

City and County of San Francisco

Human Services Agency



London Breed, Mayor


Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: NOVEMBER 4, 2020

SUBJECT: **NEW GRANTS:** MULTIPLE GRANTEES FOR NUTRITION SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES (see table below)

GRANT TERM: 11/01/2020 – 06/30/2021

GRANT AMOUNT: See table below

<u>Funding source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding:	\$6,256,879	\$1,102,574	\$5,479,405	\$1,283,873	\$14,122,731
Percentage:	49%	8%	43%		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 to older adults and adults with disabilities in a combined amount of \$12,838,858. The term of the grants/contracts will be from November 1, 2020 to June 30, 2021. The total of the new grant amounts plus a 10% contingency will not exceed \$14,122,731. The funding amounts are detailed in the tables below (pages 3-7).

Background

Nutrition is one of the major determinants of successful aging. Food is not only critical to one's physiological well-being but also contributes to social, cultural, and psychological quality of life. Title III of the Older Americans Act authorizes the provision of Elderly Nutrition Programs (ENP). ENP assists older adults in gaining access to nutrition, and other disease prevention and health promotion services. DAS Office of Community Partnerships (OCP), through multiple community affiliations, provides Elderly Nutrition Programs throughout the City and through many of the same community partnerships offers nutrition programming to adults with

disabilities. Nutrition programming for older adults and adults with disabilities promote general health and well-being by reducing hunger, food insecurity, and malnutrition. Nutrition programs provide access to coordinated food and nutrition services that are essential in maintaining independence, functional ability, disease management, and quality of life. They also aim to foster socialization and offer participants the opportunity to create informal support networks. Nutrition services for older adults and adults with disabilities include congregate and home delivered meal programs.

Services to be provided

Grantees will provide congregate, modified congregate, and/or a home delivered meal program. Each of the programs 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 Meal Program and Modified Congregate Meal Program:** Congregate and modified congregate meal programs provide meals meeting nutritional standards and may include breakfast, lunch, or dinner meals. Both types of congregate programs include nutrition education and nutrition risk screening and give participants the opportunity to contribute to the meal cost.

A congregate meal program delivers nutrition services in a group setting providing opportunities for participants to socialize with one another. A modified congregate meal program offers meals to go instead of in a group setting.

DAS OCP with guidance from federal, state, and local agencies established a modified congregate meal program due to the current Coronavirus pandemic (COVID-19). The modified congregate meal program reduces the risk of community spread of COVID-19 and minimizes older adults and adults with disabilities exposure to the virus by providing meals to go.

- **Home-Delivered Meal Program:** A nutrition program that delivers meals meeting nutritional standards to eligible individuals living in the City and County of San Francisco. The program requires an initial home delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessment of the participant. The quantity of meals delivered to each individual per week depends on their unique needs as determined by the assessments. The program also includes nutrition education and nutrition risk screening and gives participants the opportunity to contribute to the meal cost.
- **Nutrition Compliance and Quality Assurance (NCQA):** NCQA is a requirement of congregate, congregate modified and home delivered meal programs. NCQA includes quarterly monitoring of a grantee's food service production and meal service to ensure state

and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, home delivered meal assessments, and nutrition counseling.

A grantee may meet the NCQA requirements by providing them and identifying them in a NCQA budget, through an independent nutritionist contractor, and/or through another DAS OCP nutrition partner with a grant agreement to provide NCQA services.

- **Citywide Nutrition Counseling and Education:** The provision of nutrition counseling services and nutrition education by a registered dietitian (RD) to consumers enrolled in a congregate, congregate modified and/or home delivered meal program who are determined to be at nutritional risk.
- **Emergency Home-Delivered Meal Program:** A nutrition program that delivers meals 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 emergency home-delivered meal program provides meals meeting nutritional standards to consumers within two to five days of a request and the provision of meals does not exceed sixty days.

Grant amount

- **Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$599,379	\$59,937	\$659,316
Episcopal Community Services of San Francisco Inc.	\$155,651	\$15,565	\$171,216
Glide Foundation	\$141,203	\$14,120	\$155,323
Kimochi Inc.	\$530,073	\$53,007	\$583,080
On Lok Day Services	\$295,590	\$29,559	\$325,149
Self Help for the Elderly	\$1,433,764	\$143,376	\$1,577,140
Self Help for the Elderly-Champs	\$181,200	\$18,120	\$199,320
Total	\$3,336,860	\$333,684	\$3,670,544

- **Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Candice Tang	\$13,000	\$1,300	\$14,300
Glide Foundation	\$5,785	\$578	\$6,363
Kimochi Inc.	\$4,522	\$452	\$4,974
On Lok Day Services	\$11,873	\$1,187	\$13,060
Self Help for the Elderly	\$35,780	\$3,578	\$39,358
Total	\$70,960	\$7,095	\$78,055

- **Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$183,352	\$18,335	\$201,687
Episcopal Community Services of San Francisco Inc.	\$22,704	\$2,270	\$24,974
Glide Foundation	\$38,670	\$3,867	\$42,537
Self Help for the Elderly	\$10,488	\$1,048	\$11,536
Total	\$255,214	\$25,520	\$280,734

- **Home-Delivered Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$200,146	\$20,014	\$220,160
Jewish Family and Children's Services	\$53,723	\$5,372	\$59,095
Kimochi Inc.	\$221,720	\$22,172	\$243,892

Meals on Wheels	\$4,681,299	\$468,129	\$5,149,428
On Lok Day Services	\$759,662	\$75,966	\$835,628
Self Help for the Elderly	\$714,400	\$71,440	\$785,840
Total	\$6,630,950	\$663,093	\$7,294,043

- **Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Candice Tang	\$13,100	\$1,310	\$14,410
Centro Latino de San Francisco Inc.	\$19,584	\$1,958	\$21,542
Jewish Family And Children's Services	\$9,003	\$900	\$9,903
Kimochi Inc.	\$39,799	\$3,979	\$43,778
Meals on Wheels	\$628,155	\$62,815	\$690,971
On Lok Day Services	\$106,398	\$10,639	\$117,037
Self Help for the Elderly	\$104,089	\$10,408	\$114,497
Total	\$920,129	\$92,009	\$1,012,138

- **Home-Delivered Meal Program for Adults with Disabilities**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Meals on Wheels	\$918,084	\$91,808	\$1,009,892
Self Help for the Elderly	\$234,670	\$23,467	\$258,137
Total	\$1,152,754	\$115,275	\$1,268,029

- **Citywide Nutrition Counseling and Education**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Leah's Pantry- Congregate	\$65,414	\$6,541	\$71,955
Leah's Pantry- Home Delivered Meal	\$13,030	\$1,303	\$14,333
Total	\$78,444	\$7,844	\$86,288

- **Emergency Home-Delivered Meal Program**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Meals on Wheels	\$154,379	\$15,437	\$169,816
Total	\$154,379	\$15,437	\$169,816

- **Home-Delivered Meals for Adults with Disabilities Assessment**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Institute on Aging	\$239,168	\$23,916	\$263,084
Total	\$239,168	\$23,916	\$263,084

Grand Total

Program	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Citywide Nutrition Counseling and Education	\$78,444	\$7,844	\$86,288
Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities	\$255,214	\$25,520	\$280,734
Congregate Meal Program and Modified Congregate Meal Program for Older Adults	\$3,336,860	\$333,684	\$3,670,544
Emergency Home-Delivered Meal Program	\$154,379	\$15,437	\$169,816
Home-Delivered Meal Program for Adults with Disabilities	\$1,152,754	\$115,275	\$1,268,029

Home-Delivered Meal Program for Older Adults	\$6,630,950	\$663,093	\$7,294,043
Home-Delivered Meals for Adults with Disabilities Assessment	\$239,168	\$23,916	\$263,084
Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults	\$70,960	\$7,095	\$78,055
Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults	\$920,129	\$92,009	\$1,012,138
Total	\$12,838,858	\$1,283,873	\$14,122,731

Selection

Grantees were selected through RFP #715 issued in January 2017.

Funding

These grants will be funded through a combination of Federal, State, and County funds.

ATTACHMENTS

- **Congregate Meal Program and Modified Congregate Meal Program**

Centro Latino de San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Kimochi Inc.

Appendix A – Services to be Provided

Appendix B – Budget

On Lok Day 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 B1 – Champs Budget

- **Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

Candice Tang

Appendix B – Budget

Glide Foundation

Appendix B – Budget

Kimochi Inc.

Appendix B – Budget

On Lok Day Services

Appendix B – Budget

Self Help for the Elderly

Appendix B – Budget

- **Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities**

Centro Latino de San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

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 Program for Older Adults**

Centro Latino de San Francisco Inc.

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 Inc.
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

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

- **Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults**

Candice Tang
Appendix B – Budget

Centro Latino de San Francisco Inc.
Appendix B – Budget

Jewish Family And Children's Services
Appendix B – Budget

Kimochi Inc.
Appendix B – Budget

Meals on Wheels
Appendix B – Budget

On Lok Day Services
Appendix B – Budget

Self Help for the Elderly
Appendix B – Budget

- **Home-Delivered Meal Program for Adults with Disabilities**

Meals on Wheels
Appendix A – Services to be Provided
Appendix B – Budget

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

- **Citywide Nutrition Counseling and Education**

 - Leah's Pantry

 - Appendix A – Services to be Provided

 - Appendix B – Budget, Congregate

 - Appendix B1 – Budget, Home Delivered Meal

- **Emergency Home-Delivered Meal Program**

 - Meals on Wheels

 - Appendix A – Services to be Provided

 - Appendix B – Budget

- **Home-Delivered Meal for Older Adults Assessment**

 - Institute on Aging

 - Appendix A – Services to be Provided

 - Appendix B – Budget

**Appendix A– Services to be Provided
Institute on Aging
Home-Delivered Meal Assessments for Adults with Disabilities
November 1, 2020 – June 30, 2021**

I. Purpose

The purpose of this grant is to provide screening and assessment services for home-delivered nutrition programs funded by the Department of Disability and Aging Services (DAS) and that serve adults with disabilities living in the City and County of San Francisco. The screening and assessment services help adults with disabilities remain independent in their communities by facilitating enrollment and/or reenrollment in DAS funded home-delivered nutrition programs, which promotes better health through nutrition. The screening and assessment services provide adults with disabilities with an access point for other home and community-based services.

II. Definitions

Grantee	Institute on Aging
Adult with a Disability	A person 18-59 years of age living with a disability.
Annual Comprehensive Assessment	An assessment completed by the grantee at least once per year that evaluates the need for continued service. The grantee conducts the assessment in the home of a consumer and documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
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.
CA-GetCare HDM waitlist	A centralized citywide waitlist for home-delivered nutrition programs that prioritizes referrals based on criteria established by DAS.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
DAS	Department of Disability and Aging Services.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.</p>
<p>Disability</p>	<p>Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p>
<p>Frail</p>	<p>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.</p>
<p>Home-Delivered Meals (HDM)</p>	<p>Meals that are delivered to consumers and adhere to the current Dietary Guidelines for Americans (DGA), provide a minimum of one-third of the Dietary Reference Intakes (DRIs), meet state and local food safety and sanitation requirements, and are appealing. The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee.</p>
<p>Home-Delivered Nutrition Program</p>	<p>A program that provides nutrition services to adults with disabilities living in the City and County of San Francisco who are unable to leave their home because of an illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals. Services include, but are not limited to, nutrition education and nutrition risk screening, and nutritious meals delivered to the consumers' home. This program requires an initial assessment, an annual comprehensive assessment, and quarterly re-assessment of the consumer. The program gives all participants the opportunity to contribute to the meal cost.</p>

Initial Assessment	A comprehensive assessment conducted in the consumer's home by the grantee before HDM service starts to determine eligibility for program enrollment. The grantee documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
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.
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. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The grantee may use printed material as the sole nutrition education component for home-delivered meal participants. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)

Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”.
Quarterly Reassessment	A reassessment that may be conducted by trained HDM program drivers or volunteers in person or by phone to determine a consumer’s eligibility for continued services.
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. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Senior	Person who is 60 years or older, used interchangeably with “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 is screened and/or assessed by the grantee for enrollment and/reenrollment in a DAS funded home-delivered nutrition program for adults with disabilities and the grantee reflects their services in CA-GetCare through program enrollment.

III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

- Low income
- Limited or no English speaking proficiency
- Minority populations
- Frail
- LGBTQ+

IV. Eligibility for Services

1. A resident of San Francisco, and
2. A person who is an adult with a disability

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the program standards set forth by DAS OCP.
2. Grantee will screen and respond to referrals received for DAS funded home-delivered nutrition programs for adults with disabilities. Referrals can come from City agencies, hospitals, community based organizations, friends and family of potential consumers, and self-referrals from consumers. Within 48 hours upon receipt of referral notification, the grantee will review the referral information. Grantee will process referrals that meet presumptive HDM eligibility criteria to the CA-GetCare HDM waitlist. Grantee will document outreach efforts and pre-enrollment contact with prospective consumer in CA-GetCare.
3. Grantee will conduct an initial assessment on those individuals processed to the CA-GetCare HDM waitlist and are pending enrollment to a home-delivered nutrition program for adults with disabilities. The grantee will document the information obtained through the initial assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening. The grantee will make referrals for other social service supports as needed.
4. Grantee will monitor the CA-GetCare HDM waitlist and facilitate the connection between individuals on the HDM waitlist and DAS funded home-delivered nutrition programs. Grantee will perform check-in calls for consumers who are on the CA-GetCare HDM waitlist for 60 days or longer. The check-in call will include confirming continued interest in HDM services, and referrals to other nutrition supports and social services as needed. Grantee will document the information obtained during the check-in call and any referral made in CA-GetCare.
5. Grantee will conduct a comprehensive assessment on each consumer enrolled in a home-delivered nutrition program for adults with disabilities at least once per year. The annual comprehensive assessment will evaluate the consumer's need for continued service. Grantee will conduct the assessment in the home of the consumer and document the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
6. Grantee will document the completion of the annual assessment and consumers' responses to questions and screening in CA-GetCare within one month. Grantee will refer consumers screened at high nutrition risks to nutrition counseling and/or nutrition education services.

7. Grantee shall meet with the staff of DAS funded home-delivered nutrition programs for adults with disabilities quarterly to review consumers’ service utilization records and the quarterly reassessments conducted by the DAS funded home-delivered nutrition program staff.
8. Grantee will work collaboratively with the staff of DAS funded home-delivered nutrition programs for adults with disabilities to review issues of consumer eligibility, service delivery, service disruptions, etc.
9. 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.
10. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

VI. Service Objectives

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

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	873

2. Grantee will complete $\geq 90\%$ of initial assessments and annual comprehensive assessments due in FY 20/21.

VII. Outcome Objectives

1. Consumers rate the quality of services they received from grantee as excellent or good. Target: 85%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.

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

VIII. 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 approved consumer intake form, which includes the annual nutrition risk screening, the well-being and social isolation screening, and the food security screening into the CA-GetCare database in accordance to DAS policy and 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 assessment units provided

4. 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.
5. 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. This report must be submitted to the CARBON system.
6. 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.
7. Grantee shall develop and deliver ad hoc reports as requested by DAS/HSA.
8. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis; Grantee will maintain evidence of staff completion of this training.
9. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
10. Grantee will develop a Grievance Policy consistent with OCP's policy memorandum.
11. Grantee will assure that services delivered are consistent with professional standards for this service.
12. 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.
13. 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 Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Sarah Chan
 Nutritionist
 DAS OCP
 email: Sarah.Chan@sfgov.org

and

Patrick Garcia
Contract Manager
HSA OCM
email: patrick.garcia@sfgov.org

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

	A	B	C
1			Appendix B, Page 1
2			Document Date: 10/22/20
3	HUMAN SERVICES AGENCY BUDGET SUMMARY		
4	BY PROGRAM		
5	Contractor Name:		
6	Institute on Aging		
7	(Check One) New <input type="checkbox"/> Renewal _____ Modification _____		
8	If modification, Effective Date of Mod.		No. of Mod.
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	REVENUE Cost Allocation:	
10	Budget Reference Page No.(s)	8 Months	Total Revenue
11	Program Term	11/1/2020 - 6/30/2021	11/1/2020 - 6/30/2021
12	Expenditures		
13	HDM Assessments		
14	Salaries & Benefits	\$193,153	\$193,153
15	Operating Expense	\$14,820	\$14,820
16	Subtotal Direct	\$207,973	\$207,973
17	Indirect Percentage	15.0%	15%
18	Indirect Expense	\$31,196	\$31,196
19	Total HDM Assessments	\$239,168	\$239,168
20			
21			
22	TOTAL HSA REVENUES	\$239,168	\$239,168
23	Other Non-H.S.A.-DAS Revenues		
24			
25			
26			
27	TOTAL OTHER REVENUES		
28	Full Time Equivalent (FTE)		
30	Prepared by: Rowena Fontanos, Cmty Prg Director CLS SF		Telephone No.: 415 750-8790
31	HSA-CO Review Signature: _____		
32	HSA #1		

	A	B	C	D	E	G	H
1							
2							
3							
4	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate						
5	(Same as Line 9 on HSA #1)						
6							
7	Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail						
8	TERM:						
9	11/1/2020 - 6/30/2021						
10						11/1/2020 - 6/30/2021	11/1/2020 - 6/30/2021
11		Agency Totals		For HSA Program		For HSA Program	For HSA Program
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	8 Month Budgeted Salary	Total Revenue
13	Lead Assessment Coordinator	\$70,962	100%	100%	100%	\$46,808	\$46,808
14	Assessment Coordinator 1	\$60,340	100%	100%	100%	\$39,727	\$39,727
15	Assessment Coordinator 2	\$59,142	100%	100%	100%	\$38,928	\$38,928
16	Manager of Community Programs	\$105,000	100%	15%	15%	\$10,000	\$10,000
17	IOA Connect Intake Specialist	\$47,590	100%	15%	15%	\$4,059	\$4,059
18	CLS Business Manager	\$100,000	100%	10%	10%	\$6,067	\$6,067
19	Sr Director LTC	\$140,000	100%	10%	10%	\$8,933	\$8,933
20							
21	TOTALS	\$583,034	700%	350%	350%	\$154,522	\$154,522
22							
23	FRINGE BENEFIT RATE	25%					
24	EMPLOYEE FRINGE BENEFITS	\$145,759				\$38,631	\$38,631
25							
26							
27	TOTAL SALARIES & BENEFITS	\$728,793				\$193,153	\$193,153
28	TOTAL SALARIES & BENEFITS for H.S.A Program						
29	HSA #12						

	A	B	C	D	E
1	Appendix B				
2					
3					
4	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate				
5	(Same as Line 9 on HSA #1)				
6					
7	HDM Assessment Operating Expense Detail				
8					
9	TERM:				
10	11/1/2020 - 6/30/2021				
11					
12					
13		Original	TOTAL REVENUE		
14	<u>Expenditure Category</u>	<u>11/1/2020 - 6/30/2021</u>	<u>11/1/2020 - 6/30/2021</u>		
15	Rental of Property	\$6,400	\$6,400		
16	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,840	\$1,840		
17	Janitorial				
18	Office Supplies, Postage	\$1,355	\$1,355		
19	Building Maintenance Supplies and Repair				
20	Printing and Reproduction				
21	Insurance	\$750	\$750		
22	Licenses and Fees	\$2,400	\$2,400		
23	Staff Training	\$175	\$175		
24	Staff Travel				
25	Temp support				
26	Small Equipment (under \$5,000/item)	\$1,900	\$1,900		
27	Rental of Equipment				
28					
29	SUBCONTRACTORS Descriptive Title				
30					
31	OTHER				
32					
33	TOTAL OPERATING EXPENSE	\$14,820	\$14,820		
34					
35					
36	HSA #13				