



**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  
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**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** MARCH 2, 2022

**SUBJECT:** GRANT MODIFICATION: **SAN FRANCISCO MARIN  
FOOD BANK (NON-PROFIT) FOR PROVISION OF HOME  
DELIVERED GROCERY PROGRAM**

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	07/01/21- 06/30/25	3/01/22- 6/30/25	07/01/21- 06/30/25		
<b>GRANT AMOUNT:</b>	\$3,387,315	\$630,073	\$4,017,388	\$401,739	\$4,419,127
<b>ANNUAL AMOUNT:</b>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	
	\$1,272,222	\$1,199,654	\$772,756	\$772,756	
<b>Funding Source</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>MODIFICATION FUNDING:</b>	\$4,017,388			\$401,739	\$4,419,127
<b>PERCENTAGE:</b>	100%				100%

The Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with San Francisco Marin Food Bank (SFMFB) for the period of March 1, 2022 through June 30, 2025, in the additional amount of \$630,073 plus a 10% contingency for a revised total amount not to exceed \$4,419,127. The purpose of this modification is to add funding to support the delivery of 51,126 bags of supplemental groceries to 952 more low-income older adults and adults with disabilities in FY 22/23. The additional funding also includes the fiscal year 21/22 cost of doing business (CODB) increases.

## **Background**

Older adults and adults with disabilities living in San Francisco are at risk for food insecurity and compromised nutritional status. Older adults and adults with disabilities with reduced or limited mobility are especially at risk if they cannot access food supports in the community. The home-delivered grocery (HDG) program is a collaborative partnership between DAS and the SFMFB. The HDG program mitigates the risk of food insecurity and supports healthful outcomes by providing access and delivery of nutritious foods to the home of eligible individuals.

## **Services to be Provided**

Grantee will provide a home-delivered grocery program. Grantee will operate all aspects of the home-delivered grocery program in accordance with nutrition and food service standards as set forth by California Retail Food Code (CRFC), local regulations (i.e. Environmental Health Division of the San Francisco Department of Public Health), and DAS' Office of Community Partnerships (OCP). Grantee will also conduct program outreach to the target populations.

Please refer to the attached Appendix A-1 for specific information regarding the breakdown of services, defined objectives, and target population.

## **Selection**

Grantee was selected through RFP #938 issued in April 2021.

## **Funding**

Funding for this grant is provided through County General Funds.

## **ATTACHMENTS**

Appendix A-1, Scope of Services

Appendix B-1, Budget

**APPENDIX A-1 –SERVICES TO BE PROVIDED**  
**San Francisco-Marin Food Bank**  
**Home Delivered Grocery (HDG) Program**

**July 1, 2021 to June 30, 2025**

**I. Purpose**

The purpose of this grant is to provide a home-delivered grocery (HDG) program for older adults and adults with disabilities living in the City and County of San Francisco. A HDG program facilitates the delivery of supplemental groceries to the home of eligible individuals. The program mitigates the risk of food insecurity, promotes the consumption of healthful foods, and provides access to additional nutrition and wellness services that enhance wellbeing and safety of older adults and adults with disabilities living in the community.

**II. Definitions**

Grantee	San Francisco-Marin Food Bank
Activity Scheduling	An optional component of a HDG program that offers scheduled activities for consumers enrolled in the program. Activities may include educational presentations, workshops, trainings, cultural events, social events, exercise classes, arts and crafts classes, discussion groups, sports activities, support groups, field trips, and any other group activity that brings people together for education or wellness purposes that help consumers maintain/enhance their level of functioning. One service unit of activity scheduling is one hour of a scheduled activity, sponsored by the grantee.
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 objectives, run reports, etc.
CARBON	Contracts Administration, Reporting and Billing On Line System.
City	City and County of San Francisco, a municipal corporation.
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)

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.
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 HDG services participants. <a href="http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov.vi/home/documents/DetermineNutritionChecklist.pdf</a>
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)
Food Assistance Program	A DAS nutrition program that offers supplemental groceries consisting of nutritious foods to older adults and adults with disabilities. The supplemental groceries consist of food adequate to provide seven (7) meals for a single person household. The distribution of supplemental groceries is weekly or every other week and occurs at food pantry sites and through community-based organizations.
Food Pantry	Distribution locations throughout the City that provide supplemental groceries consisting of nutritious foods for low-income older adults and adults with disabilities in need of additional nutrition resources.
Food Security Screening	A screening used to determine if an individual is experiencing food insecurity. It consists of two components: (1) a 2- Item questionnaire that is a validated shortened version of the USDA's Household Food Security Survey Module designed to assess an individual's food security and (2) food program utilization questionnaire.
Home-Delivered Groceries Program/ HDG Program	The procurement, preparation, transporting, and delivery of groceries to eligible consumers. Home-delivered groceries services also include initial and annual consumer edibility review, outreach, and nutrition and food security screening.
HDG Volunteer	An adult volunteer screened and trained by the grantee to deliver groceries to an older adult and/or adult with disability enrolled in HDG services.
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 200% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services.
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)
OCM	Office of Contract Management, Human Services Agency.
OCP	Office of Community Partnerships, a unit within the Department of Disability and Aging Services.
Older Adult	Person who is 60 years of age or older; used interchangeably with "senior".
Outreach	A required component of the HDG program. One unit of outreach is one hour dedicated to conducting formal outreach efforts and/or providing services to engage consumers. Examples of this may include working with a community collaborative group, designing and implementing an outreach plan for an underserved area, problem-solving certain barriers to service, e.g. safety issues, transportation needs, etc.
Proxy	A person designated by the consumer enrolled in HDG services who picks-up the supplemental bag of groceries from the grantee on the consumer's behalf and delivers it to them.
Senior	Person who is 60 years or older, used interchangeably with "older adult".
SF-HSA	Human Services Agency of the City and County of San Francisco
Socially Isolated	Having few social relationships and few people to interact with regularly.
Social Services	An optional component of a HDG program that provides consumers with one-to-one assistance to address concerns and/or resolve problems. Assistance may include information and referral, form/application completion, home visits, medical escort services, and emotional support by phone or in person. One service unit of social services is the provision of one hour of one-to-one assistance by the grantee.

SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Unduplicated Consumer (UDC)	An individual who participates in the HDG program 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 resident of San Francisco, and
2. A person who is an older adult or an adult with a disability, and
3. A person who reports having an income at or below 200% of the federal poverty line, and
4. A person who reports having a condition that prevents the individual from standing in a food pantry line, and
5. A person who has demonstrated need for supplemental groceries due to food insecurity and is not receiving two (2) home-delivered meals from a DAS funded nutrition partner, and
6. A person who has capacity or help to store and handle delivered groceries, and
7. A person who is able to prepare food at home or has a caregiver who can prepare food.

### V. Location and Time of Services

The grantee will provide a home-delivered grocery program in the City and County of San Francisco. The grantee determines the service and delivery times for the home-delivered grocery program with prior approval from DAS OCP.

### VI. Description of Services and Program Requirements

1. Grantee will develop and maintain HDG program policies and procedures that are in compliance with and meet the standards set forth by California Retail Food Code (CRFC), and DAS OCP.
2. Grantee will screen and respond to referrals received for DAS funded HDG services. Referrals may come from City agencies, hospitals, community based organizations,

friends and family of potential consumers, and self-referrals from consumers. The grantee will process referrals that meet HDG eligibility criteria and coordinate HDG services with HDG partners and the DAS Food Assistance Program grantee.

3. Grantee will track and monitor the HDG service requests by establishing and maintaining a waitlist and facilitate the connection between individuals on the HDG waitlist and DAS funded home-delivered groceries services. The grantee will perform check-in calls for consumers who are on the HDG waitlist for sixty (60) days or longer to confirm continued interest in HDG services. The grantee will provide DAS a waitlist status report when requested.
4. Grantee will conduct citywide and neighborhood-targeted outreach to community stakeholders in the City for recruiting community partners to provide home delivered groceries services.
5. Grantee will establish new partnerships to maintain and grow HDG services to neighborhoods identified by DAS with unmet needs.
6. Grantee will administer and manage all aspects of subcontract performance agreements and memorandums of understandings with organizations who provide HDG services.
7. Grantee will coordinate quarterly meetings with all HDG partners.
8. Grantee will monitor established HDG partnership sites at least once every two years.
9. Grantee will provide technical assistance and food safety training to stakeholders as needed to ensure the provision of services are safe and meet the needs of the community.
10. Grantee will form an agreement with the DAS Food Assistance Program grantee to obtain groceries for eligible consumers and distribute them to those consumers by providing home-delivered groceries services. The grantee will have the capacity to deliver citywide. The delivery of groceries will be weekly or twice a month by trained staff, paid or volunteer. The frequency of delivery will be determined in partnership with the DAS Food Assistance Program grantee, DAS OCP, and the grantee.
11. Grantee will operate all aspects of home-delivered groceries services (i.e. food handling, packing, and distribution) in accordance with standards set forth by California Retail Food Code (CRFC) and local regulations (i.e. Environmental Health Division of the San Francisco Department of Public Health), and DAS OCP Policy Memorandum No. 46.
12. Grantee will track and record the provision of home-delivered groceries, which includes administering a DAS OCP approved intake form and inputting consumer data in CA-GetCare.
13. Grantee will conduct annual screenings for consumers enrolled in home-delivered groceries services including but not limited to a nutrition screening using the DETERMINE Checklist and Food Security Screening, and document individual responses in CA-GetCare within one month of obtaining the responses.
14. Grantee will confirm and document consumers' eligibility upon enrollment and annually thereafter.

15. 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 unduplicated consumer enrollment at the time the survey is administered.
16. Grantee will have qualified staff who conducts the management and administrative functions for home- delivered groceries services including the training and coordination of delivery staff and volunteers. Training will include cultural competency, food safety, and elder abuse awareness.
17. Grantee will conduct program outreach and marketing for HDG services to the target population. Outreach strategies may include activities such as disseminating materials at community meetings and other group settings or special events/fairs, announcements in bulletins, electronic bulletins, and other mass media.
18. Grantee will arrange for the availability of HDG services to participants during a major disaster where feasible and appropriate.
19. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and HDG partnership agencies and HDG volunteers.

**VII. Service Objectives**

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	Modification	Revised FY 22-23	FY 23-24	FY 24-25
Number of unduplicated consumers	3856	3196	952	4148	3196	3196
Number of HDG bags delivered	139,665	102,385	51,126	153,511	102,385	102,385
Number of outreach hours	520	520	520	520	520	520

**VIII. Outcome Objectives**

1. Consumers report feeling less worried about getting enough food to meet their needs. Target: 85%.
2. Consumers report feeling healthier. Target:85%
3. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
4. Consumers rate the quality of services they received as excellent or good. Target: 80%.



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

## **IX. Reporting and Other Requirements**

1. Grantee will enroll eligible consumers annually into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS approved HDG intake form, which includes 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 all Service Objectives in Section VII.
3. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
4. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. This report must be submitted in the CARBON system.
5. 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.
6. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS and OCP.
7. Grantee program staff and HDG volunteers 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.
8. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
9. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
10. Grantee will assure that services delivered are consistent with professional standards for this service.
11. 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.
12. 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:

<b>Designated Community Focal Points</b>		
<b>Name</b>	<b>Address</b>	<b>Phone</b>
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

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

Tiffany Kearney,  
Lead Nutritionist & Program Analyst  
DAS OCP  
Tiffany.Kearney@sfgov.org

and

Annyse Acevedo,  
Senior Contract Manager,  
HSA OCM  
Annyse.Acevedo@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 and HDG volunteers regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and HDG volunteers ; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections 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.

The Budget Narrative should provide detailed information and calculations supporting the amount allocated for each budget line item. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e, security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

No contract funds should be used for anyone that is lobbying.

Project income is donation from participants for services rendered. Project income must be used to enhance the programs from which it was derived. Nutrition program donations are to be expended for food costs first, then other nutrition program operating costs.

Volunteers: For food service volunteers use San Francisco's minimum wage \$14 per hour (effective July 2017) to calculate their market value. For professionals, use the market rate for calculation.

Budget Summary page, Nutrition Compliance (row 30): Enter total amount requested in the Nutrition Compliance budget submitted by your agency. Leave blank if your agency is planning to meet Nutrition Compliance through DAAS contracted nutrition consultant and explain this in the budget narrative.

Cells with red color triangle (top right corner) has notes/instructions. Hover over the cell with your mouse to read the notes

**HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES  
BUDGET NARRATIVE**

<b>Grantee's Name: SF-Marin Food Bank</b>	
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Document Date: March 2022

Item title

This contract will support the personnel and operating costs to the SF-Marin Food Bank of providing weekly distributions of groceries at multiple locations to a caseload of vulnerable low-income, homebound seniors and adults living with disabilities and residing in the City and County of San Francisco.

In addition, pass through funding for Meals on Wheels, Self-Help for the Elderly, & Russian American Community Services is included in this proposal.

Detailed calculations of the costs associated with this proposal can be found on the Budget Justification tabs within this budget.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name

SF-Marin Food Bank

(Check One) New  Renewal  Modification  X  
If modification, Effective Date of Mod. March 1, 2022 No. of Mod. 1

Program: Home-delivered groceries

Budget Reference Page No.(s)

Program Term	Original Budget FY 21/22	CODB	OTO	Revised Budget FY21-22	Original Budget FY 22/23	CODB	OTO	Revised Budget FY22-23	Original Budget FY 23/24	CODB	Revised Budget FY23-24	Original Budget FY 24/25	CODB	Revised Budget FY24-25	Total	Average cost/bag
<b>Annual # Bags Contracted</b>	139,665			139,665	102,385		51,126	153,511	102,385		102,385	102,385		102,385	497,946	
<b>DAS Expenditures</b>																
Salaries & Benefits	\$337,463	\$19,733		\$357,196	\$336,914	\$20,301		\$357,215	\$336,914	\$20,301	\$357,215	\$336,914	\$20,301	\$357,215	\$1,428,841	\$3
Operating Expenses	\$61,500	\$3,549		\$65,049	\$30,081	\$1,832		\$31,913	\$30,081	\$1,832	\$31,913	\$30,081	\$1,832	\$31,913	\$160,788	\$0
<b>Subtotal</b>	<b>\$398,963</b>	<b>\$23,282</b>		<b>\$422,245</b>	<b>\$366,995</b>	<b>\$22,133</b>		<b>\$389,128</b>	<b>\$366,995</b>	<b>\$22,133</b>	<b>\$389,128</b>	<b>\$366,995</b>	<b>\$22,133</b>	<b>\$389,128</b>	<b>\$1,589,629</b>	<b>\$3</b>
Indirect Percentage (%)	10.00%				10.00%				10.00%			10.00%			10.00%	
Indirect Cost	\$39,896	\$2,218		\$42,114	\$36,700	\$2,235		\$38,935	\$36,700	\$2,235	\$38,935	\$36,700	\$2,235	\$38,935	\$158,919	\$0
Capital/Subcontractor Expenditures	\$763,265	\$18,859	\$25,739	\$807,863	\$324,702	\$19,991	\$426,898	\$771,591	\$324,702	\$19,991	\$344,693	\$324,702	\$19,991	\$344,693	\$2,268,840	\$5
<b>Total DAS Expenditures</b>	<b>\$1,202,124</b>	<b>\$44,359</b>	<b>\$25,739</b>	<b>\$1,272,222</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$426,898</b>	<b>\$1,199,654</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$772,756</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$772,756</b>	<b>\$4,017,388</b>	<b>\$8</b>
<b>Non DAS Expenditures</b>																
Salaries & Benefits	\$801,715			\$801,715	\$801,715			\$801,715	\$801,715		\$801,715	\$801,715		\$801,715	\$3,206,860	\$6
Operating Expenses	\$5,540,790			\$5,540,790	\$4,061,818	\$2,028,270		\$6,090,088	\$4,061,818		\$4,061,818	\$4,061,818		\$4,061,818	\$19,754,514	\$40
Capital/Subcontractor Expenditures																
<b>Total Non DAS Expenditures</b>	<b>\$6,342,505</b>			<b>\$6,342,505</b>	<b>\$4,863,533</b>	<b>\$2,028,270</b>		<b>\$6,891,803</b>	<b>\$4,863,533</b>		<b>\$4,863,533</b>	<b>\$4,863,533</b>		<b>\$4,863,533</b>	<b>\$22,961,374</b>	<b>\$46</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$7,544,629</b>	<b>\$44,359</b>	<b>\$25,739</b>	<b>\$7,614,727</b>	<b>\$5,591,930</b>	<b>\$2,072,629</b>	<b>\$426,898</b>	<b>\$8,091,457</b>	<b>\$5,591,930</b>	<b>\$44,359</b>	<b>\$5,636,289</b>	<b>\$5,591,930</b>	<b>\$44,359</b>	<b>\$5,636,289</b>	<b>\$26,978,762</b>	<b>\$54</b>
<b>DAS Revenues</b>																
General Fund	\$1,202,124	\$44,359	\$25,739	\$1,272,222	\$728,397	\$44,359	\$426,898	\$1,199,654	\$728,397	\$44,359	\$772,756	\$728,397	\$44,359	\$772,756	\$4,017,388	\$8
<b>Total DAS Revenue</b>	<b>\$1,202,124</b>	<b>\$44,359</b>	<b>\$25,739</b>	<b>\$1,272,222</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$426,898</b>	<b>\$1,199,654</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$772,756</b>	<b>\$728,397</b>	<b>\$44,359</b>	<b>\$772,756</b>	<b>\$4,017,388</b>	<b>\$8</b>
PER BAG COST, DAS	\$9			\$7				\$7				\$7			\$8	
<b>Non DAS Revenues</b>																
Project Income																
Agency Cash- Fundraising																
Agency In-kind Volunteer	\$801,715			\$801,715	\$801,715			\$801,715	\$801,715		\$801,715	\$801,715		\$801,715	\$3,206,860	\$6
In-Kind Food	\$5,540,790			\$5,540,790	\$4,061,818	\$2,028,270		\$6,090,088	\$4,061,818		\$4,061,818	\$4,061,818		\$4,061,818	\$19,754,514	\$40
<b>Total Non DAS Revenue</b>	<b>\$6,342,505</b>			<b>\$6,342,505</b>	<b>\$4,863,533</b>	<b>\$2,028,270</b>		<b>\$6,891,803</b>	<b>\$4,863,533</b>		<b>\$4,863,533</b>	<b>\$4,863,533</b>		<b>\$4,863,533</b>	<b>\$22,961,374</b>	<b>\$46</b>
PER MEAL COST, Non DAS	\$45			\$48				\$48			\$48			\$48	\$46	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$7,544,629</b>	<b>\$44,359</b>	<b>\$25,739</b>	<b>\$7,614,727</b>	<b>\$5,591,930</b>	<b>\$2,072,629</b>	<b>\$426,898</b>	<b>\$8,091,457</b>	<b>\$5,591,930</b>	<b>\$44,359</b>	<b>\$5,636,289</b>	<b>\$5,591,930</b>	<b>\$44,359</b>	<b>\$5,636,289</b>	<b>\$26,978,762</b>	<b>\$54</b>
PER MEAL COST, Total	\$54			\$55				\$55			\$55			\$55	\$54	
Full Time Equivalent (FTE)	29.36			29.36				29.36			29.36			29.36	117.44	

Prepared by: \_\_\_\_\_  
HSA-CO Review Signature: \_\_\_\_\_

Date: 5/10/18

HSA #1

10/25/2016

**FY22-23**  
**OTO \$ 426,897**

**FY23-24**  
**CODB \$ 44,359**

**FY24-25**  
**CODB \$ 44,359**

	FY2223 CODB Total	%	OTO Alloc.	Revised Total
<b>DAAS Expenditures</b>				
Salaries & Benefits	\$ 357,215		\$ -	\$357,215
Operating Expense	\$ 31,913		\$ -	\$31,913
<b>Subtotal</b>				
Indirect Percentage (max 15%)				
Indirect Cost (Line 14 X Line 13)	\$ 38,935		\$ -	\$38,935
Capital/Subcontractor Expenditure	\$ 344,693	100%	\$ 426,897	\$771,590
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$ 772,756</b>			<b>\$1,199,653</b>

	FY2324 Baseline	%	CODB Alloc.	Revised Total
	\$336,914	46%	\$ 20,301	\$357,215
	\$30,081	4%	\$ 1,832	\$31,913
	\$366,995			
	\$36,700	5%	\$ 2,235	\$38,935
	\$324,702	45%	\$ 19,991	\$344,693
	<b>\$728,397</b>			<b>\$772,756</b>

	FY2425 Baseline	%	CODB Alloc.	Revised Total
	\$336,914	46%	\$ 20,301	\$ 357,215
	\$30,081	4%	\$ 1,832	\$ 31,913
	\$366,995			
	\$36,700	5%	\$ 2,235	\$ 38,935
	\$324,702	45%	\$ 19,991	\$ 344,693
	<b>\$728,397</b>			<b>\$772,756</b>

<b>Salaries</b>				
Director of Program	\$ 32,762			\$32,762
Manager	\$ 87,102			\$87,102
Program Associate	\$ 59,522			\$59,522
Program Associate	\$ 53,193			\$53,193
Program Associate	\$ 53,193			\$53,193
Neighborhood Rep	\$ -			\$0
<b>TOTALS</b>	<b>\$ 285,772</b>			<b>\$ 285,772</b>
EMPLOYEE FRINGE BENEFITS	\$ 71,443			\$71,443
<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$ 357,215</b>			<b>\$ 357,215</b>

	\$ 30,900	9%	\$ 1,862	\$ 32,762
	\$ 82,152	24%	\$ 4,950	\$ 87,102
	\$ 56,139	17%	\$ 3,383	\$ 59,522
	\$ 50,170	15%	\$ 3,023	\$ 53,193
	\$ 50,170	15%	\$ 3,023	\$ 53,193
	<b>\$ 269,531</b>		<b>\$16,241</b>	<b>\$285,772</b>
	\$ 67,383	20%	\$ 4,060	\$71,443
	<b>\$ 336,914</b>		<b>\$ 20,301</b>	<b>\$357,215</b>

	\$ 30,900	9%	\$ 1,862	\$ 32,762
	\$ 82,152	24%	\$ 4,950	\$ 87,102
	\$ 56,139	17%	\$ 3,383	\$ 59,522
	\$ 50,170	15%	\$ 3,023	\$ 53,193
	\$ 50,170	15%	\$ 3,023	\$ 53,193
	<b>\$ 269,531</b>		<b>\$16,241</b>	<b>\$285,772</b>
	\$ 67,383	20%	\$ 4,060	\$71,443
	<b>\$ 336,914</b>		<b>\$ 20,301</b>	<b>\$357,215</b>

<b>Operating</b>				
<u>Expenditure Category</u>				
Bags	\$ 9,793			\$9,793
Car Magnets	\$ -			\$0
Rolling Carts	\$ 1,061			\$1,061
Recertification	\$ 6,206			\$6,206
Marketing & Outreach	\$ 7,426			\$7,426
Background Check	\$ 6,365			\$6,365
Translation Costs	\$ 1,061			\$1,061
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 31,913</b>			<b>\$31,913</b>
<b>Indirect Expense</b>	<b>\$ 38,935</b>			<b>\$38,935</b>
<b>Subcontractor</b>				
MOW	\$ 231,340			\$231,340
SHE	\$ 18,564			\$18,564
RACS	\$ 23,530			\$23,530
Food Bank	\$ 71,259	100%	\$ 426,897	\$498,156
<b>TOTAL SUBCONTRACTOR EXPENSE</b>	<b>\$ 344,693</b>		<b>\$ 426,897</b>	<b>\$771,590</b>
<b>TOTAL CONTRACT EXPENSE</b>	<b>\$772,756</b>		<b>\$ 426,897</b>	<b>\$ 1,199,653</b>

	\$9,231	31%	\$ 562	\$ 9,793
	\$0	0%	\$ -	\$ -
	\$1,000	3%	\$ 61	\$ 1,061
	\$5,850	19%	\$ 356	\$ 6,206
	\$7,000	23%	\$ 426	\$ 7,426
	\$6,000	20%	\$ 365	\$ 6,365
	\$1,000	3%	\$ 61	\$ 1,061
	<b>\$30,081</b>		<b>\$ 1,832</b>	<b>\$ 31,913</b>
	<b>\$36,700</b>		<b>\$ 2,235</b>	<b>\$ 38,935</b>
	\$217,854	67%	\$ 13,486	\$ 231,340
	\$17,500	5%	\$ 1,064	\$ 18,564
	\$22,185	7%	\$ 1,345	\$ 23,530
	\$67,163	21%	\$ 4,096	\$ 71,259
	<b>\$324,702</b>		<b>\$ 19,992</b>	<b>\$ 344,693</b>
	<b>\$728,397</b>		<b>\$ 44,359</b>	<b>\$772,756</b>

	\$9,231	31%	\$ 562	\$ 9,793
	\$0	0%	\$ -	\$ -
	\$1,000	3%	\$ 61	\$ 1,061
	\$5,850	19%	\$ 356	\$ 6,206
	\$7,000	23%	\$ 426	\$ 7,426
	\$6,000	20%	\$ 365	\$ 6,365
	\$1,000	3%	\$ 61	\$ 1,061
	<b>\$30,081</b>		<b>\$ 1,832</b>	<b>\$ 31,913</b>
	<b>\$36,700</b>		<b>\$ 2,235</b>	<b>\$ 38,935</b>
	\$217,854	67%	\$ 13,486	\$ 231,340
	\$17,500	5%	\$ 1,064	\$ 18,564
	\$22,185	7%	\$ 1,345	\$ 23,530
	\$67,163	21%	\$ 4,096	\$ 71,259
	<b>\$324,702</b>		<b>\$ 19,992</b>	<b>\$ 344,693</b>
	<b>\$728,397</b>		<b>\$ 44,359</b>	<b>\$772,756</b>

**Salaries & Benefits Detail**

DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21 / 22				FY 22 / 23				Original Budget FY 23/24			Original Budget FY 24/25			Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	FY21 /22 CODB	FY21 /22 OTO	Revised Budget Salary	Budgeted Salary	FY22 / 23 CODB	FY22 /23 OTO	Revised Budget Salary	Budgeted Salary	FY23 / 24 CODB	Revised Budget Salary	Budgeted Salary	FY24 / 25 CODB	Revised Budget Salary	Budgeted Salary
Director of Program		\$103,000	1.00	30.00%	0.30	\$30,900	\$1,807		\$32,707	\$30,900	\$1,862		\$32,762	\$30,900	\$1,862	\$32,762	\$30,900	\$1,862	\$32,762	\$130,993
Manager		\$82,152	1.00	100.00%	1.00	\$82,152	\$4,804		\$86,956	\$82,152	\$4,950		\$87,102	\$82,152	\$4,950	\$87,102	\$82,152	\$4,950	\$87,102	\$348,262
Program Associate		\$56,139	1.00	100.00%	1.00	\$56,139	\$3,283		\$59,422	\$56,139	\$3,383		\$59,522	\$56,139	\$3,383	\$59,522	\$56,139	\$3,383	\$59,522	\$237,988
Program Associate		\$50,170	1.00	100.00%	1.00	\$50,170	\$2,934		\$53,104	\$50,170	\$3,023		\$53,193	\$50,170	\$3,023	\$53,193	\$50,170	\$3,023	\$53,193	\$212,683
Program Associate		\$50,170	1.00	100.00%	1.00	\$50,170	\$2,934		\$53,104	\$50,170	\$3,023		\$53,193	\$50,170	\$3,023	\$53,193	\$50,170	\$3,023	\$53,193	\$212,683
Neighborhood Rep		\$57,960	1.00	0.76%	0.01	\$439	\$26		\$465											\$465
<b>Totals</b>		\$399,591	6.00	430.76%	4.31	\$269,970	\$15,786		\$285,756	\$269,531	\$16,241		\$285,772	\$269,531	\$16,241	\$285,772	\$269,531	\$16,241	\$285,772	\$1,143,072
Fringe Benefits Rate		25.00%																		
Employee Fringe Benefits		\$99,898				\$67,493	\$3,947		\$71,440	\$67,383	\$4,060		\$71,443	\$67,383	\$4,060	\$71,443	\$67,383	\$4,060	\$71,443	\$285,769
<b>Total DAS Salaries and Benefits</b>		\$499,489				\$337,463	\$19,733		\$357,196	\$336,914	\$20,301		\$357,215	\$336,914	\$20,301	\$357,215	\$336,914	\$20,301	\$357,215	\$1,428,841
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21 / 22				Original Budget FY 22/23				Original Budget FY 23/24			Original Budget FY 24/25			Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	FY21 /22 CODB	FY21 /22 OTO	Revised Budget Salary	Budgeted Salary	FY22 / 23 CODB	FY22 /23 OTO	Revised Budget Salary	Budgeted Salary	FY23 / 24 CODB	Revised Budget Salary	Budgeted Salary	FY24 / 25 CODB	Revised Budget Salary	Budgeted Salary
Warehouse Volunteers		\$34,320	4.59	100.00%	4.59	\$157,529			\$157,529	\$157,529			\$157,529	\$157,529		\$157,529	\$157,529		\$157,529	\$630,116
HDG Delivery Volunteers		\$34,320	18.77	100.00%	18.77	\$644,186			\$644,186	\$644,186			\$644,186	\$644,186		\$644,186	\$644,186		\$644,186	\$2,576,744
<b>Totals</b>		\$68,640	23.36	200.00%	23.36	\$801,715			\$801,715	\$801,715			\$801,715	\$801,715		\$801,715	\$801,715		\$801,715	\$3,206,860
Fringe Benefits Rate																				
Employee Fringe Benefits																				
<b>Total Non DAS Salaries and Benefits</b>		\$68,640				\$801,715			\$801,715	\$801,715			\$801,715	\$801,715		\$801,715	\$801,715		\$801,715	\$3,206,860
<b>Total DAS and Non DAS Salaries and Benefits</b>		\$568,129				\$1,139,178	\$19,733		\$1,158,911	\$1,138,629	\$20,301		\$1,158,930	\$1,138,629	\$20,301	\$1,158,930	\$1,138,629	\$20,301	\$1,158,930	\$4,635,701

HSA #2

10/25/2016



**SF-Marín Food Bank**

**Budget Justification--Salaries**

**Home Delivered Groceries Oversight**

<b>Staffing Category</b>	<b>Avg. Salary</b>	<b>FTE %</b>	<b>% FTE Allocated to Program</b>
Director of Programs--Oversees the work of Managers/Senior Managers and other staff as needed and supports the Chief Program Officer. This position is accountable for guiding the work of one or more teams and/or programs in the department in addition to one-time projects and opportunities that arise for the department.	\$ 103,000	100%	30.0%
Program Manager--Manages a team to enroll participants and support community organizations distributing food thru Home-Delivered Groceries in San Francisco county.	\$ 82,152	100%	100.0%
Program Associate--Handles intake, enrollment, and placement of participants in the Home-Delivered Groceries program	\$ 56,139	100%	100.0%
Program Associate--Handles intake, enrollment, and placement of participants in the Home-Delivered Groceries program	\$ 50,170	100%	100.0%
Program Associate--Handles intake, enrollment, and placement of participants in the Home-Delivered Groceries program	\$ 50,170	100%	100.0%
Neighborhood Rep - Handles HDG partner management and recruitment	\$ 57,960	100%	0.76%

FY 2021-22			
Program Expense	FY21/22 CODB	FY21/22 OTO	Revised Budget
\$ 30,900	\$1,807		\$ 32,707
\$ 82,152	\$4,804		\$ 86,956
\$ 56,139	\$3,283		\$ 59,422
\$ 50,170	\$2,934		\$ 53,104
\$ 50,170	\$2,934		\$ 53,104
\$ 439	\$25		\$ 464
<b>\$ 269,970</b>	<b>\$ 15,786</b>	<b>\$ -</b>	<b>\$ 285,756</b>

FY 2022-23				
Avg. Salary	FTE %	% FTE Allocated to Program	Program Expense	FY22/23 CODB
\$ 103,000	100%	30.0%	\$ 30,900	\$1,862
\$ 82,152	100%	100.0%	\$ 82,152	\$4,950
\$ 56,139	100%	100.0%	\$ 56,139	\$3,383
\$ 50,170	100%	100.0%	\$ 50,170	\$3,023
\$ 50,170	100%	100.0%	\$ 50,170	\$3,023
\$ 57,960	100%	0.00%	\$ -	
<b>\$ 269,531</b>			<b>\$ 16,241</b>	

		FY 2023-24						
FY22/23 OTO	Revised Budget	Avg. Salary	FTE %	% FTE Allocated to Program	Program Expense	FY23/24 CODB	Revised Budget	
	\$ 32,762	\$ 103,000	100%	30.0%	\$ 30,900	\$1,862	\$ 32,762	
	\$ 87,102	\$ 82,152	100%	100.0%	\$ 82,152	\$4,950	\$ 87,102	
	\$ 59,522	\$ 56,139	100%	100.0%	\$ 56,139	\$3,383	\$ 59,522	
	\$ 53,193	\$ 50,170	100%	100.0%	\$ 50,170	\$3,023	\$ 53,193	
	\$ 53,193	\$ 50,170	100%	100.0%	\$ 50,170	\$3,023	\$ 53,193	
	\$ -	\$ 57,960	100%	0.00%	\$ -		\$ -	
<u>\$ -</u>		<u>\$ 269,531</u>					<u>\$ 16,241</u>	<u>\$ 285,772</u>
<u>\$ 285,772</u>								

FY 2024-25						FY 2021-2025
Avg. Salary	FTE %	% FTE Allocated to Program	Program Expense	FY24/25 CODB	Revised Budget	Total Program Expense
\$ 103,000	100%	30.0%	\$ 30,900	\$1,862	\$ 32,762	\$ 130,993
\$ 82,152	100%	100.0%	\$ 82,152	\$4,950	\$ 87,102	\$ 348,262
\$ 56,139	100%	100.0%	\$ 56,139	\$3,383	\$ 59,522	\$ 237,988
\$ 50,170	100%	100.0%	\$ 50,170	\$3,023	\$ 53,193	\$ 212,683
\$ 50,170	100%	100.0%	\$ 50,170	\$3,023	\$ 53,193	\$ 212,683
\$ 57,960	100%	0.00%	\$ -		\$ -	\$ 464
			<u>\$ 269,531</u>	<u>\$ 16,241</u>	<u>\$ 285,772</u>	<u>\$ 1,143,072</u>

	Operating Expense Detail												FY 21 / 25 TOTAL				
	FY 21/22			FY 22/23			FY 23/24			FY 24/25							
	Original Budget	FY21/22 CODB	FY21/22 OTO	Revised Budget	Original Budget	FY22/23 CODB	FY22/23 OTO	Revised Budget	Original Budget	FY23/24 CODB	FY23/24 OTO	Revised Budget		Original Budget	FY24/25 CODB	FY24/25 OTO	Revised Budget
Annual # Meals Contracted	139,665			139,665	102,385			153,511	102,385			102,385	102,385			102,385	497,946
<b>DAS Operating Expenses</b>																	
<i>Expenditure Category</i>																	
Bags	\$15,500	\$894		\$16,394	\$9,231	\$562		\$9,793	\$9,231	\$562		\$9,793	\$9,231	\$562		\$9,793	\$45,773
Car Magnets	\$5,000	\$289		\$5,289													\$5,289
Rolling Carts	\$3,600	\$208		\$3,808	\$1,000	\$61		\$1,061	\$1,000	\$61		\$1,061	\$1,000	\$61		\$1,061	\$6,991
Recertification	\$5,400	\$312		\$5,712	\$5,850	\$356		\$6,206	\$5,850	\$356		\$6,206	\$5,850	\$356		\$6,206	\$24,330
Marketing & Outreach	\$7,000	\$404		\$7,404	\$7,000	\$426		\$7,426	\$7,000	\$426		\$7,426	\$7,000	\$426		\$7,426	\$29,682
Background Check	\$24,000	\$1,385		\$25,385	\$6,000	\$365		\$6,365	\$6,000	\$365		\$6,365	\$6,000	\$365		\$6,365	\$44,480
Translation Costs	\$1,000	\$68		\$1,068	\$1,000	\$62		\$1,062	\$1,000	\$62		\$1,062	\$1,000	\$62		\$1,062	\$4,244
<b>Total DAS Operating Expenses</b>																	
	\$61,500	\$3,549		\$65,049	\$30,081	\$1,832		\$31,913	\$30,081	\$1,832		\$31,913	\$30,081	\$1,832		\$31,913	\$160,788
<b>Non DAS Operating Expenses</b>																	
<i>Expenditure Category</i>																	
Rental of Property																	
Utilities (Elec, Water, Gas, Phone, Garbage)																	
Office Supplies, Postage																	
Building Maintenance Supplies and Repair																	
Printing and Reproduction																	
Insurance																	
Staff Training																	
Staff Travel-Local & Out of Town																	
Rental of Equipment																	
<i>Supplemental grocery Cost</i>																	
Donated Food (22.8lbs x \$1.74/lb) <i>per bag \$39.67</i>	\$5,540,790			\$5,540,790	\$4,061,818	\$2,028,270		\$6,090,088	\$4,061,818			\$4,061,818	\$4,061,818			\$4,061,818	\$19,754,514
<b>Total Non DAS Operating Expenses</b>																	
	\$5,540,790			\$5,540,790	\$4,061,818	\$2,028,270		\$6,090,088	\$4,061,818			\$4,061,818	\$4,061,818			\$4,061,818	\$19,754,514
<b>Total DAS and Non DAS Operating Expenses</b>																	
	\$5,602,290	\$3,549		\$5,605,839	\$4,091,899			\$6,122,001	\$4,091,899			\$4,093,731	\$4,091,899			\$4,093,731	\$19,915,302
HSA #3																	10/25/2016

## SF-Marine Food Bank

### Budget Justification-Operating

#### Home Delivered Groceries Oversight

##### Operating Expenses

Bags

Car Magnets (200 @ \$25 each)

Rolling Carts (24 @ \$150 each)

Recertification (2,400 @ \$2.25 each)

Marketing & Outreach

Background Checks (\$2000/month in year 1; \$500/month in years 2-4)

Translation Costs

<b>Total Expense</b>	<b>% Allocated to Program</b>
\$ 15,500	100%
\$ 5,000	100%
\$ 3,600	100%
\$ 5,400	100%
\$ 7,000	100%
\$ 24,000	100%
\$ 1,000	100%

FY2021-2022			
Program Expense	FY21/22 CODB	FY21/22 OTO	Revised Budget
\$ 15,500	\$894		\$ 16,394
\$ 5,000	\$289		\$ 5,289
\$ 3,600	\$208		\$ 3,808
\$ 5,400	\$312		\$ 5,712
\$ 7,000	\$404		\$ 7,404
\$ 24,000	\$1,385		\$ 25,385
\$ 1,000	\$58		\$ 1,058
<b>\$ 61,500</b>	<b>\$ 3,549</b>	<b>\$ -</b>	<b>\$ 65,049</b>

FY2022-2023			
Total Expense	% Allocated to Program	Program Expense	FY22/23 CODB
\$9,231	100%	\$ 9,231	\$562
\$0	100%	\$ -	\$0
\$1,000	100%	\$ 1,000	\$61
\$5,850	100%	\$ 5,850	\$356
\$7,000	100%	\$ 7,000	\$426
\$6,000	100%	\$ 6,000	\$365
\$1,000	100%	\$ 1,000	\$62
<b>\$ 30,081</b>		<b>\$ 1,832</b>	

<b>FY22/23 OTO</b>	<b>Revised Budget</b>
	\$ 9,793
	\$ -
	\$ 1,061
	\$ 6,206
	\$ 7,426
	\$ 6,365
	\$ 1,062

<b>FY2023-2024</b>				
<b>Total Expense</b>	<b>% Allocated to Program</b>	<b>Program Expense</b>	<b>FY23/24 CODB</b>	<b>Revised Budget</b>
\$9,231	100%	\$ 9,231	\$562	\$ 9,793
\$0	100%	\$ -	\$0	\$ -
\$1,000	100%	\$ 1,000	\$61	\$ 1,061
\$5,850	100%	\$ 5,850	\$356	\$ 6,206
\$7,000	100%	\$ 7,000	\$426	\$ 7,426
\$6,000	100%	\$ 6,000	\$365	\$ 6,365
\$1,000	100%	\$ 1,000	\$62	\$ 1,062

\$ -    \$ 31,913

\$ 30,081    \$ 1,832    \$ 31,913



FY2024-2025					FY 2021-2025
Total Expense	% Allocated to Program	Program Expense	FY24/25 CODB	Revised Budget	Total Program Expense
\$9,231	100%	\$ 9,231	\$562	\$ 9,793	\$ 45,773
\$0	100%	\$ -	\$0	\$ -	\$ 5,289
\$1,000	100%	\$ 1,000	\$61	\$ 1,061	\$ 6,991
\$5,850	100%	\$ 5,850	\$356	\$ 6,206	\$ 24,330
\$7,000	100%	\$ 7,000	\$426	\$ 7,426	\$ 29,682
\$6,000	100%	\$ 6,000	\$365	\$ 6,365	\$ 44,480
\$1,000	100%	\$ 1,000	\$62	\$ 1,062	\$ 4,244
\$ 30,081 \$ 1,832 \$ 31,913					\$ 160,788

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 BC3.xlsx Capital & Subcontractor Detail

Program: Home-delivered groceries (Same as Line 11 on HSA #1)																Appendix B-1, Page 4 Document Date: March 2022
<b>Capital &amp; Subcontractor Expenditure Detail</b>																
DAS Capital Expenditure	FY 21/22				FY 22/23				FY 23/24			FY 24/25			FY 21/25 Total	
	Original Budget	FY21/22 CODB	FY21/22 OTO	Revised Budget	Original Budget	FY22/23 CODB	FY22/23 OTO	Revised Budget	Original Budget	FY23/24 CODB	Revised Budget	Original Budget	FY24/25 CODB	Revised Budget		
Equipment (Qty)	FY 21/22				FY 22/23				FY 23/24			FY 24/25				
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	
MOW	\$217,854	\$12,708		\$230,562	\$217,854	\$13,486		\$231,340	\$217,854	\$13,486	\$231,340	\$217,854	\$13,486	\$231,340	\$924,582	
SHE	\$17,500	\$1,038		\$18,538	\$17,500	\$1,064		\$18,564	\$17,500	\$1,064	\$18,564	\$17,500	\$1,064	\$18,564	\$74,230	
RACS	\$22,185	\$1,293		\$23,478	\$22,185	\$1,345		\$23,530	\$22,185	\$1,345	\$23,530	\$22,185	\$1,345	\$23,530	\$94,068	
Other Subcontractor/Food Bank	\$505,726	\$3,820	\$25,739	\$535,285	\$67,163	\$4,096	\$426,898	\$498,157	\$67,163	\$4,096	\$71,259	\$67,163	\$4,096	\$71,259	\$1,175,960	
<b>Total Subcontractor Cost</b>	<b>\$763,265</b>	<b>\$18,859</b>	<b>\$25,739</b>	<b>\$807,863</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$426,898</b>	<b>\$771,591</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$2,268,840</b>	
<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$763,265</b>	<b>\$18,859</b>	<b>\$25,739</b>	<b>\$807,863</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$426,898</b>	<b>\$771,591</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$2,268,840</b>	
<b>Non DAS Capital Expenditure</b>																
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																
<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>																
<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$763,265</b>	<b>\$18,859</b>	<b>\$25,739</b>	<b>\$807,863</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$426,898</b>	<b>\$771,591</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$324,702</b>	<b>\$19,991</b>	<b>\$344,693</b>	<b>\$2,268,840</b>	
HSA #4															10/25/2016	

**SF-Marine Food Bank****Budget Justification--Subcontractor****Home Delivered Groceries Oversight**

FY202		
Total Expense	% Allocated to Program	Program Expense

**Pass-thru to Meals on Wheels - Deliveries & Safety Checks**

FY21-22: 25,935 bags @ \$8.40 - New rate \$8.89

\$ 217,854      100%      \$ 217,854

FY22-23: 25,935 bags @ \$8.40 - New rate \$8.92

FY23-24: 25,935 bags @ \$8.40 - New rate \$8.92

FY24-25: 25,935 bags @ \$8.40 - New rate \$8.92

**Pass-thru to Self-Help for the Elderly - Deliveries**

FY21-22: 2,600 bags @ \$6.73 - New rate \$7.13

\$ 17,500      100%      \$ 17,500

FY22-23: 2,600 bags @ \$6.73 - New rate \$7.14

FY23-24: 2,600 bags @ \$6.73 - New rate \$7.14

FY24-25: 2,600 bags @ \$6.73 - New rate \$7.14

**Pass-thru to RACS - Deliveries**

FY21-22: 2,600 bags @ \$8.53 - New rate \$9.03

\$ 22,185      100%      \$ 22,185

FY22-23: 2,600 bags @ \$8.53 - New rate \$9.05

FY23-24: 2,600 bags @ \$8.53 - New rate \$9.05

FY24-25: 2,600 bags @ \$8.53 - New rate \$9.05

**Other Subcontractor/Food Bank**

FY21-22: 64,260 bags @ \$7.87 - New rate \$8.33

505,726      100%      \$ 505,726

FY22-23: 59,660 bags @ \$7.87 - New rate \$8.35

FY23-24: 8,534 bags @ \$7.87 - New rate \$8.35

FY24-25: 8,534 bags @ \$7.87 - New rate \$8.35

Total per year

\$ 763,265

1-2022		
FY21/22 CODB	FY21/22 OTO	Revised Budget

FY2022-2023				
Total Expense	% Allocated to Program	Program Expense	FY22/23 CODB	FY22/23 OTO

\$ 12,708                      \$ 230,562

\$ 217,854    100%    \$ 217,854    \$ 13,486

\$ 1,038                      \$ 18,538

\$ 17,500    100%    \$ 17,500    \$ 1,064

\$ 1,293                      \$ 23,478

\$ 22,185    100%    \$ 22,185    \$ 1,345

\$ 3,820    \$ 25,739    \$ 535,285

67,163    100%    \$ 67,163    \$ 4,096    \$ 426,897

\$ 18,859    \$ 25,739    \$ 807,863

\$ 324,702    \$ 19,991    \$ 426,897

Revised Budget	FY2023-2024					Total Expense
	Total Expense	% Allocated to Program	Program Expense	FY23/24 CODB	Revised Budget	
\$ 231,340	\$ 217,854	100%	\$ 217,854	\$ 13,486	\$ 231,340	\$ 217,854
\$ 18,564	\$ 17,500	100%	\$ 17,500	\$ 1,064	\$ 18,564	\$ 17,500
\$ 23,530	\$ 22,185	100%	\$ 22,185	\$ 1,345	\$ 23,530	\$ 22,185
\$ 498,156	67,163	100%	\$ 67,163	\$ 4,096	\$ 71,259	67,163
<u>\$ 771,590</u>			<u>\$ 324,702</u>	<u>\$ 19,991</u>	<u>\$ 344,693</u>	

FY2024-2025				FY 2021-2025
% Allocated to Program	Program Expense	FY24/25 CODB	Revised Budget	Total Program Expense
				\$ 230,562
				\$ 231,340
				\$ 231,340
100%	\$ 217,854	\$ 13,486	\$ 231,340	\$ 231,340
				\$ 18,538
				\$ 18,564
				\$ 18,564
100%	\$ 17,500	\$ 1,064	\$ 18,564	\$ 18,564
				\$ 23,478
				\$ 23,530
				\$ 23,530
100%	\$ 22,185	\$ 1,345	\$ 23,530	\$ 23,530
				\$ 535,285
				\$ 498,156
				\$ 71,259
100%	\$ 67,163	\$ 4,096	\$ 71,259	\$ 71,259
				\$ 2,268,839
	<u>\$ 324,702</u>	<u>\$ 19,991</u>	<u>\$ 344,693</u>	<u>\$ 2,268,839</u>