), DAS \$7.62 \$7.65 \$7.65 \$7.65 \$7.64 Non DAS Revenues Project Income \$68,270 \$60,171 \$60,171 \$60,171 \$248,783 \$0.85 Agency Cash- Fundraising \$64,970 \$107,511 \$107,511 \$107,511 \$387,503 \$1.33 Agency In-kind Food \$81,923 \$60,171 \$60,171 \$60,171 \$262,436 \$0.90 \$91,520 Agency In-Kind Vounteer \$91,520 \$91,520 \$91,520 \$366,080 \$1.26 NCQA Revenue Total Non DAS Revenue \$306,683 \$319,373 \$319,373 \$319,373 \$1,264,802 \$4.34 PER MEAL COST (with NCQA), Non DAS \$3.37 \$4.78 \$4 78 \$4 78 \$4.34 TOTAL DAS AND NON DAS REVENUE \$1,015,706 \$830,656 \$830,656 \$830,656 \$3,507,674 \$12.03 PER MEAL COST (with NCQA), Total \$10.99 \$12.43 \$12.43 \$12.43 \$11.98 Full Time Equivalent (FTE) 5.75 5.75 5.75 5.75 23.00 Prepared by: Date: 5/10/18 HSA-CO Review Signature: 10/25/2016 HSA#1

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

						1	1	1	1
DAS Salaries & Benefits	Agency	Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Senior Center Coordinator	\$53,040	0.75	100.00%	0.75	\$39,780	\$39,780	\$39,780	\$39,780	\$159,120
Head Cook	\$46,800	0.50	100.00%	0.50	\$23,400	\$23,400	\$23,400	\$23,400	\$93,600
Senior Center Assistant	\$44,096	1.00	100.00%	1.00	\$44,096	\$44,096	\$44,096	\$44,096	\$176,384
Assistant Cook 1	\$37,960	0.50	100.00%	0.50	\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Assistant Cook 2	\$26,598	1.00	100.00%	1.00	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Nutrition Aide	\$26,598	1.00	100.00%	1.00	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Dishwasher 1	\$28,860	0.50	100.00%	0.50	\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Dishwasher 2	\$28,860	0.50	100.00%	0.50	\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Totals	\$292,812	5.75	800.00%	5.75	\$208,312	\$208,312	\$208,312	\$208,312	\$833,248
Totals	\$292,012	5.75	800.00 /8	5.75	\$200,312	\$200,312	φ200,312	\$200,312	\$655,246
Fringe Benefits Rate	31.00%								
Employee Fringe Benefits	\$90,772				\$64,577	\$64,577	\$64,577	\$64,577	\$258,308
						T			
Total DAS Salaries and Benefits	\$383,584				\$272,889	\$272,889	\$272,889	\$272,889	\$1,091,556
Total 5/10 Galarios and 201151116	ψοοσ,σο τ				42.2,000	42.2,000	42.2,000	42.2,000	\$1,001,000
Non DAS Salaries & Benefits	Agency	Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Volunteer					\$91,520	\$91,520	\$91,520	\$91,520	\$366,080
Totals					\$91,520	\$91,520	\$91,520	\$91,520	\$366,080
Fringe Benefits Rate									
Employee Fringe Benefits									
Total Non DAS Salaries and									
Benefits					\$91,520	\$91,520	\$91,520	\$91,520	\$366,080
			_			I			
Total DAS and Non DAS Salaries and Benefits	\$383,584				\$364,409	\$364,409	\$364,409	\$364,409	\$1,457,636
HSA #2									10/25/2016

Program: Congregate meals for (X) older adults or () adults with dis (Same as Line 11 on HSA #1)	sabilities				ppendix B, Page 3 Date: March 2021
	Operating Expens	se Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	91,026	66,857	66,857	66,857	291,597
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$36,285	\$36,285	\$36,285	\$36,285	\$145,140
Utilities (Elec, Water, Gas, Phone, Garbage)	\$22,000	\$18,547	\$18,547	\$18,547	\$77,641
Office Supplies, Postage	\$1,100	\$1,100	\$1,100	\$1,100	\$4,400
Building Maintenance Supplies and Repair	\$4,000	\$2,000	\$2,000	\$2,000	\$10,000
Printing and Reproduction	\$750	\$750	\$750	\$750	\$3,000
Insurance Dues/Subscriptions	\$4,000	\$2,000	\$2,000	\$2,000	\$10,000
Outside Services	\$4,800	\$2,000	\$2,000	\$2,000	\$9,000
Telephone	\$3,536	\$2,500	\$2,500	\$2,500	\$11,036
Computer/IT/Website	\$2,561	\$1,500	\$1,500	\$1,500	\$7,061
Professional Services	\$2,666	\$1,300	\$1,300	\$1,300	\$6,566
<u>Food Cost</u> FY 21/22 FY 22/25	;				
Raw Food per meal \$2.65 \$1.76	\$241,219	\$117,395	\$117,395	\$117,395	\$593,404
Cong Food Svc Supplies per meal \$0.30	\$27,308	<u> </u>			\$27,308
Catered Meals per meal					
Total DAS Operating Expenses	\$350,225	\$184,777	\$184,777	\$184,777	\$904,556
Non DAS Operating Expenses Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Equipment Purchase (bowls, utensils, cups, etc.)	\$3,000	\$1,500	\$1,500	\$1,500	\$7,500
Maintenance Supplies and Repair	\$8,000	\$8,000	\$8,000	\$8,000	\$32,000
Printing and Reproduction	\$250	\$250	\$250	\$250	\$1,000
Insurance	\$3,000	\$3,000	\$3,000	\$3,000	\$12,000
Office Supplies, Postage	\$1,200	\$600	\$600	\$600	\$3,000
Staff Travel-(Local & Out of Town) Professional Services	\$2,666	\$2,666	\$2,666	\$2,666	\$10,664
Food Cost FY 21/22 FY 22/25					
Raw Food per meal \$0.95 \$1.84	\$86,475	\$123,017	\$123,017	\$123,017	\$455,526
Cong Food Svc Supplies per meal In-Kind Food per meal \$0.90 \$0.90	\$81,923	\$60,171	\$60,171	\$60,171	\$262,436
	-	 -		·	
Consultant					
Registered Dietician	\$8,249	\$8,249	\$8,249	\$8,249	\$32,996
Tatal Nam DAG Granding 5	***	****	****	4007 :	***
Total Non DAS Operating Expenses	\$214,763	\$227,453	\$227,453	\$227,453	\$897,122
Total DAS and Non DAS Operating Expenses	\$564,988	\$412,230	\$412,230	\$412,230	\$1,801,678
HSV #3					40/05/0040
HSA #3					10/25/2016

HSA #4

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B, Page 4 (Same as Line 11 on HSA #1) Document Date: March 2021 **Capital & Subcontractor Expenditure Detail** DAS Capital Expenditure Equipment (Qty) FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Steamer \$6,500 \$6,500 Natural Gas, 10 Burner, 2 Convection Ovens \$9,248 \$9,248 Total Equipment Cost \$15,748 \$15,748 Remodeling FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total **Total Remodeling Cost** FY 21/22 FY 22/23 FY 23/24 FY 24/25 Subcontractor Total **Total Subcontractor Cost Total DAS Capital & Subcontractor Expenditure** \$15,748 \$15,748 Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor Expenditure \$15,748 \$15,748

10/25/2016

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

Appendix B, Page 5 Document Date: March 2021

Nutrition counseling (optional) In-service training Total Non DAS NCQA Expenditure	\$200.00 /training	2.00	\$400	\$400	\$400	\$400	\$1,60
In-service training	\$200.00 /training	2.00	-		\$400	\$400	
In-service training	\$200.00 /training	2.00	-		A.00	A 100	
			5400	5400	3400 I	\$400	\$1,60
	/hour	2.00	\$400	\$400	\$400	¢400	£4.00
Nutrition education		8.00					
Congregate site monitoring		12.00	+		+		
Kitchen and food service monitoring		2.00					
Menu planning and nutrition analysis	/set	1.00					
Ion DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
otal DAO NOGA Experiancia			ψ1,040	ψ1,040 <u> </u>	Ψ1,040	Ψ1,040	ψ01,00
otal DAS NCQA Expenditure	, a.d.i.i.ig		\$7,849	\$7,849	\$7,849	\$7,849	\$31,39
In-service training	/training		+		+		
Nutrition counseling (optional)	/hour	0.00	ψ1,520	ψ1,320	ψ1,320	Ψ1,320	Ψ0,00
Nutrition education	\$190.00	8.00	\$3,760	\$1,520	\$1,520	\$1,520	\$6,08
Congregate site monitoring	\$315.00	12.00	\$3,780	\$3,780	\$3,780	\$3,780	\$15,12
Kitchen and food service monitoring	\$799.00 /set \$875.00	2.00	\$1,750	\$1,750	\$1,750	\$1,750	\$7.00
Manu planning and putrition applyais	<u> </u>						
Menu planning and nutrition analysis	Unit price \$799.00 /set	Unit 1.00	FY 21/22 \$799	FY 22/23 \$799	FY 23/24 \$799	FY 24/25 \$799	Total \$3,1

Appendix A - Services to be Provided On Lok Day Services

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

On Lok Older Adults-Congregate FY 21-25

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	2,394	2,394	2,394	2,394
Number of Meals	92,074	92,074	92,074	92,074

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.

- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland Nutritionist DAS OCP

email: lauren.mccasland@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM

email: Patrick.garcia@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
Document Date: June 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

	BY P	ROGRAM				
Name						
On Lok Day Services						
(Check One) New _X_ Renewal Mod	dification					
If modification, Effective Date of Mod. No. of M						
Program: Congregate meals for (x) older adults	or () adults with d	lisabilities				
Budget Reference Page No.(s)						
5 -	F)/ 04/00	F)/ 00/00	F)/ 00/04	E)/ 04/05	T	Average
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	92,074	92,074	92,074	92,074	368,296	
DAS Expenditures Salaries & Benefits	¢204 777	\$261,687	\$261.687	\$261,687	\$1,066,838	¢2.00
Operating Expenses	\$281,777 \$357,671	\$377,761	\$377,761	\$377,761	\$1,490,954	\$2.90 \$4.05
Subtotal	\$639,448	\$639,448	\$639,448	\$639,448	\$2,557,792	\$6.94
Indirect Percentage (%)	9.00%	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	9.00%		φ0.94
Indirect Cost	\$57,552	\$57,552	\$57,552	\$57,552	\$230,208	\$0.63
Capital/Subcontractor Expenditures	ψ01,002	ψ01,002	ψον,σοΣ	ψο1,002	Ψ200,200	φ0.00
NCQA Expenditures	\$15,653	\$15,653	\$15,653	\$15,653	\$62,612	\$0.17
Trought Exportantial Co	\$10,000	ψ.ο,οοο	ψ.ο,οοο	ψ.ο,οοο	ψ02,0:2	φσιιι
Total DAS Expenditures	\$712,653	\$712,653	\$712,653	\$712,653	\$2,850,612	\$7.74
Non DAS Expenditures						
Salaries & Benefits	\$270,771	\$265,748	\$265,748	\$265,748	\$1,068,015	\$2.90
Operating Expenses	\$372,138	\$350,048	\$350,048	\$350,048	\$1,422,283	\$3.86
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$70	\$70	\$70	\$70	\$280	\$0.00
Total Non DAS Expenditures	\$642,979	\$615,866	\$615,866	\$615,866	\$2,490,578	\$6.76
TOTAL DAS AND NON DAS EXPEDITURES	\$1,355,632	\$1,328,519	\$1,328,519	\$1,328,519	\$5,341,190	\$14.50
DAS Revenues						
Meals- General Fund	\$697,000	\$697,000	\$697,000	\$697,000	\$2,788,001	\$7.57
Meals- State Fund						
Meals- Federal Fund						
NCQA Fund	\$15,653	\$15,653	\$15,653	\$15,653	\$62,612	\$0.17
Total DAS Revenue	\$712,653	1	\$712,653	\$712,653	1	\$7.74
PER MEAL COST, DAS	\$ 7.57		\$ 7.57	\$ 7.57	\$ 7.57	
PER MEAL COST (with NCQA), DAS	\$ 7.74	\$ 7.74	\$ 7.74	\$ 7.74	\$ 7.74	
Non DAS Revenues						
Project Income	\$56,165		\$56,165	\$56,165		\$0.61
Agency Cash- Fundraising	\$430,661	\$403,548	\$403,548	\$403,548	\$1,641,306	\$4.46
Agency In-kind Volunteer	\$156,083		\$156,083	\$156,083		\$1.70
NCQA Revenue	\$70	\$70	\$70	\$70	\$280	\$0.00
Total Non DAS Revenue	\$642,979	\$615,866	\$615,866	\$615,866	\$2,490,578	\$6.76
PER MEAL COST, Non DAS	\$6.98	\$6.69	\$6.69	\$6.69	\$6.76	
PER MEAL COST (with NCQA), Non DAS	\$6.98	\$6.69	\$6.69	\$6.69	\$6.76	
TOTAL DAS AND NON DAS REVENUE	\$1,355,632	\$1,328,519	\$1,328,519	\$1,328,519	\$5,341,190	\$14.50
PER MEAL COST, Total	\$14.55		\$14.26	\$14.26	\$14.33	
PER MEAL COST (with NCQA), Total	\$14.72	\$14.43	\$14.43	\$14.43	\$14.50	
Full Time Equivalent (FTE)	10.53	10.28	10.28	10.28	41.36	
HSA #1					6/16/2021	

Program: Congregate meals for (x) older adults or () adults with disabilities Appendix B, Page 2 (Same as Line 11 on HSA #1) Document Date: June 202 Salaries & Benefits Detail DAS Salaries & Benefits Agen cy Totals HSA Program FY 21/22 Agency Totals HSA Program FY 22/23 FY 23/24 FY 24/25 Total Annual Full % FTE funded Annual Full % FTF funded ull salary for FTE Position Title Total FTE (Max 100%) ted FTE eted Salary FTE Total FTE (Max 100%) Adjusted FTE Budgeted Salary **Budgeted Salary** ted Salary ted Salary ACCOUNTANT
ADMINISTRATIVE SECRETARY \$14,718 \$6,078 \$14,718 \$14,718 \$58,872 \$24,312 0.23 \$14,718 \$63,993 29% 12% \$6,078 \$60,780 12% 83% \$6,078 \$60,780 83% 0.10 \$6,078 ASSISTANT DIRECTOR OF OPERATION \$97,337 15% 80% 0.12 \$11,680 \$97,337 15% 80% 0.12 \$11,680 \$11,680 \$11,680 \$46,720 DIRECTOR SR. CTR PROGRAM MANAGER-NUTRI 0.06 \$8,275 \$8,275 \$8,275 \$8,275 \$23,788 \$93,600 8% 80% 0.06 \$5,947 \$93,600 8% 80% 0.06 \$5,947 \$5,947 \$5,947 NUTRITION OPERATIONS MANAGER \$78,476 25% 80% 0.20 \$15,695 \$78,476 80% \$15,695 NUTRITION PROGRAM COORDINATOR 0.36 45% 0.36 \$20,261 \$56,281 45% \$20,261 80% \$20,261 \$20,261 HOSPITALITY COORDINATOR \$49,875 23% 78% 0.18 \$8,978 \$49,875 23% 78% 0.18 \$8,978 \$8,978 \$8,978 \$35,912 SITE COORDINATOR #1 \$37,320 50% 0.40 \$14.928 \$37,320 50% 80% 0.40 \$14.928 \$14.928 \$14.928 \$59.712 50% SITE COORDINATOR #2 \$41,927 0.40 \$16,771 \$41,927 50% \$16,771 \$16,771 \$67,084 80% 80% 0.40 \$16,771 SITE COORDINATOR #3 \$37,514 50% 80% 0.40 \$15,006 \$37,514 50% 80% 0.40 \$15,006 \$15,006 \$15,006 \$60,024 0.40 0.40 SITE COORDINATOR #4 \$36,764 50% \$14,706 \$36,764 50% 80% \$14,706 \$14,706 \$14,706 \$58,824 \$37,470 \$25,480 DRIVER #1 \$37,470 21% 81% \$6,370 21% 81% \$6,370 \$6,370 \$6,370 DRIVER #2 \$37,320 13% 81% 0.11 \$3,965 \$37,320 13% 81% 0.11 \$3,965 \$3,965 \$3,965 \$15.860 0.11 81% 0.11 \$4,557 DRIVER #4 \$38,478 13% 81% 0.11 \$4,088 \$38,478 13% 81% 0.11 \$4,088 \$4,088 \$4,088 \$16,352 DRIVER #5 \$36,720 13% 81% 0.11 \$3,902 \$36,720 13% 81% 0.11 \$3,902 \$3,902 \$3,902 \$15,608 ON CALL DRIVER (1) 81% 0.07 \$35,464 81% 0.07 \$2,412 \$2,412 \$2,412 \$9,648 \$35,464 8% \$2,412 8% NUTRITION SERVICE COORDINATOR \$54,203 10% 80% 0.08 \$4,336 \$54,203 10% 80% 0.08 \$4,336 \$4,336 \$4,336 \$17,344 VOLUNTEER PROGRAM MANAGER \$74,984 30% 80% 0.24 \$17.996 \$74.984 30% 80% 0.24 \$17.996 \$17.996 \$17.996 \$71.984 DELIVERY SUPERVISOR \$81,120 0.24 \$77,876 30% 80% \$19,469 \$81,120 30% 80% 0.24 \$19,469 \$19,469 \$19,469 \$1,230,434 5.17 4 14 \$220,138 \$1,230,434 4.92 3 94 \$204,443 \$204 443 \$204,443 \$833,467 Fringe Benefits Rate 28.0% 28.0% \$61,639 \$344,522 \$57,244 \$57,244 \$57,244 \$233,371 Total DAS Salaries and Benefits \$1.574.956 \$261,687 Non DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 Agency Totals HSA Program FY 22/23 FY 23/24 FY 24/25 Annual Full ime Salary for FTE Annual Full Time Salary fo FTE % FTE funded % FTE funded by HSA (Max 100%) by HSA (Max 100%) Total FTE Total FTE ted FTE ted Salary ted Salary ed Salary ted Salary ACCOUNTANT \$63,993 29% 21% 0.06 \$3,840 \$63,993 29% 20.69% 0.06 \$3,840 \$3.840 \$3.840 \$15,360 ADMINISTRATIVE SECRETARY \$1,216 ASSISTANT DIRECTOR OF OPERATION \$97,337 15% 20% 0.03 \$2,920 \$97,337 15% 20.00% 0.03 \$2,920 \$2,920 \$2,920 \$11,680 DIRECTOR \$137.917 8% 25% 0.02 \$2,758 \$137.917 8% 25.00% 0.02 \$2,758 \$2,758 \$2,758 \$11.032 SR. CTR PROGRAM MANAGER-NUTRI \$5,948 \$93,600 8% 0.02 \$1,487 \$93,600 8% 20.00% 0.02 \$1,487 \$1,487 \$1,487 20% NUTRITION OPERATIONS MANAGER \$78,476 25% 20% 0.05 \$3,924 \$78,476 20.00% \$3,924 NUTRITION PROGRAM COORDINATOR \$56,281 45% 20% 0.09 \$5,065 \$56,281 45% 20.00% 0.09 \$5.065 \$5.065 \$5.065 \$20,260 \$49,875 23% 0.05 \$2,494 21.74% \$2,494 \$2,494 \$2,494 \$9,976 22% 23% 0.05 SITE COORDINATOR #1 \$37,320 50% 20% 0.10 \$3,732 \$37,320 50% 20.00% 0.10 \$3,732 \$3,732 \$3,732 \$14,928 \$41,927 SITE COORDINATOR #2 SITE COORDINATOR #3 0.10 \$4,193 \$3,751 \$41,927 \$37,514 50% 50% 20.00% 0.10 \$4,193 \$3,751 \$4,193 \$3,751 \$4,193 \$3,751 \$16,772 \$15,004 50% 50% 20% \$37,514 SITE COORDINATOR #4 \$36,764 50% 20% 0.10 \$3,676 \$36,764 50% 20.00% 0.10 \$3,676 \$3,676 \$3,676 \$14,704 \$5,996 \$3,732 \$1,499 \$1,499 \$1,499 DRIVER #2 \$37,320 13% 19% 0.03 \$933 \$37,320 13% 19.05% 0.03 \$933 \$933 \$933 DRIVER #3 \$42,891 13% 19% 0.03 \$1,072 \$42,891 13% 19.05% 0.03 \$1,072 \$1,072 \$1,072 \$4,288 \$38,478 0.03 13% 0.03 \$3,848 13% DRIVER #5 \$36,720 13% 19% 0.03 \$918 \$36,720 13% 19.05% 0.03 \$918 \$918 \$918 \$3,672 ON CALL DRIVER (1) \$35,464 19% 0.02 \$567 \$35,464 19.05% 0.02 \$567 \$567 \$567 \$2.268 NUTRITION SERVICE COORDINATOR \$4,336 \$54,203 10% 0.02 \$1,084 \$54,203 10% 20.00% 0.02 \$1,084 \$1,084 \$1,084 20% VOLUNTEER PROGRAM MANAGER \$74,984 30% 20% 0.06 \$4,499 \$74,984 30% 20.00% 0.06 \$4,499 \$4,499 \$4,499 \$17,996 DELIVERY SUPERVISOR \$81.120 0.06 \$4.867 \$81.120 20.00% 0.06 \$4.867 \$4,867 \$4,867 \$19.468 5.36 5.36 IN-KIND VOLUNTEERS (5.36 \$156,083 \$29,120 \$29,120 536% 100.00% 536% 100.00% \$156,083 \$156,083 \$156,083 \$624,332 \$1,259,554 10.53 518.38% 6.39 \$211,540 \$1,259,554 10.28 518.38% 6.34 \$207,616 \$207.616 \$207.616 \$834.388 Fringe Benefits Rate 28.0% 28.09 Employee Fringe Benefits \$352,675 \$59,231 \$352,675 \$58,132 \$58,132 \$58,132 \$233,627 Total Non DAS Salaries and Benefits \$1 612 220 \$270 771 \$1,612,220 \$265,748 \$265 748 \$265 748 \$1.068.015 Total DAS and Non DAS Salaries and \$1,612,229 \$1,612,229 \$527,435 \$527,435 \$527,435 \$2,134,853

Program: Congregate meals for (x) older adults or () adults (Same as Line 11 on HSA #1)	Appendix B, Page 3 Document Date: June 2021				
	Operating E	xpense Detail			
_	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	92,074	92,074	92,074	92,074	368,296
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$17,490	\$30,980	\$30,980	\$30,980	\$110,430
Office Supplies, Postage	\$250	\$250	\$250	\$250	\$1,000
Building Maintenance Supplies and Repair	\$47,700	\$47,700	\$47,700	\$47,700	\$190,800
Printing and Reproduction Insurance	\$650	\$650 \$6,600	\$650 \$6,600	\$650 \$6.600	\$2,600 \$19,800
Staff Training		φ6,600	\$6,600	\$6,600	\$19,600
Staff Travel-(Local & Out of Town)	\$135	\$135	\$135	\$135	\$540
Rental of Equipment	Ψ100	Ψ100	Ψ100	Ψ100	ψοτο
Food Cost					
Catered Meals per meal \$ 3.02	\$278,370	\$278,370	\$278,370	\$278,370	\$1,113,479
Consultant					
Consultant-Translator	\$1,628	\$1,628	\$1,628	\$1,628	\$6,512
Catholic Charities	\$11,448	\$11,448	\$11,448	\$11,448	\$45,792
Total DAS Operating Expenses	\$357,671	\$377,761	\$377,761	\$377,761	\$1,490,954
Non DAS Operating Expenses Expenditure Category Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$15,510	\$2,020	\$2,020	\$2,020	\$21,570
Office Supplies, Postage Building Maintenance Supplies and Repair	\$42,300	\$42,300	\$42,300	\$42,300	\$169,200
Printing and Reproduction Insurance	\$6,600		<u> </u>		\$6,600
Staff Training	· · · · · · · · · · · · · · · · · · ·				` ,
Staff Travel-(Local & Out of Town)					
Rental of Equipment	\$2,000				\$2,000
Food Cost					
Catered Meals per meal \$ 2.84	\$261,644	\$261,644	\$261,644	\$261,644	\$1,046,577
Consultant Consultant-Translator	\$372	\$372	\$372	\$372	\$1,488
Catholic Charities	\$10,152	10,152	10,152	10,152	\$40,608
Other					
Small equipment & Supplies	\$5,800	\$5,800	\$5,800	\$5,800	\$23,200
Auto - Fuel/Parking & Insurance	\$8,500	\$8,500	\$8,500	\$8,500	\$34,000
Repair/Maintenance	\$2,800	\$2,800	\$2,800	\$2,800	\$11,200
Payroll Processing	\$800	\$800	\$800	\$800	\$3,200
Freezer Rental	\$10,200	\$10,200	\$10,200	\$10,200	\$40,800
Van Deep Cleaning	\$5,460	\$5,460	\$5,460	\$5,460	\$21,840
Total Non DAS Operating Expenses	\$372,138	\$350,048	\$350,048	\$350,048	\$1,422,283
Total DAS and Non DAS Operating Expenses	\$729,809	\$727,809	\$727,809	\$727,809	\$2,913,237
HSA #3					6/16/2021

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

Appendix B, Page 5 Document Date: June 2021

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,061.00 /set	1.00	\$1,061	\$1,061	\$1,061	\$1,061	\$4,244
Kitchen and food service monitoring	\$876.00	4.00	\$3,504	\$3,504	\$3,504	\$3,504	\$14,016
Congregate site monitoring	\$294.00	24.00	\$7,056	\$7,056	\$7,056	\$7,056	\$28,224
Nutrition education	\$155.00	24.00	\$3,720	\$3,720	\$3,720	\$3,720	\$14,880
Nutrition counseling (optional)	/hour						
In-service training	\$78.00 /training	4.00	\$312	\$312	\$312	\$312	\$1,248
Total DAS NCQA Expenditure	Total DAS NCQA Expenditure			\$15,653	\$15,653	\$15,653	\$62,612
				-		_	
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$5	\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$11	\$11	\$46
Congregate site monitoring	¢0.70	24.00	\$10	\$10	\$10	\$10	\$76

Non DAS NOWA Expenditure	Offit price	Oill	1 1 2 1/22	1 1 22/23	1 1 23/24	1 1 24/23	Total
Menu planning and nutrition analysis	\$4.54 /set	1.00	\$5	\$5	\$5	\$5	\$18
Kitchen and food service monitoring	\$2.85	4.00	\$11	\$11	\$11	\$11	\$46
Congregate site monitoring	\$0.79	24.00	\$19	\$19	\$19	\$19	\$76
Nutrition education	\$1.42	24.00	\$34	\$34	\$34	\$34	\$136
Nutrition counseling (optional)	/hour						
In-service training	\$0.25 /training	4.00	\$1	\$1	\$1	\$1	\$4
Total Non DAS NCQA Expenditure			\$70	\$70	\$70	\$70	\$280

Total DAS and Non DAS NCQA Expenditure	\$15,723	\$15,723	\$15,723	\$15,723	\$62,892

HSA #4 6/16/2021

Appendix A - Services to be Provided Project Open Hand

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

POH Older Adults-Congregate FY 21-25

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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

POH Older Adults-Congregate FY 21-25

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A and B below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

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VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed below:

Table A- Breakfast	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	150	150	150	150
Number of Meals	54,750	43,223	43,223	43,223

Table B- Lunch/Dinner	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	4,440	4,043	4,043	4,043
Number of Meals	218,640	199,117	199,117	199,117

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.

- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:
Lauren McCasland
Nutritionist

DAS OCP

email: lauren.mccasland@sfgov.org

and

Tara Alvarez Contract Manager HSA OCM

email: tara.alvarez@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Special Content									
PROJECT OPEN HAND									
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Salaries & Benefits		- 7,			/	,			
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Indirect Cost	Subtotal	\$1,788,873	\$1,629,139	\$1,629,139	\$1,629,139		\$8.18		
Conc Time Only Expenses	Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%			
NCQA Expenditures	Indirect Cost	\$178,887	\$162,914	\$162,914	\$162,914	\$667,629	\$0.82		
Total DAS Expenditures	One Time Only Expenses	\$143,900				\$143,900	\$0.18		
Non DAS Expenditures Salaries & Benefits Solaries & Solaries & Solaries & Solaries Solaries & Solaries & Solaries & Solaries Solaries & Sola	NCQA Expenditures	\$26,546	\$26,546	\$26,546	\$26,546	\$106,184	\$0.13		
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Salaries & Benefits	Total DAS Expenditures	\$2,138,206	\$1,818,599	\$1,818,599	\$1,818,599	\$7,594,003	\$9.31		
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NCQA Expenditures	<u> </u>	\$499,102	φ011,930	φ013,000	\$013,900	φ2,340,620	φ2.07		
Total Non DAS Expenditures		\$5 934	\$5 934	\$5 934	\$5 934	\$23,736	\$0.03		
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Meals- State Fund Meals- Federal Fund \$26,546 \$26,546 \$26,546 \$26,546 \$26,546 \$1,818,599 \$1,818,599 \$1,818,599 \$7,594,003 \$9.0 Total DAS Revenue \$2,138,206 \$1,818,599 \$1,818,599 \$1,818,599 \$7,594,003 \$9.0 PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 Non DAS Revenues Project Income \$43,728 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.2 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$391,810 \$0.2 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 <t< th=""><td>DAS Revenues</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	DAS Revenues								
Meals- Federal Fund \$26,546 \$26,546 \$26,546 \$26,546 \$26,546 \$106,184 \$0.5 Total DAS Revenue \$2,138,206 \$1,818,599 \$1,818,599 \$1,818,599 \$7,594,003 \$9.5 PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 \$9.31 Non DAS Revenues Project Income \$43,728 \$39,823 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.6 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.7 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	Meals- General Fund	\$2,111,660	\$1,792,053	\$1,792,053	\$1,792,053	\$7,487,819	\$9.18		
NCQA Fund \$26,546 \$26,546 \$26,546 \$106,184 \$0.5 Total DAS Revenue \$2,138,206 \$1,818,599 \$1,818,599 \$1,818,599 \$7,594,003 \$9.5 PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 \$9.31 Non DAS Revenues Project Income \$43,728 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.4 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.7 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	Meals- State Fund								
Total DAS Revenue \$2,138,206 \$1,818,599 \$1,818,599 \$7,594,003 \$9.0 PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 \$9.31 Non DAS Revenues \$9.90 \$39.823 \$39.823 \$39.823 \$163,198 \$0.20 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.80 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$391,810 \$0.20 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.60 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.70 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	Meals- Federal Fund								
PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 Non DAS Revenues \$9.00 \$9.00 \$9.00 \$9.00 Project Income \$43,728 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.4 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	NCQA Fund	\$26,546	\$26,546	\$26,546	\$26,546	\$106,184	\$0.13		
PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 Non DAS Revenues Project Income \$43,728 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	Total DAS Payanua	\$2 129 206	¢1 919 500	¢1 919 500	¢1 919 500	\$7.504.003	\$0.21		
PER MEAL COST (with NCQA), DAS \$9.78 \$9.13 \$9.13 \$9.13 \$9.31 Non DAS Revenues Project Income \$43,728 \$39,823 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.4 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12							ψ3.31		
Non DAS Revenues \$43,728 \$39,823 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12						·			
Project Income \$43,728 \$39,823 \$39,823 \$39,823 \$163,198 \$0.2 Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.7 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	TERMENE OGGI (Marriogri), Brio	ψοσ	ψ0.10	ψ0.10	ψ0.10	ψ0.01			
Agency Cash- Fundraising \$695,549 \$812,281 \$814,240 \$816,257 \$3,138,326 \$3.8 Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	Non DAS Revenues								
Agency In-kind Volunteer \$97,952 \$97,952 \$97,952 \$391,810 \$0.4 Agency Property \$325,536 \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	•						\$0.20		
Agency Property \$325,536 \$325,536 \$325,536 \$325,536 \$1,302,144 \$1.6 NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6.2 PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12							\$3.85		
NCQA Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6. PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12							\$0.48		
Total Non DAS Revenue \$1,162,765 \$1,275,593 \$1,277,551 \$1,279,569 \$4,995,478 \$6. PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12		\$325,536	\$325,536	\$325,536	\$325,536	\$1,302,144	\$1.60		
PER MEAL COST, Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	NCQA Revenue								
	Total Non DAS Revenue	\$1,162,765	\$1,275,593	\$1,277,551	\$1,279,569	\$4,995,478	\$6.12		
PER MEAL COST (with NCQA), Non DAS \$5.32 \$6.41 \$6.42 \$6.43 \$6.12	PER MEAL COST, Non DAS	\$5.32	\$6.41	\$6.42	\$6.43	\$6.12			
	PER MEAL COST (with NCQA), Non DAS	\$5.32	\$6.41	\$6.42	\$6.43	\$6.12			
TOTAL DAS AND NON DAS REVENUE \$3,300,971 \$3,094,192 \$3,096,150 \$3,098,168 \$12,589,481 \$15.4	TOTAL DAS AND NON DAS REVENUE	\$3,300,971	\$3,094,192	\$3,096,150	\$3,098,168	\$12,589,481	\$15.43		
PER MEAL COST, Total \$14.32 \$15.41 \$15.42 \$15.43 \$15.12	PER MEAL COST, Total	\$14.32	\$15.41	\$15.42	\$15.43				
PER MEAL COST (with NCQA), Total \$15.10 \$15.54 \$15.55 \$15.56 \$15.43	PER MEAL COST (with NCQA), Total	\$15.10	\$15.54	\$15.55	\$15.56	\$15.43			
Full Time Equivalent (FTE) 44.69 44.69 44.69 178.77	Full Time Equivalent (FTE)	44.69	44.69	44.69	44.69	178.77			
Prepared by: Darin Raffaelli, Project Open Hand Date: 6/11/21			_	· 	Г	ate: 6/11/21			
	Prepared by: Darin Raffaelli, Project Open Hand								

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

DAG Galacia de Dagostia		T-1-1-	1104.5		EV 04/00	F)/ 00/00	EV 00/04	EV 04/05	T. ()
DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
Position Title	Time Salary for FTE	Total FTE	by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Program Staff:	FIE	TOTALLE	(IVIAX 100%)	Aujusteu FTE	Budgeted Salary				
Sites Manager	\$67,420	0.70	100.00%	0.70	\$47,194	\$47,194	\$47,194	\$47,194	\$188,776
Sites Manager	\$68,624	0.70	100.00%	0.70	\$48,037	\$48,037	\$48,037	\$48,037	\$192,148
CNP Assistant	\$47,433	0.65	100.00%	0.65	\$30,831	\$30,831	\$30,831	\$30,831	\$123,324
CNP Assistant Manager	\$65,759	0.65	100.00%	0.65	\$42,744	\$42,744	\$42,744	\$42,744	\$170,976
Director, CNP	\$86,572	0.65	100.00%	0.65	\$56,272	\$56,272	\$56,272	\$56,272	\$225,088
Aquatic Park Senior Center	\$00,01£	0.00	100.0070	0.00	ψ00,E12	\$00,E12	\$00,E12	ψ00,212	ΨΕΕΘ,000
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35		0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Booker T Washington									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Castro Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Curry Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.80	100.00%	0.80	\$31,533	\$31,533	\$31,533	\$31,533	\$126,132
Community Nutrition Site Coordinator	\$39,416	0.40	100.00%	0.40	\$15,766	\$15,766	\$15,766	\$15,766	\$63,064
Community Nutrition Site Coordinator	\$39,416	0.40	100.00%	0.40	\$15,766	\$15,766	\$15,766	\$15,766	\$63,064
Downtown Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18		0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
IT Bookman			-						
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Richmond Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Stanford Hotel	222 112				2/2 =22	212 =22	212 ====	212 =22	^==
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18 0.18	100.00% 100.00%	0.18 0.18	\$6,898 \$6,898	\$6,898 \$6,898	\$6,898 \$6,898	\$6,898	\$27,592 \$27,592
Community Nutrition Site Coordinator Telegraph Hill Neighborhood Center	\$39,416	0.18	100.00%	0.18	\$6,696	\$6,696	\$6,698	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Visitacion Valley Community Center	ψ39,410	0.55	100.0078	0.55	ψ13,730	\$13,790	\$13,790	\$13,790	ψ33,104
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.35	100.00%	0.35	\$13,796	\$13,796	\$13,796	\$13,796	\$55,184
Community Nutrition Site Coordinator	\$39,416	0.18		0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Community Nutrition Site Coordinator	\$39,416	0.18	100.00%	0.18	\$6,898	\$6,898	\$6,898	\$6,898	\$27,592
Kitchen Staff:	φου, 110	0.10	100.0070	0.10	φο,οσο	φο,οσο	φο,σσσ	φο,οσο	ψ£1,00£
Cook I	\$37,513	0.65	30.57%	0.20	\$7,454	\$7,454	\$7,454	\$7,454	\$29,816
Cook I	\$37,513	0.65	30.57%	0.20	\$7,454	\$7,454	\$7,454	\$7,454	\$29,816
Cook I	\$37,513	0.33	30.57%	0.10	\$3,727	\$3,727	\$3,727	\$3,727	\$14,908
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.65	30.57%	0.20	\$7,893	\$7,893	\$7,893	\$7,893	\$31,572
Cook II	\$39,720	0.33	30.57%	0.10	\$3,946	\$3,946	\$3,946	\$3,946	\$15,784
Lead Cook	\$44,005	0.65	30.57%	0.20	\$8,744	\$8,744	\$8,744	\$8,744	\$34,976
Sous Chef	\$47,518	0.33	30.57%	0.10	\$4,721	\$4,721	\$4,721	\$4,721	\$18,884
Porter I	\$37,578	0.65	30.57%	0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.65	30.57%	0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.65		0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.65		0.20	\$7,467	\$7,467	\$7,467	\$7,467	\$29,868
Porter I	\$37,578	0.26	30.57%	0.08	\$2,987	\$2,987	\$2,987	\$2,987	\$11,948
Porter I	\$37,578	0.26		0.08	\$2,987	\$2,987	\$2,987	\$2,987	\$11,948
Porter I	\$37,578	0.15		0.05	\$1,773	\$1,773	\$1,773	\$1,773	\$7,092
Porter I	\$37,578	0.15		0.05	\$1,773	\$1,773	\$1,773	\$1,773	\$7,092
Kitchen Administrative Manager Kitchen Office Administrator	\$70,116 \$50,211	0.33	30.57%	0.10	\$6,966 \$6,984	\$6,966 \$6,984	\$6,966 \$6,084	\$6,966 \$6,984	\$27,864 \$27,036
	\$50,211	0.46 0.46		0.14	\$6,984	\$6,984	\$6,984	\$6,984	\$27,936
Director, Kitchen Operations Executive Chef	\$86,570 \$93,330	0.46	30.57% 30.57%	0.14	\$12,041 \$9,273	\$12,041 \$9,273	\$12,041 \$9,273	\$12,041 \$9,273	\$48,164 \$37,092
Purchasing Supervisor	\$93,330 \$60,389	0.33		0.10	\$9,273 \$7,200	\$9,273 \$7,200	\$9,273 \$7,200	\$9,273 \$7,200	\$37,092
Kitchen Operations Coordinator II	\$60,389	0.39		0.12	\$7,200 \$4,836	\$7,200 \$4,836	\$7,200 \$4,836	\$7,200 \$4,836	\$28,800 \$19,344
Kitchen Operations Coordinator II Kitchen Operations Coordinator II	\$40,560	0.39	30.57%	0.12	\$4,030	\$4,836	\$4,836	\$4,030	\$19,344
Kitchen Operations Coordinator II Kitchen Logistics Supervisor	\$40,560 \$49,962	0.33		0.10	\$4,030 \$1,986	\$4,030 \$1,986	\$4,030 \$1,986	\$4,030 \$1,986	\$16,120 \$7,944
Inventory Operations Coordinator II	\$49,962 \$41,475	0.13		0.04	\$1,986	\$3,297	\$3,297	\$3,297	\$13,188
Inventory Operations Coordinator II Inventory Operations Coordinator II	\$41,475 \$41,475	0.20	30.57%	0.08	\$3,297	\$3,297	\$3,297	\$3,297	\$13,188
Distribution Staff:	¥1,473	0.20	30.37 76	0.00	ΨΖ,4/Ζ	ΨΖ,Ψ/Ζ	ΨΖ,Ψ/Ζ	ΨΖ,~12	ψ3,000
Driver	\$42,453	0.37	30.57%	0.11	\$4,745	\$4,745	\$4,745	\$4,745	\$18,980
Driver	\$39,104	0.37		0.11	\$4,371	\$4,371	\$4,371	\$4,371	\$17,484
Driver	\$41,392	0.37		0.11	\$4,626	\$4,626	\$4,626	\$4,626	\$18,504
	7.1,00Z	0.01			ψ.,020	ψ.,020	ψ 1,020	ψ.,020	ψ.0,007

Driver	\$39,104	0.13	30.57%	0.04	\$1,554	\$1,554	\$1,554	\$1,554	\$6,216
Director, Distribution	\$82,347	0.07	30.57%	0.02	\$1,636	\$1,636	\$1,636	\$1,636	\$6,544
Operations Staff:									
Security Manager	\$78,021	0.04	30.57%	0.01	\$954	\$954	\$954	\$954	\$3,816
Director, Operations	\$84,469	0.10	30.57%	0.03	\$2,518	\$2,518	\$2,518	\$2,518	\$10,072
_									
_									
Total	00 400 004	07.00	4500.000/	40.04	8004.000	#004.000	#004.000	#004 000	60 447 500
Totals	\$3,163,391	27.96	4539.38%	18.94	\$861,899	\$861,899	\$861,899	\$861,899	\$3,447,596
Fire Description	00.000/	ī							
Fringe Benefits Rate	38.00%				\$207 F00	\$207 F20	\$207 F22	\$207 F22	64 240 000
Employee Fringe Benefits	\$1,202,089				\$327,522	\$327,522	\$327,522	\$327,522	\$1,310,088
					1				l
Total DAC Colorina and Danafita	\$4,365,480				\$1,189,421	\$1,189,421	\$1,189,421	64 400 404	64 757 604
Total DAS Salaries and Benefits	\$4,303,460				\$1,109,421	\$1,109,421	\$1,109,421	\$1,189,421	\$4,757,684
Non DAS Salarias & Banafita	Agono	, Totala	HCV L	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Non DAS Salaries & Benefits	Agency	y Totals		rogram	F 1 21/22	F1 22/23	F1 23/24	F1 24/25	Total
	Annual Full		% FTE funded						
Desiries Title	Time Salary for	Tatal ETE	by HSA	A -1:	Dudastad Calas	Dudantad Calani	Dudgeted Coloni	Dudastad Calasi	Dudantad Calani
Position Title Kitchen Staff:	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Cook I	607.510	0.65	69.43%	0.45	640,000	\$16,930	\$16,930	640,000	\$67,720
	\$37,513 \$37,513	0.65	69.43%	0.45	\$16,930 \$16,930			\$16,930 \$16,930	\$67,720 \$67,720
Cook I	\$37,513					\$16,930	\$16,930	\$16,930	
Cook I	\$37,513	0.33	69.43%	0.23	\$8,465	\$8,465	\$8,465	\$8,465	\$33,860 \$74,700
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	\$71,700 \$71,700
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	. ,
Cook II	\$39,720	0.65	69.43%	0.45	\$17,925	\$17,925	\$17,925	\$17,925	\$71,700
Cook II	\$39,720	0.33	69.43%	0.23	\$8,963	\$8,963	\$8,963	\$8,963	\$35,852
Lead Cook	\$44,005	0.65	69.43%	0.45	\$19,859	\$19,859	\$19,859	\$19,859	\$79,436
Sous Chef	\$47,518	0.33	69.43%	0.23	\$10,722	\$10,722	\$10,722	\$10,722	\$42,888
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.65	69.43%	0.45	\$16,959	\$16,959	\$16,959	\$16,959	\$67,836
Porter I	\$37,578	0.26	69.43%	0.18	\$6,783	\$6,783	\$6,783	\$6,783	\$27,132
Porter I	\$37,578	0.26	69.43%	0.18	\$6,783	\$6,783	\$6,783	\$6,783	\$27,132
Porter I	\$37,578	0.15	69.43%	0.11	\$4,028	\$4,028	\$4,028	\$4,028	\$16,112
Porter I	\$37,578	0.15	69.43%	0.11	\$4,028	\$4,028	\$4,028	\$4,028	\$16,112
Kitchen Administrative Manager	\$70,116	0.33	69.43%	0.23	\$15,822	\$15,822	\$15,822	\$15,822	\$63,288
Kitchen Office Administrator	\$50,211	0.46	69.43%	0.32	\$15,862	\$15,862	\$15,862	\$15,862	\$63,448
Director, Kitchen Operations	\$86,570	0.46	69.43%	0.32	\$27,348	\$27,348	\$27,348	\$27,348	\$109,392
Executive Chef	\$93,330	0.33	69.43%	0.23	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Purchasing Supervisor	\$60,389	0.39	69.43%	0.27	\$16,352	\$16,352	\$16,352	\$16,352	\$65,408
Kitchen Operations Coordinator II	\$40,560	0.39	69.43%	0.27	\$10,983	\$10,983	\$10,983	\$10,983	\$43,932
Kitchen Operations Coordinator II	\$40,560	0.33	69.43%	0.23	\$9,152	\$9,152	\$9,152	\$9,152	\$36,608
Kitchen Logistics Supervisor	\$49,962	0.13	69.43%	0.09	\$4,510	\$4,510	\$4,510 \$7,497	\$4,510 \$7,497	\$18,040
Inventory Operations Coordinator II	\$41,475	0.26	69.43%	0.18	\$7,487	\$7,487	\$7,487	\$7,487	\$29,948
Inventory Operations Coordinator II	\$41,475	0.20	69.43%	0.14	\$5,615	\$5,615	\$5,615	\$5,615	\$22,460
Distribution Staff:	010.1	2	00 4001	2	#10 	610 7	610 7	#10 7	040.400
Driver	\$42,453	0.37	69.43%	0.25 0.25	\$10,777	\$10,777	\$10,777	\$10,777	\$43,108
Driver	\$39,104		69.43%		\$9,927	\$9,927	\$9,927	\$9,927	\$39,708
Driver	\$41,392	0.37	69.43%	0.25	\$10,508	\$10,508	\$10,508	\$10,508	\$42,032 \$14,116
Driver	\$39,104	0.13	69.43%	0.09	\$3,529	\$3,529	\$3,529	\$3,529	\$14,116
Director, Distribution Operations Staff:	\$82,347	0.07	69.43%	0.05	\$3,716	\$3,716	\$3,716	\$3,716	\$14,864
0 1: 11	670.004	0.04	00.400/	0.00	eo 407	eo 407	60 407	60.407	60.000
Security Manager	\$78,021	0.04	69.43%	0.03	\$2,167	\$2,167	\$2,167	\$2,167	\$8,668
Director, Operations	\$84,469	0.10	69.43%	0.07	\$5,718	\$5,718	\$5,718	\$5,718	\$22,872
In-Kind					***	***	A	*** ***	Anna a
Kitchen Volunteers	29,120	3.75	65.00%	2.44	\$70,980	\$70,980	\$70,980	\$70,980	\$283,920
Tatala	04.074.000	10	0405.0001	44	6470.0:-	£470.0:-	6470 0:-	¢ 470 0:-	64 000 /
Totals	\$1,674,223	16.73	2425.62%	11.45	\$476,615	\$476,615	\$476,615	\$476,615	\$1,906,460
Friend Descrite Date	00.000	1							
Fringe Benefits Rate	38.00%				6404.4.1	6404 4 33	6101 1::	6101 1::	A704 /
Employee Fringe Benefits	\$636,205				\$181,114	\$181,114	\$181,114	\$181,114	\$724,456
Total New DAC Colorina on 1 Day 271	00.010.100				6057 705	\$0F7 7C-	6057 700	****	60 000 515
Total Non DAS Salaries and Benefits	\$2,310,428				\$657,729	\$657,729	\$657,729	\$657,729	\$2,630,916
									1
Turk D. C	00.000					A4 = 1 = 1 = 1			AT (
Total DAS and Non DAS Salaries and Benefits	\$6,675,908				\$1,847,150	\$1,847,150	\$1,847,150	\$1,847,150	\$7,388,600

Program: Congregate meals for $$ (X) older adults or () adults with disabilities (Same as Line 11 on HSA #1)					ppendix B, Page 3 Date: March 2021
	Operating Expense	e Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	218,640	199,117	199,117	199,117	815,991
DAS Operating Expenses					
Expenditure Category					
Rental of Property (see table at right)	\$7,200	\$7,200	\$7,200	\$7,200	\$28,800
Utilities (Elec, Water, Gas, Phone, Garbage)	\$27,915	\$ 27,915	\$27,915	\$27,915	\$111,662
Office Supplies, Postage	\$1,290	\$ 1,290	\$1,290	\$1,290	\$5,161
Building Maintenance Supplies and Repair	\$8,557	\$ 8,557	\$8,557	\$8,557	\$34,226
Printing and Reproduction Insurance	\$5,416	\$5,416	\$5,416	\$5,416	\$21,666
Staff Training	\$1,083	\$1,083	\$1,083	\$1,083	\$4,334
Staff Travel-(Local & Out of Town)	\$1,211	\$1,211	\$1,211	\$1,211	\$4,842
Rental of Equipment					
Food Cost	#457.700	\$200.055	\$200 OFF	#200.055	¢4 000 070
Raw Food per meal \$2.09 \$1.52 Cong Food Svc Supplies per meal \$0.25	\$457,708 \$54,660	\$302,855 \$49,779	\$302,855 \$49,779	\$302,855 \$49,779	\$1,366,273 \$203.997
Cong Food Svc Supplies per meal \$0.25 Catered Meals per meal	φυ4,000	φ49,779	φ43,779	φ43,773	φ∠∪ 3,9 97
por modi				·	
Consultant					
Pest Control (AP & DSC) & Staffing (AP)-see table at right	\$4,140	\$4,140	\$4,140	\$4,140	\$16,560
Janitorial & Shared Utilities (VVCC)-see table at right	\$6,900	\$6,900	\$6,900	\$6,900	\$27,600
Security at VVCC-see table at right	\$7,488	\$7,488	\$7,488	\$7,488	\$29,952
Other					
Vehicle Fees (Fuel, Maintenance,Parking)	\$6,410	\$6,410	\$6,410	\$6,410	\$25,641
Data Communication, Licenses, Dues	\$5,207	\$5,207	\$5,207	\$5,207	\$20,827
Other Supplies (Janitorial, Facilities)	\$4,266	\$4,266	\$4,266	\$4,266	\$17,065
	-			· ·	
Total DAS Operating Expenses	\$599,452	\$439,718	\$439,718	\$439,718	\$1,918,606
Total DAS Operating Expenses	ψ393,43 <u>2</u>	\$433,710	\$433,110	\$439,710	\$1,910,000
Non DAS Operating Expenses					
Expenditure Category				•	
Occupancy of Property	\$325,536	\$325,536	\$325,536	\$325,536	\$1,302,144
Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage	\$63,385 \$2,931	\$65,286 \$2,931	\$67,245 \$2,931	\$69,262 \$2,931	\$265,178 \$11,723
Building Maintenance Supplies and Repair	\$19,433	\$19,433	\$19,433	\$19,433	\$77,734
Printing and Reproduction				, , , , , , , , , , , , , , , , , , , ,	• •
Insurance	\$12,302	\$12,302	\$12,302	\$12,302	\$49,206
Staff Training	\$2,461	\$2,461	\$2,461	\$2,461	\$9,842
Staff Travel-(Local & Out of Town)	\$2,749	\$2,749	\$2,749	\$2,749	\$10,998
Rental of Equipment					
Food Cost					
Raw Food <i>per meal</i> \$0.16 \$0.73	\$34,232	\$145,158	\$145,158	\$145,158	\$469,706
Cong Food Svc Supplies per meal					
Catered Meals per meal	<u> </u>				
Other Vehicle Face (Fuel Maintenance Parking)	¢44.550	¢14 FF0	¢14 FE0	\$14 FF0	¢ E0 225
Vehicle Fees (Fuel, Maintenance,Parking) Data Communication, Licenses, Dues	\$14,559 \$11,825	\$14,559 \$11,825	\$14,559 \$11,825	\$14,559 \$11,825	\$58,235 \$47,301
Other Supplies (Janitorial, Facilities)	\$9,690	\$9,690	\$9,690	\$9,690	\$38,759
, , , , , , , , , , , , , , , , , , , ,		, - ,	/	,	
Total Non DAS Operating Expenses	\$499,102	\$611,930	\$613,888	\$615,906	\$2,340,826
Total DAS and Non DAS Operating Expenses	\$1,098,554	\$1,051,648	\$1,053,606	\$1,055,624	\$4,259,432
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HSA #3					10/25/2016

HSA #4

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B, Page 4 (Same as Line 11 on HSA #1) Document Date: March 2021 One Time Only Expenses DAS OTO Expenditure FY 21/22 FY 22/23 FY 23/24 FY 24/25 Staffing Total \$75,900 Bilingual Linkage Coordinator (\$55,000 salary + 38% fringe) \$75,900 Total Staffing Cost \$75,900 \$75,900 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Software/IT New Client Database: Migration & CAGetCare Integration \$33,000 \$33,000 IT Support for New Client Database \$10,000 \$10,000 Foodservice Software License (1/4 of \$20,000 annual fee) \$5,000 \$5,000 Total Software/IT Cost \$48,000 \$48,000 Subcontractor FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total DEI Training \$5,000/session x 4 sessions (quarterly) \$20,000 \$20,000 Total Subcontractor Cost \$20,000 \$20,000 Total DAS Capital & Subcontractor Expenditure \$143,900 \$143,900 Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor Expenditure \$143,900 \$143,900

10/25/2016

Total DAS and Non DAS NCQA Expenditure

HSA #4

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B, Page 5 Document Date: March 2021 (Same as Line 11 on HSA #1) NCQA Expenditure Detail DAS NCQA Expenditure Unit price Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$1,967.03 /set 2.00 \$3,934 \$3,934 \$3,934 \$3,934 \$15,736 Kitchen and food service monitoring \$616.91 4.00 \$2,468 \$2,468 \$2,468 \$2,468 \$9,872 \$50,624 \$263.67 48.00 \$12,656 \$12,656 \$12,656 Congregate site monitoring \$12,656 Nutrition education \$131.42 48.00 \$6,308 \$6,308 \$6,308 \$6,308 \$25,232 Nutrition counseling (optional) /hour In-service training \$295.05 /training 4.00 \$1,180 \$1,180 \$1,180 \$1,180 \$4,720 Total DAS NCQA Expenditure \$26,546 \$26,546 \$26,546 \$26,546 \$106,184 FY 21/22 FY 23/24 FY 24/25 Non DAS NCQA Expenditure Unit price Unit FY 22/23 Total \$439.62 /set \$3,516 Menu planning and nutrition analysis 2.00 \$879 \$879 \$879 \$879 Kitchen and food service monitoring \$137.88 4.00 \$552 \$552 \$552 \$552 \$2,208 Congregate site monitoring \$58.93 48.00 \$2,829 \$2,829 \$2,829 \$2,829 \$11,316 Nutrition education \$29.37 48.00 \$1,410 \$1,410 \$1,410 \$1,410 \$5,640 Nutrition counseling (optional) /hour \$1,056 In-service training \$65.94 /training 4.00 \$264 \$264 \$264 \$264 Total Non DAS NCQA Expenditure \$5,934 \$5,934 \$5,934 \$5,934 \$23,736

\$32,480

\$32,480

\$32,480

\$32,480

\$129,920

10/25/2016

Appendix B-1, Page 1 Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name

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		Average
′ 24/25	Total	cost/meal
3,223	184,419	
	ļ	
\$171,776	\$687,104	\$3.73
\$58,092	\$293,670	\$1.59
\$229,868	\$980,774	\$5.32
10.00%	10.00%	
\$22,987	\$98,079	\$0.53
\$3,934	\$15,736	\$0.09
\$256,789	\$1,094,589	\$5.94
\$69,235	\$276,940	\$1.50
\$119,666	\$441,370	\$2.39
\$119,000	φ 44 1,370	\$2.39
¢970	¢2 516	\$0.00
\$879	\$3,516	\$0.02
\$189,780	\$721,826	\$3.91
\$446,569	\$1,816,415	\$9.85
\$252,855	¢1 070 052	\$5.85
\$3,934	\$1,078,853 \$15,736	\$0.09
ψ3,934	φ13,730	φ0.03
\$256,789	\$1,094,589	\$5.94
\$5.85	\$5.85	
\$5.94	\$5.94	
\$122,774	\$453,804	\$2.46
\$15,070	\$60,278	\$0.33
\$51.936	\$207.744	\$1.13
φσ ι ,σσσ	Ψ201,111	ψο
A400 700	* =04.000	#0.04
\$189,780	\$721,826	\$3.91
\$4.39	\$3.91	
\$4.39	\$3.91	
\$446,569	\$1,816.41 5	\$9.85
		Ψ0.00
\$10.33	\$9.85	
9.44	37.77	
D	Date: 06/10/21	1
		1
	9.44	\$10.24 \$9.76 \$10.33 \$9.85

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

Appendix B-1, Page 2 Document Date: March 2021

Salaries & Benefits Detail

March Marc					Bellellis Dela					
Part	DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Programs Barl	Position Title	Time Salary for	Total FTE	by HSA	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Series Prospect	Program Staff:									
Contract Numbers 197.281 0.08 100.004 0.08 9.277										\$13,484
Contract National Contract Sept. 200										\$13,724
Descript National Contents										\$9,488
Comments National Sec Constitute										\$17,316
Communicy Indicates also Concentrates \$58.414 0.70 100.07% 0.72 17.80 57		\$00,372	0.03	100.0078	0.03	ψ4,023	ψ4,029	ψ4,323	ψ4,323	\$17,510
Communic Numbers (00 Consensions)		\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Community Name Sec Continuor Sec S										\$31,532
Community Marities (Sin Coordinates \$39,416 0.00 190,000 0.00 \$17,800 \$1	Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Commany Names Size Coordinates \$39.418	Community Nutrition Site Coordinator	\$39,416	0.20	100.00%	0.20	\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Communicy Municipal Control	Community Nutrition Site Coordinator	\$39,416	0.20	100.00%		\$7,883	\$7,883	\$7,883	\$7,883	\$31,532
Department Senter General State										\$16,516
Community National Size Decominator \$38,416 0.00 0.00075 0.00 51,971 31,971 51,971 31,971 77. 77. 77. 77. 78. 79.	-	\$39,416	0.10	100.00%	0.10	\$4,129	\$4,129	\$4,129	\$4,129	\$16,516
Community Numbers Sinc Controllator \$39,419		600 440	2.25	100.000/	2.25	04.074	04.074	04.074	04.074	67.004
Community National Sile Continuent									1	\$7,884
Communicy Numbers Siles Contratement \$38,416 0.03 100,0076 0.03 \$3005 \$9005 \$9005 \$9005 \$3007 \$3,1072										\$7,884 \$3,940
State										\$3,940
Machen Staffs										\$15,768
Cook		Ţ_0,	5.10	. 20.0070	5.10	\$0,0 FZ	\$0,0 FZ	ψ0,0 ¥2	ψ0,0 F2	\$10,100
Cook St 7613		\$37,513	0.10	56.10%	0.06	\$2,105	\$2,105	\$2,105	\$2,105	\$8,420
Cock II									1	\$8,420
Cook II		\$37,513	0.05						1	\$4,208
Cook II	Cook II									\$8,912
Cook II										\$8,912
Lead Cook										\$8,912
Sour Chef									1	\$4,456
Poterier \$37.578 0.10 56.9% 0.06 \$2.108 \$2.108 \$2.108 \$3.108 \$9.108 \$3. Poterier \$37.578 0.10 56.59% 0.06 \$2.108 \$2.108 \$2.206 \$2.108 \$3. Poterier \$37.578 0.10 56.59% 0.06 \$2.108 \$2.108 \$2.206 \$2.108 \$3. Poterier \$37.578 0.10 56.59% 0.06 \$2.108 \$2.108 \$2.108 \$2.108 \$3. Poterier \$37.578 0.04 56.59% 0.02 \$4843 \$843 \$843 \$844 \$843 \$3. Poterier \$37.578 0.04 56.59% 0.02 \$4843 \$844 \$843 \$843 \$844 \$843 \$843 \$844 \$843 \$844 \$843 \$844 \$84										\$9,876
Potester S\$7,978 0.10 56,10% 0.06 \$2,108 \$2,108 \$2,108 \$3,108 \$3,000 \$3										\$5,332 \$9,433
Poterier \$37.578 0.10 \$66.10% 0.06 \$2.108 \$2.108 \$2.108 \$3.108 \$3. Poterier \$37.578 0.00 \$66.10% 0.02 \$34.3 \$84.3 \$34.0 \$34.0 \$34.5 Poterier \$37.578 0.04 \$66.10% 0.02 \$34.3 \$84.3 \$34.0 \$34.3 Poterier \$37.578 0.02 \$66.10% 0.01 \$50.1 \$50.1 \$50.1 \$50.1 \$50.1 \$37.578 0.02 \$66.10% 0.01 \$50.1 \$50.1 \$50.1 \$50.1 \$50.1 \$37.578 0.02 \$66.10% 0.01 \$50.1 \$5										\$8,432 \$8,432
Porter \$37,578									1	\$8,432
Porter \$37,678										\$8,432
Porter \$37,578										\$3,372
Ponter S37,578										\$3,372
Kitchen Administrator \$50,016 0.05 \$6,10% 0.03 \$1,967 \$1,967 \$1,967 \$1,967 \$1,972 \$1,772 \$1,772 \$1,776 \$1,7776 \$1,7777	Porter I	\$37,578			0.01	\$501			\$501	\$2,004
Kitchen Office Administrator	Porter I	\$37,578	0.02	56.10%	0.01	\$501	\$501	\$501	\$501	\$2,004
Director, Kitchen Operations	Kitchen Administrative Manager	\$70,116	0.05	56.10%	0.03	\$1,967	\$1,967	\$1,967	\$1,967	\$7,868
Executive Chef	Kitchen Office Administrator	\$50,211	0.07	56.10%	0.04	\$1,972	\$1,972	\$1,972	\$1,972	\$7,888
Purchaing Supervisor										\$13,600
Kitchen Operations Coordinator II										\$10,472
Kitchen Operations Coordinator II										\$8,132
Kitchen Logistics Supervisor										\$5,460 \$4,552
Inventory Operations Coordinator II	•									\$4,552
Inventory Operations Coordinator II										\$3,724
Distribution Staff: S42,453 0.06 56,10% 0.03 \$1,340									1	\$2,792
Driver		Ų.i., ii o	0.00	30.1070	0.02	φουσ	φουσ	φσσσ	φσσσ	ψ2,702
Driver	-	\$42,453	0.06	56.10%	0.03	\$1,340	\$1,340	\$1,340	\$1,340	\$5,360
Driver	Driver	\$39,104	0.06	56.10%	0.03	\$1,234	\$1,234	\$1,234	\$1,234	\$4,936
Director, Distribution \$82,347 0.01 \$6.10% 0.01 \$462 \$462 \$462 \$462 \$462 \$1,										\$5,224
Director, Operations \$84,469 0.02 56.10% 0.01 \$711 \$711 \$711 \$711 \$711 \$711 \$2,2										\$1,756
Director, Operations		\$82,347	0.01	56.10%	0.01	\$462	\$462	\$462	\$462	\$1,848
Totals \$2,375,882 3.70 3551.30% 2.83 \$124,475 \$124,475 \$124,475 \$497, Fringe Benefits Rate		60: 12-		F0 10.			A	*		***
Fringe Benefits Rate Employee Fringe Benefits \$38.00% \$902,835 \$3,278,717 \$171,776 \$171,776 \$171,776 \$171,776 \$171,776 \$171,776 \$189, Non DAS Salaries & Benefits Agency Totals Annual Full Time Salary for FTE Whichen Staff: Cook I \$37,513 \$37,513 \$0.10 \$43,90% \$0.04 \$1,647 \$6,600 I \$33,513 \$1,010 \$43,90% \$1,000 \$	Director, Operations	\$84,469	0.02	56.10%	0.01	\$711	\$711	\$711	\$711	\$2,844
Fringe Benefits Rate Employee Fringe Benefits \$38.00% \$902,835 \$\$47,301 \$\$47,301 \$\$47,301 \$\$47,301 \$\$487,301 \$\$189, \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$687, Non DAS Salaries & Benefits Agency Totals Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full Time Salary Ime S		 							†	†
Fringe Benefits Rate Employee Fringe Benefits \$38.00% \$902,835 \$\$47,301 \$\$47,301 \$\$47,301 \$\$47,301 \$\$487,301 \$\$189, \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$687, Non DAS Salaries & Benefits Agency Totals Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full Time Salary Ime S		1							-	
Fringe Benefits Rate Employee Fringe Benefits \$38.00% \$902,835 \$\$47,301 \$\$47,301 \$\$47,301 \$\$47,301 \$\$487,301 \$\$189, \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$687, Non DAS Salaries & Benefits Agency Totals Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full Time Salary Ime S									1	1
Fringe Benefits Rate Employee Fringe Benefits \$38.00% \$902,835 \$\$47,301 \$\$47,301 \$\$47,301 \$\$47,301 \$\$487,301 \$\$189, \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$171,776 \$\$687, Non DAS Salaries & Benefits Agency Totals Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full Time Salary Ime S	Totals	\$2,375.882	3.70	3551.30%	2.83	\$124.475	\$124.475	\$124.475	\$124.475	\$497,900
Salaries and Benefits Salaries & Salaries		. , , ,				,, ., o	,,.,0	Ţ. <u>_</u> .,,,,	Ţ. <u>_</u> .,.,.	Ţ.:.,300
Salaries and Benefits Salaries & Salaries	Fringe Benefits Rate	38.00%								<u></u>
Non DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total	=					\$47,301	\$47,301	\$47,301	\$47,301	\$189,204
Non DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total										
Non DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total										
Annual Full Time Salary for Total FTE WhSA (Max 100%) Adjusted FTE Budgeted Salary Sal	Total DAS Salaries and Benefits	\$3,278,717				\$171,776	\$171,776	\$171,776	\$171,776	\$687,104
Annual Full Time Salary for FTE										
Annual Full Time Salary for FTE							= 40			
Position Title	Non DAS Salaries & Benefits	Agency	/ Lotals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title]	1
Kitchen Staff: S37,513 0.10 43,90% 0.04 \$1,647 \$1,647 \$1,647 \$1,647 \$1,647 \$6, Cook I \$37,513 0.10 43,90% 0.04 \$1,647 \$1,647 \$1,647 \$1,647 \$1,647 \$6, Cook I \$37,513 0.05 43,90% 0.02 \$823 \$823 \$823 \$823 \$3,	Decision Title		T-+-' 575		A disease 1 FTF	Dudmata 10:1:	Dudgets 1 Octo	Dudante i Oci	Dudant 10:1	Dodgest 10:1
Cook I \$37,513 0.10 43,90% 0.04 \$1,647 \$1,647 \$1,647 \$6, Cook I \$37,513 0.10 43,90% 0.04 \$1,647 \$1,647 \$1,647 \$1,647 \$6, Cook I \$37,513 0.05 43,90% 0.02 \$823 \$823 \$823 \$823 \$3, \$3, \$4,00% \$6,		FIE	lotal FIE	(Max 100%)	Adjusted FTE	budgeted Salary	budgeted Salary	budgeted Salary	budgeted Salary	Budgeted Salary
Cook I \$37,513 0.10 43,90% 0.04 \$1,647 \$1,647 \$1,647 \$6, Cook I \$37,513 0.05 43,90% 0.02 \$823 \$823 \$823 \$823 \$3,		607.540	0.40	40.0007	0.01	64.047	64.047	64.047	64.047	60 500
Cook I \$37,513 0.05 43,90% 0.02 \$823 \$823 \$823 \$3,										\$6,588 \$6,588
										\$6,588 \$3,292
I CONKIL I \$30,720 I 0.401 #2.009/1 0.041 @4.744	Cook I	\$37,513	0.05	43.90%	0.02	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976

Cook II	\$39,720	0.10	43.90%	0.04	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976
Cook II	\$39,720	0.10	43.90%	0.04	\$1,744	\$1,744	\$1,744	\$1,744	\$6,976
Cook II	\$39,720	0.05	43.90%	0.02	\$872	\$872	\$872	\$872	\$3,488
Lead Cook	\$44,005	0.10	43.90%	0.04	\$1,932	\$1,932	\$1,932	\$1,932	\$7,728
Sous Chef	\$47,518	0.05	43.90%	0.02	\$1,043	\$1,043	\$1,043	\$1,043	\$4,172
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.10	43.90%	0.04	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600
Porter I	\$37,578	0.04	43.90%	0.02	\$660	\$660	\$660	\$660	\$2,640
Porter I	\$37,578	0.04	43.90%	0.02	\$660	\$660	\$660	\$660	\$2,640
Porter I	\$37,578	0.02	43.90%	0.01	\$392	\$392	\$392	\$392	\$1,568
Porter I	\$37,578	0.02	43.90%	0.01	\$392	\$392	\$392	\$392	\$1,568
Kitchen Administrative Manager	\$70,116	0.05	43.90%	0.02	\$1,539	\$1,539	\$1,539	\$1,539	\$6,156
Kitchen Office Administrator	\$50,211	0.07	43.90%	0.03	\$1,543	\$1,543	\$1,543	\$1,543	\$6,172
Director, Kitchen Operations	\$86,570	0.07	43.90%	0.03	\$2,660	\$2,660	\$2,660	\$2,660	\$10,640
Executive Chef	\$93,330	0.05	43.90%	0.02	\$2,049	\$2,049	\$2,049	\$2,049	\$8,196
Purchasing Supervisor	\$60,389	0.06	43.90%	0.03	\$1,591	\$1,591	\$1,591	\$1,591	\$6,364
Kitchen Operations Coordinator II	\$40,560	0.06	43.90%	0.03	\$1,068	\$1,068	\$1,068	\$1,068	\$4,272
Kitchen Operations Coordinator II	\$40,560	0.05	43.90%	0.02	\$890	\$890	\$890	\$890	\$3,560
Kitchen Logistics Supervisor	\$49,962	0.02	43.90%	0.01	\$439	\$439	\$439	\$439	\$1,756
Inventory Operations Coordinator II	\$41,475	0.04	43.90%	0.02	\$728	\$728	\$728	\$728	\$2,912
Inventory Operations Coordinator II	\$41,475	0.03	43.90%	0.01	\$546	\$546	\$546	\$546	\$2,184
Distribution Staff:									
Driver	\$42,453	0.06	43.90%	0.02	\$1,048	\$1,048	\$1,048	\$1,048	\$4,192
Driver	\$39,104	0.06	43.90%	0.02	\$966	\$966	\$966	\$966	\$3,864
Driver	\$41,392	0.06	43.90%	0.02	\$1,022	\$1,022	\$1,022	\$1,022	\$4,088
Driver	\$39,104	0.02	43.90%	0.01	\$343	\$343	\$343	\$343	\$1,372
Director, Distribution	\$82,347	0.01	43.90%	0.004	\$362	\$362	\$362	\$362	\$1,448
Operations Staff:									
Director, Operations	\$84,469	0.02	43.90%	0.007	\$556	\$556	\$556	\$556	\$2,224
In-Kind									
Kitchen Volunteers	\$29,120	3.75	10.00%	0.38	\$10,920	\$10,920	\$10,920	\$10,920	\$43,680
Totals	\$1,596,202	5.74	1458.70%	1.25	\$50,170	\$50,170	\$50,170	\$50,170	\$200,680
	<u> </u>				****	400,	,,,,,,	700,	7-00,000
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$606,557				\$19,065	\$19,065	\$19,065	\$19,065	\$76,260
						ı		1	
Total Non DAS Salaries and Benefits	\$2,202,759				\$69,235	\$69,235	\$69,235	\$69,235	\$276,940
Total Roll DAG Galaries and Delicins	ψ2,202,139				φυσ,233	₁ φυσ,233	φυσ, 2 33	1 909,233	φ210,340
Total DAS and Non DAS Salaries and Benefits	\$5,481,476				\$241,011	\$241,011	\$241,011	\$241,011	\$964,044
The same of the sa	ψο, ισ ι, π σ				42.1.,011	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ψ2, 0 11	+2,011	4001,011
HSA #2									10/25/2016

Program: Congregate meals for (X) older (Same as Line 11 on HSA #1)	adults or () adults v	vith disabilities:	Breakfast				pendix B-1, Page 3 Date: March 2021
		C	Operating Expens	e Detail			
Annual :	# Meals Contracted		FY 21/22 54,750	FY 22/23 43,223	FY 23/24 43,223	FY 24/25 43,223	Total 184,419
DAS Operating Expenses							
Expenditure Category							
Rental of Property (see table at right)							
Utilities (Elec, Water, Gas, Phone, Gar	rbage)		\$7,642	\$ 7,872	\$7,872	\$7,872	\$31,258
Office Supplies, Postage			\$353	\$ 353	\$353	\$353	\$1,414
Building Maintenance Supplies and Re	epair		\$2,343	\$ 2,343	\$2,343	\$2,343	\$9,371
Printing and Reproduction							ФF 000
Insurance Stoff Training			\$1,483 \$297	\$1,483 \$297	\$1,483 \$297	\$1,483 \$297	\$5,933 \$1,187
Staff Training Staff Travel-(Local & Out of Town)			\$332	\$332	\$332	\$332	\$1,187
Rental of Equipment			ψ332	ψ332	ψ332	ψ332	φ1,320
Tronkar of Equipment							
Food Cost							
Raw Food	per meal \$1.62	\$0.70	\$88,907	\$30,256	\$30,256	\$30,256	\$179,675
Cong Food Svc Supplies	per meal \$0.25		\$13,688	\$10,806	\$10,806	\$10,806	\$46,106
Catered Meals	per meal						
<u>Other</u>							
Vehicle Fees (Fuel, Maintenance, Parki	ing)		\$1,755	\$1,755	\$1,755	\$1,755	\$7,021
Data Communication, Licenses, Dues			\$1,426	\$1,426	\$1,426	\$1,426	\$5,704
Other Supplies (Janitorial, Facilities)			\$1,169	\$1,169	\$1,169	\$1,169	\$4,674
Total DAS Operating Expenses			\$119,394	\$58,092	\$58,092	\$58,092	\$293,669
Non DAS Operating Expenses Expenditure Category Occupancy of Property Utilities (Elec, Water, Gas, Phone, Gar Office Supplies, Postage Building Maintenance Supplies and Re Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town)			\$51,936 \$5,980 \$277 \$1,833 \$1,161 \$232 \$259	\$51,936 \$6,159 \$277 \$1,833 \$1,161 \$232 \$259	\$51,936 \$6,344 \$277 \$1,833 \$1,161 \$232 \$259	\$51,936 \$6,535 \$277 \$1,833 \$1,161 \$232 \$259	\$207,744 \$25,018 \$1,106 \$7,333 \$4,643 \$929 \$1,038
Rental of Equipment					·		
Food Cost							
Raw Food	per meal \$0.33	\$1.25	\$17,856	\$54,029	\$54,029	\$54,029	\$179,943
<u>Other</u>							
Vehicle Fees (Fuel, Maintenance,Parki	ing)		\$1,374	\$1,374	\$1,374	\$1,374	\$5,495
Data Communication, Licenses, Dues			\$1,116	\$1,116	\$1,116	\$1,116	\$4,464
Other Supplies (Janitorial, Facilities)			\$914	\$914	\$914_	\$914	\$3,658
Total Non DAS Operating Expenses		_	\$82,938	\$119,291	\$119,475	\$119,666	\$441,370
Total DAS and Non DAS Operating Exp	nenses		\$202,332	\$177,383	\$177,567	\$177,758	\$735,040
Total DAS and Non DAS Operating Exp	1011303	_	\$202,332	φ1/1,303	φ1/1,30/	φ1//,/30	φ <i>1</i> 33,040
HSA #3							10/25/2016

HSA #4							10/25/2016
Total DAS and Non DAS NCQA Expenditure			\$4,813	\$4,813	\$4,813	\$4,813	\$19,252
,							, , , ,
Total Non DAS NCQA Expenditure	, a an inig		\$879	\$879	\$879	\$879	\$3,516
In-service training	/training						
Nutrition counseling (optional)	/hour						
Nutrition education							
Congregate site monitoring			1	1	+		
Kitchen and food service monitoring	ψτου.υΣ /360	2.00	ΨΟΙΘ	Ψ019	Ψ019	610¢	ψυ,υ10
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total DAS NCQA Expenditure		ļ	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
In-service training	/training						
Nutrition counseling (optional)	/hour						
Nutrition education							
Congregate site monitoring							
Kitchen and food service monitoring							
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
		NCQA Expe	enditure Detail				
(Same as Line 11 Off 13A #1)						Document D	ate. March 202
Program: Congregate meals for (X) older adults (Same as Line 11 on HSA #1)	or () adults with disabilities:	Dieakiasi					ndix B-1, Page 5 ate: March 2021

Appendix A - Services to be Provided Russian American Community Services

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

RACS Older Adults-Congregate FY 21-25

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	350	350	350	350
Number of Meals	46,435	41,418	41,418	41,418

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.

- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland

Nutritionist

DAS OCP

email: lauren.mccasland@sfgov.org

and

Ella Lee

Contract Manager HSA OCM

email: ella.lee@sfgov.org

I. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: April 7,2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name **Russian American Community Services** (Check One) New __X_ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for (x) older adults or () adults with disabilities Budget Reference Page No.(s) FY 21/22 FY 22/23 FY 23/24 FY 24/25 cost/meal Program Term Total Annual # Meals Contracted 46,435 41,418 41,418 41,418 170,689 **DAS Expenditures** \$203,052 \$203,049 \$203,049 \$203,049 \$812,199 Salaries & Benefits \$4.76 Operating Expenses \$136,011 \$105,196 \$105,196 \$105,196 \$451,599 \$2.65 Subtotal \$339,063 \$308,245 \$308,245 \$308,245 \$1,263,798 \$7.40 Indirect Percentage (%) 6.00% 4.00% 4.00% 4.00% 4.00% Indirect Cost \$20,344 \$12,330 \$12,330 \$12,330 \$57,334 \$0.34 Capital/Subcontractor Expenditures NCQA Expenditures \$4,800 \$4,800 \$4,800 \$4,800 \$19,200 \$0.11 **Total DAS Expenditures** \$364,207 \$325,375 \$325,375 \$325,375 \$1,340,332 \$7.85 Non DAS Expenditures Salaries & Benefits \$36,400 \$36,400 \$36,400 \$36,400 \$145,600 \$0.85 \$96,021 \$112,790 \$112,790 \$112,790 Operating Expenses \$434,391 \$2.54 Capital/Subcontractor Expenditures NCQA Expenditures \$400 \$400 \$400 \$400 \$1,600 \$0.01 **Total Non DAS Expenditures** \$132,821 \$149,590 \$149,590 \$149,590 \$581,591 \$3 41 TOTAL DAS AND NON DAS EXPEDITURES \$497,028 \$474,965 \$474,965 \$474,965 \$1,921,923 \$11.26 **DAS Revenues** \$325,375 Meals- General Fund \$364,207 \$325,375 \$325,375 \$1,340,332 \$7.85 Meals- State Fund Meals- Federal Fund **Total DAS Revenue** \$364,207 \$325,375 \$325,375 \$325,375 \$1,340,332 \$7.85 PER MEAL COST, DAS \$7.74 \$7.74 \$7.74 \$7.74 \$7.74 PER MEAL COST (with NCQA), DAS \$7.84 \$7.86 \$7.86 \$7.86 \$7.85 Non DAS Revenues Project Income \$46,435 \$41,418 \$41,418 \$41,418 \$170,689 \$1.00 \$23,372 Agency Cash- Fundraising \$1,586 \$23.372 \$23,372 \$71,702 \$0.42 \$145,<u>600</u> Agency In-kind Volunteer \$36,400 \$36,400 \$36,400 \$36,400 \$0.85 in kind rent \$48,000 \$48,000 \$48,000 \$48,000 \$192,000 \$1.12 NCQA Revenue \$400 \$400 \$400 \$400 \$1,600 \$0.01 Total Non DAS Revenue \$132,821 \$149,590 \$149,590 \$149,590 \$581,591 \$3.41 PER MEAL COST (with NCQA), Non DAS \$3.61 \$3.61 \$2.86 \$3.61 \$3.41 TOTAL DAS AND NON DAS REVENUE \$497,028 \$474,965 \$474,965 \$474,965 \$1,921,923 \$11.26 PER MEAL COST (with NCQA), Total \$10.70 \$11.47 \$11.47 \$11.47 \$11.26 Full Time Equivalent (FTE) 5.04 5.04 5.04 5.04 20.16 Prepared by: Date: 4/7/21 **HSA-CO** Review Signature: HSA #1

Total Non DAS Salaries and

Total DAS and Non DAS Salaries

Benefits

and Benefits

HSA #2

\$58 240

\$561,830

Program: Congregate meals for (x) older adults or () adults with disabilities Appendix B, Page 2 Russian American Community Services Document Date: April 7,2021 Salaries & Benefits Detail **DAS Salaries & Benefits** Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full % FTE funded Time Salary for by HSA FTE Total FTE (Max 100%) Adjusted FTE Position Title **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Executive Director \$82,476 0.22 100.00% 0.22 \$18,557 \$18,557 \$18,557 \$18,557 \$74,228 Program Coordinator \$53,244 0.45 100.00% 0.45 \$23,960 \$23,960 \$23,960 \$23,960 \$95,840 \$53,244 0.50 100.00% 0.50 \$26,622 \$26,622 \$26,622 \$26,622 \$106,488 Cook I \$40,716 0.47 0.47 \$19,340 \$19,340 \$77,360 Cook II 100.00% \$19,340 \$19,340 \$40.716 100.00% \$12,724 \$50.896 Cook III 0.31 0.31 \$12,724 \$12,724 \$12,724 Dish Washer \$36,541 0.44 100.00% 0.44 \$15,987 \$15,987 \$15,987 \$15,987 \$63,948 Kitchen Aid/ Janitor \$35,464 0.36 100.00% 0.36 \$12,920 \$12,920 \$12,920 \$12,920 \$51,680 0.75 \$28,188 \$28,188 DR Hostess \$37,584 0.75 100.00% \$28,188 \$28,188 \$112,752 Route manager/ data entry \$39,673 0.27 100.00% 0.27 \$10,910 \$10,910 \$10,910 \$10,910 \$43,640 Totals \$419,658 3.79 900.00% 3.79 \$169,208 \$169,208 \$169,208 \$169,208 \$676,832 20.00% Fringe Benefits Rate Employee Fringe Benefits \$83,932 \$33,844 \$33,841 \$33,841 \$33,841 \$135,367 Total DAS Salaries and Benefits \$503.590 \$203,049 \$203,049 \$203,049 \$203,052 \$812,199 Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Non DAS Salaries & Benefits Total Annual Full % FTE funded Time Salary for by HSA (Max 100%) Position Title FTE Total FTE Adjusted FTE **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** 100.00% \$7.280 kitchen volunteers 29.120 0.25 0.25 \$7,280 \$7,280 \$7,280 \$29,120 Route runners volunteers 29,120 1.00 100.00% 1.00 \$29,120 \$29,120 \$29,120 \$29,120 \$116,480 \$145,600 200.009 \$36,400 \$36,400 \$36,400 \$36,400 Fringe Benefits Rate Employee Fringe Benefits

\$36,400

\$239,452

\$36,400

\$239,449

\$36,400

\$239,449

\$145,600

\$957,799

\$36,400

\$239,449

Program: Congregate meals for (x) older adults or () adult Russian American Community Services	Its with disabilities			•	opendix B, Page 3 Date: April 7,2021
	Operating E	xpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	46,435	41,418	41,418	41,418	170,689
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$10,498	\$1,542	\$1,542	\$1,542	\$15,124
Office Supplies, Postage	\$1,200				\$1,200
Building Maintenance Supplies and Repair	\$4,500				\$4,500
Printing and Reproduction Insurance	\$1,000 \$7,778	\$4,615	\$4,615	\$4,615	\$1,000 \$21,623
Staff Training	Φ1,110	Φ4 ,615	Ψ4,013	φ4,015	\$21,623
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food per meal \$2.01	\$93,390	\$83,300	\$83,300	\$83,300	\$343,290
Cong Food Svc Supplies per meal \$0.38	\$17,645	\$15,739	\$15,739	\$15,739	\$64,862
Catered Meals per meal				. , ,	. ,
			_		
Total DAS Operating Expenses	\$136,011	\$105,196	\$105,196	\$105,196	\$451,599
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$48,000	\$48,000	\$48,000	\$48,000	\$192,000
Utilities (Elec, Water, Gas, Phone, Garbage)		\$8,956	\$8,956	\$8,956	\$26,868
Office Supplies, Postage	\$7,000	\$8,200	\$8,200	\$8,200	\$31,600
Building Maintenance Supplies and Repair Printing and Reproduction	\$15,000	\$19,500	\$19,500	\$19,500	\$73,500
Insurance	\$4,180	\$5,180 \$5,310	\$5,180 \$5,310	\$5,180 \$5,210	\$19,720 \$17,000
Staff Training	\$2,060	\$5,310	φ5,510	\$5,310	\$17,990
Staff Travel-(Local & Out of Town)		-			
Rental of Equipment					
Food Cost					
Raw Food per meal \$0.43	\$19,781	\$17,644	\$17,644	\$17,644	\$72,713
Cong Food Svc Supplies per meal					
Catered Meals per meal					
Total Non DAS Operating Expenses	\$96,021	\$112,790	\$112,790	\$112,790	\$434,391
The special sp	+00,021	Ţ.12j100	Ţ.12,100	Ţ. /Zji 00	+ 101,001
Total DAS and Non DAS Operating Expenses	\$232,032	\$217,986	\$217,986	\$217,986	\$885,990
HSA #3					

Program: Congregate meals for (x) older adults or () adults with disabilities Appendix B, Page 5 Russian American Community Services Document Date: April 7,2021 NCQA Expenditure Detail FY 22/23 DAS NCQA Expenditure Unit price Unit FY 21/22 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$700.00 /set 2.00 \$1,400 \$1,400 \$1,400 \$1,400 \$5,600 Kitchen and food service monitoring \$600.00 2.00 \$1,200 \$1,200 \$1,200 \$1,200 \$4,800 \$300.00 4.00 \$4,800 Congregate site monitoring \$1,200 \$1,200 \$1,200 \$1,200 Nutrition education \$150.00 4.00 \$600 \$600 \$600 \$600 \$2,400 Nutrition counseling (optional) /hour In-service training \$100.00 /training 4.00 \$400 \$400 \$400 \$400 \$1,600 Total DAS NCQA Expenditure \$4,800 \$4,800 \$4,800 \$4,800 \$19,200 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Non DAS NCQA Expenditure Unit price Unit Menu planning and nutrition analysis /set Kitchen and food service monitoring Congregate site monitoring Nutrition education Nutrition counseling (optional) /hour 4.00 In-service training \$100.00 /training \$400 \$400 \$400 \$400 \$1,600

\$400

\$5,200

\$400

\$5,200

\$400

\$5,200

\$400

\$5,200

\$1,600

\$20,800

HSA #4

Total Non DAS NCQA Expenditure

Total DAS and Non DAS NCQA Expenditure

Appendix A - Services to be Provided Self Help for the Elderly

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.

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>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is 60 years of age or older (older adult).
- 2. The spouse or domestic partner of an older adult, regardless of age.
- 3. A person with a disability, under the age of sixty (60) who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
- 4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.

- 2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring.

- HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
- v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
- vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	5,700	5,500	5,500	5,500
Number of Meals	340,000	254,834	254,834	254,834

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening, and the food security screening into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.

- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points							
Name	Address	Phone					
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805					
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353					
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558					
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938					
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221					
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509					
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983					
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983					
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845					
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585					
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804					
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990					
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700					

15. For assistance with reporting and contract requirements, please contact:

DAS OCP
Tiffany Kearney, RD
Lead Nutritionist
<u>Tiffany.Kearney@sfgov.org</u>

and

Tahir Contract Manager HSA OCM Shaikh, Tahir Contract Manager Tahir.Shaikh@sfgov.org

X. Monitoring Activities

- 1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring:</u> Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: June 15, 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name

Name						
SELF-HELP FOR THE ELDERLY						
(Check One) NewX_ Renewal M	odification					
If modification, Effective Date of Mod. No. of	Mod.					
Program: Congregate meals for (x) older adult	s or () adults with dis	abilities	<u>, </u>			
Budget Reference Page No.(s)						٠
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	340,000	254,834	254,834	254,834	1,104,502	
DAS Expenditures						
Salaries & Benefits	\$773,864	\$603,601	\$603,601	\$603,601	\$2,584,667	\$2.34
Operating Expenses	\$1,621,591	\$1,191,821	\$1,191,821	\$1,191,821	\$5,197,054	\$4.71
Subtotal	\$2,395,455	\$1,795,422	\$1,795,422	\$1,795,422	\$7,781,721	\$7.05
Indirect Percentage (%)	10%	10%	10%	10%	10%	
Indirect Cost	\$239,545	\$179,542	\$179,542	\$179,542	\$778,171	\$0.70
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$22,343	\$22,343	\$22,343	\$22,343	\$89,372	\$0.08
Total DAS Expenditures	\$2,657,343	\$1,997,307	\$1,997,307	\$1,997,307	\$8,649,264	\$7.83
Non DAS Expenditures						
Salaries & Benefits	\$690,944	\$861,208	\$861,208	\$861,208	\$3,274,568	\$2.96
Operating Expenses	\$414,700	\$375,922	\$375,922	\$375,922	\$1,542,466	\$1.40
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$1,105,644	\$1,237,130	\$1,237,130	\$1,237,130	\$4,817,034	\$4.36
TOTAL DAS AND NON DAS EXPEDITURES	\$3,762,987	\$3,234,437	\$3,234,437	\$3,234,437	\$13,466,298	\$12.19
DAS Revenues						
Meals- General Fund	\$2,635,000	\$1,974,964	\$1,974,964	\$1,974,964	\$8,559,891	\$7.75
Meals- State Fund	Ψ2,033,000	ψ1,374,304	ψ1,974,904	ψ1,974,904	ψ0,559,691	Ψ1.13
Meals- Federal Fund						
NCQA Fund	\$22,343	\$22,343	\$22,343	\$22,343	\$89,372	\$0.08
NOQ/(Tulid	ΨΖΣ,040	ΨΖΣ,040	Ψ22,546	ΨΖΖ,Ο-13	ψ05,512	ψ0.00
Total DAS Revenue	\$2,657,343	\$1,997,307	\$1,997,307	\$1,997,307	\$8,649,263	\$7.83
PER MEAL COST, DAS	\$7.75	\$7.75	\$7.75	\$7.75	\$7.75	
PER MEAL COST (with NCQA), DAS	\$7.82	\$7.84	\$7.84	\$7.84	\$7.83	
				, ,		
Non DAS Revenues						
Project Income	\$578,000	\$433,218	\$433,218	\$433,218	\$1,877,653	\$1.70
Agency Cash- Fundraising	\$527,644	\$803,912	\$803,912	\$803,912	\$2,939,381	\$2.66
Agency In-kind Volunteer	\$527,936	\$527,936	\$527,936	\$527,936	\$2,111,744	\$1.91
NCQA Revenue						
Total Non DAS Revenue	\$1,633,580	\$1,765,066	\$1,765,066	\$1,765,066	\$6,928,778	\$6.27
PER MEAL COST, Non DAS	\$4.80	\$6.93	\$6.93	\$6.93	\$6.27	ψ0.21
PER MEAL COST (with NCQA), Non DAS	\$4.80	\$6.93	\$6.93	\$6.93	\$6.27	
TENMEAL COST (WILLTHOUGH), NOT DAG	Ψ4.00	ψ0.93	ψ0.95	ψ0.95	ψ0.21	
TOTAL DAG AND NONE - 2		40 700 07 5	A0 700 0-5	40 700 075	A45 === a : :	
TOTAL DAS AND NON DAS REVENUE	\$4,290,923	\$3,762,373	\$3,762,373	\$3,762,373	\$15,578,041	\$14.10
PER MEAL COST, Total	\$12.55	\$14.68	\$14.68	\$14.68	\$14.02	
PER MEAL COST (with NCQA), Total	\$12.62	\$14.77	\$14.77	\$14.77	\$14.10	
Full Time Equivalent (FTE)	43.48	43.48	43.48	43.48	174	
•	43.48	43.48	43.48			
Prepared by: Leny Nair				<u> </u>	Date: 6/15/2021	
HSA #1					10/25/2016	

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

Appendix B, Page 2 Document Date: June 15, 2021

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
ĺ	Annual Full	Totals	% FTE funded	Togram	1 1 21/22	1122/25	1120/24	1124/25	Total
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00		0.30	\$27,810		*****	21221	\$27,810
Nutrition Manager Office Manager	\$72,100 \$60,000	1.00	15.00% 30.00%	0.15 0.30	\$10,815 \$18,000	\$10,815 \$18,000	\$10,815 \$18,000	\$10,815 \$18,000	\$43,260 \$72,000
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712	\$23,712	\$23,712	\$23,712	\$72,000 \$94,848
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712	\$23,712	\$23,712	\$23,712	\$94,848
Program Assistant	\$41,600	1.00	60.00%	0.60	\$24,960	\$24,960	\$24,960	\$24,960	\$99,840
Administrative Coordinator	\$41,496	0.70	50.00%	0.35	\$14,524	\$14,524	\$14,524	\$14,524	\$58,096
Center Coordinator	\$35,464	0.75	100.00%	0.75	\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520	\$39,520	\$39,520	\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520	\$39,520	\$39,520	\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820	\$14,820	\$14,820	\$14,820	\$59,280
Center Coordinator Center Coordinator	\$39,520 \$39,520	0.75 0.75	50.00% 50.00%	0.38	\$14,820 \$14,820	\$14,820 \$14,820	\$14,820 \$14,820	\$14,820 \$14,820	\$59,280 \$59,280
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820	\$14,820	\$14,820	\$14,820	\$59,280 \$59,280
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$19,760	\$19,760	\$19,760	\$79,040
Center Coordinator Supervisor	\$46,800	1.00	45.00%	0.45	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Center Coordinator Supervisor	\$46,800	1.00	45.00%	0.45	\$21,060	\$21,060	\$21,060	\$21,060	\$84,240
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker	\$35,464	0.88	50.00%	0.44	\$15,516	\$15,516	\$15,516	\$15,516	\$62,064
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732	\$17,732	\$17,732	\$17,732	\$70,928
Meal Site Worker Meal Site Worker	\$35,464 \$35,464	1.00	50.00% 50.00%	0.50 0.50	\$17,732 \$17,732	\$3,082	\$3,082	\$3,082	\$26,978 \$17,732
Meal Site Worker	\$35,464	0.75	75.00%	0.56	\$19,949				\$17,732
Meal Site Worker	\$35,464	0.70	50.00%	0.35	\$12,412				\$12,412
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083				\$11,083
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083				\$11,083
Meal Site Worker	\$35,464	0.50	50.00%	0.25	\$8,866				\$8,866
Meal Site Worker	\$35,464	0.25	100.00%	0.13	\$4,433				\$4,433
Totals	\$1,297,248	26.78	1720.00%	14.40	\$581,853	\$453,835	\$453,835	\$453,835	\$1,943,358
Frings Popolits Pots	33.00%	1							
Fringe Benefits Rate Employee Fringe Benefits	33.00% \$428,092								
Employee i mige Denemo					\$192 011	\$149 766	\$149 766	\$149.766	\$641 309
l	ψ-120,002				\$192,011	\$149,766	\$149,766	\$149,766	\$641,309
	ψ+20,032				\$192,011	\$149,766	\$149,766	\$149,766	\$641,309
Total DAS Salaries and Benefits	\$1,725,340				\$192,011 \$773,864	\$149,766 \$603,601	\$149,766 \$603,601	\$149,766 \$603,601	\$641,309 \$2,584,667
Total DAS Salaries and Benefits									
	\$1,725,340				\$773,864	\$603,601	\$603,601	\$603,601	\$2,584,667
Total DAS Salaries and Benefits Non DAS Salaries & Benefits	\$1,725,340	y Totals	HSA P	rogram					
	\$1,725,340 Agency Annual Full	y Totals	% FTE funded	rogram	\$773,864	\$603,601	\$603,601	\$603,601	\$2,584,667
Non DAS Salaries & Benefits	\$1,725,340 Agency Annual Full Time Salary for		% FTE funded by HSA		\$773,864 FY 21/22	\$603,601 FY 22/23	\$603,601 FY 23/24	\$603,601 FY 24/25	\$2,584,667 Total
Non DAS Salaries & Benefits Position Title	\$1,725,340 Agency Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	\$773,864 FY 21/22 Budgeted Salary	\$603,601 FY 22/23 Budgeted Salary	\$603,601 FY 23/24 Budgeted Salary	\$603,601 FY 24/25 Budgeted Salary	\$2,584,667 Total Budgeted Salary
Non DAS Salaries & Benefits	\$1,725,340 Agency Annual Full Time Salary for		% FTE funded by HSA		\$773,864 FY 21/22	\$603,601 FY 22/23	\$603,601 FY 23/24	\$603,601 FY 24/25	\$2,584,667 Total Budgeted Salary \$15,392
Non DAS Salaries & Benefits Position Title HDM Driver	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480	Total FTE 1.00	% FTE funded by HSA (Max 100%) 10.00%	Adjusted FTE 0.10	\$773,864 FY 21/22 Budgeted Salary \$3,848	\$603,601 FY 22/23 Budgeted Salary \$3,848	\$603,601 FY 23/24 Budgeted Salary \$3,848	\$603,601 FY 24/25 Budgeted Salary \$3,848	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$36,400 \$38,400	Total FTE 1.00 1.00	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,840	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,840	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,840	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,840	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$15,360
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Driver HDM Driver	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$36,400 \$38,400 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,840 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,840 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,840 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$15,360 \$14,184
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker Nutrition Director	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464 \$92,700	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 40.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 40.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$1,184 \$120,510 \$72,100
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker Nutrition Director Nutrition Manager	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$336,400 \$35,464 \$35,464 \$35,464 \$35,464 \$92,700 \$72,100	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.0	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$9,270 \$18,025	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker Nutrition Director Nutrition Manager HDM Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$35,464 \$35,464 \$35,464 \$92,700 \$72,100 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 2.00	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,440	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker Nutrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,020 \$19,760 \$17,732 \$19,949	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,020 \$19,760 \$17,732 \$19,949	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Autrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$37,080 \$18,025 \$443,300 \$19,760 \$117,732 \$19,949 \$12,412	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker Autrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker Meal Site Worker Meal Site Worker Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$335,464 \$35,464 \$35,464 \$39,700 \$72,100 \$35,464 \$39,520 \$35,464 \$39,520 \$35,464 \$335,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 0.25 1.00 1.00 0.75 0.70 0.63	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$37,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,840 \$3,546 \$3,546 \$3,546 \$37,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$37,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Outrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$35,464 \$35,464 \$35,464 \$39,520 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 0.25 1.00 0.75 0.75 0.63 0.63	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00% 50.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,980 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$37,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,980 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Autrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$35,464 \$35,464 \$35,464 \$39,700 \$72,100 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00% 50.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Autrition Director Nutrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$35,464 \$35,464 \$35,464 \$35,464 \$39,700 \$72,100 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00% 50.00% 50.00% 50.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Non DAS Salaries & Benefits Position Title HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Outrition Director Nutrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$1,025 \$443,300 \$19,760	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$15,360 \$14,184 \$14,184 \$14,184 \$114,184 \$17,73,200 \$79,040
Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker HDM Worker HDM Worker HDM Worker HDM Worker Autrition Director Nutrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$35,464 \$35,464 \$35,464 \$35,464 \$39,700 \$72,100 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,540 \$3,840 \$4,840 \$	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200
Position Title HDM Driver HDM Driver HDM Driver HDM Driver HDM Worker Autrition Director Nutrition Manager HDM Worker Center Coordinator Meal Site Worker	\$1,725,340 Agency Annual Full Time Salary for FTE \$38,480 \$36,400 \$38,400 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464 \$35,464	Total FTE 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.	% FTE funded by HSA (Max 100%) 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 10.00% 50.00%	Adjusted FTE 0.10 0.10 0.10 0.10 0.10 0.10 0.10 0.1	\$773,864 FY 21/22 Budgeted Salary \$3,848 \$3,640 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,546 \$1,025 \$443,300 \$19,760	\$603,601 FY 22/23 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$603,601 FY 23/24 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$603,601 FY 24/25 Budgeted Salary \$3,848 \$3,640 \$3,546 \$3,546 \$3,546 \$3,546 \$3,7,080 \$18,025 \$443,300 \$19,760 \$17,732 \$19,949 \$12,412 \$11,083 \$11,083 \$8,866 \$4,433 \$14,650	\$2,584,667 Total Budgeted Salary \$15,392 \$14,560 \$14,560 \$14,184 \$14,184 \$14,184 \$120,510 \$72,100 \$1,773,200 \$79,040

Total Non DAS Salaries and Benefits	\$1,083,993		\$690,944	\$861,208	\$861,208	\$861,208	\$3,274,568
Total DAS and Non DAS Salaries and Benefits	\$2,809,333		\$1,464,808	\$1,464,809	\$1,464,809	\$1,464,809	\$5,859,235
HSA #2							10/25/2016

Program: Congregate meals for (x) older adults or () adu (Same as Line 11 on HSA #1)	Appendix B, Page 3 Document Date: June 15, 2021				
	Operating E	xpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	340,000	254,834	254,834	254,834	1,104,502
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$32,045				\$32,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,746	\$1,746	\$1,746	\$1,746	\$6,984
Office Supplies, Postage					
Building Maintenance Supplies and Repair Printing and Reproduction					
Insurance		-		-	
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Food Cost Raw Food per meal \$0.12	\$40,800	\$30,580	\$30,580	\$30,580	\$132,540
Cong Food Svc Supplies per meal \$0.05	\$17,000	\$12,742	\$12,742	\$12,742	\$55,226
Catered Meals per meal \$4.50	\$1,530,000	\$1,146,753	\$1,146,753	\$1,146,753	\$4,970,259
Total DAS Operating Expenses	\$1,621,591	\$1,191,821	\$1,191,821	\$1,191,821	\$5,197,054
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$53,700	\$85,980	\$85,980	\$85,980	\$311,640
Utilities (Elec, Water, Gas, Phone, Garbage)	\$65,000	\$65,000	\$65,000	\$65,000	\$260,000
Office Supplies, Postage Building Maintenance Supplies and Repair	\$2,500 \$30,000	\$2,500 \$22,000	\$2,500 \$22,000	\$2,500 \$22,000	\$10,000 \$96,000
Printing and Reproduction	\$1,000	\$500	\$500	\$500	\$2,500
Insurance	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000
Staff Training	\$500	\$500	\$500	\$500	\$2,000
Staff Travel-(Local & Out of Town)	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Rental of Equipment	\$4,000	\$4,000	\$4,000	\$4,000	\$16,000
Food Cost					
Raw Food per meal \$0.12	\$40,800	\$30,580	\$30,580	\$30,580	\$132,540
Cong Food Svc Supplies per meal \$0.03	\$10,200	\$7,645	\$7,645	\$7,645	\$33,135
Catered Meals per meal \$0.50	\$170,000	\$127,417	\$127,417	\$127,417	\$552,251
Other					
Recruitment Expense	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Taxes & Licenses	\$1,000	\$600	\$600	\$600	\$2,800
Office Furniture	\$1,500				\$1,500
Membership & Dues	\$500	\$200	\$200	\$200	\$1,100
Vehicle Expenses	\$10,000	\$5,000	\$5,000	\$5,000	\$25,000
Total Non DAS Operating Expenses	\$414,700	\$375,922	\$375,922	\$375,922	\$1,542,466
Total DAS and Non DAS Operating Expenses	\$2,036,291	\$1,567,743	\$1,567,743	\$1,567,743	\$6,739,520
Epolating Exponess	,,	Ţ.,001,110	Ţ.,001,110	Ţ.,001,1100	+ 5,155,520
HSA #3					10/25/2016

In-service training

HSA #4

Total Non DAS NCQA Expenditure

Total DAS and Non DAS NCQA Expenditure

Program: Congregate meals for (x) older adults or () adults with disabilities Appendix B, Page 5 (Same as Line 11 on HSA #1) Document Date: June 15, 2021 NCQA Expenditure Detail DAS NCQA Expenditure Unit price Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$728.02 /set 2.00 \$1,456 \$1,456 \$1,456 \$1,456 \$5,824 Kitchen and food service monitoring \$623.48 4.00 \$2,494 \$2,494 \$2,494 \$2,494 \$9,976 44.00 \$50,448 \$286.64 \$12,612 \$12,612 \$12,612 \$12,612 Congregate site monitoring Nutrition education \$100.85 44.00 \$4,437 \$4,437 \$4,437 \$4,437 \$17,748 Nutrition counseling (optional) /hour \$1,344 In-service training \$112.00 /training 12.00 \$1,344 \$1,344 \$1,344 \$5,376 Total DAS NCQA Expenditure \$22,343 \$22,343 \$22,343 \$22,343 \$89,372 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Non DAS NCQA Expenditure Unit price Unit Menu planning and nutrition analysis /set 2.00 Kitchen and food service monitoring 4.00 Congregate site monitoring 44.00 Nutrition education 44.00 Nutrition counseling (optional) /hour

\$22,343

\$22,343

\$22,343

\$22,343

\$89,372

10/25/2016

12.00

/training

Congregate Nutrition Services for Adults with Disabilities:

Bayview Hunter's Point Multipurpose Senior Services

Appendix A – Services to be Provided

Appendix B – Budget

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

Appendix A - Services to be Provided Bayview Senior Services

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Bayview Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	240	150	150	150
Number of Meals	22397	9972	9972	9972

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Steve Kim Contract Manager HSA OCM

email: Steve.Kim@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-

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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

	BY PRO	OGRAM				
Bayview Hunters Point Mutlipurpose Senior Services						
(Please enter agency name here)						
(Check One) New _X_ Renewal Mo	dification					
If modification, Effective Date of Mod. No. of N	Nod.					
Program: Congregate Meals for Adults with Disal	oilities					
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	22,397	9,972	9,972	9,972	52,313	
DAS Expenditures						
Salaries & Benefits	\$98,812	\$42,326	\$42,326	\$42,326	\$225,790	\$4.32
Operating Expenses	\$80,787	\$37,636	\$37,636	\$37,636	\$193,695	\$3.70
Subtotal	\$179,599	\$79,962	\$79,962	\$79,962	\$419,485	\$8.02
Indirect Percentage (%) Indirect Cost	6.00% \$10,776	6.00% \$4,798	6.00% \$4,798	6.00% \$4,798	6.00% \$25,170	\$0.48
Capital/Subcontractor Expenditures	\$10,776	Φ 4 ,790	Φ4,790	φ4,790	\$25,170	φυ.40
NCQA Expenditures						
TYOUT EXPONENTIAL						
Total DAS Expenditures	\$190,375	\$84,760	\$84,760	\$84,760	\$444,655	\$8.50
Total Brio Exponentario	\$100,010	ψο-1,1 σσ	ψο-1,1 σσ	\$0-1,1-00	\$111,000	ψ0.00
Non DAS Expenditures						
Salaries & Benefits	\$11,869	\$6,144	\$6,144	\$6,144	\$30,301	\$0.58
Operating Expenses	\$4,374	\$3,131	\$3,131	\$3,131	\$13,767	\$0.26
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$16,243	\$9,275	\$9,275	\$9,275	\$44,068	\$0.84
TOTAL DAS AND NON DAS EXPEDITURES	\$206,618	\$94,035	\$94,035	\$94,035	\$488,723	\$9.34
DAS Revenues						
Meals- General Fund	\$190,375	\$84,760	\$84,760	\$84,760	\$444,655	\$8.50
Meals- State Fund	ψ190,373	ψ04,700	ψ04,700	ψ04,700	ψ444,000	ψ0.00
Meals- Federal Fund						
mode Foderal Fand						
Total DAS Revenue	\$190,375	\$84,760	\$84,760	\$84,760	\$444,655	\$8.50
PER MEAL COST, DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
PER MEAL COST (with NCQA), DAS	\$8.50	\$8.50	\$8.50	\$8.50	\$8.50	
Non DAS Revenues						
Project Income	\$2,102	\$1,102	\$1,102	\$1,102	\$5,408	\$0.10
Agency Cash- Fundraising	\$4,093	\$1,971	\$1,971	\$1,971	\$10,006	\$0.19
Agency In-kind Volunteer	\$7,808	\$5,205	\$5,205	\$5,205	\$23,423	\$0.45
Food Bank Donation	\$2,240	\$997	\$997	\$997	\$5,231	\$0.10
Total Non DAS Revenue	\$16,243	\$9,275	\$9,275	\$9,275	\$44,068	\$0.84
PER MEAL COST, Non DAS	\$0.73	\$0.93	\$0.93	\$0.93	\$0.84	
PER MEAL COST (with NCQA), Non DAS	\$0.73	\$0.93	\$0.93	\$0.93	\$0.84	
TOTAL DAS AND NON DAS REVENUE	\$206,618	\$94,035	\$94,035	\$94,035	\$488,723	\$9.34
PER MEAL COST, Total	\$9.23	\$9.43	\$9.43	\$9.43	\$9.34	ψυ.υ4
PER MEAL COST (with NCQA), Total	\$9.23	\$9.43	\$9.43	\$9.43	\$9.34	
	¥5.25	455	455	ψοο	ψ0.01	
Full Time Equivalent (FTE)	16.91	16.91	16.91	16.91	67.65	
Prepared by:	· ·				ate: 5/10/18	
HSA-CO Review Signature:						
HSA #1					7/7/2021	

Program: Congregate Meals for Adults with Disabilities (Same as Line 11 on HSA #1)

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	\$87,552	1.00	11.00%	0.11	\$9,631	\$9,631	\$9,631	\$9,631	\$38,524
Food Service Coordinator	\$58,240	1.00	11.00%	0.11	\$6,406	ψο,οοι	ψο,οοτ	ψο,οοι	\$6,406
Cook	\$52,000	1.00	11.00%	0.11	\$5,720				\$5,720
Kitchen Assistant/Maintenance	\$45,760	1.00	11.00%	0.11	\$5,034	\$5,034	\$5,034	\$5,034	\$20,136
WASC Site Manager	\$45,760	1.00	11.00%	0.11	\$5,034	\$5,034	\$5,034	\$5,034	\$20,136
Cook	\$47,840	1.00	11.00%	0.11	\$5,262	φο,σσι	φο,σστ	φο,σσι	\$5,262
Food Service Assistant	\$36,400	0.75	11.00%	0.08	\$3,003				\$3,003
Food Service Assistant	\$41,600	1.00	11.00%	0.11	\$4,576				\$4,576
Rosa Parks Site Manager	\$37,440	0.44	11.00%	0.05	\$1,802	\$1,802	\$1,802	\$1,802	\$7,208
Dr Davis Site Manager	\$39,520	1.00	11.00%	0.11	\$4,347	\$2,174	\$2,174	\$2,174	\$10,869
Food Service Assistant	\$39,520	1.00	11.00%	0.11	\$4,347	- ,	- 1	 ,	\$4,347
Kitchen Assistant/ Maintenace	\$36,400	1.00	11.00%	0.11	\$4,004				\$4,004
Driver	\$44,440	1.00	11.00%	0.11	\$4.888	\$4.888	\$4.888	\$4.888	\$19.552
Cook	\$54,080	1.00	11.00%	0.11	\$5,949	\$3,995	\$3,995	\$3,995	\$17,934
Food Service Assistants	\$36,400	1.50	11.00%	0.17	\$6,006	40,000	40,000	70,000	\$6,006
Totals	\$702,952	14.69	165.00%	1.62	\$76,009	\$32,558	\$32,558	\$32,558	\$173,683
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$210,886				\$22,803	\$9,767	\$9,767	\$9,767	\$52,104
Employee i finge benefits	Ψ2 10,000				Ψ22,003	ψ3,707	ψ9,101	ψ3,707	ψ32,104
Total DAS Salaries and Benefits	\$913,838				\$98,812	\$42,326	\$42,326	\$42,326	\$225,790
Non DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Decision Title	Annual Full Time Salary for	T-4-1 FTF	% FTE funded by HSA	Adimeted ETE	Dudgeted Colonia	Dudastad Calani	Dudgeted Colonia	Dudanta d Calani	Dudosto d Colonia
Position Title driver	FTE \$36,400	Total FTE 0.60	(Max 100%) 11.00%	Adjusted FTE 0.07	Budgeted Salary \$2,402	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary \$2,402
Date entry	\$52,520	0.60	11.00%	0.07	\$722	\$722	\$722	\$722	\$2,402
Volunteers	\$36,400	1.50	11.00%	0.01	\$6,006	\$4.004	\$4,004	\$4,004	\$2,888 \$18.018
Volunteers	\$30,400	1.30	11.00 /8	0.17	\$0,000	\$4,004	\$4,004	\$4,004	\$10,010
Totals	\$125,320	2.23	33.00%	0.24	\$9,130	\$4,726	\$4,726	\$4,726	\$23,308
								, , ,	
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$37,596				\$2,739	\$1,418	\$1,418	\$1,418	\$6,993
Total Non DAS Salaries and Benefits	\$162,916				\$11,869	\$6,144	\$6,144	\$6,144	\$30,301
Total DAS and Non DAS Salaries and Benefits HSA #2	\$1,076,754				\$110,681	\$48,470	\$48,470	\$48,470	\$256,091 7/7/202

Program: Congregate Meals for Adults with Disabilities (Same as Line 11 on HSA #1)					opendix B, Page 3 Date: March 2021
	Operating E	xpense Detail			
Annual # Meals Contracted	FY 21/22 22,397	FY 22/23 9,972	FY 23/24 9,972	FY 24/25 9,972	Total 52,313
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$648	\$648	\$648	\$648	\$2,592
Utilities (Elec, Water, Gas, Phone, Garbage)	\$3,874	\$2,174	\$2,174	\$2,174	\$10,396
Office Supplies, Postage Building Maintenance Supplies and Repair	\$330 \$1.760	\$330 \$1.376	\$330	\$330 \$1.376	\$1,320 \$5,507
Printing and Reproduction	\$1,769	\$1,276	\$1,276	\$1,276	\$5,597
Insurance	\$1,313	\$515	\$515	\$515	\$2,858
Staff Training					·
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
Food Cost					
Raw Food per meal \$3.00	\$67,191	\$29,916	\$29,916	\$29,916	\$156,939
Cong Food Svc Supplies per meal \$0.20	\$4,479	\$1,994	\$1,994	\$1,994	\$10,461
Catered Meals per meal					
<u>Other</u>					
DMV Registration	\$259	\$259	\$259	\$259	\$1,036
Gas and Car Rental	\$924	\$524	\$524	\$524	\$2,496
		*		*	
Total DAS Operating Expenses	\$80,787	\$37,636	\$37,636	\$37,636	\$193,695
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage Building Maintenance Supplies and Repair	\$660	\$660	\$660	\$660	\$2,640
Printing and Reproduction	Ψ000	Ψ000	ΨΟΟΟ	Ψ000	Ψ2,040
Insurance					
Staff Training	\$550	\$550	\$550	\$550	\$2,200
Staff Travel-(Local & Out of Town)					
Rental of Equipment			<u> </u>		
Food Cost					
Raw Food per meal \$0.10	\$2,240	\$997	\$997	\$997	\$5,231
Cong Food Svc Supplies per meal					
Catered Meals per meal					
Other					
Small Equipment and supplies	\$528 \$306	\$528 \$306	\$528 \$306	\$528 \$306	\$2,112
Car Repair	\$396_	\$396	\$396	\$396	\$1,584
Total Non DAS Operating Expanses	\$4,374	¢2 121	\$3,131	¢2 121	\$12 767
Total Non DAS Operating Expenses	Φ4,374	\$3,131	कुउ,131	\$3,131	\$13,767
Total DAS and Non DAS Operating Expenses	\$85,161	\$40,767	\$40,767	\$40,767	\$207,462
HSA #3					7/7/2021

Appendix A - Services to be Provided Centro Latino de San Francisco

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

CLSF Adults with Disabilities-Congregate FY 21-25

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

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- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

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- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	271	170	170	170
Number of Meals	21239	13359	13359	13359

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

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- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Address	Phone			
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM

email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-

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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1 Document Date: 06/09/21

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Centro Latino de San Francisco (Check One) New __X_ Renewal _ Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for () older adults or (X) adults with disabilities Budget Reference Page No.(s) Program Term FY 21/22 FY 22/23 FY 23/24 FY 24/25 cost/meal Total Annual # Meals Contracted 21,239 13,359 13,359 13,359 61,316 **DAS Expenditures** \$102,426 \$64,425 \$64,425 \$64,425 \$295,701 Salaries & Benefits \$4.82 Operating Expenses \$44,896 \$28,240 \$28,240 \$28,240 \$129,616 \$2.11 Subtotal \$147,322 \$92,665 \$92,665 \$92,665 \$425,317 \$6.94 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$14,732 \$9,266 \$9,266 \$9,266 \$42,530 \$0.69 **Total DAS Expenditures** \$162,054 \$101,931 \$101,931 \$101,931 \$467,847 \$7.63 Non DAS Expenditures \$18,375 \$11,557 \$11,557 \$11,557 \$53,046 \$0.87 Salaries & Benefits Operating Expenses \$11,807 \$7,427 \$7,427 \$7,427 \$34,087 \$0.56 **Total Non DAS Expenditures** \$30,182 \$18,984 \$18,984 \$18,984 \$87,133 \$1.42 TOTAL DAS AND NON DAS EXPEDITURES \$192,236 \$120,915 \$120,915 \$120,915 \$554,980 \$9.05 DAS Revenues Meals- General Fund \$162,053 \$101,929 \$101,929 \$101,929 \$467,840 \$7.63 **Total DAS Revenue** \$162,053 \$101,929 \$101,929 \$101,929 \$467,840 \$7.63 PER MEAL COST, DAS \$7.63 \$7.63 \$7.63 \$7.63 \$7.63 PER MEAL COST (with NCQA), DAS \$7.63 \$7.63 \$7.63 \$7.63 \$7.63 Non DAS Revenues \$4,263 \$19,568 Project Income \$6,779 \$4,263 \$4,263 \$0.32 Agency Cash- Fundraising Agency In-kind Volunteer \$23,403 \$14,720 \$14,720 \$14,720 \$67,563 \$1.10 **Total Non DAS Revenue** \$30,182 \$18,983 \$18,983 \$18,983 \$87,131 \$1.42 PER MEAL COST, Non DAS \$1.42 \$1.42 \$1.42 \$1.42 \$1.42 PER MEAL COST (with NCQA), Non DAS \$1.42 \$1.42 \$1.42 \$1.42 \$1.42 TOTAL DAS AND NON DAS REVENUE \$192,235 \$120,912 \$120,912 \$120,912 \$554,971 \$9.05 PER MEAL COST, Total \$9.05 \$9.05 \$9.05 PER MEAL COST (with NCQA), Total \$9.05 \$9.05 \$9.05 \$9.05 \$9.05 Full Time Equivalent (FTE) 1.10 1.10 1.10 4.42 Victor de la Rocha, Controller (469) 247-7836 Date: 04/12/21 Prepared by: HSA-CO Review Signature: HSA #1 10/25/2016

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

Appendix B, Page 2 Document Date: 06/09/21

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Nutrition Sites & Programs Manager	\$54,080	0.05	100.00%	0.05	\$2,889	\$1,817	\$1,817	\$1,817	\$8,340
Nutritionist	\$52,000	0.12	100.00%	0.12	\$6,227	\$3,917	\$3,917	\$3,917	\$17,978
Head Cook	\$45,760	0.12	100.00%	0.12	\$5,623	\$3,537	\$3,537	\$3,537	\$16,234
Cook	\$41,600	0.08	100.00%	0.08	\$3,332	\$2,096	\$2,096	\$2,096	\$9,620
Site Manager Star Hotel/Cook	\$43,680	0.12	100.00%	0.12	\$5,200	\$3,271	\$3,271	\$3,271	\$15,013
Cook	\$41,600	0.14	100.00%	0.14	\$5,779	\$3,635	\$3,635	\$3,635	\$16,684
Meal Server	\$47,840	0.06	100.00%	0.06	\$2,659	\$1,672	\$1,672	\$1,672	\$7,675
Food Prep & Meal Server	\$37,440	0.10	100.00%	0.10	\$3,901	\$2,454	\$2,454	\$2,454	\$11,263
Food Prep	\$39,520	0.06	100.00%	0.06	\$2,471	\$1,554	\$1,554	\$1,554	\$7,133
Janitor	\$39,520	0.05	100.00%	0.05	\$2,084	\$1,311	\$1,311	\$1,311	\$6,017
Dishwasher/Janitor	\$39,520	0.11	100.00%	0.11	\$4,387	\$2,759	\$2,759	\$2,759	\$12,664
Driver & Food Purchaser	\$39,520	0.02	100.00%	0.02	\$987	\$621	\$621	\$621	\$2,850
Site Manager MNC	\$39,520	0.07	100.00%	0.07	\$2,838	\$1,785	\$1,785	\$1,785	\$8,193
Site Manager VC & Food prep	\$37,440	0.17	100.00%	0.17	\$6,307	\$3,967	\$3,967	\$3,967	\$18,208
Site Manager Ed Lee & Food Purchaser	\$39,520	0.19	100.00%	0.19	\$7,568	\$4,760	\$4,760	\$4,760	\$21,848
Site Manager L.Mayores & Activities Facilitator	\$37,440	0.04	100.00%	0.04	\$1,660	\$1,044	\$1,044	\$1,044	\$4,792
Site Manager VA & Assis. Social Worker	\$43,680	0.19	100.00%	0.19	\$8,228	\$5,175	\$5,175	\$5,175	\$23,753
Social Worker/Resource Specialist	\$62,400	0.07	100.00%	0.07	\$4,307	\$2,709	\$2,709	\$2,709	\$12,434
Social Worker/Activities Facilitator	\$62,400	0.14	100.00%	0.14	\$8,669	\$5,453	\$5,453	\$5,453	\$25,028
Executive Director	\$90,350	0.06	100.00%	0.06	\$5,048	\$3,175	\$3,175	\$3,175	\$14,573
Totals	\$335,790	0.69	600.00%	0.69	\$90,164	\$56,712	\$56,712	\$56,712	\$260,300
		Ì							
Fringe Benefits Rate	14%				4				
Employee Fringe Benefits	\$45,667				\$12,262	\$7,713	\$7,713	\$7,713	\$35,401
Total DAS Salaries and Benefits	\$381,457				\$102,426	\$64,425	\$64,425	\$64,425	\$295,701
Non DAS Salaries & Benefits	Δαερα	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Non DAG Guidica & Benefits		Totals		rogram	1 1 2 1/22	1 1 22/20	1 1 20/24	1124/20	rotai
	Annual Full		% FTE funded						
Position Title	Time Salary for FTE	Total FTE	by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Food Packer/Meal Server	\$38,834	0.05	100.00%	0.05	\$2,039	\$1,282	\$1,282	\$1,282	\$5,885
Food Packer/Meal Server	\$38,834	0.05	100.00%	0.05	\$2,039	\$1,282	\$1,282	\$1,282	\$5,885
Food Packer/Meal Server	\$38.834	0.14	100.00%	0.14	\$5,437	\$3,420	\$3,420	\$3,420	\$15,697
Food Packer/Meal Server (Saturdays)	\$38,834	0.01	100.00%	0.01	\$544	\$342	\$342	\$342	\$1,570
Food Packer/Site Manager	\$38,834	0.09	100.00%	0.09	\$3,398	\$2,137	\$2,137	\$2,137	\$9,809
Meal Delivery	\$38,834	0.07	100.00%	0.07	\$2,718	\$1,710	\$1,710	\$1,710	\$7,848
Totals	\$233,002	0.42	600.00%	0.42	\$16,175	\$10,173	\$10,173	\$10,173	\$46,694
Eringo Popofito Poto	13.60%								
Fringe Benefits Rate Employee Fringe Benefits					\$2,200	\$1,384	\$1,384	\$1,384	\$6,352
Employee i filige beliefits	\$31,688				φ∠,200	φ1,304	φ1,304	φ1,304	φυ,352
Total Non DAS Salaries and Benefits	\$264,690				\$18,375	\$11,557	\$11,557	\$11,557	\$53,046
Total DAS and Non DAS Salaries and Benefits	\$646,146				\$120,801	\$75,982	\$75,982	\$75,982	\$348,747
HSA #2									10/25/2016

Program: Congregate meals for () older adults or (X) adults with disabilities (Same as Line 11 on HSA #1)					Appendix B, Page 3 Document Date: 06/09/21		
			Operating E	xpense Detail			
			FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Ann	ual # Meals Contr	acted	21,239	13,359	13,359	13,359	61,316
DAS Operating Expenses							
Expenditure Category						_	
Utilities (Elec, Water, Gas, P	hone, Garbage)		\$1,200	\$755	\$755	\$755	\$3,465
Office Supplies, Postage		_	\$1,709	\$1,076	\$1,076	\$1,076	\$4,937
Insurance			\$1,435	\$903	\$903	\$903	\$4,144
Food Cost							
Raw Food	per meal \$	1.50	\$31,859	\$20,039	\$20,039	\$20,039	\$91,976
Cong Food Svc Supplies	per meal \$	0.24	\$5,097	\$3,206	\$3,206	\$3,206	\$14,715
Catered Meals	per meal						
Other							
Stipends			\$371	\$233	\$233	\$233	\$1,070
Auto - Fuel, Insurance & Mis	C.		\$3,225	\$2,028	\$2,028	\$2,028	\$9,309
Total DAS Operating Expense	es		\$44,896	\$28,240	\$28,240	\$28,240	\$129,616
Non DAS Operating Expense:	s						
Expenditure Category Rental of Property			\$5,028	\$3,163	\$3,163	\$3,163	\$14,516
Food Cost							
Raw Food	per meal \$	0.28	\$5,844	\$3,676	\$3,676	\$3,676	\$16,872
Cong Food Svc Supplies	per meal \$	0.04	\$935	\$588	\$588	\$588	\$2,699
Total Non DAS Operating Exp	oenses		\$11,807	\$7,427	\$7,427	\$7,427	\$34,087
Total DAS and Non DAS Oper	rating Expenses		\$56,703	\$35,667	\$35,667	\$35,667	\$163,703
HSA #3							10/25/2016

Appendix A - Services to be Provided Episcopal Community Services

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.
(UDC)	enrollment.

III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

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- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	215	215	215	215
Number of Meals	8,078	8,078	8,078	8,078

ECS
Adults with Disabilities-Congregate FY 21-25

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

ECS

- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland

Nutritionist

DAS OCP

email: lauren.mccasland@sfgov.org

and

Rocio Duenas Contract Manager HSA OCM

email: rocio.duenas@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-

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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name **EPISCOPAL COMMUNITY SERVICES OF SF** Modification (Check One) New _X_ Renewal If modification, Effective Date of Mod. No. of Mod Program: Congregate meals for () older adults or (X) adults with disabilities Budget Reference Page No.(s) Average FY 23/24 8,078 FY 21/22 FY 24/25 Program Term FY 22/23 Total cost/meal Annual # Meals Contracted 8,078 8,078 8,078 32,312 DAS Expenditures Salaries & Benefits \$36,674 \$36,674 \$36,674 \$36,674 \$146,696 \$4.54 \$92,412 \$2.86 Operating Expenses \$23.103 \$23,103 \$23,103 \$23.103 Subtotal \$59,777 \$59,777 \$59,777 \$59,777 \$239,108 \$7.40 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% \$0.74 Indirect Cost \$5,978 \$5,978 \$5,978 \$5,978 \$23,912 Capital/Subcontractor Expenditures NCQA Expenditures **Total DAS Expenditures** \$65,755 \$65,755 \$65,755 \$65,755 \$263,020 \$8.14 Non DAS Expenditures \$3<u>4,</u>678 Salaries & Benefits \$34.678 \$34.678 \$34.678 \$138,712 \$4.29 Operating Expenses \$25,923 \$25,923 \$25,923 \$25,923 \$103,693 \$3.21 Capital/Subcontractor Expenditures NCQA Expenditures \$60,601 \$60,601 \$60,601 \$60,601 \$242,405 \$7.50 **Total Non DAS Expenditures TOTAL DAS AND NON DAS EXPEDITURES** \$126,356 \$126,356 \$126,356 \$126,356 \$505,425 \$15.64 DAS Revenues Meals- General Fund \$65,755 \$65,755 \$65,755 \$65,755 \$263,020 \$8.14 Meals- State Fund Meals- Federal Fund Total DAS Revenue \$65,755 \$65,755 \$65,755 \$65,755 \$263,020 \$8.14 \$8.14 PER MEAL COST, DAS \$8.14 \$8.14 \$8.14 \$8.14 PER MEAL COST (with NCQA), DAS \$8.14 \$8.14 \$8.14 \$8.14 \$8.14 Non DAS Revenues Project Income \$400 \$400 \$400 \$400 \$1,600 \$0.05 Agency Cash- Fundraising \$60,202 \$60,202 \$60,202 \$60,202 \$240,808 \$7.45 Agency In-kind Volunteer **Total Non DAS Revenue** \$60,602 \$60,602 \$60,602 \$60,602 \$242,408 \$7.50 PER MEAL COST, Non DAS \$7.50 \$7.50 \$7.50 \$7.50 \$7.50 PER MEAL COST (with NCQA), Non DAS \$7.50 \$7.50 \$7.50 \$7.50 \$7.50 \$15.64 TOTAL DAS AND NON DAS REVENUE \$505,428 \$126,357 \$126,357 \$126,357 \$126,357 PER MEAL COST, Total \$15.64 \$15.64 \$15.64 \$15.64 \$15.64 PER MEAL COST (with NCQA), Total \$15.64 \$15.64 \$15.64 \$15.64 \$15.64 Full Time Equivalent (FTE) 7.00 7.00 7.00 7.00 28.00 Date: 5/10/18 Prepared by: HSA-CO Review Signature: HSA #1 10/25/2016

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Renefits Detail

Salaries & Benefits Detail									
DAS Salaries & Benefits	Agency	Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
27 to Galarios a Dollotto	Annual Full	Totalo	% FTE funded	rogram		1122/20	1120/21	112,720	T Ottal
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Chef and Culinary Training Instructor	\$78,191	0.51	0.15	0.08	\$6,029	\$6,029	\$6,029	\$6,029	\$24,116
Director of Impact and Analytics	\$154,302	0.51	0.03	0.02	\$2,379	\$2,379	\$2,379	\$2,379	\$9,516
Assistant Chef	\$64,855	0.51	0.15	0.08	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Database/Compliance Specialist	\$77,516	0.51	0.03	0.02	\$1,195	\$1,195	\$1,195	\$1,195	\$4,780
Culinary Training Manager	\$91,729	0.51	0.15	0.08	\$7,072	\$7,072	\$7,072	\$7,072	\$28,288
Part-Time Cook	\$44,396	0.51	0.12	0.06	\$2,738	\$2,738	\$2,738	\$2,738	\$10,952
Part- Time Delivery Driver	\$44,396	0.51	0.07	0.04	\$1,597	\$1,597	\$1,597	\$1,597	\$6,388
Totals	\$555,385	3.60	70.00%	0.36	\$26,010	\$26,010	\$26,010	\$26,010	\$104,040
Fringe Benefits Rate	41.00%	•							
Employee Fringe Benefits	\$227,708				\$10,664	\$10,664	\$10,664	\$10,664	\$42,656
Total DAS Salaries and Benefits	\$783,093				\$36,674	\$36,674	\$36,674	\$36,674	\$146,696
N 000 1 1 00 6		T	1104.5		E) / 0.1 /00	T. (00/00	F)/ 00/04	F)/ 0.4/05	
Non DAS Salaries & Benefits	Agency Annual Full	lotais	% FTE funded	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Chef and Culinary Training Instructor	\$78,191	0.49	0.15	0.07	\$5,700	\$5,700	\$5,700	\$5,700	\$22,800
Director of Impact and Analytics	\$154,302	0.49	0.03	0.01	\$2,250	\$2,250	\$2,250	\$2,250	\$9,000
Assistant Chef	\$64,855	0.49	0.15	0.07	\$4,728	\$4,728	\$4,728	\$4,728	\$18,912
Database/Compliance Specialist	\$77,516	0.49	0.03	0.01	\$1,130	\$1,130	\$1,130	\$1,130	\$4,520
Culinary Training Manager	\$91,729	0.49	0.15	0.07	\$6,687	\$6,687	\$6,687	\$6,687	\$26,748
Part-Time Cook	\$44,396	0.49	0.12	0.06	\$2,589	\$2,589	\$2,589	\$2,589	\$10,356
Part- Time Delivery Driver	\$44,396	0.49	0.07	0.03	\$1,510	\$1,510	\$1,510	\$1,510	\$6,040
Totals	\$555,385	3.40	70.00%	0.34	\$24,594	\$24,594	\$24,594	\$24,594	\$98,376
Fringe Benefits Rate	41.00%								
Employee Fringe Benefits	\$227,708				\$10,084	\$10,084	\$10,084	\$10,084	\$40,336
Total Non DAS Salaries and Benefits	\$783,093				\$34,678	\$34,678	\$34,678	\$34,678	\$138,712
						·			
Total DAS and Non DAS Salaries and	\$1,566,186				\$71,352	\$71,352	\$71,352	\$71,352	\$285,408
HSA #2									10/25/2016

Program: Congregate meals for () older adults or (X) adult (Same as Line 11 on HSA #1)	Appendix B, Page 3 Document Date: March 2021				
	Operating E	xpense Detail			
Annual # Meals Contracted	FY 21/22 8,078	FY 22/23 8,078	FY 23/24 8,078	FY 24/25 8,078	Total 32,312
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage	\$31	\$31	\$31	\$31	\$123
Building Maintenance Supplies and Repair	\$1,174	\$1,174	\$1,174	\$1,174	\$4,698
Printing and Reproduction	\$67	\$67	\$67	\$67	\$267
Insurance	\$1,054	\$1,054	\$1,054	\$1,054	\$4,215
Staff Recruitment	\$33	\$33	\$33	\$33	\$134
Auto/Gas/Oil Maintenance: Van	\$984	\$984	\$984	\$984	\$3,937
IT Equipment	\$41	\$41	\$41	\$41_	\$164
Food Cost					
Raw Food per meal \$4.40	\$18,283	\$18,283	\$18,283	\$18,283	\$73,134
Cong Food Svc Supplies per meal \$0.22	\$913	\$913	\$913	\$913	\$3,654
Catered Meals per meal					
Other Engineers Programs					£4.050
Equipment Repairs Program Supplies	\$463 \$59	\$463 \$59	\$463 \$59	\$463 \$59	\$1,850 \$236
1 Togram Gupphoo		Ψ00			φ200
Total DAS Operating Expenses	\$23,103	\$23,103	\$23,103	\$23,103	\$92,412
Non DAS Operating Expenses Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$29	\$29	\$29	\$29	\$117
Building Maintenance Supplies and Repair	\$1,111	\$1,111	\$1,111	\$1,111	\$4,442
Printing and Reproduction	\$63	\$63	\$63	\$63	\$253
Insurance	\$996	\$996	\$996	\$996	\$3,985
Staff Recruitment	\$32	\$32	\$32	\$32	\$126
Auto/Gas/Oil Maintenance: Van IT Equipment	<u>\$931</u> \$39	\$931 \$39	\$931 \$39	\$931 \$39	\$3,723 \$156
Food Cost Raw Food per meal \$5.44	\$21,366	\$21,366	\$21,366	\$21,366	\$85,464
Cong Food Svc Supplies per meal \$0.22	\$864	\$864	\$864	\$864	\$3,454
Catered Meals per meal					
_		-	-		
<u>Other</u>					
Equipment Repairs	437.4	437.4	437.4	437.4	\$1,750
Program Supplies	55.89	55.89	55.89	55.89	\$224
Total Non DAS Operating Expenses	\$25,923	\$25,923	\$25,923	\$25,923	\$103,693
Total DAS and Non DAS Operating Expenses	\$49,026	\$49,026	\$49,026	\$49,026	\$196,105
HSA #3					10/25/2016

Appendix A - Services to be Provided Glide Foundation

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Glide Foundation
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Glide Adults with Disabilities-Congregate FY 21-25

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

(UDC) enrollment.	C	Induplicated Consumer UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

Adults with Disabilities-Congregate FY 21-25

- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	80	40	40	40
Number of Meals	11,000	5,684	5,684	5,684

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

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- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:

Tiffany Kearney, RD

Program Analyst & Lead Nutritionist

DAS OCP

email: Tiffany.Kearney@sfgov.org

and

Tara Alvarez Contract Manager HSA OCM

email: Tara.Alvarez@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-

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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name						
Board of Trustees of the Glide Foundation						
(Check One) NewX_ Renewal Mo	odification					
If modification, Effective Date of Mod. No. of	Mod.					
Program: Congregate meals for () older adults	or (X) adults with dis	abilities				
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	11,000	5,684	5,684	5,684	28,052	
DAS Expenditures						
Salaries & Benefits	\$14,335	\$8,362	\$8,362	\$8,362	\$39,421	\$1.41
Operating Expenses	\$34,311	\$16,775	\$16,775	\$16,775	\$84,636	\$3.02
Subtotal	\$48,646	\$25,137	\$25,137	\$25,137	\$124,057	\$4.42
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	00.44
Indirect Cost	\$4,865	\$2,514	\$2,514	\$2,514	\$12,407	\$0.44
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total DAS Expenditures	\$53,511	\$27,651	\$27,651	\$27,651	\$136,464	\$4.86
	, , , , , ,	Ų,uu	+=1,001		* 100,101	V 1.00
Non DAS Expenditures						
Salaries & Benefits	\$12,981	\$12,981	\$12,981	\$12,981	\$51,924	\$1.85
Operating Expenses	\$5,624	\$5,624	\$5,624	\$5,624	\$22,496	\$0.80
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Total Non DAS Expenditures	\$18,605	\$18,605	\$18,605	\$18,605	\$74,420	\$2.65
TOTAL DAS AND NON DAS EXPEDITURES	\$72,116	\$46,256	\$46,256	\$46,256	\$210,884	\$7.52
DAS Revenues	^	*	407.074	***	*	
Meals- General Fund	\$53,511	\$27,651	\$27,651	\$27,651	\$136,464	\$4.86
Meals - State Fund						
Meals- Federal Fund						
Total DAS Revenue	\$53,511	\$27,651	\$27,651	\$27,651	\$136,464	\$4.86
PER MEAL COST, DAS	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	ψ4.00
PER MEAL COST (with NCQA), DAS	\$4.86	\$4.86	\$4.86	\$4.86	\$4.86	
TERMENE GOOT (WATTIGGT), BYO	ψ1.00	ψ1.00	ψ1.00	ψ1.00	ψ1.00	
Non DAS Revenues						
Project Income						
Agency Cash- Fundraising	\$16,900	\$8,730	\$8,730	\$8,730	\$43,090	\$1.54
Agency In-kind Volunteer						
Total Non DAS Revenue	\$16,900	\$8,730	\$8,730	\$8,730	\$43,090	\$1.54
PER MEAL COST, Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
PER MEAL COST (with NCQA), Non DAS	\$1.54	\$1.54	\$1.54	\$1.54	\$1.54	
TOTAL DAS AND NON DAS REVENUE	\$70,411	\$36,381	\$36,381	\$36,381	\$179,554	\$6.40
PER MEAL COST, Total	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	
PER MEAL COST (with NCQA), Total	\$6.40	\$6.40	\$6.40	\$6.40	\$6.40	
Full Time Equivalent (ETE)	12.00	12.00	42.00	12.00	F0.00	
Full Time Equivalent (FTE)	13.00	13.00	13.00	13.00	52.00	
Prepared by: HSA-CO Review Signature:				<u> </u>	ate: 5/10/18	
HSA #1					10/25/2016	
					13/23/2010	

HSA #2

Program: Congregate meals for () older adults or (X) adults with disabilities Appendix B. Page 2 Same as Line 11 on HSA #1) Document Date: March 2021 Salaries & Benefits Detail DAS Salaries & Benefits HSA Program FY 21/22 FY 24/25 Agency Totals FY 22/23 FY 23/24 Total % FTE funded Annual Full Time Salary for by HSA FY 21/22 Total FTE (Max 100%) Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary Position Title FTE Adjusted FTE Adjusted FTE **Budgeted Salary** Chef \$41.327 4.00% 0.04 \$1.694 \$1.168 \$1.168 \$1,168 \$5,198 0.02 \$1,225 \$1,225 \$1,225 \$1,225 \$4,900 Purchasing Agent \$61,273 100% 2.00% 0.02 Program Navigator \$53,217 100% 8.00% 0.08 0.04 \$4,257 \$2,129 \$2,129 \$2,129 \$10,644 Program Navigator \$50,282 100% 8.00% 0.08 0.04 \$4,023 \$2,011 \$2,011 \$2,011 \$10,056 \$11,199 Totals \$206,099 4.00 22.00% 0.22 0.12 \$6.533 \$6.533 \$6.533 \$30.798 Fringe Benefits Rate 28.00% Employee Fringe Benefits \$57,708 \$3,136 \$1,829 \$1.829 \$1,829 \$8,623 Total DAS Salaries and Benefits \$263,807 \$14,335 \$8,362 \$8,362 \$8,362 \$39,421 Agency Totals
Time Salary for Tota FY 21/22 FY 22/23 FY 23/24 FY 24/25 Non DAS Salaries & Benefits HSA Program Total Total FTE Adjusted FTE Position Title by HSA Budgeted Salary | Program Director \$161.589 100% 2.00% 0.02 \$3,232 \$3,232 \$3,232 \$3,232 \$12,928 0.02 \$1,785 \$1,785 \$7.140 Program Manager \$89,255 100% 2.00% \$1,785 \$1,785 Chef \$41,327 100% 1.00% 0.01 \$413 \$413 \$413 \$413 \$1.652 Shift Lead \$53,839 100% 3.00% 0.03 \$1,615 \$1,615 \$1,615 \$1,615 \$6,460 Shift Lead \$47,240 100% 3.00% 0.03 \$1,417 \$1,417 \$1,417 \$1,417 \$5,668 Purchasing Agent \$61,273 100% 2.00% 0.02 \$1,225 \$1,225 \$1,225 \$1,225 \$4,900 Dishwasher (2) 3.00% \$2,259 \$2,259 \$2,259 \$2,259 \$9,036 \$75,305 100% 0.03 \$53,217 1.00% \$532 \$2,128 Program Navigator 100% 0.01 \$532 \$532 \$532 Program Navigator \$50,282 1.00% 0.01 \$503 \$503 \$503 \$503 \$2,012 100% Totals \$633,327 9.00 18.00% 0.18 \$12,981 \$12,981 \$12,981 \$12,981 \$51,924 Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and \$633,327 \$12,981 \$12,981 \$12,981 \$12,981 \$51,924 Total DAS and Non DAS Salaries \$27,316 \$21,343 \$21,343 \$21,343 and Benefits \$91,345

10/25/2016

Program: Congregate meals for () older adults or (X) adu (Same as Line 11 on HSA #1)	lts with disabilities			•	pendix B, Page 3 Date: March 2021
	Operating E	xpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	11,000	5,684	5,684	5,684	28,052
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$1,565	\$814	\$814	\$814	\$4,007
Utilities (Elec, Water, Gas, Phone, Garbage)	\$118	\$62	\$62	\$62	\$304
Office Supplies, Postage Building Maintenance Supplies and Repair	\$713 \$2,273	\$371 \$1,182	\$371 \$1,182	\$371 \$1,182	\$1,826 \$5,819
Printing and Reproduction	ΨΖ,Ζ13	ψ1,102	ψ1,102	Ψ1,102	ψ5,019
Insurance				_	
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment	\$652	\$339	\$339	\$339	\$1,669
Occupancy	\$15,278	\$7,140	\$7,140	\$7,140	\$36,698
Small equipment & Supplies Information Technology	\$101 \$2,183	\$53 \$905	\$53 \$905	\$53 \$905	\$260 \$4,898
Food storage/Refrigeration	\$201	\$105 \$105	\$105 \$105	\$105	\$516
Garbage & Recycling	\$887	\$461	\$461	\$461	\$2,270
_					
Food Cost					
Raw Food per meal \$0.76	\$8,360	\$4,320	\$4,320	\$4,320	\$21,320
Cong Food Svc Supplies per meal \$0.18	\$1,980	\$1,023	\$1,023	\$1,023	\$5,049
Catered Meals per meal					
Total DAS Operating Expenses	\$34,311	\$16,775	\$16,775	\$16,775	\$84,636
Non DAS Operating Expenses Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$28	\$28	\$28	\$28	\$112
Office Supplies, Postage	\$30	\$30	\$30	\$30	\$120
Building Maintenance Supplies and Repair	\$568	\$568	\$568	\$568	\$2,272
Printing and Reproduction					
Insurance					
Staff Training Staff Travel-(Local & Out of Town)					
Occupancy	\$3,820	\$3,820	\$3,820	\$3,820	\$15,280
Rental of Equipment	\$163	\$163	\$163	\$163	\$652
Small equipment & Supplies	\$25	\$25	\$25	\$25	\$100
Information Technology	\$546	\$546	\$546	\$546	\$2,184
Food storage/Refrigeration	\$222	\$222	\$222	\$222	\$888
Garbage & Recycling	\$222	\$222	\$222	\$222	\$888
Food Cost					
Raw Food per meal					
Cong Food Svc Supplies per meal					
Catered Meals per meal					
Total Non DAS Operating Expenses	\$5,624	\$5,624	\$5,624	\$5,624	\$22,496
Total DAS and Non DAS Operating Expenses	\$39,935	\$22,399	\$22,399	\$22,399	\$107,132
HSA #3					10/25/2016

Appendix A - Services to be Provided Project Open Hand

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

POH

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in CA-GetCare through enrollment.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

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- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	870	725	725	725
Number of Meals	57,560	47,982	47,982	47,982

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

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- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points				
Name	Address	Phone		
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805		
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353		
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558		
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938		
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221		
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509		
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983		
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983		
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845		
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585		
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804		
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990		
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700		

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland Nutritionist DAS OCP

email: lauren.mccasland@sfgov.org

and

Tara Alvarez Contract Manager HSA OCM

email: tara.alvarez@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected

and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1
Document Date: March 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name PROJECT OPEN HAND New __X__ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for () older adults or (X) adults with disabilities Budget Reference Page No.(s) Average FY 21/22 FY 22/23 FY 23/24 FY 24/25 Program Term Total cost/meal Annual # Meals Contracted 57,560 47,982 47,982 47,982 201,506 **DAS Expenditures** \$336,066 \$1,344,264 Salaries & Benefits \$336,066 \$336,066 \$336,066 \$6.67 Operating Expenses \$134,879 \$56,514 \$56,514 \$56,514 \$304,421 \$1.51 Subtotal \$470,945 \$392,580 \$392,580 \$392,580 \$1,648,685 \$8.18 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$47,095 \$39,258 \$39,258 \$39,258 \$164,869 \$0.82 Capital/Subcontractor Expenditures NCQA Expenditures **Total DAS Expenditures** \$518,040 \$431,838 \$431,838 \$431,838 \$1,813,554 \$9.00 Non DAS Expenditures Salaries & Benefits \$154,769 \$154,769 \$154,769 \$154,769 \$619,076 \$3.07 \$181,375 \$237,359 \$238,175 Operating Expenses \$236,566 \$893,475 \$4.43 Capital/Subcontractor Expenditures NCQA Expenditures **Total Non DAS Expenditures** \$336,144 \$391,335 \$392,128 \$392,944 \$1,512,551 \$7.51 TOTAL DAS AND NON DAS EXPEDITURES \$823,173 \$854,184 \$823,966 \$824,782 \$3,326,105 \$16.51 **DAS Revenues** Meals- General Fund \$518,040 \$431,838 \$431,838 \$431,838 \$1,813,554 \$9.00 Meals- State Fund Meals- Federal Fund **Total DAS Revenue** \$1,813,554 \$518,040 \$431,838 \$431,838 \$431,838 \$9.00 PER MEAL COST, DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 PER MEAL COST (with NCQA), DAS \$9.00 \$9.00 \$9.00 \$9.00 \$9.00 Non DAS Revenues Project Income \$275,226 \$5.20 Agency Cash- Fundraising \$220.036 \$276,019 \$276,836 \$1,048,117 Agency In-kind Volunteer \$22,604 \$22,604 \$22,604 \$22,604 \$90,418 \$0.45 Agency Property \$93,504 \$93,504 \$93,504 \$93,504 \$374,016 \$1.86 Total Non DAS Revenue \$336,144 \$391,335 \$392,128 \$392,944 \$1,512,551 \$7.51 PER MEAL COST, Non DAS \$5.84 \$8.16 \$8.17 \$8.19 \$7.51 \$8.17 PER MEAL COST (with NCQA), Non DAS \$5.84 \$8.19 \$7.51 \$8.16 TOTAL DAS AND NON DAS REVENUE \$854,184 \$823,966 \$824,782 \$3,326,105 \$16.51 \$823,173 PER MEAL COST, Total \$14.84 \$17.16 \$17.17 \$17.19 \$16.51 PER MEAL COST (with NCQA), Total \$14.84 \$17.16 \$17.17 \$17.19 \$16.51 Full Time Equivalent (FTE) 13.59 13.59 13.59 13.59 54.35 Prepared by: Date: 5/10/18 HSA-CO Review Signature: HSA#1 10/25/2016

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

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
	Time Salary for	T ETE	by HSA	A Park JETE	D. J. J. J. O. J.	D. Joseph J. O. Joseph	D. Janes J. Oalans	D. 1	D. Janes I Oalan
Position Title Program Staff:	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Sites Manager	\$67,420	0.18	100.00%	0.18	\$12,136	\$12,136	\$12,136	\$12,136	\$48,544
Sites Manager	\$68,624	0.18	100.00%	0.18	\$12,352	\$12,352	\$12,352	\$12,352	\$49,408
CNP Assistant	\$47,433	0.20	100.00%	0.20	\$9,487	\$9,487	\$9,487	\$9,487	\$37,948
CNP Assistant Manager	\$65,759	0.10	100.00%	0.10	\$6,576	\$6,576	\$6,576	\$6,576	\$26,304
Director, CNP	\$86,572	0.10	100.00%	0.10	\$8,657	\$8,657	\$8,657	\$8,657	\$34,628
Aquatic Park Senior Center									Ļ
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator Booker T Washington	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Castro Senior Center	ψ05,410	0.10	100.0070	0.10	ψ0,512	ψ0,512	ψ0,512	ψ0,512	Ψ20,040
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Downtown Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$3,942	\$3,942	\$3,942	\$3,942	\$15,768
Community Nutrition Site Coordinator	\$39,416	0.10	100.00%	0.10	\$3,942	\$3,942	\$3,942	\$3,942	\$15,768
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
Community Nutrition Site Coordinator	\$39,416	0.05	100.00%	0.05	\$1,971	\$1,971	\$1,971	\$1,971	\$7,884
IT Bookman Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912 \$5,912	\$5,912 \$5,912	\$5,912 \$5,912	\$5,912 \$5,912	\$23,648
Polk Street	φυσ,410	0.10	100.0076	0.13	ψυ,σ12	ψυ,σ12	ψυ,σ12	ψυ,σ12	Ψ20,040
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Pomeroy Center									
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Community Nutrition Site Coordinator	\$39,416	0.50	100.00%	0.50	\$19,708	\$19,708	\$19,708	\$19,708	\$78,832
Richmond Senior Center									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator Stanford Hotel	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
Community Nutrition Site Coordinator	\$39,416	0.08	100.00%	0.08	\$2,956	\$2,956	\$2,956	\$2,956	\$11,824
Telegraph Hill Neighborhood Center									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Visitacion Valley Community Center									
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator	\$39,416	0.15	100.00%	0.15	\$5,912	\$5,912	\$5,912	\$5,912	\$23,648
Community Nutrition Site Coordinator Community Nutrition Site Coordinator	\$39,416 \$39,416	0.08	100.00% 100.00%	0.08	\$2,956 \$2,956	\$2,956 \$2,956	\$2,956 \$2,956	\$2,956 \$2,956	\$11,824 \$11,824
Kitchen Staff:	\$39,410	0.08	100.00%	0.08	\$2,930	\$2,930	\$2,936	\$2,930	\$11,024
Cook I	\$37,513	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Cook I	\$37,513	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Cook I	\$37,513	0.05	6.00%	0.00	\$113	\$113	\$113	\$113	\$452
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.10	6.00%	0.01	\$238	\$238	\$238	\$238	\$952
Cook II	\$39,720	0.05	6.00%	0.00	\$119	\$119	\$119	\$119	\$476
Lead Cook Sous Chef	\$44,005 \$47,518	0.10 0.05	6.00%	0.01	\$264 \$143	\$264 \$143	\$264 \$143	\$264 \$143	\$1,056 \$572
Porter I	\$47,518 \$37,578	0.05	6.00%	0.00	\$143 \$225	\$143 \$225	\$143 \$225	\$143 \$225	\$572 \$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.10	6.00%	0.01	\$225	\$225	\$225	\$225	\$900
Porter I	\$37,578	0.04	6.00%	0.00	\$90	\$90	\$90	\$90	\$360
Porter I	\$37,578	0.04	6.00%	0.00	\$90	\$90	\$90	\$90	\$360
Porter I	\$37,578	0.02	6.00%	0.00	\$54	\$54	\$54	\$54	\$216
Porter I	\$37,578	0.02	6.00%	0.00	\$54 \$310	\$54 \$310	\$54 \$340	\$54 \$310	\$216
Kitchen Administrative Manager Kitchen Office Administrator	\$70,116 \$50,211	0.05	6.00%	0.00	\$210 \$211	\$210 \$211	\$210 \$211	\$210 \$211	\$840 \$844
Director, Kitchen Operations	\$86,570	0.07	6.00%	0.00	\$364	\$364	\$364	\$364	\$1,456
Executive Chef	\$93,330	0.07	6.00%	0.00	\$280	\$280	\$280	\$280	\$1,120
Purchasing Supervisor	\$60,389	0.06	6.00%	0.00	\$217	\$217	\$217	\$217	\$868
Kitchen Operations Coordinator II	\$40,560	0.06	6.00%	0.00	\$146	\$146	\$146	\$146	\$584
Kitchen Operations Coordinator II	\$40,560	0.05	6.00%	0.00	\$122	\$122	\$122	\$122	\$488
Kitchen Logistics Supervisor	\$49,962	0.02	6.00%	0.00	\$60	\$60	\$60	\$60	\$240
Inventory Operations Coordinator II	\$41,475	0.04	6.00%	0.00	\$100	\$100	\$100	\$100	\$400
Inventory Operations Coordinator II	\$41,475	0.03	6.00%	0.00	\$75	\$75	\$75	\$75	\$300
Distribution Staff:	\$42,453	0.06	6.00%	0.00	\$143	\$143	\$143	\$143	\$572
Driver Driver		0.06	6.00%	0.00	\$143 \$132	\$143 \$132	\$143 \$132	\$143 \$132	\$572 \$528
	630 104								φυ28
	\$39,104 \$41,392								\$560
Driver Driver	\$39,104 \$41,392 \$39,104	0.06	6.00%	0.00	\$140 \$47	\$140 \$47	\$140 \$47	\$140 \$47	\$560 \$188

				ı	1	1	1		ı
Operations Staff:								4-14	
Security Manager	\$78,021	0.16	6.00%	0.01	\$749	\$749	\$749	\$749	\$2,996
Director, Operations	\$84,469	0.02	6.00%	0.00	\$76	\$76	\$76	\$76	\$304
Totals	\$3,045,143	7.69	3404.00%	5.66	\$243,526	\$243,526	\$243,526	\$243,526	\$974,104
						, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , ,	
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$1,157,154				\$92,540	\$92,540	\$92,540	\$92,540	\$370,160
	_								
Total DAS Salaries and Benefits	\$4,202,297				\$336,066	\$336,066	\$336,066	\$336,066	\$1,344,264
Non DAS Salaries & Benefits	Agence	/ Totals	HSV E	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Non DAS Salaries & Berleitts		Totals		Togram	1 1 21/22	11 22/23	1123/24	1 1 24/23	iotai
	Annual Full		% FTE funded						
Position Title	Time Salary for FTE	Total FTE	by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Kitchen Staff:			(,					
Cook I	\$37,513	0.10	94.00%	0.09	\$3,526	\$3,526	\$3,526	\$3,526	\$14,104
Cook I	\$37,513	0.10	94.00%	0.09	\$3,526	\$3,526	\$3,526	\$3,526	\$14,104
Cook I	\$37,513	0.05	94.00%	0.05	\$1,763	\$1,763	\$1,763	\$1,763	\$7,052
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.10	94.00%	0.09	\$3,734	\$3,734	\$3,734	\$3,734	\$14,936
Cook II	\$39,720	0.05	94.00%	0.05	\$1,867	\$1,867	\$1,867	\$1,867	\$7,468
Lead Cook	\$44,005	0.10	94.00%	0.09	\$4,136	\$4,136	\$4,136	\$4,136	\$16,544
Sous Chef	\$47,518	0.05	94.00%	0.05	\$2,233	\$2,233	\$2,233	\$2,233	\$8,932
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.10	94.00%	0.09	\$3,532	\$3,532	\$3,532	\$3,532	\$14,128
Porter I	\$37,578	0.04	94.00%	0.04	\$1,413	\$1,413	\$1,413	\$1,413	\$5,652
Porter I	\$37,578	0.04	94.00%	0.04	\$1,413	\$1,413	\$1,413	\$1,413	\$5,652
Porter I	\$37,578	0.02	94.00%	0.02	\$839	\$839	\$839	\$839	\$3,356
Porter I	\$37,578	0.02	94.00%	0.02	\$839	\$839	\$839	\$839	\$3,356 \$13,180
Kitchen Administrative Manager Kitchen Office Administrator	\$70,116 \$50,211	0.05	94.00%	0.05	\$3,295 \$3,304	\$3,295 \$3,304	\$3,295 \$3,304	\$3,295 \$3,304	\$13,180 \$13,216
Director, Kitchen Operations	\$86,570	0.07	94.00%	0.07	\$5,696	\$5,696	\$5,696	\$5,696	\$22,784
Executive Chef	\$93,330	0.05	94.00%	0.05	\$4,387	\$4,387	\$4,387	\$4,387	\$17,548
Purchasing Supervisor	\$60,389	0.06	94.00%	0.06	\$3,406	\$3,406	\$3,406	\$3,406	\$13,624
Kitchen Operations Coordinator II	\$40,560	0.06	94.00%	0.06	\$2,288	\$2,288	\$2,288	\$2,288	\$9,152
Kitchen Operations Coordinator II	\$40,560	0.05	94.00%	0.05	\$1,906	\$1,906	\$1,906	\$1,906	\$7,624
Kitchen Logistics Supervisor	\$49,962	0.02	94.00%	0.02	\$939	\$939	\$939	\$939	\$3,756
Inventory Operations Coordinator II	\$41,475	0.04	94.00%	0.04	\$1,559	\$1,559	\$1,559	\$1,559	\$6,236
Inventory Operations Coordinator II	\$41,475	0.03	94.00%	0.03	\$1,170	\$1,170	\$1,170	\$1,170	\$4,680
Distribution Staff:									
Driver	\$42,453	0.06	94.00%	0.05	\$2,245	\$2,245	\$2,245	\$2,245	\$8,980
Driver	\$39,104	0.06	94.00%	0.05	\$2,068	\$2,068	\$2,068	\$2,068	\$8,272
Driver	\$41,392	0.06	94.00%	0.05	\$2,189	\$2,189	\$2,189	\$2,189	\$8,756
Driver	\$39,104	0.02	94.00%	0.02	\$735	\$735	\$735	\$735	\$2,940
Director, Distribution	\$82,347	0.01	94.00%	0.01	\$774	\$774	\$774	\$774	\$3,096
Operations Staff:	670.001	0.10	04.00**	0.1-	011701	644.70	644.70	044.70	040.000
Security Manager	\$78,021	0.16	94.00%	0.15	\$11,734	\$11,734	\$11,734	\$11,734	\$46,936
Director, Operations In-Kind	\$84,469	0.02	94.00%	0.01	\$1,191	\$1,191	\$1,191	\$1,191	\$4,764
Kitchen Volunteers	\$29,120	3.75	15.00%	0.5625	\$16,380	\$16,380	\$16,380	\$16,380	\$65,520
INIGHEIT VOIGHEGES	φ29,120	3./5	15.00%	0.3625	\$10,380	\$10,380	\$10,380	φ10,380	φυυ,υ20
Totals	\$1,674,223	5.90	3211.00%	2.58	\$112,151	\$112,151	\$112,151	\$112,151	\$448,604
	ψ.,σι -,ε23	3.90	0211.0076		ال ار عا الب	Ψ112,101	Ψ112,101	ψ112,131	ψ 110,004
Fringe Benefits Rate	38.00%								
Employee Fringe Benefits	\$636,205				\$42,618	\$42,618	\$42,618	\$42,618	\$170,472
-									
Total Non DAS Salaries and Benefits	\$2,310,428				\$154,769	\$154,769	\$154,769	\$154,769	\$619,076
									1
Total DAS and Non DAS Salaries and Benefits	\$6,512,725				\$490,835	\$490,835	\$490,835	\$490,835	\$1,963,340
HSA #2									10/25/201

Program: Congregate meals for () older adults or (X) adults with disabilities (Same as Line 11 on HSA #1)					opendix B, Page Date: March 202
	Operating Expense	Detail			
Annual # Meals Contracted	FY 21/22 57,560	FY 22/23 47,982	FY 23/24 47,982	FY 24/25 47,982	Total 201,506
			· ·	<u> </u>	7
DAS Operating Expenses Expenditure Category					
Rental of Property (see table at right)					
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,638	\$1,640	\$1,640	\$1,640	\$6,557
Office Supplies, Postage Building Maintenance Supplies and Repair	<u>\$76</u> \$502	\$76 \$502	\$76 \$502	\$76 \$502	\$303 \$2,008
Printing and Reproduction					7-,533
Insurance	\$318	\$318	\$318	\$318	\$1,271
Staff Training Staff Travel-(Local & Out of Town)	\$64 \$71	\$64 \$71	\$64 \$71	\$64 \$71	\$254 \$284
Rental of Equipment	Ψ/1	Ψ11	Ψ/1	Ψ1	φ204
Food Cost FY21/22 FY23-25	0400 554	# 04.000	004.000	004.000	0004.546
Raw Food per meal \$1.90 \$0.66 Cong Food Svc Supplies per meal \$0.05 \$0.05	\$109,551 \$2,878	\$31,663 \$2,399	\$31,663 \$2,399	\$31,663 \$2,399	\$204,540 \$10,075
Catered Meals per meal	Ψ2,070	ΨΣ,000	Ψ2,333	Ψ2,555	\$10,070
Consultant					
Security at Polk Street-see table at right	\$18,850	\$18,850	\$18,850	\$18,850	\$75,400
<u>Other</u>					
Vehicle Fees (Fuel, Maintenance, Parking)	\$376	\$376	\$376	\$376	\$1,505
Data Communication, Licenses, Dues	\$306	\$306	\$306	\$306	\$1,222
Other Supplies (Janitorial, Facilities)	\$250	\$250	\$250	\$250	\$1,001
Total DAS Operating Expenses	\$134,879	\$56,514	\$56,514	\$56,514	\$304,421
Non DAS Operating Expenses Expenditure Category Occupancy of Property	\$93,504	\$93,504	\$93,504	\$93,504	\$374,016
Utilities (Elec, Water, Gas, Phone, Garbage)	\$25,658	\$26,428	\$27,221	\$28,037	\$107,345
Office Supplies, Postage	\$1,187	\$1,187	\$1,187	\$1,187	\$4,749
Building Maintenance Supplies and Repair	\$7,866	\$7,866	\$7,866	\$7,866	\$31,464
Printing and Reproduction Insurance	\$4,979	\$4,979	\$4,979	\$4,979	\$19,917
Staff Training	\$995	\$995	\$995	\$995	\$3,982
Staff Travel-(Local & Out of Town)	\$1,113	\$1,113	\$1,113	\$1,113	\$4,452
Rental of Equipment					
Food Cost FY21/22 FY23-25 Raw Food per meal \$0.35 \$1.59	\$19,959	\$76,296	\$76,296	\$76,296	\$248,847
Cong Food Svc Supplies per meal \$0.20 \$0.20	\$11,512	\$9,596	\$9,596	\$9,596	\$40,300
Catered Meals per meal			 -		
Other	_				
Vehicle Fees (Fuel, Maintenance, Parking)	\$5,893 \$4,786	\$5,893 \$4,796	\$5,893 \$4,786	\$5,893 \$4,786	\$23,571 \$10,146
Data Communication, Licenses, Dues Other Supplies (Janitorial, Facilities)	\$4,786 \$3,922	\$4,786 \$3,922	\$4,786 \$3,922	\$4,786 \$3,922	\$19,146 \$15,687
	\$181,375	\$236,566	\$237,359	\$238,175	\$893,475
Total Non DAS Operating Expenses					
Total Non DAS Operating Expenses Total DAS and Non DAS Operating Expenses	\$316,254	\$293,080	\$293,873	\$294,689	\$1,197,896

Appendix A - Services to be Provided Russian American Community Services

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

RACS Adults with Disabilities-Congregate FY 21-25

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated	An individual who participates in congregate nutrition services and
Consumer	the grantee reflects consumer participation in CA-GetCare through
(UDC)	enrollment.

III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

RACS

- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	8	8	8	8
Number of Meals	1,506	1,420	1,420	1,420

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target:
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. **Reporting and Other Requirements**

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name	Name Address				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland

Nutritionist

DAS OCP

email: lauren.mccasland@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: ella.lee@sfgov.org

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-

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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1 Document Date: April 7, 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

	DIFK	OGRAW				
Name						
Russian American Community Services						
· ·	dification					
If modification, Effective Date of Mod. No. of M						
Program: Congregate meals for () older adults of		hilities				
Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	1,506	1,420	1,420	1,420	5,766	0000,00.
DAS Expenditures	1,000	.,	.,	.,	0,. 00	
Salaries & Benefits	\$7,027	\$7,027	\$7,027	\$7,027	\$28,108	\$4.87
Operating Expenses	\$4,240	\$3,998	\$3,998	\$3,998	\$16,234	\$2.82
Subtotal	\$11,267	\$11,025	\$11,025	\$11,025	\$44,342	\$7.69
Indirect Percentage (%)	6.00%	2.15%	2.15%	2.15%	3.11%	·
Indirect Cost	\$676	\$236	\$236	\$236	\$1,384	\$0.24
Capital/Subcontractor Expenditures		·	·	·	• •	·
NCQA Expenditures						
Total DAS Expenditures	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
Non DAS Expenditures						
Salaries & Benefits						
Operating Expenses						
Capital/Subcontractor Expenditures						
NCQA Expenditures						
Trought Exponential of						
Total Non DAS Expenditures						
TOTAL DAS AND NON DAS EXPEDITURES	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
DAS Revenues						
Meals- General Fund	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
Meals- State Fund	\$11,010	ψ, <u>z</u> σ.	ψ··,20·	ψ <u>,</u> 20.	ψ.0,1.20	ψποσ
Meals- Federal Fund						
Total DAS Revenue	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
PER MEAL COST, DAS	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	
PER MEAL COST (with NCQA), DAS	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	
Non DAS Revenues						
Project Income						
Agency Cash- Fundraising						
Agency In-kind Volunteer						
Total Non DAS Revenue						
PER MEAL COST (with NCQA), Non DAS						
					·	
TOTAL DAS AND NON DAS REVENUE	\$11,943	\$11,261	\$11,261	\$11,261	\$45,726	\$7.93
PER MEAL COST (with NCQA), Total	\$7.93	\$7.93	\$7.93	\$7.93	\$7.93	
Full Time Equivalent (FTE)	0.16	0.16	0.16	0.16	0.66	
Prepared by:	0.10	0.10	0.10		ate:04/07/2021	
HSA-CO Review Signature:						
3						
HSA #1 10/25/2016						

Total DAS and Non DAS Salaries

and Benefits
HSA #2

Program: Congregate meals for () older adults or (x) adults with disabilities Appendix B, Page 2 Russian American Community Services Document Date: April 7, 2021 Salaries & Benefits Detail Agency Totals HSA Program FY 21/22 FY 23/24 FY 24/25 DAS Salaries & Benefits FY 22/23 Total Annual Full Time Salary for FTE % FTE funded by HSA Position Title Total FTE (Max 100%) Adjusted FTE Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary **Budgeted Salary** substitue kitchen labor \$35,600 100.00% 0.16 \$5,869 0.16 \$5,869 \$5,869 \$5,869 \$23,476 Totals \$35,600 0.16 100.00% 0.16 \$5,869 \$5,869 \$5,869 \$5,869 \$23,476 Fringe Benefits Rate 20.00% Employee Fringe Benefits \$7,120 \$1,158 \$1,158 \$1,158 \$1,158 \$4,632 Total DAS Salaries and Benefits \$42,720 \$7,027 \$7,027 \$7,027 \$7,027 \$28,108 Agency Totals HSA Program Non DAS Salaries & Benefits FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Annual Full % FTE funded Time Salary for by HSA (Max 100%) Adjusted FTE Budgeted Salary Budgeted Salary Position Title Budgeted Salary Total FTE **Budgeted Salary** Budgeted Salary Totals Fringe Benefits Rate Employee Fringe Benefits Total Non DAS Salaries and Benefits

\$7,027

\$7,027

\$7,027

\$7,027

\$28,108

10/25/2016

Program: Congregate meals for () older adults or (x) adults with disabilities Russian American Community Services				Appendix B, Page 3 Document Date: April 7, 2021		
		Operating E	xpense Detail			
		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals	Contracted	1,506	1,420	1,420	1,420	5,766
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garb	page)					
Office Supplies, Postage						
Building Maintenance Supplies and Rep	oair		·-			
Printing and Reproduction						
Insurance Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
Food Cook						
Food Cost Raw Food per me	eal \$2.44	\$3,668	\$3,458	\$3,458	\$3,458	\$14,042
Cong Food Svc Supplies per me		\$572	\$540	\$540	\$540	\$2,192
Catered Meals per me		Ψ072	ψο το	ψο το	φοτο	Ψ2,102
, , , , , , , , , , , , , , , , , , ,						
Total DAS Operating Expenses		\$4,240	\$3,998	\$3,998	\$3,998	\$16,234
Non DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities (Elec, Water, Gas, Phone, Garb	page)					
Office Supplies, Postage	9-/		· •			
Building Maintenance Supplies and Rep	oair					
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
Food Cost						
Raw Food per me	eal					
Cong Food Svc Supplies per me	eal					
Catered Meals per me	eal					
Total Non DAS Operating Expenses						
Total DAS and Non DAS Operating Expe	nese	\$4,240	\$3,998	\$3,998	\$3,998	\$16,234
Total DAS and Non DAS Operating Expe	3C3	Ψ4,240	φ 3,330	φυ,σσο	φυ,330	φ10,234
HSA #3						10/25/2016

Appendix A - Services to be Provided Self Help for the Elderly

Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <u>Dietary Guidelines for Americans</u> (DGA) and provide a minimum of one-third of the <u>Dietary Reference Intakes</u> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer (UDC) An individual who participates in congregate nutrition services the grantee reflects consumer participation in CA-GetCare through the grantee reflects consumer participation in CA-GetCare through the grantee reflects consumer participation in CA-GetCare through the grantee reflects consumer participates in congregate nutrition services the grantee reflects consumer participates in congregate nutrition services the grantee reflects consumer participates in congregate nutrition services the grantee reflects consumer participates in congregate nutrition services the grantee reflects consumer participates in congregate nutrition services the grantee reflects consumer participation in CA-GetCare through the grantee reflects consumer participation in CA-GetCa	
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

- 1. A person who is an adult with a disability.
- 2. A spouse or domestic partner accompanying an eligible adult with a disability at the meal program regardless of age. A spouse or domestic partner is as defined by law and/or as in chapter 12B of the San Francisco Administrative Code.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
- 2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

- the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
- 4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

- (1) Food safety, prevention of foodborne illness, and HACCP principles.
- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of qualified staff, paid and 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	18	18	18	18
Number of Meals	4,726	3,728	3,728	3,728

VIII. Outcome Objectives

- 1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
- 2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
- 3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.
- 4. Consumers feel a greater sense of connection to their community. Target: 85%.
- 5. Consumers feel safe and welcomed by program staff. Target: 85%.

Based on a consumer survey and a sample size equal to or greater than the average number of daily meals served by the grantee.

IX. Reporting and Other Requirements

- Grantee will enroll eligible consumers into the program funded through this grant
 agreement by entering the consumer data obtained from consumers using the DAS
 OCP approved congregate intake form, which includes the annual nutrition risk
 screening and the food security screening, into the CA-GetCare database in
 accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and served
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. 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:

Designated Community Focal Points					
Name Address Phone					
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Nutritionist

DAS OCP

email:

and

Contract Manager HSA OCM email:

I. Monitoring Activities

1. <u>Nutrition Program Monitoring:</u> Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Appendix B, Page 1 Document Date: 06/04/2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name SELF-HELP FOR THE ELDERLY New __X__ Renewal Modification If modification, Effective Date of Mod. No. of Mod. Program: Congregate meals for () older adults or (X) adults with disabilities Budget Reference Page No.(s) FY 21/22 FY 22/23 FY 23/24 FY 24/25 cost/meal Program Term Total Annual # Meals Contracted 4,726 3,728 3,728 3,728 15,910 **DAS Expenditures** \$10,904 \$7,862 \$34,490 Salaries & Benefits \$7,862 \$7,862 \$2.2 Operating Expenses \$20,287 \$16,743 \$16,743 \$16,743 \$70,516 \$4.43 Subtotal \$31,191 \$24,605 \$24,605 \$24,605 \$105,006 \$6.60 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% \$2,<u>4</u>61 <u>\$2,4</u>61 <u>\$2,4</u>61 Indirect Cost \$3,119 \$10,502 \$1 Capital/Subcontractor Expenditures NCQA Expenditures **Total DAS Expenditures** \$34,310 \$27,066 \$27,066 \$27,066 \$115,508 \$7.26 Non DAS Expenditures Salaries & Benefits \$3,042 \$3,042 \$3,042 \$9,126 \$1 \$7,376 \$5,720 \$5,720 \$24,536 Operating Expenses \$5,720 \$2 Capital/Subcontractor Expenditures NCQA Expenditures **Total Non DAS Expenditures** \$7,376 \$8,762 \$8,762 \$8,762 \$33,662 \$2 TOTAL DAS AND NON DAS EXPEDITURES \$35,828 \$41,686 \$35,828 \$35,828 \$149,170 \$9 **DAS Revenues** \$27,066 Meals- General Fund \$34,310 \$27,066 \$27,066 \$115,508 \$7.26 Meals- State Fund Meals- Federal Fund **Total DAS Revenue** \$115,508 \$34,310 \$27,066 \$27,066 \$27,066 \$7.26 PER MEAL COST, DAS \$7.26 \$7.26 \$7.26 \$7.26 \$7.26 PER MEAL COST (with NCQA), DAS \$7.26 \$7.26 \$7.26 \$7.26 \$7.26 Non DAS Revenues \$5,592 Project Income \$7,089 \$5,592 \$5,592 \$23,865 \$1.50 \$3,170 Agency Cash- Fundraising \$287 \$3,170 \$3,170 \$9,797 \$0.62 Agency In-kind Volunteer Total Non DAS Revenue \$7,376 \$8,762 \$8,762 \$8,762 \$33,662 \$2.12 PER MEAL COST, Non DAS \$1.56 \$2.35 \$2.35 \$2.35 \$2.12 \$1.56 PER MEAL COST (with NCQA), Non DAS \$2.35 \$2.35 \$2.35 \$2.12 TOTAL DAS AND NON DAS REVENUE \$41,686 \$35,828 \$35,828 \$35,828 \$149,170 \$9.38 PER MEAL COST, Total \$8.82 \$9.61 \$9.61 \$9.61 \$9.38 PER MEAL COST (with NCQA), Total \$8.82 \$9.61 \$9.61 \$9.61 \$9.38 Full Time Equivalent (FTE) 4.00 4.00 4.00 4.00 16.00 Prepared by: Leny Nair Date: 6/4/2021 **HSA-CO** Review Signature: 10/25/2016 HSA #1

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

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Salaries & Benefits Detail

DAS Salaries & Benefits	Agono	y Totals	Н6 и В	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
DAS Salaries & Benefits	Agenc	y Tutais	HSA P	logiam	F1 21/22	F1 22/23	F1 23/24	F1 24/25	iotai
	Annual Full		% FTE funded						
Decision Tiste	Time Salary for	Total FTE	by HSA (Max 100%)	Adjusted FTE	Dodestad Calani	Budgeted Salary	Dodestad Calant	Dudmated Calani	Dodestad Calana
Position Title Nutrition Director	FTE \$92,700	1.00	(Max 100%) 4.00%	0.04	Budgeted Salary \$3,708		Budgeted Salary	Budgeted Salary	Budgeted Salary \$14,832
				0.04		\$3,708	\$3,708	\$3,708	
Center Supervisor	\$46,800	1.00	5.00%	0.05	\$2,340	\$2,340	\$2,340	\$2,340	\$9,360
Center supervisor	\$46,800	1.00	5.00%	0.05	\$2,340				\$2,340
Totals	\$186,300	3.00	14.00%	0.14	\$8,388	\$6,048	\$6,048	\$6,048	\$26,532
		1							
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$55,890				\$2,516	\$1,814	\$1,814	\$1,814	\$7,958
Total DAS Salaries and Benefits	\$242,190				\$10,904	\$7,862	\$7,862	\$7,862	\$34,490
Non DAS Salaries & Benefits	Agenc	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
	\$46,800	1.00	5.00%	0.05		\$2,340	\$2,340	\$2,340	\$7,020
Totals	\$46,800	1.00	5.00%	0.05		\$2,340	\$2,340	\$2,340	\$7,020
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	\$14,040					\$702	\$702	\$702	\$2,106
Total Non DAS Salaries and									
Benefits	\$60,840					\$3,042	\$3,042	\$3,042	\$9,126
						Т	Г	1	Т
Total DAS and Non DAS Salaries and Benefits	\$303,030				\$10,904	\$10,904	\$10,904	\$10,904	\$43,616
HSA #2									10/25/201

(Same as Line 11 on HSA #1)	ults with disabilities			•	pendix B, Page : Date: 06/04/202
	Operating E	xpense Detail			
Annual # Meals Contracted	FY 21/22 4,726	FY 22/23 3,728	FY 23/24 3,728	FY 24/25 3,728	Total 15,910
,aa.	.,, 20	0,1.20	0,1.20	0,1.20	10,010
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$633	\$1,291	\$1,291	\$1,291	\$4,506
Utilities (Elec, Water, Gas, Phone, Garbage)	\$200	\$200	\$200	\$200	\$800
Office Supplies, Postage	\$93				\$93
Building Maintenance Supplies and Repair	\$257	\$140	\$140	\$140	\$677
Printing and Reproduction					
Insurance	\$200	\$200	\$200	\$200	\$800
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
5 10 1					
Food Cost Raw Food per meal					
					
Cong Food Svc Supplies per meal Catered Meals per meal \$4.00	\$18,904	\$14,912	\$14,912	\$14,912	\$63,64
Catered Meals per meal \$4.00	\$18,904	\$14,912	\$14,912	\$14,912	\$63,640
Total DAS Operating Expenses	\$20,287	\$16,743	\$16,743	\$16,743	\$70,516
Non DAS Operating Expenses					
Expenditure Category					
Expenditure Category Rental of Property	\$700	\$42	\$42	\$42	\$826
Expenditure Category	\$700 \$1,200	\$42 \$1,200	\$42 \$1,200	\$42 \$1,200	
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage					\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair	\$1,200	\$1,200	\$1,200	\$1,200	\$4,80
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair	\$1,200	\$1,200	\$1,200	\$1,200	\$4,80
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction	\$1,200	\$1,200	\$1,200	\$1,200	\$4,80
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance	\$1,200	\$1,200	\$1,200	\$1,200	\$4,80
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$4,800 \$1,000
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal	\$1,200	\$1,200	\$1,200	\$1,200	\$826 \$4,800 \$1,000 \$15,910
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$4,800 \$1,000
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$4,800 \$1,000
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$4,800 \$1,000
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal Catered Meals per meal \$1.00	\$1,200 \$250 \$4,726	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$4,800 \$1,000 \$15,910
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$1,200 \$250	\$4,80 \$1,00 \$15,91
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal Catered Meals per meal \$1.00	\$1,200 \$250 \$4,726	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$4,800 \$1,000
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal Catered Meals per meal \$1.00	\$1,200 \$250 \$4,726 \$7,376	\$1,200 \$250 \$3,728 \$5,720	\$1,200 \$250 \$3,728 \$5,720	\$1,200 \$250 \$3,728 \$5,720	\$4,800 \$1,000 \$15,910 \$24,530
Expenditure Category Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel-(Local & Out of Town) Rental of Equipment Food Cost Raw Food per meal Cong Food Svc Supplies per meal Catered Meals per meal \$1.00	\$1,200 \$250 \$4,726	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$1,200 \$250 \$3,728	\$4,800 \$1,000 \$15,910

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

Centro Latino de San Francisco

Appendix A – Services to be Provided

Appendix B – Budget

Jewish Family and Children's Services

Appendix A – Services to be Provided

Appendix B – Budget

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Appendix A – Services to be Provided

 $Appendix \ B-Budget$

Meals on Wheels

Appendix A – Services to be Provided

Appendix B – Budget

On Lok Day Services

Appendix A – Services to be Provided

Appendix B – Budget

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget

Self-Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

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

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Centro Latino de San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated	An individual who receives home-delivered nutrition services and
Consumer	the grantee reflects their participation in CA-GetCare through
(UDC)	program enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
- x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
- xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	158	123	123	123
Number of Meals	41975	29576	29576	29576

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points					
Name Address Phone					
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805			
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353			
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558			
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938			
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221			
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509			
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983			
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983			
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845			
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585			
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804			
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990			
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700			

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Tahir Shaikh Contract Manager HSA OCM

email: Tahir.Shaikh@sfgov.org

X. Monitoring Activities

Nutrition Program Monitoring: Program monitoring will include review of 1. compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: 06/09/21

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Centro Latino de San Francisco (Check One) New __X__ Renewal Modification No. of Mod. If modification, Effective Date of Mod. Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency Budget Reference Page No.(s) Total FY 21/22 FY 22/23 FY 23/24 FY 24/25 FY 21/25 cost/meal Program Term Annual # Meals Contracted 41,975 29,576 29,576 29,576 130,703 **DAS Expenditures** \$203,525 \$140,778 \$140,778 \$140,778 \$625,859 Salaries & Benefits \$4.79 Operating Expenses \$96,406 \$70,556 \$70,556 \$70,556 \$308,074 \$2.36 Subtotal \$299,931 \$211,334 \$211,334 \$211,334 \$933,933 \$7.15 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$29,993 \$21,133 \$21,133 \$21,133 \$93,392 \$0.71 Capital/Subcontractor Expenditures \$27,591 \$27,591 \$0.21 NCQA Expenditures \$36,128 \$36,128 \$36,128 \$152,772 \$1.17 \$44,388 \$1,207,688 **Total DAS Expenditures** \$401,903 \$268,595 \$268,595 \$268,595 \$9.24 Non DAS Expenditures Salaries & Benefits \$35,436 \$24,513 \$24,513 \$24,513 \$108,975 \$0.83 \$23,823 \$23,823 \$105,653 Operating Expenses \$34,184 \$23,823 \$0.81 **Total Non DAS Expenditures** \$69,620 \$48,336 \$48,336 \$48,336 \$214,628 \$1.64 TOTAL DAS AND NON DAS EXPEDITURES \$471,523 \$316,931 \$316,931 \$316,931 \$1,422,316 \$10.88 **DAS Revenues** \$232,467 Meals- General Fund \$329,924 \$232,467 \$232,467 \$1,027,325 \$7.86 OTO - New Vehicle \$27,591 \$27,591 \$0.21 NCQA Fund \$44,388 \$36,128 \$36,128 \$36,128 \$152,772 \$1.17 **Total DAS Revenue** \$401,903 \$268,595 \$268,595 \$268,595 \$1,207,688 \$9.24 PER MEAL COST, DAS \$7.86 \$7.86 \$7.86 \$7.86 \$8.07 PER MEAL COST (with NCQA), DAS \$9.57 \$9.08 \$9.08 \$9.08 \$9.24 Non DAS Revenues \$42,804 \$9,686 \$9,686 \$9,686 Project Income \$13,746 \$0.33 Agency Cash- Fundraising \$55,874 \$38,650 \$38,650 \$38,650 \$171,824 \$1.31 Agency In-kind Volunteer **Total Non DAS Revenue** \$69,620 \$48,336 \$48,336 \$48,336 \$214,628 \$1.64 PER MEAL COST, Non DAS \$1.66 \$1.63 \$1.63 \$1.63 \$1.64 PER MEAL COST (with NCQA), Non DAS \$1.66 \$1.63 \$1.63 \$1.63 \$1.64 TOTAL DAS AND NON DAS REVENUE \$471,523 \$316,931 \$316,931 \$316,931 \$1,422,316 \$10.88 PER MEAL COST, Total \$9.52 \$9.49 \$9.49 \$9.49 \$9.71 PER MEAL COST (with NCQA), Total \$11.23 \$10.71 \$10.71 \$10.71 \$10.88 Full Time Equivalent (FTE) 1.30 1.30 1.30 5.20 Victor de la Rocha, Controller (469) 247-7836 Document Date: 06/09/21 Prepared by: HSA-CO Review Signature: HSA #1 10/25/2016

HSA #2

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency Annendix B. Page 2 (Same as Line 11 on HSA #1) Document Date: 06/09/21 Salaries & Benefits Detail DAS Salaries & Benefits Agency Totals HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 FY 21/25 Annual Full % FTE funded by HSA (Max 100%) ime Salary for Total FTE FTE Adjusted FTE **Budgeted Salary** Position Title **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Nutrition Sites & Programs Manager \$54.080 0.11 100.00% 0.11 \$5.710 \$3.950 \$3,950 \$3.950 \$17.560 Nutritionist \$52,000 0.24 100.00% 0.24 \$12,307 \$8.513 \$8.513 \$8.513 \$37.845 Head Cook \$45,760 0.24 100.00% 0.24 \$11.112 \$7.686 \$7.686 \$7,686 \$34.170 \$41,600 0.16 100.00% 0.16 \$6,584 \$4,554 \$4,554 \$4,554 \$20,246 Cook Site Manager Star Hotel/Cook \$43,680 0.24 100.00% 0.24 \$10,277 \$7,109 \$7,109 \$7,109 \$31,603 \$11,422 Cook \$41,600 0.27 100.00% 0.27 \$7,901 \$7,901 \$7,901 \$35,124 Meal Server \$47,840 0.11 100.00% 0.11 \$5,254 \$3,634 \$3,634 \$3,634 \$16,157 Food Prep & Meal Server \$37,440 0.21 0.21 100.00% \$7,710 \$5,333 \$5,333 \$5,333 \$23,709 0.12 \$4,883 Food Prep \$39.520 100.00% 0.12 \$3.378 \$3,378 \$3,378 \$15.016 0.10 0.10 \$4,118 \$39,520 100.00% \$2,848 \$2,848 \$2,848 \$12,663 Janitor Dishwasher/Janitor \$39,520 0.22 100.00% 0.22 \$8,670 \$5,997 \$5,997 \$5,997 \$26,661 Driver HDM \$39,520 0.21 100.00% 0.75 \$29,640 \$20,502 \$20,502 \$20,502 \$91,146 Driver HDM \$39,520 0.05 100.00% 0.17 \$6,643 \$4,595 \$4,595 \$4,595 \$20,428 Driver HDM \$39,520 0.17 100.00% 0.62 \$24,465 \$16,922 \$16,922 \$16,922 \$75,231 Driver & Food Purchaser \$39,520 0.05 100.00% 0.05 \$1,950 \$1,349 \$1,349 \$1,349 \$5,996 Social Worker/Resource Specialist \$62,400 0.10 100.00% 0.01 \$334 \$231 \$231 \$231 \$1,027 \$11,851 \$11,851 \$17,133 \$11,851 Social Worker/Activities Facilitator \$62,400 0.27 100.00% 0.27 \$52,686 Executive Director \$90,350 0.12 100.00% 0.12 \$10,947 \$7,572 \$7,572 \$7,572 \$33,663 Totals \$215,150 0.50 300.00% 0.40 \$179,159 \$123,924 \$123,924 \$123,924 \$550,931 Fringe Benefits Rate 14% \$24,366 \$16.854 \$16,854 \$16,854 \$74,928 Employee Fringe Benefits \$29,260 Total DAS Salaries and Benefits \$244,410 \$203,525 \$140,778 \$140,778 \$140,778 \$625,859 Non DAS Salaries & Benefits HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 FY 21/25 Agency Totals Annual Full % FTE funded by HSA (Max 100%) Time Salary for Total FTE Adjusted FTE Position Title FTE **Budgeted Salary Budgeted Salary** Budgeted Salary Budgeted Salary **Budgeted Salary** Food Packer/Meal Server \$38.834 0.10 0.10 100.00% \$3.932 \$2,720 \$2,720 \$2,720 \$12.092 Food Packer/Meal Server \$38,834 0.10 100.00% 0.10 \$3,932 \$2,720 \$2,720 \$2,720 \$12,092 Food Packer/Meal Server \$38.834 0.27 100.00% 0.27 \$10,485 \$7.252 \$7.252 \$7,252 \$32,241 Food Packer/Meal Server (Saturdays) \$38,834 0.03 100.00% 0.03 \$1,049 \$726 \$726 \$726 \$3,227 Food Packer/Site Manager \$38,834 0.17 100.00% 0.17 \$6,553 \$4,533 \$4,533 \$4,533 \$20,152 Meal Delivery \$38,834 0.14 100.00% 0.14 \$5,243 \$3,627 \$3,627 \$16,124 \$3,627 Totals \$233,002 \$31,194 \$21,578 Fringe Benefits Rate 13.60% Employee Fringe Benefits \$31,688 \$4,242 \$2,935 \$2,935 \$2,935 \$13,047 Total Non DAS Salaries and Benefits \$264,690 \$35,436 \$24.513 \$24,513 \$24,513 \$108,975 Total DAS and Non DAS Salaries and Benefits \$509,099 \$238,961 \$165,291 \$165,291 \$165,291 \$734,834

10/25/2016

Program: Home-delivered mea (Same as Line 11 on HSA #1)	ls for (X) older adults, () ac	lults with disabilities or	() emergency			opendix B, Page 3 ent Date: 06/09/21
		Operating Ex	kpense Detail			
						Fotal
Λ	ual # Meals Contracted	FY 21/22 41.975	FY 22/23 29.576	FY 23/24 29.576	FY 24/25 29.576	FY 21/25
Ann	uai # Meais Contracted	41,975	29,576	29,576	29,376	130,703
DAS Operating Expenses						
Expenditure Category						
Rental of Property						
Utilities (Elec, Water, Gas, P	hone, Garbage)	\$6,007	\$7,085	\$7,085	\$7,085	\$27,262
Office Supplies, Postage		\$3,378	\$2,337	\$2,337	\$2,337	\$10,388
Insurance		\$2,834	\$1,960	\$1,960	\$1,960	\$8,715
Food Cost						
Raw Food	per meal \$1.50	\$62,963	\$44,364	\$44,364	\$44,364	\$196,055
Cong Food Svc Supplies	per meal \$0.24	\$10,074	\$7,098	\$7,098	\$7,098	\$31,368
Catered Meals	per meal	\$10,074	Φ1,090	Ψ1,090	\$7,090	φ31,300
Catered Mears	per mear					
Other						
Stipends		\$4,777	\$3,304	\$3,304	\$3,304	\$14,690
Auto - Fuel, Insurance & Mis	C.	\$6,373	\$4,408	\$4,408	\$4,408	\$19,598
Total DAS Operating Expense	es	\$96,406	\$70,556	\$70,556	\$70,556	\$308,075
Non DAS Operating Expense	s					
Expenditure Category						
Rental of Property		\$20,438	\$14,137	\$14,137	\$14,137	\$62,849
Food Cost						
Raw Food	per meal \$0.28	\$11,850	\$8,350	\$8,350	\$8,350	\$36,900
Cong Food Svc Supplies	per meal \$0.05	\$1,896	\$1,336	\$1,336	\$1,336	\$5,904
Total Non DAS Operating Exp	penses	\$34,184	\$23,823	\$23,823	\$23,823	\$105,653
Total DAS and Non DAS Ope	rating Expenses	\$130,590	\$94,379	\$94,379	\$94,379	\$413,727
HSA #3						10/25/2016

Program: Home-delivered meals for (X) older adults, (ities or () emerge	nergency Appendix B,			
(Same as Line 11 on HSA #1)	Document Date: 06/09/2				
Capit	al & Subcontrac	tor Expenditu	re Detail		
DAS Capital Expenditure					Total
Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
New Delivery Vehicle	\$27,591				\$27,591
Total Equipment Cost	\$27,591				\$27,591
Total DAS Capital & Subcontractor Expenditure	\$27,591				\$27,591
Non DAS Capital Expenditure					
Total Non DAS Capital & Subcontractor Expenditure					
			T	T	
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$27,591				\$27,591
HSA #4					10/25/2016

HSA #4

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency Appendix B, Page 5 (Same as Line 11 on HSA #1) Document Date: 06/09/21 **NCQA Expenditure Detail** Total FY 21/22 FY 22/23 FY 23/24 FY 24/25 FY 21/25 DAS NCQA Expenditure Unit price Unit Menu planning and nutrition analysis \$700.00 /set 1.00 \$700 \$700 \$700 \$700 \$2,800 Kitchen and food service monitoring \$600.00 2.00 \$1,200 \$1,200 \$1,200 \$1,200 \$4,800 \$16,800 HDM route monitoring 12.00 \$4,200 \$350.00 \$4,200 \$4,200 \$4,200 Nutrition education \$150.00 4.00 \$600 \$600 \$600 \$600 \$2,400 Other TA \$100.00 /hour 4.00 \$400 \$1,600 \$400 \$400 \$400 \$124,372 HDM Route Assesment \$236.00 158.00 \$37,288 \$29,028 \$29,028 \$29,028 Total DAS NCQA Expenditure \$44,388 \$36,128 \$36,128 \$36,128 \$152,772 FY 21/22 FY 22/23 FY 23/24 FY 24/25 FY 21/25 Non DAS NCQA Expenditure Unit price Unit Menu planning and nutrition analysis /set 1.00 Kitchen and food service monitoring 2.00 Congregate site monitoring 12.00 Nutrition education 4.00 4.00 Nutrition counseling (optional) /hour In-service training /training 158.00 Total Non DAS NCQA Expenditure \$36,128 Total DAS and Non DAS NCQA Expenditure \$44,388 \$36,128 \$36,128 \$152,772

10/25/2016

Appendix A– Services to be Provided Jewish Family and Children's Services

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Jewish Family and Children's Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer	An individual who receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through
(UDC)	program enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

 (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	62	62	62	62
Number of Meals	11,025	10,500	10,500	10,500

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland Nutritionist DAS OCP

email: lauren.mccasland@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: ella.lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1 Document Date: April 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

.,						
Name						
Jewish Family & Children's Services	Andification					
(Check One) NewX Renewal No. of the Mod. No. of the No.	of Mod.					
in modification, Effective Date of Mod.	i Wod.					
Program: Home-delivered meals for (X) older	adults, () adults with	disabilities or ()	emergency		07/1/21-06/30/25	
Budget Reference Page No.(s)						A
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
Annual # Meals Contracted	11,025	10,500	10,500	10,500	42,525	
DAS Expenditures	,	,	,	,	,	
Salaries & Benefits						
Operating Expenses	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705	\$8.20
Subtotal	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705	\$8.20
Indirect Percentage (%)	5.00%	5.00%	5.00%	5.00%	5.00%	
Indirect Cost	\$4,520	\$4,305	\$4,305	\$4,305	\$17,435	\$0.41
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$19,742	\$19,742	\$19,742	\$19,742	\$78,968	\$1.86
Total DAS Expenditures	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	\$10.47
Non DAS Expenditures	000 440	000.440	000 110	000 440	0000 450	0 0.40
Salaries & Benefits	\$90,113	\$90,113	\$90,113	\$90,113	\$360,452	\$8.48
Operating Expenses	\$76,928	\$76,377	\$76,377	\$76,377	\$306,059	\$7.20
Capital/Subcontractor Expenditures NCQA Expenditures	\$50	\$50	\$50	\$50	\$200	\$0.00
NOQA Experialitates	φ30	φου	φ30	φ30	φ200	φ0.00
Total Non DAS Expenditures	\$167,091	\$166,540	\$166,540	\$166,540	\$666,711	\$15.68
Total Non Brio Exponentario	\$101,001	\$100,040	\$100,040	\$100,040	\$300,111	ψ10.00
TOTAL DAS AND NON DAS EXPEDITURES	\$281,758	\$276,687	\$276,687	\$276,687	\$1,111,819	\$26.15
DAS Revenues						
DAS Revenues Meals- General Fund	\$114.667	\$110.147	\$110.147	\$110.147	\$445.108	\$10.47
Meals- General Fund	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	\$10.47
Meals- General Fund Meals- State Fund	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	\$10.47
Meals- General Fund	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	\$10.47
Meals- General Fund Meals- State Fund	\$114,667 \$114,667	\$110,147 \$110,147	\$110,147 \$110,147	\$110,147 \$110,147	\$445,108 \$445,108	
Meals- General Fund Meals- State Fund Meals- Federal Fund						
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue	\$114,667	\$110,147	\$110,147	\$110,147	\$445,108	
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS	\$114,667 \$8.61	\$110,147 \$8.61	\$110,147 \$8.61	\$110,147 \$8.61	\$445,108 \$8.61	
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS	\$114,667 \$8.61 \$10.40	\$110,147 \$8.61 \$10.49	\$110,147 \$8.61 \$10.49	\$110,147 \$8.61 \$10.49	\$445,108 \$8.61 \$10.47	\$10.47
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS	\$114,667 \$8.61	\$110,147 \$8.61	\$110,147 \$8.61	\$110,147 \$8.61 \$10.49 \$45,000	\$445,108 \$8.61	\$10.47
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535	\$10.47 \$4.23 \$3.33
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296	\$10.47 \$4.23 \$3.33 \$0.71
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535	\$10.47 \$4.23 \$3.33 \$0.71
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296	\$10.47 \$4.23 \$3.33 \$0.71 \$7.40
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880	\$10.47 \$4.23 \$3.33 \$0.71 \$7.40
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation Total Non DAS Revenue	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880	\$4.23 \$3.33 \$0.71
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation Total Non DAS Revenue PER MEAL COST (with NCQA), Non DAS	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720 \$167,091 \$15.16	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880 \$666,711 \$15.68	\$4.23 \$4.23 \$3.33 \$0.71 \$7.40
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation Total Non DAS Revenue PER MEAL COST (with NCQA), Non DAS TOTAL DAS AND NON DAS REVENUE	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720 \$167,091 \$15.16	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880 \$666,711 \$15.68	\$4.23 \$4.23 \$3.33 \$0.71 \$7.40
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation Total Non DAS Revenue PER MEAL COST (with NCQA), Non DAS	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720 \$167,091 \$15.16	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880 \$666,711 \$15.68	\$4.23 \$4.23 \$3.33 \$0.71 \$7.40
Meals- General Fund Meals- State Fund Meals- Federal Fund Total DAS Revenue PER MEAL COST, DAS PER MEAL COST (with NCQA), DAS Non DAS Revenues Project Income Agency Cash- Fundraising Agency In-kind Contribution Agency Grants-Foundation Total Non DAS Revenue PER MEAL COST (with NCQA), Non DAS TOTAL DAS AND NON DAS REVENUE	\$114,667 \$8.61 \$10.40 \$45,000 \$35,797 \$7,574 \$78,720 \$167,091 \$15.16	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$110,147 \$8.61 \$10.49 \$45,000 \$35,246 \$7,574 \$78,720 \$166,540 \$15.86	\$445,108 \$8.61 \$10.47 \$180,000 \$141,535 \$30,296 \$314,880 \$666,711 \$15.68	\$10.47 \$10.47 \$4.23 \$3.33 \$0.71 \$7.40 \$15.68

HSA #1 10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency Appendix B, Page 2 (Same as Line 11 on HSA #1) Document Date: April 2021 Salaries & Benefits Detail Agency Totals HSA Program FY 24/25 DAS Salaries & Benefits FY 21/22 FY 22/23 FY 23/24 Total Annual Full % FTE funded Time Salary for FTE by HSA Position Title Total FTE (Max 100%) Adjusted FTE Budgeted Salary **Budgeted Salary Budgeted Salary Budgeted Salary Budgeted Salary** Totals Fringe Benefits Rate Employee Fringe Benefits Total DAS Salaries and Benefits HSA Program FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Non DAS Salaries & Benefits Agency Totals % FTE funded Annual Full Time Salary for FTE by HSA Total FTE (Max 100%) Adjusted FTE Budgeted Salary Position Title Budgeted Salary **Budgeted Salary** Budgeted Salary **Budgeted Salary** Director of SAH \$130.320 100.00% 0.03 \$3,475 \$13,900 0.03 \$3,475 \$3,475 \$3,475 Director Nutrition Programs \$57,385 0.60 60.00% 0.60 \$34,431 \$34,431 \$34,431 \$34,431 \$137,724 Driver \$35,802 0.27 100.00% 0.27 \$9,547 \$9,547 \$9,547 \$9,547 \$38,188 KMOW Driver \$26,740 \$31,337 0.21 100.00% 0.21 \$6,685 \$6,685 \$6,685 \$6,685 KMOW Backup Driver \$31,337 0.53 100.00% 0.53 \$16,713 \$16,713 \$16,713 \$66,852 \$16,713 Totals \$286,180 1.64 460.00% 1.64 \$70,851 \$70,851 \$70,851 \$70,851 \$283,404 Fringe Benefits Rate 27.19% \$77,804 Employee Fringe Benefits \$19,262 \$19,262 \$19,262 \$19,262 \$77,048 Total Non DAS Salaries and \$363,984 \$90,113 \$90,113 \$90,113 \$90,113 \$360,452 Benefits Total DAS and Non DAS Salaries \$363.984 \$90,113 \$360,452 \$90,113 \$90,113 \$90,113 and Benefits HSA #2 10/25/2016

Program: Home-delivered meals for (X) older adults, () ad (Same as Line 11 on HSA #1)	lults with disabilities or	() emergency			ppendix B, Page 3 it Date: April 2021
	Operating Ex	rpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	11,025	10,500	10,500	10,500	42,525
DAS Operating Eugenees					
DAS Operating Expenses Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction		-			
Insurance Staff Training					
Staff Travel-(Local & Out of Town)			·		
Rental of Equipment					
Food Cost					
Raw Food per meal					
HDM Food Svc Supplies per meal Catered Meals per meal \$8.20	\$90,405	\$86,100	\$86,100	\$86.100	\$348,705
Odicied Wedis per medi 40.20	ψου, του	ψου, 100	φου, του	ψου, 100	ψ540,705
Total DAS Operating Expenses	\$90,405	\$86,100	\$86,100	\$86,100	\$348,705
Non DAS Operating Expenses Expenditure Category Rental of Property	\$9,595	\$9,595	\$9,595	\$9,595	\$38,380
Utilities (Elec, Water, Gas, Phone, Garbage)	\$4,430	\$4,430	\$4,430	\$4,430	\$17,720
Office Supplies, Postage	\$6,881	\$6,881	\$6,881	\$6,881	\$27,524
Building Maintenance Supplies and Repair	\$2,973	\$2,973	\$2,973	\$2,973	\$11,892
Printing and Reproduction	\$299	\$299	\$299	\$299	\$1,196
Insurance	\$2,984	\$2,984	\$2,984	\$2,984	\$11,936
Staff Training	\$150	\$150	\$150	\$150	\$600
Staff Travel-(Local & Out of Town) Rental of Equipment	\$534	\$534	\$534	\$534	\$2,136
Food Cost					
Raw Food per meal					
HDM Food Svc Supplies per meal	-		****	-	
Catered Meals per meal \$1.05	\$11,576	\$11,025	\$11,025	\$11,025	\$44,651
					
<u>Other</u>					
Independednt Contractor-Drivers	\$26,000	\$26,000	\$26,000	\$26,000	\$104,000
Auto Repair and Maintenance	\$5,552 \$5,700	\$5,552 \$5,700	\$5,552 \$5,700	\$5,552 \$5,700	\$22,208
Auto Fuel Equipment Maintenance	\$5,700	\$5,700 \$254	\$5,700 \$254	\$5,700 \$254	\$22,800 \$1,016
	ΨΔΟΤ	Ψ201	Ψ20-τ	ΨΔΟ-1	ψ1,010
Total Non DAS Operating Expenses	\$76,928	\$76,377	\$76,377	\$76,377	\$306,059
Total DAS and Non DAS Operating Expenses	\$167,333	\$162,477	\$162,477	\$162,477	\$654,764
HSA #3					10/25/2010

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)

Appendix B-1, Page 5 Document Date: April 2021

	N	ICQA Expen	diture Detail				
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00 visit	4.00	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
HDM Route Monitoring - Nutritionist	\$350.00 /route	4.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
HDM Route Monitoring - Program Director	\$195.00 /route	2.00	\$390	\$390	\$390	\$390	\$1,560
Meal Temperature Testing	\$8.61 /meal	78.00	\$672	\$672	\$672	\$672	\$2,688
Nutrition education	\$150.00 /session	4.00	\$600	\$600	\$600	\$600	\$2,400
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$195.00 /assessment	64.00	\$12,480	\$12,480	\$12,480	\$12,480	\$49,920
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
Total DAC NCOA Franco dituna							
Total DAS NCQA Expenditure			\$19,742	\$19,742	\$19,742	\$19,742	\$78,968
	Unit price	Unit	. , ,			. , ,	, ,,,,,,,,
Non DAS NCQA Expenditure	Unit price	Unit	\$19,742 FY 21/22	\$19,742 FY 22/23	\$19,742 FY 23/24	\$19,742 FY 24/25	\$78,968 Total
Non DAS NCQA Expenditure Menu planning and nutrition analysis	Unit price /set	Unit	. , ,			. , ,	, ,,,,,,,,
Non DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring		Unit	. , ,			. , ,	, ,,,,,,,,
Non DAS NCQA Expenditure Menu planning and nutrition analysis	/set	Unit 78.00	. , ,			. , ,	Total
Non DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring HDM Route Monitoring	/set		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Non DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring HDM Route Monitoring Meal Temperature Testing	/set		FY 21/22	FY 22/23	FY 23/24	FY 24/25	, ,,,,,,,
Non DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring HDM Route Monitoring Meal Temperature Testing Nutrition education	/set /route \$0.64 /meal		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Mon DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring HDM Route Monitoring Meal Temperature Testing Nutrition education Nutrition counseling (optional)	/set /route \$0.64 /meal /hour		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Non DAS NCQA Expenditure Menu planning and nutrition analysis Kitchen and food service monitoring HDM Route Monitoring Meal Temperature Testing Nutrition education Nutrition counseling (optional) In-service training HDM Assessment for ENP/C2 nutrition	/set /route \$0.64 /meal /hour /training		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total

Appendix A– Services to be Provided Kimochi Inc.

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological wellbeing as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

(UDC) program enrollment.	Unduplicated Consumer	An individual who receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through
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III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- Conduct and document an on-site HACCP safety and sanitation monitoring of vi. the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- Provide orientation and training to all new staff, paid and volunteers, to vii. perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- Provide a minimum of four (4) hours annually of in-service trainings for viii. nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - Conduct quarterly reassessments to determine a consumer's eligibility for xi. continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	190	120	120	120
Number of Meals	51064	31908	31908	31908

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points						
Name	Address	Phone				
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805				
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353				
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558				
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938				
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221				
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509				
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983				
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983				
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845				
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585				
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804				
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990				
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700				

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HSA #1

Appendix B, Page 1
Document Date: March 2021

10/25/2016

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Name Kimochi, Inc. (Check One) New__X__ Modification No. of Mod. If modification, Effective Date of Mod. Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency Budget Reference Page No.(s) FY 21/22 FY 22/23 FY 23/24 FY 24/25 Program Term Total Average Annual # Meals Contracted 51,064 31,908 31,908 31,908 146,788 cost/meal **DAS Expenditures** \$204,479 \$198,496 \$198,496 \$198,496 \$799,967 Salaries & Benefits \$5.45 Operating Expenses \$190,106 \$44,885 \$44,885 \$44,885 \$324,761 \$2.21 Subtotal \$394,585 \$243,381 \$243,381 \$243,381 \$1,124,728 \$7.66 Indirect Percentage (%) 10.00% 10.00% 10.00% 10.00% 10.00% Indirect Cost \$39,459 \$27,837 \$27,837 \$27,837 \$122,970 \$0.84 Capital/Subcontractor Expenditures \$46,673 \$46,673 \$0.32 NCQA Expenditures \$58,089 \$37,089 \$37,089 \$37,089 \$169,356 \$1.15 **Total DAS Expenditures** \$538,806 \$308,307 \$308,307 \$308,307 \$1,463,727 \$9.97 Non DAS Expenditures Salaries & Benefits \$26,147 \$26,147 \$26,147 \$78,441 \$0.53 \$208,950 \$140,946 \$140,946 \$140,946 \$631,788 Operating Expenses \$4.30 Capital/Subcontractor Expenditures NCQA Expenditures \$400 \$400 \$400 \$400 \$1,600 \$0.01 **Total Non DAS Expenditures** \$209,350 \$167,493 \$167,493 \$167,493 \$711,829 \$4.85 TOTAL DAS AND NON DAS EXPEDITURES \$748,156 \$475,800 \$475,800 \$475,800 \$2,175,556 \$14.82 **DAS Revenues** Meals- General Fund \$492,131 \$308,307 \$308,307 \$308,307 \$1,417,052 \$9.65 Meals- State Fund Meals- Federal Fund \$46,673 \$46,673 \$0.32 ОТО **Total DAS Revenue** \$538,804 \$308,307 \$308,307 \$308,307 \$1,463,725 \$9.97 PER MEAL COST, DAS \$8.50 \$8.50 \$8.50 \$8.50 \$8.50 PER MEAL COST (with NCQA), DAS \$9.64 \$9.66 \$9.66 \$9.66 \$9.65 Non DAS Revenues Project Income \$98,000 \$63,816 \$63,816 \$63,816 \$289,448 \$1.97 Agency Cash- Fundraising \$65,392 \$74,960 \$74,960 \$74,960 \$290,272 \$1.98 Agency In-kind Food \$45,958 \$28,717 \$28,717 \$28,717 \$132,109 \$0.90 **Total Non DAS Revenue** \$209,350 \$167,493 \$167,493 \$167,493 \$711,829 \$4.85 PER MEAL COST (with NCQA), Non DAS \$5.25 \$4.10 \$5.25 \$5.25 \$4.85 TOTAL DAS AND NON DAS REVENUE \$748,154 \$475,800 \$475,800 \$475,800 \$2,175,554 \$14.82 PER MEAL COST (with NCQA), Total \$13.74 \$14.91 \$14.91 \$14.91 \$14.50 Full Time Equivalent (FTE) 5.75 5.75 5.75 5.75 23.00 Prepared by: Shawne O'Connell Date: 5/10/18 **HSA-CO** Review Signature:

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)

Appendix B, Page 2 Document Date: March 2021

Salaries & Benefits Detail

			<u> </u>	ulul 100 G Boll	onto Dotan				
DAS Salaries & Benefits	Agency	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Senior Center Coordinator	\$53,040	0.25	100.00%	0.25	\$13,260	\$13,260	\$13,260	\$13,260	\$53,040
Head Cook	\$46,800	0.23	100.00%	0.50	\$23,400	\$23,400	\$23,400	\$23,400	\$93,600
Assistant Cook 1	\$37,960	0.50	100.00%	0.50	\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Driver 1	\$30,420	1.00	100.00%	1.00	\$30,420	\$30,420	\$30,420	\$30,420	\$121,680
Driver 2	\$19,240	1.00	100.00%	1.00	\$19,240	\$19,240	\$19,240	\$19,240	\$76,960
Driver 3	\$43,472	0.50	100.00%	0.50	\$21,736	\$21,736	\$21,736	\$21,736	\$86,944
Dishwasher 1	\$29,250	0.50	100.00%	0.50	\$14,625	\$14,625	\$14,625	\$14,625	\$58,500
Dishwasher 2	\$28,860	0.50	100.00%	0.50	\$14,430	\$9.863	\$9,863	\$9.863	\$44,019
	,,					40,000	70,000	70,000	¥, .
Totals	\$289,042	4.75	800.00%	4.75	\$156,091	\$151,524	\$151,524	\$151,524	\$610,663
Fringe Benefits Rate	31.00%								
Employee Fringe Benefits	\$89,603				\$48,388	\$46,972	\$46,972	\$46,972	\$189,304
Total DAS Salaries and Benefits	\$378,645				\$204,479	\$198,496	\$198,496	\$198,496	\$799,967
	, , , , , ,				• • •				
Non DAS Salaries & Benefits	Agenc	/ Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
The salaries a perionic		Totalo		rogram			1120/21		Total
	Annual Full Time Salary for		% FTE funded by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Dishwasher 2	\$28,860	0.50	31.65%	0.16		\$4,567	\$4,567	\$4,567	\$13,701
Driver 4	\$43,160	0.50	100.00%	0.50		\$21,580	\$21,580	\$21,580	\$64,740
Totals	\$72,020	1.00	131.65%	0.66		\$26,147	\$26,147	\$26,147	\$78,441
		1							
Fringe Benefits Rate									
Employee Fringe Benefits									<u> </u>
Total Non DAS Salaries and									
Benefits	\$72,020					\$26,147	\$26,147	\$26,147	\$78,441
Total DAS and Non DAS Salaries and Benefits	\$450,665				\$204,479	\$224,643	\$224,643	\$224,643	\$878,408
and benefits	\$45U,005				\$2U4,479	⊅∠∠4,043	\$224,043	\$224,043	Φ010,408
HSA #2									10/25/2016

		dults with disabilities or	() emergency		-	ppendix B, Page 3 Date: March 2021
		Operating Ex	opense Detail			
		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Ann	ual # Meals Contracted	51,064	31,908	31,908	31,908	146,788
DAS Operating Expenses						
Expenditure Category						
Rental of Property		\$13,150	\$13,150	\$13,150	\$13,150	\$52,600
Rent, Parking		\$15,500	\$15,500	\$15,500	\$15,500	\$62,000
Auto - Insurance		\$13,500	\$13,500	\$13,500	\$13,500	\$54,000
Auto - Maintenance		\$3,898	\$2,735	\$2,735	\$2,735	\$12,103
Dues/Subscriptions		Ψο,οοο	Ψ2,700	ΨΣ,1 σσ	Ψ2,7 00	Ψ12,100
Insurance - General						
Outside Services						
Prof Svcs - Acctq						
Office Supplies						
Telephone						
Utilities						
Food Cost						
Raw Food	nor mool					
	per meal					
HDM Cotored Frage Mode	per meal \$2.83	£444.050				¢4.44.050
HDM Catered Frozen Meals	per meal \$2.82	\$144,058				\$144,058
Total DAS Operating Expense	es	\$190,106	\$44,885	\$44,885	\$44,885	\$324,761
Non DAS Operating Expense	s					
Non DAS Operating Expense:	s					
Expenditure Category	s	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Expenditure Category Prof Svcs - Acctg	s	\$1,000 \$2,500	\$1,000 \$2,500	\$1,000 \$2,500	\$1,000 \$2,500	
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing	s	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone	s	\$2,500 \$3,000	\$2,500 \$3,000	\$2,500 \$3,000	\$2,500 \$3,000	\$10,000 \$12,000
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities	s	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$10,000 \$12,000 \$39,776
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel		\$2,500 \$3,000	\$2,500 \$3,000	\$2,500 \$3,000	\$2,500 \$3,000	\$10,000 \$12,000 \$39,776
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities		\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$10,000 \$12,000 \$39,776
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment		\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$2,500 \$3,000 \$9,944	\$10,000 \$12,000 \$39,776
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment	Town)	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$10,000 \$12,000 \$39,776 \$20,000
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment	Town) per meal \$2.10	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$10,000 \$12,000 \$39,776 \$20,000 \$308,255
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment	Town)	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$2,500 \$3,000 \$9,944 \$5,000	\$10,000 \$12,000 \$39,776 \$20,000 \$308,255 \$80,732
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment Food Cost Raw Food HDM Food Svc Supplies	Town) per meal \$2.10 per meal \$0.55	\$2,500 \$3,000 \$9,944 \$5,000 \$107,234 \$28,085	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$10,000 \$12,000 \$39,776 \$20,000 \$308,256 \$80,732
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment Food Cost Raw Food HDM Food Svc Supplies In-Kind Food	Town) per meal \$2.10 per meal \$0.55	\$2,500 \$3,000 \$9,944 \$5,000 \$107,234 \$28,085	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$10,000 \$12,000 \$39,776 \$20,000 \$308,255 \$80,732
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment Food Cost Raw Food HDM Food Svc Supplies In-Kind Food	Town) per meal \$2.10 per meal \$0.55	\$2,500 \$3,000 \$9,944 \$5,000 \$107,234 \$28,085	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549	\$10,000 \$12,000 \$39,776 \$20,000 \$308,255 \$80,732 \$132,109
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment Food Cost Raw Food HDM Food Svc Supplies In-Kind Food Consultant Registered Dietician	per meal	\$2,500 \$3,000 \$9,944 \$5,000 \$107,234 \$28,085 \$45,958	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$4,000 \$10,000 \$12,000 \$39,776 \$20,000 \$308,255 \$80,732 \$132,109
Expenditure Category Prof Svcs - Acctg Office Supplies/Printing Telephone Utilities Auto - Fuel Staff Travel-(Local & Out of Rental of Equipment Food Cost Raw Food HDM Food Svc Supplies In-Kind Food Consultant	per meal	\$2,500 \$3,000 \$9,944 \$5,000 \$107,234 \$28,085 \$45,958	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$2,500 \$3,000 \$9,944 \$5,000 \$67,007 \$17,549 \$28,717	\$10,000 \$12,000 \$39,776 \$20,000 \$308,255 \$80,732 \$132,109

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency Appendix B, Page 4 (Same as Line 11 on HSA #1) Document Date: March 2021 **Capital & Subcontractor Expenditure Detail DAS Capital Expenditure** FY 21/22 FY 22/23 FY 23/24 FY 24/25 Equipment (Qty) Total Tray Sealer \$7,000 \$7,000 Two Section Solid Door Reach in Refrigerator \$4,575 \$4,575 Thermal Bag, Cold \$2,400 \$2,400 Total Equipment Cost \$13,975 \$13,975 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Remodeling **Total Remodeling Cost** FY 21/22 FY 22/23 FY 23/24 FY 24/25 Subcontractor Total **HDM Social Worker** \$32,698 \$32,698 \$32,698 \$32,698 **Total Subcontractor Cost** Total DAS Capital & Subcontractor Expenditure \$46,673 \$46,673 Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor Expenditure \$46,673 \$46,673 HSA #4 10/25/2016 HSA #4

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)

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10/25/2016

		NCQA	Expenditure I	Detail				
DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$799.00 /set	1.00	1.00	\$799	\$799	\$799	\$799	\$3,196
Kitchen and food service monitoring	\$875.00	6.00	2.00	\$5,250	\$1,750	\$1,750	\$1,750	\$10,500
HDM Route Monitoring	\$315.00 /route	12.00	12.00	\$3,780	\$3,780	\$3,780	\$3,780	\$15,120
Nutrition education	\$190.00	4.00	4.00	\$760	\$760	\$760	\$760	\$3,040
Nutrition counseling (optional)	/hour							
In-service training	/training							
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$250.00 /assessment	190.00	120.00	\$47,500	\$30,000	\$30,000	\$30,000	\$137,500
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment							
Total DAS NCQA Expenditure				\$58,089	\$37,089	\$37,089	\$37,089	\$169,356
Non DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set							
Kitchen and food service monitoring								
HDM Route Monitoring	/route							
Nutrition education								
Nutrition counseling (optional)	/hour							
In-service training	\$200.00 /training	2.00	2.00	\$400	\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment							
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment							
Total Non DAS NCQA Expenditure			<u> </u>	\$400	\$400	\$400	\$400	\$1,600
				1	Т	ı	1	
Total DAS and Non DAS NCQA Expenditure				\$58,489	\$37,489	\$37,489	\$37,489	\$170,956

Appendix A– Services to be Provided Meals on Wheels of San Francisco

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Meals on Wheels of San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer	An individual who receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through
(UDC)	program enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,600	3,200	3,200	3,200
Number of Meals	1,620,000	1,446,658	1,446,658	1,446,658

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points							
Name	Address	Phone					
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805					
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353					
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558					
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938					
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221					
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509					
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983					
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983					
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845					
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585					
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804					
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990					
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700					

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan Nutritionist DAS OCP

email: Sarah.Chan@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
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HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

	BIFK	OGRAWI				
Meals on Wheel San Francisco						
(Please enter agency name here)						
(Check One) NewX_ Renewal N	Modification					
If modification, Effective Date of Mod. No. o	f Mod.					
Program: Home-delivered meals for (x) older a	dults, () adults with d	isabilities or () er	nergency			
Budget Reference Page No.(s)						Average
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	1,620,000	1,446,658	1,446,658	1,446,658	5,959,974	
DAS Expenditures						
Salaries & Benefits	\$3,414,394	\$3,049,048	\$3,049,048	\$3,049,048	\$12,561,538	\$2.11
Operating Expenses	\$3,341,006	\$2,983,516	\$2,983,516	\$2,983,516	\$12,291,554	\$2.06
Subtotal	\$6,755,400	\$6,032,564	\$6,032,564	\$6,032,564	\$24,853,092	\$4.17
Indirect Percentage (%)						
Indirect Cost						
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$1,037,136	\$909,442	\$909,442	\$909,442	\$3,765,462	\$0.63
Total DAS Expenditures	\$7,792,536	\$6,942,006	\$6,942,006	\$6,942,006	\$28,618,554	\$4.80
Total DAG Experialtales	ψ1,132,330	\$0,542,000	\$0,342,000	ψ0,542,000	Ψ20,010,004	ψ+.00
Non DAS Expenditures						
Salaries & Benefits	\$1,149,086	\$1,026,136	\$1,026,136	\$1,026,136	\$4,227,494	\$0.71
Operating Expenses	\$1,471,164	\$1,313,748	\$1,313,748	\$1,313,748	\$5,412,408	\$0.91
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$919,952	\$806,566	\$806,566	\$806,566	\$3,339,650	\$0.56
Total Non DAC Funanditures	£2 540 202	\$2.44C.4E0	£2.440.450	\$2.44C.4E0	\$42.070 FF2	¢2.40
Total Non DAS Expenditures	\$3,540,202	\$3,146,450	\$3,146,450	\$3,146,450	\$12,979,552	\$2.18
TOTAL DAS AND NON DAS EXPEDITURES	\$11,332,738	\$10,088,456	\$10,088,456	\$10,088,456	\$41,598,106	\$6.98
DAS Revenues						
Meals- General Fund	\$5,403,633	\$4,813,844	\$4,813,844	\$4,813,844	\$19,845,165	\$3.33
Meals- State Fund	\$485,156	\$432,203	\$432,203	\$432,203	\$1,781,765	\$0.30
Meals- Federal Fund	\$1,903,747	\$1,695,959	\$1,695,959	\$1,695,959	\$6,991,624	\$1.17
Total DAS Revenue	\$7,792,536	\$6,942,006	\$6,942,006	\$6,942,006	\$28,618,554	\$4.80
PER MEAL COST, DAS	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	•
PER MEAL COST (with NCQA), DAS	\$4.81	\$4.80	\$4.80	\$4.80	\$4.80	
Non DAS Revenues						
Project Income	\$100,722	\$100,722	\$100,722	\$100,722	\$402,888	\$0.07
Agency Cash- Fundraising	\$3,427,480	\$3,033,728	\$3,033,728	\$3,033,728	\$12,528,664	\$2.10
Agency In-kind Volunteer	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000	\$0.01
Total Non DAS Revenue	\$3,540,202	\$3,146,450	\$3,146,450	\$3,146,450	\$12,979,552	\$2.18
PER MEAL COST (with NCQA), Non DAS	\$2.19	\$2.17	\$2.17	\$2.17	\$2.18	Ψ2.10
- Living in Division	Ψ2.110	42	ΨΞ	42.1.1	ψ20	
		*******	*** ***	*** ***	A	
TOTAL DAS AND NON DAS REVENUE	\$11,332,738	\$10,088,456	\$10,088,456	\$10,088,456	\$41,598,106	\$6.98
TOTAL DAS AND NON DAS REVENUE PER MEAL COST (with NCQA), Total	\$11,332,738 \$7.00	\$10,088,456 \$6.97	\$10,088,456 \$6.97	\$10,088,456 \$6.97	\$41,598,106 \$6.98	\$6.98
PER MEAL COST (with NCQA), Total	\$7.00	\$6.97	\$6.97	\$6.97	\$6.98	\$6.98
PER MEAL COST (with NCQA), Total Full Time Equivalent (FTE)				\$6.97 188.00	\$6.98 752.00	\$6.98
PER MEAL COST (with NCQA), Total	\$7.00	\$6.97	\$6.97	\$6.97 188.00	\$6.98	\$6.98
PER MEAL COST (with NCQA), Total Full Time Equivalent (FTE) Prepared by: Patrick Schmalz	\$7.00	\$6.97	\$6.97	\$6.97 188.00	\$6.98 752.00	\$6.98

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)

Appendix B, Page 2 Document Date: June 2021

	Salaries & Benefits Detail								
DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
Position Title	Time Salary for FTE	Total FTE	by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Drivers (28)	\$46,823	28.00	58.44%	16.36	\$766,188	\$684,205	\$684,205	\$684,205	\$2,818,803
HDM Supervisor/Lead/ Driver (PM	\$66,950	1.00	60.91%	0.61	\$40,779	\$36,416	\$36,416	\$36,416	\$150,027
Customer Service Lead HDM Supervisor/Driver Lead/AM	\$68,855 \$58,423	1.00 1.00	60.91% 60.91%	0.61 0.61	\$41,940 \$35,585	\$37,452 \$31,777	\$37,452 \$31,777	\$37,452 \$31,777	\$154,296 \$130,916
Senior HDM Driver Manager	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$130,916
Senior HDM Client Waitlist & Com	\$84,542	1.00	60.91%	0.61	\$51,495	\$45,985	\$45,985	\$45,985	\$189,450
Senior HDM Operations Manager	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$196,211
Client Support Specialist	\$49,276	1.00	60.91%	0.61	\$30,014	\$26,802	\$26,802	\$26,802	\$110,420
HDM Safety Board Lead	\$53,560	1.00	56.50%	0.57	\$30,261	\$27,023	\$27,023	\$27,023	\$111,330
HDM Lead Intake Coordinator Chief Prog Off	\$58,460 \$155,752	1.00	60.91% 35.91%	0.61 0.36	\$35,608 \$55,931	\$31,798 \$49,946	\$31,798 \$49,946	\$31,798 \$49,946	\$131,002 \$205,769
SalesForce Administrator	\$110,624	1.00	51.47%	0.50	\$56,938	\$50,846	\$50,846	\$50,846	\$209,476
SalesForce Analyst	\$63,865	1.00	51.47%	0.51	\$32,871	\$29,354	\$29,354	\$29,354	\$120,933
Chief Food & Operations Officer:	\$167,553	1.00	45.68%	0.46	\$76,538	\$68,348	\$68,348	\$68,348	\$281,582
Food Safety/Compliance Manager	\$87,550	1.00	49.14%	0.49	\$43,022	\$38,419	\$38,419	\$38,419	\$158,279
Assistant Food Service Director	\$101,700	1.00	49.14%	0.49	\$49,975	\$44,628	\$44,628	\$44,628	\$183,859
Chef	\$99,386	1.00	49.14%	0.49	\$48,838	\$43,612	\$43,612	\$43,612	\$179,674
Food Service Director	\$108,150 \$108,150	1.00	49.14% 49.14%	0.49 0.49	\$53,145 \$53,145	\$47,458 \$47,458	\$47,458 \$47,458	\$47,458 \$47,458	\$195,519 \$195,519
Procurement/Purchasing Manager Warehouse Manager	\$108,150 \$56,650	1.00	49.14% 39.90%	0.49	\$53,145 \$22,603	\$47,458 \$20,184	\$47,458 \$20,184	\$47,458 \$20,184	\$195,519 \$83,155
Kitchen Staff (37)	\$42,572	37.00	44.82%	16.58	\$705,942	\$630,405	\$630,405	\$630,405	\$2,597,157
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Fleet & Facilities Manager	\$82,400	1.00	39.90%	0.40	\$32,878	\$29,360	\$29,360	\$29,360	\$120,958
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Sr. Administrative Assistant	\$66,950	1.00	39.90%	0.40	\$26,713	\$23,855	\$23,855	\$23,855	\$98,278
Maintenance Technician Supervis	\$72,100	1.00	39.90%	0.40	\$28,768	\$25,690	\$25,690	\$25,690	\$105,838
Director of Fleet & Facilities Volunteer Program Manager	\$118,775 \$66,886	1.00	39.90% 10.47%	0.40	\$47,391 \$7,000	\$42,320 \$6,251	\$42,320 \$6,251	\$42,320 \$6,251	\$174,351 \$25,753
Volunteer Program Manager	\$63,865	1.00	10.47 /0	0.10	Ψ1,000	ψ0,231	ψ0,231	ψ0,231	Ψ23,733
Volunteer Program Manager	\$64,890	1.00							
Director of Volunteer Programs &	\$100,114	1.00	14.50%	0.14	\$14,512	\$12,959	\$12,959	\$12,959	\$53,389
Totals	\$2,479,209	94.00	1381.53%	45.73	\$2,526,374	\$2,256,047	\$2,256,047	\$2,256,047	\$9,294,515
5	05.450/	I							
Fringe Benefits Rate Employee Fringe Benefits	35.15% \$871,442				\$888,020	\$793,001	\$793,001	\$793,001	\$3,267,023
Employee Pringe Benefits	\$671,442				\$800,020	\$793,001	\$793,001	\$793,001	\$3,207,023
Total DAS Salaries and Benefits	\$3,350,651				\$3,414,394	\$3,049,048	\$3,049,048	\$3,049,048	\$12,561,538
Non DAS Salaries & Benefits	Agenc	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full		% FTE funded						
	Time Salary for		by HSA						
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Drivers (28)	\$46,823	28.00					****		
HDM Supervisor/Lead/ Driver (PM Customer Service Lead	\$66,950 \$68,855	1.00 1.00	22.00% 22.00%	0.22	\$14,729 \$15,148	\$13,153 \$13,527	\$13,153 \$13,527	\$13,153 \$13,527	\$54,188 \$55,729
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	22.00%	0.22	\$15,148 \$12,853	\$13,527 \$11,478	\$13,527 \$11,478	\$13,527 \$11,478	\$55,729 \$47,287
Senior HDM Driver Manager	\$87,560	1.00		0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Senior HDM Client Waitlist & Com		1.00	22.00%	0.22	\$18,599	\$16,609	\$16,609	\$16,609	\$68,426
Senior HDM Operations Manager	\$87,560	1.00	22.00%	0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Client Support Specialist	\$49,276	1.00	22.00%	0.22	\$10,841	\$9,681	\$9,681	\$9,681	\$39,884
HDM Safety Board Lead HDM Lead Intake Coordinator	\$53,560 \$58,460	1.00	22.00%	0.22	\$11,783	\$10,522	\$10,522 \$11,485	\$10,522	\$43,349 \$47,346
Chief Prog Off	\$58,460 \$155,752	1.00	22.00% 23.18%	0.22	\$12,861 \$36,103	\$11,485 \$32,240	\$11,485 \$32,240	\$11,485 \$32,240	\$47,316 \$132,823
SalesForce Administrator	\$110,624	1.00	19.00%	0.23	\$21,019	\$18,770	\$32,240 \$18,770	\$18,770	\$77,329
SalesForce Analyst	\$63,865	1.00	19.00%	0.19	\$12,134	\$10,836	\$10,836	\$10,836	\$44,642
Chief Food & Operations Officer: S	\$167,553	1.00	19.61%	0.20	\$32,857	\$29,341	\$29,341	\$29,341	\$120,880
Food Safety/Compliance Manager	\$87,550	1.00	20.00%	0.20	\$17,510	\$15,636	\$15,636	\$15,636	\$64,418
Assistant Food Service Director	\$101,700	1.00	19.90%	0.20	\$20,238	\$18,073	\$18,073	\$18,073	\$74,457
Chef Food Service Director	\$99,386 \$108,150	1.00	19.90% 19.90%	0.20 0.20	\$19,778 \$21,522	\$17,662 \$19,219	\$17,662 \$19,219	\$17,662 \$19,219	\$72,764 \$79,179
Procurement/Purchasing Manager	\$108,150	1.00	19.90%	0.20	\$21,522	\$19,219	\$19,219	\$19,219	\$79,179
Warehouse Manager	\$56,650	1.00	29.49%	0.29	\$16,709	\$14,921	\$14,921	\$14,921	\$61,472
Kitchen Staff (37)	\$42,572	37.00	21.62%	8.00	\$340,576	\$304,134	\$304,134	\$304,134	\$1,252,978
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576
Fleet & Facilities Manager	\$82,400	1.00	29.49%	0.29	\$24,303	\$21,703	\$21,703	\$21,703	\$89,412
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576

Sr. Administrative Assistant	\$66,950	1.00	30.57%	0.31	\$20,467	\$18,277	\$18,277	\$18,277	\$75,298
Maintenance Technician Supervis	\$72,100	1.00	30.57%	0.31	\$22,041	\$19,683	\$19,683	\$19,683	\$81,090
Director of Fleet & Facilities	\$118,775	1.00	29.49%	0.29	\$35,032	\$31,284	\$31,284	\$31,284	\$128,884
Volunteer Program Manager	\$66,886	1.00	12.44%	0.12	\$8,321	\$7,431	\$7,431	\$7,431	\$30,614
Volunteer Program Manager	\$63,865	1.00							
Volunteer Program Manager	\$64,890	1.00	12.44%	0.12	\$8,072	\$7,208	\$7,208	\$7,208	\$29,696
Director of Volunteer Programs &	\$100,114	1.00	12.44%	0.12	\$12,454	\$11,121	\$11,121	\$11,121	\$45,817
Totals	\$2,479,209	94.00	648.10%	14.26	\$850,230	\$759,257	\$759,257	\$759,257	\$3,128,001
Fringe Benefits Rate	35.15%								
Employee Fringe Benefits	\$871,442				\$298,856	\$266,879	\$266,879	\$266,879	\$1,099,493
_									
Total Non DAS Salaries and									
Benefits	\$3,350,651				\$1,149,086	\$1,026,136	\$1,026,136	\$1,026,136	\$4,227,494
_						1			
Total DAS and Non DAS Salaries									
and Benefits	\$6,701,302				\$4,563,480	\$4,075,184	\$4,075,184	\$4,075,184	\$16,789,032
HSA #2									10/25/2016

Program: Home-delivered meals for (x) older adults, () ad (Same as Line 11 on HSA #1)	ults with disabilities or	() emergency			opendix B, Page 3 t Date: June 2021
	Operating E	xpense Detail			
		•	E) (00 /0 4	F) (0 4 / 0 5	
Annual # Meals Contracted	FY 21/22 1,620,000	FY 22/23 1,446,658	FY 23/24 1,446,658	FY 24/25 1,446,658	Total 5,959,974
DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$1,257	\$1,122	\$1,122	\$1,122	\$4,623
Utilities (Elec, Water, Gas, Phone, Garbage)	\$88,396	\$78,938	\$78,938	\$78,938	\$325,210
Office Supplies, Postage	\$113,559	\$101,410	\$101,410	\$101,410	\$417,789
Building Maintenance Supplies and Repair	\$107,024	\$95,572	\$95,572	\$95,572	\$393,740
Printing and Reproduction	\$4,273	\$3,816	\$3,816	\$3,816	\$15,721
Insurance	\$39,003	\$34,830	\$34,830	\$34,830	\$143,493
Staff Training	\$6,047	\$5,400	\$5,400	\$5,400	\$22,247
Staff Travel-(Local & Out of Town)	\$3,771	\$3,367	\$3,367	\$3,367	\$13,872
Rental of Equipment	\$2,011	\$1,796	\$1,796	\$1,796	\$7,399
Food Cost					
Raw Food per meal \$1.67	\$2,705,400	\$2,415,919	\$2,415,919	\$2,415,919	\$9,953,157
Consultant					
Consultants-Temp Employees	\$81,904	\$73,140	\$73,140	\$73,140	\$301,324
Consultants-IT Operations	\$46,104	\$41,171	\$41,171	\$41,171	\$169,617
Consultants-Audit	\$21,932	\$19,585	\$19,585	\$19,585	\$80,687
Consultants-Payroll Service	\$8,936	\$7,980	\$7,980	\$7,980	\$32,876
Consultants-Legal	\$12,570	\$11,225	\$11,225	\$11,225	\$46,245
Consultants-Other	\$4,525	\$4,041	\$4,041	\$4,041	\$16,648
<u>Other</u>					
Delivery Costs	\$64,934	\$57,986	\$57,986	\$57,986	\$238,892
Volunteer and Client Costs	\$29,360	\$26,218	\$26,218	\$26,218	\$108,014
Total DAS Operating Expenses	\$3,341,006	\$2,983,516	\$2,983,516	\$2,983,516	\$12,291,554
Non DAS Operating Expenses Expenditure Category					
Rental of Property	\$990	\$884	\$884	\$884	\$3,642
Utilities (Elec, Water, Gas, Phone, Garbage)	\$50,485	\$45,083	\$45,083	\$45,083	\$185,734
Office Supplies, Postage	\$90,186	\$80,536	\$80,536	\$80,536	\$331,794
Building Maintenance Supplies and Repair	\$85,030	\$75,932	\$75,932	\$75,932	\$312,826
Printing and Reproduction	\$3,366	\$3,006	\$3,006	\$3,006	\$12,384
Insurance	\$30,720	\$27,433	\$27,433	\$27,433	\$113,019
Staff Training	\$4,763	\$4,253	\$4,253	\$4,253	\$17,522
Staff Travel-(Local & Out of Town)	\$2,970	\$2,652	\$2,652	\$2,652	\$10,926
Rental of Equipment	\$1,584	\$1,415	\$1,415	\$1,415	\$5,829
Food Cost					
Raw Food per meal \$0.61	\$988,200	\$882,461	\$882,461	\$882,461	\$3,635,583
Consultant					
Consultants-Temp Employees	\$64,510	\$57,607	\$57,607	\$57,607	\$237,331
Consultants-Temp Employees Consultants-IT Operations	\$36,314	\$32,428	\$32,428	\$32,428	\$133,598
Consultants-Audit	\$17,274	\$15,426	\$15,426	\$15,426	\$63,552
Consultants-Payroll Service	\$7,038	\$6,285	\$6,285	\$6,285	\$25,893
Consultants-Legal	\$9,900	\$8,841	\$8,841	\$8,841	\$36,423
Consultants-Other	\$3,564	\$3,183	\$3,183	\$3,183	\$13,113
Consultante Care.					

Delivery Costs	\$51,144	\$45,672	\$45,672	\$45,672	\$188,160
Volunteer and Client Costs	\$23,126	\$20,651	\$20,651	\$20,651	\$85,079
Total Non DAS Operating Expenses	\$1,471,164	\$1,313,748	\$1,313,748	\$1,313,748	\$5,412,408
Total DAS and Non DAS Operating Expenses	\$4,812,170	\$4,297,264	\$4,297,264	\$4,297,264	\$17,703,962
HSA #3					10/25/2016

Total DAS and Non DAS NCQA Expenditure

HSA #4

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency Appendix B, Page 5 (Same as Line 11 on HSA #1) Document Date: June 2021 NCQA Expenditure Detail FY21/22 Unit FY22/25 Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total DAS NCQA Expenditure Unit price Menu planning and nutrition analysis \$589.76 /set 2.00 2.00 \$1,180 \$1,180 \$1,180 \$1,180 \$4,720 Kitchen and food service monitoring \$655.64 4.00 4.00 \$2,623 \$2,623 \$2,623 \$2,623 \$10,492 HDM Route Monitoring \$202.15 /route 84.00 84.00 \$16,981 \$16,981 \$16,981 \$16,981 \$67,924 Nutrition education \$178.48 4.00 4.00 \$714 \$714 \$714 \$714 \$2,856 Nutrition counseling (optional) \$118.25 /hour 1550.00 1350.00 \$183,288 \$159,638 \$159,638 \$159,638 \$662,202 In-service training /training HDM Assessment for ENP/C2 nutrition \$260.11 /assessment 3200.00 2800.00 \$832,350 \$728,306 \$728,306 \$3,017,268 program (Initial and annual) \$728,306 Annual Assessment for the HDM program for /annual Adults with Disabilities (optional) assessment \$3,765,462 Total DAS NCQA Expenditure \$1,037,136 \$909,442 \$909,442 \$909,442 Non DAS NCQA Expenditure Unit price FY21/22 Unit FY22/25 Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$482.00 /set 2.00 2.00 \$964 \$964 \$964 \$964 \$3,856 Kitchen and food service monitoring \$542.75 4.00 4.00 \$2,171 \$2,171 \$2,171 \$2,171 \$8,684 HDM Route Monitoring \$167.19 /route 84.00 84.00 \$14,044 \$14,044 \$14,044 \$14,044 \$56,176 Nutrition education \$144.33 4.00 4.00 \$577 \$577 \$577 \$577 \$2,308 1550.00 1350.00 \$151,676 \$132,105 \$132,105 \$132,105 \$547,991 \$97.86 /hour Nutrition counseling (optional) In-service training /training HDM Assessment for ENP/C2 nutrition 2800.00 program (Initial and annual) \$234.54 /assessment 3200.00 \$750,520 \$656,705 \$656,705 \$656,705 \$2,720,635 Annual Assessment for HDM program for /annual Adults with Disabilities (optional) assessment Total Non DAS NCQA Expenditure \$919,952 \$806,566 \$806,566 \$806,566 \$3,339,650

\$1,957,088

\$1,716,008

\$1,716,008

\$1,716,008

\$7,105,112

10/25/2016

Appendix A– Services to be Provided On Lok Day Services

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	On Lok Day Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
- x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
- xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	450	405	405	405
Number of Meals	228,556	190,146	190,146	190,146

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points								
Name	Name Address							
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805						
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353						
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558						
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938						
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221						
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509						
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983						
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983						
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845						
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585						
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804						
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990						
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700						

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland Nutritionist DAS OCP

email: lauren.mccasland@sfgov.org

and

Patrick Garcia Contract Manager HSA OCM

email: patrick.garcia@sfgov.org

X. Monitoring Activities

Nutrition Program Monitoring: Program monitoring will include review of 1. compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1
Document Date: June 2021

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

BY PROGRAM Name On Lok Day Services (Check One) New __X__ Renewal Modification No. of Mod. If modification, Effective Date of Mod. Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency Budget Reference Page No.(s) Average FY 21/22 FY 22/23 FY 23/24 FY 24/25 Program Term Total cost/meal Annual # Meals Contracted 228,556 190,146 190,146 190,146 798,994 DAS Expenditures Salaries & Benefits \$338,166 \$318,076 \$318,076 \$318,076 \$1,292,394 \$1.62 \$712,351 \$555,897 \$555,897 \$555,897 \$2,380,042 Operating Expenses \$2.98 \$873,973 Subtotal \$1,050,517 \$873,973 \$873,973 \$3,672,436 \$4.60 Indirect Percentage (%) 9.00% 9.00% 9.00% 9.00% 9.00% \$78,658 Indirect Cost \$94,548 \$78,658 \$78,658 \$330,522 \$0.41 Capital/Subcontractor Expenditures NCQA Expenditures \$163,273 \$0.82 \$163,273 \$163,273 \$163,273 \$653,092 \$1,308,338 \$1,115,904 **Total DAS Expenditures** \$1,115,904 \$1,115,904 \$4,656,050 \$5.83 Non DAS Expenditures Salaries & Benefits \$88,310 \$83,287 \$83,287 \$83,287 \$338,171 \$0.42 \$434,557 \$426,154 \$426,154 \$426,154 \$1,713,019 Operating Expenses \$2.14 Capital/Subcontractor Expenditures NCQA Expenditures \$599 \$599 \$599 \$599 \$2,395 \$0.00 **Total Non DAS Expenditures** 523,466 \$510,040 \$510,040 \$510,040 \$2,053,585 \$2.57 TOTAL DAS AND NON DAS EXPEDITURES \$1,831,803 \$1,625,944 \$1,625,944 \$1,625,944 \$6,709,635 \$8.40 **DAS Revenues** Meals- General Fund \$1,145,065 \$952,631 \$952,631 \$952,631 \$4,002,959 \$5.01 NCQA Fund \$163,273 \$163,273 \$163,273 \$163,273 \$653,092 \$0.82 Total DAS Revenue \$1,308,338 \$1,115,904 \$1,115,904 \$1,115,904 \$4,656,051 \$5.83 PER MEAL COST, DAS \$5.01 \$5.01 \$5.01 \$5.01 \$5.01 PER MEAL COST (with NCQA), DAS \$5.87 \$5.72 \$5.87 \$5.87 \$5.83 Non DAS Revenues Project Income 93,708.00 \$77,960 \$77,960 \$77,960 \$327,588 \$0.41 Agency Cash- Fundraising 429,159 431,481 431,481 431,481 \$1,723,601 \$2.16 Agency In-kind Volunteer NCQA Revenue \$599 \$599 \$599 \$599 \$2,396 \$0.00 Total Non DAS Revenue \$523,466 \$510,040 \$510,040 \$510,040 \$2,053,585 \$2.57 PER MEAL COST, Non DAS \$2.29 \$2.68 \$2.68 \$2.68 \$2.57 PER MEAL COST (with NCQA), Non DAS \$2.29 \$2.68 \$2.68 \$2.68 \$2.57 TOTAL DAS AND NON DAS REVENUE \$1,831,803 \$1,625,944 \$1,625,944 \$1,625,944 \$6,709,636 \$8.40 \$7.69 \$7.69 PER MEAL COST, Total \$7.30 \$7.69 \$7.58 PER MEAL COST (with NCQA), Total \$8.01 \$8.55 \$8.55 \$8.55 \$8.40 6.69 6.44 6.44 6.44 26.03 Full Time Equivalent (FTE) Date: 06/10/2021 Prepared by: Meko Ma **HSA-CO** Review Signature: HSA #1 6/16/2021

Program: Home-delivered meals for (x) older adu (Same as Line 11 on HSA #1)	lts, () adults with	disabilities or ()	emergency										Appendix B, Page : ent Date: June 202
Salaries & Benefits Detail													
DAS Salaries & Benefits	Agenc	y Totals	HSA F	Program	FY 21/22	Agenc	y Totals	HSA P	rogram	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for		% FTE funded by HSA			Annual Full		% FTE funded by HSA					
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Time Salary for FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salar
ACCOUNTANT	\$63,993	29%	79%	0.23	\$14,718	\$63,993	29%	79%	0.23	\$14,718	\$14,718	\$14,718	\$58,87
ADMINISTRATIVE SECRETARY	\$60,780	8%	75%	0.06	\$3,647	\$60,780	8%	75%	0.06	\$3,647	\$3,647	\$3,647	\$14,58
ASSISTANT DIRECTOR OF OPERATIONS	\$97,337 \$137,917	8% 6%	80% 83%		\$6,230 \$6,896	\$97,337 \$137,917	8% 6%	80% 83%	0.06	\$6,230	\$6,230 \$6,896	\$6,230	\$24,92
DIRECTOR SR. CTR PROGRAM MANAGER-NUTRITIC		6%	80%		\$4,408	\$137,917	6%	80%	0.05	\$6,896 \$4,408	\$4,408	\$6,896 \$4,408	\$27,58 \$17,63
NUTRITION OPERATIONS MANAGER	\$78,476	25%	80%	0.20	\$15,695	\$78,476	070	0070	0.03	Ψ4,400	\$4,400	ψ4,400	\$15,69
NUTRITION PROGRAM COORDINATOR	\$56,281	55%	80%	0.44	\$24,764	\$56,281	55%	80%	0.44	\$24,764	\$24,764	\$24,764	\$99,05
HOSPITALITY COORDINATOR	\$49,875	20%	80%	0.16	\$7,980	\$49,875	20%	80%	0.16	\$7,980	\$7,980	\$7,980	\$31,92
DRIVERS #1	\$37,470	79%	80%		\$23,606	\$37,470	79%	80%	0.63	\$23,606	\$23,606	\$23,606	\$94,42
DRIVERS #2 DRIVERS #3	\$37,320 \$42,891	49% 49%	80% 80%		\$14,695 \$16,888	\$37,320 \$42,891	49% 49%	80% 80%	0.39	\$14,695 \$16,888	\$14,695 \$16,888	\$14,695 \$16,888	\$58,78 \$67,55
DRIVERS #3 DRIVERS #4	\$42,891	49%	80%		\$15,151	\$42,891	49%	80%	0.39	\$15,888	\$15,888	\$15,888	\$60,604
DRIVERS #5	\$36,720	49%	80%		\$13,151	\$36,720	49%	80%	0.39	\$13,151	\$13,151	\$13,151	\$57,836
DRIVERS #6	\$36,571	83%	76%	0.63	\$23,040	\$36,571	83%	76%	0.63	\$23,040	\$23,040	\$23,040	\$92,160
DRIVERS #7	\$42,270	42%			\$13,315	\$42,270	42%	76%	0.32	\$13,315	\$13,315	\$13,315	\$53,260
ON CALL DRIVERS (1)	\$35,464	32%	80%		\$8,937	\$35,464	32%	80%	0.25	\$8,937	\$8,937	\$8,937	\$35,748
NUTRITION SERVICE COORDINATOR	\$54,203	10%	80%		\$4,336	\$54,203	10%	80%	0.08	\$4,336	\$4,336	\$4,336	\$17,344
DELIVERY SUPERVISOR	\$81,120	70%	80%	0.56	\$45,427	\$81,120	70%	80%	0.56	\$45,427	\$45,427	\$45,427	\$181,708
Totals	\$1,080,766	6.69	1427.93%	5.29	\$264,192	\$1,080,766	6.44	1347.93%	5.09	\$248,497	\$248,497	\$248,497	\$1,009,683
		1					1						
Fringe Benefits Rate	28.00%				670.074	28.00%				600 570	600 570	600 570	6000 744
Employee Fringe Benefits	\$302,614				\$73,974	\$302,614				\$69,579	\$69,579	\$69,579	\$282,711
Total DAS Salaries and Benefits	\$1,383,380				\$338,166	\$1,383,380				\$318,076	\$318,076	\$318,076	\$1,292,394
					,								
													,
Non DAS Salaries & Benefits		y Totals		Program	FY 21/22		y Totals		rogram	FY 22/23	FY 23/24	FY 24/25	Total
Position Title ACCOUNTANT	Time Salary for \$63,993	Total FTE 29%	by HSA 21%	Adjusted FTE 0.06	Budgeted Salary \$3,840	Time Salary for \$63,993	Total FTE 29%	by HSA 21%	Adjusted FTE 0.06	Budgeted Salary \$3,840	Budgeted Salary \$3,840	Budgeted Salary \$3,840	Budgeted Salary \$15,360
ADMINISTRATIVE SECRETARY	\$60,780	8%	25%	0.02	\$1,216	\$60,780	8%	25%	0.02	\$1,216	\$1,216	\$1,216	\$4,864
ASSISTANT DIRECTOR OF OPERATIONS DIRECTOR	\$97,337 \$137,917	8% 6%	20% 17%		\$1,557 \$1,379	\$97,337 \$137,917	8% 6%	20% 17%	0.02	\$1,557 \$1,379	\$1,557 \$1,379	\$1,557 \$1,379	\$6,228 \$5,516
SR. CTR PROGRAM MANAGER-NUTRITIC	\$93,600	6%	20%	0.01	\$1,102	\$93,600	6%	20%	0.01	\$1,102	\$1,102	\$1,102	\$4,408
NUTRITION OPERATIONS MANAGER NUTRITION PROGRAM COORDINATOR	\$78,476 \$56,281	25% 55%	20% 20%		\$3,924 \$6,191	\$78,476 \$56,281	55%	20%	0.11	\$6,191	\$6,191	\$6,191	\$3,924 \$24,764
HOSPITALITY COORDINATOR	\$56,281 \$49,875	20%	20%		\$6,191 \$1,995	\$56,281 \$49,875	20%	20% 20%	0.11	\$6,191 \$1,995	\$1,995	\$6,191 \$1,995	\$7,980
DRIVERS #1	\$37,470	79%	20%		\$5,995	\$37,470	79%	20%	0.16	\$5,995	\$5,995	\$5,995	\$23,980
DRIVERS #2 DRIVERS #3	\$37,320 \$42,891	49% 49%	20% 20%		\$3,732 \$4,289	\$37,320 \$42,891	49% 49%	20% 20%	0.10	\$3,732 \$4,289	\$3,732 \$4,289	\$3,732 \$4,289	\$14,928 \$17,156
DRIVERS #4	\$38,478	49%	20%	0.10	\$3,848	\$38,478	49%	20%	0.10	\$3,848	\$3,848	\$3,848	\$15,392
DRIVERS #5 DRIVERS #6	\$36,720 \$36,571	49% 83%	20% 24%		\$3,672 \$7,314	\$36,720 \$36,571	49% 83%	20% 24%	0.10 0.20	\$3,672 \$7,314	\$3,672 \$7,314	\$3,672 \$7,314	\$14,688 \$29,256
DRIVERS #7	\$42,270	42%	24%	0.10	\$4,227	\$42,270	42%	24%	0.10	\$4,227	\$4,227	\$4,227	\$16,908
ON CALL DRIVERS (1) NUTRITION SERVICE COORDINATOR	\$35,464	32% 10%			\$2,270 \$1,084	\$35,464 \$54,203	32% 10%	20% 20%	0.06	\$2,270	\$2,270 \$1,084	\$2,270	\$9,080 \$4,336
DELIVERY SUPERVISOR	\$54,203 \$81,120	70%	20%		\$1,084	\$81,120	70%	20%	0.02	\$1,084 \$11,357	\$1,084 \$11,357	\$1,084 \$11,357	\$45,428
				1	-					-			
Totals	\$1,080,766	6.69	372.07%	1.40	\$68,992	\$1,080,766	6.44	372.07%	1.35	\$65,068	\$65,068	\$65,068	\$264,196
		1					1						
Fringe Benefits Rate Employee Fringe Benefits	28.00% \$302,614				\$19,318	28.00% \$302,614				\$18,219	\$18,219	\$18,219	\$73,975
Total Non DAS Salaries and Benefits	\$1,383,380				\$88,310	\$1,383,380				\$83,287	\$83,287	\$83,287	\$338,171
Total DAS and Non DAS Salaries and Benefits	\$1,383,380				\$426,476	\$1,383,380				\$401,363	\$401,363	\$401,363	\$1,630,565

Program: Home-delivered meals for (x) older adults, () (Same as Line 11 on HSA #1)	adults with disa	abilities or () emergency	у			ppendix B, Page 3 nt Date: June 2021
		Operating Expen	se Detail			
		F) (04 /00	F)/ 00/00	F) (00 /0 4	F)/ 04/05	T. ()
Annual # Meals Contracted		FY 21/22 228,556	FY 22/23 190,146	FY 23/24 190,146	FY 24/25 190,146	Total 798,994
DAS Operating Expenses						
Expenditure Category						
Rental of Property Utilities (Elec, Water, Gas, Phone, Garbage)		\$19,500	\$19,500	\$19,500	\$19,500	\$78,000
Office Supplies, Postage		\$4,020	\$19,500	\$19,500	\$19,500	\$4,683
Building Maintenance Supplies and Repair		\$45,500				\$45,500
Printing and Reproduction Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)		\$65	\$65	\$65	\$65	\$260
Rental of Equipment						
Food Cost						
Catered Meals per meal \$2.71	\$2.69	\$619,362	\$512,207	\$512,207	\$512,207	\$2,155,984
<u>Other</u>						
Small equipment & Supplies	_	\$1,263	\$1,264	\$1,264	\$1,264	\$5,055
Auto - Fuel/Parking & Insurance	-	\$22,100	\$22,100	\$22,100	\$22,100	\$88,400
Repair/Maintenance Payroll Processing	-	\$540	\$540	\$540	\$540	\$2,160
1 dyroli i roccoomig	_		ΨΟ-10	φοτο	φο-ιο	Ψ2,100
	_					
Total DAS Operating Expenses	_	\$712,351	\$555,897	\$555,897	\$555,897	\$2,380,042
Non DAS Operating Expenses						
Expenditure Category						
Rental of Property					440.500	• 40 000
Utilities (Elec, Water, Gas, Phone, Garbage) Office Supplies, Postage		\$10,500 \$480	\$10,500 \$4,279	\$10,500 \$4,279	\$10,500 \$4,279	\$42,000 \$13,317
Building Maintenance Supplies and Repair		\$24,500	\$70,000	\$70,000	\$70,000	\$234,500
Printing and Reproduction		\$625	\$625	\$625	\$625	\$2,500
Insurance Staff Training		\$4,500	\$4,500	\$4,500	\$4,500	\$18,000
Staff Travel-(Local & Out of Town)		\$35	\$35	\$35	\$35	\$140
Rental of Equipment		\$3,400	\$3,400	\$3,400	\$3,400	\$13,600
Food Cost						
Catered Meals per meal \$1.58	\$1.60	\$361,600	\$303,899	\$303,899	\$303,899	\$1,273,297
Other Small equipment & Supplies		\$717	\$716	\$716	\$716	\$2,865
Auto - Fuel/Parking & Insurance	5	\$11,900	\$11,900	\$11,900	\$11,900	\$47,600
Repair/Maintenance	-	\$350	\$350	\$350	\$350	\$1,400
Payroll Processing	-	\$290	\$290 \$10,200	\$290	\$290 \$10,200	\$1,160
Freezer Rental Van Deep Cleaning	_	\$10,200 \$5,460	\$5,460	\$10,200 \$5,460	\$5,460	\$40,800 \$21,840
	-			.,		
Total Non DAS Operating Expenses		\$434,557	\$426,154	\$426,154	\$426,154	\$1,713,019
	-		<u> </u>	· -	· .	
Total DAS and Non DAS Operating Expenses	_	\$1,146,907	\$982,051	\$982,051	\$982,051	\$4,093,061
HSA #3						6/16/2021

Total DAS and Non DAS NCQA Expenditure

HSA#4

Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency Appendix B, Page 5 Document Date: June 2021 **NCQA Expenditure Detail** DAS NCQA Expenditure Unit price Unit FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Menu planning and nutrition analysis \$1,061.00 /set 1.00 \$1,061 \$1,061 \$1,061 \$1,061 \$4,244 \$3,500 Kitchen and food service monitoring \$875.00 4.00 \$3,500 \$3,500 \$3,500 \$14,000 HDM Route Monitoring \$250.00 /route 18.00 \$4,500 \$4,500 \$4,500 \$4,500 \$18,000 4.00 \$672 \$672 \$672 \$2,688 Nutrition education \$168.00 \$672 Nutrition counseling (optional) \$152.00 /hour 339.00 \$51,528 \$51,528 \$51,528 \$51,528 \$206,112 \$78.00 /training \$1,248 In-service training 4.00 \$312 \$312 \$312 \$312 HDM Assessment for ENP/C2 nutrition program (Initial and annual) \$226.00 /assessment 450.00 \$101,700 \$101,700 \$101,700 \$101,700 \$406,800 Annual Assessment for the HDM program for /annual Adults with Disabilities (optional) assessment Total DAS NCQA Expenditure \$163,273 \$653,092 \$163,273 \$163,273 \$163,273 FY 21/22 FY 22/23 FY 23/24 Non DAS NCQA Expenditure Unit price Unit FY 24/25 Total 1 00 \$5 \$5 \$5 \$5 \$18 Menu planning and nutrition analysis \$4.54 /set Kitchen and food service monitoring \$2.85 4.00 \$11 \$11 \$11 \$11 \$46 HDM Route Monitoring \$0.83 /route \$15 18.00 \$15 \$15 \$15 \$60 \$13 Nutrition education \$3.25 4.00 \$13 \$13 \$13 \$52 \$1.31 /hour \$443 \$443 \$443 \$1,771 Nutrition counseling (optional) 339.00 \$443 \$0.25 /training 4.00 \$1 \$1 \$1 \$1 \$4 In-service training HDM Assessment for ENP/C2 nutrition \$111 \$0.25 /assessment 450.00 \$111 \$111 \$111 \$445 program (Initial and annual) Annual Assessment for HDM program for /annual Adults with Disabilities (optional) assessment \$599 \$2,395 Total Non DAS NCQA Expenditure \$599 \$599 \$599

\$163,872

\$163,872

\$163,872

\$163,872

\$655,487

6/16/2021

Appendix A– Services to be Provided Russian American Community Services

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Russian American Community Service
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-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.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.

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DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
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. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
ОСР	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco.
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>).

Unduplicated Consumer	An individual who receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through
(UDC)	program enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:

 (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
- x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
- xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	160	160	160	160
Number of Meals	38,325	36,162	36,162	36,162

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

- 1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
- 2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
- 3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
- 4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
- 5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
- 6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. Grantee must submit the report in the CARBON system.
- 7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
- 8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
- 9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
- 10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- 11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
- 12. Grantee will assure that services delivered are consistent with professional standards for this service.
- 13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
- 14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies "Focal Points" which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points								
Name	lame Address Phone							
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805						
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353						
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558						
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938						
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221						
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509						
SF Senior Center (SFSC)	481 O'Farrell St, San Francisco, 94102	415-202-2983						
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983						
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845						
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585						
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804						
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990						
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700						

15. For assistance with reporting and contract requirements, please contact:

Lauren McCasland Nutritionist DAS OCP

email: lauren.mccasland@sfgov.org

and

Ella Lee Contract Manager HSA OCM

email: ella.lee@sfgov.org

X. Monitoring Activities

Nutrition Program Monitoring: Program monitoring will include review of 1. compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-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 of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of

- service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
- 2. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Appendix B, Page 1

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

BY PRO	OGRAM			7-Apr-21	
				7-Apr-21	
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Program: Home-delivered meals for (x) older adults, () adults with disabilities or () emergency

Russian American Community Services

Appendix B, Page 2

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for	-	% FTE funded by HSA		<u> </u>				
Position Title	FTE	Total FTE	(Max 100%)	Adjusted FTE	Budgeted Salary				
Executive Director	\$82,476	0.22	100.00%	0.22	\$18,557	\$18,557	\$18,557	\$18,557	\$74,228
Cook I	\$53,244	0.50	100.00%	0.50	\$26,622	\$26,622	\$26,622	\$26,622	\$106,488
Cook II	\$40,716	0.47	100.00%	0.47	\$19,340	\$19,340	\$19,340	\$19,340	\$77,360
Cook III	\$40,716	0.31	100.00%	0.31	\$12,724	\$12,724	\$12,724	\$12,724	\$50,896
Kitchen aide	\$35,464	0.12	100.00%	0.12	\$4,307	\$4,307	\$4,307	\$4,307	\$17,228
Dish Washer	\$36,541	0.44	100.00%	0.44	\$15,987	\$15,987	\$15,987	\$15,987	\$63,948
Program Coordinator/ Assmnts	\$53,248	0.13	100.00%	0.13	\$6,656	\$6,656	\$6,656	\$6,656	\$26,624
Drivers 1	\$38,628	0.84	100.00%	0.84	\$32,351	\$32,351	\$32,351	\$32,351	\$129,404
Drivers 2	\$38,628	0.84	100.00%	0.84	\$32,351	\$32,351	\$32,351	\$32,351	\$129,404
Route Coordinator/ Data Entry	\$39,673	0.27	100.00%	0.27	\$10,910	\$10,910	\$10,910	\$10,910	\$43,640
Totals	\$459,334		1000.00%	4.15	\$179,805	\$179,805	\$179,805	\$179,805	\$719,220
Fringe Benefits Rate	20.00%								
Employee Fringe Benefits	\$91,867				\$35,963	\$35,959	\$35,959	\$35,959	\$143,840
Total DAS Salaries and Benefits	\$551,201				\$215,768	\$215,764	\$215,764	\$215,764	\$863,060
Non DAS Salaries & Benefits	Agency	y Totals	HSA P	rogram	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
kitchen volunteers	29,120	0.25	100.00%	0.25	\$7,280	\$7,280	\$7,280	\$7,280	\$29,120
Totals	\$29,120	0.25	100.00%	0.25	\$7,280	\$7,280	\$7,280	\$7,280	\$29,120
Fringe Benefits Rate Employee Fringe Benefits									
Total Non DAS Salaries and Benefits	\$29,120				\$7,280	\$7,280	\$7,280	\$7,280	\$29,120
Total DAS and Non DAS Salaries and Benefits	\$580,321				\$223,048	\$223,044	\$223,044	\$223,044	\$892,180
HSA #2									10/25/2016

Program: Home-delivered meals for (x) older adults, $()$ a Russian American Community Services	adults with disabilities o	r () emergency		A	opendix B, Page 3
	Operating E	xpense Detail			
	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	38,325	36,162	36,162	36,162	146,811
DAS Operating Expenses					
Expenditure Category					
Rental of Property					
Utilities (Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
Building Maintenance Supplies and Repair	\$3,760	\$3,810	\$3,810	\$3,810	\$15,190
Printing and Reproduction	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000
Insurance	<u> </u>	<u> </u>			¥ 1,000
Staff Training					
Staff Travel-(Local & Out of Town)			·		
Rental of Equipment		-			
Remai of Equipment					
Food Cost					
Raw Food per meal \$0.91	\$34,876	\$32,907	\$32,907	\$32,907	\$133,597
HDM Food Svc Supplies per meal \$0.38	\$14,564	\$13,742	\$13,742	\$13,742	\$55,790
Catered Meals per meal	φ14,304	φ13,742	\$13,742	\$15,742	\$55,790
Catered Meals per meal		-	-		
Total DAS Operating Expenses	\$55,400	\$52,659	\$52,659	\$52,659	\$213,377
Non DAS Operating Expenses					
Expenditure Category					
Rental of Property	\$9,500	\$9,500	\$9,500	\$9,500	\$38,000
Utilities (Elec, Water, Gas, Phone, Garbage)	\$10,285	\$10,285	\$10,285	\$10,285	\$41,140
Office Supplies, Postage					
Building Maintenance Supplies and Repair	\$740	\$690	\$690	\$690	\$2,810
Printing and Reproduction					
Insurance	\$15,450	\$15,450	\$15,450	\$15,450	\$61,800
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
In kind Rent (building)	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000
Food Cost				_	
Raw Food per meal \$1.52	\$58,254	\$54,966	\$54,966	\$54,966	\$223,152
HDM Food Svc Supplies per meal					
Catered Meals per meal					
Total Non DAS Operating Expenses	\$106,229	\$102,891	\$102,891	\$102,891	\$414,902
Total DAS and Non DAS Operating Expenses	\$161,629	\$155,550	\$155,550	\$155,550	\$628,279
HSA #3					10/25/2016

Program: Home-delivered meals for (x) older adult Russian American Community Services	ts, () adults with disabilities or () emergency				Α	ppendix B, Page 5
	1	NCQA Expen	diture Detail				
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Kitchen and food service monitoring	\$600.00	2.00	\$1,200	\$1,200	\$1,200	\$1,200	\$4,800
HDM Route Monitoring	\$350.00 /route	4.00	\$1,400	\$1,400	\$1,400	\$1,400	\$5,600
Nutrition education	\$150.00	4.00	\$600	\$600	\$600	\$600	\$2,400
Nutrition counseling (optional)	/hour						
In-service training	\$100.00 /training	4.00	\$400	\$400	\$400	\$400	\$1,600
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$250.00 /assessment	160.00	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
Total DAS NCQA Expenditure			\$45,000	\$45,000	\$45,000	\$45,000	\$180,000
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
HDM Route Monitoring	/route						
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment						
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment						
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$45,000	\$45,000	\$45,000	\$45,000	\$180,000
HSA #4							10/25/2016

Appendix A– Services to be Provided Self Help for the Elderly

Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly				
Adult with a Disability	A person 18-59 years of age living with a disability.				
CA-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.				
CARBON	Contracts Administration, Reporting, and Billing On-line System.				
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging				
CDA	California Department of Aging.				
City	City and County of San Francisco, a municipal corporation				
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)				
DAS	Department of Disability and Aging Services.				

DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf			
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).			
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.			
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)			
ENP	Elderly Nutrition Program - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.			
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)			
НАССР	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)			

Home- Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
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 birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)	
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.	
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.	
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. (CCR Title 22 Sec. 7630)	
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)	
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)	

Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)				
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)				
OCP	Office of Community Partnerships.				
OCM	Office of Contract Management, San Francisco Human Services Agency.				
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".				
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.				
Registered Dietitian (RD) Registered Dietitian Nutritionist (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.				
Senior	A person who is 60 years of age or older, used interchangeably with the term "older adult".				
SF-HSA	Human Services Agency of the City and County of San Francisco.				
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>).				

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

- 1. Low income
- 2. Limited or no English speaking proficiency
- 3. Minority populations
- 4. Frail
- 5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

- 1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
- 2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
- 3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

- 1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
- 2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:

- Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
- ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
- 3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.

- vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
- x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
- xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
- 4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
- 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the

- grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
- 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
- 7. Grantee will ensure there is a sufficient number of 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.
- 8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
- 9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Number of Meals	146,000	111,361	111,361	111,361

VIII. Outcome Objectives

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

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