



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

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](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** WEDNESDAY, JUNE 2 2021

**SUBJECT:** GRANT MODIFICATION: **GLIDE FOUNDATION (NON-PROFIT) TO PROVIDE THE FREE MEALS PROGRAM**

DS  
EE

	Current	Modification Revised	Contingency	Total
<b>GRANT TERM:</b>	7/1/19- 6/30/21	7/1/20- 6/30/21	7/1/20- 6/30/21	
<b>GRANT AMOUNT:</b>	\$3,177,714	\$115,000	\$3,292,714	\$329,271 \$3,621,985
<b>FUNDING SOURCE:</b>	County	State	Federal	Contingency Total
<b>MODIFICATION FUNDING:</b>	\$115,000			\$11,500 \$126,500
<b>PERCENTAGE:</b>	100%			100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreement with Glide Foundation for the period of July 1, 2019 through June 30, 2021, in an additional amount of \$115,000, plus a 10% contingency for a revised total amount not to exceed \$3,621,985. The purpose of this modification is to supplement funding for the Free Meals Program.



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**Background**

Food security in San Francisco is a pressing and widespread issue and low-income San Franciscans are among those most at risk. The negative impacts of food insecurity are far-reaching and include poor health, elevated stress, and exacerbation of mental health and other chronic health conditions.

DAS, through multiple community partnerships, provides nutrition services throughout the City that help address food insecurity by providing reliable access to healthy and culturally relevant food and meals with a particular focus on reaching individuals with the greatest economic and social need. The provision of nutrition services in the community promotes general health and well-being by reducing hunger, food insecurity, and malnutrition. It also provides access to other community based services that help support independent and healthful living.

The free meals program has a particular focus on serving low-income San Franciscans with the greatest economic and social need living in the Tenderloin and South of Market neighborhoods, Supervisorial District 6.

**Services to be Provided**

Through the free meals program, Glide Foundation (Glide) offers breakfast, lunch, and dinner meals seven days a week at defined service times and at their site located in San Francisco's Tenderloin neighborhood, Supervisorial District 6. Each meal adheres to the current Dietary Guidelines for Americans (DGA), provides a minimum of one-third of the Dietary Reference Intakes (DRIs), and meets state and local food safety and sanitation requirements. Glide also provides access to information about other community resources, offers referral services, and has security staffing throughout the day to help ensure the safety of their employees and clients during meal service.

**Grant Modification**

The purpose of the grant modification is to add funding that will enable Glide to provide more meals through the free meals program and help meet the ongoing demand for meal support in the community. Glide will use the additional funding to support the provision of 34,355 more meals for a total annual amount of 430,009 meals in fiscal year 2020-2021.



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**Selection**

Grantee was selected through Request for Proposals (RFP) #841, which was issued in March 2019.

**Funding**

This grant will be funded through County General Funds.

**ATTACHMENTS**

Appendix A-1 – Scope of Services

Appendix B-1 - Budget

APPENDIX A-1 – Services to be Provided  
 Glide Foundation  
 Free Meals Program  
 July 1, 2019 to June 30, 2021

## I. Purpose

The purpose of the free meals program is to provide nutritious meals three times a day in a safe environment to individuals who do not have sufficient access to healthy food to meet their daily dietary needs. The program aims to help reduce hunger, food insecurity, and improve the nutritional status of individuals most at risk. The program intends to serve as a focal point where individuals can access information and additional resources.

## II. Definitions

Grantee	Glide Foundation
CARBON	Contracts Administration, Reporting, and Billing On-line System.
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	An individual participating in the free meals program
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages 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). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</a>
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
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/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian (RD) that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified in the DAS OCP policy memorandum.
OCP	Office of Community Partnerships.
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 (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, dinner provided to an individual through the free meals program.
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 grantors 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 low-income individuals living in the Tenderloin and South of Market neighborhoods, Supervisorial District 6 in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- Limited or No English-Speaking Proficiency
- Minority
- Frail
- LGBTQ+

#### **IV. Eligibility for Services**

An individual who lives in the City and County of San Francisco.

#### **V. Location and Times of Services**

The grantee will provide the free meals program at 330 Ellis Street, San Francisco, CA, 94102. The grantee determines the service time(s) for each meal service. The location and meal services times are subject to DAS OCP approval. The grantee will provide DAS OCP with a site chart that reflects the current agreed upon location and meal service times.

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

1. Grantee shall prepare and serve breakfast, lunch, and dinner to clients seven days a week at a location accessible to clients living in the Tenderloin and South of Market neighborhoods in Supervisorial District 6.
2. Grantee shall ensure the three meals each day collectively provide 100% of the daily Dietary Recommended Intake (DRI) for major nutrients and comply with the current Dietary Guidelines for Americans, published by the USDA and the U.S. Department of Health and Human Services.
3. Grantee will submit for review and approval by DAS OCP every 6 months or less, and at least one month in advance of use, a minimum of a two-week cycle menu for the program with the required corresponding nutrient analysis completed by their staff or consultant RD.
4. Grantee will ensure that the meal site is a focal point where clients have access to information, resources, and referral services. The grantee may provide information and referral services directly or through a collaborative partnerships with other community organizations.
5. Grantee shall provide a security team for the agency's meal program operation. This team will be responsible for helping to maintain safety for clients and staff, and for mediation and conflict resolution throughout the day at the program site.
6. Grantee shall equip the security team with identifying and noticeable uniform apparel to support a noticeable presence while providing service across the agency's programs.
7. Grantee shall provide quarterly in-service trainings for the security team to enhance their skills to effectively mediate and resolve conflicts when they arise and to maintain safety for clients and staff. Topics may include but are not limited to harm reduction, de-escalation, mental health, "first aid", and successful engagement with program clients.
8. 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) and DAS OCP.
9. Grantee will ensure that the procurement, preparation, service, and delivery of all meals and snacks meet state and local food, sanitation, health and safety requirements.

10. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the program. The grantee will ensure the manager on staff possess a food safety manager certification.
11. Grantee will comply with the City’s food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
12. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
13. Grantee will ensure that a registered dietitian (RD) conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will 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.
14. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
15. Grantee will ensure that services delivered are consistent with professional standards for this service and 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 clients.
16. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
17. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.

**VII. Service Objectives**

Grantee will provide the units of service detailed in Table A below:

Table A Service Objective Summary	<b>FY 19/20</b>	<b>FY 20/21</b>	<i>Modification</i> <b>FY 20/21</b>	<b>Revised</b> <b>FY 20/21</b>
Breakfast Meal	151,012	151,012	+21,595	172,607
Lunch Meal	244,642	244,642	+12,760	257,402
One (1) unit of service = One (1) meal				

**VIII. Outcome Objectives**

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

Based on a client survey and a sample size of at least twenty-five percent (25%) of the clients accessing the program at the time the grantee administers the survey.

**IX. Reporting Requirements**

1. 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 breakfast meals served daily and year-to-date averages
  - Number of lunch meals served daily and year-to-date averages
  - Number of dinner meals served daily and year-to-date averages
  - Number of active employees who make up the security team
2. 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.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. 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.
5. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD Lead Nutritionist and Program Analyst DAS OCP <a href="mailto:Tiffany.Kearney@SFgov.org">Tiffany.Kearney@SFgov.org</a>	Tara Alvarez Senior Contract Manager Human Services Agency <a href="mailto:Tara.Alvarez@sSFgov.org">Tara.Alvarez@sSFgov.org</a>
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**X. Monitoring Activities**

1. 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 if applicable; 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 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, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III-VI.

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

	A	B	C	D	E	F	G	H	I	K	L	M	N
1	<b>BUDGET FORMS</b>							Appendix B, pg. 1					
2	Document Date:							5/14/2021					
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES</b>												
4	<b>BUDGET PROPOSAL FORMS</b>												
5	Grantee's Name: Glide Foundation							Grant Term					
6	(Check One) New    Renewal ___    Modification <input checked="" type="checkbox"/>												
7	Effective Date of Mod: 6/1/2021			No. of Mod: 1			7/1/19 to 6/30/21						
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	FREE MEALS LUNCH & DINNER	FREE MEALS BREAKFAST	FREE MEALS LUNCH & DINNER	FREE MEALS LUNCH & DINNER	FREE MEALS LUNCH & DINNER	FREE MEALS BREAKFAST	FREE MEALS BREAKFAST	FREE MEALS BREAKFAST	TOTAL	Average cost/meal	Lunch & Dinner Average cost/meal	Breakfast Average cost/meal
9	<b>Annual #Meals Contracted</b>	244,642	151,012	244,642	12,760	257,402	151,012	21,595	172,607	825,663	\$3.52		
10	Program Term	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/19 to 6/30/21			
11	<b>DAS Expenditures</b>												
12	Salaries & Benefits	\$271,710	\$78,995	\$282,750		\$282,750	\$97,753		\$97,753	731,209	\$0.89	\$1.10	\$0.55
13	Operating Expense	\$532,899	\$316,378	\$532,899	\$40,926	\$573,826	\$316,378	\$59,073	\$375,451	1,798,554	\$2.18	\$2.20	\$2.14
14	<b>Subtotal</b>	\$804,610	\$395,373	\$815,650	\$40,926	\$856,576	\$414,131	\$59,073	\$473,204	2,529,763	\$3.06	\$3.31	\$2.68
15	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%				
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$120,691	\$59,307	\$122,347	\$6,139	\$128,486	\$62,121	\$8,861	\$70,981	379,465	\$0.46	\$0.50	\$0.40
17	Capital Expenditure												
18	<b>TOTAL DAS EXPENDITURES</b>	<b>\$925,301</b>	<b>\$454,680</b>	<b>\$937,997</b>	<b>\$47,065</b>	<b>\$985,063</b>	<b>\$476,252</b>	<b>\$67,934</b>	<b>\$544,185</b>	<b>2,909,229</b>	<b>\$3.52</b>	<b>\$3.81</b>	<b>\$3.09</b>
19	<b>Non-DAS Expenditures</b>												
21	Salaries & Benefits	\$221,839	\$78,660	\$221,839		\$221,839	\$78,660		\$78,660	600,998	\$0.73	\$0.88	\$0.49
22	Operating Expense	\$228,894	\$189,258	\$228,894	(\$5,126)	\$223,768	\$189,258	\$21,476	\$210,734	852,654	\$1.03	\$0.90	\$1.24
23	Capital Expenditure												
24	<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$450,733</b>	<b>\$267,918</b>	<b>\$450,733</b>	<b>(\$5,126)</b>	<b>\$445,607</b>	<b>\$267,918</b>	<b>\$21,476</b>	<b>\$289,394</b>	<b>1,453,652</b>	<b>\$1.76</b>	<b>\$1.79</b>	<b>\$1.72</b>
25	<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>												
26		<b>\$1,376,035</b>	<b>\$722,597</b>	<b>\$1,388,731</b>	<b>\$41,939</b>	<b>\$1,430,670</b>	<b>\$744,169</b>	<b>\$89,410</b>	<b>\$833,579</b>	<b>4,362,881</b>	<b>\$5.28</b>	<b>\$5.59</b>	<b>\$4.81</b>
27	<b>HSA-DAS Revenues</b>												
29	Meals	\$925,301	\$454,680	\$937,997		\$937,997	\$476,252		\$476,252	2,794,230			
30	OTO FY 20/21				\$47,065	\$47,065		\$67,934	\$67,934	114,999			
31	Nutrition Compliance (if your agency is requesting funds)												
32	<b>TOTAL HSA-DAS REVENUES</b>	<b>\$925,301</b>	<b>\$454,680</b>	<b>\$937,997</b>	<b>\$47,065</b>	<b>\$985,063</b>	<b>\$476,252</b>	<b>\$67,934</b>	<b>\$544,185</b>	<b>2,909,229</b>			
33	PER MEAL COST, HSA-DAS	\$3.78	\$3.01	\$3.83		\$3.83	\$3.15		\$3.15	\$3.38			
34	Per MEAL & COMPLIANCE COST	\$3.78	\$3.01	\$3.83		\$3.83	\$3.15		\$3.15	\$3.38			
35	<b>Non-DAS Revenues</b>												
36	Project Income												
37	Agency Cash - Fundraising	\$285,772	\$142,886	\$285,772		\$285,772	\$142,886		\$142,886	857,316	\$1.04	\$1.14	\$0.88
38	Agency In-Kind Volunteer	\$58,240	\$26,208	\$58,240		\$58,240	\$26,208		\$26,208	168,896	\$0.20	\$0.23	\$0.16
39	Food Donations	\$106,665	\$98,795	\$106,665		\$106,665	\$98,795		\$98,795	410,920	\$0.50	\$0.42	\$0.61
40	<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$450,677</b>	<b>\$267,889</b>	<b>\$450,677</b>		<b>\$450,677</b>	<b>\$267,889</b>		<b>\$267,889</b>	<b>1,437,132</b>	<b>\$1.74</b>	<b>\$1.80</b>	<b>\$1.66</b>

	A	B	C	D	E	F	G	H	I	K	L	M	N
41	PER MEAL COST, NON HSA-DAS	\$1.84	\$1.77	\$1.84		\$1.75	\$1.77		\$1.55	\$1.74			
42	<b>TOTAL REVENUES</b>	\$1,375,978	\$722,569	\$1,388,674	\$47,065	\$1,435,740	\$744,141	\$67,934	\$812,074	4,346,361			
43	PER MEAL COST, TOTAL	\$5.62	\$4.78	\$5.68		\$5.58	\$4.93		\$4.70	\$5.26			
44	Full Time Equivalent (FTE)												
46	Prepared by:	Phone No.:								Date:			
47	HSA-CO Review Signature:	_____											
48	HSA #1	Form Rev. 12/22/16	Form Rev. 12/22/16										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	V							
1	Grantee's Name: Glide Foundation																		Appendix B, page 2									
2	Program Name:																		Date:									
3	FREE MEALS LUNCH & DINNER																		5/14/2021									
4	<b>Salaries &amp; Benefits Detail</b>																											
5																				<b>TOTAL</b>								
6																												
7																												
8	<b>H.S.A-DAAS</b>	Agency Totals		For DAS Nutrition 19/20					For DAS Nutrition 20/21					7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/19 to 6/30/21						
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	Lunch Dinner % Nutr Prog (b)	Lunch Dinner Adjusted Nutr FTE	Breakfast % Nutr Prog (b)	Breakfast Adjusted Nutr FTE	Lunch Dinner % Nutr Prog (b)	Lunch Dinner Adjusted Nutr FTE	Breakfast % Nutr Prog (b)	Breakfast Adjusted Nutr FTE	Budgeted Salary LUNCH & DINNER	Budgeted Salary BREAKFAST	Budgeted Salary LUNCH & DINNER	Budgeted Salary LUNCH & DINNER	Budgeted Salary LUNCH & DINNER	Budgeted Salary BREAKFAST	Budgeted Salary BREAKFAST	Budgeted Salary BREAKFAST	Budgeted Salary BREAKFAST	Budgeted Salary							
10	Director - George Gundry	\$141,590	100%	30%	30%	8%	8%	30%	30%	10%	10%	\$42,477	\$11,327	\$42,477		\$42,477	\$14,159		\$14,159		\$110,440							
11	Culinary Manager - Joselyn Barrera	\$86,655	100%	29%	29%	8%	8%	31%	31%	10%	10%	\$25,130	\$6,932	\$26,863		\$26,863	\$8,666		\$8,666		\$67,591							
12	Chef - Cho Wing Chung	\$40,123	100%	29%	29%	8%	8%	30%	30%	10%	10%	\$11,636	\$3,210	\$12,037		\$12,037	\$4,012		\$4,012		\$30,895							
13	Shift Leader - James Sampaga	\$52,270	100%	29%	29%	8%	8%	31%	31%	10%	10%	\$15,158	\$4,182	\$16,204		\$16,204	\$5,227		\$5,227		\$40,771							
14	Shift Leader - Curtis Mcgregor	\$45,864	100%	29%	29%	8%	8%	31%	31%	10%	10%	\$13,301	\$3,669	\$14,218		\$14,218	\$4,586		\$4,586		\$35,774							
15	Steward - Leon Thomas III	\$59,488	100%	28%	28%	8%	8%	29%	29%	10%	10%	\$16,657	\$4,759	\$17,252		\$17,252	\$5,949		\$5,949		\$44,616							
16	Dishwashers (2)	\$36,556	200%	32%	64%	8%	16%	33%	66%	11%	22%	\$23,396	\$5,849	\$24,127		\$24,127	\$8,042		\$8,042		\$61,414							
17	Program Navigator (2)	\$50,243	200%	32%	64%	12%	24%	34%	68%	13%	26%	\$32,165	\$12,157	\$34,171		\$34,171	\$13,157		\$13,157		\$91,651							
18	Stockroom/Driver - Alonzo Holloway	\$36,379	100%	29%	29%	8%	8%	30%	30%	10%	10%	\$10,550	\$2,910	\$10,914		\$10,914	\$3,638		\$3,638		\$28,012							
19	Stockroom - Roderick Hughes	\$37,211	100%	29%	29%	8%	8%	30%	30%	10%	10%	\$10,791	\$2,977	\$11,163		\$11,163	\$3,721		\$3,721		\$28,652							
20	Program Assistant - Tina Huang	\$52,853	100%	24%	24%	8%	8%	25%	25%	11%	11%	\$12,685	\$4,228	\$13,213		\$13,213	\$5,814		\$5,814		\$35,940							
21	<b>TOTALS</b>	\$ 726,030	1300%	320%	384%	92%	112%	334%	401%	115%	139%	\$213,945	\$62,201	\$222,638		\$222,638	\$76,971		\$76,971		\$575,755							
22	FRINGE BENEFIT RATE	27.0%																										
23	EMPLOYEE FRINGE BENEFITS	\$ 196,028																				\$57,765	\$16,794	\$60,112	\$60,112	\$20,782	\$20,782	\$155,454
24	<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	\$ 922,058																				\$271,710	\$78,995	\$282,750	\$282,750	\$97,753	\$97,753	\$731,209
25	<b>Non - DAAS</b>																											
26																												
27																												
28																												
29																												
30																												
31	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary LUNCH & DINNER	Budgeted Salary BREAKFAST	Budgeted Salary LUNCH & DINNER	Budgeted Salary LUNCH & DINNER	Budgeted Salary LUNCH & DINNER	Budgeted Salary BREAKFAST	Budgeted Salary BREAKFAST	Budgeted Salary BREAKFAST	Budgeted Salary								
32	Program Director	\$ 141,590	100%	2%	2%	1%	1%	2%	2%	1%	1%	\$2,832	\$1,416	\$2,832		\$2,832	\$1,416		\$1,416		\$8,495							
33	Data & Contracts Coordinator	\$ 57,928	100%	2%	2%	1%	1%	2%	2%	1%	1%	\$1,159	\$579	\$1,159		\$1,159	\$579		\$579		\$3,476							
34	Security Monitor	\$ 37,482	600%	50%	300%	15%	90%	50%	300%	15%	90%	\$112,446	\$33,734	\$112,446		\$112,446	\$33,734		\$33,734		\$292,360							
35	Meals Volunteers	\$ 29,120	1500%	13%	200%	6%	90%	13%	200%	6%	90%	\$58,240	\$26,208	\$58,240		\$58,240	\$26,208		\$26,208		\$168,896							
36	<b>TOTAL NON-DAAS</b>	\$ 266,120	2300%	67%	504%	23%	182%	67%	504%	23%	182%	\$174,676	\$61,937	\$174,676		\$174,676	\$61,937		\$61,937		\$473,227							
37	FRINGE BENEFIT RATE	27.0%																										
38	EMPLOYEE FRINGE BENEFITS	\$ 71,852																				\$47,163	\$16,723	\$47,163	\$47,163	\$16,723	\$16,723	\$127,771
39	<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	\$ 337,972																				\$221,839	\$78,660	\$221,839	\$221,839	\$78,660	\$78,660	\$600,998
40	<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	\$ 1,260,030																				\$493,549	\$157,655	\$504,589	\$504,589	\$176,413	\$176,413	\$1,332,207
41	<b>HSA #2</b>	Form Rev. 12/22/16																										

	A	B	C	D	E	F	G	H	I	J	K	L	N
1	Grantee's Name: Glide Foundation										Appendix B, page 3		
2	Program Name:										Date: 5/14/2021		
3	FREE MEALS LUNCH & DINNER												
4	Operating Expense Detail												TOTAL
6													TOTAL
7	H.S.A-DAAS	Annual #Meals Contracted:	244,642	151,012	244,642	12,760	257,402	151,012	21,595	172,607	825,663		
8	Expenditure Category	Term:	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/20 to 6/30/21 (Original)	7/1/20 to 6/30/21 (Modified)	7/1/20 to 6/30/21 (Revised)	7/1/19 to 6/30/21		
9	Rental of Property		\$3,381	\$1,691	\$3,381		\$3,381	\$1,691		\$1,691	10,144		
10	Utilities(Elec, Water, Gas, Phone, Scavenger)												
11	Office Supplies, Postage												
12	Building Maintenance Supplies and Repair												
13	FOOD COSTS												
14	Raw Food	per meal \$ 1.99	\$489,284	\$291,453	\$489,284	\$28,838	\$518,122	\$291,453	\$56,147	\$347,600	1,646,459		
15	Cong Food Svc Supplies	per meal \$ 0.13	\$31,803	\$19,632	\$31,803	\$1,659	\$33,462	\$19,632	\$2,807	\$22,439	107,336		
16	HDM Food Svc Supplies	per meal \$ -											
17	Catered Meals	per meal \$ -											
18	CONSULTANT/SUBCONTRACTOR Descriptive Title												
19	Registered Dietitian					\$1,333	\$1,333		\$119	\$119	1,452		
20	OTHER COSTS:												
21	Insurance												
22	Staff Training & Travel												
23	Rental of Equipment		\$2,367	\$1,183	\$2,367	\$913	\$3,280	\$1,183		\$1,183	8,013		
24	Garbage		\$3,869	\$1,321	\$3,869	\$6,215	\$10,084	\$1,321		\$1,321	16,595		
25	Information Technology		\$333	\$167	\$333		\$333	\$167		\$167	1,000		
26	Repair/Maintenance		\$1,167	\$584	\$1,167		\$1,167	\$584		\$584	3,502		
27	Food Storage/Refrigeration		\$695	\$347	\$695	\$1,969	\$2,664	\$347		\$347	4,053		
28	TOTAL DAAS OPERATING EXPENSE		\$532,899	\$316,378	\$532,899	\$40,926	\$573,826	\$316,378	\$59,073	\$375,451	\$1,798,554		
30	Non-DAAS												TOTAL
31	Expenditure Category												
32	Rental of Property												
33	Utilities(Elec, Water, Gas, Phone, Scavenger)												
34	Office Supplies, Postage												
35	Building Maintenance Supplies and Repair												
36	FOOD COSTS												
37	Raw Food	per meal \$ 0.80	\$161,464	\$155,542	\$161,464	\$5,104	\$166,568	\$155,542	\$21,595	\$177,137	660,711		
38	Cong Food Svc Supplies	per meal											
39	HDM Food Svc Supplies	per meal \$ -											
40	Catered Meals	per meal \$ -											
41	CONSULTANT/SUBCONTRACTOR Descriptive Title												
42	Registered Dietitian		\$1,333	\$667	\$1,333	(\$1,333)	\$0	\$667	(\$119)	\$548	2,548		

	A	B	C	D	E	F	G	H	I	J	K	L	N
43	<b>OTHER COSTS:</b>												
44	Insurance												
45	Staff Training & Travel												
46	Rental of Equipment												
47	Equipment				\$913	\$457	\$913	(\$913)	\$0	\$457		\$457	1,827
48	Garbage				\$51,052	\$25,526	\$51,052	(\$6,215)	\$44,837	\$25,526		\$25,526	146,941
49	Information Technology				\$1,333	\$667	\$1,333		\$1,333	\$667		\$667	4,000
50	Occupancy				\$10,430	\$5,215	\$10,430		\$10,430	\$5,215		\$5,215	31,290
51	Food Storage/Refrigeration				\$2,369	\$1,184	\$2,369	(\$1,769)	\$600	\$1,184		\$1,184	5,337
53	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>				<b>\$228,894</b>	<b>\$189,258</b>	<b>\$228,894</b>	<b>(\$5,126)</b>	<b>\$223,768</b>	<b>\$189,258</b>	<b>\$21,476</b>	<b>\$210,734</b>	<b>\$852,654</b>
55	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$761,794	\$505,635	\$761,794	\$35,800	\$797,594	\$505,635	\$80,549	\$586,185	\$2,651,208
60	<b>HSA #3</b>				Form Rev. 12/22/16								