

## City and County of San Francisco



London Breed, Mayor

## Human Services Agency

 Department of Human Services  
 Department of Disability and Aging Services  
 Office of Early Care and Education

Trent Rhorer, Executive Director

## MEMORANDUM

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

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

**DATE:** NOVEMBER 4, 2020

**SUBJECT:** **NEW GRANTS:** MULTIPLE GRANTEES FOR NUTRITION SERVICES FOR OLDER ADULTS AND ADULTS WITH DISABILITIES (see table below)

**GRANT TERM:** 10/01/2020 – 06/30/2021

**GRANT AMOUNT:** See table below

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<u>Funding source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding:	\$3,632,866	\$331,526	\$1,286,949	\$525,133	\$5,776,474
Percentage:	69.20%	6.30%	24.50%		100%

The Department of Disability and Aging Services (DAS) requests authorization to enter into new grant agreements with multiple providers for the provision of nutrition services to older adults and adults with disabilities in a combined amount of \$5,251,341. The term of the grants/contracts will be from October 1, 2020 to June 30, 2021. The total of the new grant amounts plus a 10% contingency will not exceed \$5,776,474. The funding amounts are detailed in the tables below (pages 3-5).

## Background

Nutrition is one of the major determinants of successful aging. Food is not only critical to one's physiological well-being but also contributes to social, cultural, and psychological quality of life. Title III of the Older Americans Act authorizes the provision of Elderly Nutrition Programs (ENP). ENP assists older adults in gaining access to nutrition, and other disease prevention and health promotion services. DAS Office of Community Partnerships (OCP), through multiple

community affiliations, provides Elderly Nutrition Programs throughout the City and through many of the same community partnerships offers nutrition programming to adults with disabilities. Nutrition programming for older adults and adults with disabilities promote general health and well-being by reducing hunger, food insecurity, and malnutrition. Nutrition programs provide access to coordinated food and nutrition services that are essential in maintaining independence, functional ability, disease management, and quality of life. They also aim to foster socialization and offer participants the opportunity to create informal support networks. Nutrition services for older adults and adults with disabilities include congregate and home delivered meal programs.

## Services to be provided

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

- **Congregate Meal Program and Modified Congregate Meal Program:** Congregate and modified congregate meal programs provide meals meeting nutritional standards and may include breakfast, lunch, or dinner meals. Both types of congregate programs include nutrition education and nutrition risk screening and give participants the opportunity to contribute to the meal cost.

A congregate meal program delivers nutrition services in a group setting providing opportunities for participants to socialize with one another. A modified congregate meal program offers meals to go instead of in a group setting.

DAS OCP with guidance from federal, state, and local agencies established a modified congregate meal program due to the current Coronavirus pandemic (COVID-19). The modified congregate meal program reduces the risk of community spread of COVID-19 and minimizes older adults and adults with disabilities exposure to the virus by providing meals to go.

- **Home-Delivered Meal Program:** A nutrition program that delivers meals meeting nutritional standards to eligible individuals living in the City and County of San Francisco. The program requires an initial home delivered meal assessment, an annual comprehensive assessment, and quarterly re-assessment of the participant. The quantity of meals delivered to each individual per week depends on their unique needs as determined by the assessments. The program also includes nutrition education and nutrition risk screening and gives participants the opportunity to contribute to the meal cost.
- **Nutrition Compliance and Quality Assurance (NCQA):** NCQA is a requirement of congregate, congregate modified and home delivered meal programs. NCQA includes

quarterly monitoring of a grantee's food service production and meal service to ensure state and local food safety and sanitation requirements. NCQA also includes nutrition education, in-service training, home delivered meal assessments, and nutrition counseling.

A grantee may meet the NCQA requirements by providing them and identifying them in a NCQA budget, through an independent nutritionist contractor, and/or through another DAS OCP nutrition partner with a grant agreement to provide NCQA services.

- **Citywide Nutrition Counseling and Education:** Grantee will provide nutrition counseling services to individuals enrolled in the congregate, congregate modified and/or home delivered meal program who are determined to be at nutritional risk by the grantee. Grantee will also provide nutrition education to individuals enrolled in the congregate, congregate modified and/or home delivered meal programs. The grantee will ensure a registered dietitian (RD) provides services and nutrition education.

## Grant amount

- **Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

### Meals budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Bayview Senior Services (BHPMSS)	\$1,427,382	\$142,738	\$1,570,120
Project Open Hand	\$2,400,497	\$240,050	\$2,640,547
Project Open Hand- Breakfast	\$149,411	\$14,941	\$164,352
Russian American Community Services	\$267,542	\$26,754	\$294,296
<b>Total</b>	<b>\$4,244,832</b>	<b>\$424,483</b>	<b>\$4,669,315</b>

### Nutrition Compliance and Quality Assurance budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Bayview Senior Services (BHPMSS)	\$9,003	\$900	\$9,903
Project Open Hand	\$20,717	\$2,072	\$22,789
<b>Total</b>	<b>\$29,720</b>	<b>\$2,972</b>	<b>\$32,692</b>

- **Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities**

Meals budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Bayview Senior Services (BHPMSS)	\$143,352	\$14,335	\$157,687
Project Open Hand	\$424,587	\$42,459	\$467,046
Russian American Community Services	\$9,544	\$954	\$10,498
<b>Total</b>	<b>\$577,483</b>	<b>\$57,748</b>	<b>\$635,231</b>

- **Home-Delivered Meal Program for Older Adults**

Meals budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Russian American Community Services	\$209,692	\$20,969	\$230,661
<b>Total</b>	<b>\$209,692</b>	<b>\$20,969</b>	<b>\$230,661</b>

Nutrition Compliance and Quality Assurance budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Russian American Community Services	\$21,671	\$2,167	\$23,838
<b>Total</b>	<b>\$21,671</b>	<b>\$2,167</b>	<b>\$23,838</b>

- **Home-Delivered Meal Program for Adults with Disabilities**

Meals budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Project Open Hand	\$159,804	\$15,980	\$175,784
<b>Total</b>	<b>\$159,804</b>	<b>\$15,980</b>	<b>\$175,784</b>

Nutrition Compliance and Quality Assurance budget

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Project Open Hand	\$2,919	\$292	\$3,211
<b>Total</b>	<b>\$2,919</b>	<b>\$292</b>	<b>\$3,211</b>

- Citywide Nutrition Counseling and Education**

Agency	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Project Open Hand- Congregate Meals Program	\$3,980	\$398	\$4,378
Project Open Hand- Home-Delivered Meal Program	\$1,240	\$124	\$1,364
<b>Total</b>	<b>\$5,220</b>	<b>\$522</b>	<b>\$5,742</b>

**Grand Total**

Program	10/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Congregate Meal Program and Modified Congregate Meal Program for Older Adults			
Meals	\$4,244,832	\$424,483	\$4,669,315
NCQA	\$29,720	\$2,972	\$32,692
Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities			
Meals	\$577,483	\$57,748	\$635,231
Home-Delivered Meal Program for Older Adults			
Meals	\$209,692	\$20,969	\$230,661
NCQA	\$21,671	\$2,167	\$23,838
Home-Delivered Meal Program for Adults with Disabilities			
Meals	\$159,804	\$15,980	\$175,784
NCQA	\$2,919	\$292	\$3,211
Citywide Nutrition Counseling and Education	\$5,220	\$522	\$5,742
<b>Total</b>	<b>\$5,251,341</b>	<b>\$525,133</b>	<b>\$5,776,474</b>

## **Selection**

Grantees were selected through RFP #715 issued in January 2017.

## **Funding**

These grants will be funded through a combination of Federal, State, and County funds.

## **ATTACHMENTS**

- **Congregate Meal Program and Modified Congregate Meal Program (with NCQA) for Older Adults**

- Bayview Senior Services (BHPMSS)

- Appendix A – Services to be Provided

- Appendix B – Budget, meals

- Appendix B-1 – Budget, NCQA

- Project Open Hand

- Appendix A – Services to be Provided

- Appendix B – Budget, Lunch

- Appendix B-1 – Budget, Breakfast

- Appendix B-2 – Budget, NCQA

- Russian American Community Services

- Appendix A – Services to be Provided

- Appendix B – Budget

- **Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities**

- Bayview Senior Services (BHPMSS)

- Appendix A – Services to be Provided

- Appendix B – Budget

- Project Open Hand

- Appendix A – Services to be Provided

- Appendix B – Budget

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget

- **Home-Delivered Meal Program (with NCQA) for Older Adults**

Russian American Community Services

Appendix A – Services to be Provided

Appendix B – Budget, meals

Appendix B-1 – Budget, NCQA

- **Home-Delivered Meal Program (with NCQA) for Adults with Disabilities**

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget, meals

Appendix B-1 – Budget, NCQA

- **Citywide Nutrition Counseling and Education**

Project Open Hand

Appendix A – Services to be Provided

Appendix B – Budget, Congregate Meal Program

Appendix B-1 – Budget, Home-Delivered Meal Program

**Congregate Meal Program and Modified Congregate Meal Program (with NCQA) for  
Older Adults**

Bayview Senior Services (BHPMSS)

- Appendix A – Services to be Provided
- Appendix B – Budget, meals
- Appendix B-1 – Budget, NCQA

Project Open Hand

- Appendix A – Services to be Provided
- Appendix B – Budget, Lunch
- Appendix B-1 – Budget, Breakfast
- Appendix B-2 – Budget, NCQA

Russian American Community Services

- Appendix A – Services to be Provided
- Appendix B – Budget



**Appendix A - Services to be Provided**  
**Bayview Senior Services (BHPMSS)**  
 Congregate Nutrition Program for Older Adults  
 Elderly Nutrition Program (ENP)

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for older adults living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Bayview Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.

Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.
COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
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). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.

OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior”
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult”
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

#### **IV. Eligibility for Services**

1. An older adult, defined as an individual age sixty, (60) or older.
2. Spouse or domestic partner of an older adult enrolled in the program.
3. An individual under the age of sixty (60) or older, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate nutrition program is located.
4. An individual with a disability who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty, (60) who helps in the congregate nutrition program if doing so will not deprive an older adult of a meal.

#### **V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate nutrition program for older adults. The provision of the congregate nutrition program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable

- month. One unit of nutrition education is one consumer observing the nutrition education presentation. If the grantee is providing a modified congregate meal program, the nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.
5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate meal program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
  6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
  7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
  8. 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.
  9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
  10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and at minimum of four times per fiscal year for each congregate site.
  11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
  13. 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.

14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of at the average number of meals served daily.
15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers

## **VII. Service Objectives**

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

<b>Table A</b>	<b>FY 20/21</b>
Number of Unduplicated Consumers (UDC)	1436
Number of Meals	181,403

2. Grantee will provide nutrition compliance units as indicated in Appendix B-1.

## **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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

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

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, the well-being and social isolation screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.



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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

## **X. Monitoring Activities**

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

of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

<b>BUDGET FORMS</b>			Appendix B, pg. 1 10/7/2020
<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES BUDGET PROPOSAL FORMS</b>			
<b>Grantee's Name: Bayview Senior Services</b>		Grant Term	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		10/1/20 to 6/30/21	
Effective Date of Mod: No. of Mod:			
<b>Program:</b> Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	<b>ENP</b>	<b>TOTAL</b>	Average cost/meal
<b>Annual # Meals Contracted</b>	<b>181,403</b>	<b>181,403</b>	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAAS Expenditures</b>			
Salaries & Benefits	\$577,498	\$577,498	\$3.18
Operating Expense	\$656,142	\$656,142	\$3.62
<b>Subtotal</b>	<b>\$1,233,640</b>	<b>\$1,233,640</b>	<b>\$6.80</b>
Indirect Percentage (max 10%)	10%		
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$123,254	\$123,254	\$0.68
COVID Expenditure	\$70,488	\$70,488	\$0.39
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$1,427,382</b>	<b>\$1,427,382</b>	<b>\$7.87</b>
<b>Non-DAAS Expenditures</b>			
Salaries & Benefits	\$77,337	\$77,337	\$0.43
Operating Expense	\$25,600	\$25,600	\$0.14
Capital Expenditure			
<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$102,936</b>	<b>\$102,936</b>	<b>\$0.57</b>
<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$1,530,318</b>	<b>\$1,530,318</b>	<b>\$8.44</b>
<b>HSA-DAAS Revenues</b>			
Meals	\$1,356,894	\$1,356,894	
COVID OTO	\$70,488	\$70,488	
<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$1,427,382</b>	<b>\$1,427,382</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$7.48</b>	<b>\$7.48</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>\$7.87</b>	<b>\$7.87</b>	
<b>Non-DAAS Revenues</b>			
Project Income	\$6,280	\$6,280	\$0.03
Agency Cash - Fundraising	\$1,448	\$1,448	\$0.01
Agency In-Kind Volunteer	\$77,337	\$77,337	\$0.43
Nutrition Compliance Revenues			
Food Donation	\$17,872	\$17,872	
<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$102,936</b>	<b>\$102,936</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$0.57</b>	<b>\$0.57</b>	
<b>TOTAL REVENUES</b>	<b>\$1,530,318</b>	<b>\$1,530,318</b>	
<b>PER BAG COST, TOTAL</b>	<b>\$8.44</b>	<b>\$8.44</b>	
Full Time Equivalent (FTE)			
Prepared by:	Date:		
HSA-CO Review Signature:			
<b>HSA #1</b>	Form Rev. 12/22/16		

Grantee's Name: Bayview Senior Services

Appendix B, page 2

Program Name:

10/7/2020

ENP

Salaries & Benefits Detail

TOTAL

H.S.A-DAS	Agency Totals		For DAAS Nutrition		10/1/20 to 6/30/21	10/1/20 to 6/30/21
	Full Time Salary for contract term	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME						
Exec. Chef - CA	\$62,400	100%	84.00%	84.00%	\$52,416	\$52,416
Food Service Mgr - JB	\$39,000	100%	84.00%	84.00%	\$32,760	\$32,760
Evening Cook - TF	\$37,440	100%	84.00%	84.00%	\$31,450	\$31,450
Daytime Cook - FE	\$35,880	100%	84.00%	84.00%	\$30,139	\$30,139
Site Mgr - WASC -JW	\$37,440	100%	84.00%	84.00%	\$31,450	\$31,450
Site Mgr - Rosa Parks - FL	\$28,080	38%	84.00%	31.50%	\$8,845	\$8,845
Driver - AP	\$37,440	100%	84.00%	84.00%	\$31,450	\$31,450
Kitchen Assistant - DC	\$35,100	100%	84.00%	84.00%	\$29,484	\$29,484
Kitchen Assistant - WASC - WT	\$28,860	100%	84.00%	84.00%	\$24,242	\$24,242
Kitchen Aide - SL	\$29,640	100%	84.00%	84.00%	\$24,898	\$24,898
Kitchen Aide - AM	\$29,640	100%	84.00%	84.00%	\$24,898	\$24,898
Kitchen Aide - TK	\$28,860	100%	84.00%	84.00%	\$24,242	\$24,242
Kitchen Aide -weekend -MM	\$28,080	25%	84.00%	21.00%	\$5,897	\$5,897
Kitchen Aide-multiple Temp. Staff	\$32,760	150%	84.00%	126.00%	\$41,278	\$41,278
Delivery staff	\$27,113	200%	100.00%	200.00%	\$54,226	\$54,226
<b>TOTAL DAS</b>	<b>\$457,860</b>	<b>1513%</b>	<b>1008%</b>	<b>893%</b>	<b>\$447,675</b>	<b>\$447,675</b>
FRINGE BENEFIT RATE	29.0%					
EMPLOYEE FRINGE BENEFITS	\$132,779				\$129,823	\$129,823
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$590,639</b>				<b>\$577,498</b>	<b>\$577,498</b>
<b>Non - DAS</b>	Agency Totals		For DAAS Meal			TOTAL
	Full Time Salary for contract term	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME						
Kitchen Assistant - JG	\$26,520	75%	84.00%	63.00%	\$16,708	\$16,708
in Kind volunteer	\$25,740	100%	84%	84.00%	\$21,622	\$21,622
in Kind volunteer	\$25,740	100%	84%	84.00%	\$21,622	\$21,622
<b>TOTAL NON-DAS</b>	<b>\$78,000</b>	<b>275%</b>	<b>252%</b>	<b>231%</b>	<b>\$59,952</b>	<b>\$59,952</b>
FRINGE BENEFIT RATE	29.0%					
EMPLOYEE FRINGE BENEFITS	\$22,620				\$17,385	\$17,385
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$100,620</b>				<b>\$77,337</b>	<b>\$77,337</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$691,259</b>				<b>\$654,835</b>	<b>\$584,884</b>

HSA #2

Form Rev. 12/22/16

<b>Grantee's Name: Bayview Senior Services</b>		Appendix B, page 3	
Program Name:		10/7/2020	
<b>ENP</b>			
<b>Operating Expense Detail</b>		<b>TOTAL</b>	
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	181,403	181,403
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Rental of Property		\$4,536	\$4,536
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$33,470	\$33,470
Office Supplies, Postage		\$762	\$762
Building Maintenance Supplies and Repair		\$17,228	\$17,228
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 3.00	\$544,209	\$544,209
Cong Food Svc Supplies	<i>per meal</i> \$ 0.20	\$36,281	\$36,281
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
Registered Dietitian			
<b>OTHER COSTS:</b>			
Insurance			
Staff Training & Travel			
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance			
Repair/Maintenance			
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$656,142</b>	<b>\$656,142</b>
<b>Non-DAS</b>		<b>TOTAL</b>	
<u>Expenditure Category</u>			
Rental of Property			
Utilities(Elec, Water, Gas, Phone, Scavenger)			
Office Supplies, Postage			
Building Maintenance Supplies and Repair			
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 0.10	\$17,872	\$17,872
Cong Food Svc Supplies	<i>per meal</i> \$ -		
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance		
Staff Training & Travel		
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies	\$2,268	\$2,268
Auto - Fuel & Insurance	\$1,260	\$1,260
Repair/Maintenance	\$4,200	\$4,200
<b>TOTAL Non-DAAS OPERATING EXPENSE</b>	<b>\$25,600</b>	<b>\$25,600</b>
<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>	<b>\$681,741</b>	<b>\$681,741</b>
<b>HSA #3</b>	Form Rev. 12/22/16	

**Grantee's Name: Bayview Senior Services**

Appendix B, Page 4

Program Name:

10/7/2020

**ENP**

**COVID OTO Detail**

<b>H.S.A-DAS</b>		<b>TOTAL</b>	
		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
<b>No.</b>	<b>ITEM/DESCRIPTION</b>		
1	Supplies for take-out/delivery-3 compartment containters	\$56,070	\$56,070
2	Supplies for take-out/delivery-Soup/ salad containers/forks,paper bags	\$14,418	\$14,418
<b>TOTAL DAS-OCF EQUIPMENT &amp; REMODELING COST</b>		<b>\$70,488</b>	<b>\$70,488</b>
<b>Non-DAS</b>			
<b>Non-D</b>	<b>ITEM/DESCRIPTION</b>		
<b>TOTAL NON DAS-OCF EQUIPMENT &amp; REMODELING COST</b>			
<b>TOTAL DAS &amp; NON-DAS CAPITAL EXPENDITURE</b>		<b>\$70,488</b>	<b>\$70,488</b>

(Equipment and Remodeling Cost)

**HSA #** Form Rev. 12/22/16



<b>Contractor Name: Bayview Senior Services</b>				
<b>Nutrition Compliance/Quality Assurance</b>				
<b>Services: ENP Congregate</b>		<b>Cost Per Service Unit:</b>		
<b>Proposed Service Units:</b>				
	Year 1	Total Year 1	HSA-DAS	Non-H.S.A
<b>Nutrition Education:</b>	# of units/ sessions			
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM				
<b>Nutrition Counseling:</b>				
Annual #hours to be provided				
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)	6.0	\$688	\$688	
<b>Site/Route Monitoring</b> (1 unit = 1 session completed):	11.0	\$264	\$264	
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)	1.0	\$739	\$739	
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)				
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)	11.0	\$112	\$112	
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Contractor Name: Bayview Senior Services		Term October 1, 2020 to June 30, 2021		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod.		No. of Mod.		
<b>Program: Nutrition Compliance for ENP Congregate</b>	<b>REVENUE Cost Allocation:</b>			
Budget Reference Page No.(s)	Year 1	H.S.A.-DAS	Non-HSA-DAS	<b>Total Revenue</b>
<b>Program Term</b>	10/1/20-06/30/21			10/1/20-06/30/21
<b>Expenditures</b>				
<b>Total Nutrition Education</b>				
<b>Total Nutrition Counseling</b>				
<b>HACCP Kitchen Monitoring</b>				
Salaries & Benefits	\$4,128	\$4,128		\$4,128
Operating Expense				
Subtotal Direct	\$4,128	\$4,128		\$4,128
Indirect Percentage				
Indirect Expense				
<b>Total HACCP Kitchen Monitoring</b>	<b>\$4,128</b>	<b>\$4,128</b>		<b>\$4,128</b>
<b>Site/Route Monitoring</b>				
Salaries & Benefits	\$2,904	\$2,904		\$2,904
Operating Expense				
Subtotal Direct	\$2,904	\$2,904		\$2,904
Indirect Percentage				
Indirect Expense				
<b>Total Site/Route Monitoring</b>	<b>\$2,904</b>	<b>\$2,904</b>		<b>\$2,904</b>
<b>Menu Planning</b>				
Salaries & Benefits	\$739	\$739		\$739
Operating Expense				
Subtotal Direct	\$739	\$739		\$739
Indirect Percentage				
Indirect Expense				
<b>Total Menu Planning</b>	<b>\$739</b>	<b>\$739</b>		<b>\$739</b>
<b>Total HDM Assessments</b>				
<b>Other Nutrition Compliance</b>				
Salaries & Benefits	\$1,232	\$1,232		\$1,232
Operating Expense				
Subtotal Direct	\$1,232	\$1,232		\$1,232
Indirect Percentage				
Indirect Expense				
<b>Total Other Nutrition Compliance</b>	<b>\$1,232</b>	<b>\$1,232</b>		<b>\$1,232</b>
<b>GRAND Total Expenditures</b>	<b>\$9,003</b>	<b>\$9,003</b>		<b>\$9,003</b>
<b>HSA Revenues</b>				
<b>TOTAL HSA REVENUES</b>				
<b>Other Non-H.S.A.-DAAS Revenues</b>				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:		Date	
HSA-CO Review Signature:	_____			
HSA #1				

Contractor Name: Bayview Senior Services  
 Program: Nutrition Compliance for ENP Congregate  
 (Same as Line 9 on HSA #1)

**HACCP Kitchen Monitoring Salaries & Benefits Detail**

**TERM:**  
 October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21		10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue			
			% FTE	Adjusted FTE	For HSA Program	Non-HSA-DAS				
				Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS				
Dietition -AN	\$126,464	5%	68%	3%	\$4,127.78	\$4,128		\$4,128		
<b>TOTALS</b>	\$126,464	5%	68%	3%	\$4,128	\$4,128		\$4,128		
FRINGE BENEFIT RATE										
EMPLOYEE FRINGE BENEFITS										
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$126,464				\$4,128	\$4,128		\$4,128		
<b>TOTAL SALARIES &amp; BENEFITS for H.S.A Program</b>	\$4,128									

Contractor Name: Bayview Senior Services  
 Program: Nutrition Compliance for ENP Congregate  
 (Same as Line 9 on HSA #1)

**Site or Route Monitoring Salaries & Benefits Detail**

**TERM:**  
 October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21		10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue	
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS			
Dietition -JB	\$39,000	100%	7%	7%	\$2,903.50	\$2,904			\$2,904	
<b>TOTALS</b>	\$39,000	100%	7%	7%	\$2,904	\$2,904			\$2,904	
FRINGE BENEFIT RATE										
EMPLOYEE FRINGE BENEFITS										
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$39,000				\$2,904	\$2,904			\$2,904	
<b>TOTAL SALARIES &amp; BENEFITS for HAS Program</b>	\$2,904									

Contractor Name: Bayview Senior Services  
 Program: Nutrition Compliance for ENP Congregate  
 (Same as Line 9 on HSA #1)

**Menu Planning Salaries & Benefits Detail**

**TERM:**  
 October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21		10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue			
			% FTE	Adjusted FTE	For HSA Program	Non-HSA-DAS				
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS			
Dietition -AN	\$126,464	5%	12%	1%	\$739.43	\$739		\$739		
<b>TOTALS</b>	\$126,464	5%	12%	1%	\$739	\$739		\$739		
FRINGE BENEFIT RATE										
EMPLOYEE FRINGE BENEFITS										
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$126,464				\$739	\$739		\$739		
<b>TOTAL SALARIES &amp; BENEFITS for H.S.A Program</b>	\$739									

Contractor Name: Bayview Senior Services  
 Program: Nutrition Compliance for ENP Congregate  
 (Same as Line 9 on HSA #1)

**Other Nutrition Compliance Salaries & Benefits Detail**

**TERM:**  
 October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21		10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue	
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS			
Dietition -JB	\$39,000	100%	3%	3%	\$1,232.40	\$1,232			\$1,232	
<b>TOTALS</b>	\$39,000	100%	3%	3%	\$1,232	\$1,232			\$1,232	
FRINGE BENEFIT RATE										
EMPLOYEE FRINGE BENEFITS										
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$39,000				\$1,232	\$1,232			\$1,232	
<b>TOTAL SALARIES &amp; BENEFITS for H.S.A Program</b>	\$1,232									

**HSA #14**

**Appendix A - Services to be Provided**  
**Project Open Hand**  
**Congregate Nutrition Program for Older Adults**  
**Elderly Nutrition Program (ENP)**

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for older adults living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.

Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.
COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
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). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.

OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior”
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult”
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 contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

#### **IV. Eligibility for Services**

1. An older adult, defined as an individual age sixty, (60) or older.
2. Spouse or domestic partner of an older adult enrolled in the program.
3. An individual under the age of sixty (60) or older, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate nutrition program is located.
4. An individual with a disability who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty, (60) who helps in the congregate nutrition program if doing so will not deprive an older adult of a meal.

#### **V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate nutrition program for older adults. The provision of the congregate nutrition program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education

presentation. If the grantee is providing a modified congregate meal program, the nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.

5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate meal program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
8. 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.
9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and at minimum of four times per fiscal year for each congregate site.
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At

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

15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers

## **VII. Service Objectives**

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

<b>Table A - FY 20/21</b>	Breakfast	Lunch	Total
Number of Unduplicated Consumers (UDC)	650	4285	4935
Number of Meals	41,851	290,966	322,817

2. Grantee will provide nutrition compliance units as indicated in Appendix B-2.

## **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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

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

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

3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number of meals prepared and served
  - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly Reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults 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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

And

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

## **X. Monitoring Activities**

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



of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

BUDGET FORMS		Appendix B, pg. 1	
		9/14/2020	
HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
BUDGET PROPOSAL FORMS			
Grantee's Name: Project Open Hand		Grant Term	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
Effective Date of Mod: _____		No. of Mod: 10/1/20 to 6/30/21	
<b>Program:</b> Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	<b>ENP-Lunch</b>	<b>TOTAL</b>	Average cost/meal
<b>Annual # Meals Contracted</b>	<b>290,966</b>	<b>290,966</b>	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAS Expenditures</b>			
Salaries & Benefits	\$895,406	\$895,406	\$3.08
Operating Expense	\$945,641	\$945,641	\$3.25
<b>Subtotal</b>	<b>\$1,841,047</b>	<b>\$1,841,047</b>	<b>\$6.33</b>
Indirect Percentage (max 10%)	10%	10%	
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$184,103	\$184,103	\$0.63
Capital Expenditure			
COVID-19 OTO- see 'Approved OTO List' tabs	\$375,347	\$375,347	
<b>TOTAL DAS EXPENDITURES</b>	<b>\$2,400,497</b>	<b>\$2,400,497</b>	<b>\$6.96</b>
<b>Non-DAS Expenditures</b>			
Salaries & Benefits	\$552,012	\$552,012	\$1.90
Operating Expense	\$529,976	\$529,976	\$1.82
Capital Expenditure			
<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$1,081,988</b>	<b>\$1,081,988</b>	<b>\$3.72</b>
<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$3,482,485</b>	<b>\$3,482,485</b>	<b>\$10.68</b>
<b>HSA-DAS Revenues</b>			
Meals	\$782,022	\$782,022	
State	\$331,526	\$331,526	
Cares Act	\$1,286,949	\$1,286,949	
<b>TOTAL HSA-DAS REVENUES</b>	<b>\$2,400,497</b>	<b>\$2,400,497</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$6.96</b>	<b>\$6.96</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>\$8.25</b>	<b>\$8.25</b>	
<b>Non-DAS Revenues</b>			
Project Income	\$40,000	\$40,000	\$0.14
Agency Cash - Fundraising	\$1,102,192	\$1,102,192	\$3.79
Agency In-Kind Volunteer			
Nutrition Compliance Revenues			
<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$1,142,192</b>	<b>\$1,142,192</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$3.93</b>	<b>\$3.93</b>	
<b>TOTAL REVENUES</b>	<b>\$3,542,689</b>	<b>\$3,542,689</b>	
PER MEAL COST, TOTAL	\$12.18	\$12.18	
Full Time Equivalent (FTE)			
Prepared by: Darin Raffaelli	Date: 9/14/20		
HSA-CO Review Signature: _____			
<b>HSA #1</b>	Form Rev. 12/22/16		

Grantee's Name: Project Open Hand					Appendix B, page 2	
Program Name:					9/14/2020	
<b>ENP-Lunch</b>						
<b>Salaries &amp; Benefits Detail</b>					<b>TOTAL</b>	
<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>For DAS Nutrition</b>		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
<b>Direct Program Staff:</b>						
Site Coordinators - 23 pp. (see SSC Salary Detail)	\$37,440	873%	62%	5.41	\$202,387	\$202,387
Sites Manager	\$66,625	100%	56%	0.56	\$37,227	\$37,227
Sites Manager	\$65,456	100%	56%	0.56	\$36,574	\$36,574
CNP Assistant	\$46,051	100%	53%	0.53	\$24,177	\$24,177
CNP Assistant Manager	\$63,844	100%	45%	0.45	\$28,730	\$28,730
Director, CNP	\$84,050	100%	45%	0.45	\$37,823	\$37,823
<b>Kitchen Staff:</b>						
Catering Cook	\$36,920	100%	71%	0.71	\$26,306	\$26,306
Cook I	\$36,420	100%	75%	0.75	\$27,315	\$27,315
Porter I	\$36,483	100%	75%	0.75	\$27,362	\$27,362
Porter I	\$35,381	100%	56%	0.56	\$19,902	\$19,902
Porter I	\$35,381	100%	19%	0.19	\$6,634	\$6,634
Exec Chef	\$90,610	100%	26%	0.26	\$23,785	\$23,785
Dir, Kitchen Operations	\$84,050	100%	26%	0.26	\$22,063	\$22,063
Kitchen Office Administrator	\$48,755	100%	23%	0.23	\$11,106	\$11,106
<b>Distribution Staff:</b>						
Dispatcher	\$48,505	100%	19%	0.19	\$9,109	\$9,109
Delivery Driver	\$41,225	100%	38%	0.38	\$15,459	\$15,459
Delivery Driver	\$40,185	100%	38%	0.38	\$15,069	\$15,069
Delivery Driver	\$37,960	100%	38%	0.38	\$14,235	\$14,235
Dir, Distribution	\$79,950	100%	11%	0.11	\$8,994	\$8,994
<b>Operations Staff:</b>						
Dir, Operations	\$77,250	100%	11%	0.11	\$8,691	\$8,691
Kitchen Logistics Supervisor	\$48,505	100%	30%	0.30	\$14,552	\$14,552
Volunteer Coordinator	\$47,590	100%	23%	0.23	\$10,708	\$10,708
Kitchen Operations Coordinator	\$39,374	100%	41%	0.41	\$16,242	\$16,242
Purchasing Supervisor	\$58,630	100%	8%	0.08	\$4,397	\$4,397
<b>TOTAL DAS</b>	<b>\$1,286,640</b>	<b>3173%</b>	<b>943%</b>	<b>14.21</b>	<b>\$648,847</b>	<b>\$648,847</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$488,923				\$246,559	\$246,559
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$1,775,563</b>				<b>\$895,406</b>	<b>\$895,406</b>
<b>Non - DAS</b>	<b>Agency Totals</b>		<b>For DAAS Meal</b>			<b>TOTAL</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Meal site & kitchen volunteers	\$229,320	100%	35%	0.35	\$80,262	\$80,262
Kitchen Logistics Supervisor	\$48,506	100%	11%	0.11	\$5,520	\$5,520
Kitchen Operations Coordinator II	\$39,374	100%	18%	0.18	\$6,952	\$6,952
Kitchen Operations Coordinator II	\$39,374	100%	37%	0.37	\$14,584	\$14,584
Kitchen Office Administrator	\$48,755	100%	25%	0.25	\$12,248	\$12,248
Kitchen Administrative Manager	\$68,075	100%	49%	0.49	\$33,368	\$33,368
Sous Chef	\$46,134	100%	46%	0.46	\$21,200	\$21,200

Porter I	\$17,690	75%	57%	0.43	\$7,533	\$7,533
Porter I	\$35,381	50%	48%	0.24	\$8,454	\$8,454
Director, Kitchen Operations	\$84,050	100%	33%	0.33	\$28,042	\$28,042
Executive Chef	\$90,610	100%	40%	0.40	\$36,086	\$36,086
Driver	\$37,960	100%	29%	0.29	\$11,164	\$11,164
Lead Driver	\$41,226	100%	31%	0.31	\$12,630	\$12,630
Lead Driver	\$40,186	100%	31%	0.31	\$12,311	\$12,311
Director, Distribution	\$79,950	100%	14%	0.14	\$11,015	\$11,015
Manager, Nutrition Services	\$76,752	100%	54%	0.54	\$41,291	\$41,291
Volunteer Coordinator	\$47,590	100%	41%	0.41	\$19,569	\$19,569
Inventory Operations Coordinator II	\$40,269	100%	61%	0.61	\$24,673	\$24,673
Director, Operations	\$82,000	100%	16%	0.16	\$13,107	\$13,107
<b>TOTAL NON-DAS</b>	<b>\$1,193,202</b>	<b>1825%</b>	<b>676%</b>	<b>6.37</b>	<b>\$400,009</b>	<b>\$400,009</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$453,417				\$152,003	\$152,003
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$1,646,619</b>				<b>\$552,012</b>	<b>\$552,012</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$3,422,181</b>				<b>\$1,447,418</b>	<b>\$1,447,418</b>
<b>HSA #2</b>						

Form Rev. 12/22/16

Grantee's Name: Project Open Hand		Appendix B, page 3	
Program Name:		9/14/2020	
<b>ENP-Lunch</b>			
<b>Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	290,966	\$290,966
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Rental of Property (see table at right)		\$5,400	\$5,400
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$84,224	\$84,224
Office Supplies, Postage		\$3,893	\$3,893
Building Maintenance Supplies and Repair		\$38,685	\$38,685
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 2.32	\$675,813	\$675,813
Cong Food Svc Supplies	<i>per meal</i> \$ 0.25	\$72,742	\$72,742
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
Booker T. Washington Staff (see table at right)		\$2,533	\$2,533
Janitorial/Shared Costs at Visitacion Valley (see table at right)		\$7,425	\$7,425
<b>OTHER COSTS:</b>			
Insurance		\$16,341	\$16,341
Staff Training & Travel		\$6,921	\$6,921
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance		\$15,956	\$15,956
Data Communication/IT		\$15,708	\$15,708
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$945,641</b>	<b>\$945,641</b>
<b>Non-DAS</b>			<b>TOTAL</b>
<u>Expenditure Category</u>			
Rental of Property		\$440,778	\$440,778
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$46,760	\$46,760
Office Supplies, Postage		\$1,854	\$1,854
Building Maintenance Supplies and Repair		\$8,521	\$8,521
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ -		
Cong Food Svc Supplies	<i>per meal</i> \$ -		
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance	\$17,962	\$17,962
Staff Training & Travel	\$7,927	\$7,927
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance	\$3,372	\$3,372
Data Communication/IT	\$2,802	\$2,802
<b>TOTAL Non-DAS OPERATING EXPENSE</b>	<b>\$529,976</b>	<b>\$529,976</b>
<b>TOTAL DAS &amp; Non-DAS OPERATING EXPENSE</b>	<b>\$1,475,617</b>	<b>\$1,475,617</b>
<b>HSA #3</b>	Form Rev. 12/22/16	

Grantee's Name: Project Open Hand		Appendix B, page 4				
Program Name:		9/14/2020				
<b>ENP-Lunch</b>						
<b>COVID OTO Salaries &amp; Benefits Detail</b>						<b>TOTAL</b>
<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>For DAS Nutrition</b>		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
<b>Kitchen Staff:</b>						
<u>Cook I</u>	\$36,420	100%	26%	0.26	\$9,560	\$9,560
<u>Cook I</u>	\$47,133	100%	38%	0.38	\$17,675	\$17,675
<u>Cook I</u>	\$36,420	100%	45%	0.45	\$16,389	\$16,389
<u>Cook I</u>	\$36,421	63%	60%	0.38	\$13,658	\$13,658
<u>Sous Chef</u>	\$46,134	100%	8%	0.08	\$3,460	\$3,460
<u>Kitchen Administrative Manager</u>	\$68,075	100%	5%	0.05	\$3,370	\$3,370
<u>Kitchen Office Administrator</u>	\$48,755	100%	11%	0.11	\$5,470	\$5,470
<b>Operations Staff:</b>						
<u>Dir. Operations</u>	\$77,250	100%	11%	0.11	\$8,691	\$8,691
<u>Purchasing Supervisor</u>	\$58,630	100%	8%	0.08	\$4,397	\$4,397
TOTAL DAS	\$455,238	863%	211%	1.89	\$82,670	\$82,670
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$172,990				\$31,415	\$31,415
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$628,228</b>				<b>\$114,085</b>	<b>\$114,085</b>

Grantee's Name: Project Open Hand		Appendix B, page 5	
Program Name:		9/14/2020	
<b>ENP-Lunch</b>			
<b>COVID OTO Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	290,966	\$290,966
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Raw Food	<i>per meal</i> \$ 0.65	\$188,383	\$188,383
(additional food costs related to COVID)			
CONSULTANT/SUBCONTRACTOR Descriptive Title			
Temp Kitchen Staff to Support Increased Meal Production Volume		\$60,000	\$60,000
(~\$2,800/wk for 39 Wks=\$109,200; 55% to support Lunch)			
OTHER COSTS:			
Insurance			
Staff Training & Travel			
Rental of Equipment (see table at right)		\$12,879	\$12,879
Small equipment & Supplies			
Auto - Fuel & Insurance			
Repair/Maintenance			
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$261,262</b>	<b>\$261,262</b>



BUDGET FORMS		Appendix B-1, pg. 1	
		9/14/2020	
HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
BUDGET PROPOSAL FORMS			
Grantee's Name: Project Open Hand		Grant Term	
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
Effective Date of Mod: _____		No. of Mod: 10/1/20 to 6/30/21	
Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	Cong-ENP-B	TOTAL	Average cost/meal
Annual # Meals Contracted	41,851	41,851	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAS Expenditures</b>			
Salaries & Benefits	\$50,130	\$50,130	\$1.20
Operating Expense	\$85,696	\$85,696	\$2.05
<b>Subtotal</b>	\$135,826	\$135,826	\$3.25
Indirect Percentage (max 10%)	10%	10%	
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$13,585	\$13,585	\$0.32
Capital Expenditure			
<b>TOTAL DAS EXPENDITURES</b>	<b>\$149,411</b>	<b>\$149,411</b>	<b>\$3.57</b>
<b>Non-DAS Expenditures</b>			
Salaries & Benefits	\$36,958	\$36,958	\$0.88
Operating Expense	\$160,024	\$160,024	\$3.82
Capital Expenditure			
<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$196,982</b>	<b>\$196,982</b>	<b>\$4.71</b>
<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$346,393</b>	<b>\$346,393</b>	<b>\$8.28</b>
<b>HSA-DAS Revenues</b>			
Meals	\$149,411	\$149,411	
<b>TOTAL HSA-DAS REVENUES</b>	<b>\$149,411</b>	<b>\$149,411</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$3.57</b>	<b>\$3.57</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>no COVID OTO cost</b>	<b>no COVID OTO cost</b>	
<b>Non-DAAS Revenues</b>			
Project Income			
Agency Cash - Fundraising	\$51,903	\$51,903	\$1.24
Agency In-Kind Volunteer			
Nutrition Compliance Revenues			
<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$51,903</b>	<b>\$51,903</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$1.24</b>	<b>\$1.24</b>	
<b>TOTAL REVENUES</b>	<b>\$201,314</b>	<b>\$201,314</b>	
PER BAG COST, TOTAL	\$4.81	\$4.81	
Full Time Equivalent (FTE)			
Prepared by: Darin Raffaelli	Date: 9/14/20		
HSA-CO Review Signature: _____			
<b>HSA #1</b>	Form Rev. 12/22/16		

Grantee's Name: Project Open Hand		Appendix B-1, page 2				
Program Name:		9/14/2020				
<b>Cong-ENP-B</b>						
<b>Salaries &amp; Benefits Detail</b>						<b>TOTAL</b>
<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>For DAAS Nutrition</b>		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
<b>Direct Program Staff:</b>						
Site Coordinators - 10 pp. (see SSC Salary Detail)	\$35,506	650%	8%	0.49	\$17,309	\$17,309
Sites Manager	\$66,625	100%	6%	0.06	\$3,998	\$3,998
Sites Manager	\$65,456	100%	6%	0.06	\$3,927	\$3,927
CNP Assistant Manager	\$63,844	100%	8%	0.08	\$4,788	\$4,788
Director of CNP	\$84,050	100%	8%	0.08	\$6,304	\$6,304
<b>TOTAL DAS</b>	<b>\$315,481</b>	<b>1050%</b>	<b>35%</b>	<b>0.76</b>	<b>\$36,326</b>	<b>\$36,326</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$119,883				\$13,804	\$13,804
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$435,362</b>				<b>\$50,130</b>	<b>\$50,130</b>
<b>Non - DAS</b>	<b>Agency Totals</b>		<b>For DAAS Meal</b>			<b>TOTAL</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Meal site & kitchen volunteers	\$229,320	100%	3%	0.03	\$6,880	\$6,880
Kitchen Logistics Supervisor	\$48,506	100%	1%	0.01	\$344	\$344
Kitchen Operations Coordinator II	\$39,374	100%	1%	0.01	\$433	\$433
Kitchen Operations Coordinator II	\$39,374	100%	2%	0.02	\$908	\$908
Kitchen Office Administrator	\$48,755	100%	2%	0.02	\$762	\$762
Kitchen Administrative Manager	\$68,075	100%	3%	0.03	\$2,077	\$2,077
Sous Chef	\$46,134	100%	3%	0.03	\$1,320	\$1,320
Porter I	\$17,690	75%	4%	0.03	\$469	\$469
Porter I	\$35,381	50%	3%	0.01	\$526	\$526
Director, Kitchen Operations	\$84,050	100%	2%	0.02	\$1,745	\$1,745
Executive Chef	\$90,610	100%	2%	0.02	\$2,246	\$2,246
Driver	\$37,960	100%	2%	0.02	\$695	\$695
Lead Driver	\$41,226	100%	2%	0.02	\$786	\$786
Lead Driver	\$40,186	100%	2%	0.02	\$766	\$766
Director, Distribution	\$79,950	100%	1%	0.01	\$686	\$686
Manager, Nutrition Services	\$76,752	100%	3%	0.03	\$2,570	\$2,570
Volunteer Coordinator	\$47,590	100%	3%	0.03	\$1,218	\$1,218
Inventory Operations Coordinator II	\$40,269	100%	4%	0.04	\$1,536	\$1,536
Director, Operations	\$82,000	100%	1%	0.01	\$816	\$816
<b>TOTAL NON-DAS</b>	<b>\$1,193,202</b>	<b>1825%</b>	<b>43%</b>	<b>0.40</b>	<b>\$26,783</b>	<b>\$26,783</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$453,417				\$10,175	\$10,175
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$1,646,619</b>				<b>\$36,958</b>	<b>\$36,958</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$2,081,982</b>				<b>\$87,088</b>	<b>\$87,088</b>

Grantee's Name: Project Open Hand		Appendix B-1, page 3	
Program Name:		9/14/2020	
<b>Cong-ENP-B</b>			
<b>Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	41,851	\$41,851
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Rental of Property (see table at right)			
Utilities(Elec, Water, Gas, Phone, Scavenger)			
Office Supplies, Postage			
Building Maintenance Supplies and Repair			
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 1.84	\$77,006	\$77,006
Cong Food Svc Supplies	<i>per meal</i> \$ 0.21	\$8,690	\$8,690
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
<b>OTHER COSTS:</b>			
Insurance			
Staff Training & Travel			
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance			
Data Communication/IT			
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$85,696</b>	<b>\$85,696</b>
<b>Non-DAS</b>			<b>TOTAL</b>
<u>Expenditure Category</u>			
Rental of Property		\$145,861	\$145,861
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$6,167	\$6,167
Office Supplies, Postage		\$271	\$271
Rental of Property		\$2,223	\$2,223
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ -		
Cong Food Svc Supplies	<i>per meal</i> \$ 0.04	\$1,674	\$1,674
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance	\$1,757	\$1,757
Staff Training & Travel	\$699	\$699
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance	\$898	\$898
Data Communication/IT	\$474	\$474
<b>TOTAL Non-DAS OPERATING EXPENSE</b>	<b>\$160,024</b>	<b>\$160,024</b>
TOTAL DAS & Non-DAS OPERATING EXPENSE	\$245,720	\$245,720
<b>HSA #3</b>	Form Rev. 12/22/16	

Project Open Hand				
<b>Nutrition Compliance/Quality Assurance</b>				
<b>Services: ENP- Congregate</b>				
<b>Cost Per Service Unit:</b>				
<b>Proposed Service Units:</b>				
	Year 1	Total Year 1	HSA-DAS	Non-H.S.A
	# of units/ sessions			
<b>Nurition Education:</b>				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	42.0	\$95	\$83	\$12
<b>Nutrition Counseling:</b>				
Annual #hours to be provided				
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)	3.0	\$937	\$679	\$258
<b>Site/Route Monitoring</b> (1 unit = 1 session completed):	42.0	\$323	\$283	\$40
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)	4.0	\$897	\$797	\$100
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)				
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)	4.0	\$58	\$30	\$28
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Contractor Name:			Term	
<b>Project Open Hand</b>			October 1, 2020 to June 30, 2021	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod.			No. of Mod.	
<b>Program: Nutrition Compliance for ENP-Congregate</b>	<b>REVENUE Cost Allocation:</b>			
Budget Reference Page No.(s)	<b>Year 1</b>	H.S.A.-DAS	Non-HSA-DAS	<b>Total Revenue</b>
<b>Program Term</b>	10/1/20-06/30/21			10/1/20-06/30/21
<b>Expenditures</b>				
<b>Nutrition Education</b>				
Salaries & Benefits	\$3,623	\$3,169	\$454	\$3,623
Operating Expense				
Subtotal Direct	\$3,623	\$3,169	\$454	\$3,623
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$362	\$317	\$45	\$362
<b>Total Nutrition Education</b>	<b>\$3,985</b>	<b>\$3,486</b>	<b>\$499</b>	<b>\$3,985</b>
<b>Total Nutrition Counseling</b>				
<b>HACCP Kitchen Monitoring</b>				
Salaries & Benefits	\$2,556	\$1,852	\$704	\$2,556
Operating Expense				
Subtotal Direct	\$2,556	\$1,852	\$704	\$2,556
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$255	\$185	\$70	\$255
<b>Total HACCP Kitchen Monitoring</b>	<b>\$2,811</b>	<b>\$2,037</b>	<b>\$774</b>	<b>\$2,811</b>
<b>Site/Route Monitoring</b>				
Salaries & Benefits	\$12,349	\$10,805	\$1,544	\$12,349
Operating Expense				
Subtotal Direct	\$12,349	\$10,805	\$1,544	\$12,349
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$1,235	\$1,081	\$154	\$1,235
<b>Total Site/Route Monitoring</b>	<b>\$13,584</b>	<b>\$11,886</b>	<b>\$1,698</b>	<b>\$13,584</b>
<b>Menu Planning</b>				
Salaries & Benefits	\$3,261	\$2,898	\$363	\$3,261
Operating Expense				
Subtotal Direct	\$3,261	\$2,898	\$363	\$3,261
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$326	\$290	\$36	\$326
<b>Total Menu Planning</b>	<b>\$3,587</b>	<b>\$3,188</b>	<b>\$399</b>	<b>\$3,587</b>
<b>Total HDM Assessments</b>				
<b>Other Nutrition Compliance</b>				
Salaries & Benefits	\$212	\$109	\$103	\$212
Operating Expense				
Subtotal Direct	\$212	\$109	\$103	\$212

Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$21	\$11	\$10	\$21
<b>Total Other Nutrition Compliance</b>	<b>\$233</b>	<b>\$120</b>	<b>\$113</b>	<b>\$233</b>
<b>GRAND Total Expenditures</b>	<b>\$24,200</b>	<b>\$20,717</b>	<b>\$3,483</b>	<b>\$24,200</b>
HSA Revenues				
<b>TOTAL HSA REVENUES</b>				
Other Non-H.S.A.-DAAS Revenues				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:		Date	
HSA-CO Review Signature:	_____			
HSA #1				<b>Document Date: 9/14/20</b>

Program: Nutrition Compliance for ENP- Congregate  
(Same as Line 9 on HSA #1)

**Nutrition Education Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue		
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietitian	\$76,752	100%	3%	3%	\$2,625	\$2,296	\$329	\$2,625		
Registered Dietitian - CCSF (In-Kind)\$150/class at 8 sites for approx 33 classes/yr										
<b>TOTALS</b>	\$76,752	100%	3%	3%	\$2,625	\$2,296	\$329	\$2,625		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$29,166				\$998	\$873	\$125	\$998		
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$105,918				\$3,623	\$3,169	\$454	\$3,623		
Program	\$3,623									

**HSA #2**

**Document Date: 9/14/20**



Program: Nutrition Compliance for ENP- Congregate  
(Same as Line 9 on HSA #1)

**HACCP Kitchen Monitoring Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue			
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS				
Registered Dietitian	\$76,752	100%	2%	2%	Budgeted Salary	\$1,852	H.S.A.-DAS	\$1,342	Non-HSA-DAS	\$510	\$1,852
<b>TOTALS</b>	\$76,752	100%	2%	2%		\$1,852		\$1,342		\$510	\$1,852
FRINGE BENEFIT RATE	38%										
EMPLOYEE FRINGE BENEFITS	\$29,166					\$704		\$510		\$194	\$704
TOTAL SALARIES & BENEFITS	\$105,918					\$2,556		\$1,852		\$704	\$2,556
TOTAL SALARIES & BENEFITS for H.S.A Program	\$2,556										

**HSA #6**

Program: Nutrition Compliance for ENP- Congregate  
(Same as Line 9 on HSA #1)

**Site or Route Monitoring Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue		
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Sites Manager	\$65,456	100%	7%	7%	\$4,452	\$3,895	\$557	\$4,452		
Sites Manager	\$66,625	100%	7%	7%	\$4,497	\$3,935	\$562	\$4,497		
<b>TOTALS</b>	\$132,081	200%	14%	14%	\$8,949	\$7,830	\$1,119	\$8,949		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$50,191				\$3,400	\$2,975	\$425	\$3,400		
TOTAL SALARIES & BENEFITS	\$182,272				\$12,349	\$10,805	\$1,544	\$12,349		
TOTAL SALARIES & BENEFITS for HAS Program	\$12,349									

**HSA #8**

**Document Date: 9/14/20**

Program: Nutrition Compliance for ENP- Congregate  
(Same as Line 9 on HSA #1)

**Menu Planning Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue		
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietitian	\$76,752	100%	3%	3%	\$2,363.00	\$2,100	\$263	\$2,363		
<b>TOTALS</b>	\$76,752	100%	3%	3%	\$2,363	\$2,100	\$263	\$2,363		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$29,166				\$898	\$798	\$100	\$898		
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$105,918				\$3,261	\$2,898	\$363	\$3,261		
<b>TOTAL SALARIES &amp; BENEFITS for H.S.A Program</b>	\$3,261									

**HSA #10**

**Document Date: 9/14/20**

Program: Nutrition Compliance for ENP- Congregate  
(Same as Line 9 on HSA #1)

**Other Nutrition Compliance Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21
	Annual Full Time Salary for FTE	Total % FTE	For HSA Program		REVENUE Cost Allocation:			Total Revenue		
			% FTE	Adjusted FTE	For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietitian	\$76,752	100%	0%	0%	Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS			
					\$154	\$79	\$75	\$154		
TOTALS	\$76,752	100%	0%	0%	\$154	\$79	\$75	\$154		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$29,166				\$58	\$30	\$28	\$58		
TOTAL SALARIES & BENEFITS	\$105,918				\$212	\$109	\$103	\$212		
TOTAL SALARIES & BENEFITS for H.S.A Program	\$212									

HSA #14

**Appendix A - Services to be Provided**  
**Russian American Community Services**  
 Congregate Nutrition Program for Older Adults  
 Elderly Nutrition Program (ENP)

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for older adults living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.

Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.
COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
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). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.



OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
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.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

#### **IV. Eligibility for Services**

1. An older adult, defined as an individual age sixty, (60) or older.
2. Spouse or domestic partner of an older adult enrolled in the program.
3. An individual under the age of sixty (60) or older, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate nutrition program is located.
4. An individual with a disability who resides at home with and accompanies an older adult who participates in the program.
5. A volunteer under the age of sixty, (60) who helps in the congregate nutrition program if doing so will not deprive an older adult of a meal.

#### **V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate nutrition program for older adults. The provision of the congregate nutrition program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation. If the grantee is providing a modified congregate meal program, the

nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.

5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate meal program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
8. 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.
9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and at minimum of four times per fiscal year for each congregate site.
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At

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

15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers

## **VII. Service Objectives**

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

<b>Table A</b>	<b>FY 20/21</b>
Number of Unduplicated Consumers (UDC)	450
Number of Meals	33,660

## **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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

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

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

3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number of meals prepared and served
  - Number nutrition compliance units provided
4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly Reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults 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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Lauren McCasland, RD, MPH  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

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

## **X. Monitoring Activities**

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

of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

Budget		Appendix B, Page 1	
		Document Date: October 2020	
<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES</b> <b>BUDGET PROPOSAL FORMS</b>			
Name Russian American Community Services			
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod.		No. of Mod.	
<b>Program: ENP congregate meals</b>			
Budget Reference Page No.(s)			
Program Term	10/01/20 - 06/30/21	Total	cost/meal
<b>Annual # Meals Contracted</b>	33,660	33,660	
<b>HSA-DAS Expenditures</b>			
Salaries & Benefits	\$163,214	\$163,214	\$4.85
Operating Expenses	\$70,833	\$70,833	\$2.10
<b>Subtotal</b>	<b>\$234,047</b>	<b>\$234,047</b>	<b>\$6.95</b>
Indirect Percentage (%)	7.00%	7.00%	
Indirect Cost	\$16,383	\$16,383	\$0.49
Capital Expenditures			
COVID OTO	\$17,112	\$17,112	\$0.51
<b>Total HSA-DAS Expenditures</b>	<b>\$267,542</b>	<b>\$267,542</b>	<b>\$7.95</b>
<b>Non HSA-DAS Expenditures</b>			
Salaries & Benefits	\$13,260	\$13,260	\$0.39
Operating Expenses	\$87,660	\$87,660	\$2.60
<b>Subtotal</b>	<b>\$100,920</b>	<b>\$100,920</b>	<b>\$3.00</b>
Capital/Subcontractor Expenditures			
Indirect Percentage (%)			
Indirect Cost			
<b>Total Non HSA-DAS Expenditures</b>	<b>\$100,920</b>	<b>\$100,920</b>	<b>\$3.00</b>
<b>TOTAL HSA-DAS AND NON HSA-DAS EXPEDITURES</b>	<b>\$368,462</b>	<b>\$368,462</b>	<b>\$10.95</b>
<b>HSA-DAS Revenues</b>			
General Fund	\$250,430	\$250,430	\$7.44
State Fund			
Federal Fund			
COVID OTO	\$17,112	\$17,112	\$0.51
<b>Total HSA-DAS Revenue</b>	<b>\$267,542</b>	<b>\$267,542</b>	<b>\$7.95</b>
<i>PER MEAL COST, HSA-DAS</i>	<i>\$7.44</i>	<i>\$7.44</i>	
<i>PER MEAL COST with COVID OTO, HSA-DAS</i>	<i>\$7.95</i>	<i>\$7.95</i>	
<b>Non HSA-DAS Revenues</b>			
Project income	\$33,660	\$33,660	\$1.00
Fundraising			



in-kind Volunteers	\$13,260	\$13,260	\$0.39
In-kind Rent	\$54,000	\$54,000	\$1.60
<b>Total Non HSA-DAS Revenue</b>	<b>\$100,920</b>	<b>\$100,920</b>	<b>\$3.00</b>
<i>PER MEAL COST, Non HSA-DAS</i>	<i>\$3.00</i>	<i>\$3.00</i>	
<b>TOTAL HSA-DAS AND NON HSA-DAS REVENUE</b>	<b>\$368,462</b>	<b>\$368,462</b>	
<i>PER MEAL COST, Total</i>	<i>\$10.95</i>	<i>\$10.95</i>	
Full Time Equivalent (FTE)			
Prepared by:	Date: 5/10/18		
HSA-CO Review Signature:	_____		
<b>HSA #1</b>	<b>10/25/2016</b>		

Program: ENP congregate meals  
(Same as Line 11 on HSA #1)

**Salaries & Benefits Detail**

	Agency Totals		HSA Program		10/01/20 - 06/30/21	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budget
<b>HSA-DAS Salary</b>						
Executive Director	\$80,862	0.75	45.00%	0.34	\$20,550	\$20,550
Congr. prog. manager	\$52,200	0.45	100.00%	0.45	\$17,618	\$17,618
Cook I	\$52,200	1.00	50.00%	0.50	\$19,575	\$19,575
Cook II/III	\$40,716	0.95	50.00%	0.48	\$14,505	\$14,505
Cook III	\$37,584	0.50	50.00%	0.25	\$7,047	\$7,047
Kitchen aide	\$35,496	0.88	75.00%	0.66	\$17,471	\$17,471
Janitor	\$34,452	0.50	75.00%	0.38	\$9,690	\$9,690
Drivers 2/C-1 route	\$37,584	0.75	47.00%	0.35	\$9,936	\$9,936
HDM Assessments/ HDM manager	\$43,261	0.81	10.80%	0.09	\$2,847	\$2,847
DR hostess	\$37,584	0.38	100.00%	0.38	\$10,571	\$10,571
Substitutue kitchen aide	\$37,584	0.20	100.00%	0.20	\$5,638	\$5,638
Totals	\$489,523	7.17	702.80%	4.06	\$135,448	\$135,448
Fringe Benefits Rate	20.50%					
Employee Fringe Benefits	\$100,349				\$27,766	\$27,766
<b>Total HSA-DAS Salaries and Benefits</b>	\$589,872				\$163,214	\$163,214
<b>Non HSA-DAS Salary</b>						
Volunteers	\$13,260	1.00	100.00%	1.00	\$13,260	\$13,260
Totals	\$13,260	1.00	100.00%	1.00	\$13,260	\$13,260
Fringe Benefits Rate						
Employee Fringe Benefits						
<b>Total Non HSA-DAS Salaries and Benefits</b>	\$13,260				\$13,260	\$13,260
<b>Total HSA-DAS and Non HSA-DAS Salaries and Benefits</b>	\$603,132				\$176,474	\$176,474
<b>HSA #2</b>						<b>10/25/2016</b>

Program: ENP congregate meals  
(Same as Line 11 on HSA #1)

Appendix B, Page 3  
Document Date: October 2020

### Operating Expense Detail

	10/01/20 - 06/30/21	Total
Annual # Meals Contracted	33,660	33,660
<b>HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
Rental of Property		
Utilities (Elec, Water, Gas, Phone, Garbage)	\$7,247	\$7,247
Office Supplies, Postage		
Building Maintenance Supplies and Repair	\$4,250	\$4,250
Printing and Reproduction		
Insurance	\$7,741	\$7,741
Staff Training		
Staff Travel-(Local & Out of Town)		
Rental of Equipment		
Alarm, internet, comcast	\$1,668	\$1,668
Kitchen equipment repairs	\$1,125	\$1,125
Vehicle repair & gas	\$6,865	\$6,865
<u>Food Cost</u>		
Raw Food <i>per meal \$1.00</i>	\$33,660	\$33,660
Cong Food Svc Supplies <i>per meal \$0.25</i>	\$8,277	\$8,277
HDM Food Svc Supplies <i>per meal</i>		
<u>Consultant</u>		
<b>Total HSA-DAS Operating Expenses</b>	<b>\$70,833</b>	<b>\$70,833</b>
<b>Non HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
Rental of Property	\$54,000	\$54,000
Utilities (Elec, Water, Gas, Phone, Garbage)		
Office Supplies, Postage		

Building Maintenance Supplies and Repair		\$3,474	\$3,474
Printing and Reproduction			
Insurance			
Staff Training			
Staff Travel-(Local & Out of Town)			
Rental of Equipment			
<b>Food Cost</b>			
Raw Food	<i>per meal</i> \$0.90	\$30,186	\$30,186
Cong Food Svc Supplies	<i>per meal</i>		
HDM Food Svc Supplies	<i>per meal</i>		
<b>Consultant</b>			
<b>Total Non HSA-DAS Operating Expenses</b>		\$87,660	\$87,660
<b>Total HSA-DAS and Non HSA-DAS Operating Expenses</b>		\$158,493	\$158,493
<b>HSA #3</b>			<b>10/25/2016</b>

Program: ENP congregate meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 4  
 Document Date: October 2020

**COVID OTO Expenditure Detail**

<b>HSA-DAS Expenditure</b>	10/01/20 - 06/30/21	Total
Supplies for take-out/delivery	\$10,565	\$10,565
Additional janitorial services	\$5,724	\$5,724
Gloves	\$394	\$394
Face Masks	\$429	\$429
Total COVID OTO	\$17,112	\$17,112

**HSA #4**

**10/25/2016**

**Congregate Meal Program and Modified Congregate Meal Program for  
Adults with Disabilities**

Bayview Senior Services (BHPMSS)

- Appendix A – Services to be Provided
- Appendix B – Budget

Project Open Hand

- Appendix A – Services to be Provided
- Appendix B – Budget

Russian American Community Services

- Appendix A – Services to be Provided
- Appendix B – Budget

**Appendix A - Services to be Provided**  
**Bayview Senior Services (BHPMSS)**  
 Congregate Nutrition Program for Adults with Disabilities

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for adults with disabilities living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Bayview Senior Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.
Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.

COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.



Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program-	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.

OCM	Office of Contract Management, San Francisco Human Services Agency.
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 shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
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 contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay's official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

**IV. Eligibility for Services**

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

**V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

**VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate and/or modified congregate nutrition program for adults with disabilities. The provision of the program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation. If the grantee is providing a modified congregate meal program, the nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.

5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate nutrition program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
8. 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
9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and at minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and a minimum of four times per fiscal year for each congregate site.
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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. The 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At

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

15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

**VII. Service Objectives**

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

<b>Table A</b>	<b>FY 20/21</b>
Number of Unduplicated Consumers (UDC)	190
Number of Meals	18,000

**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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

**IX. Reporting and Other Requirements**

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

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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

**X. Monitoring Activities**

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



BUDGET FORMS		Appendix B, pg. 1	
10/7/2020			
HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES BUDGET PROPOSAL FORMS			
<b>Grantee's Name: Bayview Senior Services</b>		Grant Term	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		10/1/20 to 6/30/21	
Effective Date of Mod: No. of Mod:			
<b>Program:</b> Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	<b>Cong-Adult with Disabilities</b>	<b>TOTAL</b>	Average cost/meal
<b>Annual # Meals Contracted</b>	<b>18,000</b>	<b>18,000</b>	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAAS Expenditures</b>			
Salaries & Benefits	\$54,380	\$54,380	\$3.02
Operating Expense	\$68,020	\$68,020	\$3.78
<b>Subtotal</b>	<b>\$122,400</b>	<b>\$122,400</b>	<b>\$6.80</b>
Indirect Percentage (max 10%)	10%		
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$12,240	\$12,240	\$0.68
COVID Expenditure	\$8,712	\$8,712	\$0.48
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$143,352</b>	<b>\$143,352</b>	<b>\$7.96</b>
<b>Non-DAAS Expenditures</b>			
Salaries & Benefits	\$8,286	\$8,286	\$0.46
Operating Expense	\$2,538	\$2,538	\$0.14
Capital Expenditure			
<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$10,824</b>	<b>\$10,824</b>	<b>\$0.60</b>
<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$154,176</b>	<b>\$154,176</b>	<b>\$8.57</b>
<b>HSA-DAAS Revenues</b>			
Meals	\$134,640	\$134,640	
COVID OTO	\$8,712	\$8,712	
<b>TOTAL HSA-DAAS REVENUES</b>	<b>\$143,352</b>	<b>\$143,352</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$7.48</b>	<b>\$7.48</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>\$7.96</b>	<b>\$7.96</b>	
<b>Non-DAAS Revenues</b>			
Project Income	\$700	\$700	\$0.04
Agency Cash - Fundraising	\$2,436	\$2,436	\$0.14
Agency In-Kind Volunteer	\$5,978	\$5,978	\$0.33
Nutrition Compliance Revenues			
Food Donation	\$1,710	\$1,710	
<b>TOTAL NON HSA-DAAS REVENUES</b>	<b>\$10,824</b>	<b>\$10,824</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$0.60</b>	<b>\$0.60</b>	
<b>TOTAL REVENUES</b>	<b>\$154,176</b>	<b>\$154,176</b>	
<b>PER MEAL COST, TOTAL</b>	<b>\$8.57</b>	<b>\$8.57</b>	
Full Time Equivalent (FTE)			
Prepared by:	Date:		
HSA-CO Review Signature:			
<b>HSA #1</b>	Form Rev. 12/22/16		

Grantee's Name: Bayview Senior Services					Appendix B, page 2	
Program Name:					10/7/2020	
Cong-Adult with Disabilities						
<b>Salaries &amp; Benefits Detail</b>					<b>TOTAL</b>	
H.S.A-DAS	Agency Totals		For DAAS Nutrition		10/1/20 to 6/30/21	10/1/20 to 6/30/21
POSITION TITLE and NAME	Full Time Salary for contract term	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Exec. Chef -CA	\$62,400	100%	9.00%	9.00%	\$5,616	\$5,616
Food Service Mgr -JB	\$39,000	100%	9.00%	9.00%	\$3,510	\$3,510
Evening Cook -TF	\$37,440	100%	9.00%	9.00%	\$3,370	\$3,370
Daytime Cook -FE	\$35,880	100%	9.00%	9.00%	\$3,229	\$3,229
Site Mgr - WASC - JW	\$37,440	100%	9.00%	9.00%	\$3,370	\$3,370
Site Mgr - Rosa Parks -FL	\$28,080	38%	9.00%	3.38%	\$948	\$948
Driver -AP	\$37,440	100%	9.00%	9.00%	\$3,370	\$3,370
Kitchen Assistant -DC	\$35,100	100%	9.00%	9.00%	\$3,159	\$3,159
Kitchen Assistant - WASC -WT	\$28,860	100%	9.00%	9.00%	\$2,597	\$2,597
Kitchen Aide -SL	\$29,640	100%	9.00%	9.00%	\$2,668	\$2,668
Kitchen Aide -AM	\$29,640	100%	9.00%	9.00%	\$2,668	\$2,668
Kitchen Aide -TK	\$28,860	100%	9.00%	9.00%	\$2,597	\$2,597
Kitchen Aide -weekend -MM	\$28,080	25%	9.00%	2.25%	\$632	\$632
Kitchen Aide-multiple Temp. Staff	\$32,760	150%	9.00%	13.50%	\$4,423	\$4,423
<b>TOTAL DAS</b>	<b>\$457,860</b>	<b>1313%</b>	<b>108%</b>	<b>96%</b>	<b>\$42,157</b>	<b>\$42,157</b>
FRINGE BENEFIT RATE	29.0%					
EMPLOYEE FRINGE BENEFITS	\$132,779				\$12,223	\$12,223
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$590,639</b>				<b>\$54,380</b>	<b>\$54,380</b>
Non - DAS	Agency Totals		For DAAS Meal			TOTAL
POSITION TITLE and NAME	Full Time Salary for contract term	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Kitchen Assistant -JG	\$26,520	75%	9.00%	6.75%	\$1,790	\$1,790
in Kind volunteer	\$25,740	100%	9.00%	9.00%	\$2,317	\$2,317
in Kind volunteer	\$25,740	100%	9.00%	9.00%	\$2,317	\$2,317
<b>TOTAL NON-DAS</b>	<b>\$78,000</b>	<b>275%</b>	<b>27%</b>	<b>25%</b>	<b>\$6,424</b>	<b>\$6,424</b>
FRINGE BENEFIT RATE	29.0%					
EMPLOYEE FRINGE BENEFITS	\$22,620				\$1,862	\$1,862
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$100,620</b>				<b>\$8,286</b>	<b>\$8,286</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$691,259</b>				<b>\$62,666</b>	<b>\$62,666</b>
<b>HSA #2</b>						

Form Rev. 12/22/16

<b>Grantee's Name: Bayview Senior Services</b>		Appendix B, page 3	
Program Name:		10/7/2020	
<b>Cong-Adult with Disabilities</b>			
<b>Operating Expense Detail</b>		<b>TOTAL</b>	
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	18,000	18,000
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Rental of Property		\$486	\$486
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,586	\$3,586
Office Supplies, Postage		\$81	\$81
Building Maintenance Supplies and Repair		\$1,846	\$1,846
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 3.00	\$54,000	\$54,000
Cong Food Svc Supplies	<i>per meal</i> \$ 0.20	\$3,600	\$3,600
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
Registered Dietitian			
<b>OTHER COSTS:</b>			
Insurance			
Staff Training & Travel			
Rental of Equipment			
Small equipment & Supplies		\$360	\$360
Auto - Fuel & Insurance		\$1,746	\$1,746
Repair/Maintenance		\$2,315	\$2,315
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$68,020</b>	<b>\$68,020</b>
<b>Non-DAS</b>		<b>TOTAL</b>	
<u>Expenditure Category</u>			
Rental of Property			
Utilities(Elec, Water, Gas, Phone, Scavenger)			
Office Supplies, Postage			
Building Maintenance Supplies and Repair			
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 0.10	\$1,710	\$1,710
Cong Food Svc Supplies	<i>per meal</i> \$ -		
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance		
Staff Training & Travel		
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies	\$243	\$243
Auto - Fuel & Insurance	\$135	\$135
Repair/Maintenance	\$450	\$450
<b>TOTAL Non-DAAS OPERATING EXPENSE</b>	<b>\$2,538</b>	<b>\$2,538</b>
<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>	<b>\$70,558</b>	<b>\$70,558</b>
<b>HSA #3</b>	Form Rev. 12/22/16	

**Grantee's Name: Bayview Senior Services**

Appendix B, Page 4

Program Name:

10/7/2020

**Cong-Adult with Disabilities**

**COVID OTO Detail**

<b>H.S.A-DAS</b>		<b>TOTAL</b>	
		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
<b>No.</b>	<b>ITEM/DESCRIPTION</b>		
1	Supplies for take-out/delivery-3 compartment containters	\$6,930	\$6,930
2	Supplies for take-out/delivery-Soup/ salad containers/forks,paper bags	\$1,782	\$1,782
<b>TOTAL DAS-OCPEQUIPMENT &amp; REMODELING COST</b>		<b>\$8,712</b>	<b>\$8,712</b>
<b>Non-DAS</b>			
	<b>ITEM/DESCRIPTION</b>		
<b>TOTAL NON DAS-OCPEQUIPMENT &amp; REMODELING COST</b>			
<b>TOTAL DAS &amp; NON-DAS CAPITAL EXPENDITURE</b>		<b>\$8,712</b>	<b>\$8,712</b>

(Equipment and Remodeling Cost)

HSA # Form Rev. 12/22/16

**Appendix A - Services to be Provided**  
**Project Open Hand**  
**Congregate Nutrition Program for Adults with Disabilities**

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for adults with disabilities living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.
Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.

COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.



Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program-	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.

OCM	Office of Contract Management, San Francisco Human Services Agency.
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 shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
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 contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay's official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

#### **IV. Eligibility for Services**

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

#### **V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate and/or modified congregate nutrition program for adults with disabilities. The provision of the program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation. If the grantee is providing a modified congregate meal program, the nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.

5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate nutrition program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
8. 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
9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and at minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and a minimum of four times per fiscal year for each congregate site.
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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. The 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At

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

15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and 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:

<b>Table A</b>	FY 20/21
Number of Unduplicated Consumers (UDC)	707
Number of Meals	51,465

**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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

**IX. Reporting and Other Requirements**

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

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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

And

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

**X. Monitoring Activities**

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

BUDGET FORMS		Appendix B, pg. 1	
		9/14/2020	
HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
BUDGET PROPOSAL FORMS			
Grantee's Name: Project Open Hand		Grant Term	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
Effective Date of Mod: _____		No. of Mod: 10/1/20 to 6/30/21	
<b>Program:</b> Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	<b>Cong Adult with Disabilities</b>	<b>TOTAL</b>	Average cost/meal
<b>Annual # Meals Contracted</b>	<b>51,465</b>	<b>51,465</b>	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAS Expenditures</b>			
Salaries & Benefits	\$150,093	\$150,093	\$2.92
Operating Expense	\$175,072	\$175,072	\$3.40
<b>Subtotal</b>	<b>\$325,165</b>	<b>\$325,165</b>	<b>\$6.32</b>
Indirect Percentage (max 10%)	10%	10%	
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$32,516	\$32,516	\$0.63
Capital Expenditure			
COVID-19 OTO- see 'Approved OTO List' tabs	\$66,906	\$66,906	
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$424,587</b>	<b>\$424,587</b>	<b>\$6.95</b>
<b>Non-DAS Expenditures</b>			
Salaries & Benefits	\$109,693	\$109,693	\$2.13
Operating Expense	\$225,885	\$225,885	\$4.39
Capital Expenditure			
<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$335,578</b>	<b>\$335,578</b>	<b>\$6.52</b>
<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$760,165</b>	<b>\$760,165</b>	<b>\$13.47</b>
<b>HSA-DAS Revenues</b>			
Meals	\$424,587	\$424,587	
<b>TOTAL HSA-DAS REVENUES</b>	<b>\$424,587</b>	<b>\$424,587</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$6.95</b>	<b>\$6.95</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>\$8.25</b>	<b>\$8.25</b>	
<b>Non-DAS Revenues</b>			
Project Income			
Agency Cash - Fundraising	\$176,908	\$176,908	\$3.44
Agency In-Kind Volunteer			
Nutrition Compliance Revenues			
<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$176,908</b>	<b>\$176,908</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$3.44</b>	<b>\$3.44</b>	
<b>TOTAL REVENUES</b>	<b>\$601,495</b>	<b>\$601,495</b>	
PER BAG COST, TOTAL	\$11.69	\$11.69	
Full Time Equivalent (FTE)			
Prepared by: Darin Raffaelli	Date: 9/14/20		
HSA-CO Review Signature: _____			
<b>HSA #1</b>	Form Rev. 12/22/16		



Grantee's Name: Project Open Hand		Appendix B, page 2				
Program Name:		9/14/2020				
Cong Adult with Disabilities						
<b>Salaries &amp; Benefits Detail</b>						<b>TOTAL</b>
H.S.A-DAS	Agency Totals		For DAS Nutrition		10/1/20 to 6/30/21	10/1/20 to 6/30/21
	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME						
<b>Direct Program Staff:</b>						
Site Coordinators - 18 pp. (see SSC Salary Detail)	\$37,440	423%	33%	1.40	\$52,439	\$52,439
Sites Manager	\$66,625	100%	6%	0.06	\$3,998	\$3,998
Sites Manager	\$65,456	100%	6%	0.06	\$3,927	\$3,927
CNP Assistant	\$46,051	100%	23%	0.23	\$10,361	\$10,361
CNP Assistant Manager	\$63,844	100%	8%	0.08	\$4,788	\$4,788
Director of CNP	\$84,050	100%	8%	0.08	\$6,304	\$6,304
<b>Kitchen Staff:</b>						
Cook II	\$47,132	100%	14%	0.14	\$6,716	\$6,716
Cook I	\$36,420	100%	9%	0.09	\$3,114	\$3,114
Cook	\$38,563	100%	7%	0.07	\$2,885	\$2,885
Cook I	\$36,420	100%	11%	0.11	\$3,892	\$3,892
Cook II	\$38,563	50%	28%	0.14	\$5,373	\$5,373
Porter I	\$35,381	50%	15%	0.08	\$2,654	\$2,654
<b>Operations Staff:</b>						
Kitchen Logistics Supervisor	\$48,505	100%	5%	0.05	\$2,311	\$2,311
TOTAL DAS	\$644,450	1523%	171%	2.57	\$108,762	\$108,762
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$244,891				\$41,331	\$41,331
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$889,341</b>				<b>\$150,093</b>	<b>\$150,093</b>
<b>Non - DAS</b>		<b>Agency Totals</b>		<b>For DAAS Meal</b>		<b>TOTAL</b>
	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME						
Meal site & kitchen volunteers	\$229,320	100%	10%	0.10	\$22,932	\$22,932
Kitchen Logistics Supervisor	\$48,506	100%	2%	0.02	\$976	\$976
Kitchen Operations Coordinator II	\$39,374	100%	3%	0.03	\$1,230	\$1,230
Kitchen Operations Coordinator II	\$39,374	100%	7%	0.07	\$2,580	\$2,580
Kitchen Office Administrator	\$48,755	100%	4%	0.04	\$2,166	\$2,166
Kitchen Administrative Manager	\$68,075	100%	9%	0.09	\$5,902	\$5,902
Sous Chef	\$46,134	100%	8%	0.08	\$3,750	\$3,750
Porter I	\$17,690	75%	10%	0.08	\$1,332	\$1,332
Porter I	\$35,381	50%	8%	0.04	\$1,495	\$1,495
Director, Kitchen Operations	\$84,050	100%	6%	0.06	\$4,960	\$4,960
Executive Chef	\$90,610	100%	7%	0.07	\$6,383	\$6,383
Driver	\$37,960	100%	5%	0.05	\$1,975	\$1,975
Lead Driver	\$41,226	100%	5%	0.05	\$2,234	\$2,234
Lead Driver	\$40,186	100%	5%	0.05	\$2,178	\$2,178
Director, Distribution	\$79,950	100%	2%	0.02	\$1,948	\$1,948
Manager, Nutrition Services	\$76,752	100%	10%	0.10	\$7,303	\$7,303
Volunteer Coordinator	\$47,590	100%	7%	0.07	\$3,461	\$3,461
Inventory Operations Coordinator II	\$40,269	100%	11%	0.11	\$4,364	\$4,364
Director, Operations	\$82,000	100%	3%	0.03	\$2,318	\$2,318

TOTAL NON-DAS	\$1,193,202	1825%	123%	1.17	\$79,487	\$79,487
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$453,417				\$30,206	\$30,206
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$1,646,619</b>				<b>\$109,693</b>	<b>\$109,693</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$2,535,961</b>				<b>\$259,786</b>	<b>\$259,786</b>
HSA #2	Form Rev. 12/22/16					

Grantee's Name: Project Open Hand		Appendix B, page 3	
Program Name:		9/14/2020	
<b>Cong Adult with Disabilities</b>			
<b>Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	51,465	\$51,465
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Rental of Property (see table at right)		-	
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$13,582	\$13,582
Office Supplies, Postage		\$625	\$625
Building Maintenance Supplies and Repair		\$6,209	\$6,209
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 2.05	\$105,674	\$105,674
Cong Food Svc Supplies	<i>per meal</i> \$ 0.25	\$12,866	\$12,866
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
Security for Adult with Disabilities Site/Line Control (see table at ri		\$27,300	\$27,300
<b>OTHER COSTS:</b>			
Insurance		\$2,623	\$2,623
Staff Training & Travel		\$1,111	\$1,111
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance		\$2,561	\$2,561
Data Communication/IT		\$2,521	\$2,521
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$175,072</b>	<b>\$175,072</b>
<b>Non-DAS</b>			<b>TOTAL</b>
<u>Expenditure Category</u>			
Rental of Property		\$211,568	\$211,568
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$7,505	\$7,505
Office Supplies, Postage		\$298	\$298
Building Maintenance Supplies and Repair		\$1,368	\$1,368
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ -		
Cong Food Svc Supplies	<i>per meal</i> \$ -		
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance	\$2,883	\$2,883
Staff Training & Travel	\$1,272	\$1,272
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance	\$541	\$541
Data Communication/IT	\$450	\$450
<b>TOTAL Non-DAS OPERATING EXPENSE</b>	<b>\$225,885</b>	<b>\$225,885</b>
<b>TOTAL DAS &amp; Non-DAS OPERATING EXPENSE</b>	<b>\$400,957</b>	<b>\$400,957</b>
<b>HSA #3</b>	Form Rev. 12/22/16	

Grantee's Name: Project Open Hand		Appendix B, page 4				
Program Name:		9/14/2020				
<b>Cong Adult with Disabilities</b>						
<b>COVID OTO Salaries &amp; Benefits Detail</b>						<b>TOTAL</b>
<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>For DAS Nutrition</b>		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
<b>Kitchen Staff:</b>						
<u>Cook II</u>	\$47,132	100%	2.4%	2.4%	\$1,137	\$1,137
<u>Cook I</u>	\$36,420	100%	2.5%	2.5%	\$911	\$911
<u>Cook</u>	\$38,563	100%	2.5%	2.5%	\$964	\$964
<u>Cook I</u>	\$36,420	100%	2.5%	2.5%	\$911	\$911
<u>Cook II</u>	\$38,563	50%	2.5%	1.3%	\$482	\$482
<b>TOTAL DAS</b>	<b>\$197,098</b>	<b>450%</b>	<b>12%</b>	<b>11%</b>	<b>\$4,405</b>	<b>\$4,405</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$74,897				\$1,674	\$1,674
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$271,995</b>				<b>\$6,079</b>	<b>\$6,079</b>

Grantee's Name: Project Open Hand		Appendix B, page 5	
Program Name:		9/14/2020	
<b>Cong Adult with Disabilities</b>			
<b>Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	51,465	\$51,465
<u>Expenditure Category</u>	Term:	10/1/20 to 6/30/21	10/1/20 to 6/30/21
Raw Food	<i>per meal</i> \$ 0.92	\$47,177	\$47,177
(additional food costs related to COVID)			
CONSULTANT/SUBCONTRACTOR Descriptive Title			
Security for Take Out Center/Line Control (see table at right)		13,650	\$13,650
OTHER COSTS:			
Insurance			
Staff Training & Travel			
Rental of Equipment (see table at right)			
Small equipment & Supplies			
Auto - Fuel & Insurance			
Repair/Maintenance			
<b>TOTAL DAS OPERATING EXPENSE</b>		<b>\$60,827</b>	<b>\$60,827</b>

**Appendix A - Services to be Provided**  
**Russian American Community Services**  
 Congregate Nutrition Program for Adults with Disabilities

October 1, 2020 – June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a congregate and/or modified congregate nutrition program for adults with disabilities living in the City and County of San Francisco. Congregate nutrition programs include the provision of nutritious meals, nutrition education, and nutrition risk screening. The program supports independent community living by promoting better health through nutrition and serves as an access point for other home and community-based services. It also aims to encourage socialization when the grantee provides services in a group or congregate setting.

**II. Definitions**

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.
Congregate Meals	Meals that meet nutritional standards by incorporating the Dietary Guidelines for Americans (DGA) and providing a minimum of one-third of the Dietary Reference Intakes (DRIs). The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee and must meet state and local food safety and sanitation requirements.

COVID-19	A disease caused by the coronavirus SARS-CoV-2. The symptoms of COVID-19 include cough, fever, and shortness of breath. Doctors and researchers continue to learn more about the disease, so information about symptoms, prevention, and treatment may change as more data becomes available.
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.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.



Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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. Consumers 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.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program-	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.

OCM	Office of Contract Management, San Francisco Human Services Agency.
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 shall be covered by professional liability insurance either individually (if a consultant) or through the grantee.
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 contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay's official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the congregate nutrition program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

#### **IV. Eligibility for Services**

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

#### **V. Location and Time of Services**

The grantee will provide a congregate and/or modified congregate nutrition program in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the congregate nutrition program with prior approval from DAS OCP.

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.
2. Grantee will provide a congregate and/or modified congregate nutrition program for adults with disabilities. The provision of the program will include the following:
  - a. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - b. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses. The grantee will refer clients screened at high nutritional risk to DAS OCP funded nutrition counseling services through CA-GetCare.
4. Grantee will provide nutrition education to consumers participating in the congregate nutrition program at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one consumer observing the nutrition education presentation. If the grantee is providing a modified congregate meal program, the nutrition education may be over the phone, through virtual platforms, through written communications, or other methods approved by DAS OCP.

5. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in the congregate nutrition program. The grantee's board of directors must approve the suggested contribution and guest fee per meal. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.
6. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all congregate meal sites meet state and local food, sanitation, health and safety requirements.
7. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
8. 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
9. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and at minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of quarterly congregate site monitoring reports.
10. Grantee will ensure that a registered dietitian (RD) or qualified staff conducts and documents on-site HACCP safety and sanitation monitoring of each congregate site at least once per quarter and a minimum of four times per fiscal year for each congregate site.
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in Title 22 Regulations and DAS OCP policy memoranda. 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. The 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At

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

15. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
16. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

## VII. Service Objectives

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

<b>Table A</b>	<b>FY 20/21</b>
Number of Unduplicated Consumers (UDC)	15
Number of Meals	1,260

## 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 a greater sense of connection to their community. Target: 85%.
5. Clients feel safe and welcomed by program staff. Target: 85%.

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

## IX. Reporting and Other Requirements

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

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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Lauren McCasland, RD, MPH  
Nutritionist  
DAS OCP  
email: lauren.mccasland@sfgov.org

and

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

**X. Monitoring Activities**

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



Budget		Appendix B, Page 1	
		Document Date: October 2020	
<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES</b> <b>BUDGET PROPOSAL FORMS</b>			
Name Russian American Community Services			
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod.          No. of Mod.			
<b>Program: Adult with disabilities congregate meals</b>			
Budget Reference Page No.(s)			
Program Term	10/01/20 - 06/30/21	Total	cost/meal
<b>Annual # Meals Contracted</b>	1,260	1,260	
<b>HSA-DAS Expenditures</b>			
Salaries & Benefits	\$6,132	\$6,132	\$4.87
Operating Expenses	\$2,701	\$2,701	\$2.14
<b>Subtotal</b>	<b>\$8,833</b>	<b>\$8,833</b>	<b>\$7.01</b>
Indirect Percentage (%)			
Indirect Cost			
Capital Expenditures			
COVID OTO	\$711	\$711	\$0.56
<b>Total HSA-DAS Expenditures</b>	<b>\$9,544</b>	<b>\$9,544</b>	<b>\$7.57</b>
<b>Non HSA-DAS Expenditures</b>			
Salaries & Benefits			
Operating Expenses			
<b>Subtotal</b>			
Capital/Subcontractor Expenditures			
Indirect Percentage (%)			
Indirect Cost			
<b>Total Non HSA-DAS Expenditures</b>			
<b>TOTAL HSA-DAS AND NON HSA-DAS EXPEDITURES</b>	<b>\$9,544</b>	<b>\$9,544</b>	<b>\$7.57</b>
<b>HSA-DAS Revenues</b>			
General Fund	\$8,833	\$8,833	\$7.01
State Fund			
Federal Fund			
COVID OTO	\$711	\$711	\$0.56
<b>Total HSA-DAS Revenue</b>	<b>\$9,544</b>	<b>\$9,544</b>	<b>\$7.57</b>
<i>PER MEAL COST, HSA-DAS</i>	<i>\$7.01</i>	<i>\$7.01</i>	
<i>PER MEAL COST with COVID OTO, HSA-DAS</i>	<i>\$7.57</i>	<i>\$7.57</i>	
<b>Non HSA-DAS Revenues</b>			
Project Income			
Agency Cash- Fundraising			

Agency In-kind volunteer			
<b>Total Non HSA-DAS Revenue</b>			
<i>PER MEAL COST, Non HSA-DAS</i>			
<b>TOTAL HSA-DAS AND NON HSA-DAS REVENUE</b>		\$9,544	\$9,544
<i>PER MEAL COST, Total</i>		\$7.57	\$7.57
Full Time Equivalent (FTE)			
Prepared by:			
HSA-CO Review Signature:	_____		
<b>HSA #1</b>			<b>10/25/2016</b>

Program: Adult with disabilities congregate meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 2  
 Document Date: October 2020

**Salaries & Benefits Detail**

	Agency Totals		HSA Program		10/01/20 - 06/30/21	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budget
<b>HSA-DAS Salary</b>						
Substitute kitchen aide	\$34,320	0.15	100.00%	0.15	\$5,090	\$5,090
Totals	\$34,320	0.15	100.00%	0.15	\$5,090	\$5,090
Fringe Benefits Rate	20.47%					
Employee Fringe Benefits	\$7,026				\$1,042	\$1,042
<b>Total HSA-DAS Salaries and Benefits</b>	\$41,346				\$6,132	\$6,132
<b>Non HSA-DAS Salary</b>						
Totals						
Fringe Benefits Rate						
Employee Fringe Benefits						
<b>Total Non HSA-DAS Salaries and Benefits</b>						
<b>Total HSA-DAS and Non HSA-DAS Salaries and Benefits</b>	\$41,346				\$6,132	\$6,132
<b>HSA #2</b>						<b>10/25/2016</b>

Program: Adult with disabilities congregate meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 3  
 Document Date: October 2020

**Operating Expense Detail**

	10/01/20 - 06/30/21	Total
Annual # Meals Contracted	1,260	1,260
<b>HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
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		
<u>Food Cost</u>		
Raw Food <i>per meal \$1.90</i>	\$2,390	\$2,390
Cong Food Svc Supplies <i>per meal \$0.25</i>	\$311	\$311
HDM Food Svc Supplies <i>per meal</i>		
<u>Consultant</u>		
<b>Total HSA-DAS Operating Expenses</b>	<b>\$2,701</b>	<b>\$2,701</b>
<b>Non HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
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		
<b>Food Cost</b>		
Raw Food <i>per meal</i>		
Cong Food Svc Supplies <i>per meal</i>		
HDM Food Svc Supplies <i>per meal</i>		
<b>Consultant</b>		
<b>Total Non HSA-DAS Operating Expenses</b>		
<b>Total HSA-DAS and Non HSA-DAS Operating Expenses</b>	\$2,701	\$2,701
<b>HSA #3</b>		<b>10/25/2016</b>

Program: Adult with disabilities congregate meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 4  
 Document Date: October 2020

### COVID OTO Expenditure Detail

<b>HSA-DAS Expenditure</b>	10/01/20 - 06/30/21	Total
Supplies for take-out/delivery	\$464	\$464
Additional janitorial services	\$216	\$216
Gloves	\$15	\$15
Face Masks	\$16	\$16
Total COVID OTO	\$711	\$711
<b>HSA #4</b>		<b>10/25/2016</b>

**Home-Delivered Meal Program (with NCQA) for Older Adults**

Russian American Community Services

- Appendix A – Services to be Provided
- Appendix B – Budget
- Appendix B-1 – Budget, NCQA

**Appendix A– Services to be Provided**  
**Russian American Community Services**  
Home-Delivered Nutrition Program for Older Adults  
Elderly Nutrition Program (ENP)

Effective October 1, 2020-June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a home-delivered nutrition program for older adults in the City and County of San Francisco. A home-delivered nutrition program includes the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program also aims to reduce social isolation and help older adults remain independent and in their communities by promoting better health through nutrition and serving as an access point for other home and community-based services.

**II. Definitions**

Grantee	Russian American Community Services
Adult with a Disability	A person 18-59 years of age living with a disability.
Annual Comprehensive Assessment	An assessment completed by the grantee at least once per year that evaluates the need for continued service. The grantee conducts the annual assessment in the home of the consumer and documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
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.
DAS	Department of Disability and Aging Services.



DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A nutrition risk screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
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. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</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.
ENP	Elderly Nutrition Program. A program, which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and in accordance with Title 22 regulations.
ENP - Home-Delivered Nutrition Program	A program that provides nutrition services to frail, homebound, or isolated individuals who are age 60 and over, and in some cases, their caregivers, spouses, and/or persons with disabilities. Services include, but are not limited to, nutrition education and nutrition risk screening, and healthy meals delivered to the consumers' home. The program requires an initial assessment, an annual comprehensive assessment, and quarterly re-assessment of the consumer. The program gives all participants the opportunity to contribute to the meal cost.

ENP Menu Requirements	Meals provided through ENP shall comply with the current Dietary Guidelines for Americans (DGA) and provide to each participant following: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
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.
Home-Delivered Meals (HDM)	Meals that are delivered to consumers and adhere to the current Dietary Guidelines for Americans (DGA), provide a minimum of one-third of the Dietary Reference Intakes (DRIs), meet state and local food safety and sanitation requirements, and are appealing to older adults. The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee.
Initial Assessment	A comprehensive assessment conducted by the grantee in a consumer's home to determine their eligibility for program enrollment within two (2) weeks of starting meal service. The grantee documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
Menu 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.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Diet	A menu approved by a Registered Dietitian (RD) that meets the current DGA and adjusts the typical home delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.

Nutrition Education	Informing consumers about current facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The grantee may use printed material as the sole nutrition education component for home-delivered meal participants. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”.
Quarterly Reassessment	A reassessment that may be conducted by trained HDM program drivers or volunteers in person or by phone to determine a consumer’s eligibility for continued services. The grantee must conduct quarterly reassessments in the home of a consumer at least every six (6) months.
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 shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
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.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).

Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who receives home-delivered meals provided by the grantee, and the grantee reflects their participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or No English Speaking Proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

To participate in the ENP-home delivered meal program, an individual must meet one of the following criteria:

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

Grantee shall give priority to an eligible older adult.

### V. Location and Time of Services

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

### VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP.

Policies and procedures shall also include initial, annual, and quarterly reassessment guidelines.

2. Grantee will provide an ENP home-delivered nutrition program for older adults and individuals who are determined eligible by the grantee. The provision of the program will include the following:
  - a. Enrollment of the number of consumers and delivery of the number of meals as indicated in Table A below.
  - b. Provision of home-delivered meals that comply with current Dietary Guidelines for Americans (DGA), offer a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
  - c. Initial in-home comprehensive assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the initial assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed.
  - d. Annual in-home comprehensive assessments by qualified staff to evaluate a consumer's eligibility for continued program enrollment. The annual assessment will document the need for service and evaluate function and ability as described in DAS OCP policy memoranda.
  - e. Quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
3. Grantee will conduct a nutrition screening using the DETERMINE Checklist, a food security screening, and a well-being and social isolation screening annually for each consumer and document individual responses in CA-GetCare within one month of obtaining the responses.
4. Grantee will provide nutrition education materials to consumers participating in the home-delivered nutrition program on a quarterly basis. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report the nutrition service units in CA-GetCare in the month that the grantee provides the nutrition education. One unit of nutrition education is one set of nutrition education material given to each consumer.

5. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen meet state and local food, sanitation, health and safety requirements.
6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
7. 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
8. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of route monitoring documentation and end-of-route HDM temperature logs.
9. Grantee will conduct a route monitoring at least twice per year per route and/or in accordance with DAS OCP policy memorandum. A staff member trained by a food safety manager or a RD may monitor the routes.
10. Grantee will take, document, and keep on file an end-of-route meal temperature every other week for each route, or in accordance with DAS OCP policy memorandum. For end-of-route meal temperatures not meeting temperature requirements, temperatures shall be taken and documented once a week until corrected
11. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in DAS OCP policy memoranda. The grantee will also provide additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. The 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 submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their RD on staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
13. 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.
14. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
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 enrolled unduplicated consumer.

16. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
17. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

**VII. Service Objectives**

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

	FY 20/21
Number of Unduplicated Consumers (UDC)	155
Number of Meals	28,350

2. Grantee will provide nutrition compliance units as indicated in Appendix B-1.

**VIII. Outcome Objectives**

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

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

**IX. Reporting and Other Requirements**

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



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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Lauren McCasland, RD, MPH  
Nutritionist  
DAS OCP  
email: lauren.mccasland@sfgov.org

and

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

## **X. Monitoring Activities**

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Budget		Appendix B, Page 1	
		Document Date: October 2020	
<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES</b> <b>BUDGET PROPOSAL FORMS</b>			
Name Russian American Community Services			
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod.		No. of Mod.	
<b>Program: ENP home delivered meals</b>			
Budget Reference Page No.(s)			
Program Term	10/01/20 - 06/30/21	Total	cost/meal
<b>Annual # Meals Contracted</b>	28,350	28,350	
<b>HSA-DAS Expenditures</b>			
Salaries & Benefits	\$144,194	\$144,194	\$5.09
Operating Expenses	\$46,042	\$46,042	\$1.62
<b>Subtotal</b>	\$190,236	\$190,236	\$6.71
Indirect Percentage (%)	7.00%	7.00%	
Indirect Cost	\$13,317	\$13,317	\$0.47
Capital Expenditures			
COVID OTO	\$6,139	\$6,139	\$0.22
<b>Total HSA-DAS Expenditures</b>	\$209,692	\$209,692	\$7.40
<b>Non HSA-DAS Expenditures</b>			
Salaries & Benefits			
Operating Expenses	\$45,855	\$45,855	\$1.62
<b>Subtotal</b>	\$45,855	\$45,855	\$1.62
Capital/Subcontractor Expenditures			
Indirect Percentage (%)			
Indirect Cost			
<b>Total Non HSA-DAS Expenditures</b>	\$45,855	\$45,855	\$1.62
<b>TOTAL HSA-DAS AND NON HSA-DAS EXPEDITURES</b>	\$255,547	\$255,547	\$9.01
<b>HSA-DAS Revenues</b>			
General Fund	\$203,553	\$203,553	\$7.18
State Fund			
Federal Fund			
COVID OTO	\$6,139	\$6,139	\$0.22
<b>Total HSA-DAS Revenue</b>	\$209,692	\$209,692	\$7.40
<i>PER MEAL COST, HSA-DAS</i>	\$7.18	\$7.18	
<i>PER MEAL COST with COVID OTO, HSA-DAS</i>	\$7.40	\$7.40	
<b>Non HSA-DAS Revenues</b>			
Project income	\$45,855	\$45,855	\$1.62
Fundraising			

in-kind Volunteers			
In-kind Rent			
<b>Total Non HSA-DAS Revenue</b>	\$45,855	\$45,855	\$1.62
<i>PER MEAL COST, Non HSA-DAS</i>	\$1.62	\$1.62	
<b>TOTAL HSA-DAS AND NON HSA-DAS REVENUE</b>	\$255,547	\$255,547	
<i>PER MEAL COST, Total</i>	\$9.01	\$9.01	
Full Time Equivalent (FTE)			
Prepared by:	Date: 5/10/18		
HSA-CO Review Signature:	_____		
<b>HSA #1</b>			<b>10/25/2016</b>

Program: ENP home delivered meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 2  
 Document Date: October 2020

**Salaries & Benefits Detail**

	Agency Totals		HSA Program		10/01/20 - 06/30/21	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budget
<b>HSA-DAS Salary</b>						
Executive Director	\$80,862	0.75	10.00%	0.08	\$6,089	\$6,089
Cook I	\$52,200	1.00	50.00%	0.50	\$19,575	\$19,575
Cook II	\$40,716	0.95	50.00%	0.48	\$14,505	\$14,505
Cook III	\$37,584	0.50	50.00%	0.25	\$7,047	\$7,047
Kitchen aide	\$35,496	0.88	25.00%	0.22	\$5,824	\$5,824
Janitor	\$34,452	0.50	25.00%	0.13	\$3,230	\$3,230
HDM Assessments/ HDM manager	\$43,261	0.81	32.50%	0.26	\$8,568	\$8,568
Driver 1	\$37,584	0.84	100.00%	0.84	\$23,607	\$23,607
Driver 2/HDM route	\$37,584	0.75	36.00%	0.27	\$7,611	\$7,611
Driver 3	\$37,584	0.84	100.00%	0.84	\$23,607	\$23,607
Totals	\$437,323	7.82	478.50%	3.85	\$119,663	\$119,663
Fringe Benefits Rate	20.50%					
Employee Fringe Benefits	\$89,651				\$24,531	\$24,531
<b>Total HSA-DAS Salaries and Benefits</b>	\$526,974				\$144,194	\$144,194
<b>Non HSA-DAS Salary</b>						
Totals						
Fringe Benefits Rate						
Employee Fringe Benefits						
<b>Total Non HSA-DAS Salaries and Benefits</b>						
<b>Total HSA-DAS and Non HSA-DAS Salaries and Benefits</b>	\$526,974				\$144,194	\$144,194

HSA #2

10/25/2016

Program: ENP home delivered meals  
(Same as Line 11 on HSA #1)

Appendix B, Page 3  
Document Date: October 2020

### Operating Expense Detail

	10/01/20 - 06/30/21	Total
Annual # Meals Contracted	28,350	28,350
<b>HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
Rental of Property		
Utilities (Elec, Water, Gas, Phone, Garbage)	\$5,222	\$5,222
Office Supplies, Postage		
Building Maintenance Supplies and Repair	\$1,175	\$1,175
Printing and Reproduction		
Insurance	\$9,403	\$9,403
Staff Training		
Staff Travel-(Local & Out of Town)		
Rental of Equipment		
Alarm, internet, comcast	\$1,668	\$1,668
Kitchen equipment repairs	\$1,125	\$1,125
Vehicle operation (repair, gas, parking )	\$4,028	\$4,028
<u>Food Cost</u>		
Raw Food <span style="float: right;"><i>per meal \$0.58</i></span>	\$16,503	\$16,503
Cong Food Svc Supplies <span style="float: right;"><i>per meal</i></span>		
HDM Food Svc Supplies <span style="float: right;"><i>per meal \$0.24</i></span>	\$6,918	\$6,918
<u>Consultant</u>		
<b>Total HSA-DAS Operating Expenses</b>	<b>\$46,042</b>	<b>\$46,042</b>
<b>Non HSA-DAS Operating Expenses</b>		
<u>Expenditure Category</u>		
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		
Vehicle operation (repair, gas, parking)	\$9,000	\$9,000
<b>Food Cost</b>		
Raw Food <i>per meal \$1.30</i>	\$36,855	\$36,855
Cong Food Svc Supplies <i>per meal</i>		
HDM Food Svc Supplies <i>per meal</i>		
<b>Consultant</b>		
<b>Total Non HSA-DAS Operating Expenses</b>	\$45,855	\$45,855
<b>Total HSA-DAS and Non HSA-DAS Operating Expenses</b>	\$91,897	\$91,897
<b>HSA #3</b>		<b>10/25/2016</b>

Program: ENP home delivered meals  
 (Same as Line 11 on HSA #1)

Appendix B, Page 4  
 Document Date: October 2020

**COVID OTO Expenditure Detail**

<b>HSA-DAS Capital Expenditure</b>	10/01/20 - 06/30/21	Total
Supplies for take-out/delivery	\$581	\$581
Additional janitorial services	\$4,859	\$4,859
Gloves	\$335	\$335
Face Masks	\$364	\$364
Total COVID OTO	\$6,139	\$6,139

**HSA #4**

**10/25/2016**



Russian Community Services Center

**Nutrition Compliance/Quality Assurance Services**

**Proposed Service**

**Units Cost Per Service Unit**

	Year 1	Total	HSA-DAAS	Non-H.S.A
<b>Nurition Education:</b>				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM				
<b>Nutrition Counseling:</b>				
Annual #hours to be provided				
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)				
<b>Site/Route Monitoring</b> (1 unit = 1 session completed)				
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)				
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)	89.0	\$243.49	\$243.49	
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)				
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

**HUMAN SERVICES AGENCY BUDGET SUMMARY****BY PROGRAM**

Contractor Name: Russian Community Services Center		Term 10/1/20 - 6/30/21		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod.		No. of Mod.		
<b>Program: Nutr Compliance for ENP-HDM</b>		<b>REVENUE Cost Allocation:</b>		
Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	<b>Total</b>
<b>Program Term</b>	10/1/20 - 6/30/21			10/1/20 - 6/30/21
<b>Expenditures</b>				
<b>Total Nutrition Education</b>				
<b>Total Nutrition Counseling</b>				
<b>Total HACCP Kitchen Monitoring</b>				
<b>Total Site/Route Monitoring</b>				
<b>Total Menu Planning</b>				
<b>HDM Assessments</b>				
Salaries & Benefits	\$21,671	\$21,671		\$21,671
Operating Expense				
Subtotal Direct	\$21,671	\$21,671		\$21,671
Indirect Percentage				
Indirect Expense				
<b>Total HDM Assessments</b>	\$21,671	\$21,671		\$21,671
<b>Total Other Nutrition Compliance</b>				
<b>GRAND Total Expenditures</b>	\$21,671	\$21,671		\$21,671
<b>HSA Revenues</b>				
General Funds		\$21,671		\$21,671
<b>TOTAL HSA REVENUES</b>		\$21,671		\$21,671
<b>Other Non-H.S.A.-DAAS Revenues</b>				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:				Date: 11/05/19
HSA-CO Review Signature:				
<b>HSA #1</b>				<b>Document Date: October 2020</b>

Russian Community Services Center  
 Program: Nutr Compliance for ENP-HDM

Appendix B-1, Page 2  
 Document Date: October 2020

**Assessment Salaries & Benefits**

TERM:  
 10/1/20 - 6/30/21

POSITION TITLE					10/1/20 - 6/30/21	REVENUE Cost Allocation:		10/1/20 - 6/30/21
	Agency Totals		For HSA Program		For HSA Program	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary			
HDM Assessments/ HDM manager	\$43,261	80.125%	51.88%	0.42	\$17,983	\$17,983		\$17,983
TOTALS	\$43,261	80%	52%	0.42	\$17,983	\$17,983		\$17,983
FRINGE BENEFIT RATE								
EMPLOYEE FRINGE BENEFITS	20.500%				\$3,688	\$3,688		\$3,688
TOTAL SALARIES & BENEFITS	\$43,261				\$21,671	\$21,671		\$21,671
TOTAL SALARIES & BENEFITS x3yrs	\$21,671							

HSA #8

Document Date: October 2020

## **Home-Delivered Meal Program (with NCQA) for Adults with Disabilities**

### Project Open Hand

- Appendix A – Services to be Provided
- Appendix B – Budget
- Appendix B-1 – Budget, NCQA

**Appendix A– Services to be Provided  
Project Open Hand  
Home-Delivered Nutrition Program for Adults with Disabilities**

October 1, 2020 - June 30, 2021

**I. Purpose**

The purpose of this grant is to provide a home-delivered nutrition program for adults with disabilities living in the City and County of San Francisco. A home-delivered nutrition program includes the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program also aims to reduce social isolation and help adults with disabilities remain independent and in their communities by promoting better health through nutrition and serving as an access point for other home and community-based services.

**II. Definitions**

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
Annual Comprehensive Assessment	An assessment completed by the grantee or another agency designated by DAS at least once per year that evaluates the need for continued service. The grantee or designated agency conducts the assessment in the home of a consumer and documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CDA	California Department of Aging.
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.
DAS	Department of Disability and Aging Services.

<p>DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist</p>	<p>A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.</p>
<p>Dietary Guidelines for Americans (DGA)</p>	<p>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). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a></p>
<p>Dietary Reference Intakes (DRI)</p>	<p>Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</a></p>
<p>Disability</p>	<p>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.</p>
<p>Frail</p>	<p>An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.</p>
<p>HACCP</p>	<p>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.</p>

Home-Delivered Meals (HDM)	Meals that are delivered to consumers and adhere to the current Dietary Guidelines for Americans (DGA), provide a minimum of one-third of the Dietary Reference Intakes (DRIs), meet state and local food safety and sanitation requirements, and are appealing. The procurement, preparation, service, and delivery of meals are included as part of the meal provision by the grantee.
Home-Delivered Nutrition Program	A program that provides nutrition services to adults with disabilities living in the City and County of San Francisco who are unable to leave their home because of an illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals. Services include, but are not limited to, nutrition education and nutrition risk screening, and nutritious meals delivered to the consumers' home. This program requires an initial assessment, an annual comprehensive assessment, and quarterly re-assessment of the consumer. The program gives all participants the opportunity to contribute to the meal cost.
Initial Assessment	A comprehensive assessment conducted by the grantee or another agency designated by DAS in the consumer's home to determine their eligibility for program enrollment within two (2) weeks of starting meal service. The grantee or designated agency documents the information obtained through the assessment in CA-GetCare. The assessment includes functional ability questions, a nutrition risk screening, food security screening, and a well-being and social isolation screening.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Menu 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 OCP policy memorandum.
Menu Requirements	Meals provided through HDM program shall comply with the current Dietary Guidelines for Americans (DGA) and provide to each participant following: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Diet	A menu approved by a Registered Dietitian (RD) that meets the current DGA and adjusts the typical home delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.



Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status..
Nutrition Education	Informing consumers about current facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The grantee may use printed material as the sole nutrition education component for home-delivered meal participants. Dietetic students, interns, or technicians may provide nutrition education when a RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)I
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years or older, used interchangeably with “senior”.
Quarterly Reassessment	A reassessment that may conducted by trained HDM program drivers or volunteers in person or by phone to determine a consumer’s eligibility for continued services. The grantee must conduct quarterly reassessments in the home of a consumer at least every six (6) months.
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 shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
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.

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who receives home-delivered meals provided by the grantee, and the grantee reflects their participation in CA-GetCare through program enrollment.

### III. Target Population

The target population is adults with disabilities living in the City and County of San Francisco who are unable to leave their home because of an illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low income
2. Limited or No English Speaking Proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### IV. Eligibility for Services

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

1. A resident of San Francisco, and
2. A person who is an adult with a disability, and
3. A person who is unable to leave their home because of an illness or disability, or is otherwise isolated, lacks a support network, and has no safe, healthy alternative for meals.

### V. Location and Time of Services

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

## VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), Title 22 Regulations, CDA, and DAS OCP. Policies and procedures shall include quarterly reassessment guidelines.
2. Grantee will provide a home-delivered nutrition program for adults with disabilities who are eligible for program enrollment. The provision of a home-delivered meal program will include the following:
  - a. Enrollment of the number of consumers and delivery of the number of meals as indicated in Table A below.
  - b. Provision of home-delivered meals that comply with current Dietary Guidelines for Americans (DGA), offer a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
  - c. Quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
  - d. Quarterly meetings with the agency designated by DAS OCP to conduct initial and annual assessments for consumers enrolled in the home delivered nutrition program to review services, utilization, and condition change documentation. Grantee must establish a policy and procedure to communicate with the designated assessment agency, as needed, to discuss any issues.
3. Grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed.
4. Grantee will provide nutrition education materials to consumers participating in the home-delivered nutrition program on a quarterly basis. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report the nutrition service units in CA-GetCare in the month that the grantee provides the nutrition education. One unit of nutrition education is one set of nutrition education material given to each consumer.
5. Grantee will ensure that the procurement, preparation, service, and delivery of meals at the central kitchen and/or caterer kitchen and all HDM delivery routes meet state and local food, sanitation, health and safety requirements.

6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in Title 22 Regulations and DAS OCP policy memoranda.
7. 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
8. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. HACCP monitoring will include, but is not limited to the review of route monitoring documentation and end-of-route HDM temperature logs.
9. Grantee will conduct a route monitoring at least twice per year per route and/or in accordance with DAS OCP policy memorandum. A staff member trained by a food safety manager or a RD may monitor the routes.
10. Grantee will take, document, and keep on file an end-of-route meal temperature every other week for each route, or in accordance with DAS OCP policy memorandum. For end-of-route meal temperatures not meeting temperature requirements, temperatures shall be taken and documented once a week until corrected
11. Grantee will submit quarterly reports to DAS OCP detailing the results of HACCP safety and sanitation monitoring of the production kitchen and HDM routes.
12. Grantee will provide quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in DAS OCP policy memoranda. The grantee will also provide additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. The 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.
13. Grantee will submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding nutrient analysis completed by their RD on staff or consultant RD. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
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 the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
16. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS-OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.

17. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
18. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

**VII. Service Objectives**

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

	FY 20/21
Number of Unduplicated Consumers (UDC)	110
Number of Meals	23,995

2. Grantee will provide nutrition compliance units as indicated in Appendix B-1.

**VIII. Outcome Objectives**

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

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

**IX. Reporting and Other Requirements**

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

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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Nutritionist  
DAS OCP  
email:

and

Contract Manager  
HSA OCM  
email:

**X. Monitoring Activities**

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

BUDGET FORMS		Appendix B, pg. 1	
		9/14/2020	
HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
BUDGET PROPOSAL FORMS			
Grantee's Name: Project Open Hand		Grant Term	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
Effective Date of Mod: _____ No. of Mod: _____		10/1/20 to 6/30/21	
<b>Program:</b> Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-Adult with Disabilities, or HDM-Adult with Disabilities)	<b>HDM-Adult with Disabilities</b>	<b>TOTAL</b>	Average cost/meal
<b>Annual # Meals Contracted</b>	<b>23,995</b>	<b>23,995</b>	
Program Term	10/1/20 to 6/30/21	10/1/20 to 6/30/21	
<b>DAS Expenditures</b>			
Salaries & Benefits	\$75,026	\$75,026	\$3.13
Operating Expense	\$70,253	\$70,253	\$2.93
<b>Subtotal</b>	<b>\$145,279</b>	<b>\$145,279</b>	<b>\$6.05</b>
Indirect Percentage (max 10%)	10%	10%	
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$14,524.92	\$14,525	\$0.61
Capital Expenditure			
COVID-19 OTO- see 'Approved OTO List' tabs			
<b>TOTAL DAS EXPENDITURES</b>	<b>\$159,804</b>	<b>\$159,804</b>	<b>\$6.66</b>
<b>Non-DAS Expenditures</b>			
Salaries & Benefits	\$38,869	\$38,869	\$1.62
Operating Expense	\$274,935	\$274,935	\$11.46
Capital Expenditure			
<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$313,804</b>	<b>\$313,804</b>	<b>\$13.08</b>
<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$473,608</b>	<b>\$473,608</b>	<b>\$19.74</b>
<b>HSA-DAS Revenues</b>			
Meals	\$159,804	\$159,804	
<b>TOTAL HSA-DAS REVENUES</b>	<b>\$159,804</b>	<b>\$159,804</b>	
<b>PER MEAL COST, HSA-DAS</b>	<b>\$6.66</b>	<b>\$6.66</b>	
<b>PER MEAL COST with COVID OTO, HSA-DAS</b>	<b>no COVID OTO cost</b>	<b>no COVID OTO cost</b>	
<b>Non-DAS Revenues</b>			
Project Income			
Agency Cash - Fundraising	\$176,908	\$176,908	\$7.37
Agency In-Kind Volunteer			
Nutrition Compliance Revenues			
<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$176,908</b>	<b>\$176,908</b>	
<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$7.37</b>	<b>\$7.37</b>	
<b>TOTAL REVENUES</b>	<b>\$336,712</b>	<b>\$336,712</b>	
PER BAG COST, TOTAL	\$14.03	\$14.03	
Full Time Equivalent (FTE)			
Prepared by: Darin Raffaelli	Date: 9/14/20		
HSA-CO Review Signature: _____			
<b>HSA #1</b>	Form Rev. 12/22/16		



Grantee's Name: Project Open Hand					Appendix B, page 2	
Program Name:					9/14/2020	
<b>HDM-Adult with Disabilities</b>						
<b>Salaries &amp; Benefits Detail</b>					<b>TOTAL</b>	
<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>For DAAS Nutrition</b>		<b>10/1/20 to 6/30/21</b>	<b>10/1/20 to 6/30/21</b>
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
<b>Direct Program Staff:</b>						
<u>CNP Assistant Manager</u>	\$63,844	100%	15.0%	0.15	\$9,577	\$9,577
<u>Director of CNP</u>	\$84,050	100%	7.5%	0.08	\$6,304	\$6,304
<b>Kitchen Staff:</b>						
<u>Kitchen Office Administrator</u>	\$48,755	100%	1.5%	0.02	\$731	\$731
<u>Catering Cook I</u>	\$36,920	100%	1.5%	0.02	\$554	\$554
<u>Cook I</u>	\$36,421	100%	1.5%	0.02	\$546	\$546
<u>Cook I</u>	\$36,421	63%	0.9%	0.01	\$213	\$213
<u>Cook I</u>	\$36,421	100%	1.5%	0.02	\$546	\$546
<u>Cook II</u>	\$38,563	100%	1.5%	0.02	\$578	\$578
<u>Cook II</u>	\$38,563	50%	0.8%	0.00	\$145	\$145
<u>Kitchen Logistics Supervisor</u>	\$48,506	100%	1.5%	0.02	\$728	\$728
<u>Porter I</u>	\$36,483	100%	1.5%	0.02	\$547	\$547
<u>Porter I</u>	\$17,690	75%	4.1%	0.03	\$547	\$547
<u>Porter I</u>	\$35,381	100%	1.5%	0.02	\$531	\$531
<u>Porter I</u>	\$35,381	50%	0.8%	0.00	\$133	\$133
<b>Distribution Staff</b>						
<u>Delivery Driver</u>	\$37,960	100%	75.0%	0.75	\$28,470	\$28,470
<u>Delivery Driver</u>	\$36,920	100%	1.5%	0.02	\$554	\$554
<u>Delivery Driver</u>	\$37,960	100%	1.9%	0.02	\$730	\$730
<u>Delivery Driver</u>	\$36,920	100%	1.5%	0.02	\$554	\$554
<u>Delivery Driver</u>	\$36,920	100%	1.5%	0.02	\$554	\$554
<b>Operations Staff:</b>						
<u>Operations Coordinator II</u>	\$39,374	100%	1.5%	0.02	\$591	\$591
<u>Operations Coordinator II</u>	\$39,374	100%	3.1%	0.03	\$1,235	\$1,235
TOTAL DAS	\$858,828	1938%	127%	1.25	\$54,368	\$54,368
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$326,354				\$20,658	\$20,658
<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$1,185,182</b>				<b>\$75,026</b>	<b>\$75,026</b>
<b>Non - DAS</b>	<b>Agency Totals</b>		<b>For DAAS Meal</b>		<b>TOTAL</b>	
POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Meal site & kitchen volunteers	\$229,320	100%	3%	0.030	\$6,880	\$6,880
Kitchen Logistics Supervisor	\$48,506	100%	1%	0.008	\$367	\$367
Kitchen Operations Coordinator II	\$39,374	100%	1%	0.012	\$463	\$463
Kitchen Operations Coordinator II	\$39,374	100%	2%	0.025	\$971	\$971
Kitchen Office Administrator	\$48,755	100%	2%	0.017	\$815	\$815
Kitchen Administrative Manager	\$68,075	100%	3%	0.033	\$2,221	\$2,221
Sous Chef	\$46,134	100%	3%	0.031	\$1,411	\$1,411
Porter I	\$17,690	75%	4%	0.028	\$502	\$502
Porter I	\$35,381	50%	3%	0.016	\$563	\$563
Director, Kitchen Operations	\$84,050	100%	2%	0.022	\$1,867	\$1,867

Executive Chef	\$90,610	100%	3%	0.027	\$2,402	\$2,402
Driver	\$37,960	100%	2%	0.020	\$743	\$743
Lead Driver	\$41,226	100%	2%	0.020	\$841	\$841
Lead Driver	\$40,186	100%	2%	0.020	\$820	\$820
Director, Distribution	\$79,950	100%	1%	0.009	\$733	\$733
Manager, Nutrition Services	\$76,752	100%	4%	0.036	\$2,749	\$2,749
Volunteer Coordinator	\$47,590	100%	3%	0.027	\$1,303	\$1,303
Inventory Operations Coordinator II	\$40,269	100%	4%	0.041	\$1,643	\$1,643
Director, Operations	\$82,000	100%	1%	0.011	\$873	\$873
<b>TOTAL NON-DAS</b>	<b>\$1,193,202</b>	<b>1825%</b>	<b>46%</b>	<b>0.431</b>	<b>\$28,167</b>	<b>\$28,167</b>
FRINGE BENEFIT RATE	38.0%					
EMPLOYEE FRINGE BENEFITS	\$453,417				\$10,702	\$10,702
<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$1,646,619</b>				<b>\$38,869</b>	<b>\$38,869</b>
<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$2,831,801</b>				<b>\$113,895</b>	<b>\$113,895</b>
<b>HSA #2</b>	Form Rev. 12/22/16					

Grantee's Name: Project Open Hand		Appendix B, page 3	
Program Name:		9/14/2020	
<b>HDM-Adult with Disabilities</b>			
<b>Operating Expense Detail</b>			<b>TOTAL</b>
<b>H.S.A-DAS</b>	Annual #Meals Contracted:	23,995	\$23,995
<u>Expenditure Category</u>	<b>Term:</b>	<u>10/1/20 to 6/30/21</u>	<u>10/1/20 to 6/30/21</u>
Rental of Property (see table at right)			
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$5,397	\$5,397
Office Supplies, Postage		\$250	\$250
Building Maintenance Supplies and Repair		\$2,480	\$2,480
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ 2.22	\$53,269	\$53,269
Cong Food Svc Supplies	<i>per meal</i> \$ 0.25	\$5,999	\$5,999
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>			
<b>OTHER COSTS:</b>			
Insurance		\$1,047	\$1,047
Staff Training & Travel		\$591	\$591
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance		\$1,023	\$1,023
Data Communication/IT		\$197	\$197
<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$70,253</b>	<b>\$70,253</b>
<b>Non-DAAS</b>			<b>TOTAL</b>
<u>Expenditure Category</u>			
Rental of Property		\$269,218	\$269,218
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$2,997	\$2,997
Office Supplies, Postage		\$119	\$119
Building Maintenance Supplies and Repair		\$546	\$546
<b>FOOD COSTS</b>			
Raw Food	<i>per meal</i> \$ -		
Cong Food Svc Supplies	<i>per meal</i> \$ -		
HDM Food Svc Supplies	<i>per meal</i> \$ -		
Catered Meals	<i>per meal</i> \$ -		

CONSULTANT/SUBCONTRACTOR Descriptive Title		
Registered Dietitian		
OTHER COSTS:		
Insurance	\$1,151	\$1,151
Staff Training & Travel	\$508	\$508
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance	\$216	\$216
Data Communication/IT	\$180	\$180
<b>TOTAL Non-DAAS OPERATING EXPENSE</b>	<b>\$274,935</b>	<b>\$274,935</b>
<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>	<b>\$345,188</b>	<b>\$345,188</b>
<b>HSA #3</b>	Form Rev. 12/22/16	

Project Open Hand				
<b>Nutrition Compliance/Quality Assurance</b>				
<b>Services: Adult with Disabilities- HDM</b>				
<b>Cost Per Service Unit:</b>				
<b>Proposed Service Units:</b>				
	Year 1	Total Year 1	HSA-DAS	Non-H.S.A
	# of units/ sessions			
<b>Nurition Education:</b>				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM				
<b>Nutrition Counseling:</b>				
Annual #hours to be provided				
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)	3.0	\$937	\$298	\$639
<b>Site/Route Monitoring</b> (1 unit = 1 session completed):	42.0	\$56	\$10	\$46
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)	4.0	\$897	\$398	\$499
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)				
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)				
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Contractor Name: <b>Project Open Hand</b>	Term October 1, 2020 to June 30, 2021
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(Check One) New  Renewal  Modification   
 If modification, Effective Date of Mod. \_\_\_\_\_ No. of Mod. \_\_\_\_\_

Program: Nutrition Compliance for Adult with Disabilities- HDM	REVENUE Cost Allocation:			Total Revenue
	Budget Reference Page No.(s)	Year 1	H.S.A.-DAS	
Program Term	10/1/20-06/30/21			06/30/2021
<b>Expenditures</b>				
Total Nutrition Education				
Total Nutrition Counseling				
HACCP Kitchen Monitoring				
Salaries & Benefits	\$2,556	\$813	\$1,743	\$2,556
Operating Expense				
Subtotal Direct	\$2,556	\$813	\$1,743	\$2,556
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$256	\$81	\$174	\$256
<b>Total HACCP Kitchen Monitoring</b>	<b>\$2,812</b>	<b>\$894</b>	<b>\$1,917</b>	<b>\$2,812</b>
Site/Route Monitoring				
Salaries & Benefits	\$2,119	\$391	\$1,728	\$2,119
Operating Expense				
Subtotal Direct	\$2,119	\$391	\$1,728	\$2,119
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$212	\$40	\$173	\$212
<b>Total Site/Route Monitoring</b>	<b>\$2,331</b>	<b>\$431</b>	<b>\$1,901</b>	<b>\$2,331</b>
Menu Planning				
Salaries & Benefits	\$3,261	\$1,449	\$1,812	\$3,261
Operating Expense				
Subtotal Direct	\$3,261	\$1,449	\$1,812	\$3,261
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$326	\$145	\$181	\$326
<b>Total Menu Planning</b>	<b>\$3,587</b>	<b>\$1,594</b>	<b>\$1,993</b>	<b>\$3,587</b>
<b>Total HDM Assessments</b>				
<b>Total Other Nutrition Compliance</b>				
<b>GRAND Total Expenditures</b>	<b>\$8,730</b>	<b>\$2,919</b>	<b>\$5,812</b>	<b>\$8,730</b>
HSA Revenues				
<b>TOTAL HSA REVENUES</b>				
Other Non-H.S.A.-DAAS Revenues				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:	Date		
HSA-CO Review Signature:				
HSA #1				Document Date: 9/14/2

Program: Nutrition Compliance for Adult with Disabilities- HDM  
(Same as Line 9 on HSA #1)

**HACCP Kitchen Monitoring Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			06/30/2021	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue			
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS				
Registered Dietitian	\$76,752	100%	2%	2%	Budgeted Salary	\$1,852	H.S.A.-DAS	\$589	Non-HSA-DAS	\$1,263	\$1,852
<b>TOTALS</b>	\$76,752	100%	2%	2%		\$1,852		\$589		\$1,263	\$1,852
FRINGE BENEFIT RATE	38%										
EMPLOYEE FRINGE BENEFITS	\$29,166					\$704		\$224		\$480	\$704
TOTAL SALARIES & BENEFITS	\$105,918					\$2,556		\$813		\$1,743	\$2,556
TOTAL SALARIES & BENEFITS for H.S.A Program	\$2,556										

HSA #6

Document Date: 9/14/20

Program: Nutrition Compliance for Adult with Disabilities- HDM  
(Same as Line 9 on HSA #1)

**Site or Route Monitoring Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			06/30/2021	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue			
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS				
Registered Dietitian	\$76,752	100%	2%	2%	Budgeted Salary	\$1,535	H.S.A.-DAS	\$283	Non-HSA-DAS	\$1,252	\$1,535
TOTALS	\$76,752	100%	2%	2%		\$1,535		\$283		\$1,252	\$1,535
FRINGE BENEFIT RATE	38%										
EMPLOYEE FRINGE BENEFITS	\$29,166					\$584		\$108		\$476	\$584
TOTAL SALARIES & BENEFITS	\$105,918					\$2,119		\$391		\$1,728	\$2,119
TOTAL SALARIES & BENEFITS for HAS Program	\$2,119										

HSA #8

Document Date: 9/14/20



Program: Nutrition Compliance for Adult with Disabilities- HDM  
(Same as Line 9 on HSA #1)

**Menu Planning Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			06/30/2021
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue		
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietitian	\$76,752	100%	3%	3%	\$2,363	\$1,050	\$1,313	\$2,363		
<b>TOTALS</b>	\$76,752	100%	3%	3%	\$2,363	\$1,050	\$1,313	\$2,363		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$29,166				\$898	\$399	\$499	\$898		
TOTAL SALARIES & BENEFITS	\$105,918				\$3,261	\$1,449	\$1,812	\$3,261		
TOTAL SALARIES & BENEFITS for H.S.A Program	\$3,261									

HSA #10

Document Date: 9/14/20

**Citywide Nutrition Counseling and Education**

Project Open Hand

- Appendix A – Services to be Provided
- Appendix B – Budget, Congregate Meal Program
- Appendix B-1 – Budget, Home-Delivered Meal Program

**Appendix A - Services to be Provided  
Project Open Hand**

**Citywide Nutrition Education and Counseling Services for  
Congregate and Home-Delivered Nutrition Programs  
October 1, 2020 – June 30, 2021**

**I. Purpose**

The purpose of this grant is to provide nutrition education and counseling services to older adults and adults with disabilities enrolled in congregate, modified congregate, and/or home-delivered nutrition programs and who are at nutritional risk.

**II. Definitions**

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System
CDA	California Department of Aging
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.
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. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
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.

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
Home-Delivered Nutrition Program	A program that provides nutrition services to frail, homebound, or isolated individuals who are age 60 and over, adults with disabilities, and in some cases, their caregivers, and/or spouses. Services include, but are not limited to, nutrition education and nutrition risk screening, and healthy meals delivered to the consumers' home. The program requires an initial assessment, an annual comprehensive assessment, and quarterly re-assessment of the consumer. The program gives all participants the opportunity to contribute to the meal cost.
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. Consumers self-report income status.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program-	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.
Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business

	and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior.”
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult.”
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 contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
Unduplicated Consumer (UDC)	An individual who participates in the nutrition education and counseling services program and the grantee reflects consumer participation in CA-GetCare through program enrollment.

### **III. Target Population**

The target population is older adults and adults with disabilities living in the City and County of San Francisco who are at nutritional risk as evidenced by the DETERMINE Checklist.

Grantee shall additionally target services to members of one or more of the following groups identified as demonstrating the greatest economic and social need:

1. Low Income
2. Limited or No English Speaking Proficiency
3. Minority populations
4. Frail
5. LGBTQ+

### **IV. Eligibility for Services**

1. An older adult or an adult with a disability, and
2. Enrollment in a congregate, modified congregate, and/or home delivered nutrition program.

Grantee shall give priority to individuals at high nutritional risk as evidenced by their score using the DETERMINE Checklist.

### **V. Location and Time of Services**

The grantee will provide nutrition education or counseling services in the City and County of San Francisco. The grantee determines the location(s) and service time(s) for the nutrition education and counseling services with prior approval from DAS OCP.

### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain policies and procedures that are in compliance with and meet the nutrition standards set forth by the Title 22 Regulations, and DAS OCP.
2. **Citywide Nutrition Counseling**
  - a. Grantee will provide nutrition counseling to consumers who are at high nutritional risk as evidenced by their score using the DETERMINE Checklist and to consumers who are determined to be at nutritional risk by the registered dietitian (RD) based on their health or nutritional history, dietary intake, medications use, or chronic illnesses. Nutrition counseling may be provided in person, over the phone, or through an online platform.
  - b. Enrollment of the number of consumers in the program and the delivery of nutrition counseling hours are indicated in Table A below.
3. **Citywide Nutrition Education/Group Classes**
  - a. Grantee will provide nutrition education classes to consumers enrolled in DAS OCP funded meal programs. Nutrition education shall be relevant and meet the needs of

the consumers. The grantee will offer classes at their meal site/s and/or other community sites that are easily accessible to consumers and approved by DAS OCP. The grantee may also offer classes through an online platform with prior approval from DAS OCP. The target attendance for each class shall be at least twelve (12) consumers.

- b. Enrollment of the number of consumers in the program and the provision of nutrition education classes are indicated in Table B below.
  - c. Grantee will ensure the nutrition education provided is culturally appropriate for the consumers registered. Translation is required if the majority of the consumers registered for the class are monolingual in a language other than English.
  - d. Grantee will have a signed agreement with the meal site partners and/or other community partners that outline the expectations and responsibilities of each party regarding the provision of nutrition education classes.
  - e. Grantee will administer a DAS OCP approved evaluation survey at the end of each nutrition education class or series of classes and report the results to DAS OCP one month after the class or series of classes has ended.
4. Grantee will conduct program outreach and marketing of nutrition education and nutrition counseling services to eligible consumers. Outreach may include activities such as disseminating promotional materials through the mail, at congregate meal settings, special events/fairs, or other group settings where the target population may gather. Grantee will document and have on file outreach activities conducted.
  5. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

**VII. Service Objectives**

**1. Citywide Nutrition Counseling**

<b>Table A FY20/21</b>	Congregate	HDM	<b>Total</b>
Number of Unduplicated Consumers (UDC)	15	7	<b>22</b>
Number of Nutrition Counseling Hours	20	9	<b>29</b>

**2. Citywide Nutrition Education/Group Classes**

<b>Table B</b>	<b>FY20/21</b>
Number of Unduplicated Consumers	30
Number of Nutrition Education Classes	8

One nutrition education class = one hour of nutrition education

## **VIII. Outcome Objectives**

1. Clients report increased consumption of fruits and vegetables. Target: 75%.
2. Clients report making at least one healthy change. Target: 75%
3. Clients report more confidence in knowing how to choose foods and beverages that are beneficial to their overall health. Target: 75%
4. Clients report more confidence in knowing where to get help with nutrition education resources and/or nutrition counseling in their community. Target: 75%

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

1. Grantee will enroll eligible consumers in the program funded through this grant agreement through the CA-GetCare database as appropriate and in accordance to DAS policy and OCP policy memorandum.
2. Grantee will enter into the Ca-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number of units of service provided
4. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
5. 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 to the CARBON system.
6. 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.
7. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
8. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. Grantee will maintain evidence of staff completion of this training.
9. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.



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

<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
DAAS Benefits and Services Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Lauren McCasland, RD, MPH  
 Nutritionist  
 DAS OCP  
 email: lauren.mccasland@sfgov.org

and

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

**X. Monitoring Activities**

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

Project Open Hand				
<b>Nutrition Compliance/Quality Assurance</b>				
<b>Services: ENP- Congregate (Citywide)</b>				
<b>Cost Per Service Unit:</b>				
<b>Proposed Service Units:</b>				
	Year 1	Total Year 1	HSA-DAS	Non-H.S.A
	# of units/ sessions			
<b>Nurition Education:</b>				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	8.0	\$134	\$103	\$31
<b>Nutrition Counseling:</b>				
Annual #hours to be provided	48.0	\$89	\$62	\$27
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)				
<b>Site/Route Monitoring</b> (1 unit = 1 session completed):				
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)				
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)				
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)	3.0	\$356	\$60	\$296
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

Appendix B, Page 1

Document Date: 9/14/20

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Grantee Name: <b>Project Open Hand</b>		Term October 1, 2020 to June 30, 2021		
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod.		No. of Mod.		
<b>Program: Nutrition Compliance for ENP Congregate (Citywide)</b>	<b>REVENUE Cost Allocation:</b>			
Budget Reference Page No.(s)	<b>Year 1</b>	H.S.A.-DAS	Non-HSA-DAS	<b>Total Revenue</b>
<b>Program Term</b>	10/1/20-06/30/21			10/1/20-06/30/21
<b>Expenditures</b>				
<b>Nutrition Education</b>				
Salaries & Benefits	\$971	\$749	\$222	\$971
Operating Expense				
Subtotal Direct	\$971	\$749	\$222	\$971
Indirect Percentage	\$0	10.0%	10.0%	
Indirect Expense	\$97	\$75	\$22	\$97
<b>Total Nutrition Education</b>	<b>\$1,068</b>	<b>\$824</b>	<b>\$244</b>	<b>\$1,068</b>
<b>Nutrition Counseling</b>				
Salaries & Benefits	\$3,885	\$2,705	\$1,180	\$3,885
Operating Expense				
Subtotal Direct	\$3,885	\$2,705	\$1,180	\$3,885
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$389	\$271	\$118	\$389
<b>Total Nutrition Counseling</b>	<b>\$4,274</b>	<b>\$2,976</b>	<b>\$1,298</b>	<b>\$4,274</b>
<b>Total HACCP Kitchen Monitoring</b>				
<b>Total Site/Route Monitoring</b>				
<b>Total Menu Planning</b>				
<b>Total HDM Assessments</b>				
<b>Other Nutrition Compliance</b>				
Salaries & Benefits	\$971	\$164	\$807	\$971
Operating Expense				
Subtotal Direct	\$971	\$164	\$807	\$971
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$97	\$16	\$81	\$97
<b>Total Other Nutrition Compliance</b>	<b>\$1,068</b>	<b>\$180</b>	<b>\$888</b>	<b>\$1,068</b>
<b>GRAND Total Expenditures</b>	<b>\$6,410</b>	<b>\$3,980</b>	<b>\$2,430</b>	<b>\$6,410</b>
<b>HSA Revenues</b>				
<b>TOTAL HSA REVENUES</b>				
<b>Other Non-H.S.A.-DAS Revenues</b>				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:		Date	
HSA-CO Review Signature:	_____			
HSA #1			Document Date: 9/14/20	

Program: Nutrition Compliance for ENP- Congregate (Citywide)  
(Same as Line 9 on HSA #1)

**Nutrition Education Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue		
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS				
Registered Dietician	\$70,366	100%	1%	1%	\$704	\$543	\$161	\$704			
TOTALS	\$70,366	100%	1%	1%	\$704	\$543	\$161	\$704			
FRINGE BENEFIT RATE	38%										
EMPLOYEE FRINGE BENEFITS	\$26,739				\$267	\$206	\$61	\$267			
TOTAL SALARIES & BENEFITS	\$97,105				\$971	\$749	\$222	\$971			
TOTAL SALARIES & BENEFITS for H.S.A Program	\$971										

HSA #2

Document Date: 9/14/20

Program: Nutrition Compliance for ENP- Congregate (Citywide)  
(Same as Line 9 on HSA #1)

**Nutrition Counseling Salaries & Benefits Detail**

TERM:  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	REVENUE Cost Allocation:			Total Revenue		
					For HSA Program	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietician	\$70,366	100%	4%	4%	\$2,815	\$1,960	\$855	\$2,815		
TOTALS	\$70,366	100%	4%	4%	\$2,815	\$1,960	\$855	\$2,815		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$26,739				\$1,070	\$745	\$325	\$1,070		
TOTAL SALARIES & BENEFITS	\$97,105				\$3,885	\$2,705	\$1,180	\$3,885		
TOTAL SALARIES & BENEFITS for H.S.A Program	\$3,885									

HSA #4

Document Date: 9/14/20

Program: Nutrition Compliance for ENP- Congregate (Citywide)  
(Same as Line 9 on HSA #1)

**Other Nutrition Compliance Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21		10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue	
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS			
Registered Dietician	\$70,366	100%	1.0%	1.0%	\$704	\$119	\$585	\$704		
<b>TOTALS</b>	\$70,366	100%	1%	1%	\$704	\$119	\$585	\$704		
FRINGE BENEFIT RATE	38%									
EMPLOYEE FRINGE BENEFITS	\$26,739				\$267	\$45	\$222	\$267		
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$97,105				\$971	\$164	\$807	\$971		
TOTAL SALARIES & BENEFITS for H.S.A Program	\$971									

**HSA #14**

Project Open Hand				
<b>Nutrition Compliance/Quality Assurance</b>				
<b>Services: ENP - HDM (Citywide)</b>				
<b>Cost Per Service Unit:</b>				
<b>Proposed Service Units:</b>				
	Year 1	Total Year 1	HSA-DAS	Non-H.S.A
<b>Nurition Education:</b>	# of units/ sessions			
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM				
<b>Nutrition Counseling:</b>				
Annual #hours to be provided	20.0	\$160	\$62	\$98
Annual #sessions to be provided				
<b>HACCP Kitchen Monitoring</b> (1 unit = 1 session completed)				
<b>Site/Route Monitoring</b> (1 unit = 1 session completed):				
<b>Menu Planning &amp; Analysis</b> (1 unit = 1 set menu completed)				
<b>HDM Assessment</b> (1 units = annual intake assessment & reassessment completed)				
<b>OTHER Nutrition Compliance:</b>				
In-service training to staff/volunteers (1 unit =1 hour)				
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				



**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Grantee Name:			Term	
<b>Project Open Hand</b>			October 1, 2020 to June 30, 2021	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
If modification, Effective Date of Mod. No. of Mod.				
<b>Program: Nutrition Compliance for ENP - HDM (Citywide)</b>	<b>REVENUE Cost Allocation:</b>			
Budget Reference Page No.(s)	<b>Year 1</b>	H.S.A.-DAS	Non-HSA-DAS	<b>Total Revenue</b>
<b>Program Term</b>	10/1/20-06/30/21			10/1/20-06/30/21
<b>Expenditures</b>				
<b>Total Nutrition Education</b>				
<b>Nutrition Counseling</b>				
Salaries & Benefits	\$2,913	\$1,127	\$1,786	\$2,913
Operating Expense				
Subtotal Direct	\$2,913	\$1,127	\$1,786	\$2,913
Indirect Percentage	10.0%	10.0%	10.0%	
Indirect Expense	\$292	\$113	\$179	\$292
<b>Total Nutrition Counseling</b>	<b>\$3,205</b>	<b>\$1,240</b>	<b>\$1,965</b>	<b>\$3,205</b>
<b>Total HACCP Kitchen Monitoring</b>				
<b>Total Site/Route Monitoring</b>				
<b>Total Menu Planning</b>				
<b>Total HDM Assessments</b>				
<b>Total Other Nutrition Compliance</b>				
<b>GRAND Total Expenditures</b>	<b>\$3,205</b>	<b>\$1,240</b>	<b>\$1,965</b>	<b>\$3,205</b>
<b>HSA Revenues</b>				
<b>TOTAL HSA REVENUES</b>				
<b>Other Non-H.S.A.-DAS Revenues</b>				
<b>TOTAL OTHER REVENUES</b>				
Full Time Equivalent (FTE)				
Prepared by:	Telephone No.:		Date	
HSA-CO Review Signature:	_____			
<b>HSA #1</b>			<b>Document Date: 9/14/20</b>	

Program: Nutrition Compliance for ENP - HDM (Citywide)  
(Same as Line 9 on HSA #1)

**Nutrition Counseling Salaries & Benefits Detail**

**TERM:**  
October 1, 2020 to June 30, 2021

POSITION TITLE	Agency Totals				For HSA Program		10/1/20-06/30/21			10/1/20-06/30/21	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program		REVENUE Cost Allocation:		Total Revenue		
					Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS				
Registered Dietician	\$70,366	100%	3%	3%	\$2,111	\$817	\$1,294	\$2,111			
<b>TOTALS</b>	\$70,366	100%	3%	3%	\$2,111	\$817	\$1,294	\$2,111			
FRINGE BENEFIT RATE	38%										
EMPLOYEE FRINGE BENEFITS	\$26,739				\$802	\$310	\$492	\$802			
TOTAL SALARIES & BENEFITS	\$97,106				\$2,913	\$1,127	\$1,786	\$2,913			
TOTAL SALARIES & BENEFITS for H.S.A Program	\$2,913										

**HSA #4**

Document Date: 9/14/20