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				
DATE:	JULY 2, 2025				
SUBJECT:	NEW GRANT: **BAYVIEW HUNTER'S POINT MULTIPURPOSE SENIOR SERVICES** (NONPROFIT) FOR PROVISION OF CULTURALLY RESPONSIVE NUTRITION SUPPORT AND OUTREACH FOR OLDER ADULTS AND ADULTS WITH DISABILITIES				
	Full Term	Contingency	Total		
GRANT TERM:	7/1/25- 6/30/29				
GRANT AMOUNT:	$497,688	$49,769	$547,457		
ANNUAL AMOUNT:	FY 25-26 $124,422	FY 26-27 $124,422	FY 27-28 $124,422	FY 28-29 $124,422	
FUNDING SOURCE:	County $497,688	State $0	Federal $0	Contingency $49,769	Total $547,457
PERCENTAGE:	100%	0%	0%		100%

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to enter into a new grant agreement with BAYVIEW HUNTER'S POINT MULTIPURPOSE SENIOR SERVICES for the period of July 1, 2025 through June 30, 2029 in the amount of $497,688 plus a 10% contingency for a total amount not to exceed $547,457. The purpose of this grant is to

provide Culturally Responsive Nutrition Support and Outreach for Older Adults and Adults with Disabilities.

Background

The Department of Disability and Aging Services (DAS) funds nutrition programs that support the health, independence, and well-being of older adults and adults with disabilities in San Francisco. These programs address food insecurity by providing culturally responsive meals and strategic outreach, particularly for those facing economic hardship, mobility challenges, or limited awareness of available services. By partnering with trusted community organizations, DAS ensures that nutrition services are accessible, relevant, and effective in reaching underserved populations. Through these efforts, the department helps prevent malnutrition, improve health outcomes, and reduce the need for emergency care.

Services to be Provided

The grantee will deliver culturally appropriate outreach and meal services to older adults and adults with disabilities who face barriers to accessing nutrition programs. Outreach efforts will focus on underserved populations and include partnerships with community-based organizations to help connect individuals to available nutrition support. In addition, the grantee will provide meals that reflect the cultural preferences and dietary needs of the target population. All meals will align with the current Dietary Guidelines for Americans.

Selection

The grantee was selected through RFP #1178 issued in March, 5, 2025.

Funding

Funding for this grant is provided through County General Funds and the Dignity Fund.

ATTACHMENTS

Appendix A, Scope of Services
Appendix B, Budget
Appendix F, Site Chart

Appendix A - Services to be Provided
Bayview Hunters Point Multipurpose Senior Services
Culturally Responsive Nutrition Support and Outreach for
Older Adults and Adults with Disabilities
July 1, 2025 – June 30, 2029

I. Purpose

The purpose of this grant is to provide culturally responsive nutrition support and conduct outreach to older adults and adults with disabilities residing in the City and County of San Francisco. These services aim to reflect the cultural values and dietary practices of diverse communities, supporting individuals in maintaining their identity while accessing the nutrition needed to live independently and healthily. Outreach efforts will focus on connecting with underserved individuals who may be unaware of or face barriers to accessing nutrition support.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services
Adult with a Disability	A person 18-59 years of age living 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, 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.
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.
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 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.
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)
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term "senior".
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term "older adult".
SF 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	Human Services Agency of the City and County of San Francisco.
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 the culturally responsive nutrition support program.
Unduplicated Consumer (UDC)	An eligible individual who receives meals through the culturally responsive nutrition support 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 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

IV. Eligibility for Services

1. A resident of San Francisco, and
2. A person 60 years of age or older or 18-59 years of age with a disability

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 Department of Disability and Aging (DAS), and the requirements described in this Appendix A.
2. Grantee will conduct strategic, culturally appropriate outreach targeting populations who face barriers to accessing nutrition services or are unaware of these services. The

grantee will establish and maintain at least one community partnership with an organization that will assist in connecting clients with the nutrition support program.

3. Grantee shall develop and provide culturally relevant meals based on a cycle menu that reflects the dietary needs and preferences of the target population(s), including those reached through community partnerships. The cycle menu must be submitted to DAS OCP for review and approval each fiscal year by a mutually agreed-upon date and at least one month prior to implementation. Revisions to the menu, including those based on consumer feedback, must also be submitted at least one month in advance for DAS OCP approval. A registered dietitian (RD/RDN), either on staff or as a consultant, must participate in menu planning and complete the corresponding nutrient analysis. Any deviations from the approved menu must be documented, including the date, the item not served, and the replacement food(s).
4. Grantee shall provide meals that are ready to consume, culturally appropriate, and tailored to the dietary needs and preferences of the target population(s), including those reached through community partnerships. Each meal must provide a minimum of one-third of the Dietary Reference Intakes (DRIs) and align with the most current Dietary Guidelines for Americans (DGA), including guidance for adults 60 years of age and older. Meals may be served hot, cold, and/or frozen, and must include a variety of healthy foods that support a balanced and culturally responsive dietary pattern.
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 manage all aspects of food service related to the nutrition support program, including the procurement, preparation, transport, delivery, and serving of food and meals. The grantee will ensure compliance with the standards established by the California Retail Food Code (CRFC) 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 grantee must provide a current health inspection report with a "pass" rating status, as issued by the Environmental Health Branch of SFDPH for each of the involved facilities.
    b. A certified Food Safety Manager must be on staff to oversee and manage the food service operations for the nutrition support program.
    c. All staff, both paid and volunteer, who are involved in the preparation, storage, service, or handling of food and/or meals receive a minimum of one (1) hour of training at orientation and annually thereafter. Training must include, at a minimum, approved food safety practices, prevention of foodborne illness, Hazard Analysis and Critical Control Points (HACCP) principles, and emergency procedures.
7. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, the collection of required consumer data, including SOGI

information, and completion of 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. Additionally, the grantee will establish a disenrollment process for consumers who stop participating in the program.

8. Grantee will implement an annual re-enrollment process that verifies consumer data and includes an updated food security screening for those consumers who remain active from the previous fiscal year. Annual food security screenings, along with verified and updated consumer data, must be documented in SF DAS GetCare within one month of receiving the information.
9. Grantee shall have procedures in place to obtain feedback from program participants about the services received. At a minimum, the grantee must develop and administer an annual consumer satisfaction survey to assess program outcomes and service quality. The survey tool and administration plan must be reviewed and approved by DAS OCP prior to implementation. A minimum response rate of 35% of active consumer enrollment at the time of administration is required, unless a different percentage is determined to be meaningful in consultation with DAS OCP. Feedback must be collected anonymously to protect participant confidentiality. Survey results must be submitted to DAS OCP by March 15 of each grant year, or on a mutually agreed-upon date.
10. Grantee will ensure that sufficient qualified staff, both paid and volunteer, are in place to effectively conduct outreach, deliver culturally responsive nutrition support, and meet all program requirements.
11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff 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 offer consumers who participate in the program the opportunity to contribute to the cost of providing the program, in accordance with DAS OCP Policy Memorandum No. 5.
13. 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 DAS OCP Policy Memorandum No. 35.
14. 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.
15. 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.

16. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

VI. Location and Time of Services

Grantee will provide culturally responsive nutrition support within the City and County of San Francisco. The grantee will schedule the dates, times, and locations for these services, which are subject to approval by DAS.

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)	167	167	167	167
Number of Meals (UOS)	10,042	10,042	10,042	10,042

VIII. Outcome Objectives

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

1. Consumers feel less worried about getting enough food to meet their needs. (Target 75%)
2. Consumers rate the quality of food they receive as excellent or good. (Target 85%)
3. Consumers feel the food support they receive is inclusive of their cultural food preferences. (Target 85%)
4. Consumers report increased consumption of fruits, vegetables, and/or whole grains. (Target 75%)
5. Consumers report the food support they receive helps them live stably in the community. (Target 75%)

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 SF DAS GetCare by the 15th of the following month. The report will include, at a minimum, the following: number of consumers served and meals provided.
2. 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.
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 31st each year. The grantee must submit the report 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 Hong
gary.g.hong@sfgov.org
Contract Manager, Office of Contract Management, SFHSA

Or

Julie Hibarger
julie.hibarger@sfgov.org
Nutritionist 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.

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Budget Reference Page No.(s)

Bayview Hunters Point Multipurpose Senior Services Inc

(Check One) New __X__ Renewal ____ Modification ____

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

Program: Congregate meals for Culturally Responsive Nutrition Support

Budget Reference Page No.(s)					
Program Term	**FY 25/26**	**FY 26/27**	**FY 27/28**	**FY 28/29**	**Total**
Annual # Meals Contracted	10,042	10,042	10,042	10,042	40,168
DAS Expenditures					
Salaries & Benefits	$32,733	$32,733	$32,733	$32,733	$130,932
Operating Expenses	$77,375	$77,375	$77,375	$77,375	$309,500
Subtotal	$110,108	$110,108	$110,108	$110,108	$440,432
Indirect Percentage (%)	13.00%	13.00%	13.00%	13.00%	13.00%
Indirect Cost	$14,314	$14,314	$14,314	$14,314	$57,256
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total DAS Expenditures	**$124,422**	**$124,422**	**$124,422**	**$124,422**	**$497,688**
Non DAS Expenditures					
Salaries & Benefits	$3,535	$3,535	$3,535	$3,535	$14,140
Operating Expenses	$2,511	$2,511	$2,511	$2,511	$10,044
Capital/Subcontractor Expenditures					
NCQA Expenditures					
Total Non DAS Expenditures	**$6,046**	**$6,046**	**$6,046**	**$6,046**	**$24,184**
TOTAL DAS AND NON DAS EXPEDITURES	**$130,468**	**$130,468**	**$130,468**	**$130,468**	**$521,872**
DAS Revenues					
Meals- General Fund	$124,422	$124,422	$124,422	$124,422	$497,688
Meals- State Fund					
Meals- Federal Fund					
NCQA Fund					
Total DAS Revenue	**$124,422**	**$124,422**	**$124,422**	**$124,422**	**$497,688**
PER MEAL COST, DAS	$12.39	$12.39	$12.39	$12.39	$12.39
PER MEAL COST (with NCQA), DAS	$12.39	$12.39	$12.39	$12.39	$12.39
Non DAS Revenues					
Project Income					
Agency Cash- Fundraising	$1,065	$1,065	$1,065	$1,065	$4,260
Agency In-kind Volunteer	$2,470	$2,470	$2,470	$2,470	$9,880
Food bank Donation	$2,511	$2,511	$2,511	$2,511	$10,044
NCQA Revenue					
Total Non DAS Revenue	**$6,046**	**$6,046**	**$6,046**	**$6,046**	**$24,184**
PER MEAL COST, Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60
PER MEAL COST (with NCQA), Non DAS	$0.60	$0.60	$0.60	$0.60	$0.60
TOTAL DAS AND NON DAS REVENUE	**$130,468**	**$130,468**	**$130,468**	**$130,468**	**$521,872**
PER MEAL COST, Total	$12.99	$12.99	$12.99	$12.99	$12.99
PER MEAL COST (with NCQA), Total	$12.99	$12.99	$12.99	$12.99	$12.99
Full Time Equivalent (FTE)	13.88	13.88	13.88	13.88	55.50

Prepared by: Cathy Davis Date:

HSA-CO Review Signature: _____

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

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	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	$101,670	1.00	4.19%	0.04	$4,260	$4,260	$4,260	$4,260	$17,040
Kitchen Manager	$77,126	1.00	4.19%	0.04	$3,232	$3,232	$3,232	$3,232	$12,928
Cook	$49,275	1.00	4.19%	0.04	$2,065	$2,065	$2,065	$2,065	$8,260
Kitchen Assistant	$55,099	1.00	4.19%	0.04	$2,309	$2,309	$2,309	$2,309	$9,236
Dr Davis Site Manager	$46,904	1.00	4.19%	0.04	$1,965	$1,965	$1,965	$1,965	$7,860
WASC Site Manager	$51,605	1.00	4.19%	0.04	$2,162	$2,162	$2,162	$2,162	$8,648
Cook	$47,715	1.00	4.19%	0.04	$1,999	$1,999	$1,999	$1,999	$7,996
Kitchen Assistant	$47,133	1.00	4.19%	0.04	$1,975	$1,975	$1,975	$1,975	$7,900
Food Service Assistant	$42,120	1.00	4.19%	0.04	$1,765	$1,765	$1,765	$1,765	$7,060
Food Service Assistant	$47,133	1.00							
Kitchen Assistant	$47,133	1.00							
Driver	$53,934	1.00	4.19%	0.04	$2,260	$2,260	$2,260	$2,260	$9,040
Driver (5hr/day)	$45,344	0.63	4.19%	0.03	$1,187	$1,187	$1,187	$1,187	$4,748
Totals	$565,780	12.63	37.71%	0.45	$25,179	$25,179	$25,179	$25,179	$100,716
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	$169,734				$7,554	$7,554	$7,554	$7,554	$30,216
Total DAS Salaries and Benefits	$735,514				**$32,733**	**$32,733**	**$32,733**	**$32,733**	**$130,932**

Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Position Title	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Volunteer	$42,120	1.00	4.51%	0.05	$1,900	$1,900	$1,900	$1,900	$7,600
Data Management	$72,675	0.25	4.51%	0.01	$819	$819	$819	$819	$3,276
Totals	$114,795	1.25	9.02%	0.06	$2,719	$2,719	$2,719	$2,719	$10,876
Fringe Benefits Rate	30.00%								
Employee Fringe Benefits	$34,439				$816	$816	$816	$816	$3,264
Total Non DAS Salaries and Benefits	$149,234				**$3,535**	**$3,535**	**$3,535**	**$3,535**	**$14,140**
Total DAS and Non DAS Salaries and Benefits	$884,748				**$36,268**	**$36,268**	**$36,268**	**$36,268**	**$145,072**

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

Operating Expense Detail

			FY 25/26	FY 26/27	FY 27/28	FY 28/29	Total
Annual # Meals Contracted			10,042	10,042	10,042	10,042	40,168
DAS Operating Expenses							
Expenditure Category							
Rental of Property			$311	$311	$311	$311	$1,244
Utilities (Elec, Water, Gas, Phone, Garbage)			$2,328	$2,328	$2,328	$2,328	$9,312
Office Supplies, Postage			$101	$101	$101	$101	$404
Building Maintenance Supplies and Repair			$1,157	$1,157	$1,157	$1,157	$4,628
Printing and Reproduction							
Insurance							
Staff Training			$101	$101	$101	$101	$404
Staff Travel-(Local & Out of Town)							
Rental of Equipment			$42	$42	$42	$42	$168
Food Cost							
Raw Food	*per meal*	*$5.30*	$53,223	$53,223	$53,223	$53,223	$212,892
Cong Food Svc Supplies	*per meal*	*$1.00*	$10,042	$10,042	$10,042	$10,042	$40,168
Catered Meals	*per meal*						
Consultant							
African American Faith Based Coalition			$9,000	$9,000	$9,000	$9,000	$36,000
Other							
Gas and Car rental			$737	$737	$737	$737	$2,948
Small Equipment			$225	$225	$225	$225	$900
DMV			$108	$108	$108	$108	$432
Total DAS Operating Expenses			**$77,375**	**$77,375**	**$77,375**	**$77,375**	**$309,500**
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*	*$0.25*	$2,511	$2,511	$2,511	$2,511	$10,044
Cong Food Svc Supplies	*per meal*						
Catered Meals	*per meal*						
Consultant							
Consultant A							
Other							
Total Non DAS Operating Expenses			**$2,511**	**$2,511**	**$2,511**	**$2,511**	**$10,044**
Total DAS and Non DAS Operating Expenses			**$79,886**	**$79,886**	**$79,886**	**$79,886**	**$319,544**

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

ANNUAL SITE CHART - CONGREGATE NUTRITION SERVICES				OFFICE OF COMMUNITY PARTNERSHIPS	FY 2025-26			
AGENCY:	Bayview Hunters Point Multipurpose Senior Services Inc							
MAILING ADDRESS:	1753 Carroll Ave, San Francisco CA 94124							
DIRECTOR:	Cathy Davis			**EMAIL:**	cathy.davis@bhpmss.org		**PHONE NO.:**	415-822-1444
PROGRAM MANAGER:	Charles Adams			**EMAIL:**	charles.adams@bhpmss.org		**PHONE NO.:**	415-822-1444
Community Based Partners	New Providence	Cornerstone Church	SF Christian Center	Our Lady of Lourdes	Calvary Hill Community			
Address and Zip	218 Granada Ave	6190 Third	5845 Mission	410 Hawes	141 Industrial			
	94112	94124	94112	94124	94124			
Phone Number	415-586-1020	415-822-4071	415-584-5515	415-285-3377	415-647-5300			
Alternate Phone Number	510-551-3164	415-822-4072	628-999-2751	415-730-1026	415-645-3152			
Neighborhood	Ingleside	Bayview	Mission	Bayview	Bayview			
Supervisorial District No.	11	10	9	10	10			
Site Manager/Coordinator	Gladys Live	Linda Robinson	Lauren Nelson	Theria Boyd	Shirnell Taylor			
Days Open for Meal Service	☐ Monday ☑ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☐ Tuesday	☐ Monday ☑ Tuesday			
	☐ Wednesday	☑ Wednesday	☑ Wednesday	☑ Wednesday	☐ Wednesday			
	☑ Thursday ☐ Friday	☐ Thursday ☐ Friday	☐ Thursday ☑ Friday	☐ Thursday ☐ Friday	☐ Thursday ☐ Friday			
	☐ Saturday ☐ Sunday	☑ Saturday ☐ Sunday	☐ Saturday ☑ Sunday	☐ Saturday ☐ Sunday	☐ Saturday ☐ Sunday			
Vegetarian meal option available: (Yes or No)	No	No	No	No	No			
Cuisine Type	American Southern	Ameircan Southern	American Southern	American Southern	American Southern			
Annual # Unduplicated Consumers	30	35	40	27	35			**167**
Annual Number of Meals	4,440	1,680	960	1,296	1,666			**10,042**
Annual # Service Days per FY	74	48	24	48	48			
Average # meals per day	60	35	40	27	35			197
Observed holidays	Jan1, MLK, Pres,Memorial Day,Juneteenth,July 4,Labor Day, Indigenous Peoples Day, Thanksgiving, Day after Thanksgiving, Christmas							