



**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



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

DATE: WEDNESDAY, MAY 5 2021

SUBJECT: NEW GRANT: **GLIDE FOUNDATION (NON-PROFIT)**
TO PROVIDE MEAL SERVICES AND PROGRAM
SECURITY FOR DEPARTMENT OF DISABILITY AND
AGING SERVICES CLIENTS

DS
EL

GRANT TERM: 7/1/2021 - 6/30/2025

GRANT AMOUNT:	New	Contingency	Total
	\$6,669,784	\$666,979	\$7,336,763

ANNUAL AMOUNT:	FY 21/22	FY 22/23	FY 23/24	FY 24/25
	\$1,677,446	\$1,677,446	\$1,677,446	\$1,677,446

FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$6,669,784			\$666,979	\$7,336,763

PERCENTAGE: 100% 100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into a grant with Glide Foundation for the period of July 1, 2021 through June 30, 2025, in an amount of \$6,669,784, plus a 10% contingency for a total amount not to exceed \$7,336,763. The purpose of the grant is to provide a free meals program with security



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services and snack meal program for CAAP and CalFresh workfare participants. Funding amounts are detailed in the following table:

Grantee	Annually for 4 years¹ Total	Contingency (10%)	Not to exceed
Free Meals	\$1,414,249 \$5,656,996	\$565,700	\$6,222,696
Free Meals (Security)	\$194,109 \$776,436	\$77,644	\$854,080
Snack Meals	\$59,088 \$236,352	\$23,635	\$259,987
Total	\$1,667,446 \$6,669,784	\$666,979	\$7,336,763

¹ 7/1/2021 – 6/30/2022, 7/1/2022 – 6/30/2023, 7/1/2023 – 6/30/2024, 7/1/2024 – 6/30/2025

Background

Food security in San Francisco is a pressing and widespread issue and low-income San Franciscans are among those most at risk. The negative impacts of food insecurity include poor health, elevated stress, and exacerbation of mental health and other chronic health conditions. An individual's nutritional status is a major determinant of health and nutrition services in the community assists individuals who are food insecure and at risk of poor nutritional health in gaining reliable access to healthy food and meals.

DAS through multiple community partnerships provides nutrition services throughout the City. The provision of nutrition services in the community promotes general health and well-being by reducing hunger, food insecurity, and malnutrition. It also provides access to other community based services that help support independent and healthful living. Both the free meals program with security services and the snack meal program have a particular focus on serving low-income individuals.

Services to be Provided

Through the free meals program with security services, Glide Foundation (Glide) will offer breakfast, lunch, and dinner meals seven days a week at defined service times and at their site located in San Francisco's Tenderloin neighborhood, Supervisorial District 6. Each meal will adhere to the current Dietary Guidelines for Americans (DGA), provide a minimum of one-third of the Dietary Reference Intakes (DRIs), and meet state and local food safety and sanitation requirements. Glide will also provide access to information about other community resources, offer



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referral services, and have security staffing throughout the day to help ensure the safety of their employees and clients during meal service.

Through the snack meal program, Glide will prepare daily snack meals that provide a minimum of 200 calories and contain foods from at least three different food groups. The snack meal will include a whole piece of fruit, a protein source, and a food item from a third food groups. Glide will work collaborative with HSA and CAAP-CalFresh staff to facilitate the provision of snack meals to the target population. Glide will also ensure that the provision of the snack meals meet state and local food safety and sanitation requirements.

Selection

Grantee was selected through Request for Proposals # 907, which was competitively bid in January 2021.

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Free Meals

- Appendix A – Scope of Services, Free Meals Program
- Appendix B – Budget, Free Meals
- Appendix B-1 – Budget, Free Meals Security
- Appendix F – Site Location

Snack Meal

- Appendix A – Scope of Services, CAAP Snack Meal Program
- Appendix B – Budget, CAAP Snack Meal Program

APPENDIX A – Services to be Provided
 Glide Foundation
 Free Meals Program
 July 1, 2021 to June 30, 2025

I. Purpose

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

II. Definitions

Grantee	Glide Foundation
CARBON	Contracts Administration, Reporting, and Billing On-line System.
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	An individual participating in the free meals program
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages 2 and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian (RD) that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified in the DAS OCP policy memorandum.
OCP	Office of Community Partnerships.
Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, dinner provided to an individual through the free meals program.
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and grantors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)

III. Target Population

The target population is low-income individuals living in the Tenderloin and South of Market neighborhoods, Supervisorial District 6 in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

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

IV. Eligibility for Services

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

V. Location and Times of Services

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

VI. Description of Services and Program Requirements

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

11. Grantee will comply with the City’s food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
12. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
13. Grantee will ensure that a registered dietitian (RD) conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
14. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
15. Grantee will ensure that services delivered are consistent with professional standards for this service and there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the clients.
16. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
17. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.

VII. Service Objectives

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

Table A Service Objective Summary	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Meals	390,000	390,000	390,000	390,000
One (1) unit of service = One (1) meal				

VIII. Outcome Objectives

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

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

IX. Reporting Requirements

1. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of breakfast meals served daily and year-to-date averages
 - Number of lunch meals served daily and year-to-date averages
 - Number of dinner meals served daily and year-to-date averages
 - Number of active employees who make up the security team
2. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
5. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD Lead Nutritionist and Program Analyst DAS OCP Tiffany.Kearney@SFgov.org	Patrick Garcia Contract Manager Human Services Agency Patrick.Garcia@SFgov.org
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X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained if applicable; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of security awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III-VI.

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

	A	B	C	D	E	F	G	H	
1	BUDGET FORMS						Appendix B, pg. 1		
2							5/5/2021		
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES								
4									
5	Grantee's Name: Board of Trustees of the Glide Foundation					Grant Term			
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					7/1/21 to 6/30/25			
7	Effective Date of Mod:		No. of Mod:						
8	Program: Free Meals					TOTAL		Average cost/meal	
9	Annual # Meals Contracted	390,000	390,000	390,000	390,000	1,560,000			
10	Program Term	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25			
11	DAS Expenditures								
12	Salaries & Benefits	\$541,373	\$541,373	\$541,373	\$541,373	\$2,165,491	\$1.39		
13	Operating Expense	\$688,478	\$688,478	\$688,478	\$688,478	\$2,753,912	\$1.77		
14	Subtotal	\$1,229,851	\$1,229,851	\$1,229,851	\$1,229,851	\$4,919,403	\$3.15		
15	Indirect Percentage	15%	15%	15%	15%	15%			
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$184,478	\$184,478	\$184,478	\$184,478	\$737,910	\$0.47		
17	Capital Expenditure								
18	TOTAL DAS EXPENDITURES	\$1,414,328	\$1,414,328	\$1,414,328	\$1,414,328	\$5,657,313	\$3.63		
19									
20	Non-DAS Expenditures								
21	Salaries & Benefits	\$510,043	\$510,043	\$510,043	\$510,043	\$2,040,174	\$1.31		
22	Operating Expense	\$755,927	\$755,927	\$755,927	\$755,927	\$3,023,708	\$1.94		
23	Capital Expenditure	\$34,752	\$34,752	\$34,752	\$34,752	\$139,008	\$0.09		
24	TOTAL Non-DAS EXPENDITURES	\$1,300,722	\$1,300,722	\$1,300,722	\$1,300,722	\$5,202,890	\$3.34		
25									
26	TOTAL DAS & Non-DAS EXPENDITURES	\$2,715,051	\$2,715,051	\$2,715,051	\$2,715,051	\$10,860,203	\$6.96		
27									
28	HSA-DAS Revenues								
29	General Funds	\$1,414,249	\$1,414,249	\$1,414,249	\$1,414,249	\$5,656,996			
30									
31									
32									
33									
34	TOTAL HSA-DAS REVENUES	\$1,414,249	\$1,414,249	\$1,414,249	\$1,414,249	\$5,656,996			
35	PER MEAL COST, HSA-DAS	\$3.63	\$3.63	\$3.63	\$3.63	\$3.63			
36	Non-DAS Revenues								
37	Cash Contributions	316,000	316,000	316,000	316,000	1,264,000	\$0.81		
38	In-Kind Contributions	\$611,178	\$611,178	\$611,178	\$611,178	2,444,712	\$1.57		
39	Federal Assistance (FEMA)	\$10,000	\$10,000	\$10,000	\$10,000	40,000	\$0.03		
40									
41									
42	TOTAL NON HSA-DAS REVENUES	\$937,178	\$937,178	\$937,178	\$937,178	\$3,748,712			
43	PER MEAL COST, NON HSA-DAS	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40			
44	TOTAL REVENUES	\$2,351,427	\$2,351,427	\$2,351,427	\$2,351,427	\$9,405,708			
45	PER BAG COST, TOTAL	\$6.03	\$6.03	\$6.03	\$6.03	\$6.03			
46	Full Time Equivalent (FTE)								
48	Prepared by: Charles Simms					Date: 5/5/21			
49	HSA-CO Review Signature:								
50	HSA #1	Form Rev. 12/22/16							

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: Board of Trustees of the Glide Foundation					Appendix B, page 2					
2	Program: Free Meals					Date: 5/5/21					
3											
4											
5	Salaries & Benefits Detail										
6											
7											
8	H.S.A-DAS	Agency Totals		For DAAS Nutrition		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
9	POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total	
10	Director - George Gundry	\$161,589	100%	66%	66%	\$106,649	\$106,649	\$106,649	\$106,649	\$426,596	
11	Culinary Manager - Joselyn Barrera	\$89,255	100%	67%	67%	\$59,801	\$59,801	\$59,801	\$59,801	\$239,204	
12	Chef - Cho Wing Chung	\$41,331	100%	62%	62%	\$25,625	\$25,625	\$25,625	\$25,625	\$102,500	
13	Prep Cook - Bobby Furlough	\$41,560	100%	62%	62%	\$25,767	\$25,767	\$25,767	\$25,767	\$103,068	
14	Shift Leader - James Sampaga	\$53,853	100%	52%	52%	\$28,004	\$28,004	\$28,004	\$28,004	\$112,016	
15	Shift Leader - Curtis McGregor	\$47,259	100%	52%	52%	\$24,575	\$24,575	\$24,575	\$24,575	\$98,300	
16	Shift Leader - Jonathan Fennell	\$51,357	100%	52%	52%	\$26,706	\$26,706	\$26,706	\$26,706	\$106,824	
17	Purchasing Agent - Leon Thomas III	\$61,279	100%	62%	62%	\$37,993	\$37,993	\$37,993	\$37,993	\$151,972	
18	Dishwashers -2	\$75,320	100%	53%	53%	\$40,035	\$40,035	\$40,035	\$40,035	\$160,139	
19	Program Navigator-2	\$103,526	100%	10%	10%	\$10,353	\$10,353	\$10,353	\$10,353	\$41,412	
20	Stockroom/Driver - Alonzo Holloway	\$37,483	100%	52%	52%	\$19,491	\$19,491	\$19,491	\$19,491	\$77,964	
21	Stockroom - Larry Gorbet	\$35,465	100%	60%	60%	\$21,279	\$21,279	\$21,279	\$21,279	\$85,116	
22	TOTALS	\$ 799,278	1200%	650%	650%	\$426,278	\$426,278	\$426,278	\$426,278	\$1,705,111	
23											
24	FRINGE BENEFIT RATE	27.0%									
25	EMPLOYEE FRINGE BENEFITS	\$ 215,805				\$115,095	\$115,095	\$115,095	\$115,095	\$460,380	
26											
27											
28	TOTAL DAS SALARIES & BENEFITS	\$ 1,015,083				\$541,373	\$541,373	\$541,373	\$541,373	\$2,165,491	
29											
30											
31	Non - DAS	Agency Totals		For DAAS Meal		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
32	POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total	
33	Director, Daily Free Meals Program - Gundry, George A	\$161,589	100%	21%	21%	\$33,934	\$33,934	\$33,934	\$33,934	\$135,736	
34	Daily Free Meals Program Manager - Barrera, Joselyn M	\$89,255	100%	19%	19%	\$16,958	\$16,958	\$16,958	\$16,958	\$67,832	
35	Cook/Chef - Chung, Cho Wing	\$41,331	100%	25%	25%	\$10,333	\$10,333	\$10,333	\$10,333	\$41,332	
36	Cook - Adams, Joann B.	\$41,331	100%	87%	87%	\$35,958	\$35,958	\$35,958	\$35,958	\$143,832	
37	Chef - Lopez, Hector Alfaro	\$42,995	100%	87%	87%	\$37,406	\$37,406	\$37,406	\$37,406	\$149,624	
38	Prep Cook - Furlough, Bobby R.	\$41,560	100%	24%	24%	\$9,974	\$9,974	\$9,974	\$9,974	\$39,896	
39	Shift Lead - Sampaga, James M.	\$58,853	100%	35%	35%	\$20,599	\$20,599	\$20,599	\$20,599	\$82,396	
40	Shift Lead - McGregor, Curtis J.	\$47,259	100%	35%	35%	\$16,541	\$16,541	\$16,541	\$16,541	\$66,164	

	A	B	C	D	E	F	G	H	I	J	K
41	Shift Lead - Fennell, Jonathan R.	\$51,357	100%	35%	35%		\$17,975	\$17,975	\$17,975	\$17,975	\$71,900
42	Purchasing Agent - Thomas III, Leon E	\$61,279	100%	25%	25%		\$15,320	\$15,320	\$15,320	\$15,320	\$61,280
43	Steward/Dishwasher - Kahwaty, Mark	\$37,483	100%	34%	34%		\$12,744	\$12,744	\$12,744	\$12,744	\$50,976
44	Dishwasher - Curry, Teresa L	\$37,837	100%	34%	34%		\$12,864	\$12,864	\$12,864	\$12,864	\$51,456
45	Meals Navigator - Brown, Pamela D.	\$50,296	100%	77%	77%		\$38,728	\$38,728	\$38,728	\$38,728	\$154,912
46	Meals Navigator 2 - Truong, Diane H.	\$53,229	100%	77%	77%		\$40,987	\$40,987	\$40,987	\$40,987	\$163,948
47	Stockroom Worker - Holloway, Alonzo L	\$37,483	100%	35%	35%		\$13,119	\$13,119	\$13,119	\$13,119	\$52,476
48	Stockroom/Dishwasher - Gorbet Jr., Larry Ronald	\$35,465	100%	27%	27%		\$9,576	\$9,576	\$9,576	\$9,576	\$38,304
49	Steward - Rudolph, Lorenzo D	\$38,336	100%	87%	87%		\$33,352	\$33,352	\$33,352	\$33,352	\$133,408
50	Cook/Expeditior - Jenkins, Gerain Marquis	\$39,438	100%	64%	64%		\$25,241	\$25,241	\$25,241	\$25,241	\$100,964
51	TOTAL NON-DAS	\$ 966,378	1800%	828%	828%		\$401,609	\$401,609	\$401,609	\$401,609	\$1,606,436
52											
53	FRINGE BENEFIT RATE	27.0%									
54	EMPLOYEE FRINGE BENEFITS	\$ 260,922					\$108,434	\$108,434	\$108,434	\$108,434	\$433,738
55											
56											
57	TOTAL Non-DAS SALARIES & BENEFITS	\$ 1,227,301					\$510,043	\$510,043	\$510,043	\$510,043	\$2,040,174
58											
59	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 2,242,383					\$1,051,416	\$1,051,416	\$1,051,416	\$1,051,416	\$4,205,665
60	HSA #2										

	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Board of Trustee:								Appendix B, page 3
2	Program: Free Meals								Document Date: 5/5/21
3									
4									
5	Operating Expense Detail								
7	H.S.A-DAS	Annual #Meals Contracted:	390,000	390,000	390,000	390,000	390,000	TOTAL	
8		Term:	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25		
9	<u>Expenditure Category</u>								
10	Rental of Property		\$5,072	\$5,072	\$5,072	\$5,072	\$5,072	\$20,288	
11	Utilities(Elec, Water, Gas, Phone, Scavenger)								
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14									
15	<u>Food Costs</u>								
16	Raw Food	per meal \$ 0.76	\$426,369	\$426,369	\$426,369	\$426,369	\$426,369	\$1,705,476	
17	Cong Food Svc Supplies	per meal \$ 0.18	\$141,628	\$141,628	\$141,628	\$141,628	\$141,628	\$566,512	
18	HDM Food Svc Supplies	per meal \$ -							
19	Catered Meals	per meal \$ -							
20	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
21	Registered Dietitian								
22									
23	<u>Other Costs</u>								
24	Insurance								
25	Staff Training & Travel								
26	Rental of Equipment		\$3,550	\$3,550	\$3,550	\$3,550	\$3,550	\$14,200	
27	Small equipment & Supplies		\$5,190	\$5,190	\$5,190	\$5,190	\$5,190	\$20,760	
28	Auto - Fuel & Insurance								
29	Repair/Maintenance		\$86,671	\$86,671	\$86,671	\$86,671	\$86,671	\$346,684	
30	Food storage/Refrigeration		\$8,387	\$8,387	\$8,387	\$8,387	\$8,387	\$33,548	
31	Garbage & Recycling		\$11,611	\$11,611	\$11,611	\$11,611	\$11,611	\$46,444	
32	TOTAL DAAS OPERATING EXPENSE		\$688,478	\$688,478	\$688,478	\$688,478	\$688,478	\$2,753,912	
34	Non-DAS								
35	<u>Expenditure Category</u>								
36	Rental of Property								
37	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,905	\$3,905	\$3,905	\$3,905	\$3,905	\$15,620	
38	Office Supplies, Postage		\$4,194	\$4,194	\$4,194	\$4,194	\$4,194	\$16,776	
39	Building Maintenance Supplies and Repair								
40									
41	<u>Food Costs</u>								
42	Raw Food	per meal \$ -							
43	Cong Food Svc Supplies	per meal \$ -							
44	HDM Food Svc Supplies	per meal \$ -							
45	Catered Meals	per meal \$ -							
46	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
47	Registered Dietitian		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000	
48									
49	<u>Other Costs</u>								
50	Insurance								
51	Staff Training & Travel								
52	Rental of Equipment		\$23,163	\$23,163	\$23,163	\$23,163	\$23,163	\$92,652	
53	Occupancy		\$542,767	\$542,767	\$542,767	\$542,767	\$542,767	\$2,171,068	
54	Small equipment & Supplies		\$3,595	\$3,595	\$3,595	\$3,595	\$3,595	\$14,380	
55	Information Technology		\$77,545	\$77,545	\$77,545	\$77,545	\$77,545	\$310,180	
56	Repair/Maintenance		\$55,405	\$55,405	\$55,405	\$55,405	\$55,405	\$221,620	
57	Food storage/Refrigeration		\$7,151	\$7,151	\$7,151	\$7,151	\$7,151	\$28,604	
58	Garbage & Recycling		\$36,202	\$36,202	\$36,202	\$36,202	\$36,202	\$144,808	
59	TOTAL Non-DAAS OPERATING EXPENSE		\$755,927	\$755,927	\$755,927	\$755,927	\$755,927	\$2,846,504	
60									
61	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$1,444,405	\$1,444,405	\$1,444,405	\$1,444,405	\$1,444,405	\$5,600,416	
66	HSA #3								

	A	B	C	D	E	F	G
1	Grantee's Name: Board of Trustees of the Glide Found		Appendix B, Page				
2	Program: Free Meals		Document Date: 5/5/21				
3							
4							
5	Capital Expenditure Detail						
6	(Equipment and Remodeling Cost)						
7							
8	H.S.A-DAS		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	TOTAL 7/1/21 to 6/30/25
9	No.	ITEM/DESCRIPTION					
10							
11							
12							
13							
14							
15							
16							
17							
18	TOTAL DAS-OCPEQUIPMENT & REMODELING COST						
19							
20	Non-DAS						
21	No.	ITEM/DESCRIPTION					
22	1	Delivery truck	23,904	23,904	23,904	23,904	95,616
23	2	Delivery van	10,848	10,848	10,848	10,848	43,392
24							
25							
26							
27	TOTAL NON DAS-OCPEQUIPMENT & REMODELING COST		34,752	34,752	34,752	34,752	139,008
28							
29	TOTAL DAS & NON-DAS CAPITAL EXPENDITURE		34,752	34,752	34,752	34,752	34,752
30	(Equipment and Remodeling Cost)						
31	HSA #4						
32							
38							
39							
40							

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name	Term				
Board of Trustees of the Glide Foundation	7/1/21 - 6/30/25				
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod. No. of Mod.					
Program: Program Security					
Budget Reference Page No.(s)					Total
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
Expenditures					
Salaries & Benefits	\$168,790	\$168,790	\$168,790	\$168,790	\$675,158
Operating Expenses	\$0	\$0	\$0	\$0	\$0
Subtotal	\$168,790	\$168,790	\$168,790	\$168,790	\$675,158
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$25,318	\$25,318	\$25,318	\$25,318	\$101,272
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$194,108	\$194,108	\$194,108	\$194,108	\$776,430
HSA Revenues					
General Funds	\$194,109	\$194,109	\$194,109	\$194,109	\$776,436
					\$0
					\$0
					\$0
					\$0
TOTAL HSA REVENUES	\$194,109	\$194,109	\$194,109	\$194,109	\$776,436
Other Revenues					
					\$0
					\$0
					\$0
					\$0
					\$0
Total Revenues	\$194,109	\$194,109	\$194,109	\$194,109	\$776,436
Full Time Equivalent (FTE)					
Prepared by: Charles Simms	Telephone No.: 415-674-6128				
HSA-CO Review Signature: _____					
HSA #1	6/20/2018				

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS		DAS		TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Community Safety and Training Manager - Ray White	\$77,868	1.00	15%	0.15	\$11,680	\$11,680	\$11,680	\$11,680	\$46,720
Shift Lead - Steve Virign	\$50,861	1.00	50%	0.50	\$25,430	\$25,430	\$25,430	\$25,430	\$101,720
Shift Lead - LaTanya Simmons	\$45,847	1.00	50%	0.50	\$22,924	\$22,924	\$22,924	\$22,924	\$91,696
Shift Lead - Lisa Pelletier-Ross	\$50,796	1.00	50%	0.50	\$25,398	\$25,398	\$25,398	\$25,398	\$101,592
Safety Monitor - Jerome Reed	\$42,398	1.00	50%	0.50	\$21,199	\$21,199	\$21,199	\$21,199	\$84,796
Safety Monitor - Darius Kittles	\$35,693	0.80	50%	0.40	\$14,277	\$14,277	\$14,277	\$14,277	\$57,108
Safety Monitor - Ricky Wong	\$40,534	1.00	15%	0.15	\$6,080	\$6,080	\$6,080	\$6,080	\$24,320
Safety Monitor - Iris Butler	\$39,934	1.00	15%	0.15	\$5,918	\$5,918	\$5,918	\$5,918	\$23,670
TOTALS	\$383,932	7.80	295%	2.85	\$132,906	\$132,906	\$132,906	\$132,906	\$531,622
FRINGE BENEFIT RATE	27%								
EMPLOYEE FRINGE BENEFITS	\$103,662				\$35,884	\$35,884	\$35,884	\$35,884	\$143,536
TOTAL SALARIES & BENEFITS	\$487,594				\$168,790	\$168,790	\$168,790	\$168,790	\$675,158
HSA #2									6/20/2018

ANNUAL SITE CHART - FREE MEALS		OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY:	Board of Trustees of the Glide Foundation		
MAILING ADDRESS:	330 Ellis Street, San Francisco, CA 94102		
Deputy Director of Programs:	Lillian Mark	lmark@glide.org	415-674-6021
PROGRAM DIRECTOR:	George Gundry	ggundry@glide.org	415-674-6037
Type of Meal (indicate Breakfast, Lunch, Dinner)	Breakfast	Lunch	Dinner
Name of Site	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program
Address and Zip	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102
Phone Number	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)
Alternate Phone Number	415-771-8420	415-771-8420	415-771-8420
Neighborhood	Tenderloin	Tenderloin	Tenderloin
Supervisorial District No.	6	6	6
Bus Line #	27, 38, 14	27, 38, 14	27, 38, 14
Site Manager/Coordinator	George Gundry, Program Director	George Gundry, Program Director	George Gundry, Program Director
Site Hours Open	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm
Additional Programming Offered at the Site	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5
Hours of Scheduled Programming	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm
Days Open for Meal Service	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours of Meal Service	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm
Vegetarian meal option available (Yes or No)	Yes	Yes	Yes
Number of Meals	390,000		
# Service Days	364		
Average # meals per day	1,071		
Days Closed (list holidays closed)	January 1st (New Year's Day)	January 1st (New Year's Day)	January 1st (New Year's Day)
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX A – Services to be Provided
 Glide Foundation
 CAAP and CalFRESH Workfare Snack Meal Program
 July 1, 2021 to June 30, 2025

I. Purpose

The purpose of the snack meal program is to provide healthy snacks for individuals participating in the County Adult Assistance Program (CAAP) or CalFresh Able-Bodied Adults Without Dependent (ABAWD) program when performing workfare duties.

II. Definitions

Grantee	A Glide Foundation
ABAWD	Able-Bodied Adults Without Dependents - CalFresh recipients aged 18-49 who are able to work and do not share a household with a minor child.
CalFresh	A federally funded program, also known as Supplemental Nutrition Assistance Program or SNAP, that provides monthly food benefits to individuals and families with low-income.
CAAP	County Adult Assistance Programs that offer cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	CAAP or CalFresh workfare participants
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages 2 and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature

	control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian (RD) that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified in the DAS OCP policy memorandum.
OCP	Office of Community Partnerships.
Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, dinner, or snack meal provided to an individual through the free meals or snack meal program.
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and grantors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)

III. Target Population

The target population is individuals living in the City and County of San Francisco who are CAAP or CalFresh ABAWD program participants scheduled to work during a workfare shift organized by the CAAP-CalFresh staff.

IV. Eligibility for Services

1. An individual who lives in the City and County of San Francisco, and
2. A CAAP or CalFresh ABAWD program participant scheduled to work during a workfare shift organized by the CAAP-CalFresh staff.

V. Location and Times of Services

Grantee shall prepare and have snack meals ready for pick up at 330 Ellis Street, San Francisco, CA, 94102 by CAAP-CalFresh staff between the hours of 7:00 a.m. and 9:00 a.m. Monday through Saturday excluding holidays as indicated in the DAS approved site chart.

VI. Description of Services and Program Requirements

1. Grantee shall prepare and provide snack meals to the eligible clients six days a week from Monday to Saturday, excluding holidays. The grantee shall package the snacks in bulk according to the client count provided by CAAP-CalFRESH staff. Each snack meal will include a minimum of three items and provide a minimum of 200 calories, and include the following components:
 - a. A whole piece of fresh fruit that provides at least one serving for an adult.
 - b. A protein source providing at least 4g of protein; the protein may be animal or plant based, and can be either one item or a mix of two items.
 - c. An item from one of the following food groups: grains, vegetable, or dairy. A beverage may be used in place of the third component with approval from DAS.
2. Grantee will submit for review and approval by DAS OCP at least once per year and one month in advance of use, a minimum of a one-week cycle menu for the program with the required corresponding nutrient analysis completed by their staff or consultant RD.
3. Grantee will coordinate with CAAP-CalFresh staff to obtain the number of daily snack meals needed to ensure the appropriate amount is provided each day.
4. Grantee will work collaboratively with CAAP-CalFresh to ensure the snack meals meet the needs of the CAAP-CalFresh clients and will ensure there is a feedback loop in place so that the CAAP-CalFresh clients can offer comments and suggestions.
5. Grantee will provide the CAAP-CalFresh staff who participate in the collection, transportation, and distribution of the snack meals and any other appropriate staff with food safety training twice a year.
6. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC) and DAS OCP.

7. Grantee will ensure that the procurement, preparation, service, and delivery of all meals and snacks meet state and local food, sanitation, health and safety requirements.
8. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the program. The grantee will ensure the manager on staff possess a food safety manager certification.
9. Grantee will comply with the City’s food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
10. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
11. Grantee will ensure that a registered dietitian (RD) conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
12. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
13. Grantee will ensure that services delivered are consistent with professional standards for this service and that is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the clients.
14. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
15. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.

VII. Service Objectives

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

Table A - Service Objective Summary	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Snack Meals	33,450	33,450	33,450	33,450
One (1) unit of service = One (1) snack meal				

VIII. Outcome Objectives

1. Clients report increased consumption of fruits, vegetables, and/or whole grains.
Target: 75%
2. Clients rate the quality of meals they received as excellent or good. Target: 85%.

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

IX. Reporting Requirements

1. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of breakfast meals served daily and year-to-date averages
 - Number of lunch meals served daily and year-to-date averages
 - Number of dinner meals served daily and year-to-date averages
 - Number of active employees who make up the security team
2. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
5. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD Lead Nutritionist and Program Analyst DAS OCP Tiffany.Kearney@SFgov.org	Patrick Garcia Contract Manager Human Services Agency Patrick.Garcia@SFgov.org
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X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained if applicable; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of security awareness

training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III-VI.

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

	A	B	C	D	E	F	G	
1	BUDGET FORMS					Appendix B, pg. 1		
2						5/1/2021		
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES							
4								
5	Grantee's Name: Board of Trustees of the Glide Foundation					Grant Term		
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					7/1/21 to 6/30/25		
7	Effective Date of Mod:		No. of Mod:					
8	Program: Snack Meals					TOTAL		Average cost/meal
9	Annual # Meals Contracted					133,800		
10	Program Term	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25		
11	DAAS Expenditures							
12	Salaries & Benefits	\$17,970	\$17,970	\$17,970	\$17,970	\$71,880	\$0.54	
13	Operating Expense	\$33,410	\$33,410	\$33,410	\$33,410	\$133,640	\$1.00	
14	Subtotal	\$51,380	\$51,380	\$51,380	\$51,380	\$205,520	\$1.54	
15	Indirect Percentage	15%	15%	15%	15%	15%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$7,707	\$7,707	\$7,707	\$7,707	\$30,828	\$0.23	
17	Capital Expenditure							
18	TOTAL DAAS EXPENDITURES	\$59,087	\$59,087	\$59,087	\$59,087	\$236,348	\$1.77	
19								
20	Non-DAAS Expenditures							
21	Salaries & Benefits	\$1,134	\$1,134	\$1,134	\$1,134	\$4,536	\$0.03	
22	Operating Expense	\$15,386	\$15,386	\$15,386	\$15,386	\$61,545	\$0.46	
23	Capital Expenditure							
24	TOTAL Non-DAAS EXPENDITURES	\$16,520	\$16,520	\$16,520	\$16,520	\$66,082	\$0.49	
25								
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$75,607	\$75,607	\$75,607	\$75,607	\$302,430	\$2.26	
27								
28	HSA-DAAS Revenues							
29	General Funds	\$59,088	\$59,088	\$59,088	\$59,088	\$236,352		
30								
31								
32								
33								
34	TOTAL HSA-DAAS REVENUES	\$59,088	\$59,088	\$59,088	\$59,088	\$236,352		
35	PER MEAL COST, HSA-DAS	\$1.77	\$1.77	\$1.77	\$1.77	\$1.77		
36	Non-DAAS Revenues							
37	Cash Contributions	16,520	16,520	16,520	16,520	\$66,080	\$0.49	
38								
39								
40								
41								
42	TOTAL NON HSA-DAAS REVENUES	\$16,520	\$16,520	\$16,520	\$16,520	\$66,080		
43	PER MEAL COST, NON HSA-DAS	\$0.49	\$0.49	\$0.49	\$0.49	\$0.49		
44	TOTAL REVENUES	\$75,608	\$75,608	\$75,608	\$75,608	\$302,432		
45	PER BAG COST, TOTAL	\$2.26	\$2.26	\$2.26	\$2.26	\$2.26		
46	Full Time Equivalent (FTE)							
48	Prepared by: Charles Simms					Date: 5/1/21		
49	HSA-CO Review Signature:							
50	HSA #1		Form Rev. 12/22/16					

	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: Board of Trustees of the Glide Foundation					Appendix B, page 2					
2	Program: Snack Meals					Date: 5/1/21					
3											
4											
5	Salaries & Benefits Detail										
6											
7											
8	H.S.A-DAS										
		Agency Totals		For DAAS Nutrition		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total	
10	Pantry Chef - Gerain Jerkins	\$39,438	100%	36%	36%	\$14,150	\$14,150	\$14,150	\$14,150	\$56,600	
11											
12											
13											
14	TOTALS	\$ 39,438	100%			\$14,150	\$14,150	\$14,150	\$14,150	\$56,600	
15											
16	FRINGE BENEFIT RATE	27.0%									
17	BENEFITS	\$ 10,648				\$3,820	\$3,820	\$3,820	\$3,820	\$15,280	
18											
19											
20	TOTAL DAS SALARIES & BENEFITS	\$ 50,087				\$17,970	\$17,970	\$17,970	\$17,970	\$71,880	
21											
22											
23	Non - DAS										
		Agency Totals		For DAAS Meal		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
24	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total	
25	Culinary Manager - Joselyn Barrera	\$89,255	100%	1%	1%	\$893	\$893	\$893	\$893	\$3,572	
26											
27											
28											
29	TOTAL NON-DAS	\$ 89,255	100%	1%	1%	\$893	\$893	\$893	\$893	\$3,572	
30											
31	FRINGE BENEFIT RATE	27.0%									
32	BENEFITS	\$ 24,099				\$241	\$241	\$241	\$241	\$964	
33											
34											
35	TOTAL Non-DAS SALARIES & BENEFITS	\$ 113,354				\$1,134	\$1,134	\$1,134	\$1,134	\$4,536	
36											
37	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 163,440				\$19,104	\$19,104	\$19,104	\$19,104	\$76,416	
38	HSA #2										

	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Board of Trustee								Appendix B, page 3
2	Program: Snack Meals								Document Date: 5/1/21
3									
4									
5									
6	Operating Expense Detail								
7	H.S.A-DAS	Annual #Meals Contracted:	33,450	33,450	33,450	33,450	TOTAL		
8		Term:	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25		
9	<u>Expenditure Category</u>								
10	Rental of Property								
11	Utilities(Elec, Water, Gas, Phone, Scavenger)								
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14									
15	<u>Food Costs</u>								
16	Raw Food	per meal \$ 0.86	\$28,767	\$28,767	\$28,767	\$28,767	\$115,068		
17	Cong Food Svc Supplies	per meal \$ 0.05	\$1,673	\$1,673	\$1,673	\$1,673	\$6,692		
18	HDM Food Svc Supplies	per meal \$ -							
19	Catered Meals	per meal \$ -							
20	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
21	Registered Dietitian		\$270	\$270	\$270	\$270	\$1,080		
22									
23	<u>Other Costs</u>								
24	Insurance								
25	Staff Training & Travel								
26	Rental of Equipment								
27	Small equipment & Supplies		\$2,700	\$2,700	\$2,700	\$2,700	\$10,800		
28	Auto - Fuel & Insurance								
29	Repair/Maintenance								
30									
31									
32	TOTAL DAAS OPERATING EXPENSE		\$33,410	\$33,410	\$33,410	\$33,410	\$133,640		
34	Non-DAAS								
35	<u>Expenditure Category</u>								
36	Rental of Property								
37	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$79.70	\$79.70	\$79.70	\$79.70	\$319		
38	Office Supplies, Postage		\$86	\$86	\$86	\$86	\$342		
39	Building Maintenance Supplies and Repair								
40									
41	<u>Food Costs</u>								
42	Raw Food	per meal \$ -							
43	Cong Food Svc Supplies	per meal \$ -							
44	HDM Food Svc Supplies	per meal \$ -							
45	Catered Meals	per meal \$ -							
46	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
47	Registered Dietitian								
48									
49	<u>Other Costs</u>								
50	Insurance								
51	Staff Training & Travel								
52	Rental of Equipment		\$473	\$473	\$473	\$473	\$1,891		
53	Occupancy		\$11,077	\$11,077	\$11,077	\$11,077	\$44,308		
54	Small equipment & Supplies		\$73	\$73	\$73	\$73	\$293		
55	Information Technology		\$1,583	\$1,583	\$1,583	\$1,583	\$6,330		
56	Repair/Maintenance		\$1,131	\$1,131	\$1,131	\$1,131	\$4,523		
57	Food storage/Refrigeration		\$146	\$146	\$146	\$146	\$584		
58	Garbage & Recycling		\$739	\$739	\$739	\$739	\$2,955		
59	TOTAL Non-DAAS OPERATING EXPENSE		\$15,386	\$15,386	\$15,386	\$15,386	\$57,929		
60									
61	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$48,796	\$48,796	\$48,796	\$48,796	\$191,569		
66	HSA #3								