



SAN FRANCISCO HUMAN SERVICES AGENCY

Department of Benefits and Family Support

Department of Disability and Aging Services

Office of Early Care and Education

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

MEMORANDUM

TO:	DISABILITY AND AGING SERVICES COMMISSION
THROUGH:	KELLY DEARMAN, EXECUTIVE DIRECTOR
FROM:	CINDY KAUFFMAN, DEPUTY DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS
DATE:	APRIL 6, 2022
SUBJECT:	GRANT MODIFICATION: MULTIPLE GRANTEES (NON-PROFIT) FOR PROVISION OF NUTRITION SERVICES
GRANT TERM:	Please see tables on pages
GRANT AMOUNT:	Please see tables on pages

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The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant agreements with multiple providers for the period of April 1, 2022 through June 30, 2025, in the additional amount of \$5,145,073 plus a 10% contingency for a revised total amount not to exceed \$31,328,793. The purpose of these modifications is to provide additional funding to meet the demand for nutrition support in the community.



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Mayor

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Executive Director

Background

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

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

The demand for nutrition services in the community remains elevated and food security continues to be a serious concern for older adults and adults with disabilities. Since the onset of the Coronavirus pandemic in 2020, DAS nutrition partners have adapted their services to provide meals safely and within the public



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health guidelines. In addition, DAS nutrition partners with capacity have increased their services to meet the extraordinary demand for nutrition support that has persisted for the past two years and continues.

The need to provide additional nutrition support to older adults and adults with disabilities is recognized at the federal, state and local levels. DAS has received additional funding from these sources and is allocating it to our nutrition partners who have capacity to further expand services to meet the demand for nutrition support in the community with a particular focus on cultural responsive meals and services. Increased availability of cultural responsive nutrition support in the community is a key priority for the department.

Services to be Provided

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

- **Congregate Nutrition Services:**

Grantees provide consumers meals and complementary nutrition services at a congregate dining site. The meals and services are culturally responsive to the needs of the consumers. Grantees may provide breakfast, lunch, and/or dinner meals. Congregate nutrition services also give participants the opportunity to contribute to the meal cost.

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

- **Home-Delivered Meal (HDM) Nutrition Services:**

Grantees deliver meals to eligible individuals living in San Francisco. HDM nutrition services also include an initial home-delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessments of the participant. Meals may be hot, chilled or frozen. The type of meal and quantity delivered to participants depends on their unique needs as determined by the assessments. The meals and complementary services are culturally responsive to the needs of the consumers. HDM nutrition services also give participants the opportunity to contribute to the meal cost.



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

Modification

The grant modifications for Bayview Senior Services, Kimochi Inc., and Self Help for the Elderly's congregate nutrition programs provide additional funding to meet the elevated demand for nutrition support in the community this fiscal year.

The grant modifications for Episcopal Community Services congregate meal programs as well as Kimochi Inc. and Self Help for the Elderly's home delivered meal programs provide additional ongoing funding for each of the grantees to increase their capacity to meet the projected increased demand for nutrition support in fiscal years 2023 through 2025. Kimochi Inc. and Self Help for the Elderly will expand their culturally responsive home delivered meal programs to provide meals to new clients throughout the City, including those who are on the DAS waitlist for either Japanese or Chinese cuisine. Episcopal Community Services will open a congregate meal site at a new supportive housing by July 2022 for individuals experiencing chronic homelessness with 103 units earmarked for formerly homeless seniors.

Please refer to the Appendix A and budgets for each of the grantees for more details.

- **Bayview Senior Center - Congregate Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$1,442,022	\$588,404	\$588,404	\$588,404	\$3,207,234
Modification	\$605,750				\$605,750
Revised	\$2,047,772	\$588,404	\$588,404	\$588,404	\$3,812,984
Funding %					
Local					99%
Federal					1%
				10% contingency	\$381,298
				Not-to-Exceed	\$4,194,282



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• **Episcopal Community Services - Congregate Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$437,610	\$437,610	\$437,610	\$437,610	\$1,750,440
Modification		\$150,000	\$150,000	\$150,000	\$450,000
Revised	\$437,610	\$587,610	\$587,610	\$587,610	\$2,200,440
Funding %					
Local					99%
Federal					1%
				10% contingency	\$220,044
				Not-to-Exceed	\$2,420,484

• **Episcopal Community Services - Congregate Nutrition Services for Adults with Disabilities**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$69,759	\$69,759	\$69,759	\$69,759	\$279,036
Modification		\$50,000	\$50,000	\$50,000	\$150,000
Revised	\$69,759	\$119,759	\$119,759	\$119,759	\$429,036
Funding %					
Local					100%
				10% contingency	\$42,904
				Not-to-Exceed	\$471,940

• **Kimochi, Inc. - Congregate Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$745,966	\$548,226	\$548,226	\$548,226	\$2,390,644
Modification	\$20,224				\$20,224
Revised	\$766,190	\$548,226	\$548,226	\$548,226	\$2,410,868
Funding %					
Local					99%
Federal					1%
				10% contingency	\$241,087
				Not-to-Exceed	\$2,651,955



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• **Kimochi, Inc. - Home-Delivered Meal Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$537,356	\$327,083	\$327,083	\$327,083	\$1,518,605
Modification		\$139,254	\$139,254	\$139,254	\$417,762
Revised	\$537,356	\$466,337	\$466,337	\$466,337	\$1,936,367
Funding %					
Local					94%
Federal					6%
10% contingency					\$193,637
Not-to-Exceed					\$2,130,004

• **Self-Help for the Elderly - Congregate Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$2,657,343	\$1,997,307	\$1,997,307	\$1,997,307	\$8,649,264
Modification	\$611,710	\$144,830	\$144,830	\$144,830	\$1,046,200
Revised	\$3,269,053	\$2,142,137	\$2,142,137	\$2,142,137	\$9,695,464
Funding %					
Local					98%
Federal					2%
10% contingency					\$969,546
Not-to-Exceed					\$10,665,010

• **Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$1,385,049	\$1,014,172	\$1,014,172	\$1,014,172	\$4,427,565
Modification	\$956,088	\$554,737	\$380,437	\$380,437	\$2,271,699
Revised	\$2,341,137	\$1,568,909	\$1,394,609	\$1,394,609	\$6,699,264
Funding %					
Local					94%
Federal					6%
10% contingency					\$669,926
Not-to-Exceed					\$7,369,190



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• **Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Adults with Disabilities**

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Total
Current	\$338,155	\$258,235	\$258,235	\$258,235	\$1,112,860
Modification	\$78,265	\$64,191	\$20,491	\$20,491	\$183,438
Revised	\$416,420	\$322,426	\$278,726	\$278,726	\$1,296,298
Funding %					
Local					100%
				10% contingency	\$129,630
				Not-to-Exceed	\$1,425,928

• **Total**

	Modification	Revised	Contingency	Not-to-Exceed
Bayview Senior Center – Congregate Nutrition Services for Older Adults	\$605,750	\$3,812,984	\$381,298	\$4,194,282
Episcopal Community Services – Congregate Nutrition Services for Older Adults	\$450,000	\$2,200,440	\$220,044	\$2,420,484
Episcopal Community Services – Congregate Nutrition Services for Adults with Disabilities	\$150,000	\$429,036	\$42,904	\$471,940
Kimochi, Inc. – Congregate Nutrition Services for Older Adults	\$20,224	\$2,410,868	\$241,087	\$2,651,955
Kimochi, Inc. – Home-Delivered Meal Nutrition Services for Older Adults	\$417,762	\$1,936,367	\$193,637	\$2,130,004
Self-Help for the Elderly – Congregate Nutrition Services for Older Adults	\$1,046,200	\$9,695,464	\$969,546	\$10,665,010



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	Modification	Revised	Contingency	Not-to-Exceed
Self-Help for the Elderly – Home-Delivered Meal Nutrition Services for Older Adults	\$2,271,699	\$6,699,264	\$669,926	\$7,369,190
Self-Help for the Elderly – Home-Delivered Meal Nutrition Services for Adults with Disabilities	\$183,438	\$1,296,298	\$129,630	\$1,425,928
Total	\$5,145,073	\$28,480,721	\$2,848,072	\$31,328,793

Selection

Grantees were selected through RFP #920 issued in March 2021.

Funding

Funding for Nutrition Services grant is provided through a combination of Federal Funds, and City and County General Funds, including Dignity Fund.

ATTACHMENTS

Bayview Senior Center - Congregate Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget

Episcopal Community Services - Congregate Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget

Episcopal Community Services - Congregate Nutrition Services for Adults with Disabilities

Appendix A-1, Scope of Services

Appendix B-1, Budget

Kimochi, Inc. - Congregate Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget

Kimochi, Inc. - Home-Delivered Meal Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget



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Self-Help for the Elderly - Congregate Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Older Adults

Appendix A-1, Scope of Services

Appendix B-1, Budget

Self-Help for the Elderly - Home-Delivered Meal Nutrition Services for Adults with Disabilities

Appendix A-1, Scope of Services

Appendix B-1, Budget

Appendix A-1 - Services to be Provided
Bayview Senior Services
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025
Modification #1: April 6, 2022

I. Purpose

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

II. Definitions

Grantee	Bayview Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
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.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
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)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.

Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.

4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation.
 - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
 - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
 - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - vii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and

the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.

6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	FY21/22 Revised	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1700	400	2100	1200	1200	1200
Number of Meals	163081	68500	231581	62655	62655	62655

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

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

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

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

and

Steve Kim
 Contract Manager
 HSA OCM
 email: Steve.Kim@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure

posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. 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**

Bayview Hunters Point Multipurpose Senior Services

(Please enter agency name here)

(Check One) New Renewal Modification

If modification, Effective Date of Mod. 4/1/2022 No. of Mod. 1

Program: Congregate Nutrition Services for Older Adults

Budget Reference Page No.(s)	Current	Modification	Revised	Budget	Budget	Budget		
Program Term	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	cost/meal
Annual # Meals Contracted	163,081	68,500	231,581	62,655	62,655	62,655	419,546	
DAS Expenditures								
Salaries & Benefits	\$741,465	\$87,850	\$829,315	\$278,046	\$278,046	\$278,046	\$1,663,453	\$3.96
Operating Expenses	\$605,401	\$408,062	\$1,013,463	\$243,829	\$243,829	\$243,829	\$1,744,950	\$4.16
Subtotal	\$1,346,866	\$495,912	\$1,842,778	\$521,875	\$521,875	\$521,875	\$3,408,403	\$8.12
Indirect Percentage (%)			10.00%	10.00%	10.00%	10.00%		
Indirect Cost	\$80,814	\$103,463	\$184,277	\$52,187	\$52,187	\$52,187	\$340,838	\$0.81
Capital/Subcontractor Expenditures		\$6,375	\$6,375				\$6,375	\$0.02
NCQA Expenditures	\$14,342		\$14,342	\$14,342	\$14,342	\$14,342	\$57,368	\$0.14
Total DAS Expenditures	\$1,442,022	\$605,750	\$2,047,772	\$588,404	\$588,404	\$588,404	\$3,812,984	\$9.09
Non DAS Expenditures								
Salaries & Benefits	\$86,325	(\$29,541)	\$56,784	\$54,148	\$54,148	\$54,148	\$248,769	\$0.59
Operating Expenses	\$31,828	(\$15,520)	\$16,308	\$21,786	\$21,786	\$21,786	\$97,186	\$0.23
Capital/Subcontractor Expenditures								
NCQA Expenditures								
Total Non DAS Expenditures	\$118,153	(\$45,061)	\$73,092		\$75,934	\$75,934	\$345,955	\$0.82
TOTAL DAS AND NON DAS EXPEDITURES	\$1,560,175	\$560,689	\$2,120,864	\$664,338	\$664,338	\$664,338	\$3,387,228	\$8.07
DAS Revenues								
Meals- General Fund	\$1,427,680	\$605,750	\$2,033,430	\$574,062	\$574,062	\$588,404	\$3,769,958	\$ 8.99
Meals- State Fund								\$ -
Meals- Federal Fund								\$ -
								\$ -
								\$ -
NCQA Fund	\$14,342		\$14,342	\$14,342	\$14,342	\$14,342	\$57,368	\$ 0.14
Total DAS Revenue	\$1,442,022	\$605,750	\$2,047,772	\$588,404	\$588,404	\$588,404	\$3,812,984	\$ 9.09
PER MEAL COST, DAS	\$8.75	\$8.75	\$8.75	\$9.16	\$9.16	\$9.16	\$8.95	
PER MEAL COST (with NCQA), DAS	\$8.58		\$8.84	\$9.39	\$9.39	\$9.39	\$9.00	
Non DAS Revenues								
Project Income	\$18,922	(\$13,000)	\$5,922	\$10,922	\$10,922	\$10,922	\$51,688	\$ 0.12
Agency Cash- Fundraising	\$26,139	(\$26,139)		\$11,426	\$11,426	\$11,426	\$60,417	\$ 0.14
Agency In-kind Volunteer	\$56,784		\$56,784	\$47,320	\$47,320	\$47,320	\$198,744	\$ 0.47
Food Bank Donation	\$16,308	(\$5,922)	\$10,386	\$6,266	\$6,266	\$6,266	\$35,106	\$ 0.08
								\$ -
								\$ -
Total Non DAS Revenue	\$118,153	(\$45,061)	\$73,092	\$75,934	\$75,934	\$75,934	\$345,955	\$ 0.82
PER MEAL COST, Non DAS	\$1		\$0	\$1	\$1	\$1	\$1	
PER MEAL COST (with NCQA), Non DAS	\$1		\$0	\$1	\$1	\$1	\$1	
TOTAL DAS AND NON DAS REVENUE	\$1,560,175	\$560,689	\$2,120,864	\$664,338	\$664,338	\$664,338	\$3,387,228	\$ 8.07
PER MEAL COST, Total	\$9		\$9	\$10	\$10	\$10	\$10	
PER MEAL COST (with NCQA), Total	\$9		\$9	\$11	\$10	\$11	\$10	
Full Time Equivalent (FTE)	19.91						79.65	

Prepared by:

HSA-CO Review Signature:

HSA #1

4/6/2022

Program: Congregate Nutrition Services for Older Adults												Appendix B-1, Page 2
Bayview Hunters Point Multipurpose Senior Services												
Salaries & Benefits Detail												
DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Current	Modification	Revised	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Executive Chef	Charles Adams	\$87,552	1.00	80.00%	0.80	\$72,143		\$72,143	\$38,278	\$38,278	\$38,278	\$186,977
Food Service Coordinator	Jacqelyn Brown	\$58,240	1.00	80.00%	0.80	\$47,990		\$47,990				\$47,990
Cook	Esperanza Dominguez	\$52,000	1.00	80.00%	0.80	\$42,848		\$42,848				\$42,848
Kitchen Assistant/Maintenance	Darinell Collier	\$45,760	1.00	80.00%	0.80	\$37,706		\$37,706	\$37,706	\$37,706	\$37,706	\$150,824
WASC Site Manager	Kevin Herring	\$45,760	1.00	80.00%	0.80	\$37,706		\$37,706	\$37,706	\$37,706	\$37,706	\$150,824
Cook	David Malone	\$47,840	1.00	80.00%	0.80	\$39,420		\$39,420				\$39,420
Food Service Assistant	Josseline Galevez	\$36,400	0.75	80.00%	0.60	\$22,495		\$22,495				\$22,495
Food Service Assistant	Tiffany King	\$41,600	1.00	80.00%	0.80	\$34,278		\$34,278				\$34,278
Rosa Parks Site Manager	Faye Lumsey	\$37,440	0.44	80.00%	0.35	\$13,497		\$13,497	\$13,497	\$13,497	\$13,497	\$53,988
Dr Davis Site Manager	Shantel Lumsey	\$39,520	1.00	80.00%	0.80	\$32,564		\$32,564	\$16,756	\$16,756	\$16,756	\$82,832
Food Service Assistant	Alvin Mcniel	\$39,520	1.00	80.00%	0.80	\$32,564		\$32,564				\$32,564
Driver	Toney Befford	\$36,400	1.00	80.00%	0.80	\$29,994		\$29,994				\$29,994
Driver	Antoine Porter	\$44,440	1.00	80.00%	0.80	\$36,619		\$36,619	\$36,619	\$36,619	\$36,619	\$146,476
Kitchen Assistant/ Maintenance	Gary Carter	\$36,400	0.50	80.00%	0.40		\$14,560	\$14,560				
Cook	Allen Young	\$54,080	1.00	80.00%	0.80	\$45,544		\$45,544	\$33,320	\$33,320	\$33,320	\$145,504
Kitchen Assistant/ Maintenance	Temp. Staff	\$52,000	1.80	80.00%	1.44		\$30,387	\$30,387				
Driver	New Hired	\$36,400	0.60	80.00%	0.48		\$17,472	\$17,472				
Data entry	Dena Madrid	\$64,480	0.10	80.00%	0.08		\$5,158	\$5,158				
Food Service Assistants	Veleda/Renee	\$36,400	1.50	80.00%	1.20	\$44,990		\$44,990				\$44,990
Totals		\$892,232	17.69	1520.00%	14.15	\$570,358	\$67,577	\$637,935	\$213,882	\$213,882	\$213,882	\$1,279,581
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		\$267,670				\$171,107	\$20,273	\$191,380	\$64,164	\$64,164	\$64,164	\$383,872
Total DAS Salaries and Benefits		\$1,159,902				\$741,465	\$87,850	\$829,315	\$278,046	\$278,046	\$278,046	\$1,663,453
Non DAS Salaries & Benefits												
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
driver	Toney	\$36,400	0.60	80.00%	0.48	\$17,472	(\$17,472)					\$17,472
Date entry	Kenya	\$52,520	0.13	80.00%	0.10	\$5,252	(\$5,252)					\$21,008
Volunteers		\$36,400	1.50	80.00%	1.20	\$43,680		\$43,680				\$152,880
Totals		\$125,320	2.23	240.00%	1.78	\$66,404	(\$22,724)	\$43,680				\$191,360
Fringe Benefits Rate		30.00%										
Employee Fringe Benefits		\$37,596				\$19,921	(\$6,817)	\$13,104				\$57,409
Total Non DAS Salaries and Benefits		\$162,916				\$86,325	(\$29,541)	\$56,784				\$248,769
Total DAS and Non DAS Salaries and Benefits		\$1,322,818				\$827,790	\$58,309	\$886,099				\$1,761,990
HSA #2												4/6/2022

Program: Congregate Nutrition Services for Older Adults
Bayview Hunters Point Multipurpose Senior Services

Operating Expense Detail							
	Current	Modificaiton	Resised	Budgeted	Budgeted	Budgeted	Total
	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	
Annual # Meals Contracted	163,081	68,500	231,581	62,655	62,655	62,655	351,046
DAS Operating Expenses							
<u>Expenditure Category</u>							
Rental of Property	\$5,760		\$5,760	\$5,760	\$5,760	\$5,760	\$23,040
Utilities (Elec, Water, Gas, Phone, Garbage)	\$28,175	\$5,000	\$33,175	\$13,175	\$13,175	\$13,175	\$72,700
Office Supplies, Postage	\$2,400	\$2,500	\$4,900	\$2,400	\$2,400	\$2,400	\$12,100
Building Maintenance Supplies and Repair	\$12,752	\$9,984	\$22,736	\$4,385	\$4,385	\$4,385	\$35,891
Printing and Reproduction							
Insurance	\$9,546	\$2,000	\$11,546	\$4,746	\$4,746	\$4,746	\$25,784
Staff Training		\$4,000	\$4,000				\$4,000
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
<u>Food Cost</u>							
Raw Food <i>per meal \$3.00</i>	\$497,397	\$347,874	\$845,271	\$191,098	\$191,098	\$191,098	\$1,418,565
Cong Food Svc Supplies <i>per meal \$0.20</i>	\$40,770	\$28,704	\$69,474	\$15,664	\$15,664	\$15,664	\$116,466
Catered Meals <i>per meal</i>							
<u>Consultant</u>							
Consultant A							
<u>Other</u>							
DMV Registration	\$1,881		\$1,881	\$1,881	\$1,881	\$1,881	\$7,524
Gas and Car Rental	\$6,720	\$5,000	\$11,720	\$4,720	\$4,720	\$4,720	\$25,880
Small Equipment		\$3,000	\$3,000				\$3,000
Total DAS Operating Expenses	\$605,401	\$408,062	\$1,013,463	\$243,829	\$243,829	\$243,829	\$1,744,950
Non DAS Operating Expenses							
<u>Expenditure Category</u>							
Rental of Property							
Utilities (Elec, Water, Gas, Phone, Garbage)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair	\$4,800	(\$4,800)		\$4,800	\$4,800	\$4,800	\$19,200
Printing and Reproduction							
Insurance							
Staff Training	\$4,000	(\$4,000)		\$4,000	\$4,000	\$4,000	\$16,000
Staff Travel-(Local & Out of Town)							
Rental of Equipment							
<u>Food Cost</u>							
Raw Food <i>per meal \$0.10</i>	\$16,308		\$16,308	\$6,266	\$6,266	\$6,266	\$35,106
Cong Food Svc Supplies <i>per meal</i>							
Catered Meals <i>per meal</i>							
<u>Consultant</u>							
Consultant A							
<u>Other</u>							
Small Equipment and supplies	\$3,840	(\$3,840)		\$3,840	\$3,840	\$3,840	\$15,360
Car Repair	\$2,880	(\$2,880)		\$2,880	\$2,880	\$2,880	\$11,520
Total Non DAS Operating Expenses	\$31,828	(\$15,520)	\$16,308	\$21,786	\$21,786	\$21,786	\$97,186
Total DAS and Non DAS Operating Expenses	\$637,229	\$392,542	\$1,029,771	\$259,349	\$259,349	\$259,349	\$1,398,968
HSA #3							4/6/2022

Program: Congregate Nutrition Services for Older Adults
Bayview Hunters Point Multipurpose Senior Services

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

		Modificaton	Revised				
Equipment (Qty)	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Food Sealer		\$6,375	\$6,375				\$6,375
Total Equipment Cost							
Remodeling	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure		\$6,375	\$6,375				\$6,375

Non DAS Capital Expenditure

Equipment (Qty)	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Equipment Cost							
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure							

HSA #4

4/6/2022

Program: Congregate Nutrition Services for Older Adults**Bayview Hunters Point Multipurpose Senior Services****NCQA Expenditure Detail**

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$739.00 /set	2.00	\$1,478	\$1,478	\$1,478	\$1,478	\$5,912
Kitchen and food service monitoring	\$688.00	8.00	\$5,504	\$5,504	\$5,504	\$5,504	\$22,016
Congregate site monitoring	\$264.00	16.00	\$4,224	\$4,224	\$4,224	\$4,224	\$16,896
Nutrition education	\$112.00	16.00	\$1,792	\$1,792	\$1,792	\$1,792	\$7,168
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	12.00	\$1,344	\$1,344	\$1,344	\$1,344	\$5,376
Total DAS NCQA Expenditure			\$14,342	\$14,342	\$14,342	\$14,342	\$57,368

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		8.00					
Congregate site monitoring		16.00					
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							

Total DAS and Non DAS NCQA Expenditure			\$14,342	\$14,342	\$14,342	\$14,342	\$57,368
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HSA #4

4/6/2022

Appendix A-1 - Services to be Provided
Episcopal Community Services
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
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.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

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)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the

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

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1200	1200	1200	1200
Modification	0	100	100	100
Revised UDC	1,200	1,300	1,300	1,300
Number of Meals	49,667	49,667	49,667	49,667
Modification	0	16,486	16,486	16,486
Revised Number of Meals	49,667	66,153	66,153	66,153

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.

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

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

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

Tiffany Kearney, RD, Lead Nutritionist
 DAS OCP
 Tiffany.Kearney@sfgov.org

and

Rocio Duenas, Contract Manager
 HSA OCM
 Rocio.Duenas@sfgov.org

X. Monitoring Activities

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

available at the facility such as cards or pool; translation and social services are based on staff hours.

2. 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**

Name
EPISCOPAL COMMUNITY SERVICES OF SF

(Check One) New Renewal Modification
If modification, Effective Date of Mod. 04/01/2022 No. of Mod.

Program: Congregate meals for (X) older adults or () adults with disabilities												
Budget Reference Page No.(s)											Total	
Program Term	Revised FY21/FY22	FY 22/23	Modification	New Revised FY22/23 Budget	FY 23/24	Modification	New Revised FY23/24 Budget	FY 24/25	Modification	New Revised FY24/25 Budget	New Revised Budget (all years)	Average cost/meal
Annual # Meals Contracted	49,667	49,667	16,486	66,153	49,667	16,486	66,153	49,667	16,486	66,153	248,126	
DAS Expenditures												
Salaries & Benefits	\$226,015	\$226,015	\$28,720	\$254,735	\$226,015	\$28,720	\$254,735	\$226,015	\$28,720	\$254,735	\$990,220	\$5
Operating Expenses	\$164,357	\$164,357	\$100,916	\$265,273	\$164,357	\$100,916	\$265,273	\$164,357	\$100,916	\$265,273	\$960,176	\$3
Subtotal	\$390,372	\$390,372	\$129,636	\$520,008	\$390,372	\$129,636	\$520,008	\$390,372	\$129,636	\$520,008	\$1,950,396	\$8
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$39,038	\$39,038	\$12,964	\$52,002	\$39,038	\$12,964	\$52,002	\$39,038	\$12,964	\$52,002	\$195,044	\$1
Capital/Subcontractor Expenditures												
NCQA Expenditures	\$8,200	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$55,000	\$0
Total DAS Expenditures	\$437,610	\$437,610	\$150,000	\$587,610	\$437,610	\$150,000	\$587,610	\$437,610	\$150,000	\$587,610	\$2,200,440	\$9
Non DAS Expenditures												
Salaries & Benefits	\$180,415	\$180,415	\$102,358	\$282,773	\$180,415	\$102,358	\$282,773	\$180,415	\$102,358	\$282,773	\$1,028,734	\$4
Operating Expenses	\$134,959	\$134,959		\$134,959	\$134,959		\$134,959	\$134,959		\$134,959	\$539,835	\$3
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$315,374	\$315,374	\$102,358	\$417,732	\$315,374	\$102,358	\$417,732	\$315,374	\$102,358	\$417,732	\$1,568,569	\$6
TOTAL DAS AND NON DAS EXPEDITURES	\$752,984	\$752,984	\$252,358	\$1,005,342	\$752,984	\$252,358	\$1,005,342	\$752,984	\$252,358	\$1,005,342	\$3,769,009	\$15
DAS Revenues												
Meals- General Fund	\$404,289	\$404,289		\$404,289	\$404,289		\$404,289	\$404,289		\$404,289	\$1,617,156	\$8
Meals- State Fund												
Meals- Federal Fund												
CODB	\$12,746	\$12,746		\$12,746	\$12,746		\$12,746	\$12,746		\$12,746	\$50,984	\$0
Adj Baseline 20/21 CODB	\$12,375	\$12,375		\$12,375	\$12,375		\$12,375	\$12,375		\$12,375	\$49,500	\$0
Additional Funds (\$150K Senior & \$50K AWD)			\$142,600	\$142,600		\$142,600	\$142,600		\$142,600	\$142,600	\$427,800	
NCQA Fund	\$8,200	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$55,000	\$0
Total DAS Revenue	\$437,610	\$437,610	\$150,000	\$587,610	\$437,610	\$150,000	\$587,610	\$437,610	\$150,000	\$587,610	\$2,200,440	\$9
PER MEAL COST, DAS	\$ 8.65	\$ 8.65		\$ 8.65	\$ 8.65		\$ 8.65	\$ 8.65		\$ 8.65	\$ 34.60	
PER MEAL COST (with NCQA), DAS	\$ 8.81	\$ 8.81		\$ 8.81	\$ 8.81		\$ 8.81	\$ 8.81		\$ 8.81	\$ 35.24	
Non DAS Revenues												
Project Income	\$1,100	\$1,100		\$1,100	\$1,100		\$1,100	\$1,100		\$1,100	\$4,400	\$0
Agency Cash- Fundraising	\$314,274	\$314,274	\$102,358	\$416,632	\$314,274	\$102,358	\$416,632	\$314,274	\$102,358	\$416,632	\$1,564,170	\$6
Agency In-kind Volunteer												
NCQA Revenue												
Total Non DAS Revenue	\$315,374	\$315,374	\$102,358	\$417,732	\$315,374	\$102,358	\$417,732	\$315,374	\$102,358	\$417,732	\$1,568,570	\$6
PER MEAL COST, Non DAS	\$6.35	\$6.35		\$6.35	\$6.35		\$6.35	\$6.35		\$6.35	\$25.40	
PER MEAL COST (with NCQA), Non DAS	\$6.35	\$6.35		\$6.35	\$6.35		\$6.35	\$6.35		\$6.35	\$25.40	
TOTAL DAS AND NON DAS REVENUE	\$752,984	\$752,984	\$252,358	\$1,005,342	\$752,984	\$252,358	\$1,005,342	\$752,984	\$252,358	\$1,005,342	\$3,769,010	\$15
PER MEAL COST, Total	\$ 15.00	\$ 15.00		\$ 15.00	\$ 15.00		\$ 15.00	\$ 15.00		\$ 15.00	\$ 60.00	
PER MEAL COST (with NCQA), Total	\$ 15.16	\$ 15.16		\$ 15.16	\$ 15.16		\$ 15.16	\$ 15.16		\$ 15.16	\$ 60.64	
Full Time Equivalent (FTE)	7.00	7.00	2.00	9.00	7.00	2.00	9.00	7.00	2.00	9.00	34.00	

Prepared by:
HSA-CO Review Signature:

HSA #1

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

Salaries & Benefits Detail

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	Modification	New Revised FY22/23 Budget	FY 23/24	Modification	New Revised FY23/24 Budget	FY 24/25	Modification	New Revised FY24/25 Budget
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		
Chef and Culinary Training Instructor	\$78,191	0.56	0.85	0.47	\$36,960	\$36,960			\$36,960	\$36,960		\$36,960	\$36,960		\$36,960
Director of Impact and Analytics	\$154,302	0.56	0.17	0.09	\$14,587	\$14,587			\$14,587	\$14,587		\$14,587	\$14,587		\$14,587
Assistant Chef	\$64,855	0.56	0.85	0.47	\$30,656	\$30,656			\$30,656	\$30,656		\$30,656	\$30,656		\$30,656
Database Specialist/Compliance Monitor	\$77,516	0.56	0.17	0.09	\$7,328	\$7,328			\$7,328	\$7,328		\$7,328	\$7,328		\$7,328
Culinary Training Manager	\$91,729	0.56	0.85	0.47	\$43,359	\$43,359			\$43,359	\$43,359		\$43,359	\$43,359		\$43,359
Part-Time Cook	\$44,396	0.56	0.68	0.38	\$16,788	\$16,788			\$16,788	\$16,788		\$16,788	\$16,788		\$16,788
Part- Time Delivery Driver	\$44,396	0.56	0.43	0.24	\$10,616	\$10,616			\$10,616	\$10,616		\$10,616	\$10,616		\$10,616
Kitchen Manager	\$80,967	0.20	1.00	0.20			\$16,193	\$16,193			\$16,193	\$16,193		\$16,193	\$16,193
Kitchen Coordinator	\$41,760	0.10	1.00	0.10			\$4,176	\$4,176			\$4,176	\$4,176		\$4,176	\$4,176
Totals	\$678,112	4.19	600.00%	2.52	\$160,294	\$160,294	\$20,369	\$180,663	\$160,294	\$20,369	\$180,663	\$160,294	\$20,369	\$180,663	\$180,663
Fringe Benefits Rate	41.00%														
Employee Fringe Benefits	\$278,026				\$65,721	\$65,721	\$8,351	\$74,072	\$65,721	\$8,351	\$74,072	\$65,721	\$8,351	\$74,072	\$74,072
Total DAS Salaries and Benefits	\$956,138				\$226,015	\$226,015	\$28,720	\$254,735	\$226,015	\$28,720	\$254,735	\$226,015	\$28,720	\$254,735	\$254,735
Non DAS Salaries & Benefits															
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	Modification	New Revised FY22/23 Budget	FY 23/24	Modification	New Revised FY23/24 Budget	FY 24/25	Modification	New Revised FY24/25 Budget
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		
Chef and Culinary Training Instructor	\$78,191	0.44	0.85	0.38	\$29,503	\$29,503			\$29,503	\$29,503		\$29,503	\$29,503		\$29,503
Director of Impact and Analytics	\$154,302	0.44	0.17	0.08	\$11,644	\$11,644			\$11,644	\$11,644		\$11,644	\$11,644		\$11,644
Assistant Chef	\$64,855	0.44	0.85	0.38	\$24,471	\$24,471			\$24,471	\$24,471		\$24,471	\$24,471		\$24,471
Database Specialist/Compliance Monitor	\$77,516	0.44	0.17	0.08	\$5,850	\$5,850			\$5,850	\$5,850		\$5,850	\$5,850		\$5,850
Culinary Training Manager	\$91,729	0.44	0.85	0.38	\$34,611	\$34,611			\$34,611	\$34,611		\$34,611	\$34,611		\$34,611
Part-Time Cook	\$44,396	0.44	0.68	0.30	\$13,401	\$13,401			\$13,401	\$13,401		\$13,401	\$13,401		\$13,401
Part- Time Delivery Driver	\$44,396	0.44	0.43	0.19	\$8,474	\$8,474			\$8,474	\$8,474		\$8,474	\$8,474		\$8,474
Kitchen Manager	\$80,967	0.80	1.00	0.80			\$64,774	\$64,774			\$64,774	\$64,774		\$64,774	\$64,774
Kitchen Coordinator	\$41,760	0.90	1.00	0.90			\$37,584	\$37,584			\$37,584	\$37,584		\$37,584	\$37,584
Totals	\$678,112	4.81	600.00%	3.48	\$127,954	\$127,954	\$102,358	\$230,312	\$127,954	\$102,358	\$230,312	\$127,954	\$102,358	\$230,312	\$230,312
Fringe Benefits Rate	41.00%														
Employee Fringe Benefits	\$278,026				\$52,461	\$52,461	\$41,967	\$94,428	\$52,461	\$41,967	\$94,428	\$52,461	\$41,967	\$94,428	\$94,428
Total Non DAS Salaries and Benefits	\$956,138				\$180,415	\$180,415	\$144,325	\$324,740	\$180,415	\$144,325	\$324,740	\$180,415	\$144,325	\$324,740	\$324,740
Total DAS and Non DAS Salaries and Benefits	\$1,912,276				\$406,430	\$406,430	\$173,045	\$579,475	\$406,430	\$173,045	\$579,475	\$406,430	\$173,045	\$579,475	\$579,475
HSA #2															

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

Operating Expense Detail

Annual # Meals Contracted	Revised	New Revised		New Revised		New Revised		New Revised		
	FY21/22	FY 22/23	Modifications	FY22/23 Budget	FY 23/24	Modifications	FY23/24 Budget	FY 24/25	Modifications	FY24/25 Budget
		49,667	16,486	66,153	49,667	16,486	66,153	49,667	16,486	66,153
DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	\$573	\$573		\$573	\$573		\$573	\$573		\$573
Building Maintenance Supplies and Repair	\$31,438	\$31,438		\$31,438	\$31,438		\$31,438	\$31,438		\$31,438
Printing and Reproduction	\$1,338	\$1,338		\$1,338	\$1,338		\$1,338	\$1,338		\$1,338
Insurance	\$6,885	\$6,885		\$6,885	\$6,885		\$6,885	\$6,885		\$6,885
Staff Recruitment	\$142	\$142		\$142	\$142		\$142	\$142		\$142
Auto/Gas/Oil Maintenance: Van	\$2,130	\$2,130		\$2,130	\$2,130		\$2,130	\$2,130		\$2,130
IT Equipment	\$250	\$250		\$250	\$250		\$250	\$250		\$250
Raw Food <i>per meal \$4.00</i>	\$110,482	\$110,482	\$97,454	\$207,936	\$110,482	\$97,454	\$207,936	\$110,482	\$97,454	\$207,936
Cong Food Svc Supplies <i>per meal \$0.21</i>	\$5,800	\$5,800	\$3,462	\$9,262	\$5,800	\$3,462	\$9,262	\$5,800	\$3,462	\$9,262
Catered Meals <i>per meal</i>										
Consultant										
Consultant A	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
Other										
Equipment Repairs	\$5,005	\$5,005		\$5,005	\$5,005		\$5,005	\$5,005		\$5,005
Program Supplies	\$314	\$314		\$314	\$314		\$314	\$314		\$314
Total DAS Operating Expenses	\$164,357	\$164,357	\$100,916	\$265,273	\$164,357	\$100,916	\$265,273	\$164,357	\$100,916	\$265,273
Non DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	\$133	\$133		\$133	\$133		\$133	\$133		\$133
Building Maintenance Supplies and Repair	\$1,998	\$1,998		\$1,998	\$1,998		\$1,998	\$1,998		\$1,998
Printing and Reproduction	\$311	\$311		\$311	\$311		\$311	\$311		\$311
Insurance	\$5,495	\$5,495		\$5,495	\$5,495		\$5,495	\$5,495		\$5,495
Staff Recruitment	\$113	\$113		\$113	\$113		\$113	\$113		\$113
Auto/Gas/Oil Maintenance: Van	\$1,700	\$1,700		\$1,700	\$1,700		\$1,700	\$1,700		\$1,700
IT Equipment	\$200	\$200		\$200	\$200		\$200	\$200		\$200
Food Cost										
Raw Food <i>per meal \$5.27</i>	\$116,133	\$116,133		\$116,133	\$116,133		\$116,133	\$116,133		\$116,133
Cong Food Svc Supplies <i>per meal \$0.21</i>	\$4,630	\$4,630		\$4,630	\$4,630		\$4,630	\$4,630		\$4,630
Catered Meals <i>per meal</i>										
Consultant										
Consultant A										
Other										
Equipment Repairs	\$3,995	\$3,995		\$3,995	\$3,995		\$3,995	\$3,995		\$3,995
Program Supplies	\$251	\$251		\$251	\$251		\$251	\$251		\$251
Total Non DAS Operating Expenses	\$134,959	\$134,959		\$134,959	\$134,959		\$134,959	\$134,959		\$134,959
Total DAS and Non DAS Operating Expenses	\$299,316	\$299,316	\$100,916	\$400,232	\$299,316	\$100,916	\$400,232	\$299,316	\$100,916	\$400,232
HSA #3										

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

NCQA Expenditure Detail

Senior meals portion = 86% of total cost

DAS NCQA Expenditure	Unit price	Unit	Modification	New Revised Unit	FY 21/22	FY 22/23	Modification	New Revised FY22/23 Budget	FY 23/24	Modifications	New Revised FY23/24 Budget	FY 24/25	Modifications	New Revised FY24/25 Budget	Total
Menu planning and nutrition analysis	\$700.00 /set	2.00	4.00	6.00	\$1,400	\$1,400	\$2,800	\$4,200	\$1,400	\$2,800	\$4,200	\$1,400	\$2,800	\$4,200	\$14,000
Kitchen and food service monitoring	\$600.00	4.00	4.00	8.00	\$2,400	\$2,400	\$2,400	\$4,800	\$2,400	\$2,400	\$4,800	\$2,400	\$2,400	\$4,800	\$16,800
Congregate site monitoring	\$300.00	8.00	4.00	12.00	\$2,400	\$2,400	\$1,200	\$3,600	\$2,400	\$1,200	\$3,600	\$2,400	\$1,200	\$3,600	\$13,200
Nutrition education	\$150.00	8.00	4.00	12.00	\$1,200	\$1,200	\$600	\$1,800	\$1,200	\$600	\$1,800	\$1,200	\$600	\$1,800	\$6,600
Nutrition counseling (optional)	/hour														
In-service training	\$100.00 /training	8.00	4.00	12.00	\$800	\$800	\$400	\$1,200	\$800	\$400	\$1,200	\$800	\$400	\$1,200	\$4,400
Total DAS NCQA Expenditure					\$8,200	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$8,200	\$7,400	\$15,600	\$55,000
Non DAS NCQA Expenditure	Unit price	Unit			FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
Menu planning and nutrition analysis															
Kitchen and food service monitoring															
Congregate site monitoring															
Nutrition education															
Nutrition counseling (optional)															
In-service training															
Total Non DAS NCQA Expenditure															
Total DAS and Non DAS NCQA Expenditure					\$8,200	\$8,200			\$8,200			\$8,200			\$32,800

HSA #4

10/25/2016

Appendix A-1 - Services to be Provided
Episcopal Community Services
 Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
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)

LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)

Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.
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III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.

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

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

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	215	215	215	215
Modification	0	45	45	45
Revised UDC	215	260	260	260
Number of Meals	8,078	8,078	8,078	8,078
Modification	0	5,787	5,787	5,787
Revised Number of Meals	8,078	13,865	13,865	13,865

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

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

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

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

Tiffany Kearney
Lead Nutritionist
DAS OCP
email: tiffany.kearney@sfgov.org

and

Rocio Duenas
Contract Manager
HSA OCM
email: rocio.duenas@sfgov.org

X. Monitoring Activities

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

2. 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**

Name

EPISCOPAL COMMUNITY SERVICES OF SF

(Check One) New Renewal Modification
If modification, Effective Date of Mod. 04/01/2022 No. of Mod.

Program: Congregate meals for () older adults or (X) adults with disabilities

Program Term	Revised FY21/22	FY 22/23	Modifications	New Revised FY22/23 Budget	FY 23/24	Modifications	New Revised FY23/24 Budget	FY 24/25	Modifications	New Revised FY24/25 Budget	New Revised Budget (all years)	Average cost/meal
Annual # Meals Contracted	8,078	8,078	5,787	13,865	8,078	5,787	13,865	8,078	5,787	13,865	49,673	
DAS Expenditures												
Salaries & Benefits	\$36,674	\$36,674		\$36,674	\$36,674		\$36,674	\$36,674		\$36,674	\$146,696	\$5
Operating Expenses	\$26,741	\$26,741	\$45,455	\$72,196	\$26,741	\$45,455	\$72,196	\$26,741	\$45,455	\$72,196	\$243,329	\$3
Subtotal	\$63,415	\$63,415	\$45,455	\$108,870	\$63,415	\$45,455	\$108,870	\$63,415	\$45,455	\$108,870	\$390,025	\$8
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$6,344	\$6,344	\$4,545	\$10,889	\$6,344	\$4,545	\$10,889	\$6,344	\$4,545	\$10,889	\$39,011	\$1
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total DAS Expenditures	\$69,759	\$69,759	\$50,000	\$119,759	\$69,759	\$50,000	\$119,759	\$69,759	\$50,000	\$119,759	\$429,036	\$9
Non DAS Expenditures												
Salaries & Benefits	\$34,678	\$34,678		\$34,678	\$34,678		\$34,678	\$34,678		\$34,678	\$138,712	\$4
Operating Expenses	\$25,923	\$25,923		\$25,923	\$25,923		\$25,923	\$25,923		\$25,923	\$103,693	\$3
Capital/Subcontractor Expenditures												
NCQA Expenditures												
Total Non DAS Expenditures	\$60,601	\$60,601		\$60,601	\$60,601		\$60,601	\$60,601		\$60,601	\$242,405	\$8
TOTAL DAS AND NON DAS EXPEDITURES	\$130,360	\$130,360	\$50,000	\$180,360	\$130,360	\$50,000	\$180,360	\$130,360	\$50,000	\$180,360	\$671,440	\$16
DAS Revenues												
Meals- General Fund	\$65,755	\$65,755		\$65,755	\$65,755		\$65,755	\$65,755		\$65,755	\$263,020	\$8
Meals- State Fund												
Meals- Federal Fund												
CODB	\$2,032	\$2,032		\$2,032	\$2,032		\$2,032	\$2,032		\$2,032	\$8,128	\$0
Adj baseline 20/21 CODB	\$1,972	\$1,972		\$1,972	\$1,972		\$1,972	\$1,972		\$1,972	\$7,888	\$0
Additional OTO Funds \$50K			\$50,000	\$50,000		\$50,000	\$50,000		\$50,000	\$50,000	\$150,000	
NCQA Fund												
Total DAS Revenue	\$69,759	\$69,759	\$50,000	\$119,759	\$69,759	\$50,000	\$119,759	\$69,759	\$50,000	\$119,759	\$429,036	\$9
PER MEAL COST, DAS	\$ 8.64	\$ 8.64		\$ 8.64	\$ 8.64		\$ 8.64	\$ 8.64		\$ 8.64	\$ 34.56	
PER MEAL COST (with NCQA), DAS	\$ 8.64	\$ 8.64		\$ 8.64	\$ 8.64		\$ 8.64	\$ 8.64		\$ 8.64	\$ 34.56	
Non DAS Revenues												
Project Income	\$400	\$400		\$400	\$400		\$400	\$400		\$400	\$1,600	\$0
Agency Cash- Fundraising	\$60,202	\$60,202		\$60,202	\$60,202		\$60,202	\$60,202		\$60,202	\$240,808	\$13
Agency In-kind Volunteer												
NCQA Revenue												
Total Non DAS Revenue	\$60,602	\$60,602		\$60,602	\$60,602		\$60,602	\$60,602		\$60,602	\$242,408	\$8
PER MEAL COST, Non DAS	7.50	7.50	-	7.50	7.50	-	7.50	7.50	-	7.50	30.00	
PER MEAL COST (with NCQA), Non DAS	7.50	7.50	-	7.50	7.50	-	7.50	7.50	-	7.50	30.00	
TOTAL DAS AND NON DAS REVENUE	\$130,361	\$130,361	\$50,000	\$180,361	\$130,361	\$50,000	\$180,361	\$130,361	\$50,000	\$180,361	\$671,444	\$16
PER MEAL COST, Total	\$16	\$16		\$16	\$16		\$16	\$16		\$16	\$65	
PER MEAL COST (with NCQA), Total	\$16	\$16		\$16	\$16		\$16	\$16		\$16	\$65	
Full Time Equivalent (FTE)	7.00	7.00		7.00	7.00		7.00	7.00		7.00	28.00	
Prepared by:												
HSA-CO Review Signature:												

HSA #1

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

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

Salaries & Benefits Detail

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

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

Operating Expense Detail

	Revised FY21/22	FY 22/23	Modifications	New Revised FY22/23 Budget	FY 23/24	Modifications	New Revised FY23/24 Budget	FY 24/25	Modifications	New Revised FY24/25 Budget
Annual # Meals Contracted		8,078	5,787	13,865	8,078	5,787	13,865	8,078	5,787	13,865
DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	\$31	\$31		\$31	\$31		\$31	\$31		\$31
Building Maintenance Supplies and Repair	\$4,812	\$4,812		\$4,812	\$4,812		\$4,812	\$4,812		\$4,812
Printing and Reproduction	\$67	\$67		\$67	\$67		\$67	\$67		\$67
Insurance	\$1,054	\$1,054		\$1,054	\$1,054		\$1,054	\$1,054		\$1,054
Staff Recruitment	\$33	\$33		\$33	\$33		\$33	\$33		\$33
Auto/Gas/Oil Maintenance: Van	\$984	\$984		\$984	\$984		\$984	\$984		\$984
IT Equipment	\$41	\$41		\$41	\$41		\$41	\$41		\$41
Food Cost										
Raw Food <i>per meal \$4.40</i>	\$7.63	\$18,283	\$18,283	\$44,182	\$62,465	\$18,283	\$44,182	\$62,465	\$18,283	\$44,182
Cong Food Svc Supplies <i>per meal \$0.22</i>		\$913	\$913	\$1,273	\$2,186	\$913	\$1,273	\$2,187	\$913	\$1,273
Catered Meals <i>per meal</i>										
Consultant										
Consultant A										
Other										
Equipment Repairs	\$463	\$463		\$463	\$463		\$463	\$463		\$463
Program Supplies	\$59	\$59		\$59	\$59		\$59	\$59		\$59
Total DAS Operating Expenses	\$26,741	\$26,741	\$45,455	\$72,196	\$26,741	\$45,455	\$72,196	\$26,741	\$45,455	\$72,196
Non DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	\$29	\$29		\$29	\$29		\$29	\$29		\$29
Building Maintenance Supplies and Repair	\$1,111	\$1,111		\$1,111	\$1,111		\$1,111	\$1,111		\$1,111
Printing and Reproduction	\$63	\$63		\$63	\$63		\$63	\$63		\$63
Insurance	\$996	\$996		\$996	\$996		\$996	\$996		\$996
Staff Recruitment	\$32	\$32		\$32	\$32		\$32	\$32		\$32
Auto/Gas/Oil Maintenance: Van	\$931	\$931		\$931	\$931		\$931	\$931		\$931
IT Equipment	\$39	\$39		\$39	\$39		\$39	\$39		\$39
Food Cost										
Raw Food <i>per meal \$5.44</i>		\$21,366	\$21,366	\$21,366	\$21,366		\$21,366	\$21,366		\$21,366
Cong Food Svc Supplies <i>per meal \$0.22</i>		\$864	\$864	\$864	\$864		\$864	\$864		\$864
Catered Meals <i>per meal</i>										
Consultant										
Consultant A										
Other										
Equipment Repairs	\$437	437.4		\$437	437.4		\$437	437.4		\$437
Program Supplies	\$56	55.89		\$56	55.89		\$56	55.89		\$56
Total Non DAS Operating Expenses	\$25,923	\$25,923		\$25,923	\$25,923		\$25,923	\$25,923		\$25,923
Total DAS and Non DAS Operating Expenses	\$52,665	\$52,664	\$45,455	\$98,119	\$52,664	\$45,455	\$98,119	\$52,664	\$45,455	\$98,119

HSA #3

Appendix A-1 - Services to be Provided
Kimochi Inc.
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
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.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

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)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the

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

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	FY21/22 Revised	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	1500	16	1516	1350	1350	1350
Number of Meals	91026	974	92000	66857	66857	66857

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

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

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

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

and

Ella Lee
Contract Manager
HSA OCM
email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. 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**

Name

Kimochi, Inc.

(Check One) New Renewal Modification
If modification, Effective Date of Mod. 04/01/2022 No. of Mod.

Program: Congregate meals for older adults

Budget Reference Page No.(s)								Average cost/meal
Program Term	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
	Budget	Modification	Revised	Revised	Revised	Revised		
Annual # Meals Contracted	91,026	974	92,000	66,857	66,857	66,857	292,571	
DAS Expenditures								
Salaries & Benefits	\$267,727		\$267,727	\$266,727	\$266,727	\$266,727	\$1,067,908	\$3.65
Operating Expenses	\$389,439	\$9,860	\$399,299	\$227,171	\$227,171	\$227,171	\$1,080,812	\$3.69
Subtotal	\$657,166	\$9,860	\$667,026	\$493,898	\$493,898	\$493,898	\$2,148,720	\$7.34
Indirect Percentage (%)	9.92%		9.45%	9.41%	9.41%	9.41%	9.67%	
Indirect Cost	\$65,203	(\$2,136)	\$63,067	\$46,479	\$46,479	\$46,479	\$202,504	\$0.69
Capital/Subcontractor Expenditures	\$15,748	\$12,500	\$28,248				\$28,248	\$0.10
NCQA Expenditures	\$7,849		\$7,849	\$7,849	\$7,849	\$7,849	\$31,396	\$0.11
Total DAS Expenditures	\$745,966	\$20,224	\$766,190	\$548,226	\$548,226	\$548,226	\$2,410,868	\$8.24
Non DAS Expenditures								
Salaries & Benefits	\$65,520		\$65,520	\$65,520	\$65,520	\$65,520	\$262,080	\$0.90
Operating Expenses	\$206,514	\$17,958	\$224,472	\$219,204	\$219,204	\$219,204	\$882,084	\$3.01
Capital/Subcontractor Expenditures								
NCQA Expenditures	\$8,649		\$8,649	\$8,649	\$8,649	\$8,649	\$34,596	\$0.12
Total Non DAS Expenditures	\$280,683	\$17,958	\$298,641	\$293,373	\$293,373	\$293,373	\$1,178,760	\$4.03
TOTAL DAS AND NON DAS EXPEDITURES	\$1,026,649	\$38,182	\$1,064,831	\$841,599	\$841,599	\$841,599	\$3,589,628	\$12.27
DAS Revenues								
Meals- General Fund	\$693,275		\$693,275	\$511,283	\$511,283	\$511,283	\$2,227,124	\$7.61
Meals- State Fund								
Meals- Federal Fund								
OTO	\$15,748	\$20,224	\$35,972				\$35,972	\$0.12
CODB	\$31,306		\$31,306	\$31,306	\$31,306	\$31,306	\$125,224	\$0.43
MCO	\$5,637		\$5,637	\$5,637	\$5,637	\$5,637	\$22,548	\$0.08
Total DAS Revenue	\$745,966	\$20,224	\$766,190	\$548,226	\$548,226	\$548,226	\$2,410,868	\$8.24
PER MEAL COST, DAS	\$7.93		\$7.93	\$8.08	\$8.08	\$8.08	\$8.13	
PER MEAL COST (with NCQA), DAS	\$8.02		\$8.02	\$8.19	\$8.19	\$8.19	\$8.24	
Non DAS Revenues								
Project Income	\$68,270		\$68,270	\$60,171	\$60,171	\$60,171	\$248,783	\$0.85
Agency Cash- Fundraising	\$64,970	\$17,958	\$82,928	\$107,511	\$107,511	\$107,511	\$405,461	\$1.39
Agency In-kind Food	\$81,923		\$81,923	\$60,171	\$60,171	\$60,171	\$262,436	\$0.90
Agency In-Kind Vounteer	\$65,520		\$65,520	\$65,520	\$65,520	\$65,520	\$262,080	\$0.90
NCQA Revenue								
Total Non DAS Revenue	\$280,683	\$17,958	\$298,641	\$293,373	\$293,373	\$293,373	\$1,178,760	\$4.03
PER MEAL COST, Non DAS	\$3.08		\$3.25	\$4.39	\$4.39	\$4.39	\$4.03	
PER MEAL COST (with NCQA), Non DAS	\$3.08		\$3.25	\$4.39	\$4.39	\$4.39	\$4.03	
TOTAL DAS AND NON DAS REVENUE	\$1,026,649	\$38,182	\$1,064,831	\$841,599	\$841,599	\$841,599	\$3,589,628	\$12.27
PER MEAL COST, Total	\$11.01		\$11.18	\$12.47	\$12.47	\$12.47	\$12.16	
PER MEAL COST (with NCQA), Total	\$11.10		\$11.27	\$12.58	\$12.58	\$12.58	\$12.27	
Full Time Equivalent (FTE)			5.69	5.69	5.69	5.69	22.75	
Prepared by:								3/28/2022
HSA-CO Review Signature:								
HSA #1								3/28/2022

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

Salaries & Benefits Detail

DAS Salaries & Benefits											
Position Title	Agency Totals		HSA Program		FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Revised Salary	Revised Salary	Revised Salary	Budgeted Salary
Senior Center Coordinator	\$53,040	0.75	100.00%	0.75	\$39,780		\$39,780	\$39,780	\$39,780	\$39,780	\$159,120
Head Cook	\$46,800	0.50	100.00%	0.50	\$23,400		\$23,400	\$23,400	\$23,400	\$23,400	\$93,600
Senior Center Assistant	\$44,096	1.00	100.00%	1.00	\$44,096		\$44,096	\$44,096	\$44,096	\$44,096	\$176,384
Assistant Cook 1	\$36,400	0.75	69.52%	0.52	\$18,980		\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Assistant Cook 2	\$37,960	1.00	50.00%	0.50	\$18,980		\$18,980	\$18,980	\$18,980	\$18,980	\$75,920
Nutrition Aide	\$38,480	0.75	92.16%	0.69	\$26,598		\$26,598	\$26,598	\$26,598	\$26,598	\$106,392
Dishwasher 1	\$38,480	0.47	80.00%	0.37	\$14,430		\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Dishwasher 2	\$38,480	0.47	80.00%	0.37	\$14,430		\$14,430	\$14,430	\$14,430	\$14,430	\$57,720
Totals	\$333,736	5.69	671.68%	4.71	\$200,694		\$200,694	\$200,694	\$200,694	\$200,694	\$802,776
Fringe Benefits Rate	33%				33%						
Employee Fringe Benefits	\$111,469				\$67,033		\$67,033	\$66,033	\$66,033	\$66,033	\$265,132
Total DAS Salaries and Benefits	\$445,205				\$267,727		\$267,727	\$266,727	\$266,727	\$266,727	\$1,067,908
Non DAS Salaries & Benefits											
Position Title	Agency Totals		HSA Program		FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Revised Salary	Revised Salary	Revised Salary	Budgeted Salary
Volunteer 1	\$31,200	1.00	70.00%	0.70	\$21,840		\$21,840	\$21,840	\$21,840	\$21,840	\$87,360
Volunteer 2	\$31,200	1.00	70.00%	0.70	\$21,840		\$21,840	\$21,840	\$21,840	\$21,840	\$87,360
Volunteer 3	\$31,200	1.00	70.00%	0.70	\$21,840		\$21,840	\$21,840	\$21,840	\$21,840	\$87,360
Totals	\$93,600				\$65,520		\$65,520	\$65,520	\$65,520	\$65,520	\$262,080
Fringe Benefits Rate											
Employee Fringe Benefits											
Total Non DAS Salaries and Benefits	\$93,600				\$65,520		\$65,520	\$65,520	\$65,520	\$65,520	\$262,080
Total DAS and Non DAS Salaries and Benefits	\$538,805				\$333,247		\$333,247	\$332,247	\$332,247	\$332,247	\$1,329,988
HSA #2											3/28/2022

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

Operating Expense Detail

	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total			
	Budget	Modification	Revised	Revised	Revised	Revised				
Annual # Meals Contracted	91,026	974	92,000	66,857	66,857	66,857	292,571			
DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property	\$41,785	(\$41,785)		\$37,000	\$37,000	\$37,000	\$111,000			
Utilities (Elec, Water, Gas, Phone, Garbage)	\$25,000	(\$25,000)		\$20,000	\$20,000	\$20,000	\$60,000			
Office Supplies, Postage	\$2,500		\$2,500	\$1,500	\$1,500	\$1,500	\$7,000			
Building Maintenance Supplies and Repair	\$4,500	\$3,500	\$8,000	\$2,000	\$2,000	\$2,000	\$14,000			
Printing and Reproduction	\$2,000		\$2,000	\$1,500	\$1,500	\$1,500	\$6,500			
Insurance										
Dues/Subscriptions	\$4,000		\$4,000	\$2,000	\$2,000	\$2,000	\$10,000			
Outside Services	\$4,800		\$4,800	\$1,400	\$1,400	\$1,400	\$9,000			
Telephone	\$3,536		\$3,536	\$2,500	\$2,500	\$2,500	\$11,036			
Computer/IT/Website	\$3,404		\$3,404	\$2,000	\$2,000	\$2,000	\$9,404			
Professional Services	\$5,805		\$5,805	\$3,500	\$3,500	\$3,500	\$16,305			
<u>Food Cost</u>										
		FY 21/22	FY 22/25							
Raw Food <i>per meal</i>		\$3.64	\$2.30	\$264,801	\$69,695	\$334,496	\$153,771	\$153,771	\$153,771	\$795,809
Cong Food Svc Supplies <i>per meal</i>		\$0.33		\$27,308	\$3,450	\$30,758				\$30,758
Catered Meals <i>per meal</i>										
<u>Consultant</u>										
Consultant A										
Total DAS Operating Expenses	\$389,439	\$9,860	\$399,299	\$227,171	\$227,171	\$227,171	\$1,080,812			
Non DAS Operating Expenses										
<u>Expenditure Category</u>										
Rental of Property		\$41,785	\$41,785				\$41,785			
Utilities (Elec, Water, Gas, Phone, Garbage)	\$20,000	\$25,000	\$45,000	\$20,000	\$20,000	\$20,000	\$105,000			
Equipment Purchase (bowls, utensils, cups, etc.)	\$3,000		\$3,000	\$1,500	\$1,500	\$1,500	\$7,500			
Maintenance Supplies and Repair	\$8,000		\$8,000	\$8,000	\$8,000	\$8,000	\$32,000			
Printing and Reproduction	\$250		\$250	\$250	\$250	\$250	\$1,000			
Insurance	\$3,000		\$3,000	\$3,000	\$3,000	\$3,000	\$12,000			
Office Supplies, Postage	\$1,200		\$1,200	\$600	\$600	\$600	\$3,000			
Staff Travel-(Local & Out of Town)										
Professional Services	\$2,666		\$2,666	\$2,666	\$2,666	\$2,666	\$10,664			
<u>Food Cost</u>										
		FY 21/22	FY 22/25							
Raw Food <i>per meal</i>		\$0.95	\$1.84	\$86,475	(\$49,704)	\$36,771	\$123,017	\$123,017	\$123,017	\$405,822
Cong Food Svc Supplies <i>per meal</i>										
In-Kind Food <i>per meal</i>		\$0.90	\$0.90	\$81,923	\$877	\$82,800	\$60,171	\$60,171	\$60,171	\$263,313
<u>Consultant</u>										
Registered Dietician										
Total Non DAS Operating Expenses	\$206,514	\$17,958	\$224,472	\$219,204	\$219,204	\$219,204	\$882,084			
Total DAS and Non DAS Operating Expenses	\$595,953	\$27,818	\$623,771	\$446,375	\$446,375	\$446,375	\$1,962,896			
HSA #3							3/28/2022			

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

Appendix B-1, Page 4
Document Date: March 2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total
	Budget	Modification	Revised	Revised	Revised	Revised	
Equipment (Qty)							
Steamer	\$6,500		\$6,500				\$6,500
Natural Gas, 10 Burner, 2 Convection Ovens	\$9,248		\$9,248				\$9,248
Double burner wok station		\$8,000	\$8,000				\$8,000
Convection countertop steamer		\$4,500	\$4,500				\$4,500
Total Equipment Cost	\$15,748	\$12,500	\$28,248				\$28,248
Remodeling							
Total Remodeling Cost							
Subcontractor							
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$15,748	\$12,500	\$28,248				\$28,248
Non DAS Capital Expenditure							
Equipment (Qty)							
Total Equipment Cost							
Remodeling							
Total Remodeling Cost							
Subcontractor							
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$15,748	\$12,500	\$28,248				\$28,248
HSA #4							3/28/2022

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

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price			Unit			FY 21/22			FY 22/23	FY 23/24	FY 24/25	Total	
	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Revised	Revised	Revised		
Menu planning and nutrition analysis	\$799.00		\$799.00	/set	1.00		1.00	\$799		\$799	\$799	\$799	\$799	\$3,196
Kitchen and food service monitoring	\$875.00		\$875.00		2.00		2.00	\$1,750		\$1,750	\$1,750	\$1,750	\$1,750	\$7,000
Congregate site monitoring	\$315.00		\$315.00		12.00		12.00	\$3,780		\$3,780	\$3,780	\$3,780	\$3,780	\$15,120
Nutrition education	\$190.00		\$190.00		8.00		8.00	\$1,520		\$1,520	\$1,520	\$1,520	\$1,520	\$6,080
Nutrition counseling (optional)				/hour										
In-service training				/training										
Total DAS NCQA Expenditure								\$7,849		\$7,849	\$7,849	\$7,849	\$7,849	\$31,396
Non DAS NCQA Expenditure														
Menu planning and nutrition analysis				/set	1.00		1.00							
Kitchen and food service monitoring					2.00		2.00							
Congregate site monitoring					12.00		12.00							
Nutrition education					8.00		8.00							
Nutrition counseling (optional)				/hour										
In-service training	\$200.00		\$200.00	/training	2.00		2.00	\$400		\$400	\$400	\$400	\$400	\$1,600
Registered Dietician								\$8,249		\$8,249	\$8,249	\$8,249	\$8,249	\$32,996
Total Non DAS NCQA Expenditure								\$8,649		\$8,649	\$8,649	\$8,649	\$8,649	\$34,596
Total DAS and Non DAS NCQA Expenditure								\$16,498		\$16,498	\$16,498	\$16,498	\$16,498	\$65,992
HSA #4														3/28/2022

Appendix A-1 – Services to be Provided
Kimochi Inc. Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Kimochi Inc.
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation
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.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
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/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)

OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who receives home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.the

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.

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

- HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
- vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will

ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.

7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

	FY 21/22 Revised	FY 22/23 Original	Modification	FY22/23 Revised	FY 23/24 Revised	FY 24/25 Revised
Table A						
Number of Unduplicated Consumers (UDC)	170	120	55	175	175	175
Number of Meals	43420	31908	13822	45730	45730	45730

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

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

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

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

and

Ella Lee
 Contract Manager
 HSA OCM
 email: Ella.Lee@sfgov.org

X. Monitoring Activities

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

who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. 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**

Name
Kimochi, Inc.

(Check One) New Renewal Modification
If modification, Effective Date of Mod. 04/01/2022 No. of Mod.

Program: Home-delivered meals for older adults

Budget Reference Page No.(s)

Program Term	FY 21/22			FY 22/23			FY 23/24			FY 24/25			Total	Average cost/meal	
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification			Revised
Annual # Meals Contracted	43,420	31,908	13,822	45,730	31,908	13,822	45,730	31,908	13,822	45,730	31,908	13,822	45,730	180,610	
DAS Expenditures															
Salaries & Benefits	\$183,031	\$91,739		\$91,739	\$91,739		\$91,739	\$91,739		\$91,739	\$91,739		\$91,739	\$458,248	\$2.54
Operating Expenses	\$168,153	\$173,150	\$113,674	\$286,824	\$173,150	\$113,674	\$286,824	\$173,150	\$113,674	\$286,824	\$173,150	\$113,674	\$286,824	\$1,028,625	\$5.70
Subtotal	\$351,184	\$264,889	\$113,674	\$378,563	\$264,889	\$113,674	\$378,563	\$264,889	\$113,674	\$378,563	\$264,889	\$113,674	\$378,563	\$1,486,873	\$8.23
Indirect Percentage (%)	9.66%	9.48%		9.76%	9.48%		9.76%	9.48%		9.76%	9.48%		9.76%	9.73%	
Indirect Cost	\$33,910	\$25,105	\$11,830	\$36,935	\$25,105	\$11,830	\$36,935	\$25,105	\$11,830	\$36,935	\$25,105	\$11,830	\$36,935	\$144,715	\$0.80
Capital/Subcontractor Expenditures	\$99,173													\$99,173	\$0.55
NCQA Expenditures	\$53,089	\$37,089	\$13,750	\$50,839	\$37,089	\$13,750	\$50,839	\$37,089	\$13,750	\$50,839	\$37,089	\$13,750	\$50,839	\$205,606	\$1.14
Total DAS Expenditures	\$537,356	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$1,936,367	\$10.72
Non DAS Expenditures															
Salaries & Benefits	\$21,580	\$90,220		\$90,220	\$90,220		\$90,220	\$90,220		\$90,220	\$90,220		\$90,220	\$292,240	\$1.62
Operating Expenses	\$103,463	\$85,283	(\$28,780)	\$56,503	\$85,283	(\$28,780)	\$56,503	\$85,283	(\$28,780)	\$56,503	\$85,283	(\$28,780)	\$56,503	\$272,972	\$1.51
Capital/Subcontractor Expenditures															
NCQA Expenditures	\$12,400	\$12,400		\$12,400	\$12,400		\$12,400	\$12,400		\$12,400	\$12,400		\$12,400	\$49,600	\$0.27
Total Non DAS Expenditures	\$137,443	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$614,812	\$3.40
TOTAL DAS AND NON DAS EXPEDITURES	\$674,799	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$2,551,179	\$14.13
DAS Revenues															
Meals- General Fund	\$419,407	\$308,307		\$308,307	\$308,307		\$308,307	\$308,307		\$308,307	\$308,307		\$308,307	\$1,344,328	\$7.44
Meals- State Fund															
Meals- Federal Fund															
OTO	\$99,173													\$99,173	\$0.55
COBD	\$18,776	\$18,776		\$18,776	\$18,776		\$18,776	\$18,776		\$18,776	\$18,776		\$18,776	\$75,104	\$0.42
Annual addback			\$139,254	\$139,254		\$139,254	\$139,254		\$139,254	\$139,254		\$139,254	\$139,254	\$417,762	\$2.31
Total DAS Revenue	\$537,356	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$327,083	\$139,254	\$466,337	\$1,936,367	\$10.72
PER MEAL COST, DAS	\$8.86	\$9.08		\$9.08	\$9.08		\$9.08	\$9.09		\$9.08	\$9.09		\$9.08	\$9.03	
PER MEAL COST (with NCQA), DAS	\$10.09	\$10.25		\$10.19	\$10.25		\$10.19	\$10.25		\$10.19	\$10.25		\$10.19	\$10.17	
Non DAS Revenues															
Project Income	\$98,000	\$98,000		\$98,000	\$98,000		\$98,000	\$98,000		\$98,000	\$98,000		\$98,000	\$392,000	\$2.17
Agency Cash- Fundraising	\$19,904	\$75,544	(\$35,000)	\$40,544	\$75,544	(\$35,000)	\$40,544	\$75,544	(\$35,000)	\$40,544	\$75,544	(\$35,000)	\$40,544	\$141,536	\$0.78
Agency In-kind Food	\$19,539	\$14,359	\$6,220	\$20,579	\$14,359	\$6,220	\$20,579	\$14,359	\$6,220	\$20,579	\$14,359	\$6,220	\$20,579	\$81,276	\$0.45
Total Non DAS Revenue	\$137,443	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$187,903	(\$28,780)	\$159,123	\$614,812	\$3.40
PER MEAL COST (with NCQA), Non DAS	\$3.17	\$5.89		\$3.48	\$5.89		\$3.48	\$5.89		\$3.48	\$5.89		\$3.48	\$3.40	
TOTAL DAS AND NON DAS REVENUE	\$674,799	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$514,986	\$110,474	\$625,460	\$2,551,179	\$14.13
PER MEAL COST (with NCQA), Total	\$13.26	\$16.14		\$13.67	\$16.14		\$13.67	\$16.14		\$13.67	\$16.14		\$13.67	\$13.57	

Full Time Equivalent (FTE)

Prepared by: Shawne O'Connell

HSA-CO Review Signature: _____

HSA #1

3/28/2022

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22		FY 22/23			FY 23/24			FY 24/25			Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary		
Senior Center Coordinator	\$53,040	0.25	100.00%	0.25	\$13,260	\$13,260		\$13,260	\$13,260		\$13,260	\$13,260		\$13,260	\$53,040	
Head Cook	\$46,800	0.50	100.00%	0.50	\$23,400	\$23,400		\$23,400	\$23,400		\$23,400	\$23,400		\$23,400	\$93,600	
Assistant Cook 2	\$37,960	1.00	50.00%	0.50	\$18,980			\$18,980			\$18,980			\$18,980	\$18,980	
Driver 1	\$40,560	0.75	100.00%	0.75	\$30,420			\$30,420			\$30,420			\$30,420	\$30,420	
Driver 2	\$38,480	0.50	100.00%	0.50	\$19,240			\$19,240			\$19,240			\$19,240	\$19,240	
Driver 3	\$42,682	0.50	50.00%	0.25	\$10,671	\$10,671		\$10,671	\$10,671		\$10,671	\$10,671		\$10,671	\$42,684	
Dishwasher 1	\$38,480	0.75	37.50%	0.28	\$10,823	\$10,823		\$10,823	\$10,823		\$10,823	\$10,823		\$10,823	\$43,292	
Dishwasher 2	\$38,480	0.75	37.50%	0.28	\$10,823	\$10,823		\$10,823	\$10,823		\$10,823	\$10,823		\$10,823	\$43,292	
Totals	\$336,482	5.00	575.00%	3.31	\$137,617	\$68,977		\$68,977	\$68,977		\$68,977	\$68,977		\$68,977	\$344,548	
Fringe Benefits Rate	33%							33%			33%			33%		
Employee Fringe Benefits	\$111,039				\$45,414	\$22,762		\$22,762	\$22,762		\$22,762	\$22,762		\$22,762	\$113,700	
Total DAS Salaries and Benefits	\$447,521				\$183,031	\$91,739		\$91,739	\$91,739		\$91,739	\$91,739		\$91,739	\$458,248	
Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22		FY 22/23			FY 23/24			FY 24/25			Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary	Budgeted Salary	Modification	Revised Salary		
Assistant Cook 2	\$37,960	1.00	50.00%	0.50		\$18,980		\$18,980	\$18,980		\$18,980	\$18,980		\$18,980	\$18,980	
Driver 1	\$40,560	0.75	100.00%	0.75		\$30,420		\$30,420	\$30,420		\$30,420	\$30,420		\$30,420	\$30,420	
Driver 2	\$38,480	0.50	100.00%	0.50		\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240	
Driver 4	\$43,160	0.50	100.00%	0.50	\$21,580	\$21,580		\$21,580	\$21,580		\$21,580	\$21,580		\$21,580	\$86,320	
Dishwasher 2																
Totals	\$160,160	2.75	350.00%	2.25	\$21,580	\$90,220		\$90,220	\$90,220		\$90,220	\$90,220		\$90,220	\$292,240	
Fringe Benefits Rate																
Employee Fringe Benefits																
Total Non DAS Salaries and Benefits	\$160,160				\$21,580	\$90,220		\$90,220	\$90,220		\$90,220	\$90,220		\$90,220	\$292,240	
Total DAS and Non DAS Salaries and Benefits	\$607,681				\$204,611	\$181,959		\$181,959	\$181,959		\$181,959	\$181,959		\$181,959	\$750,488	

HSA #2

3/28/2022

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

Operating Expense Detail

	FY 21/22			FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised			
Annual # Meals Contracted	43,420	31,908	13,822	45,730	31,908	13,822	45,730	31,908	13,822	45,730	180,610		
DAS Operating Expenses													
<i>Expenditure Category</i>													
Rental of Property	\$2,350	\$15,350	\$5,650	\$21,000	\$15,350	\$5,650	\$21,000	\$15,350	\$5,650	\$21,000	\$65,350		
Rent, Parking	\$8,000	\$16,700	\$1,800	\$18,500	\$16,700	\$1,800	\$18,500	\$16,700	\$1,800	\$18,500	\$63,500		
Auto - Insurance	\$16,000	\$16,000	\$4,000	\$20,000	\$16,000	\$4,000	\$20,000	\$16,000	\$4,000	\$20,000	\$76,000		
Auto - Maintenance	\$6,898	\$6,898	\$8,102	\$15,000	\$6,898	\$8,102	\$15,000	\$6,898	\$8,102	\$15,000	\$51,898		
Auto - Fuel		\$9,000	\$9,000	\$18,000	\$9,000	\$9,000	\$18,000	\$9,000	\$9,000	\$18,000	\$54,000		
Insurance - General	\$2,750	\$2,750	\$2,250	\$5,000	\$2,750	\$2,250	\$5,000	\$2,750	\$2,250	\$5,000	\$17,750		
Outside Services			\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$15,000		
Prof Svcs - Acctg	\$4,000	\$4,000	\$3,500	\$7,500	\$4,000	\$3,500	\$7,500	\$4,000	\$3,500	\$7,500	\$26,500		
Eqpt. Repairs/Maintenance	\$8,960	\$3,302	\$11,698	\$15,000	\$3,302	\$11,698	\$15,000	\$3,302	\$11,698	\$15,000	\$53,960		
Telephone		\$2,750	\$3,250	\$6,000	\$2,750	\$3,250	\$6,000	\$2,750	\$3,250	\$6,000	\$18,000		
Utilities													
Food Cost													
Raw Food	<i>per meal</i> \$2.18												
HDM Food Svc Supplies	<i>per meal</i> \$0.56												
HDM Catered Frozen Meals	<i>per meal</i>												
In-Kind Food	<i>per meal</i>												
Total DAS Operating Expenses	\$168,153	\$173,150	\$113,674	\$286,824	\$173,150	\$113,674	\$286,824	\$173,150	\$113,674	\$286,824	\$1,028,625	44884.99902	
Non DAS Operating Expenses													
<i>Expenditure Category</i>													
Prof Svcs - Acctg	\$1,000	\$1,000		\$1,000	\$1,000		\$1,000	\$1,000		\$1,000	\$4,000		
Office Supplies/Printing	\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$10,000		
Telephone	\$5,750	\$3,000		\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$14,750		
Utilities	\$9,944	\$9,944		\$9,944	\$9,944		\$9,944	\$9,944		\$9,944	\$39,776		
Auto - Fuel	\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$20,000		
Rental of Property	\$13,000										\$13,000		
Rent, Parking	\$8,000										\$8,000		
Food Cost													
Raw Food	<i>per meal</i> \$0.56												
HDM Food Svc Supplies	<i>per meal</i>												
HDM Catered Frozen Meals	<i>per meal</i> \$0.33												
In-Kind Food	<i>per meal</i> \$0.45												
Total Non DAS Operating Expenses	\$103,463	\$85,283	(\$28,780)	\$56,503	\$85,283	(\$28,780)	\$56,503	\$85,283	(\$28,780)	\$56,503	\$272,972		
Total DAS and Non DAS Operating Expenses	\$271,616	\$258,433	\$84,894	\$343,327	\$258,433	\$84,894	\$343,327	\$258,433	\$84,894	\$343,327	\$1,301,597		

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure Equipment (Qty)	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Tray Sealer	\$7,000										\$7,000
Two Section Solid Door Reach in Refrigerator	\$4,575										\$4,575
Thermal Bag, Cold	\$2,400										\$2,400
HDM Clinet cloud database software implementation	\$40,000										\$40,000
Double burner work station	\$8,000										\$8,000
Convection countertop steamer	\$4,500										\$4,500
Total Equipment Cost	\$66,475										\$66,475
Remodeling											
Total Remodeling Cost											
Subcontractor											
HDM Social Worker	\$32,698										\$32,698
Total Subcontractor Cost	\$32,698										\$32,698
Total DAS Capital & Subcontractor Expenditure	\$99,173										\$99,173
Non DAS Capital Expenditure											
Equipment (Qty)											
Total Equipment Cost											
Remodeling											
Total Remodeling Cost											
Subcontractor											
Frozen Meals Caterer											
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$99,173										\$99,173

HSA #4

3/28/2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY 21/22	FY22/25 Unit			FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Revised	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Menu planning and nutrition analysis	\$799.00 /set	1.00	\$799	1.00		1.00	\$799		\$799		\$799		\$799		\$799	\$3,196
Kitchen and food service monitoring	\$875.00	6.00	\$5,250	2.00		2.00	\$1,750		\$1,750		\$1,750		\$1,750		\$1,750	\$10,500
HDM Route Monitoring	\$315.00 /route	12.00	\$3,780	12.00		12.00	\$3,780		\$3,780		\$3,780		\$3,780		\$3,780	\$15,120
Nutrition education	\$190.00	4.00	\$760	4.00		4.00	\$760		\$760		\$760		\$760		\$760	\$3,040
Nutrition counseling (optional)	/hour															
In-service training	/training															
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	\$250.00 /assessment	170.00	\$42,500	120.00	55.00	175.00	\$30,000	\$13,750	\$43,750	\$30,000	\$13,750	\$43,750	\$30,000	\$13,750	\$43,750	\$173,750
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment															
Total DAS NCQA Expenditure			\$53,089				\$37,089	\$13,750	\$50,839	\$37,089	\$13,750	\$50,839	\$37,089	\$13,750	\$50,839	\$205,606
Non DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY 21/22	FY22/25 Unit			FY 22/23			FY 23/24			FY 24/25			Total
Menu planning and nutrition analysis	/set															
Kitchen and food service monitoring																
HDM Route Monitoring	/route															
Nutrition education																
Nutrition counseling (optional)	/hour															
In-service training	\$200.00 /training	2.00	\$400	2.00		2.00	\$400		\$400		\$400		\$400		\$400	\$1,600
Registered Dietician			\$12,000				\$12,000		\$12,000		\$12,000		\$12,000		\$12,000	\$48,000
HDM Assessment for ENPIC2 nutrition program (Initial and annual)	/assessment															
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment															
Total Non DAS NCQA Expenditure			\$12,400				\$12,400		\$12,400	\$12,400	\$12,400	\$12,400	\$12,400		\$12,400	\$49,600
Total DAS and Non DAS NCQA Expenditure			\$65,489				\$49,489	\$13,750	\$63,239	\$49,489	\$13,750	\$63,239	\$49,489	\$13,750	\$63,239	\$255,206
HSA #																3/28/2022

Appendix A1 - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025
Modification #1: April 6, 2022

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation.
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.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

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)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)

Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.

SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
 - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the

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

contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	Modification	FY21/22 Revised	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	5,700	550	6,250	5,500	5,500	5,500
Number of Meals	340,000	52,290	392,290	254,834	254,834	254,834

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.

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

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

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

Tiffany Kearney, RD
 DAS OCP
 Lead Nutritionist
 Tiffany.Kearney@sfgov.org

and

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

X. Monitoring Activities

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

consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. 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**

Name																
SELF-HELP FOR THE ELDERLY																
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>																
If modification, Effective Date of Mod. _____ No. of Mod. 2																
Program: Congregate meals for (x) older adults or () adults with disabilities																
Budget Reference Page No.(s)	Budget	CODB	Revised Budget	Modification	Revised Budget	Budget	CODB	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Total	cost/meal
Program Term	FY 21/22	FY 21/22	Mod FY 21/22	OTO/Adjustment	Mod FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25	
Annual # Meals Contracted	340,000		340,000	52,290	392,290	254,834		254,834	254,834		254,834	254,834		254,834	1,156,792	
DAS Expenditures																
Salaries & Benefits	\$773,864	\$92,991	\$866,855		\$866,855	\$603,601	\$86,433	\$690,034	\$603,601	\$86,433	\$690,034	\$603,601	\$86,433	\$690,034	\$2,936,957	\$3
Operating Expenses	\$1,621,591	\$38,673	\$1,660,264	\$388,345	\$2,048,609	\$1,191,821	\$45,231	\$1,237,052	\$1,191,821	\$45,231	\$1,237,052	\$1,191,821	\$45,231	\$1,237,052	\$5,759,765	\$5
Subtotal	\$2,395,455	\$131,664	\$2,527,119	\$388,345	\$2,915,464	\$1,795,422	\$131,664	\$1,927,086	\$1,795,422	\$131,664	\$1,927,086	\$1,795,422	\$131,664	\$1,927,086	\$8,696,722	\$8
Indirect Percentage (%)	10.00%	10.00%	10.00%			10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
Indirect Cost	\$239,545	\$13,166	\$252,711	\$38,835	\$291,546	\$179,542	\$13,166	\$192,708	\$179,542	\$13,166	\$192,708	\$179,542	\$13,166	\$192,708	\$869,670	\$1
Capital/Subcontractor Expenditures				\$39,700	\$39,700										\$39,700	\$0
NCQA Expenditures	\$22,343		\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$89,372	\$0
Total DAS Expenditures	\$2,657,343	\$144,830	\$2,802,173	\$466,880	\$3,269,053	\$1,997,307	\$144,830	\$2,142,137	\$1,997,307	\$144,830	\$2,142,137	\$1,997,307	\$144,830	\$2,142,137	\$9,695,464	\$8
Non DAS Expenditures																
Salaries & Benefits	\$113,147		\$113,147		\$113,147	\$283,411		\$283,411	\$283,411		\$283,411	\$283,411		\$283,411	\$963,380	\$1
Operating Expenses	\$414,700	(\$42,000)	\$372,700	(\$32,700)	\$340,000	\$375,922	(\$52,500)	\$323,422	\$375,922	(\$52,500)	\$323,422	\$375,922	(\$52,500)	\$323,422	\$1,310,266	\$1
Capital/Subcontractor Expenditures																
NCQA Expenditures																
Total Non DAS Expenditures	\$527,847	(\$42,000)	\$485,847	(\$32,700)	\$453,147	\$659,333	(\$52,500)	\$606,833	\$659,333	(\$52,500)	\$606,833	\$659,333	(\$52,500)	\$606,833	\$2,273,646	\$2
TOTAL DAS AND NON DAS EXPEDITURES	\$3,185,190	\$102,830	\$3,288,020	\$434,180	\$3,722,200	\$2,656,640	\$92,330	\$2,748,970	\$2,656,640	\$92,330	\$2,748,970	\$2,656,640	\$92,330	\$2,748,970	\$11,969,110	\$10
DAS Revenues																
Meals- General Fund	\$2,635,000		\$2,635,000		\$2,635,000	\$1,974,964		\$1,974,964	\$1,974,964		\$1,974,964	\$1,974,964		\$1,974,964	\$8,559,892	\$7
Meals- State Fund																
Meals- Federal Fund																
CODBc21/22		\$122,312	\$122,312		\$122,312		\$122,312	\$122,312		\$122,312	\$122,312		\$122,312	\$489,248	\$0	
MCO 21/22		\$22,518	\$22,518		\$22,518		\$22,518	\$22,518		\$22,518	\$22,518		\$22,518	\$90,072	\$0	
OTO 3/4/22 (51,000 Meals)				\$417,180	\$417,180										\$417,180	
OTO 3/4/22 Others				\$19,700	\$19,700										\$19,700	
OTO D7 (1,290 Meals & Center Maint)				\$30,000	\$30,000										\$30,000	\$0
NCQA Fund	\$22,343		\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$22,343		\$22,343	\$89,372	\$0
Total DAS Revenue	\$2,657,343	\$144,830	\$2,802,173	\$466,880	\$3,269,053	\$1,997,307	\$144,830	\$2,142,137	\$1,997,307	\$144,830	\$2,142,137	\$1,997,307	\$144,830	\$2,142,137	\$9,695,464	\$8
PER MEAL COST, DAS	\$7.75		\$8.18	\$8.55	\$8.18	\$7.75		\$8.32	\$7.75		\$8.32	\$7.75		\$8.32	\$8.30	
PER MEAL COST (with NCQA), DAS	\$7.82		\$8.24	\$8.93	\$8.23	\$7.84		\$8.41	\$7.84		\$8.41	\$7.84		\$8.41	\$8.38	
Non DAS Revenues																
Project Income	\$376,000	(\$200,600)	\$175,400	(\$34,176)	\$141,224	\$433,218	(\$178,384)	\$254,834	\$433,218	(\$178,384)	\$254,834	\$433,218	(\$178,384)	\$254,834	\$905,726	\$1
Agency Cash- Fundraising	\$151,847	\$158,600	\$310,447	\$1,476	\$311,923	\$226,115	\$125,884	\$351,999	\$226,115	\$125,884	\$351,999	\$226,115	\$125,884	\$351,999	\$1,367,920	\$1
Agency In-kind Volunteer	\$527,936		\$527,936		\$527,936	\$527,936		\$527,936	\$527,936		\$527,936	\$527,936		\$527,936	\$2,111,744	\$2
NCQA Revenue																
Total Non DAS Revenue	\$1,055,783	(\$42,000)	\$1,013,783	(\$32,700)	\$981,083	\$1,187,269	(\$52,500)	\$1,134,769	\$1,187,269	(\$52,500)	\$1,134,769	\$1,187,269	(\$52,500)	\$1,134,769	\$4,385,390	\$4
PER MEAL COST, Non DAS	\$3.11		\$2.98	(\$0.63)	\$2.50	\$4.66		\$4.45	\$4.66		\$4.45	\$4.66		\$4.45	\$3.79	
PER MEAL COST (with NCQA), Non DAS	\$3.11		\$2.98	(\$0.63)	\$2.50	\$4.66		\$4.45	\$4.66		\$4.45	\$4.66		\$4.45	\$3.79	
TOTAL DAS AND NON DAS REVENUE	\$3,713,126	\$102,830	\$3,815,956	\$434,180	\$4,250,136	\$3,184,576	\$92,330	\$3,276,906	\$3,184,576	\$92,330	\$3,276,906	\$3,184,576	\$92,330	\$3,276,906	\$14,080,854	\$12
PER MEAL COST, Total	\$10.86		\$11.16	\$7.92	\$10.68	\$12.41		\$12.77	\$12.41		\$12.77	\$12.41		\$12.77	\$12.09	
PER MEAL COST (with NCQA), Total	\$10.93		\$11.22	\$8.30	\$10.73	\$12.50		\$12.86	\$12.50		\$12.86	\$12.50		\$12.86	\$12.17	
Full Time Equivalent (FTE)	44.95					44.95			44.95			44.95			179.78	
Prepared by: Leny Nair																
HSA-CO Review Signature: _____																
HSA #1																
	Date: 3/24/2022															
	10/25/2016															

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

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary
Nutrition Director	\$94,522	1.00	30.00%	0.30	\$27,810		\$27,810										\$27,810
Nutrition Manager	\$73,470	1.00	15.00%	0.15	\$10,815		\$10,815	\$10,815		\$10,815	\$10,815		\$10,815	\$10,815		\$10,815	\$43,260
Office Manager	\$60,000	1.00	30.00%	0.30	\$18,000		\$18,000	\$18,000		\$18,000	\$18,000		\$18,000	\$18,000		\$18,000	\$72,000
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712		\$23,712	\$23,712		\$23,712	\$23,712		\$23,712	\$23,712		\$23,712	\$94,848
Program Assistant	\$39,520	1.00	60.00%	0.60	\$23,712		\$23,712	\$23,712		\$23,712	\$23,712		\$23,712	\$23,712		\$23,712	\$94,848
Program Assistant	\$41,600	1.00	60.00%	0.60	\$24,960		\$24,960	\$24,960		\$24,960	\$24,960		\$24,960	\$24,960		\$24,960	\$99,840
Administrative Coordinator	\$41,496	0.70	50.00%	0.35	\$14,524		\$14,524	\$14,524		\$14,524	\$14,524		\$14,524	\$14,524		\$14,524	\$58,096
Center Coordinator	\$35,464	0.75	100.00%	0.75	\$26,598		\$26,598	\$26,598		\$26,598	\$26,598		\$26,598	\$26,598		\$26,598	\$106,392
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520		\$39,520	\$39,520		\$39,520	\$39,520		\$39,520	\$39,520		\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$39,520		\$39,520	\$39,520		\$39,520	\$39,520		\$39,520	\$39,520		\$39,520	\$158,080
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$79,040
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$59,280
Center Coordinator	\$39,520	0.75	50.00%	0.38	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$59,280
Center Coordinator	\$39,520	0.75	100.00%	0.78	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$59,280
Center Coordinator	\$39,520	0.75	100.00%	0.75	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$14,820		\$14,820	\$59,280
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760	\$5,304	\$25,064	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$84,344
Center Coordinator	\$39,520	1.00	100.00%	1.00	\$19,760	\$19,760	\$39,520	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$88,800
Center Coordinator Supervisor	\$46,800	1.00	67.88%	0.68	\$21,060	\$10,707	\$31,767	\$21,060		\$21,060	\$21,060		\$21,060	\$21,060		\$21,060	\$94,947
Center Coordinator Supervisor	\$46,800	1.00	67.88%	0.68	\$21,060	\$10,707	\$31,767	\$21,060		\$21,060	\$21,060		\$21,060	\$21,060		\$21,060	\$94,947
Meal Site Worker	\$36,067	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
Meal Site Worker	\$36,067	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
Meal Site Worker	\$36,067	0.88	50.00%	0.44	\$15,516		\$15,516	\$15,516		\$15,516	\$15,516		\$15,516	\$15,516		\$15,516	\$62,064
Meal Site Worker	\$36,067	1.00	100.00%	0.49	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
Meal Site Worker	\$36,067	1.00	50.00%	0.49	\$17,732		\$17,732	\$3,082	\$3,480	\$6,562	\$3,082	\$3,480	\$6,562	\$3,082	\$3,480	\$6,562	\$37,418
Meal Site Worker	\$36,067	1.00	100.00%	0.49	\$17,732		\$17,732		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$32,732
Meal Site Worker	\$36,067	0.75	100.00%	0.75	\$19,949		\$19,949	\$19,949		\$19,949	\$19,949		\$19,949	\$19,949		\$19,949	\$34,949
Meal Site Worker	\$36,067	0.70	100.00%	0.70	\$12,412		\$12,412		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$27,412
Meal Site Worker	\$36,067	0.72	100.00%	0.72	\$11,083		\$11,083		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$26,083
Meal Site Worker	\$36,067	1.00	100.00%	1.00	\$11,083		\$11,083		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$26,083
Meal Site Worker	\$36,067	0.50	50.00%	0.25	\$8,866		\$8,866		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$23,866
Meal Site Worker	\$36,067	0.25	100.00%	0.13	\$4,433		\$4,433		\$5,000	\$5,000		\$5,000	\$5,000		\$5,000	\$5,000	\$19,433
Driver-	\$38,480	1.00	100.00%	1.00		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480	\$153,920
Totals	\$1,346,156	28.25	2290.76%	18.74	\$581,853	\$84,958	\$666,811	\$453,835	\$76,960	\$530,795	\$453,835	\$76,960	\$530,795	\$453,835	\$76,960	\$530,795	\$2,259,196
Fringe Benefits Rate	30.00%																
Employee Fringe Benefits	\$403,847				\$192,011	\$8,033	\$200,044	\$149,766	\$9,473	\$159,239	\$149,766	\$9,473	\$159,239	\$149,766	\$9,473	\$159,239	\$677,761
Total DAS Salaries and Benefits	\$1,750,003				\$773,864	\$92,991	\$866,855	\$603,601	\$86,433	\$690,034	\$603,601	\$86,433	\$690,034	\$603,601	\$86,433	\$690,034	\$2,936,957
Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22			FY 22/23			FY 23/24			FY 24/25			FY 21/25
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
HDM Driver	\$38,480	1.00	10.00%	0.10	\$3,848		\$3,848	\$3,848		\$3,848	\$3,848		\$3,848	\$3,848		\$3,848	\$15,392
HDM Driver	\$36,400	1.00	10.00%	0.10	\$3,640		\$3,640	\$3,640		\$3,640	\$3,640		\$3,640	\$3,640		\$3,640	\$14,560
HDM Driver	\$36,400	1.00	10.00%	0.10	\$3,640		\$3,640	\$3,640		\$3,640	\$3,640		\$3,640	\$3,640		\$3,640	\$14,560
HDM Driver	\$38,400	1.00	10.00%	0.10	\$3,840		\$3,840	\$3,840		\$3,840	\$3,840		\$3,840	\$3,840		\$3,840	\$15,360
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$14,184
HDM Worker	\$35,464	1.00	10.00%	0.10	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$3,546		\$3,546	\$14,184
Nutrition Director	\$94,522	1.00	40.00%	0.40	\$37,808		\$37,808	\$37,808		\$37,808	\$37,808		\$37,808	\$37,808		\$37,808	\$120,510
Nutrition Manager	\$73,470	1.00	10.00%	0.25	\$18,025		\$18,025	\$18,025		\$18,025	\$18,025		\$18,025	\$18,025		\$18,025	\$72,100
HDM Worker	\$35,464	0.25	1.00%	0.25	\$8,866		\$8,866	\$8,866		\$8,866	\$8,866		\$8,866	\$8,866		\$8,866	\$35,464
Center Coordinator	\$39,520	1.00	50.00%	0.50	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$19,760		\$19,760	\$79,040
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$53,196
Meal Site Worker	\$35,464	0.75	75.00%	0.56	\$19,949		\$19,949	\$19,949		\$19,949	\$19,949		\$19,949	\$19,949		\$19,949	\$59,847
Meal Site Worker	\$35,464	0.70	50.00%	0.35	\$12,412		\$12,412	\$12,412		\$12,412	\$12,412		\$12,412	\$12,412		\$12,412	\$37,236
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083		\$11,083	\$11,083		\$11,083	\$11,083		\$11,083	\$11,083		\$11,083	\$33,249
Meal Site Worker	\$35,464	0.63	50.00%	0.31	\$11,083		\$11,083	\$11,083		\$11,083	\$11,083		\$11,083	\$11,083		\$11,083	\$33,249
Meal Site Worker	\$35,464	0.50	50.00%	0.25	\$8,866		\$8,866	\$8,866		\$8,866	\$8,866		\$8,866	\$8,866		\$8,866	\$26,598
Meal Site Worker	\$35,464	0.25	100.00%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
Meal Site Worker	\$35,464	1.00	50.00%	0.50	\$14,650		\$14,650	\$14,650		\$14,650	\$14,650		\$14,650	\$14,650		\$14,650	\$43,950
Totals	\$818,224	16.70	656.00%	5.11	\$85,073		\$85,073	\$213,091		\$213,091	\$213,091		\$213,091	\$213,091		\$213,091	\$724,346
Fringe Benefits Rate	33.00%																
Employee Fringe Benefits	\$270,014				\$28,074		\$28,074	\$70,320		\$70,320	\$70,320		\$70,320	\$70,320		\$70,320	\$239,034
Total Non DAS Salaries and Benefits	\$1,088,238				\$113,147		\$113,147	\$283,411		\$283,411	\$283,411		\$283,411	\$283,411		\$283,411	\$963,380
Total DAS and Non DAS Salaries and Benefits	\$2,838,241				\$887,011	\$92,991	\$980,002	\$887,012	\$86,433	\$973,445	\$887,012	\$86,433	\$973,445	\$887,012	\$86,433	\$973,445	\$3,900,337

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

Operating Expense Detail													
	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Total
	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
Annual # Meals Contracted	340,000	52,290	392,290	254,834		254,834	254,834		254,834	254,834		254,834	1,156,792
DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$32,045		\$32,045		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000	\$62,045
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,746	\$1,331	\$3,077	\$1,746		\$1,746	\$1,746		\$1,746	\$1,746		\$1,746	\$8,315
Office Supplies, Postage	\$2,500		\$2,500		\$2,725	\$2,725		\$2,725	\$2,725		\$2,725	\$2,725	\$10,675
Building Maintenance Supplies and Repair	\$13,000		\$13,000		\$13,000	\$13,000		\$13,000	\$13,000		\$13,000	\$13,000	\$52,000
Printing and Reproduction													
Insurance	\$10,000		\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000	\$40,000
Staff Training													
Staff Travel-(Local & Out of Town)													
Rental of Equipment													
Food Cost													
Raw Food <i>per meal \$0.12</i>	\$40,800	\$6,275	\$47,075	\$30,580		\$30,580	\$30,580		\$30,580	\$30,580		\$30,580	\$138,815
Cong Food Svc Supplies <i>per meal \$0.08</i>	\$27,173	\$4,210	\$31,383	\$12,742	\$7,006	\$19,748	\$12,742	\$7,006	\$19,748	\$12,742	\$7,006	\$19,748	\$90,627
Catered Meals <i>per meal \$4.86</i>	\$1,530,000	\$376,529	\$1,906,529	\$1,146,753		\$1,146,753	\$1,146,753		\$1,146,753	\$1,146,753		\$1,146,753	\$5,346,788
Consultant													
Consultant A													
Other													
Vehicle Expenses	\$3,000		\$3,000		\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$2,500	\$10,500
Total DAS Operating Expenses													
	\$1,660,264	\$388,345	\$2,048,609	\$1,191,821	\$45,231	\$1,237,052	\$1,191,821	\$45,231	\$1,237,052	\$1,191,821	\$45,231	\$1,237,052	\$5,759,765
Non DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$53,700		\$53,700	\$85,980	(\$10,000)	\$75,980	\$85,980	(\$10,000)	\$75,980	\$85,980	(\$10,000)	\$75,980	\$281,640
Utilities (Elec, Water, Gas, Phone, Garbage)	\$45,000		\$45,000	\$65,000	(\$20,000)	\$45,000	\$65,000	(\$20,000)	\$45,000	\$65,000	(\$20,000)	\$45,000	\$180,000
Office Supplies, Postage	\$2,500		\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$2,500		\$2,500	\$10,000
Building Maintenance Supplies and Repair	\$20,000		\$20,000	\$22,000	(\$10,000)	\$12,000	\$22,000	(\$10,000)	\$12,000	\$22,000	(\$10,000)	\$12,000	\$56,000
Printing and Reproduction	\$1,000		\$1,000	\$500		\$500	\$500		\$500	\$500		\$500	\$2,500
Insurance	\$10,000		\$10,000	\$20,000	(\$10,000)	\$10,000	\$20,000	(\$10,000)	\$10,000	\$20,000	(\$10,000)	\$10,000	\$40,000
Staff Training	\$500		\$500	\$500		\$500	\$500		\$500	\$500		\$500	\$2,000
Staff Travel-(Local & Out of Town)	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Rental of Equipment	\$4,000		\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$16,000
Food Cost													
Raw Food <i>per meal \$0.12</i>	\$40,800	\$6,275	\$47,075	\$30,580		\$30,580	\$30,580		\$30,580	\$30,580		\$30,580	\$138,815
Cong Food Svc Supplies <i>per meal \$0.22</i>	\$10,200	\$76,104	\$86,304	\$7,645		\$7,645	\$7,645		\$7,645	\$7,645		\$7,645	\$109,239
Catered Meals <i>per meal \$0.14</i>	\$170,000	(\$115,079)	\$54,921	\$127,417		\$127,417	\$127,417		\$127,417	\$127,417		\$127,417	\$437,172
Consultant													
Consultant A													
Other													
Recruitment Expense	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Taxes & Licenses	\$1,000		\$1,000	\$600		\$600	\$600		\$600	\$600		\$600	\$2,800
Office Furniture	\$1,500		\$1,500										\$1,500
Membership & Dues	\$500		\$500	\$200		\$200	\$200		\$200	\$200		\$200	\$1,100
Vehicle Expenses	\$8,000		\$8,000	\$5,000	(\$2,500)	\$2,500	\$5,000	(\$2,500)	\$2,500	\$5,000	(\$2,500)	\$2,500	\$15,500
Total Non DAS Operating Expenses													
	\$372,700	(\$32,700)	\$340,000	\$375,922	(\$52,500)	\$323,422	\$375,922	(\$52,500)	\$323,422	\$375,922	(\$52,500)	\$323,422	\$1,310,266
Total DAS and Non DAS Operating Expenses													
	\$2,032,964	\$355,645	\$2,388,609	\$1,567,743	(\$7,269)	\$1,560,474	\$1,567,743	(\$7,269)	\$1,560,474	\$1,567,743	(\$7,269)	\$1,560,474	\$7,070,031
HSA #3													

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

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 Document Date: 3/24/2022

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	Budget	Budget	Budget	Budget	Total
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Desktops 2 x 50%	\$2,400				\$2,400
Monitors 2 x 50%	\$600				\$600
Laptops 3 x 60%	\$6,000				\$6,000
Heated Cabinet (Warmer) 3 x 33%	\$4,000				\$4,000
Utility Carts 6 x 80%	\$2,400				\$2,400
Filing Cabinet (steel) 4 x 67&	\$2,800				\$2,800
Reception/Office Desk 1 x 25%	\$1,500				\$1,500
Total Equipment Cost	\$19,700				\$19,700
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Replace Carpet and lightings	\$20,000				\$20,000
Total Remodeling Cost	\$20,000				\$20,000
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure	\$39,700				\$39,700
Non DAS Capital Expenditure					
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Equipment Cost					
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Remodeling Cost					
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$39,700				\$39,700
HSA #4					10/25/2016

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

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 Document Date: 3/24/2022

NCQA Expenditure Detail

			Budget	Budget	Budget	Budget	Total
	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
DAS NCQA Expenditure							
Menu planning and nutrition analysis	\$728.02 /set	2.00	\$1,456	\$1,456	\$1,456	\$1,456	\$5,824
Kitchen and food service monitoring	\$623.48	4.00	\$2,494	\$2,494	\$2,494	\$2,494	\$9,976
Congregate site monitoring	\$286.64	44.00	\$12,612	\$12,612	\$12,612	\$12,612	\$50,448
Nutrition education	\$100.85	44.00	\$4,437	\$4,437	\$4,437	\$4,437	\$17,748
Nutrition counseling (optional)	/hour						
In-service training	\$112.00 /training	12.00	\$1,344	\$1,344	\$1,344	\$1,344	\$5,376
Total DAS NCQA Expenditure			\$22,343	\$22,343	\$22,343	\$22,343	\$89,372
Non DAS NCQA Expenditure							
Menu planning and nutrition analysis	/set	2.00					
Kitchen and food service monitoring		4.00					
Congregate site monitoring		44.00					
Nutrition education		44.00					
Nutrition counseling (optional)	/hour						
In-service training	/training	12.00					
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$22,343	\$22,343	\$22,343	\$22,343	\$89,372
HSA #4							10/25/2016

Appendix A1– Services to be Provided
Self Help for the Elderly
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025
Modification #1: April 6, 2022

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation
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.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
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/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.

NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.

OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must

- individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
 - vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
 - vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.

- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to

carry out the requirements of the program and deliver quality services to meet the needs of the consumers.

8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Modification	494	276	276	276
Revised UDC	980	647	647	647
Number of Meals	146,000	111,361	111,361	111,361
Modification	70,361	36,818	36,818	36,818
Revised Number of Meals	216,361	148,179	148,179	148,179

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS

OCP approved HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.

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

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

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

Tiffany Kearney, RD
Lead Nutritionist
DAS OCP
Tiffany.Kearney@sfgov.org

and

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

X. Monitoring Activities

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

who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

2. 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**

Name														
SELF-HELP FOR THE ELDERLY														
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>														
If modification, Effective Date of Mod. No. of Mod. 2														
Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency														
Budget Reference Page No.(s)	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Total	cost/meal
Program Term	FY 21/22	FY 21/22	FY 21/22	FY 22/23	Adjustment	FY 22/23	FY 23/24	Adjustment	FY 23/24	FY 24/25	Adjustment	FY 24/25	FY 21/25	
Annual # Meals Contracted	146,000	70,361	216,361	111,361	36,818	148,179	111,361	36,818	148,179	111,361	36,818	148,179	660,898	
DAS Expenditures														
Salaries & Benefits	\$550,084	\$33,101	\$583,185	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$2,019,150	\$3
Operating Expenses	\$487,844	\$561,066	\$1,048,910	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$3,025,529	\$5
Subtotal	\$1,037,928	\$594,167	\$1,632,095	\$791,676	\$345,852	\$1,137,528	\$791,676	\$345,852	\$1,137,528	\$791,676	\$345,852	\$1,137,528	\$5,044,679	\$8
Indirect Percentage (%)	10.00%	10.00%		10.00%			10.00%			10.00%			10.00%	
Indirect Cost	\$103,792	\$59,417	\$163,209	\$79,167	\$34,585	\$113,752	\$79,167	\$34,585	\$113,752	\$79,167	\$34,585	\$113,752	\$504,465	\$1
Capital/Subcontractor Expenditures	\$100,000	\$199,656	\$299,656		\$174,300	\$174,300							\$473,956	\$1
NCQA Expenditures	\$143,329	\$102,848	\$246,177	\$143,329		\$143,329	\$143,329		\$143,329	\$143,329		\$143,329	\$676,164	\$1
Total DAS Expenditures	\$1,385,049	\$956,088	\$2,341,137	\$1,014,172	\$554,737	\$1,568,909	\$1,014,172	\$380,437	\$1,394,609	\$1,014,172	\$380,437	\$1,394,609	\$6,699,264	\$10
Non DAS Expenditures														
Salaries & Benefits	\$77,058	\$200,661	\$277,719	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$1,222,815	\$2
Operating Expenses	\$343,471	(\$85,959)	\$257,512	\$274,193	\$15,448	\$289,641	\$274,193	\$37,675	\$311,868	\$274,193	\$61,383	\$335,576	\$1,194,597	\$2
Capital/Subcontractor Expenditures														
NCQA Expenditures														
Total Non DAS Expenditures	\$420,529	\$114,702	\$535,231	\$398,418	\$206,255	\$604,673	\$398,418	\$228,482	\$626,900	\$398,418	\$252,190	\$650,608	\$2,417,412	\$4
TOTAL DAS AND NON DAS EXPEDITURES	\$1,805,578	\$1,070,790	\$2,876,368	\$1,412,590	\$760,992	\$2,173,582	\$1,412,590	\$608,919	\$2,021,509	\$1,412,590	\$632,627	\$2,045,217	\$9,116,676	\$14
DAS Revenues														
Meals- General Fund	\$1,141,720		\$1,141,720	\$870,843		\$870,843	\$870,843		\$870,843	\$870,843		\$870,843	\$3,754,249	\$6
Meals- State Fund														
Meals- Federal Fund														
OTO	\$100,000		\$100,000										\$100,000	\$0
COB 21/22		\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$61,994	\$247,976	
MCO 21/22		\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$7,697	\$30,788	
Dignity Fund & Allocation Plan 21/22		\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$252,000	\$1,008,000	\$2
OTO Meals FY 21/22		\$331,893	\$331,893										\$331,893	
OTO 3/17/22		\$199,656	\$199,656		\$174,300	\$174,300							\$373,956	
Additional Meals FY22/23-FY24-25					\$58,746	\$58,746		\$58,746	\$58,746		\$58,746	\$58,746	\$176,238	
NCQA Fund	\$143,329	\$102,848	\$246,177	\$143,329		\$143,329	\$143,329		\$143,329	\$143,329		\$143,329	\$676,164	\$1
Total DAS Revenue	\$1,385,049	\$956,088	\$2,341,137	\$1,014,172	\$554,737	\$1,568,909	\$1,014,172	\$380,437	\$1,394,609	\$1,014,172	\$380,437	\$1,394,609	\$6,699,264	\$10
PER MEAL COST, DAS	\$7.82	\$9.29	\$8.30	\$7.82	\$10.33	\$8.44	\$7.82	\$10.33	\$8.44	\$7.82	\$10.33	\$8.44	\$8.96	
PER MEAL COST (with NCQA), DAS	\$9.49	\$13.59	\$10.82	\$9.11	\$15.07	\$10.59	\$9.11	\$10.33	\$9.41	\$9.11	\$10.33	\$9.41	\$10.14	
Non DAS Revenues														
Project Income	\$146,000	(\$110,728)	\$35,272	\$113,361	(\$85,017)	\$28,344	\$113,361	(\$85,017)	\$28,344	\$113,361	(\$85,017)	\$28,344	\$120,304	\$0
Agency Cash- Fundraising	\$274,529	\$225,430	\$499,959	\$285,057	\$291,272	\$576,329	\$285,057	\$313,499	\$598,556	\$285,057	\$337,207	\$622,264	\$2,297,107	\$3
Agency In-kind Volunteer														
NCQA Revenue														
Total Non DAS Revenue	\$420,529	\$114,702	\$535,231	\$398,418	\$206,255	\$604,673	\$398,418	\$228,482	\$626,900	\$398,418	\$252,190	\$650,608	\$2,417,412	\$4
PER MEAL COST, Non DAS	\$3	\$2	\$2	\$4	\$6	\$4	\$4	\$6	\$4	\$4	\$7	\$4	\$4	
PER MEAL COST (with NCQA), Non DAS	\$3	\$2	\$2	\$4	\$6	\$4	\$4	\$6	\$4	\$4	\$7	\$4	\$4	
TOTAL DAS AND NON DAS REVENUE	\$1,805,578	\$1,070,790	\$2,876,368	\$1,412,590	\$760,992	\$2,173,582	\$1,412,590	\$608,919	\$2,021,509	\$1,412,590	\$632,627	\$2,045,217	\$9,116,676	\$14
PER MEAL COST, Total	\$11			\$11			\$11			\$11			\$13	
PER MEAL COST (with NCQA), Total	\$12			\$13			\$13			\$13			\$14	
Full Time Equivalent (FTE)	47.50			47.50			47.50			47.50			190.00	
Prepared by: Leny Nair														
HSA-CO Review Signature: _____														
HSA #1														
	Date: 3/24/2022													
	10/25/2016													

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

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Total
Nutrition Director	\$97,182	1.00	10.00%	0.10	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$40,472
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$11,996
Community Outreach Worker	\$45,760	1.00	20.00%	0.20	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$36,608
HDM Coordinator	\$49,920	1.00	5.00%	0.05	\$2,496		\$2,496	\$2,496		\$2,496	\$2,496		\$2,496	\$2,496		\$2,496	\$9,984
HDM Supervisor	\$39,520	1.00	65.00%	0.65	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$102,128
Nutrition Manager	\$72,100	1.00	25.00%	0.25	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$72,512
Transportation Dispatcher	\$47,840	1.00	36.00%	0.36	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$69,752
HDM Driver	\$39,520	1.00	75.00%	0.75	\$29,640		\$29,640	\$29,640		\$29,640	\$29,640		\$29,640	\$29,640		\$29,640	\$118,560
HDM Driver	\$45,032	1.00	100.00%	1.00	\$45,032		\$45,032	\$45,032		\$45,032	\$45,032		\$45,032	\$45,032		\$45,032	\$180,128
HDM Driver	\$38,480	1.00	100.00%	1.00	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$153,920
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$76,960
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$76,960
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$72,800
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$72,800
HDM Driver	\$38,400	1.00	50.00%	0.50	\$19,200		\$19,200	\$19,200		\$19,200	\$19,200		\$19,200	\$19,200		\$19,200	\$76,800
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732	\$8,155		\$8,155	\$8,155		\$8,155	\$8,155		\$8,155	\$42,197
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,464	1.00	50.00%	0.50	\$17,732		\$17,732	\$12,058		\$12,058	\$12,058		\$12,058	\$12,058		\$12,058	\$48,232
HDM Driver	\$36,400	0.75	100.00%	0.75					\$26,028	\$26,028		\$26,028	\$26,028		\$26,028	\$26,028	\$78,084
Totals	\$1,079,077	24.75	1225.00%	12.00	\$413,908	\$33,101	\$447,009	\$315,671	\$59,129	\$374,800	\$315,671	\$59,129	\$374,800	\$315,671	\$59,129	\$374,800	\$1,571,409
Fringe Benefits Rate	30.00%						30%			28%			28%			28%	
Employee Fringe Benefits	\$323,723				\$136,176		\$136,176	\$103,855		\$103,855	\$103,855		\$103,855	\$103,855		\$103,855	\$447,741
Total DAS Salaries and Benefits	\$1,402,800				\$550,084	\$33,101	\$583,185	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$2,019,150

Position Title	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$19,240
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$18,720
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$18,720
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
Nutrition Director	\$92,700	1.00	10.00%	0.10	\$9,270		\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$37,080
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$107,996
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433	\$10,002	\$10,002	\$4,433	\$10,002	\$14,435	\$4,433	\$10,002	\$14,435	\$4,433	\$10,002	\$14,435	\$53,307
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Program Assistant	\$45,760	1.00	100.00%	1.00		\$45,760	\$45,760		\$45,760	\$45,760		\$45,760	\$45,760		\$45,760	\$45,760	\$183,040
Program Coordinator	\$48,880	1.00	100.00%	1.00		\$48,880	\$48,880		\$48,880	\$48,880		\$48,880	\$48,880		\$48,880	\$48,880	\$195,520
HDM Worker	\$36,067	0.75	100.00%	0.75		\$27,050	\$27,050		\$20,288	\$20,288		\$20,288	\$20,288		\$20,288	\$20,288	\$87,914
Totals	\$938,488	22.75	540.00%	5.15	\$57,938	\$155,692	\$213,630	\$93,402	\$148,930	\$242,332	\$93,402	\$148,930	\$242,332	\$93,402	\$148,930	\$242,332	\$940,626
Fringe Benefits Rate	30.00%						30%			30%			30%			30%	
Employee Fringe Benefits	\$281,546				\$19,120	\$44,969	\$64,089	\$30,823	\$41,877	\$72,700	\$30,823	\$41,877	\$72,700	\$30,823	\$41,877	\$72,700	\$282,189
Total Non DAS Salaries and Benefits	\$1,220,034				\$77,058	\$200,661	\$277,719	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$1,222,815
Total DAS and Non DAS Salaries and Benefits	\$2,622,834				\$627,142	\$233,762	\$860,904	\$543,751	\$249,936	\$793,687	\$543,751	\$249,936	\$793,687	\$543,751	\$249,936	\$793,687	\$3,241,965

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

	Operating Expense Detail												Total
	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	
	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 21/22	FY 22/23	FY 23/24	FY 21/22	FY 23/24	FY 24/25	FY 21/22	FY 24/25	
Annual # Meals Contracted	146,000	70,361	216,361	111,361	36,818	148,179	111,361	36,818	148,179	111,361	36,818	148,179	660,898
DAS Operating Expenses													
Expenditure Category													
Rental of Property		\$7,886	\$7,886		\$42,000	\$42,000		\$42,000	\$42,000		\$42,000	\$42,000	\$133,886
Utilities (Elec, Water, Gas, Phone, Garbage)	\$204		\$204	\$204	\$282	\$486	\$204	\$282	\$486	\$204	\$282	\$486	\$1,662
Office Supplies, Postage													
Building Maintenance Supplies and Repair													
Printing and Reproduction													
Insurance					\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$4,000	\$12,000
Staff Training													
Staff Travel-(Local & Out of Town)													
Rental of Equipment													
Food Cost													
Raw Food <i>per meal \$0.28</i>	\$14,600	\$46,503	\$61,103	\$11,136	\$30,354	\$41,490	\$11,136	\$30,354	\$41,490	\$11,136	\$30,354	\$41,490	\$185,573
HDM Food Svc Supplies <i>per meal \$0.28</i>	\$20,440	\$40,663	\$61,103	\$15,591	\$30,354	\$45,945	\$15,591	\$30,354	\$45,945	\$15,591	\$30,354	\$45,945	\$198,938
Catered Meals <i>per meal \$4.20</i>	\$452,600	\$456,765	\$909,365	\$345,219	\$179,733	\$524,952	\$345,219	\$179,733	\$524,952	\$345,219	\$179,733	\$524,952	\$2,484,221
Consultant													
Consultant A													
Other													
Vehicle Expenses		\$9,249	\$9,249										\$9,249
Total DAS Operating Expenses	\$487,844	\$561,066	\$1,048,910	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$3,025,529
Non DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$22,584	\$20,000	\$42,584	\$22,584		\$22,584	\$22,584		\$22,584	\$22,584		\$22,584	\$110,336
Utilities (Elec, Water, Gas, Phone, Garbage)	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$4,800
Office Supplies, Postage	\$500		\$500	\$500		\$500	\$500		\$500	\$500		\$500	\$2,000
Building Maintenance Supplies and Repair													
Printing and Reproduction													
Insurance	\$7,000		\$7,000	\$7,000		\$7,000	\$7,000		\$7,000	\$7,000		\$7,000	\$28,000
Staff Training	\$250		\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000
Staff Travel-(Local & Out of Town)	\$250		\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000
Rental of Equipment													
Food Cost													
Raw Food <i>per meal</i>	\$7,300	(\$7,300)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		
HDM Food Svc Supplies <i>per meal</i>	\$7,300	(\$7,300)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		
Catered Meals <i>per meal \$0.80</i>	\$277,400	(\$104,859)	\$172,541	\$211,586	\$26,584	\$238,170	\$211,586	\$48,811	\$260,397	\$211,586	\$72,519	\$284,105	\$955,213
Consultant													
Consultant A													
Other													
Recruitment Exp	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Auto & General Insurance	\$10,000	\$7,000	\$17,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$47,000
Vehicle Expenses	\$7,500	\$6,500	\$14,000	\$7,500		\$7,500	\$7,500		\$7,500	\$7,500		\$7,500	\$36,500
Bank Charges	\$187		\$187	\$187		\$187	\$187		\$187	\$187		\$187	\$748
Total Non DAS Operating Expenses	\$343,471	(\$85,959)	\$257,512	\$274,193	\$15,448	\$289,641	\$274,193	\$37,675	\$311,868	\$274,193	\$61,383	\$335,576	\$1,194,597
Total DAS and Non DAS Operating Expenses	\$831,315	\$475,107	\$1,306,422	\$646,343	\$302,171	\$948,514	\$646,343	\$324,398	\$970,741	\$646,343	\$348,106	\$994,449	\$4,220,126
HSA #3													10/25/2016

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

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	Budget	Modification	Revised Budget	Budget	Budget	Budget	Total
Equipment (Qty)	FY 21/22	OTO	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000		\$100,000				\$100,000
Thermal Bags		\$6,300	\$6,300				\$6,300
Foldable Carts		\$420	\$420				\$420
Stainless Steel Food Carts		\$1,400	\$1,400				\$1,400
Work Gloves		\$350	\$350				\$350
Back Support Belts		\$900	\$900				\$900
Rain Jackets		\$1,500	\$1,500				\$1,500
Vaccum Cleaner		\$320	\$320				\$320
Car Dash Cam		\$1,400	\$1,400				\$1,400
Car Seat Covers		\$1,750	\$1,750				\$1,750
Back-up Jump Battery		\$100	\$100				\$100
Desktop Computer		\$2,400	\$2,400				\$2,400
Monitor		\$600	\$600				\$600
Laptop		\$4,000	\$4,000				\$4,000
Heated Cabinet (warmer)		\$8,000	\$8,000				\$8,000
Utility Cart		\$600	\$600				\$600
File Cabinet		\$1,400	\$1,400				\$1,400
Walk-in Freezer							
Walk-in Refrigerator		\$8,000	\$8,000				\$8,000
Rent		\$45,900	\$45,900	\$91,800			\$137,700
Refrigerator / Freezer Thermometers		\$16	\$16				\$16
Work Tables		\$1,400	\$1,400				\$1,400
Steam table		\$5,000	\$5,000				\$5,000
3-Compartment Sink w/plumbing and Grease Trap		\$9,800	\$9,800				\$9,800
Reception and Office Desk with chairs		\$4,500	\$4,500				\$4,500
Internet Setup		\$1,600	\$1,600				\$1,600
Signage		\$500	\$500				\$500
Microwave		\$600	\$600				\$600
All-in-one printer		\$400	\$400				\$400
Security Cameras		\$8,000	\$8,000				\$8,000
NEW VEHICLES		\$82,500	\$82,500	\$82,500			\$165,000
Total Equipment Cost	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956
Non DAS Capital Expenditure							
Equipment (Qty)	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Equipment Cost							
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956

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

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 Document Date: 3/24/2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	Budget	Modification	Revised Budget	Budget	Budget	Budget	Total
			FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347		\$1,347	\$1,347	\$1,347	\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521		\$2,521	\$2,521	\$2,521	\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023		\$14,023	\$14,023	\$14,023	\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159		\$159	\$159	\$159	\$159	\$636
Nutrition counseling (optional)	/hour								
In-service training	\$79.82 /training	4.00	\$319		\$319	\$319	\$319	\$319	\$1,276
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment	486.00	\$124,960	\$102,848	\$227,808	\$124,960	\$124,960	\$124,960	\$602,688
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment								
Total DAS NCQA Expenditure			\$143,329	\$102,848	\$246,177	\$143,329	\$143,329	\$143,329	\$676,164

Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Menu planning and nutrition analysis	/set								
Kitchen and food service monitoring									
HDM Route Monitoring	/route								
Nutrition education									
Nutrition counseling (optional)	/hour								
In-service training	/training								
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment								
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment								
Total Non DAS NCQA Expenditure									

Total DAS and Non DAS NCQA Expenditure			\$143,329	\$102,848	\$246,177	\$143,329	\$143,329	\$143,329	\$676,164
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HSA #4 10/25/2016

Appendix A1– Services to be Provided
Self Help for the Elderly
Home-Delivered Nutrition Services for Adults with Disabilities

July 1, 2021 - June 30, 2025
Modification #1: April 6, 2022

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
Adult with a Disability	A person 18-59 years of age living with a disability.
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) or 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.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging
CDA	California Department of Aging.

City	City and County of San Francisco, a municipal corporation
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.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
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/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual before the beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.

NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.

Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF-HSA	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; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Population

The target population is older adults living in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

A person 18-59 years of age living with a disability in the City and County of San Francisco and is homebound by reason of illness, disability, or isolation.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for adults with disabilities. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.

- iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
 - vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
 - vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
 - viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct quarterly meetings with the agency designated by DAS OCP to conduct initial and annual assessments for consumers enrolled in home-delivered nutrition services to review services, utilization, and condition change documentation. Grantee must establish a policy and procedure to communicate with the designated assessment agency, as needed, to discuss any issues.
 - x. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will provide consumers with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and

collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.

5. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
6. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
8. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
9. 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.
10. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	126	96	96	96
Number of Meals	45,000	33,900	33,900	33,900

VIII. Outcome Objectives

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

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

IX. Reporting and Other Requirements

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

12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

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

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

Tiffany Kearney, RD
Lead Nutritionist
DAS OCP
Tiffany.Kearney@sfgov.org

and

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

X. Monitoring Activities

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

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

2. 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**

Name
SELF-HELP FOR THE ELDERLY

(Check One) New Renewal Modification 1

If modification, Effective Date of Mod. No. of Mod. 1

Program: Home-delivered meals for () older adults, (X) adults with disabilities or () emergency

Budget Reference Page No.(s)	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Total	cost/meal
Program Term	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21-25	
Annual # Meals Contracted	45,000		45,000	33,900		33,900	33,900		33,900	33,900		33,900	146,700	
DAS Expenditures														
Salaries & Benefits	\$175,628		\$175,628	\$132,150		\$132,150	\$132,150		\$132,150	\$132,150		\$132,150	\$572,078	\$4
Operating Expenses	\$118,917	\$18,628	\$137,545	\$89,741	\$18,628	\$108,369	\$89,741	\$18,628	\$108,369	\$89,741	\$18,628	\$108,369	\$462,652	\$3
Subtotal	\$294,545	\$18,628	\$313,173	\$221,891	\$18,628	\$240,519	\$221,891	\$18,628	\$240,519	\$221,891	\$18,628	\$240,519	\$1,034,730	\$7
Indirect Percentage (%)	10.00%		10.00%	10.00%		10.00%	10.00%		10.00%	10.00%		10.00%	10.00%	
Indirect Cost	\$29,455	\$1,863	\$31,318	\$22,189	\$1,863	\$24,052	\$22,189	\$1,863	\$24,052	\$22,189	\$1,863	\$24,052	\$103,474	\$1
Capital/Subcontractor Expenditures		\$57,774	\$57,774		\$43,700	\$43,700							\$101,474	\$1
NCQA Expenditures	\$14,155		\$14,155	\$14,155		\$14,155	\$14,155		\$14,155	\$14,155		\$14,155	\$56,620	\$0
Total DAS Expenditures	\$338,155	\$78,265	\$416,420	\$258,235	\$64,191	\$322,426	\$258,235	\$20,491	\$278,726	\$258,235	\$20,491	\$278,726	\$1,296,298	\$9
Non DAS Expenditures														
Salaries & Benefits	\$22,101		\$22,101	\$65,578		\$65,578	\$65,578		\$65,578	\$65,578		\$65,578	\$218,835	\$1
Operating Expenses	\$83,850	\$28,350	\$112,200	\$66,728	\$21,357	\$88,085	\$66,728	\$21,357	\$88,085	\$66,728	\$21,357	\$88,085	\$376,455	\$3
Capital/Subcontractor Expenditures														
NCQA Expenditures														
Total Non DAS Expenditures	\$105,951	\$28,350	\$134,301	\$132,306	\$21,357	\$153,663	\$132,306	\$21,357	\$153,663	\$132,306	\$21,357	\$153,663	\$595,290	\$4
TOTAL DAS AND NON DAS EXPEDITURES	\$444,106	\$106,615	\$550,721	\$390,541	\$85,548	\$476,089	\$390,541	\$41,848	\$432,389	\$390,541	\$41,848	\$432,389	\$1,891,588	\$13
DAS Revenues														
Meals- General Fund	\$324,000		\$324,000	\$244,080		\$244,080	\$244,080		\$244,080	\$244,080		\$244,080	\$1,056,240	\$7
Meals- State Fund														
Meals- Federal Fund														
CODB FY21/22		\$15,865	\$15,865		\$15,865	\$15,865		\$15,865	\$15,865		\$15,865	\$15,865	\$63,460	\$0
MCO FY21/22		\$4,626	\$4,626		\$4,626	\$4,626		\$4,626	\$4,626		\$4,626	\$4,626	\$18,504	\$0
OTO FY 21/22		\$57,774	\$57,774	\$43,700		\$43,700							\$101,474	\$1
NCQA Fund	\$14,155		\$14,155	\$14,155		\$14,155	\$14,155		\$14,155	\$14,155		\$14,155	\$56,620	\$0
Total DAS Revenue	\$338,155	\$78,265	\$416,420	\$258,235	\$64,191	\$322,426	\$258,235	\$20,491	\$278,726	\$258,235	\$20,491	\$278,726	\$1,296,298	\$9
PER MEAL COST, DAS	\$7.20	#DIV/0!	\$7.66	\$7.20	#DIV/0!	\$7.80	\$7.20	#DIV/0!	\$7.80	\$7.20	#DIV/0!	\$7.80	\$8.45	
PER MEAL COST (with NCQA), DAS	\$7.51	#DIV/0!	\$9.25	\$7.62	#DIV/0!	\$9.51	\$7.62	#DIV/0!	\$8.22	\$7.62	#DIV/0!	\$8.22	\$8.84	
Non DAS Revenues														
Project Income	\$9,000	(\$9,000)		\$6,780	(\$6,780)		\$6,780	(\$6,780)		\$6,780	(\$6,780)			
Agency Cash- Fundraising	\$96,951	\$37,350	\$134,301	\$125,526	\$28,137	\$153,663	\$125,526	\$28,137	\$153,663	\$125,526	\$28,137	\$153,663	\$595,290	\$4
Agency In-kind Volunteer														
NCQA Revenue														
Total Non DAS Revenue	\$105,951	\$28,350	\$134,301	\$132,306	\$21,357	\$153,663	\$132,306	\$21,357	\$153,663	\$132,306	\$21,357	\$153,663	\$595,290	\$4
PER MEAL COST, Non DAS	\$2.35	#DIV/0!	\$2.98	\$3.90	#DIV/0!	\$4.53	\$3.90	#DIV/0!	\$4.53	\$3.90	#DIV/0!	\$4.53	\$4.06	
PER MEAL COST (with NCQA), Non DAS	\$2.35	#DIV/0!	\$2.98	\$3.90	#DIV/0!	\$4.53	\$3.90	#DIV/0!	\$4.53	\$3.90	#DIV/0!	\$4.53	\$4.06	
TOTAL DAS AND NON DAS REVENUE	\$444,106	\$106,615	\$550,721	\$390,541	\$85,548	\$476,089	\$390,541	\$41,848	\$432,389	\$390,541	\$41,848	\$432,389	\$1,891,588	\$13
PER MEAL COST, Total	\$9.55	#DIV/0!	\$10.64	\$11.10	#DIV/0!	\$12.33	\$11.10	#DIV/0!	\$12.33	\$11.10	#DIV/0!	\$12.33	\$12.51	
PER MEAL COST (with NCQA), Total	\$9.86	#DIV/0!	\$12.23	\$11.52	#DIV/0!	\$14.04	\$11.52	#DIV/0!	\$12.75	\$11.52	#DIV/0!	\$12.75	\$12.90	
Full Time Equivalent (FTE)	28.00		28.00	28.00		28.00	28.00		28.00	28.00		28.00	112.00	
Prepared by: Leny Nair													Date: 3/10/2022	
HSA-CO Review Signature:														
HSA #1													10/25/2016	

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

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21-25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Total
Nutrition Director	\$92,700	1.00	5.00%	0.05	\$4,635		\$4,635	\$4,635		\$4,635	\$4,635		\$4,635	\$4,635		\$4,635	\$18,540
Contracts Manager	\$59,987	1.00	10.00%	0.10	\$5,999		\$5,999	\$5,999		\$5,999	\$5,999		\$5,999	\$5,999		\$5,999	\$23,996
Community Outreach Worker	\$45,760	1.00	20.00%	0.20	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$36,608
HDM Coordinator	\$49,920	1.00	15.50%	0.16	\$7,738		\$7,738	\$7,738		\$7,738	\$7,738		\$7,738	\$7,738		\$7,738	\$30,952
HDM Supervisor	\$39,520	1.00	36.00%	0.36	\$14,227		\$14,227	\$14,227		\$14,227	\$14,227		\$14,227	\$14,227		\$14,227	\$56,908
Nutrition Manager	\$72,100	1.00	15.00%	0.15	\$10,815		\$10,815	\$10,815		\$10,815	\$10,815		\$10,815	\$10,815		\$10,815	\$43,260
Transportation Dispatcher	\$47,840	1.00	28.00%	0.28	\$23,920		\$23,920	\$23,920		\$23,920	\$23,920		\$23,920	\$23,920		\$23,920	\$64,105
HDM Driver	\$39,520	1.00	25.00%	0.25	\$9,880		\$9,880	\$9,880		\$9,880	\$9,880		\$9,880	\$9,880		\$9,880	\$39,520
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$19,240
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$19,240
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$38,400	1.00	12.50%	0.13	\$4,800		\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$4,800		\$4,800	\$19,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433
Totals	\$812,827	18.00	279.50%	2.80	\$132,051		\$132,051	\$99,361		\$99,361	\$99,361		\$99,361	\$99,361		\$99,361	\$430,134
Fringe Benefits Rate	33.00%																
Employee Fringe Benefits	\$268,233				\$43,577		\$43,577	\$32,789		\$32,789	\$32,789		\$32,789	\$32,789		\$32,789	\$141,944
Total DAS Salaries and Benefits	\$1,081,060				\$175,628		\$175,628	\$132,150		\$132,150	\$132,150		\$132,150	\$132,150		\$132,150	\$572,078
Non DAS Salaries & Benefits																	
Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21-25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary
Nutrition Director	\$92,700	1.00	5.00%	0.05	\$4,635		\$4,635	\$4,635		\$4,635	\$4,635		\$4,635	\$4,635		\$4,635	\$18,540
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$11,996
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Worker	\$35,464	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
HDM Worker	\$35,464	1.00	12.50%	0.13			\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13			\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13			\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13			\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$35,464	1.00	12.50%	0.13			\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
Transportation Dispatcher	\$47,840	1.00	22.00%	0.22			\$10,525	\$10,525		\$10,525	\$10,525		\$10,525	\$10,525		\$10,525	\$31,575
Totals	\$449,711	10.00	119.50%	1.20	\$16,617		\$16,617	\$49,307		\$49,307	\$49,307		\$49,307	\$49,307		\$49,307	\$164,538
Fringe Benefits Rate	33.00%																
Employee Fringe Benefits	\$148,405				\$5,484		\$5,484	\$16,271		\$16,271	\$16,271		\$16,271	\$16,271		\$16,271	\$54,297
Total Non DAS Salaries and Benefits	\$598,116				\$22,101		\$22,101	\$65,578		\$65,578	\$65,578		\$65,578	\$65,578		\$65,578	\$218,835
Total DAS and Non DAS Salaries and Benefits	\$1,679,176				\$197,729		\$197,729	\$197,728		\$197,728	\$197,728		\$197,728	\$197,728		\$197,728	\$790,913

HSA #2 10/25/2016

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

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure	Budget	Budget	Budget	Budget	Total
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Vehicles 2 units for \$220,000 allocation 25%	\$27,500	\$27,500			\$55,000
Walk-in Freezer	\$15,000				\$15,000
Work Tables	\$1,400				\$1,400
Total Equipment Cost	\$43,900	\$27,500			\$71,400
OTO	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Thermal Bags	\$2,700				\$2,700
Foldable Carts	\$280				\$280
Stainless Steel Food Carts	\$700				\$700
Work Gloves	\$210				\$210
Back Support Belts	\$540				\$540
Rain Jackets	\$900				\$900
Vaccum Cleaner	\$320				\$320
Back-up Jump Battery	\$100				\$100
Rent	\$8,100	\$16,200			\$24,300
Refrigerator / Freezer Thermometers	\$24				\$24
Total One Time Only Funding	\$ 13,874.00	\$ 16,200.00			\$30,074
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Total Subcontractor Cost					
Total DAS Capital & Subcontractor Expenditure	\$ 57,774.00	\$43,700			\$101,474
Non DAS Capital Expenditure	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Total Equipment Cost					
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Total Remodeling Cost					
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Total Subcontractor Cost					
Total Non DAS Capital & Subcontractor Expenditure					
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$57,774	\$43,700			\$101,474

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

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	Budget	Budget	Budget	Budget	Total
			FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21-25
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347	\$1,347	\$1,347	\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521	\$2,521	\$2,521	\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	26.00	\$10,128	\$10,128	\$10,128	\$10,128	\$40,512
Nutrition education	\$39.81	4.00	\$159	\$159	\$159	\$159	\$636
Nutrition counseling (optional)	/hour						
In-service training	\$79.82 /training	4.00					
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment						
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment						
Total DAS NCQA Expenditure			\$14,155	\$14,155	\$14,155	\$14,155	\$56,620
Non DAS NCQA Expenditure							
Menu planning and nutrition analysis	/set						
Kitchen and food service monitoring							
HDM Route Monitoring	/route						
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment						
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment						
Total Non DAS NCQA Expenditure							
Total DAS and Non DAS NCQA Expenditure			\$14,155	\$14,155	\$14,155	\$14,155	\$56,620
HSA #4							10/25/2016