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SAN FRANCISCO
HUMAN SERVICES AGENCY

MEMORANDUM

TO:	DISABILITY AND AGING SERVICES COMMISSION
THROUGH:	KELLY DEARMAN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFMAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS EZ
DATE:	WEDNESDAY JULY 2, 2025
SUBJECT:	NEW GRANTS: MULTIPLE GRANTEES FOR NUTRITION SERVICES AND CULTURALLY RESPONSIVE SUPPLEMENTAL GROCERY PROGRAM FOR OLDER ADULTS AND ADULTS WITH DISABILITIES (see table on pages 4 and 5)
GRANT TERM:	7/1/25- 6/30/29
GRANT AMOUNT:	See table on pages 4 and 5

FUNDING SOURCE:	County	State	Federal	Contingency	Total
	$11,130,392	$484,872	$295,200	$1,191,045	$13,101,509
PERCENTAGE:	93.5%	4.0%	2.5%		

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 for the period of July 1, 2025, through June 30, 2029, in the amount of $11,910,464 plus a 10% contingency for a total amount not to exceed $13,101,509. The purpose of these grants is to support a range of nutrition services, including congregate meals at community dining sites, home-delivered meals, and to-go meal options, across multiple districts and neighborhoods in San Francisco.

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Background

The Department of Disability and Aging Services (DAS) is a state-designated Area Agency on Aging under the Older Americans Act (OAA) and the Older Californians Act (OCA). These acts primarily provide services, support, and protections for individuals sixty (60) years of age and older, with a focus on supporting those who are socially or economically disadvantaged. In addition to serving older adults, DAS also provides community-based services for adults with disabilities.

Older adults and individuals with disabilities face heightened risks of food insecurity due to factors such as fixed incomes, mobility limitations, and rising healthcare costs. These challenges can limit access to nutritious food, contributing to malnutrition, chronic health conditions, and reduced independence particularly for low-income individuals.

A core service administered by DAS under the OAA and OCA is nutrition services, which include congregate, home-delivered, and to-go meal programs. To further address food insecurity, DAS also supports supplemental food programs, including a culturally responsive supplemental grocery program. This program provides access to fresh, nutritious, and culturally appropriate grocery items that reflect the diverse needs of the community.

Together, DAS's nutrition services and supplemental grocery program help promote health, well-being, and independence among older adults and individuals with disabilities. These programs reduce hunger and isolation and serve as access points to other home and community-based supports. Delivered in partnership with community organizations, they are central to DAS's strategy for addressing food insecurity and improving quality of life for our consumers.

Services to be Provided

Grantees will provide the following services:

1. **Congregate Nutrition Services for Older Adults**
   Grantees will provide meals for eligible consumers at designated meal sites. The meals will be offered in a group setting, providing opportunities for participants to socialize with one another. Congregate nutrition services also include nutrition education and nutrition risk screening.

2. **To-go Meal Nutrition Services for Older Adults**
   Grantees will provide to-go meals for eligible consumers at designated meal sites. To-go meal nutrition services include an initial assessment to determine whether to-go meal

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services are appropriate for the participant based on their needs and living environment. Services also include quarterly eligibility verification, nutrition education, nutrition risk screening.

3. **Home-delivered Nutrition Services for Older Adults**
   Grantees will provide and deliver meals to eligible individuals in their homes. Home-delivered nutrition services include in-home assessments conducted initially and annually to determine the participant's need for the service and ensure its appropriateness based on their living environment. These assessments evaluate physiological, socioeconomic, and psychological factors, including acute or chronic illnesses, health conditions or syndromes, the presence and adequacy of a family or support system, and the individual's functional ability. Grantees also conduct quarterly reassessments and eligibility verifications. In addition, services include nutrition education and nutrition risk screening.

   Meals provided by grantees through congregate, home-delivered, and to-go nutrition services will meet nutritional standards by incorporating the Dietary Guidelines for Americans and will provide a minimum of one-third of the Dietary Reference Intakes (DRIs). All meals will be prepared in compliance with nutrition and food service standards set forth by the California Retail Food Code (CRFC), Title 22 Regulations, California Department of Aging, and DAS Office of Community Partnerships (OCP).

   Congregate, home-delivered, and to-go nutrition services will include Nutrition Compliance and Quality Assurance (NCQA), which are essential components to ensure program integrity and service quality. NCQA activities include food safety monitoring, menu certification, and quarterly in-service training for food service and program staff, conducted through quarterly oversight of the grantee's food service operations and meal services.

4. **Culturally Responsive Supplemental Grocery Program**
   Grantees will provide a weekly distribution of food to eligible consumers at designated community sites. The food selection will be determined by the grantee with consideration given to the cultural preferences and needs of the populations they serve. All food provided will also align with the most current Dietary Guidelines for Americans (DGA).

Grant Amount

- **Congregate Nutrition Services for Older Adults:**

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Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
On Lok Day Services	$612,146	$2,448,584	$244,858	$2,693,442
Total	$612,146	$2,448,584	$244,858	$2,693,442

- **To-Go Meal Nutrition Services for Older Adults:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
On Lok Day Services	$399,336	$1,597,344	$159,734	$1,757,078
Total	$399,336	$1,597,344	$159,734	$1,757,078

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

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Jewish Family and Children Services	$165,875	$663,500	$66,350	$729,850
On Lok Day Services	$1,655,246	$6,620,984	$662,098	$7,283,082
Total	$1,821,121	$7,284,484	$728,448	$8,012,932

- **Culturally Responsive Supplemental Grocery Program:**

Agency	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Centro Latino de San Francisco	$38,533	$154,132	$15,413	$169,545
Bayview Senior Services	$106,480	$425,920	$42,592	$468,512
Total	$145,013	$580,052	$58,005	$638,057

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TOTAL

Program	Annual amount for FY 25/29	Grant amount	Contingency	Not to Exceed
Congregate Nutrition Services for Older Adults	$612,146	$2,448,584	$244,858	$2,693,442
Congregate To-Go Meal Nutrition Services for Older Adults	$399,336	$1,597,344	$159,734	$1,757,078
Home-Delivered Meal (HDM) Nutrition Services for Older Adults	$1,821,121	$7,284,484	$728,448	$8,012,932
Culturally Responsive Supplemental Grocery Program	$145,013	$580,052	$58,005	$638,057
Total	$2,977,616	$11,910,464	$1,191,045	$13,101,509

Selection

Grantees were selected through RFP #1177 issued on December 31, 2024.

Funding

These grants will be funded through local, state and federal funds.

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ATTACHMENTS

- **Congregate Nutrition Services for Older Adults:**

  On Lok Day Services

  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

- **To-Go Meal for Older Adults:**

  On Lok Day Services

  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

- **Home Delivered Meals Nutrition Services for Older Adults:**

  Jewish Family and Children Services

  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

  On Lok Day Services

  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

- **Culturally Responsive Supplemental Grocery Program:**

  Centro Latino de San Francisco
  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

  Bayview Senior Services
  Appendix A – Services to be Provided
  Appendix B – Budget
  Appendix F – Site Chart

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Appendix A - Services to be Provided
On Lok Day Services
Congregate Nutrition Services for Older Adults
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide congregate nutrition services to older adults in an in-person congregate setting. Services include meals, nutrition education, nutrition risk screening, and opportunities for socialization. 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

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

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Congregate Nutrition Services	In-person nutrition services provided to eligible individuals in a group setting. This includes the procurement, preparation, transporting and serving of meals that meet nutrition requirements, as well as nutrition education, nutrition risk screening, and opportunities for socialization.
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.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
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, to-go, and home-delivered nutrition services program participants.
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	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.

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Grantee	On Lok Day Services
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line 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 complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
NCQA	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.

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Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide an education session at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the 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”.

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SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; *Ordinance No. 159-16* amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the congregate nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

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IV. Eligibility for Services

1. A person who is sixty (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.
5. A volunteer under the age of sixty (60), if doing so will not deprive an older adult age sixty (60) or older of a meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP), and the requirements described in this Appendix A.
2. Grantee will provide meals to eligible individuals in a congregate group setting at designated meal site(s), which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Congregate meal sites must be equipped with sturdy tables and chairs suitable for the target population, with tables arranged to promote accessibility and encourage socialization.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. The grantee shall implement an offer versus serve (OVS) model for congregate meal service, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will provide at least one (1) meal, five (5) days per week, at each DAS-approved congregate meal site and ensure that sites remain open for nutrition services for a minimum of one (1) hour, unless a lesser frequency or duration is approved by DAS OCP. The grantee will follow their DAS-approved site chart when operating congregate meal sites.
5. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual consumption patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and process to accommodate a specified number of walk-in consumers, and both the policy and process are subject to DAS OCP approval.
6. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the

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City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

7. Grantee will ensure that each congregate nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during meal service hours.
8. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.
9. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
10. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
11. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring at least once per quarter and a minimum of four (4) times during the fiscal year conducted and documented by Registered Dietitian Nutritionist (RD/RDN).
    c. Congregate meal site monitoring must occur at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP-approved congregate meal site. Monitoring must be conducted and documented by a

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qualified staff member who, at minimum, is trained by either a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN).

d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year at each DAS OCP approved congregate meal site. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.

12. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in the appropriate congregate nutrition program in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the congregate meal program.
13. Grantee will conduct annual nutrition risk and food security screenings for consumers who remain actively enrolled in the congregate nutrition program. These screenings must be completed each fiscal year a consumer is enrolled in the program. In addition to conducting the screenings, the grantee will reverify consumer data annually to ensure it is current and accurate. Screening results, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount that considers the average income range of the consumers accessing the congregate meal program as well as the grantee's other sources of income. A sign will be posted near the contribution collection receptacle indicating the suggested contribution for eligible individuals and the fee for guests. The sign must clearly state that contributions are voluntary, there is no obligation to contribute, and meals will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, with a secure container for collecting contributions. The grantee must also have written procedures in place to protect contributions and fees from loss, mishandling, and theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

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17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. 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.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. 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.

VII. Service Objectives

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

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	1015	1015	1015	1015
Number of Meals	49,916	49,916	49,916	49,916

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report feeling a greater sense of connection to their community.
5. At least 85% of consumers report that the food support they receive helps them live stably in the community.

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IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide ad hoc reports as required by the Department.
6. Pursuant to California Department of Aging requirements, 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.
7. 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:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

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For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, 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 current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

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.

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HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
On Lok Day 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** Dine-In

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	49,916	49,916	49,916	49,916	199,664
DAS Expenditures					
Salaries & Benefits	$208,567	$208,567	$208,567	$208,567	$834,268
Operating Expenses	$312,295	$312,295	$312,295	$312,295	$1,249,180
Subtotal	$520,862	$520,862	$520,862	$520,862	$2,083,448
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$78,130	$78,130	$78,130	$78,130	$312,520
Capital/Subcontractor Expenditures					
NCQA Expenditures	$13,154	$13,154	$13,154	$13,154	$52,616
Total DAS Expenditures	**$612,146**	**$612,146**	**$612,146**	**$612,146**	**$2,448,584**
Non DAS Expenditures					
Salaries & Benefits	$80,870	$80,870	$80,870	$80,870	$323,480
Operating Expenses	$101,402	$101,402	$101,402	$101,402	$405,608
Capital/Subcontractor Expenditures					
NCQA Expenditures	$588	$588	$588	$588	$2,352
Total Non DAS Expenditures	**$182,860**	**$182,860**	**$182,860**	**$182,860**	**$731,440**
TOTAL DAS AND NON DAS EXPEDITURES	**$795,006**	**$795,006**	**$795,006**	**$795,006**	**$3,180,024**
DAS Revenues					
Meals- General Fund	$598,992	$598,992	$598,992	$598,992	$2,395,968
Meals- State Fund					
Meals- Federal Fund					
OTO Funding					
NCQA Fund	$13,154	$13,154	$13,154	$13,154	$52,616
Total DAS Revenue	**$612,146**	**$612,146**	**$612,146**	**$612,146**	**$2,448,584**
PER MEAL COST, DAS	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00
PER MEAL COST (with NCQA), DAS	$ 12.26	$ 12.26	$ 12.26	$ 12.26	$ 12.26
Non DAS Revenues					
Project Income	$21,464	$21,464	$21,464	$21,464	$85,856
Agency Cash- Fundraising	$80,526	$80,526	$80,526	$80,526	$322,104
Agency In-kind Volunteer	$80,870	$80,870	$80,870	$80,870	$323,480
NCQA Revenue					
Total Non DAS Revenue	**$182,860**	**$182,860**	**$182,860**	**$182,860**	**$731,440**
PER MEAL COST, Non DAS	$ 3.66	$ 3.66	$ 3.66	$ 3.66	$ 3.66
PER MEAL COST (with NCQA), Non DAS	$ 3.66	$ 3.66	$ 3.66	$ 3.66	$ 3.66
TOTAL DAS AND NON DAS REVENUE	**$795,006**	**$795,006**	**$795,006**	**$795,006**	**$3,180,024**
PER MEAL COST, Total	$ 15.66	$ 15.66	$ 15.66	$ 15.66	$ 15.66
PER MEAL COST (with NCQA), Total	$ 15.92	$ 15.92	$ 15.92	$ 15.92	$ 15.92
Full Time Equivalent (FTE)	3.57	3.57	3.57	3.57	14.29

Prepared by: Meko Ma Date: 06/11/2025

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.14	100.00%	0.14	$12,984	$12,984	$12,984	$12,984	$51,936
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.05	100.00%	0.05	$3,868	$3,868	$3,868	$3,868	$15,472
ASSISTANT DIRECTOR OF OPERATIONS	open position	$117,832	0.10	100.00%	0.10	$11,783	$11,783	$11,783	$11,783	$47,132
DIRECTOR	Rivas, Sandra G.	$170,406	0.05	100.00%	0.05	$8,520	$8,520	$8,520	$8,520	$34,080
NUTRITION SERVICES MANAGER	Goodness III, William L.	$137,328	0.19	100.00%	0.19	$26,396	$26,396	$26,396	$26,396	$105,584
NUTRITION PROGRAM COORDINATOR	Bermudez, Margarita	$79,504	0.35	100.00%	0.35	$27,826	$27,826	$27,826	$27,826	$111,304
SITE COORDINATOR #1	Cabezas, Miguel A.	$55,038	0.50	100.00%	0.50	$27,519	$27,519	$27,519	$27,519	$110,076
DRIVER #3	Wong, Huilin	$50,325	0.20	100.00%	0.20	$10,065	$10,065	$10,065	$10,065	$40,260
DRIVER #7	Quant, Anastasio J.	$60,823	0.10	100.00%	0.10	$6,082	$6,082	$6,082	$6,082	$24,328
SENIOR CENTER PROGRAM COORDINATOR	Lopez, Carmen D.	$6,599	0.10	100.00%	0.10	$660	$660	$660	$660	$2,640
VOLUNTEER PROGRAM MANAGER	Raneda, Jose Manuel	$92,702	0.15	100.00%	0.15	$13,905	$13,905	$13,905	$13,905	$55,620
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.14	100.00%	0.14	$13,335	$13,335	$13,335	$13,335	$53,340
Totals		$1,035,914	2.07	2300.00%	2.07	$162,943	$162,943	$162,943	$162,943	$651,772
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$290,056				$45,624	$45,624	$45,624	$45,624	$182,496
Total DAS Salaries and Benefits		$1,325,970				**$208,567**	**$208,567**	**$208,567**	**$208,567**	**$834,268**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.14							
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.05							
ASSISTANT DIRECTOR OF OPERATIONS	open position	$117,832	0.10							
DIRECTOR	Rivas, Sandra G.	$170,406	0.05							
NUTRITION SERVICES MANAGER	Goodness III, William L.	$137,328	0.19							
NUTRITION PROGRAM COORDINATOR	Bermudez, Margarita	$79,504	0.35							
SITE COORDINATOR #1	Cabezas, Miguel A.	$55,038	0.50							
DRIVER #3	Wong, Huilin	$50,325	0.20							
DRIVER #7	Quant, Anastasio J.	$60,823	0.10							
SENIOR CENTER PROGRAM COORDINATOR	Lopez, Carmen D.	$6,599	0.10							
VOLUNTEER PROGRAM MANAGER	Raneda, Jose Manuel	$92,702	0.15							
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.14							
IN-KIND VOLUNTEERS (5)		$42,120	1.50	100.00%	1.50	$63,180	$63,180	$63,180	$63,180	$252,720
Totals		$1,078,034	3.57	100.00%	1.50	$63,180	$63,180	$63,180	$63,180	$252,720
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$301,850				$17,690	$17,690	$17,690	$17,690	$70,760
Total Non DAS Salaries and Benefits		$1,379,884				**$80,870**	**$80,870**	**$80,870**	**$80,870**	**$323,480**
Total DAS and Non DAS Salaries and Benefits		$2,705,854				**$289,437**	**$289,437**	**$289,437**	**$289,437**	**$1,157,748**

HSA #2 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			49,916	49,916	49,916	49,916	199,664
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$11,100	$11,100	$11,100	$11,100	$44,400
Office Supplies, Postage			$420	$420	$420	$420	$1,680
Building Maintenance Supplies and Repair			$35,100	$35,100	$35,100	$35,100	$140,400
Printing and Reproduction			$660	$660	$660	$660	$2,640
Insurance			$5,400	$5,400	$5,400	$5,400	$21,600
Staff Training							
Staff Travel-(Local & Out of Town)			$210	$210	$210	$210	$840
Rental of Equipment			$180	$180	$180	$180	$720
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*	*4.71*	$235,230	$235,230	$235,230	$235,230	$940,920
Consultant							
Catholic Charities			$11,500	$11,500	$11,500	$11,500	$46,000
Other							
Auto Repair/Maintenance			$4,500	$4,500	$4,500	$4,500	$18,000
Auto - Fuel/Parking & Insurance			$6,795	$6,795	$6,795	$6,795	$27,180
Small equipment & Supplies			$1,200	$1,200	$1,200	$1,200	$4,800
Total DAS Operating Expenses			**$312,295**	**$312,295**	**$312,295**	**$312,295**	**$1,249,180**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			11,100	11,100	11,100	11,100	$44,400
Office Supplies, Postage			420	420	420	420	$1,680
Building Maintenance Supplies and Repair			35,100	35,100	35,100	35,100	$140,400
Printing and Reproduction			660	660	660	660	$2,640
Insurance			5,400	5,400	5,400	5,400	$21,600
Staff Training			-	-	-	-	
Staff Travel-(Local & Out of Town)			210	210	210	210	$840
Rental of Equipment			180	180	180	180	$720
Food Cost							
Raw Food	*per meal*		-	-	-	-	
Cong Food Svc Supplies	*per meal*		-	-	-	-	
Catered Meals	*per meal*	*0.44*	21,837	21,837	21,837	21,837	$87,348
Consultant							
Catholic Charities			11,500	11,500	11,500	11,500	$46,000
Other							
Auto Repair/Maintenance			4,500	4,500	4,500	4,500	$18,000
Auto - Fuel/Parking & Insurance			6,795	6,795	6,795	6,795	$27,180
Insulated Meal Transportation Bags			$250	$250	250	$250	$1,000
Van Deep Cleaning			$2,250	$2,250	2,250	$2,250	$9,000
Small equipment & Supplies			1,200.00	1,200.00	1,200	1,200.00	$4,800
Total Non DAS Operating Expenses			**$101,402**	**$101,402**	**$101,402**	**$101,402**	**$405,608**
Total DAS and Non DAS Operating Expenses			**$413,697**	**$413,697**	**$413,697**	**$413,697**	**$1,654,788**

HSA #3 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,061.00 /set	2.00	$2,122	$2,122	$2,122	$2,122	$8,488
Kitchen and food service monitoring	$876.00	4.00	$3,504	$3,504	$3,504	$3,504	$14,016
Congregate site monitoring	$294.00	12.00	$3,528	$3,528	$3,528	$3,528	$14,112
Nutrition education	$250.00	12.00	$3,000	$3,000	$3,000	$3,000	$12,000
Nutrition counseling (optional)	/hour						
In-service training	$250.00 /training	4.00	$1,000	$1,000	$1,000	$1,000	$4,000
Total DAS NCQA Expenditure			**$13,154**	**$13,154**	**$13,154**	**$13,154**	**$52,616**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$104.34 /set	2.00	$209	$209	$209	$209	$836
Kitchen and food service monitoring	$61.14	4.00	$245	$245	$245	$245	$980
Congregate site monitoring	$2.18	12.00	$26	$26	$26	$26	$104
Nutrition education		12.00					
Nutrition counseling (optional)	/hour						
In-service training	$26.95 /training	4.00	$108	$108	$108	$108	$432
Total Non DAS NCQA Expenditure			**$588**	**$588**	**$588**	**$588**	**$2,352**

Total DAS and Non DAS NCQA Expenditure	**$13,742**	**$13,742**	**$13,742**	**$13,742**	**$54,968**

HSA #4 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

ANNUAL SITE CHART - CONGREGATE MEALS | OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	On Lok 30th Street Senior Center		
MAILING ADDRESS:	225 30th Street San Francisco, CA 94131		
DIRECTOR:	Nicole Torres, Chief Operating Officer	EMAIL: nicole@onlok.org	PHONE NO.: (415) 292-8799
PROGRAM MANAGER:	Sandra Rivas, Director of Senior Programs & Operations	EMAIL: srivas@onlok.org	PHONE NO.: 415-550-2273
	William Goodness, Nutrition Program Manager	EMAIL: william.goodness@onlok.org	PHONE NO.: 628-345-3529

Congregate Program Type (ENP or Adults with Disabilities program)	ENP	ENP	ENP	**Total ALL Sites**
Name of Site	30th Street Senior Center	OMI Senior Center	Adult Day Support SF	
Address and Zip	225 30th Street 94131	1111 Junipero Serra 94132	52 Broad St 94112	
Phone Number	415-550-2210	415-334-5550	415-452-3500	
Alternate Phone Number				
Neighborhood	Mission/Noe Valley	Ocean/Merced/Ingleside	Ocean/Merced/Ingleside	
Supervisorial District No.	8	11	11	
Bus Line #	J, 24, 36, 14, 49	M	M, 9	
Site Manager/Coordinator	Diana Solis	Tiffany Huynh	Diane Prell	
Site Hours Open	M-Sat 8:30am-5:00pm Holidays 8:30-2pm	8:30am-2pm	8:30-4:30	
Additional Programming Offered at the Site	Congregate Meals, HDM, Comm Services, Social Services, Case Mgt	Congregate Meals, Senior Activities, Comm Services	Adult Day Services, Alzheimer's Day Care Resource Center	
Hours of Scheduled Programming (for OCP-funded programs)	Mon-Sat 9am-4pm Holidays 9-2pm	9am-2pm	10am-3pm	
Days Open for Meal Service	X Mon X Tues X Wed X Thurs X Fri X Sat Sun	X Mon X Tues X Wed X Thurs X Fri Sat Sun	X Mon X Tues X Wed X Thurs X Fri Sat Sun	
Hours of Meal Service	12-1:30pm	12-1pm	12-1pm	
Type of Meal (hot, cold)	Hot	Hot	Hot	
Vegetarian meal option available	Yes X No	Yes X No	Yes X No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	American	American	American	
# Unduplicated Consumers	614	367	34	**1,015**
Number of Meals	29,483	17,603	2,830	**49,916**
# Service Days	251	249	248	
Average # meals per day	117	71	11	200
Days Closed (list holidays closed)	Saturdays, Sundays, 10 holidays: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day	Saturdays, Sunday, 12 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day	Saturdays, Sunday, 13 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Holy Thursday,Good Friday, Memorial Day	
ADA Accessible	X Yes No	X Yes No	X Yes No	
Site Status Note: (start date for a new site , closure date, or temp closure, etc.)				

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (average # of meals x # of nutrition education sessions)	798

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Appendix A– Services to be Provided
On Lok Day Services
To-Go Meal Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide to-go meal nutrition services to older adults living in the City and County of San Francisco. Services include meals, nutrition education, and nutrition risk screening. To-go meal 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

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.

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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.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
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, to-go, and home-delivered nutrition services program participants.
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	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	On Lok Day Services
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

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Initial Assessment (To-go Meal Nutrition Services)	An initial assessment conducted by a qualified staff member to determine a consumer's need for to-go meal nutrition services. The assessment must document if the consumer is not comfortable dining in a congregate meal setting. It will also evaluate and document physiological, socioeconomic, and psychological factors that contribute to the individual's need for nutrition and related supportive services. These factors include the presence of acute or chronic diseases, health conditions or syndromes; the adequacy of the participant's family or support system; and the individual's functional status, particularly their ability to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs). (CCR Title 22 Sec. 7638.3)
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line 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 complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)

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Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).

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Reassessment (To-go Meal Nutrition Services)	A reassessment conducted quarterly by qualified staff that documents the need for continued to-go meal nutrition services
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps
To-go Meal Nutrition Services	The provision of meals by a qualified nutrition service provider at designated meal sites that are picked up by eligible consumers or delivered to eligible consumers at their place of residence who are not comfortable dining in a congregate meal setting. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to the provision of a meal, services include an initial assessment of each consumer's needs and eligibility and a quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.

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Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for to-go meal nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. An individual who is not comfortable dining in a congregate meal setting as determined by an initial assessment and quarterly reassessments conducted by the grantee, and
3. A resident of San Francisco**.**
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.
6. A volunteer under the age of sixty (60), if doing so will not deprive an older adult sixty (60) years of age or older of meal.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

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Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide to-go meals to eligible consumers at designated meal site(s) which must be submitted to and pre-approved by DAS OCP. The grantee will ensure that all meal sites comply with applicable federal, state, and local regulations, including those related to restrooms, lighting, and ventilation. Meal sites must also be equipped with sturdy tables and chairs suitable for the target population. With prior approval from DAS OCP, the grantee may deliver to-go meals to consumers' residences. The grantee shall operate to-go meal nutrition services in accordance with their DAS-approved site chart, including adherence to DAS OCP-approved geographic areas within the City and County of San Francisco.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served and ready to consume. Grantees are encouraged to implement an Offer Versus Serve (OVS) approach when possible, allowing participants to select the food items they wish to eat, to reduce food waste.
4. Grantee will implement a forecasting system to closely estimate demand and adjust meal production, accordingly, minimizing meal waste through regular reviews and adaptations based on actual distribution patterns. The grantee may introduce a consumer reservation system to help manage meal distribution and ensure sufficient availability. The reservation system must include a written policy and procedure, both of which are subject to approval by DAS OCP.
5. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
6. Grantee will ensure that each meal nutrition site has sufficient staff (paid or volunteer) with the appropriate education, experience, and cultural competency designated to oversee the day-to-day operations, with at least one staff member physically present on-site during to-go meal service hours.
7. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and distribution of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.

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c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

8. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
9. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including to-go meal nutrition services staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
10. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). If the grantee delivers to-go meals, food service monitoring must include a review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Meal delivery route monitoring if the grantee delivers to-go meals. Route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. Route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's meal delivery routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
11. Grantee will establish and maintain a consumer enrollment process that includes conducting an initial assessment prior to the start of meal services. The grantee will document the completion of the assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:

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a. Verify the consumer's eligibility for to-go meal nutrition services.
b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
c. Obtain consumer demographic and other information as required by federal, state, and local government.
d. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.

12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    b. Voluntary contribution policy.
    c. Grievance policy.
    d. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone; however, if meals are being delivered to a consumer, an in-person reassessment must be conducted at least every other quarter. Reassessments may be performed by delivery staff or volunteers who have been trained by qualified staff. The grantee must also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The grantee will develop a suggested contribution amount based on the average income range of consumers accessing the to-go meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The grantee will also post a sign near the contribution collection receptacle indicating the suggested contribution for eligible individuals. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.
15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will

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maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. 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.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

The grantee will provide to-go meal 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 to-go meal nutrition services.

VII. Service Objectives

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

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	694	694	694	694
Number of Meals	33,278	33,278	33,278	33,278

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than the grantee's average daily number of to-go meals served.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

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IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide ad hoc reports as required by the Department.
6. Pursuant to California Department of Aging requirements, 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.
7. 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:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805

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West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; 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 III through VIII.

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.

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HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
On Lok Day 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** *To-Go*

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	33,278	33,278	33,278	33,278	133,112
DAS Expenditures					
Salaries & Benefits	$154,747	$154,747	$154,747	$154,747	$618,988
Operating Expenses	$192,502	$192,502	$192,502	$192,502	$770,008
Subtotal	$347,249	$347,249	$347,249	$347,249	$1,388,996
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$52,087	$52,087	$52,087	$52,087	$208,348
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$399,336**	**$399,336**	**$399,336**	**$399,336**	**$1,597,344**
Non DAS Expenditures					
Salaries & Benefits	$14,012	$14,012	$14,012	$14,012	$56,048
Operating Expenses	$75,156	$75,156	$75,156	$75,156	$300,624
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$89,168**	**$89,168**	**$89,168**	**$89,168**	**$356,672**
TOTAL DAS AND NON DAS EXPEDITURES	**$488,504**	**$488,504**	**$488,504**	**$488,504**	**$1,954,016**
DAS Revenues					
Meals- General Fund	$324,336	$324,336	$324,336	$324,336	$1,297,344
Meals- State Fund					
Meals- Federal Fund					
OTO Funding	$75,000	$75,000	$75,000	$75,000	$300,000
NCQA Fund					
Total DAS Revenue	**$399,336**	**$399,336**	**$399,336**	**$399,336**	**$1,597,344**
PER MEAL COST, DAS	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00
PER MEAL COST (with NCQA), DAS	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00
Non DAS Revenues					
Project Income	$14,310	$14,310	$14,310	$14,310	$57,240
Agency Cash- Fundraising	$74,858	$74,858	$74,858	$74,858	$299,432
Agency In-kind Volunteer					
NCQA Revenue					
Total Non DAS Revenue	**$89,168**	**$89,168**	**$89,168**	**$89,168**	**$356,672**
PER MEAL COST, Non DAS	$ 2.68	$ 2.68	$ 2.68	$ 2.68	$ 2.68
PER MEAL COST (with NCQA), Non DAS	$ 2.68	$ 2.68	$ 2.68	$ 2.68	$ 2.68
TOTAL DAS AND NON DAS REVENUE	**$488,504**	**$488,504**	**$488,504**	**$488,504**	**$1,954,016**
PER MEAL COST, Total	$ 14.68	$ 14.68	$ 14.68	$ 14.68	$ 14.68
PER MEAL COST (with NCQA), Total	$ 14.68	$ 14.68	$ 14.68	$ 14.68	$ 14.68
Full Time Equivalent (FTE)	1.51	1.51	1.51	1.51	6.04

Prepared by: Meko Ma Date: 06/11/2025

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.15	100.00%	0.15	$13,912	$13,912	$13,912	$13,912	$55,648
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.07	100.00%	0.07	$5,415	$5,415	$5,415	$5,415	$21,660
ASSISTANT DIRECTOR OF OPER	open position	$117,832	0.10	100.00%	0.10	$11,783	$11,783	$11,783	$11,783	$47,132
DIRECTOR	Rivas, Sandra G	$170,406	0.07	100.00%	0.07	$11,928	$11,928	$11,928	$11,928	$47,712
NUTRITION SERVICES MANAGEI	Goodness III, Wi	$137,328	0.20	100.00%	0.20	$27,466	$27,466	$27,466	$27,466	$109,864
NUTRITION PROGRAM COORDIN	Bermudez, Marg	$79,504	0.15	100.00%	0.15	$11,926	$11,926	$11,926	$11,926	$47,704
SENIOR CENTER OPERATIONS MANAGER				50.00%						
SITE COORDINATOR #1	Cabezas, Miguel	$55,038	0.50	100.00%	0.50	$27,519	$27,519	$27,519	$27,519	$110,076
SITE COORDINATOR #4				50.00%						
DRIVER #6				50.00%						
DRIVER #7	Quant, Anastasio	$60,823	0.10	50.00%	0.05	$3,041	$3,041	$3,041	$3,041	$12,164
ON CALL DRIVER (1)				50.00%						
VOLUNTEER PROGRAM MANAG	Raneda, Jose Ma	$92,702	0.15	50.00%	0.08	$6,953	$6,953	$6,953	$6,953	$27,812
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.02	50.00%	0.01	$953	$953	$953	$953	$3,812
Totals		$978,990	1.51	1050.00%	1.38	$120,896	$120,896	$120,896	$120,896	$483,584
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$274,117				$33,851	$33,851	$33,851	$33,851	$135,404
Total DAS Salaries and Benefits		$1,253,107				**$154,747**	**$154,747**	**$154,747**	**$154,747**	**$618,988**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.15							
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.07							
ASSISTANT DIRECTOR OF OPER	open position	$117,832	0.10							
DIRECTOR	Rivas, Sandra G	$170,406	0.07							
NUTRITION SERVICES MANAGEI	Goodness III, Wi	$137,328	0.20							
NUTRITION PROGRAM COORDIN	Bermudez, Marg	$79,504	0.15							
SENIOR CENTER OPERATIONS I				50.00%						
SITE COORDINATOR #1	Cabezas, Miguel	$55,038	0.50							
SITE COORDINATOR #4				50.00%						
DRIVER #6				50.00%						
DRIVER #7	Quant, Anastasio	$60,823	0.10	50.00%	0.05	$3,041	$3,041	$3,041	$3,041	$12,164
ON CALL DRIVER (1)				50.00%						
VOLUNTEER PROGRAM MANAG	Raneda, Jose Ma	$92,702	0.15	50.00%	0.08	$6,953	$6,953	$6,953	$6,953	$27,812
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.02	50.00%	0.01	$953	$953	$953	$953	$3,812
Totals		$978,990	1.51	350.00%	0.14	$10,947	$10,947	$10,947	$10,947	$43,788
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$274,117				$3,065	$3,065	$3,065	$3,065	$12,260
Total Non DAS Salaries and Benefits		$1,253,107				**$14,012**	**$14,012**	**$14,012**	**$14,012**	**$56,048**
Total DAS and Non DAS Salaries and Benefits		$2,506,214				**$168,759**	**$168,759**	**$168,759**	**$168,759**	**$675,036**

HSA #2 **10/25/2016**

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

Document Date: 06/11/2025

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			33,278	33,278	33,278	33,278	133,112
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			14,800	$14,800	$14,800	$14,800	$59,200
Office Supplies, Postage			$560	$560	$560	$560	$2,240
Building Maintenance Supplies and Repair			$46,800	$46,800	$46,800	$46,800	$187,200
Printing and Reproduction			$880	$880	$880	$880	$3,520
Insurance			$7,200	$7,200	$7,200	$7,200	$28,800
Staff Training							
Staff Travel-(Local & Out of Town)			$280	$280	$280	$280	$1,120
Rental of Equipment			$240	$240	$240	$240	$960
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*	*3.38*	$112,532	$112,532	$112,532	$112,532	$450,128
Consultant							
Other							
Grocery Bags (to-go)			5,100.00	$5,100	$5,100	$5,100	$20,400
Auto Repair/Maintenance			1,000.00	$1,000	$1,000	$1,000	$4,000
Auto - Fuel/Parking & Insurance			1,510.00	$1,510	$1,510	$1,510	$6,040
Small equipment & Supplies			1,600.00	1,600.00	1,600.00	1,600.00	$6,400
Total DAS Operating Expenses			**$192,502**	**$192,502**	**$192,502**	**$192,502**	**$770,008**
Non 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*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*	*2.26*	$75,156	$75,156	$75,156	$75,156	$300,624
Consultant							
Catholic Charities							
Other							
Grocery Bags (to-go)							
Auto Repair/Maintenance							
Auto - Fuel/Parking & Insurance							
Small equipment & Supplies							
Total Non DAS Operating Expenses			**$75,156**	**$75,156**	**$75,156**	**$75,156**	**$300,624**
Total DAS and Non DAS Operating Expenses			**$267,658**	**$267,658**	**$267,658**	**$267,658**	**$1,070,632**

HSA #3 **10/25/2016**

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ANNUAL SITE CHART - CONGREGATE MEALS | OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	On Lok 30th Street Senior Center		
MAILING ADDRESS:	225 30th Street San Francisco, CA 94131		
DIRECTOR:	Nicole Torres, Chief Operating Officer	EMAIL: nicole@onlok.oeg	PHONE NO.: (415) 292-8799
PROGRAM MANAGER:	Sandra Rivas, Director of Senior Programs & Operations	EMAIL: srivas@onlok.org	PHONE NO.: 415-550-2273
	William Goodness, Nutrition Program Manager	EMAIL: william.goodness@onlok.org	PHONE NO.: 628-345-3529

Congregate Program Type (ENP or Adults with Disabilities program)	ENP	ENP	**Total ALL Sites**
Name of Site	30th Street Senior Center	OMI Senior Center	
Address and Zip	225 30th Street 94131	1111 Junipero Serra 94132	
Phone Number	415-550-2210	415-334-5550	
Alternate Phone Number			
Neighborhood	Mission/Noe Valley	Ocean/Merced/Ingleside	
Supervisorial District No.	8	11	
Bus Line #	J, 24, 36, 14, 49	M	
Site Manager/Coordinator	Diana Solis	Tiffany Huynh	
Site Hours Open	M-Sat 8:30am-5:00pm Holidays 8:30-2:30pm	8:30am-2pm	
Additional Programming Offered at the Site	Congregate Meals, HDM, Comm Services, Social Services, Case Mgt	Congregate Meals, Senior Activities, Comm Services	
Hours of Scheduled Programming (for OCP-funded programs)	Mon-Sat 9am-4pm Holidays 9-2pm	9am-2pm	
Days Open for Meal Service	_X_Mon _X_Tues _X_Wed _X_Thurs _X_Fri _X_Sat ___Sun	_X_Mon _X_Tues _X_Wed _X_Thurs _X_Fri ___Sat ___Sun	
Hours of Meal Service	10am-11:30am	12-1pm	
Type of Meal (hot, cold)	Hot	Hot	
Vegetarian meal option available	____Yes ___X__No	____Yes ___X__No	
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	American	American	
# Unduplicated Consumers	409	285	**694**
Number of Meals	19,612	13,666	**33,278**
# Service Days	251	249	
Average # meals per day	78	55	133
Days Closed (list holidays closed)	Saturdays, Sundays, 10 holidays: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Day	Saturdays, Sunday, 12 holidays: July 4th, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day	
ADA Accessible	_X___Yes ____No	_X___Yes ____No	
Site Status Note: (start date for a new site , closure date, or temp closure, etc.)			

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (average # of meals x # of nutrition education sessions)	532

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Appendix A– Services to be Provided
Jewish Family and Children's Services
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include 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

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

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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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
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, to-go, and home-delivered nutrition services program participants.
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.

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Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
Grantee	Jewish Family and Children's Services
Home-Delivered Nutrition Services	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their sec assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line 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.

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Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

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Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	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 conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

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Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

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Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

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7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
    a. Food safety, prevention of foodborne illness, and HACCP principles.
    b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
    a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
    b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
    c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
    d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

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b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

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range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. 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.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. 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.

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VII. Service Objectives

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

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	40	40	40	40
Number of Meals	8,840	8,840	8,840	8,840

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide ad hoc reports as required by the Department.
6. Pursuant to California Department of Aging requirements, 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.
7. 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:

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Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Tiffany.Kearney@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, 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 current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

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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.

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HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
Jewish Family & Children's Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: HOME-DELIVERED MEALS - Older Adults

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	8,840	8,840	8,840	8,840	35,360
DAS Expenditures					
Salaries & Benefits	27,423	27,423	27,423	27,423	109,692
Operating Expenses	103,251	103,251	103,251	103,251	413,004
Subtotal	130,674	130,674	130,674	130,674	522,696
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost	19,601	19,601	19,601	19,601	78,404
Capital/Subcontractor Expenditures	-	-	-	-	-
NCQA Expenditures	15,600	15,600	15,600	15,600	62,400
Total DAS Expenditures	**165,875**	**165,875**	**165,875**	**165,875**	**663,500**
Non DAS Expenditures					
Salaries & Benefits	123,189	123,189	123,189	123,189	492,756
Operating Expenses	33,693	33,693	33,693	33,693	134,772
Capital/Subcontractor Expenditures	-	-	-	-	-
NCQA Expenditures	-	-	-	-	-
Total Non DAS Expenditures	**156,882**	**156,882**	**156,882**	**156,882**	**627,528**
TOTAL DAS AND NON DAS EXPEDITURES	**322,757**	**322,757**	**322,757**	**322,757**	**1,291,028**
DAS Revenues					
Meals- General Fund	150,275	150,275	150,275	150,275	601,100
Meals- State Fund					-
Meals- Federal Fund					-
NCQA Fund	15,600	15,600	15,600	15,600	62,400
Total DAS Revenue	**165,875**	**165,875**	**165,875**	**165,875**	**663,500**
PER MEAL COST, DAS	$17.00	$17.00	$17.00	$17.00	$17.00
PER MEAL COST (with NCQA), DAS	$18.76	$18.76	$18.76	$18.76	$18.76
Non DAS Revenues					
Project Income	$18,216	$18,216	$18,216	$18,216	$72,864
Agency Cash- Fundraising	$71,166	$71,166	$71,166	$71,166	$696,504
Agency In-kind Volunteer	$0	$0	$0	$0	$0
Agency Grants-Foundation	$67,500	$67,500	$67,500	$67,500	$270,000
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$156,882**	**$156,882**	**$156,882**	**$156,882**	**$627,528**
PER MEAL COST, Non DAS	$17.75	$17.75	$17.75	$17.75	$17.75
PER MEAL COST (with NCQA), Non DAS	$17.75	$17.75	$17.75	$17.75	$17.75
TOTAL DAS AND NON DAS REVENUE	**$322,757**	**$322,757**	**$322,757**	**$322,757**	**$1,291,028**
PER MEAL COST, Total	$34.75	$34.75	$34.75	$34.75	$34.75
PER MEAL COST (with NCQA), Total	$36.51	$36.51	$36.51	$36.51	$36.51
Full Time Equivalent (FTE)	4.75	4.75	4.75	4.75	19.00

Prepared by: Leah Tarlen & Jenny Toha Date: 6/13/2025

HSA-CO Review Signature: _____

HSA #1 **$42,668.00**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
Driver 1	A. Sanchez	$45,760	0.94	30.68%	0.29	$13,163	$13,163	$13,163	$13,163	$52,652
Driver 2	F. Spisani	$45,760	0.94	20.46%	0.19	$8,775	$8,775	$8,775	$8,775	$35,100
Totals		$91,520	1.88	51.14%	0.48	$21,938	$21,938	$21,938	$21,938	$87,752
Fringe Benefits Rate		25.00%								
Employee Fringe Benefits		$22,880				$5,485	$5,485	$5,485	$5,485	$21,940
Total DAS Salaries and Benefits		$114,400				**$27,423**	**$27,423**	**$27,423**	**$27,423**	**$109,692**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
Director Nutrition Program	J. Bradshaw	$76,500	1.00	60.00%	0.60	$45,900	$45,900	$45,900	$45,900	$183,600
Driver 1	A. Sanchez	$45,760	0.94	69.32%	0.65	$29,737	$29,737	$29,737	$29,737	$118,948
Driver 2	F. Spisani	$45,760	0.94	53.41%	0.50	$22,914	$22,914	$22,914	$22,914	$91,656
Totals		$168,020	2.88	182.73%	1.75	$98,551	$98,551	$98,551	$98,551	$394,204
Fringe Benefits Rate		25.00%								
Employee Fringe Benefits		$42,005				$24,638	$24,638	$24,638	$24,638	$98,552
Total Non DAS Salaries and Benefits		$210,025				**$123,189**	**$123,189**	**$123,189**	**$123,189**	**$492,756**
Total DAS and Non DAS Salaries and Benefits		$324,425				**$150,612**	**$150,612**	**$150,612**	**$150,612**	**$602,448**

HSA #2 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			8,840	8,840	8,840	8,840	35,360
DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*						$0
Cong Food Svc Supplies	*per meal*						$0
Meals	*per meal*	*$9.75*	$86,190	$86,190	$86,190	$86,190	$344,760
Drinks (Milk/Soy)	per meal	*$0.68*	$6,011	$6,011	$6,011	$6,011	$24,044
Supplies	per meal	*$1.25*	$11,050	$11,050	$11,050	$11,050	$44,200
Consultant							
							$0
Other							
							$0
Total DAS Operating Expenses			**$103,251**	**$103,251**	**$103,251**	**$103,251**	**$413,004**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property			$657	$657	$657	$657	$2,628
Utilities (Elec, Water, Gas, Phone, Garbage)			$1,198	$1,198	$1,198	$1,198	$4,792
Office Supplies, Postage			$547	$547	$547	$547	$2,187
Building Maintenance Supplies and Repair			$841	$841	$841	$841	$3,364
Printing and Reproduction			$95	$95	$95	$95	$380
Insurance			$5,781	$5,781	$5,781	$5,781	$23,124
Staff Training			$0	$0	$0	$0	$0
Staff Travel-(Local & Out of Town)			$0	$0	$0	$0	$0
Rental of Equipment			$139	$139	$139	$139	$556
Food Cost							
Raw Food	*per meal*						$0
Cong Food Svc Supplies	*per meal*						$0
Catered Meals	*per meal*						$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
Gas and Oil			$5,220	$5,220	$5,220	$5,220	$20,880
Auto Repairs and Maintenance			$18,000	$18,000	$18,000	$18,000	$72,000
Auto License and Permits			$975	$975	$975	$975	$3,900
Parking			$240	$240	$240	$240	$960
							$0
							$0
Total Non DAS Operating Expenses			**$33,693**	**$33,693**	**$33,693**	**$33,693**	**$134,772**
Total DAS and Non DAS Operating Expenses			**$136,944**	**$136,944**	**$136,944**	**$136,944**	**$547,776**

HSA #3 **10/25/2016**

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NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$900.00 /set	2.00	$1,800	$1,800	$1,800	$1,800	$7,200
Kitchen and food service monitoring	$700.00	4.00	$2,800	$2,800	$2,800	$2,800	$11,200
HDM Route Monitoring - Nutritionist	$400.00	4.00	$1,600	$1,600	$1,600	$1,600	$6,400
In-service training	$200.00 /unit	4.00	$800	$800	$800	$800	$3,200
Nutrition Education	$200.00 /unit	4.00	$800	$800	$800	$800	$3,200
HDM Assessment for ENP/C2 Nutrition Program (Initial and Annual)	$195.00 /unit	40.00	$7,800	$7,800	$7,800	$7,800	$31,200
Total DAS NCQA Expenditure			**$15,600**	**$15,600**	**$15,600**	**$15,600**	**$62,400**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
	$0.00 /set	0.00	$0	$0	$0	$0	$0
	$0.00	0.00	$0	$0	$0	$0	$0
	$0.00	0.00	$0	$0	$0	$0	$0
	$0.00	0.00	$0	$0	$0	$0	$0
		0.00	$0	$0	$0	$0	$0
			$0	$0	$0	$0	$0
	$0.00	0.00	$0	$0	$0	$0	$0
Total Non DAS NCQA Expenditure			**$0**	**$0**	**$0**	**$0**	**$0**

Total DAS and Non DAS NCQA Expenditure			**$15,600**	**$15,600**	**$15,600**	**$15,600**	**$62,400**

HSA #4 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

ANNUAL SITE CHART - HOME DELIVERED NUTRITION SERVICES			OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26
AGENCY:	Jewish and Family and Children's Services			
MAILING ADDRESS:	2150 Post Street, San Francisco, CA 94115			
DIRECTOR:	Miki Lamm	**EMAIL:**	Mlamm@jfcs.org	**PHONE NO.:** 415-320-9783
PROGRAM MANAGER:	Joshua Bradshaw	**EMAIL:**	Jbradshaw@jfcs.org	**PHONE NO.:** 415-449-3812

Population Served: Older Adults or Adults with Disabilities	Older Adults	Older Adults	Older Adults					**Total ALL Sites**
Delivery Route Name	Route 1	Route 2	Route 3					
Address of HDM Program Operation	2180 Post Street San Francisco, CA 94115	2180 Post Street San Francisco, CA 94115	2180 Post Street San Francisco, CA 94115					
Hours of Operation	9 am - 5 pm (M-F)	9 am - 5 pm (M-F)	9 am - 5 pm (M-F)					
Phone Number	(415) 449-3812	(415) 449-3812	(415) 449-3812					
Alternate Phone Number	(415) 449-1200	(415) 449-1200	(415) 449-1200					
HDM Manager/Coordinator	Joshua Bradshaw	Joshua Bradshaw	Joshua Bradshaw					
Service Area Description Supervisorial District No.	4, 5, 6, 7, 8, 9	5,4,7,8	1,3,5,6					
Service Area Descirption Neighborhood(s) Served	Sunset, Mission/Noe Valley, Fillmore	NoPa, Sunset, Park Merced, Ingleside, Upper Haight	Fillmore, Inner Richmond, Polk Gulch, Embarcadero, Russian Hill, Union Square, Tenderloin					
Service Area Description Zip Codes Served	94103, 94116, 94122, 94111, 94114, 94131, 94611, 94605, 94601, 94806, 94608, 94106, 94122, 94017, 94112	94132, 94110, 94112, 94127, 94122, 94132, 94115, 94117	94123, 94118, 94121, 94109, 94111, 94105, 94133, 94102, 94103, 94109					
Meal Delivery Days	☑ Monday ☑ Tuesday	☑ Monday ☑ Tuesday	☑ Monday ☑ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☐ Tuesday	
	☑ Wednesday	☑ Wednesday	☑ Wednesday	☐ Wednesday	☐ Wednesday	☐ Wednesday	☐ Wednesday	
	☑ Thursday ☑ Friday	☑ Thursday ☑ Friday	☑ Thursday ☑ Friday	☐ Thursday ☐ Friday	☐ Thursday ☐ Friday	☐ Thursday ☐ Friday	☐ Thursday ☐ Friday	
	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday	
Type of Meal (hot, chilled, frozen, etc.)	Hot	Hot	Hot					
Texture Modification: (Yes or No)	No	No	No					
Cuisine Type **	Kosher	Kosher	Kosher					
Annual # Unduplicated Consumers	13	14	13					**40**
Maximum # UDC per route/delivery day	12	13	12					**37**
Annual Number of Meals Delivered on Route	2,866	3,108	2,866					**8,840**
Annual # Service Days	242	242	242					
Average # meals per day	12	13	12					**37**
Annual Number of Nutrition Assessments	13	14	13					**40**
Observed holidays	Memorial Day, Shavuot, Juneteenth, Independence Day, Labor Day, Rosh Hashanah, Yom Kippur, Sukkot, Thanksgiving, Christmas, New Year							

Nutrition Education	
Annual # Nutrition Education Sessions (4 required)	4
Annual # of Participants (average # of meals x # of nutrition education sessions)	146

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Appendix A– Services to be Provided
On Lok Day Services
Home-Delivered Nutrition Services for Older Adults
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services to older adults living in the City and County of San Francisco. Services include 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

Adult with a Disability	A person 18-59 years of age with a disability.
Assessment (Home-Delivered Nutrition Services)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter to document the participant's need for service and determine the appropriate type of meal within their living environment. The assessment evaluates physiological, socioeconomic, and psychological factors, including acute or chronic disease, health conditions or syndromes, the presence and adequacy of family/support system, and the individual's functional ability- specifically their capacity to perform activities of daily living (ADLs) and instrumental activities of daily living (IADLs)- which contribute to their need for nutrition and related supportive services. (22 CCR 7638.3)
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.

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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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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.
DAS Benefits and Resources Hub	A unit within DAS that is equipped to receive calls from the community and provide information, referrals, and assistance for older adults and adults with disabilities, caregivers, and community-based organizations. https://www.sfhsa.org/contact-us/locations/das-benefits-and-resources-hub
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, to-go, and home-delivered nutrition services program participants.
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.

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Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	On Lok Day Services
HACCP	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	The delivery of meals by a qualified nutrition service provider to eligible individuals at their place of residence. Meals must comply with the Dietary Guidelines for Americans and meet the Dietary Reference Intakes (DRIs). In addition to meal delivery, services include an initial and annual assessment of each consumer's needs and eligibility; quarterly reassessment to determine continued eligibility; nutrition education; and nutrition risk screening.
LGBTQIA+	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.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 100% of the federal poverty line 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.

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Menu Planning and Nutrient Analysis	The development of a menu cycle that complies with the Department of Disability and Aging Services Office of Community Partnerships (DAS OCP) and California Department of Aging (CDA) menu standards, as well as the nutrition requirements of meals. A Registered Dietitian must conduct a nutrient analysis to verify that the menu meets these standards and requirements. (CDA Program Memo 12-17, as amended; California Code of Regulations, Title 22, Section 7638.5)
Nutrition Compliance and Quality Assurance (NCQA)	Nutrition Compliance and Quality Assurance are the required components of congregate, to-go, and home-delivered nutrition services that ensure program integrity and quality. These components include but are not limited to ensuring food safety; certifying menu compliance; providing nutrition education; confirming consumer eligibility; and assessing consumers' physiological, socioeconomic, and psychological well-being, as well as their need for nutrition and other supportive services. NCQA also includes nutrition counseling provided by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that involves the dissemination of information, instruction, or training to support food, nutrition, and physical activity choices and behaviors aimed at maintaining or improving health and addressing nutrition-related conditions. The content is consistent with the Dietary Guidelines for Americans (DGA), accurate, culturally sensitive, regionally appropriate, and takes personal preferences into account. Nutrition education sessions are overseen by a Registered Dietitian. Grantees are required to provide education sessions at least quarterly for program participants and to record the provision of each session, including an estimated number of participants reached, in SF DAS GetCare. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate, to-go, and home-delivered nutrition services shall comply with the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI), as specified in California Code of Regulations, Title 22, Section 7638.5
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act
OCP	Office of Community Partnerships.

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Older Adult	A person who is 60 years or older, used interchangeably with "senior."
Older Californians Nutrition Program Title III C1 and C2 (OCNP)	A program that provides nutrition services as authorized by the Older Americans Act of 1965, as amended, and is administered in accordance with the provisions of California Code of Regulations (CCR), Title 22, Chapter 4, Article 5, Section 7630, and was formerly known as the Elderly Nutrition Program (ENP).
Reassessment (Home-Delivered Nutrition Services)	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 conducted in the program participant's home count towards the quarterly reassessment requirement.
Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	An individual who meets both of the following criteria: 1) Qualified as specified in Sections 2585 and 2586 of the Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years or older, used interchangeably with "older adult."
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9.)
Supervisorial District (District)	There are eleven supervisorial districts in the City and County of San Francisco. A map of each district can be found at: https://www.sf.gov/maps

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Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the home-delivered nutrition services program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A meal provided to an eligible individual. Each meal shall provide one-third (1/3) of the DRI and comply with the most current Dietary Guidelines for Americans. (22 CCR 7638.5, 22 CCR 7638.7)

III. Target Populations

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

IV. Eligibility for Services

To be eligible for home-delivered nutrition services, an individual must be:

1. A person who is sixty (60) years of age or older (older adult), and
2. A resident of San Francisco, and
3. In need of home-delivered nutrition services as determined by initial and annual assessments and quarterly reassessments conducted by the grantee.
4. A spouse or domestic partner of an eligible individual may participate in services if a grantee-conducted assessment determines that such participation is in the best interest of the eligible individual.
5. An individual with a disability who resides at home with an eligible individual may participate in services if an assessment conducted by the grantee determines that such participation is in the best interest of the eligible individual.

V. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that comply with the nutrition and food service standards set forth by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, the California Department of Aging (CDA), the Department of Disability and Aging Services Office of

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Community Partnerships (DAS OCP), and the requirements described in this Appendix A.

2. Grantee will provide and deliver meals to eligible consumers at their place of residence. Meal delivery must occur within designated geographic areas in the City and County of San Francisco, which must be submitted to and pre-approved by DAS OCP. The grantee's home-delivered nutrition services program must provide consumers with five (5) meals per week. The grantee may offer more than five (5) meals per week—such as seven (7) meals per week or two (2) meals per day—when there is a demonstrated need and the grantee's program model has been reviewed and approved by DAS OCP. The grantee is entitled to invoice for all meals delivered, even if a consumer receives fewer than five (5) meals in a given week due to a missed delivery or because services were temporarily placed on hold.
3. Grantee shall provide meals that comply with the California Department of Aging's (CDA) Older Californians Nutrition Program (OCNP) Menu Planning Guidance. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the current Dietary Guidelines for Americans. Meals shall be culturally appropriate for the target population(s) served. Meals may be provided in hot, chilled, or frozen form. In determining the appropriate meal format, the grantee will consider each consumer's ability to safely store and reheat food, as well as their overall nutrition support needs. Texture-modified meals, such as dental-soft options, may also be provided for consumers with chewing difficulties.
4. Grantee will serve meals in environmentally friendly containers that are reusable, biodegradable, compostable, and/or recyclable. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will employ a qualified manager to oversee the daily management and administrative functions of the home-delivered nutrition services program. The grantee will ensure there is sufficient staff (paid or volunteer) with the necessary education, experience, and cultural competency designated to support the daily operations of the program.
6. Grantee will manage all aspects of food service, including the procurement, preparation, transportation, and delivery of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC), California Code of Regulations (CCR) Title 22, and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch. This includes but is not limited to the following:
    a. A food facility permit, also known as a health permit, is required for each facility involved in the preparation, handling, and/or serving of food to the public. In addition, the facility must provide a current health inspection report with a "pass" facility rating status, as issued by the Environmental Health Branch of the San Francisco Department of Public Health.
    b. A certified food safety manager must be on staff to oversee and manage the day-to-day operations of food service.
    c. All staff involved in the preparation, storage, serving, or handling of food and/or meals must engage in approved food safety training.

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7. Grantee will ensure all program staff are oriented and trained to perform their assigned responsibilities and tasks. Training at minimum will include:
   a. Food safety, prevention of foodborne illness, and HACCP principles.
   b. Instructions on accident prevention, fire safety, first aid, choking, earthquake preparedness, and additional emergency procedures as relevant.
8. Grantee will provide a minimum of four (4) hours of annual training for paid and volunteer food service staff, including congregate and home-delivered meal staff. The grantee must develop, implement, and maintain a yearly training plan on file. The plan should include the individuals to be trained, the trainer(s), the training content, and the schedule. The content of the training must be reviewed and approved by a Registered Dietitian Nutritionist (RD/RDN). Training sessions will be evaluated by staff, and documentation, including evaluations and attendance records, must be kept on file by the grantee.
9. Grantee will provide the following NCQA activities:
   a. Menu planning and meal analysis shall be conducted twice per year and in accordance with CDA's OCNP Menu Planning Guidance. The grantee must submit the menu cycle with the nutrient analysis for review and approval by DAS OCP at least thirty (30) days in advance of use. The grantee will ensure that food substitutions to originally planned meals are documented and approved by Registered Dietitian Nutritionist (RD/RDN).
   b. HACCP central kitchen and food service monitoring will be conducted at least once per quarter, with a minimum of four (4) monitoring visits during the fiscal year. The monitoring must be conducted and documented by a Registered Dietitian Nutritionist (RD/RDN). Food service monitoring must include the review of end-of-route temperature checks, which should be performed every other week for each route to ensure meals are maintained at safe temperatures throughout delivery.
   c. Home-Delivered Meal (HDM) route monitoring will include, but is not limited to, observation of the packing, transport, and delivery of meals. HDM route monitoring may be conducted and documented by a qualified staff member who has been trained by a certified food safety manager or a Registered Dietitian Nutritionist (RD/RDN). Documentation of the monitoring must be completed within two (2) weeks of the observation. Each of the grantee's HDM routes must be monitored at least two (2) times per fiscal year.
   d. Nutrition education sessions at least once per quarter and a minimum of four (4) times during the fiscal year for consumers participating in services. The grantee will record the delivery of nutrition education sessions in SF DAS GetCare and include the estimated number of participants.
10. Grantee will utilize the DAS OCP centralized waiting list on SF DAS GetCare to identify and enroll eligible consumers. Initial eligibility will be determined by the DAS Benefits and Resources Hub through a telephone screening process. The grantee will prioritize selection and enrollment of consumers from the waiting list based on the following criteria:
    a. Cuisine preference: Matching the consumer's preferred cuisine with the options the grantee is funded to provide.

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b. Grantee delivery capacity: Availability of delivery in the designated service area, which may include a supervisorial district, specific zip code, or established delivery route.
c. Once the cuisine and delivery capacity are met, the grantee will select the consumer with the highest numeric priority score for enrollment from the waiting list.

11. Grantee will establish and maintain a consumer enrollment process that includes conducting a home-delivered nutrition services assessment within two weeks of the consumer receiving their first home-delivered meal and annually thereafter. The grantee may begin meal service based on DAS Benefits and Resources Hub's initial determination of eligibility; however, the in-home assessment must be completed within two weeks of the consumer receiving their first meal. Grantees also have the option to conduct the in-home assessment prior to the start of meal services. The grantee will document the home-delivered nutrition services assessment and consumer information in SF DAS GetCare within one month of collecting the data, ensuring that all information is accurately recorded. The assessment will:
    a. Verify the consumer's need for home-delivered nutrition services.
    b. Screen functional ability through a series of required questions related to activities of daily living (ADL) and instrumental activities of daily living (IADL).
    c. Confirm the appropriateness of the type of meal being provided.
    d. Evaluate the consumer's need for additional nutrition-related or other supportive services.
    e. Obtain consumer demographic and other information as required by federal, state, and local government.
    f. Include completion of a nutrition risk screening using the DETERMINE checklist and a two-question food security screening.
12. Grantee, at minimum, will provide consumers with the following information during the enrollment process:
    a. Delivery schedule for meals.
    b. Copy of the current monthly menu.
    c. Safe food handling instructions for the meal(s) including reheating instructions if applicable.
    d. Voluntary contribution policy.
    e. Grievance policy.
    f. Information on how to request assistance from the grantee when needed.
13. Grantee will conduct and document nutrition service reassessments for program participants on a quarterly basis to confirm continued eligibility for services. Reassessments may be conducted in person or over the phone, however consumers must be assessed in person every other quarter. Reassessments may be conducted by delivery staff or volunteers who have been trained by qualified staff. Initial and annual assessments count towards the quarterly reassessment requirement. The grantee will also establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
14. Grantee will offer consumers who receive a meal the opportunity to contribute to the cost of the meal, in accordance with DAS OCP Policy Memorandum No. 5. The Grantee will develop a suggested contribution amount based on the average income

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range of consumers accessing the home-delivered meal program, as well as the grantee's other funding sources. During the enrollment process, the grantee will provide consumers with written information explaining voluntary contributions and how to make them if they choose to do so. This notification must clearly state that contributions are voluntary, there is no obligation to contribute, and services will be provided regardless of whether a contribution is made. The contribution process must ensure confidentiality, and the grantee must have written procedures in place to safeguard contributions and fees from loss, mishandling, or theft.

15. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
16. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
17. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
18. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
19. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
20. 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.
21. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. 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 location(s) and time(s) for the provision of home delivered nutrition services.

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VII. Service Objectives

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

Table A	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Number of Unduplicated Consumers (UDC)	450	450	450	450
Number of Meals	180,753	180,753	180,753	180,753

VIII. Outcome Objectives

Measured via a consumer survey with a sample size equal to or greater than forty percent (40%) of the consumer enrollment at the time of distribution.

1. At least 75% of consumers report an increased consumption of fruits, vegetables, and/or whole grains.
2. At least 85% of consumers report feeling less worried about getting enough food to meet their needs.
3. At least 85% of consumers rate the quality of meals they receive as excellent or good.
4. At least 85% of consumers report that the food support they receive helps them live stably in the community.

IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. The report will include, at a minimum: the number of consumers served, number of meals prepared and served, number of consumers denied services, and the amount of voluntary consumer contributions received.
2. Grantee will submit a quarterly report, along with supporting documentation, to DAS OCP detailing the HACCP activities conducted. Reports are due on the following dates: October 15th, January 15th, April 15th, and June 15th.
3. Grantee will provide an annual report summarizing the contract activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th day of the month following the end of the program year.
4. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31st each year. The grantee must submit the report in the CARBON system.
5. Grantee will provide ad hoc reports as required by the Department.
6. Pursuant to California Department of Aging requirements, 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.
7. 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:

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Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

For assistance with reporting and contract requirements, please contact:

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, 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 current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

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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.

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HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name
On Lok Day Services

(Check One) New __X__ Renewal ____ Modification ____
If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for older adults

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	180,753	180,753	180,753	180,753	723,012
DAS Expenditures					
Salaries & Benefits	$641,330	$641,330	$641,330	$641,330	$2,565,320
Operating Expenses	$694,670	$694,670	$694,670	$694,670	$2,778,680
Subtotal	$1,336,000	$1,336,000	$1,336,000	$1,336,000	$5,344,000
Indirect Percentage (%)	15.00%	15.00%	15.00%	15.00%	15.00%
Indirect Cost	$200,400	$200,400	$200,400	$200,400	$801,600
Capital/Subcontractor Expenditures					
NCQA Expenditures	$118,846	$118,846	$118,846	$118,846	$475,384
Total DAS Expenditures	**$1,655,246**	**$1,655,246**	**$1,655,246**	**$1,655,246**	**$6,620,984**
Non DAS Expenditures					
Salaries & Benefits	$160,333	$160,333	$160,333	$160,333	$641,332
Operating Expenses	$591,127	$591,127	$591,127	$591,127	$2,364,508
Capital/Subcontractor Expenditures					
NCQA Expenditures	$1,001	$1,001	$1,001	$1,001	$4,004
Total Non DAS Expenditures	**$752,461**	**$752,461**	**$752,461**	**$752,461**	**$3,009,844**
TOTAL DAS AND NON DAS EXPEDITURES	**$2,407,707**	**$2,407,707**	**$2,407,707**	**$2,407,707**	**$9,630,828**
DAS Revenues					
Meals- General Fund	$1,536,400	$1,536,400	$1,536,400	$1,536,400	$6,145,600
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund	$118,846	$118,846	$118,846	$118,846	$475,384
Total DAS Revenue	**$1,655,246**	**$1,655,246**	**$1,655,246**	**$1,655,246**	**$6,620,984**
PER MEAL COST, DAS	$ 8.50	$ 8.50	$ 8.50	$ 8.50	$ 8.50
PER MEAL COST (with NCQA), DAS	$ 9.16	$ 9.16	$ 9.16	$ 9.16	$ 9.16
Non DAS Revenues					
Project Income	$50,611	$50,611	$50,611	$50,611	$202,444
Agency Cash- Fundraising	$700,849	$700,849	$700,849	$700,849	$2,803,396
Agency In-kind Volunteer					
NCQA Revenue	$1,001	$1,001	$1,001	$1,001	$4,004
Total Non DAS Revenue	**$752,461**	**$752,461**	**$752,461**	**$752,461**	**$3,009,844**
PER MEAL COST, Non DAS	$ 4.16	$ 4.16	$ 4.16	$ 4.16	$ 4.16
PER MEAL COST (with NCQA), Non DAS	$ 4.16	$ 4.16	$ 4.16	$ 4.16	$ 4.16
TOTAL DAS AND NON DAS REVENUE	**$2,407,707**	**$2,407,707**	**$2,407,707**	**$2,407,707**	**$9,630,828**
PER MEAL COST, Total	$ 12.66	$ 12.66	$ 12.66	$ 12.66	$ 12.66
PER MEAL COST (with NCQA), Total	$ 13.32	$ 13.32	$ 13.32	$ 13.32	$ 13.32
Full Time Equivalent (FTE)	10.32	10.32	10.32	10.32	41.27

Prepared by: Date: 06/04/2025

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.29	80.00%	0.23	$21,517	$21,517	$21,517	$21,517	$86,068
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.08	80.00%	0.06	$4,951	$4,951	$4,951	$4,951	$19,804
ASSISTANT DIRECTOR OF OPER	open position	$117,832	0.75	80.00%	0.60	$70,699	$70,699	$70,699	$70,699	$282,796
DIRECTOR	Rivas, Sandra G	$170,406	0.06	80.00%	0.05	$8,179	$8,179	$8,179	$8,179	$32,716
NUTRITION SERVICES MANAGEI	Goodness III, Wi	$137,328	0.11	80.00%	0.09	$11,884	$11,884	$11,884	$11,884	$47,536
NUTRITION PROGRAM COORDIN	Bermudez, Marg	$79,504	0.50	80.00%	0.40	$31,802	$31,802	$31,802	$31,802	$127,208
DRIVERS #1	Hsu, Paul W.	$53,324	0.79	80.00%	0.63	$33,701	$33,701	$33,701	$33,701	$134,804
DRIVERS #2	Diaz, Adan E.	$48,397	0.79	80.00%	0.63	$30,587	$30,587	$30,587	$30,587	$122,348
DRIVERS #4	Ling, David	$53,410	0.80	80.00%	0.64	$34,182	$34,182	$34,182	$34,182	$136,728
DRIVERS #5	Mejia, Jose I.	$54,031	1.00	80.00%	0.80	$43,225	$43,225	$43,225	$43,225	$172,900
DRIVERS #6	Pulido, Armando	$51,139	0.40	80.00%	0.32	$16,364	$16,364	$16,364	$16,364	$65,456
DRIVERS #7	Quant, Anastasio	$60,823	0.80	80.00%	0.64	$38,927	$38,927	$38,927	$38,927	$155,708
DRIVERS #8	Rivera, Mario	$54,138	0.80	80.00%	0.64	$34,648	$34,648	$34,648	$34,648	$138,592
DRIVERS #9	Mullenmeister Al	$51,118	0.80	80.00%	0.64	$32,716	$32,716	$32,716	$32,716	$130,864
ON CALL DRIVERS (1)	open position	$49,275	0.75	80.00%	0.60	$29,565	$29,565	$29,565	$29,565	$118,260
SENIOR CENTER PROGRAM CO	Lopez, Carmen D	$6,599	0.90	80.00%	0.72	$4,751	$4,751	$4,751	$4,751	$19,004
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.70	80.00%	0.56	$53,341	$53,341	$53,341	$53,341	$213,364
Totals		$1,252,681	10.32	1520.00%	8.25	$501,039	$501,039	$501,039	$501,039	$2,004,156
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$350,751				$140,291	$140,291	$140,291	$140,291	$561,164
Total DAS Salaries and Benefits		$1,603,432				**$641,330**	**$641,330**	**$641,330**	**$641,330**	**$2,565,320**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
ACCOUNTANT	Li, Winnie W.	$92,744	0.29	20.00%	0.06	$5,379	$5,379	$5,379	$5,379	$21,516
ADMINISTRATIVE SECRETARY	Hy, Eva	$77,362	0.08	20.00%	0.02	$1,238	$1,238	$1,238	$1,238	$4,952
ASSISTANT DIRECTOR OF OPER	open position	$117,832	0.75	20.00%	0.15	$17,675	$17,675	$17,675	$17,675	$70,700
DIRECTOR	Rivas, Sandra G	$170,406	0.06	20.00%	0.01	$2,045	$2,045	$2,045	$2,045	$8,180
NUTRITION SERVICES MANAGEI	Goodness III, Wi	$137,328	0.11	20.00%	0.02	$2,971	$2,971	$2,971	$2,971	$11,884
NUTRITION PROGRAM COORDIN	Bermudez, Marg	$79,504	0.50	20.00%	0.10	$7,950	$7,950	$7,950	$7,950	$31,800
DRIVERS #1	Hsu, Paul W.	$53,324	0.79	20.00%	0.16	$8,425	$8,425	$8,425	$8,425	$33,700
DRIVERS #2	Diaz, Adan E.	$48,397	0.79	20.00%	0.16	$7,647	$7,647	$7,647	$7,647	$30,588
DRIVERS #4	Ling, David	$53,410	0.80	20.00%	0.16	$8,546	$8,546	$8,546	$8,546	$34,184
DRIVERS #5	Mejia, Jose I.	$54,031	1.00	20.00%	0.20	$10,806	$10,806	$10,806	$10,806	$43,224
DRIVERS #6	Pulido, Armando	$51,139	0.40	20.00%	0.08	$4,091	$4,091	$4,091	$4,091	$16,364
DRIVERS #7	Quant, Anastasio	$60,823	0.80	20.00%	0.16	$9,732	$9,732	$9,732	$9,732	$38,928
DRIVERS #8	Rivera, Mario	$54,138	0.80	20.00%	0.16	$8,662	$8,662	$8,662	$8,662	$34,648
DRIVERS #9	Mullenmeister Al	$51,118	0.80	20.00%	0.16	$8,179	$8,179	$8,179	$8,179	$32,716
ON CALL DRIVERS (1)	open position	$49,275	0.75	20.00%	0.15	$7,391	$7,391	$7,391	$7,391	$29,564
SENIOR CENTER PROGRAM CO	Lopez, Carmen D	$6,599	0.90	20.00%	0.18	$1,188	$1,188	$1,188	$1,188	$4,752
DELIVERY SUPERVISOR	Suen, Wing S.	$95,251	0.70	20.00%	0.14	$13,335	$13,335	$13,335	$13,335	$53,340
Totals		$1,252,681	10.32	380.00%	2.06	$125,260	$125,260	$125,260	$125,260	$501,040
Fringe Benefits Rate		28.00%								
Employee Fringe Benefits		$350,751				$35,073	$35,073	$35,073	$35,073	$140,292
Total Non DAS Salaries and Benefits		$1,603,432				**$160,333**	**$160,333**	**$160,333**	**$160,333**	**$641,332**
Total DAS and Non DAS Salaries and Benefits		$3,206,864				**$801,663**	**$801,663**	**$801,663**	**$801,663**	**$3,206,652**

HSA #2 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			180,753	180,753	180,753	180,753	723,012
DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$26,400	$26,400	$26,400	$26,400	$105,600
Office Supplies, Postage			$10,800	$10,800	$10,800	$10,800	$43,200
Building Maintenance Supplies and Repair			$61,600	$61,600	$61,600	$61,600	$246,400
Printing and Reproduction			$2,560	$2,560	$2,560	$2,560	$10,240
Insurance			$4,800	$4,800	$4,800	$4,800	$19,200
Staff Training							
Staff Travel-(Local & Out of Town)			$320	$320	$320	$320	$1,280
Rental of Equipment			$1,200	$1,200	$1,200	$1,200	$4,800
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*	*$2.67*	$483,390	$483,390	$483,390	$483,390	$1,933,560
Consultant							
Consultant A							
Other							
Auto Repair/Maintenance			$31,200	$31,200	$31,200	$31,200	$124,800
Auto - Fuel/Parking & Insurance			$48,800	$48,800	$48,800	$48,800	$195,200
Freezer Rental			$20,000	$20,000	$20,000	$20,000	$80,000
Small equipment & Supplies			$3,600	$3,600	$3,600	$3,600	$14,400
Total DAS Operating Expenses			**$694,670**	**$694,670**	**$694,670**	**$694,670**	**$2,778,680**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)			$6,600	$6,600	$6,600	$6,600	$26,400
Office Supplies, Postage			$2,700	$2,700	$2,700	$2,700	$10,800
Building Maintenance Supplies and Repair			$15,400	$15,400	$15,400	$15,400	$61,600
Printing and Reproduction			$640	$640	$640	$640	$2,560
Insurance			$1,200	$1,200	$1,200	$1,200	$4,800
Staff Training							
Staff Travel-(Local & Out of Town)			$80	$80	$80	$80	$320
Rental of Equipment			$300	$300	$300	$300	$1,200
Food Cost							
Raw Food	*per meal*						
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*	*$2.97*	$536,057	$536,057	$536,057	$536,057	$2,144,228
Consultant							
Consultant A							
Other							
Auto Repair/Maintenance			$7,800	$7,800	$7,800	$7,800	$31,200
Auto - Fuel/Parking & Insurance			$12,200	$12,200	$12,200	$12,200	$48,800
Freezer Rental			$5,000	$5,000	$5,000	$5,000	$20,000
Small equipment & Supplies			$900	$900	$900	$900	$3,600
Van Deep Cleaning			$2,250	$2,250	$2,250	$2,250	$9,000
Total Non DAS Operating Expenses			**$591,127**	**$591,127**	**$591,127**	**$591,127**	**$2,364,508**
Total DAS and Non DAS Operating Expenses			**$1,285,797**	**$1,285,797**	**$1,285,797**	**$1,285,797**	**$5,143,188**

HSA #3 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$1,061.00 /set	2.00	$2,122	$2,122	$2,122	$2,122	$8,488
Kitchen and food service monitoring	$876.00	4.00	$3,504	$3,504	$3,504	$3,504	$14,016
HDM Route Monitoring	$250.00 /route	14.00	$3,500	$3,500	$3,500	$3,500	$14,000
Nutrition education	$180.00	4.00	$720	$720	$720	$720	$2,880
Nutrition counseling (optional)	/hour						
In-service training	$250.00 /training	4.00	$1,000	$1,000	$1,000	$1,000	$4,000
HDM Assessment for ENP/C2 nutrition program	$240.00 /assessm	450.00	$108,000	$108,000	$108,000	$108,000	$432,000
Annual Assessment for the HDM program for Ad	/annual assessment						
Total DAS NCQA Expenditure			**$118,846**	**$118,846**	**$118,846**	**$118,846**	**$475,384**

Non DAS NCQA Expenditure	Unit price	Unit	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Menu planning and nutrition analysis	$104.34 /set	2.00	$209	$209	$209	$209	$836
Kitchen and food service monitoring	$74.20	4.00	$297	$297	$297	$297	$1,188
HDM Route Monitoring	$13.10 /route	14.00	$183	$183	$183	$183	$732
Nutrition education	$34.57	4.00	$138	$138	$138	$138	$552
Nutrition counseling (optional)	/hour						
In-service training	$43.46 /training	4.00	$174	$174	$174	$174	$696
HDM Assessment for ENP/C2 nutrition program (Initial and annu	/assessm	450.00					
Annual Assessment for the HDM program for Adults with Disabili	/annual a						
Total Non DAS NCQA Expenditure			**$1,001**	**$1,001**	**$1,001**	**$1,001**	**$4,004**

Total DAS and Non DAS NCQA Expenditure	**$119,847**	**$119,847**	**$119,847**	**$119,847**	**$479,388**

HSA #4 **10/25/2016**

Docusign Envelope ID: 936FEEB0-BEA3-4094-BEFD-FA445E5DC688

ANNUAL SITE CHART - HOME-DELIVERED MEALS OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY:	On Lok 30th Street Senior Center			
MAILING ADDRESS:	225 30th Street, San Francisco, CA 94131			
DIRECTOR:	Nicole Torres, Chief Operating Officer	EMAIL:	nicole@onlok.oeg	PHONE NO.: 628-208-8488
PROGRAM MANAGER:	Sandra Rivas, Director of Senior Programs & Operations	EMAIL:	srivas@onlok.org	PHONE NO.: 415-550-2273
	William Goodness, Nutrition Program Manager	EMAIL:	william.goodness@onlok.org	PHONE NO.: 628-345-3529

HDM Program Type (ENP or Adults with Disabilities	ENP	ENP	ENP	ENP	ENP	ENP	ENP	**Total # of Delivery Routes**
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route	#1	#2	#3	#4	#5	#6	#7	7
Address and Zip (where meals are produced and/or packed)	225 30th Street 94131	225 30th Street 94131	225 30th Street 94131	225 30th Street 94131	225 30th Street 94131	225 30th Street 94131	225 30th Street 94131	
Phone Number	415-550-2210	415-550-2210	415-550-2210	415-550-2210	415-550-2210	415-550-2210	415-550-2210	
Alternate Phone Number	415-550-2226	415-550-2226	415-550-2226	415-550-2226	415-550-2226	415-550-2226	415-550-2226	
Neighborhood/ Geographic Delivery Service Area	Glen Park, Noe Valley Forest Hill, Diamond Hts, Oceanview, Ingleside, Portola	Bernal Heights, Portola, Visitacion Valley	Excelsior, Mission Terrace, Outer Mission, Crocker Amazon	Mission, Bernal Heights	Laguna, Twin Peaks, Castro, Noe Valley, Diamond Heights	Inner Mission	Sunset/Parkside, Noe Valley, Forest Hill, West Portal	
Supervisorial District #	7, 8,11	9,10	9,11	9	7, 8	9	4, 7,8	
Zip Codes Served	94127, 94112, 94131	94110, 94112, 94134	94112	94110	94131, 94114	94103, 94110	94131, 94127, 94116	
Meal Delivery Days (Saturday & Sunday Meals delivered on Thursday and Friday)	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	x Mon x Tues x Wed x Thurs x Fri Sat Sun	
Office Hours	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm	8:30am-5pm	
Type of Meal (hot, chill or frozen)	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	Hot entree/cold bag M-F, Frozen entrée/cold bag Sat/Sun	
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	Regular, Low Sodium/Diabetic, Dental Soft	
Cuisine Type (Select from list)	American	American	American	American	American	American	American	
# Unduplicated Consumers	65	64	65	64	64	64	64	450
Maximum # of consumers served on route/delivery day	50	50	50	50	50	50	50	350
Number of Meals on Route	25,822	25,822	25,822	25,822	25,822	25,822	25,821	180,753
Annual # Comprehensive Assessment Units								450
Annual # Nutrition Counseling HOURS								0
Annual # Nutrition Counseling								0
Annual # Unduplicated Nutrition Counseling Consumers								0
# Service Days	365	365	365	365	365	365	365	
Average # meals per day	71	71	71	71	71	71	71	
Route Note: (if a route is added during the fiscal year, please indicate the date.)								
Holidays	Frozen meal/cold bag delivered in advance for all holidays							

Nutrition Education	
Annual # Nutrition Education Sessions (if nutrition partner has both AWD & ENP congregate programs, the # of nutrition education sessions are combined)	4
Annual # of Participants (# of UDC x # of nutrition education sessions)	1400

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Appendix A - Services to be Provided
Centro Latino de San Francisco
Culturally Responsive Supplemental Grocery Program
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide a culturally responsive supplemental grocery program for older adults and adults with disabilities living in the City and County of San Francisco. This supplemental grocery program aims to reduce the risk for food security by providing supplemental food support to individuals who can cook at home, while accommodating their cultural preferences and dietary needs. It empowers older adults and adults with disabilities to prepare balanced, culturally relevant meals, promoting independence and long-term well-being.

II. Definitions

Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Grantee	Centro Latino de San Francisco
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 200% 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.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.

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Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; *Ordinance No. 159-16* amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who participates in the culturally responsive supplemental grocery program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A weekly distribution of supplemental groceries to an eligible consumer, which includes at least two food items from at least two of the following USDA-defined food groups: vegetables, fruits (excluding juice), and grains (with a target of at least 50% whole grain products). The distribution must align with the approved menu, which reflects the current Dietary Guidelines for Americans (DGA) and has been approved in advance by DAS OCP.

III. Target Population

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

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IV. Eligibility for Services

To be eligible for services, an individual must be:

1. A resident of San Francisco, **and**
2. A person who is an older adult or an adult with disability, **and**
3. A person who reports having an income at or below 200% of the federal poverty line, **and**
4. A person who has demonstrated a need for supplemental groceries due to food insecurity, is not receiving two (2) meals per day from a DAS-funded nutrition partner, and is not receiving home-delivered groceries from a DAS-funded nutrition partner, **and**
5. A person who has the ability, either independently or with assistance, to safely store, handle, and use the supplemental groceries received, or has a caregiver who can assist with these tasks.

V. Description of Services and Program Requirements:

1. Grantee will provide culturally responsive supplemental groceries to eligible consumers through weekly distributions at DAS OCP-approved site locations. The grantee must ensure that grocery items are culturally relevant and appropriate for the populations they serve, reflecting the dietary preferences and needs of their target communities. When feasible, the grantee shall preserve consumer choice by allowing consumers to select food items.
2. Grantee will procure a sufficient quantity and variety of food to meet the service and outcome objectives for their program model. The grantee will ensure their program design and program operations complies with the standards established by the California Retail Food Code (CRFC) and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch, if applicable. This includes but is not limited to the following:
    a. A Food Facility Permit, also known as a Health Permit, is required for each facility involved in the preparation, handling, and/or distribution of food to the public.
    b. All staff involved in the preparation, storage, service or handling of food and/or meals must engage in approved food safety training.
3. Grantee will ensure that all food procured aligns with the most current Dietary Guidelines for Americans (DGA). The grantee will develop a standard menu of food items for program participants, providing an overview of the types and quantities of food that will be offered each week. The menu must be approved in advance by DAS OCP and should detail the USDA-defined food groups, including estimated quantities for each group. Each distribution must include at least two food items from at least two of the following three USDA-defined food groups:
    a. Vegetable
    b. Fruit (note: juice may not be counted towards this requirement)
    c. Grain (grain products should target at least 50% whole grain)
4. Grantee will provide food in environmentally friendly packaging that is reusable, biodegradable, compostable, and/or recyclable when needed. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).

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5. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security screening. The grantee will document consumer enrollment in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded.
6. Grantee will implement an annual consumer reassessment process to verify continued eligibility for program enrollment and to collect accurate, up-to-date consumer data. This process will include annual nutrition risk and food security screenings. The grantee will update consumer records in SF DAS GetCare within one month of gathering reassessment data, ensuring all changes are accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
7. Grantee will provide orientation and training to all new program staff, both paid and volunteer, to ensure they can perform their assigned responsibilities. All staff must complete food safety training before handling food for distribution to consumers. Additionally, the grantee will conduct in-service training for program staff at least twice per year, with one session focused on food safety to prevent foodborne illness and ensure food is safe for consumption. An annual in-service training schedule must be created and submitted to DAS at the start of each fiscal year. The grantee will maintain attendance records with signatures or proof of the completion of these training sessions.
8. Grantee will ensure there is sufficient program staff with the necessary education, experience, and cultural competency designated to support the operations of the supplemental grocery program.
9. Grantee will have a written policy and procedures in place for accepting and handling program income in accordance with the DAS OCP Policy Memorandum No. 5.
10. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
12. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
13. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy

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Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.

14. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance with DAS OCP Policy Memorandum No.47.
15. 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.
16. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.
17. Grantee will conduct outreach activities to connect with the target population(s) and promote program services.

VI. Location and Time of Services

The grantee will provide a culturally responsive supplemental grocery program 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 supplemental grocery services, which will be included in the grantee's site chart.

VII. Services Objectives

During the grant term, the grantee shall meet the following service objectives:

Table A	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Number of Unduplicated Consumers	100	100	100	100
Number of Culturally Responsive Supplemental Bags of Groceries	3,900	3,900	3,900	3,900

VIII. Outcome Objectives

On an annual basis, the Grantee will meet the following service objectives, which will be measured through a consumer survey with a sample size of at least thirty five (35%) of the enrolled consumers at the time of distribution.

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. Clients rate the quality of food they receive as excellent or good. Target: 85%
4. Clients report the food support they receive helps them live stably in the community. Target: 85%
5. Clients feel the food support they receive is inclusive of their cultural food preferences. Target: 85%

IX. Data Collection and Reporting Requirements

1. Grantee shall enter all service objectives into the SF DAS GetCare Service Unit section by the 5th working day of the month for the preceding month.
2. Grantee shall enter monthly reports and metrics into the CARBON database system by the 15th of the following month, ensuring the accuracy and timeliness of these entries. Each report must include:
    a. The number of unduplicated consumers served
    b. The total units of service provided

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3. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. This report must be submitted in the CARBON system.
4. Grantee will provide ad hoc reports as required by the Department.

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

Gary.Hom@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
Marina.Kan@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

a. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, 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 current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

b. 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.

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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: Culturally Responsive Supplemental Grocery Program

Budget Reference Page No.(s)					
Program Term	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Grocery Bags Contracted	3,900	3,900	3,900	3,900	15,600
DAS Expenditures					
Salaries & Benefits	$10,046	$10,046	$10,046	$10,046	$40,184
Operating Expenses	$28,487	$28,487	$28,487	$28,487	$113,948
Subtotal	$38,533	$38,533	$38,533	$38,533	$154,132
Indirect Percentage (%)	0.00%	0.00%	0.00%	0.00%	0.00%
Indirect Cost	$0	$0	$0	$0	$0
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total DAS Expenditures	**$38,533**	**$38,533**	**$38,533**	**$38,533**	**$154,132**
Non DAS Expenditures					
Salaries & Benefits	$27,589	$27,589	$27,589	$27,589	$110,356
Operating Expenses	$0	$0	$0	$0	$0
Capital/Subcontractor Expenditures	$0	$0	$0	$0	$0
NCQA Expenditures	$0	$0	$0	$0	$0
Total Non DAS Expenditures	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
TOTAL DAS AND NON DAS EXPENDITURES	**$66,122**	**$66,122**	**$66,122**	**$66,122**	**$264,488**
DAS Revenues					
Meals- General Fund	$38,533	$38,533	$38,533	$38,533	$154,132
Meals- State Fund	$0	$0	$0	$0	$0
Meals- Federal Fund	$0	$0	$0	$0	$0
					$0
					$0
					$0
NCQA Fund					$0
Total DAS Revenue	**$38,533**	**$38,533**	**$38,533**	**$38,533**	**$154,132**
PER MEAL COST, DAS	$9.88	$9.88	$9.88	$9.88	$9.88
PER MEAL COST (with NCQA), DAS	$9.88	$9.88	$9.88	$9.88	$9.88
Non DAS Revenues					
Project Income					$0
Agency Cash- Fundraising					$0
Agency In-kind Volunteer	$27,589	$27,589	$27,589	$27,589	$110,356
					$0
					$0
					$0
NCQA Revenue					$0
Total Non DAS Revenue	**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
PER MEAL COST, Non DAS	$7.07	$7.07	$7.07	$7.07	$7.07
PER MEAL COST (with NCQA), Non DAS	$7.07	$7.07	$7.07	$7.07	$7.07
TOTAL DAS AND NON DAS REVENUE	**$66,122**	**$66,122**	**$66,122**	**$66,122**	**$264,488**
PER MEAL COST, Total	$16.95	$16.95	$16.95	$16.95	$16.95
PER MEAL COST (with NCQA), Total	$16.95	$16.95	$16.95	$16.95	$16.95
Full Time Equivalent (FTE)	31.30	31.30	31.30	31.30	125.20

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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 Director	Gloria Bonilla	$93,600	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Accountant/HR	Olivia Riano	$65,499	1.00	1.35%	0.01	$884	$884	$884	$884	$3,536
Associate Director & Naturalizatio	Jacob Simons	$83,200	0.00	0.00%	0.00	$0	$0	$0	$0	$0
Nutrition Program Manager	Jose Omar Romero	$66,560	1.00	2.26%	0.02	$1,504	$1,504	$1,504	$1,504	$6,016
Executive Cook	TBD	$56,160	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Cook	Cruz Mercado	$52,000	1.00	0.00%	0.00	$0	$0	$0	$0	$0
Cook	Ana Rodriguez	$52,000	1.00	0.00%	0.00	$0	$0	$0	$0	$0
HDM Driver II	Procorro Rodriguez	$35,880	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
HDM Driver II	Joaquin Olivar	$35,880	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Driver III/Site Manager Ed Lee	Sandro Garcia	$49,920	1.00	2.50%	0.03	$1,248.00	$1,248	$1,248	$1,248	$4,992
Driver Site Manager Veterans Acade	TBD	$35,880	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Dishwasher/Janitor I	Domingo Castaned	$43,680	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Dishwasher/Janitor II	Juan Irias	$34,944	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
CLSF Food Server/Prep	Gloria Esperanza A	$47,840	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Site Manager MNC	Juana Ivonne Olm	$52,000	1.00	2.50%	0.03	$1,300.00	$1,300	$1,300	$1,300	$5,200
Server MNC & Prep/Janitor	Yensi Molina	$45,760	1.00	2.50%	0.03	$1,144.00	$1,144	$1,144	$1,144	$4,576
Site Manager STAR Hotel	Gisela Venegas	$25,116	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Server STAR & Prep	Zoila Palacios	$21,840	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Site Manager Minna Lee/V.C.C.	Roger Martinez	$36,608	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Site Manager Veterans Commons	Jessi Arguello	$43,680	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Server JWP/Food Prep	Maria Hernandez	$32,760	1.00	3.33%	0.03	$1,091.00	$1,091	$1,091	$1,091	$4,364
Server Ed Lee & Prep	Carolina Cervantes	$28,392	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Site Manager Maceo May	Norland Estrada	$47,840	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Server Maceo May and Prep	Juana Maria Lopez	$45,760	1.00	2.50%	0.03	$1,144.00	$1,144	$1,144	$1,144	$4,576
Social Worker & Activities Facilitator	Mabrisa Rodriguez	$60,320	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Social Worker Assist/Intake	TBD	$39,000	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Social Worker/HDM Coordinator	Veronica Lacayo	$60,450	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Nutritionist	TBD	$15,600	1.00	0.00%	0.00	$0.00	$0	$0	$0	$0
Totals		$1,308,169	27.00	16.94%	0.17	$8,315.00	$8,315	$8,315	$8,315	$33,260
Fringe Benefits Rate		20.81%								
Employee Fringe Benefits		$272,230				$1,731.00	$1,731	$1,731	$1,731	$6,924
Total DAS Salaries and Benefits		$1,580,399				**$10,046.00**	**$10,046**	**$10,046**	**$10,046**	**$40,184**

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	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
Food Packing		$41,704	0.63	17%	0.10	$4,344.00	$4,344	$4,344	$4,344	$17,376
Food Packing		$41,704	0.63	17%	0.10	$4,344.00	$4,344	$4,344	$4,344	$17,376
Food Service		$41,704	0.20	8%	0.02	$696.00	$696	$696	$696	$2,784
Food Service		$41,704	0.20	8%	0.02	$696.00	$696	$696	$696	$2,784
Food Service		$38,833	0.70	17%	0.12	$4,530.00	$4,530	$4,530	$4,530	$18,120
Food Service		$38,833	0.70	17%	0.12	$4,530.00	$4,530	$4,530	$4,530	$18,120
Office Admin		$41,704	0.75	17%	0.13	$5,213.00	$5,213	$5,213	$5,213	$20,852
Office Admin		$38,833	0.50	17%	0.08	$3,236.00	$3,236	$3,236	$3,236	$12,944
					$0.00	$0.00	$0	$0	$0	$0
					$0.00	$0.00	$0	$0	$0	$0
Totals		$325,019	4.30	116.70%	0.68	$27,589.00	$27,589	$27,589	$27,589	$110,356
Fringe Benefits Rate		$0.00								
Employee Fringe Benefits		$0.00				$0	$0	$0	$0	$0
Total Non DAS Salaries and Benefits		$325,019				**$27,589**	**$27,589**	**$27,589**	**$27,589**	**$110,356**
Total DAS and Non DAS Salaries and Benefits		$1,905,418				**$37,635**	**$37,635**	**$37,635**	**$37,635**	**$150,540**

HSA #2 **10/25/2016**

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Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			3,900	3,900	3,900	3,900	15,600
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$0	$0	$0	$0	$0
Utilities (Elec, Water, Gas, Phone, Garbage)			$0	$0	$0	$0	$0
Office Supplies, Postage			$0	$0	$0	$0	$0
Building Maintenance Supplies and Repair			$0	$0	$0	$0	$0
Printing and Reproduction			$0	$0.00	$0	$0	$0
Insurance			$0	$0.00	$0	$0	$0
Staff Training			$0	$0.00	$0	$0	$0
Staff Travel-(Local & Out of Town)			$0	$0.00	$0	$0	$0
Rental of Equipment			$0	$0.00	$0	$0	$0
Food Cost							
Raw Food	*per bag*	*$7.00*	$27,300	$27,300.00	$27,300	$27,300	$109,200
Cong Food Svc Supplies	*per bag*	*$0.30*	$1,187	$1,187.00	$1,187	$1,187	$4,748
Catered Meals	*per bag*	*$0.00*	$0	$0.00	$0	$0	$0
							$0
							$0
Consultant							
Consultant A			$0	$0.00	$0	$0	$0
							$0
							$0
Other							
			$0	$0.00	$0	$0	$0
							$0
							$0
							$0
							$0
							$0
Total DAS Operating Expenses			**$28,487**	**$28,487.00**	**$28,487**	**$28,487**	**$113,948**
Non DAS Operating Expenses							
Expenditure Category							
Rental of Property							$0
Utilities (Elec, Water, Gas, Phone, Garbage)							$0
Office Supplies, Postage							$0
Building Maintenance Supplies and Repair							$0
Printing and Reproduction							$0
Insurance							$0
Staff Training							$0
Staff Travel-(Local & Out of Town)							$0
Rental of Equipment							$0
Food Cost							
Raw Food	*per meal*	*$0.00*	$0	$0.00	$0	$0	$0
Cong Food Svc Supplies	*per meal*	*$0.00*	$0.00	$0	$0	$0	$0
Catered Meals	*per meal*	*$0.00*	$0.00	$0	$0	$0	$0
							$0
							$0
Consultant							
Consultant A							$0
							$0
							$0
Other							
							$0
							$0
							$0
							$0
							$0
							$0
Total Non DAS Operating Expenses			**$0**	**$0**	**$0**	**$0**	**$0**
Total DAS and Non DAS Operating Expenses			**$28,487**	**$28,487**	**$28,487**	**$28,487**	**$113,948**

HSA #3 **10/25/2016**

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		ANNUAL SITE CHART - SUPPLEMENTAL GROCERIES				OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY:	Centro Latino de San Francisco						
MAILING ADDRESS:	1656 15th St. San Francisco, CA 94103						
DIRECTOR:	Gloria Bonilla			**EMAIL:**	gloria@centrolatinodesf.org		**PHONE NO.:**
PROGRAM MANAGER:	Omar Romero			**EMAIL:**	omar@centrolatinodesf.org		**PHONE NO.:**
Nutrition Services:	Supplemental Groceries						
Population Served: Older Adults or	Older Adults and Adults with						
Site Name	Los Mayores						
Address and Zip	1656 15th Street San Francisco,CA 94103						
Phone Number	415-861-8758						
Alternate Phone Number	415-861-8761						
Neighborhood	Mission						
Supervisorial District No.	9						
Bus Line #	14L, 22, 33, 47, 49, 71,						
Site Manager/Coordinator	Omar Romero						
Site Hours Open	9:00a.m-4:00p.m						
Brief description of other programming offered at	Congregate Meals, Home						
Hours of Scheduled Programming	9:00a.m-4:00p.m						
Days Open for Supplemental Grocery Bag distribution	___ Mon __ Tues						
	_X_Wed __ Thurs						
	__ Fri __ Sat						
	__ Sun						
Hours of Supplemental Grocery Program	11:30am - 1:00pm						
Vegetarian meal option available:	Yes						
Annual # Unduplicated Consumers	100						
Annual Number of Grocery bags per year	3,900						
# Service Days for Supplement Grocery	52						
Average #Grocery bags per week	75						
Observed holidays	Independence Day, Labor Day, Thanksgiving, Christmas Day, New Year, President's Day, Cesar Chavez, Memorial Day						
ADA Accessible	Yes						
Site Status Note: (start date for a new site , closure							
Nutrition Education							
Annual # Nutrition Education Sessions (4 required)	**4**						
Annual # of Participants	300						

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FY 2025-26		
415-286-0883		
415-861-8758		
		Total ALL Sites
		100
		3,900
		75

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Appendix A - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
Culturally Responsive Supplemental Grocery Program
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide a culturally responsive supplemental grocery program for older adults and adults with disabilities living in the City and County of San Francisco. This supplemental grocery program aims to reduce the risk for food security by providing supplemental food support to individuals who can cook at home, while accommodating their cultural preferences and dietary needs. It empowers older adults and adults with disabilities to prepare balanced, culturally relevant meals, promoting independence and long-term well-being.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	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.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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, to-go, and home-delivered nutrition services program participants.
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
Disability	A condition or combination of conditions that is attributable to a mental, cognitive or physical impairment, including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: a) Self-care: activities of daily living (ADL), and instrumental activities of daily living (IADL); b) Capacity for independent living and self-direction; c) Cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 200% 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.
Nutrition Risk Screening	Completion of the DETERMINE Checklist to evaluate the nutrition risk status of congregate, to-go, and home-delivered nutrition services program participants.
OAA	Older Americans Act.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".

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Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; *Ordinance No. 159-16* amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve *(Chapter 104, Sections 104.1 through 104.9).*
Volunteer	A volunteer is an individual who offers their time and services willingly and without compensation to assist the grantee in various activities to support nutrition services.
Unduplicated Consumer (UDC)	An eligible individual who participates in the culturally responsive supplemental grocery program and whose participation is documented in SF DAS GetCare by the grantee.
Unit of Service (UOS)	A weekly distribution of supplemental groceries to an eligible consumer, which includes at least two food items from at least two of the following USDA-defined food groups: vegetables, fruits (excluding juice), and grains (with a target of at least 50% whole grain products). The distribution must align with the approved menu, which reflects the current Dietary Guidelines for Americans (DGA) and has been approved in advance by DAS OCP.

III. Target Population

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

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

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IV. Eligibility for Services

To be eligible for services, an individual must be:

1. A resident of San Francisco, **and**
2. A person who is an older adult or an adult with disability, **and**
3. A person who reports having an income at or below 200% of the federal poverty line, **and**
4. A person who has demonstrated a need for supplemental groceries due to food insecurity, is not receiving two (2) meals per day from a DAS-funded nutrition partner, and is not receiving home-delivered groceries from a DAS-funded nutrition partner, **and**
5. A person who has the ability, either independently or with assistance, to safely store, handle, and use the supplemental groceries received, or has a caregiver who can assist with these tasks.

V. Description of Services and Program Requirements:

1. Grantee will provide culturally responsive supplemental groceries to eligible consumers through weekly distributions at DAS OCP-approved site locations. The grantee must ensure that grocery items are culturally relevant and appropriate for the populations they serve, reflecting the dietary preferences and needs of their target communities. When feasible, the grantee shall preserve consumer choice by allowing consumers to select food items.
2. Grantee will procure a sufficient quantity and variety of food to meet the service and outcome objectives for their program model. The grantee will ensure their program design and program operations complies with the standards established by the California Retail Food Code (CRFC) and the San Francisco Department of Public Health (SFDPH) Environmental Health Branch, if applicable. This includes but is not limited to the following:
    a. A Food Facility Permit, also known as a Health Permit, is required for each facility involved in the preparation, handling, and/or distribution of food to the public.
    b. All staff involved in the preparation, storage, service or handling of food and/or meals must engage in approved food safety training.
3. Grantee will ensure that all food procured aligns with the most current Dietary Guidelines for Americans (DGA). The grantee will develop a standard menu of food items for program participants, providing an overview of the types and quantities of food that will be offered each week. The menu must be approved in advance by DAS OCP and should detail the USDA-defined food groups, including estimated quantities for each group. Each distribution must include at least two food items from at least two of the following three USDA-defined food groups:
    a. Vegetable
    b. Fruit (note: juice may not be counted towards this requirement)
    c. Grain (grain products should target at least 50% whole grain)
4. Grantee will provide food in environmentally friendly packaging that is reusable, biodegradable, compostable, and/or recyclable when needed. The grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and the Single-Use Food Ware Plastics Toxics and Litter Reduction Ordinance (2019).
5. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, completion of a nutrition risk screening using the DETERMINE checklist, and a two-question food security

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screening. The grantee will document consumer enrollment in SF DAS GetCare within one month of obtaining the data, ensuring all collected information is accurately recorded.

6. Grantee will implement an annual consumer reassessment process to verify continued eligibility for program enrollment and to collect accurate, up-to-date consumer data. This process will include annual nutrition risk and food security screenings. The grantee will update consumer records in SF DAS GetCare within one month of gathering reassessment data, ensuring all changes are accurately recorded. Additionally, the grantee will establish a disenrollment process for consumers who are no longer eligible or who choose to discontinue services.
7. Grantee will provide orientation and training to all new program staff, both paid and volunteer, to ensure they can perform their assigned responsibilities. All staff must complete food safety training before handling food for distribution to consumers. Additionally, the grantee will conduct in-service training for program staff at least twice per year, with one session focused on food safety to prevent foodborne illness and ensure food is safe for consumption. An annual in-service training schedule must be created and submitted to DAS at the start of each fiscal year. The grantee will maintain attendance records with signatures or proof of the completion of these training sessions.
8. Grantee will ensure there is sufficient program staff with the necessary education, experience, and cultural competency designated to support the operations of the supplemental grocery program.
9. Grantee will have a written policy and procedures in place for accepting and handling program income in accordance with the DAS OCP Policy Memorandum No. 5.
10. Grantee will have procedures in place to obtain the views of program participants about services received. At minimum, the grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. Both the survey tool and the administration plan must be reviewed and approved by DAS OCP prior to implementation. Feedback must be collected in a manner that ensures participant anonymity. The results will be shared with DAS OCP by March 15th of each grant year, or on a mutually agreed upon date.
11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually, in accordance with the DAS OCP Policy Memorandum No. 45. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
12. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum No. 35.
13. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
14. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded nutrition program, in accordance

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with DAS OCP Policy Memorandum No.47.

15. 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.
16. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.
17. Grantee will conduct outreach activities to connect with the target population(s) and promote program services.

VI. Location and Time of Services

The grantee will provide a culturally responsive supplemental grocery program 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 supplemental grocery services, which will be included in the grantee's site chart.

VII. Services Objectives

During the grant term, the grantee shall meet the following service objectives:

Table A	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Number of Unduplicated Consumers	160	160	160	160
Number of Culturally Responsive Supplemental Bags of Groceries	7,744	7,744	7,744	7,744

VIII. Outcome Objectives

On an annual basis, the Grantee will meet the following service objectives, which will be measured through a consumer survey with a sample size of at least thirty five (35%) of the enrolled consumers at the time of distribution.

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. Clients rate the quality of food they receive as excellent or good. Target: 85%
4. Clients report the food support they receive helps them live stably in the community. Target: 85%
5. Clients feel the food support they receive is inclusive of their cultural food preferences. Target: 85%

IX. Data Collection and Reporting Requirements

1. Grantee shall enter all service objectives into the SF DAS GetCare Service Unit section by the 5th working day of the month for the preceding month.
2. Grantee shall enter monthly reports and metrics into the CARBON database system by the 15th of the following month, ensuring the accuracy and timeliness of these entries. Each report must include:
    a. The number of unduplicated consumers served
    b. The total units of service provided
3. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. This report must be submitted in the CARBON system.
4. Grantee will provide ad hoc reports as required by the Department.

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

gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA
or
julie.hibarger@sfgov.org
Program Analyst, DAS OCP

X. Monitoring Activities

a. Program Monitoring: Program monitoring will include review of consumer eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance with specific program standards and requirements; participant record collection and maintenance; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, including current organizational chart; evidence of annual Elder Abuse Reporting training provided to staff and volunteers; evidence of annual California Department of Aging (CDA) Security Awareness training provided to staff and volunteers; program operations, 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 current and consistent with the site chart; a board of directors list and whether services are provided appropriately according to Sections III through VIII.

b. 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.

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Document Date:

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name

Bayview Hunters Point Multipurpose Senior Services

(Check One) New __X__ Renewal ____ Modification ____

If modification, Effective Date of Mod. No. of Mod.

Program: Culturally Responsive Supplemental Grocery Program

Budget Reference Page No.(s)					
Program Term	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**	Total
Annual # Grocery Contracted	7,744	7,744	7,744	7,744	30,976
DAS Expenditures					
Salaries & Benefits					
Operating Expenses	$96,800	$96,800	$96,800	$96,800	$387,200
Subtotal	$96,800	$96,800	$96,800	$96,800	$387,200
10%	10.00%	10.00%	10.00%	10.00%	10.00%
Indirect Cost	$9,680	$9,680	$9,680	$9,680	$38,720
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$106,480**	**$106,480**	**$106,480**	**$106,480**	**$425,920**
Non DAS Expenditures					
Salaries & Benefits	$24,323	$24,323	$24,323	$24,323	$97,292
Operating Expenses	$15,488	$15,488	$15,488	$15,488	$61,952
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$39,811**	**$39,811**	**$39,811**	**$39,811**	**$159,244**
DAS Revenues					
Meals- General Fund	$106,480	$106,480	$106,480	$106,480	$425,920
NCQA Fund					
Total DAS Revenue	**$106,480**	**$106,480**	**$106,480**	**$106,480**	**$425,920**
PER MEAL COST, DAS	$13.75	$13.75	$13.75	$13.75	$13.75
PER MEAL COST (with NCQA), DAS	$13.75	$13.75	$13.75	$13.75	$13.75
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising					
Agency In-kind Volunteer	$24,323	$24,323	$24,323	$24,323	$97,292
Food Donations	$15,488	$15,488	$15,488	$15,488	$61,952
NCQA Revenue					
Total Non DAS Revenue	**$39,811**	**$39,811**	**$39,811**	**$39,811**	**$159,244**
PER MEAL COST, Non DAS	$5.14	$5.14	$5.14	$5.14	$5.14
PER MEAL COST (with NCQA), Non DAS	$5.14	$5.14	$5.14	$5.14	$5.14
TOTAL DAS AND NON DAS REVENUE	**$146,291**	**$146,291**	**$146,291**	**$146,291**	**$585,164**
PER MEAL COST, Total	$18.89	$18.89	$18.89	$18.89	$18.89
PER MEAL COST (with NCQA), Total	$18.89	$18.89	$18.89	$18.89	$18.89
Full Time Equivalent (FTE)	5.00	5.00	5.00	5.00	20.00

Prepared by: Date:

HSA-CO Review Signature: _____

HSA #1 **10/25/2016**

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Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Totals									
Fringe Benefits Rate		28.00%							
Employee Fringe Benefits									
Total DAS Salaries and Benefits									

Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Resident Case Manager	Latony Young	$75,025	1.00	7.50%	0.08	$5,627	$5,627	$5,627	$22,508
Activity Coordinator	Aiesha Lane	$53,435	1.00	5.00%	0.05	$2,672	$2,672	$2,672	$10,688
Data Manager	Dina Madrid	$72,695	1.00	5.00%	0.05	$3,635	$3,635	$3,635	$14,540
Volunteers	Various	$42,640	1.00	7.50%	0.08	$3,198	$3,198	$3,198	$12,792
Fringe Benefits Rate		28.00%							
Employee Fringe Benefits		$82,712				$5,321	$5,321	$5,321	$21,284
Total Non DAS Salaries and Benefits		$378,111				**$24,323**	**$24,323**	**$24,323**	**$97,292**
Total DAS and Non DAS Salaries and Benefits		$378,111				**$24,323**	**$24,323**	**$24,323**	**$97,292**

HSA #2 **10/25/2016**

Program: Culturally Responsive Supplemental Grocery Program
(Same as Line 11 on HSA #1)

Document Date:

Operating Expense Detail

	FY 25/26	FY 27/28	FY 28/29	Total
Annual # Meals Contracted	7,744	7,744	7,744	30,976
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 *grocery bag $12.50*	$96,800	$96,800	$96,800	$387,200
Cong Food Svc Supplies *per meal*				
Catered Meals *per meal*				
Consultant				
Consultant A				
Other				
Total DAS Operating Expenses	**$96,800**	**$96,800**	**$96,800**	**$387,200**
Non DAS Operating Expenses				
Expenditure Category				
Rental of Property				
Utilities (Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
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*				
Food Donations $2	$15,488	$15,488	$15,488	$61,952
Consultant				
Consultant A				
Other				
Total Non DAS Operating Expenses	**$15,488**	**$15,488**	**$15,488**	**$61,952**
Total DAS and Non DAS Operating Expenses	**$112,288**	**$112,288**	**$112,288**	**$449,152**

HSA #3 **10/25/2016**

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ANNUAL SITE CHART - Culturally Responsive Supplemental Groceries			OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26
AGENCY:	Bayview Hunters Point Multipurpose Senior Services			
MAILING ADDRESS:	1751 Carroll Ave, San Francisco CA 94124			
DIRECTOR:	Cathy Davis	**EMAIL:**	cathy.davis@bhpmss.org	**PHONE NO.:** 415-822-1444
PROGRAM MANAGER:	Latonya Young	**EMAIL:**	latonya.young@bhpmss.org	**PHONE NO.:** 415-822-1444

Population Served: Older Adults or Adults with Disabilities	Both	Both	Both	Both				
Site Name	Dr George Davis	Dr George Davis	Alice Griffith	Samoan Site - SCDC				
Address and Zip	1751 Carroll 94124	1753 Carroll 94124	2700 Arelious Walker 94124	290 Malosi 94134				
Phone Number	415-822-1444	415-822-1444	415-762-2668	415-841-1086				
Neighborhood	Bayview	Bayview	Bayview	Bayview				
Supervisorial District No.	10	10	10	10				
Site Manager/Coordinator	Latonya Young	Lu Olguson	Aiesha Lane	Chardain Suesue				
Site Hours Open	7 to 4	8 to 5	8 to 5	10 to 2				
Brief descirption of other programming offered at site if applicable	Senior Residence, access to senior ctr/	Meal site, senior center programming	Meal site, community activities	Meal site, senior center programming				
Days Open for Meal Service	☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☑ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☑ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Hours of Service	7 to 10	4 to 5	11 to 1	11 to 1				
Vegetarian meal option available: (Yes or No)	Yes	Yes	Yes	Yes				
Annual # Unduplicated Consumers	65	15	55	25				**160**
Supplemental Groceries	3,500	944	3,000	300				**7,744**
Annual # Service Days per FY	50	50	50	12				
Average # meals per day	70	19	60	25	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
ADA Accessible	Yes	Yes	Yes	Yes				
Site Status Note: (start date for a new site , closure date, or temp closure, etc.**)**								