

City and County of San Francisco

Human Services Agency



London Breed, Mayor


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: 11/01/2020 – 06/30/2021

GRANT AMOUNT: See table below

<u>Funding source:</u>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
Funding:	\$6,256,879	\$1,102,574	\$5,479,405	\$1,283,873	\$14,122,731
Percentage:	49%	8%	43%		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 \$12,838,858. The term of the grants/contracts will be from November 1, 2020 to June 30, 2021. The total of the new grant amounts plus a 10% contingency will not exceed \$14,122,731. The funding amounts are detailed in the tables below (pages 3-7).

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:** The provision of nutrition counseling services and nutrition education by a registered dietitian (RD) to consumers enrolled in a congregate, congregate modified and/or home delivered meal program who are determined to be at nutritional risk.
- **Emergency Home-Delivered Meal Program:** A nutrition program that delivers meals to eligible consumers living in the City and County of San Francisco who have an urgent or temporary need for nutrition support in the community. The emergency home-delivered meal program provides meals meeting nutritional standards to consumers within two to five days of a request and the provision of meals does not exceed sixty days.

Grant amount

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

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$599,379	\$59,937	\$659,316
Episcopal Community Services of San Francisco Inc.	\$155,651	\$15,565	\$171,216
Glide Foundation	\$141,203	\$14,120	\$155,323
Kimochi Inc.	\$530,073	\$53,007	\$583,080
On Lok Day Services	\$295,590	\$29,559	\$325,149
Self Help for the Elderly	\$1,433,764	\$143,376	\$1,577,140
Self Help for the Elderly-Champs	\$181,200	\$18,120	\$199,320
Total	\$3,336,860	\$333,684	\$3,670,544

- **Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Candice Tang	\$13,000	\$1,300	\$14,300
Glide Foundation	\$5,785	\$578	\$6,363
Kimochi Inc.	\$4,522	\$452	\$4,974
On Lok Day Services	\$11,873	\$1,187	\$13,060
Self Help for the Elderly	\$35,780	\$3,578	\$39,358
Total	\$70,960	\$7,095	\$78,055

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

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$183,352	\$18,335	\$201,687
Episcopal Community Services of San Francisco Inc.	\$22,704	\$2,270	\$24,974
Glide Foundation	\$38,670	\$3,867	\$42,537
Self Help for the Elderly	\$10,488	\$1,048	\$11,536
Total	\$255,214	\$25,520	\$280,734

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

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Centro Latino de San Francisco Inc.	\$200,146	\$20,014	\$220,160
Jewish Family and Children's Services	\$53,723	\$5,372	\$59,095
Kimochi Inc.	\$221,720	\$22,172	\$243,892

Meals on Wheels	\$4,681,299	\$468,129	\$5,149,428
On Lok Day Services	\$759,662	\$75,966	\$835,628
Self Help for the Elderly	\$714,400	\$71,440	\$785,840
Total	\$6,630,950	\$663,093	\$7,294,043

- **Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Candice Tang	\$13,100	\$1,310	\$14,410
Centro Latino de San Francisco Inc.	\$19,584	\$1,958	\$21,542
Jewish Family And Children's Services	\$9,003	\$900	\$9,903
Kimochi Inc.	\$39,799	\$3,979	\$43,778
Meals on Wheels	\$628,155	\$62,815	\$690,971
On Lok Day Services	\$106,398	\$10,639	\$117,037
Self Help for the Elderly	\$104,089	\$10,408	\$114,497
Total	\$920,129	\$92,009	\$1,012,138

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

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Meals on Wheels	\$918,084	\$91,808	\$1,009,892
Self Help for the Elderly	\$234,670	\$23,467	\$258,137
Total	\$1,152,754	\$115,275	\$1,268,029

- **Citywide Nutrition Counseling and Education**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Leah's Pantry- Congregate	\$65,414	\$6,541	\$71,955
Leah's Pantry- Home Delivered Meal	\$13,030	\$1,303	\$14,333
Total	\$78,444	\$7,844	\$86,288

- **Emergency Home-Delivered Meal Program**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Meals on Wheels	\$154,379	\$15,437	\$169,816
Total	\$154,379	\$15,437	\$169,816

- **Home-Delivered Meals for Adults with Disabilities Assessment**

Agency	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Institute on Aging	\$239,168	\$23,916	\$263,084
Total	\$239,168	\$23,916	\$263,084

Grand Total

Program	11/01/20 – 06/30/21 grant amount	10% contingency	Not-To-Exceed
Citywide Nutrition Counseling and Education	\$78,444	\$7,844	\$86,288
Congregate Meal Program and Modified Congregate Meal Program for Adults with Disabilities	\$255,214	\$25,520	\$280,734
Congregate Meal Program and Modified Congregate Meal Program for Older Adults	\$3,336,860	\$333,684	\$3,670,544
Emergency Home-Delivered Meal Program	\$154,379	\$15,437	\$169,816
Home-Delivered Meal Program for Adults with Disabilities	\$1,152,754	\$115,275	\$1,268,029

Home-Delivered Meal Program for Older Adults	\$6,630,950	\$663,093	\$7,294,043
Home-Delivered Meals for Adults with Disabilities Assessment	\$239,168	\$23,916	\$263,084
Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults	\$70,960	\$7,095	\$78,055
Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults	\$920,129	\$92,009	\$1,012,138
Total	\$12,838,858	\$1,283,873	\$14,122,731

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**

Centro Latino de San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Kimochi Inc.

Appendix A – Services to be Provided

Appendix B – Budget

On Lok Day Services

Appendix A – Services to be Provided

Appendix B – Budget

Self Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

Appendix B1 – Champs Budget

- **Nutrition Compliance and Quality Assurance (NCQA) for Congregate Meal Program and Modified Congregate Meal Program for Older Adults**

Candice Tang

Appendix B – Budget

Glide Foundation

Appendix B – Budget

Kimochi Inc.

Appendix B – Budget

On Lok Day Services

Appendix B – Budget

Self Help for the Elderly

Appendix B – Budget

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

Centro Latino de San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Episcopal Community Services of San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Glide Foundation

Appendix A – Services to be Provided

Appendix B – Budget

Self Help for the Elderly

Appendix A – Services to be Provided

Appendix B – Budget

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

Centro Latino de San Francisco Inc.

Appendix A – Services to be Provided

Appendix B – Budget

Jewish Family and Children's Services
Appendix A – Services to be Provided
Appendix B – Budget

Kimochi Inc.
Appendix A – Services to be Provided
Appendix B – Budget

Meals on Wheels
Appendix A – Services to be Provided
Appendix B – Budget

On Lok Day Services
Appendix A – Services to be Provided
Appendix B – Budget

Self Help for the Elderly
Appendix A – Services to be Provided
Appendix B – Budget

- **Nutrition Compliance and Quality Assurance (NCQA) for Home-Delivered Meal Program for Older Adults**

Candice Tang
Appendix B – Budget

Centro Latino de San Francisco Inc.
Appendix B – Budget

Jewish Family And Children's Services
Appendix B – Budget

Kimochi Inc.
Appendix B – Budget

Meals on Wheels
Appendix B – Budget

On Lok Day Services
Appendix B – Budget

Self Help for the Elderly
Appendix B – Budget

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

Meals on Wheels
Appendix A – Services to be Provided
Appendix B – Budget

Self Help for the Elderly
Appendix A – Services to be Provided
Appendix B – Budget

- **Citywide Nutrition Counseling and Education**

- Leah's Pantry

- Appendix A – Services to be Provided

- Appendix B – Budget, Congregate

- Appendix B1 – Budget, Home Delivered Meal

- **Emergency Home-Delivered Meal Program**

- Meals on Wheels

- Appendix A – Services to be Provided

- Appendix B – Budget

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

- Institute on Aging

- Appendix A – Services to be Provided

- Appendix B – Budget

Appendix A - Services to be Provided
Centro Latino de San Francisco
 Congregate Nutrition Program for Older Adults
 Elderly Nutrition Program (ENP)

November 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	Centro Latino de San Francisco
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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	1453
Number of Meals	70,678

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:

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

David Kashani
 Contract Manager
 HSA OCM
 email: David.Kashani@sfgov.org

I. 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.

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2			10/22/2020	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
4	BUDGET PROPOSAL FORMS			
5	Grantee's Name: Centro Latino de San Francisco		Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification _____			
7	Effective Date of Mod:	No. of Mod:	11/1/20 to 6/30/21	
8	Program Name: Cong-ENP	11/1/20 to 6/30/21	TOTAL	Average cost/meal
9	Annual # Meals Contracted	70,678	70,678	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$277,823	\$277,823	\$3.93
13	Operating Expense	\$231,767	\$231,767	\$3.28
14	Subtotal	\$509,590	\$509,590	\$7.21
15	Indirect Percentage (max 10%)			
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)			
17	Capital Expenditure	\$10,190	\$10,190	\$0.14
18	COVID OTO	\$29,016	\$29,016	\$0.41
19	Suppl Grocery OTO	\$50,583	\$50,583	
20	TOTAL DAS EXPENDITURES	\$599,379	\$599,379	\$7.35
21				
22	Non-DAS Expenditures			
23	Salaries & Benefits	\$27,573	\$27,573	\$0.39
24	Operating Expense	\$42,912	\$42,912	\$0.61
25	Capital Expenditure			
26	TOTAL Non-DAS EXPENDITURES	\$70,485	\$70,485	\$1.00
27				
28	TOTAL DAS & Non-DAS EXPENDITURES	\$669,864	\$669,864	\$8.35
29				
30	HSA-DAS Revenues			
31	Meals	\$509,590	\$509,590	
32	Capital OTO	\$10,190	\$10,190	
33	COVID OTO	\$29,016	\$29,016	
34	Suppl Grocery OTO	\$50,583	\$50,583	
35	TOTAL HSA-DAS REVENUES	\$599,379	\$599,379	
36	PER MEAL COST, HSA-DAS	\$7.21	\$7.21	
37	PER MEAL COST with COVID OTO, HSA-DAS	\$8.48	\$8.48	
38	Non-DAS Revenues			
39	Project Income	24,800	\$24,800	\$0.35
40	Agency Cash - Fundraising	\$18,112	\$18,112	\$0.26
41	Agency In-Kind Volunteer	\$27,573	\$27,573	\$0.39
42	Nutrition Compliance Revenues			
43				
44	TOTAL NON HSA-DAS REVENUES	\$70,485	\$70,485	
45	PER MEAL COST, NON HSA-DAS	\$1.00	\$1.00	
46	TOTAL REVENUES	\$669,864	\$669,864	
47	PER BAG COST, TOTAL	\$9.48	\$9.48	
48	Full Time Equivalent (FTE)			
50	Prepared by: Victor de la Rocha		Date: 10/22/20	
51	HSA-CO Review Signature:			
52	HSA #1		Form Rev. 12/22/16	

	A	B	C	D	E	F	G	H
1	Grantee's Name: Centro Latino de San Francisco					Appendix B, page 2		
2	Program Name: Cong-ENP					Date: 10/22/20		
3	11/1/20 to 6/30/21							
4								
5	Salaries & Benefits Detail					TOTAL		
6								
7								
8	H.S.A-DAS							
		Agency Totals		For DAS Nutrition		11/1/20 to 6/30/21	11/1/20 to 6/30/21	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
10	Accountant/HR	\$72,800	38%	18%	7%	\$4,903	\$4,903	
11	Administrator/Educator	\$72,800	77%	17%	13%	\$9,450	\$9,450	
12	Driver II/Food Purchaser	\$39,520	63%	21%	13%	\$5,105	\$5,105	
13	Driver II/Custodian /Food Purcha	\$39,520	50%	6%	3%	\$1,148	\$1,148	
14	Janitor	\$35,360	63%	32%	20%	\$7,128	\$7,128	
16	Driver II HDM/Food Purchaser	\$39,520	80%	25%	20%	\$7,836	\$7,836	
18	Executive Director	\$79,040	100%	37%	37%	\$28,852	\$28,852	
19	Food Prep/FSW MNC /VA -	\$37,440	100%	49%	49%	\$18,239	\$18,239	
20	Head Cook II	\$45,760	100%	30%	30%	\$13,876	\$13,876	
21	Head Cook II	\$37,440	88%	42%	37%	\$13,731	\$13,731	
22	Head Cook I	\$47,840	40%	29%	12%	\$5,558	\$5,558	
23	Food Service Worker VC and VA	\$39,520	20%	41%	8%	\$3,271	\$3,271	
24	Janitor / Dishwasher	\$37,440	63%	44%	28%	\$10,412	\$10,412	
25	Programs Manager/Activities Co	\$54,080	100%	21%	21%	\$11,432	\$11,432	
26	Food Prep/ Janitor	\$41,600	69%	21%	14%	\$5,973	\$5,973	
27	MNC Site Manager	\$37,440	38%	53%	20%	\$7,407	\$7,407	
28	Nutritionist/Activities Facilitator	\$58,240	93%	31%	28%	\$16,546	\$16,546	
30	Social Worker I	\$47,840	93%	14%	13%	\$6,312	\$6,312	
31	Site Manager/ Cook	\$41,600	100%	34%	34%	\$13,958	\$13,958	
32	Food Prep/FSW	\$37,440	45%	29%	13%	\$4,906	\$4,906	
33	VA/Star Food Server /HDM Asse	\$39,520	94%	31%	29%	\$11,380	\$11,380	
34	Controller	\$93,600	13%	25%	3%	\$2,879	\$2,879	
35	Consumer Intake/Social Services	\$54,080	88%	30%	26%	\$14,308	\$14,308	
41	TOTALS	\$ 1,439,360	1982%			\$242,069	\$242,068	
42								
43	FRINGE BENEFIT RATE	14.8%						
44	EMPLOYEE FRINGE BENEFITS	\$ 212,593				\$35,754	\$35,754	
45								
46								
47	TOTAL DAS SALARIES & BENEFITS	\$ 1,651,953				\$277,823	\$277,822	
48								
49								
50	Non - DAS							
		Agency Totals		For DAS Meal			TOTAL	
51	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
52	Position #1 - Volunteer	\$ 31,200	23%	67%	15%	\$4,725	\$4,725	
53	Position #2 - Volunteer	\$ 31,200	100%	43%	43%	\$13,440	\$13,440	
54	Position #3 - Volunteer	\$ 31,200	30%	43%	13%	\$4,032	\$4,032	
55	Position #4 - Volunteer	\$ 31,200	30%	43%	13%	\$4,032	\$4,032	
56	Position #5 - Volunteer	\$ 31,200	30%	14%	4%	\$1,344	\$1,344	
57								
58								
59								
60								
61								
62								
63								
64								
65								
66								
67								
68								
69	TOTAL NON-DAS	\$ 156,000	213%	211%	88%	\$27,573	\$27,573	
70								
71	FRINGE BENEFIT RATE							
72	EMPLOYEE FRINGE BENEFITS	\$ -						
73								
74								
75	TOTAL Non-DAS SALARIES & BENEFITS	\$ 156,000				\$27,573	\$27,573	
76								
77	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 1,807,953				\$305,396	\$305,395	
78	HSA #2							

Form Rev. 12/22/16

	A	B	C	D	E	F
1	Grantee's Name: Centro Latino de					Appendix B, page 3
2	Program Name:					10/22/20
3	11/1/20 to 6/30/21					
4						
5						
6						
7	H.S.A-DAS	Annual #Meals Contracted:	70,678			TOTAL
8	Expenditure Category	Term:	11/1/20 to 6/30/21			11/1/20 to 6/30/21
9	Rental of Property					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$21,288			\$21,288
11	Office Supplies, Postage		\$5,150			\$5,150
12	Building Maintenance Supplies and Repair		\$17,487			\$17,487
13	FOOD COSTS					
14	Raw Food	per meal \$ 1.70	\$120,007			\$120,007
15	Cong Food Svc Supplies	per meal \$ 0.54	\$38,164			\$38,164
16	HDM Food Svc Supplies	per meal \$ -				
17	Catered Meals	per meal \$ -				
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian					
20						
21	OTHER COSTS:					
22	Insurance		\$3,420			\$3,420
23	Staff Training & Travel		\$3,697			\$3,697
24	Auto - Fuel & Insurance		\$11,259			\$11,259
25	Registration Fees		\$468			\$468
26	Uniforms		\$1,026			\$1,026
27	Repair/Maintenance		\$3,073			\$3,073
28	Payroll Services		\$1,088			\$1,088
29	Accounting / Audit Fees		\$5,640			\$5,640
30	TOTAL DAS OPERATING EXPENSE		\$231,767			\$231,767
32	Non-DAS					TOTAL
33	Expenditure Category					
34	Rental of Property		\$20,295			\$20,295
35	Utilities(Elec, Water, Gas, Phone, Scavenger)					
36	Office Supplies, Postage					
37	Building Maintenance Supplies and Repair					
38	FOOD COSTS					
39	Raw Food	per meal \$ 0.32	\$22,617			\$22,617
40	Cong Food Svc Supplies	per meal \$ -				
41	HDM Food Svc Supplies	per meal \$ -				
42	Catered Meals	per meal \$ -				
43	CONSULTANT/SUBCONTRACTOR Descriptive Title					
44	Registered Dietitian					
45						
46	OTHER COSTS:					
47	Insurance					
48	Staff Training & Travel					
49	Rental of Equipment					
50	Rental of Equipment					
51	Small equipment & Supplies					
52	Auto - Fuel & Insurance					
53	Repair/Maintenance					
54						
56	TOTAL Non-DAS OPERATING EXPENSE		\$42,912			\$42,912
58	TOTAL DAS & Non-DAS OPERATING EXPENSE		\$274,679			\$274,679
63	HSA #3	Form Rev. 12/22/16				

	A	B	C	D
1	Grantee's Name: Centro Latino de San Francisco		Appendix B, Page	
2	Program Name: Cong-ENP		Document Date:	10/22/20
3	11/1/20 to 6/30/21			
4				
5	Capital Expenditure Detail			
6	(Equipment and Remodeling Cost)			
7				TOTAL
8	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
9	No.	ITEM/DESCRIPTION		
10	1	OTO Equipment-South Bend Range 60" 10 Burner/Convection Ovens and Installation service	8,558	8,558
11	2	OTO Equipment-delivery bags for food transport	1,632	1,632
12				
13				
14				
15				
16				
17				
18	TOTAL DAS-OCPEQUIPMENT & REMODELING COST		10,190	10,190
19				
20	Non-DAS			
21	Non-DA	ITEM/DESCRIPTION		
22				
23				
24				
25				
26				
27	TOTAL NON DAS-OCPEQUIPMENT & REMODELING COST			
28				
29	TOTAL DAS & NON-DAS CAPITAL EXPENDITURE		10,190	10,190
30	(Equipment and Remodeling Cost)			
31	HSA #4 Form Rev. 12/22/16			

	A	B	C	D
1	Grantee's Name: Centro Latino de San Francisco		Appendix B, Page	
2	Program Name: Cong-ENP		Document Date: 10/22/20	
3	11/1/20 to 6/30/21			
4				
5	COVID OTO Expenditure Detail			
6				TOTAL
7	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
8	No.	ITEM/DESCRIPTION		
9		COVID OTO Raw Food	13,285	13,285
10		COVID OTO Food Supplies	15,731	15,731
11				
12				
13				
14				
15				
16				
17	TOTAL DAS-COVID OTO COST		29,016	29,016
18				
19	HSA #4 Form Rev. 12/22/16			

Grantee's Name: Centro Latino de San Francisco
 Program Name: Cong-ENP
 11/1/20 to 6/30/21

Appendix B, Page
 Document Date:

10/22/20

COVID OTO Expenditure Detail

H.S.A-DAS		TOTAL	
		11/1/20 to 6/30/21	11/1/20 to 6/30/21
No.	ITEM/DESCRIPTION		
1	supplementary grocery bags: 5119 bags of supplementary grocery bags at 9.88 per bag include grocery and delivery cost	50,583	50,583
			0
			0
			0
			0
			0
			0
TOTAL DAS-Suppl Grocery OTO COST		50,583	50,583

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

November 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	Episcopal 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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	533
Number of Meals	20,432

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:

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

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

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

and

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

I. 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.

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2			10/16/2020	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
4	BUDGET PROPOSAL FORMS			
5	EPISCOPAL COMMUNITY SERVICES OF SF		Grant Term	
6	(Check One) New <input checked="" type="checkbox"/> Renewal ___ Modification ___			
7	Effective Date of Mod:	No. of Mod:	11/1/20 to 6/30/21	
8	Congregate Nutrition Program for Older Adults		TOTAL	Average cost/meal
9	Annual # Meals Contracted	20,432	20,432	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$103,003	\$103,003	\$5.04
13	Operating Expense	\$34,452	\$34,452	\$1.69
14	Subtotal	\$137,455	\$137,455	\$6.73
15	Indirect Percentage (max 10%)	10%	10%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$13,745	\$13,745	\$0.67
17	Capital Expenditure			
18	COVID OTO	\$4,451	\$4,451	\$0.22
19	TOTAL DAS EXPENDITURES	\$155,651	\$155,651	\$7.40
20				
21	Non-DAS Expenditures			
22	Salaries & Benefits	\$18,791	\$18,791	\$0.92
23	Operating Expense	\$16,037	\$16,037	\$0.78
24	Capital Expenditure			
25	TOTAL Non-DAS EXPENDITURES	\$34,828	\$34,828	\$1.70
26				
27	TOTAL DAS & Non-DAS EXPENDITURES	\$190,479	\$190,479	\$9.10
28				
29	HSA-DAS Revenues			
30	<i>Meals</i>	\$155,651	\$155,651	
31				
32				
33				
34	TOTAL HSA-DAS REVENUES	\$155,651	\$155,651	
35	PER MEAL COST, HSA-DAS	\$7.40	\$7.40	
36	PER MEAL COST with COVID OTO, HSA-DAS	\$7.62	\$7.62	
37	Non-DAS Revenues			
38	Project Income	\$1,248	\$1,248	\$0.06
39	Agency Cash - Fundraising	\$33,580	\$33,580	\$1.64
40	Agency In-Kind Volunteer			
41	Nutrition Compliance Revenues			
42				
43	TOTAL NON HSA-DAS REVENUES	\$34,828	\$34,828	
44	PER MEAL COST, NON HSA-DAS	\$1.70	\$1.70	
45	TOTAL REVENUES	\$190,479	\$190,479	
46	PER MEAL COST, TOTAL	\$9.32	\$9.32	
47	Full Time Equivalent (FTE)			
49	Prepared by: Evelyn L. Lam		10/16/2020	
50	HSA-CO Review Signature:			
51	HSA #1			

	A	B	C	D	E	F	G	H
1	EPISCOPAL COMMUNITY SERVICES OF SF					Appendix B, page 2		
2	Program Name:					Date: 10/16/20		
3	Congregate Nutrition Program for Older Adults							
4								
5	Salaries & Benefits Detail						TOTAL	
6								
7								
8	H.S.A-DAS		Agency Totals		For DAS Nutrition		11/1/20 to 6/30/21	11/1/20 to 6/30/21
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
10	Assistant Chef	\$52,344	100%	44%	44%	\$15,180	\$15,180	
11	Database /Compliance Specialist	\$61,375	100%	17%	17%	\$7,120	\$7,120	
12	Chef Instructor	\$63,103	100%	70%	70%	\$29,280	\$29,280	
13	Culinary Training Manager	\$74,034	100%	44%	44%	\$21,470	\$21,470	
14								
15								
16								
17								
18	TOTALS	\$ 250,856	400%	131%	131%	\$73,049	\$73,049	
19								
20	FRINGE BENEFIT RATE	41.0%						
21	EMPLOYEE FRINGE BENEFITS	\$ 102,851				\$29,954	\$29,954	
22								
23								
24	TOTAL DAS SALARIES & BENEFITS	\$ 353,707				\$103,003	\$103,003	
25								
26								
27	Non - DAS		Agency Totals		For DAS Meal			TOTAL
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
29	Meal site & kitchen volunteers							
30	Manager - Social Enterprise	\$81,620	100%	22%	22%	\$11,835	\$11,835	
31	Director of Impact & Analytics	\$118,525	100%	2%	2%	\$1,492	\$1,492	
32								
33								
34								
40								
41								
42								
43								
44								
45								
46	TOTAL NON-DAS	\$ 200,145	200%	24%	24%	\$13,327	\$13,327	
47								
48	FRINGE BENEFIT RATE	41.0%						
49	EMPLOYEE FRINGE BENEFITS	\$ 82,059				\$5,464	\$5,464	
50								
51								
52	TOTAL Non-DAS SALARIES & BENEFITS	\$ 282,204				\$18,791	\$18,791	
53								
54	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 635,911				\$121,794	\$121,794	
55	HSA #2	Form Rev. 12/22/16						

	A	B	C	D	E	F
1	EPISCOPAL COMMUNITY SERVICE					Appendix B, page 3
2	Program Name:					10/16/20
3	Congregate Nutrition Program for Older Adults					
4	Operating Expense Detail					
7	H.S.A-DAS	Annual #Meals Contracted:	20,432		TOTAL	
8	<u>Expenditure Category</u>	Term:	11/1/20 to 6/30/21		11/1/20 to 6/30/21	
9	Rental of Property					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)					
11	Office Supplies, Postage					
12	Building Maintenance Supplies and Repair					
13	FOOD COSTS					
14	Raw Food	<i>per meal</i>	\$ 1.6862	\$34,452		\$34,452
15	Cong Food Svc Supplies	<i>per meal</i>	\$ -			
16	HDM Food Svc Supplies	<i>per meal</i>	\$ -			
17	Catered Meals	<i>per meal</i>	\$ -			
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian					
20						
21	OTHER COSTS:					
22	Insurance					
23	Staff Training & Travel					
24	Rental of Equipment					
29						
30	TOTAL DAS OPERATING EXPENSE			\$34,452		\$34,452
32	Non-DAS					TOTAL
33	<u>Expenditure Category</u>					
34	Rental of Property					
35	Utilities(Elec, Water, Gas, Phone, Scavenger)					
36	Office Supplies, Postage			\$522		\$522
37	Building Maintenance Supplies and Repair			\$4,060		\$4,060
38	FOOD COSTS					
39	Raw Food	<i>per meal</i>	\$ 0.3151	\$6,438		\$6,438
40	Cong Food Svc Supplies	<i>per meal</i>	\$ -			
41	HDM Food Svc Supplies	<i>per meal</i>	\$ -			
42	Catered Meals	<i>per meal</i>	\$ -			
43	CONSULTANT/SUBCONTRACTOR Descriptive Title					
44	Registered Dietitian					
45						
46	OTHER COSTS:					
47	Insurance			\$3,828		\$3,828
48	Staff Recruitment, Training & Travel			\$116		\$116
49	Program Supplies			\$580		\$580
50	Printing & Reproduction			\$319		\$319
51	Small equipment & Supplies					
52	Auto - Fuel & Insurance					
53	Equipment Repair/Maintenance			\$174		\$174
56	TOTAL Non-DAS OPERATING EXPENSE			\$16,037		\$16,037
57						
58	TOTAL DAS & Non-DAS OPERATING EXPENSE			\$50,489		\$50,489
63	HSA #3	Form Rev. 12/22/16				

	A	B	C	D
1	EPISCOPAL COMMUNITY SERVICES OF SF		Appendix B, Page 4	
2	Program Name:		Document Date:	10/16/20
3	Congregate Nutrition Program for Older Adults			
4				
5	COVID OTO Expenditure Detail			
6				TOTAL
7	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
8	No.	ITEM/DESCRIPTION		
9		3 compartment containers - 200 ct/case		
10		- 83 pcs X \$20.50 (80%)	\$1,361	\$1,361
11		Salad/deli containers/souffle cups and lids - 100 ct/case		
12		- 135 pcs X \$18.50 (80%)	\$1,998	\$1,998
13		Cutlery packets - 400 ct/case		
14		- 42 pcs X \$32.50 (80%)	\$1,092	\$1,092
15				
16				
17	TOTAL DAS-COVID OTO COST		\$4,451	\$4,451
18				
19	HSA #4 Form Rev. 12/22/16			

Appendix A - Services to be Provided
Glide Foundation
 Congregate Nutrition Program for Older Adults
 Elderly Nutrition Program (ENP)

November 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	Glide Foundation
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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	400
Number of Meals	35,180

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

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:

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

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

Tiffany Kearney
Lead Nutritionist
DAS OCP
email: Tiffany.Kearney@SFgov.org

and

Patrick Garcia
Contract Manager
HSA OCM
email: Patrick.Garcia@SFgov.org

I. 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.

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2				
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
4	BUDGET PROPOSAL FORMS			
5	Glide		Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
7	Effective Date of Mod:	No. of Mod:	11/1/20 to 6/30/21	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)		TOTAL	Average cost/meal
9	Annual # Meals Contracted	35,180	35,180	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$50,866	\$50,866	\$1.45
13	Operating Expense	\$75,781	\$75,781	\$2.15
14	Subtotal	\$126,647	\$126,647	\$3.60
15	Indirect Percentage (max 10%)			
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)			
17	Capital Expenditure			
18	COVID OTO	\$14,556	\$14,556	\$0.41
19	TOTAL DAS EXPENDITURES	\$141,203	\$141,203	\$3.60
20				
21	Non-DAS Expenditures			
22	Salaries & Benefits	\$11,431	\$11,431	\$0.32
23	Operating Expense	\$26,493	\$26,493	\$0.75
24	Capital Expenditure			
25	TOTAL Non-DAS EXPENDITURES	\$37,924	\$37,924	\$1.08
26				
27	TOTAL DAS & Non-DAS EXPENDITURES	\$179,127	\$179,127	\$4.68
28				
29	HSA-DAS Revenues			
30	Meals	\$141,203	\$141,203	
31				
32				
33				
34	TOTAL HSA-DAS REVENUES	\$141,203	\$141,203	
35	PER MEAL COST, HSA-DAS	\$3.60	\$3.60	
36	PER MEAL COST with COVID OTO, HSA-DAS	\$4.01	\$4.01	
37	Non-DAS Revenues			
38	Project Income			
39	Agency Cash - Fundraising			
40	Agency In-Kind Volunteer			
41	Nutrition Compliance Revenues			
42				
43	TOTAL NON HSA-DAS REVENUES			
44	PER MEAL COST, NON HSA-DAS			
45	TOTAL REVENUES	\$141,203	\$141,203	
46	PER BAG COST, TOTAL	\$4.01	\$4.01	
47	Full Time Equivalent (FTE)			
49	Prepared by:		Date:	
50	HSA-CO Review Signature:			
51	HSA #1			

	A	B	C	D	E	F	G	H	
1	Glide							Appendix B, page 2	
2	Program Name:							Date:	
3									
4									
5		Salaries & Benefits Detail						TOTAL	
6									
7									
8	H.S.A-DAS	Agency Totals		For DAS Nutrition			11/1/20 to 6/30/21	11/1/20 to 6/30/21	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE		Budgeted Salary	Budgeted Salary	
10	George Gundry - Director	\$151,590	100%	2%	5%		\$10,863	\$7,242	
11	Joselyn Barrera - Culinary Manager	\$86,655	100%	2%	4%		\$6,772	\$4,515	
12	Cho Wing Chung - Chef	\$40,123	100%	2%	4%		\$3,702	\$2,468	
13	James Sampagna - Shift Leader	\$52,270	100%	2%	4%		\$4,466	\$2,977	
14	Curtis Mcgregor - Shift Leader	\$45,864	100%	2%	4%		\$4,137	\$2,758	
15	Leon Thomas III - Steward	\$59,488	100%	2%	4%		\$4,891	\$3,261	
16	Dishwashers - 2	\$73,112	100%	7%	4%		\$9,169	\$6,113	
17	Program Navigator- TBA-2	\$100,485	100%	8%	4%		\$11,927	\$7,951	
18	Tina Huang-Program Assistant	\$52,853	100%	2%	4%		\$3,680	\$2,454	
19	TOTALS	\$ 662,440	900%	27%	32%		\$59,609	\$39,739	
20									
21	FRINGE BENEFIT RATE	28.0%							
22	EMPLOYEE FRINGE BENEFITS	\$ 185,483					\$16,690	\$11,127	
23									
24									
25	TOTAL DAS SALARIES & BENEFITS	\$ 847,923					\$76,299	\$50,866	
26									
27									
28	Non - DAS	Agency Totals		For DAS Meal				TOTAL	
29	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE		Budgeted Salary	Budgeted Salary	
30	Program Director	\$ 151,590	100%	2%	2%		\$3,032	\$2,021	
31	Data & Contracts Coordinator	\$ 57,928	100%	2%	2%		\$1,159	\$772	
32	Security Monitor	\$ 32,802	100%	5%	5%		\$1,640	\$1,093	
33	Senior Director of Programs	\$ 155,000	100%	2%	2%		\$3,100	\$2,067	
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
44									
45									
46	TOTAL NON-DAS	\$ 397,320	400%	11%	11%		\$8,930	\$5,954	
47									
48	FRINGE BENEFIT RATE	28.0%							
49	EMPLOYEE FRINGE BENEFITS	\$ 111,250					\$2,501	\$1,667	
50									
51									
52	TOTAL Non-DAS SALARIES & BENEFITS	\$ 508,570					\$11,431	\$7,621	
53									
54	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 1,356,493					\$87,730	\$58,487	

	A	B	C	D	E	F
1	Glide					Appendix B, page 3
2	Program Name:					
3						
4						
5						
6						
7	H.S.A-DAS	Annual #Meals Contracted:			35,180	TOTAL
8	Expenditure Category	Term:			11/1/20 to 6/30/21	11/1/20 to 6/30/21
9	Rental of Property					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)					
11	Office Supplies, Postage					
12	Building Maintenance Supplies and Repair					
13	FOOD COSTS					
14	Raw Food	per meal	\$ 1.79		\$62,972	\$62,972
15	Cong Food Svc Supplies	per meal	\$ 0.13		\$4,573	\$4,573
16	HDM Food Svc Supplies	per meal	\$ -			
17	Catered Meals	per meal	\$ -			
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian					
20						
21	OTHER COSTS:					
22	Insurance					
23	Staff Training & Travel					
24	Garbage				\$500	\$500
25	Information Technology				\$333	\$333
26	Repair/Maintenance				\$1,218	\$1,218
27	Food Storage				\$695	\$695
28	Occupancy				\$5,489	\$5,489
29						
30	TOTAL DAS OPERATING EXPENSE				\$75,781	\$75,781
32	Non-DAS					TOTAL
33	Expenditure Category					
34	Rental of Property					
35	Utilities(Elec, Water, Gas, Phone, Scavenger)					
36	Office Supplies, Postage					
37	Building Maintenance Supplies and Repair					
38	FOOD COSTS					
39	Raw Food	per meal	\$ 0.37		\$13,017	\$13,017
40	Cong Food Svc Supplies	per meal	\$ -			
41	HDM Food Svc Supplies	per meal	\$ -			
42	Catered Meals	per meal	\$ -			
43	CONSULTANT/SUBCONTRACTOR Descriptive Title					
44	Registered Dietitian					
45						
46	OTHER COSTS:					
47	Insurance					
48	Staff Training & Travel					
49	Rental of Equipment					
50	Equipment				\$913	\$913
51	Garbage				\$800	\$800
52	Information Technology				\$1,333	\$1,333
53	Occupancy				\$10,430	\$10,430
54						
56	TOTAL Non-DAS OPERATING EXPENSE				\$26,493	\$26,493
57						
58	TOTAL DAS & Non-DAS OPERATING EXPENSE				\$102,274	\$102,274
63	HSA #3					

Form Rev. 12/22/16

	A	B	C	D
1	Glide		Appendix B, Page	
2	Program Name:		Document Date:	
3				
4				
5	COVID OTO Expenditure Detail			
6			TOTAL	
7	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
8	No.	ITEM/DESCRIPTION		
9		Bio-degradable to-go clamshells	8,815	8,815
10		Bio-degradable to-go utensils	5,741	5,741
11				
12				
13				
14				
15				
16				
17	TOTAL DAS-COVID OTO COST		14,556	14,556
18				
19	HSA #4 Form Rev. 12/22/16			

**Appendix A - Services to be Provided
Kimochi Inc.**

Congregate Nutrition Program for Older Adults
Elderly Nutrition Program (ENP)

November 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	Kimochi Inc.
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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	920
Number of Meals	58,400

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

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:

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

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

I. 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.

	A	B	C	I	J
1	BUDGET FORMS			Appendix B, pg. 1	
2				10/13/2020	
3	HUMAN SERVICES AGENCY				
4	BUDGET PROPOSAL FORMS				
5	Grantee's Name: Kimochi, Inc.			Grant Term	
6				11/1/20-6/30/21	
7	Program: Cong-ENP & GF Cong-ENP		CG-ENP NEW	TOTAL	Average cost/meal
8	Annual #Meals Contracted		58,400	58,400	
9	Program Term		11/1/20-6/30/21	7/1/17 to 6/30/20	
10	DAS Expenditures				
11	Salaries & Benefits		\$96,258	\$96,258	\$1.65
12	Operating Expense		\$335,178	\$335,178	\$5.74
13	Subtotal		\$431,437	\$431,437	\$7.39
14	Indirect Percentage (%)		1%	\$0	
15	Indirect Cost (Line 14 X Line 13)		\$4,811	\$4,811	\$0.08
16	COVID increase cost		\$75,825	\$75,825	
17	Capital Expenditure		\$18,000	\$18,000	\$0.31
18	TOTAL DAS EXPENDITURES		\$530,073	\$530,073	\$7.78
19					
20	Non-DAS Expenditures				
21	Salaries & Benefits		\$94,429	\$94,429	\$1.62
22	Operating Expense		\$21,244	\$21,244	\$0.36
23	Indirect Cost		\$52,500	\$52,500	\$0.90
24	TOTAL Non-DAS EXPENDITURES		\$168,173	\$168,173	\$2.88
25					
26	TOTAL DAS & Non-DAS EXPENDITURES		\$698,246	\$698,246	\$10.35
27					
28	HSA-DAS Revenues				
29	Meals Cong ENP		\$417,760	\$417,760	\$7.15
30	Meals GF Cong ENP		\$18,488	\$18,488	\$0.32
31	Increased Meal Expenses Associated with COVID 19		\$75,825	\$75,825	\$1.30
32	OTO-Capital		\$18,000	\$18,000	
33				\$0	
34	TOTAL HSA-DAS REVENUES		\$530,073	\$530,073	\$9.08
35	Per MEAL COST, HSA-DAS		\$7.47	\$7.47	
36				\$9.08	
37	Non-DAS Revenues				
38	Project Income		100,885	\$100,885	\$1.73
39	Donations		42,484	\$42,484	\$0.73
40	Fundraising			\$0	
41	Agency In-Kind Volunteer		\$11,060	\$11,060	
42	Agency In-Kind Food		\$13,744	\$13,744	
43				\$0	
44	TOTAL NON HSA-DAS REVENUES		\$168,173	\$168,173	
45	PER MEAL COST, NON HSA-DAS		\$ 2.88	\$ 2.88	\$2.88
46	TOTAL REVENUES		\$698,246	\$698,246	\$10.66
47	PER MEAL COST, TOTAL		\$10.66	\$11.96	
48	Full Time Equivalent (FTE)				
50	Prepared by: Rod Valdepenas			10/13/2020	
51	HSA-CO Review Signature: _____				
52	HSA #1 (10/20/15)				
53	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". N				
54	Figures in column B are just examples. Replace these figures with your agency's actual figures in the Salary, Operating & Captial Detail worksheets.				

	A	B	C	D	E	F	G	N
1	Grantee's Name: Kimochi, Inc.	Appendix B, page 2						
2	Program Name:	Date: 10/13/20						
3	CG-ENP NEW							
4								
5		Salaries & Benefits Detail						
6								
7								
8	H.S.A-DAS	Agency Totals		For DAS Nutrition			11/1/20-6/30/21	TOTAL
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE		Budgeted Salary	7/1/17 to 6/30/20
10	Potwasher	\$34,320	100%	77%	77%		\$26,312	\$26,312
11	Potwasher	\$34,320	100%	77%	77%		\$26,312	\$26,312
12	Nut Asst. Coordinator	\$41,600	100%	26%	26%		\$10,951	\$10,951
13	Nut Coord.	\$50,918	100%	64%	64%		\$32,684	\$32,684
14								\$0
15								
16								
17								
18								\$0
19					0%		\$0	\$0
20	TOTALS	\$ -	0%	0%	0%		\$96,258	\$96,258
21								\$0
22	FRINGE BENEFIT RATE							\$0
23	EMPLOYEE FRINGE BENEFITS							\$0
24								\$0
25								\$0
26	BENEFITS	\$ -					\$96,258	\$96,258
27								
28								
29	Non - DAS	Agency Totals		For DAS Meal				TOTAL
30	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE		Budgeted Salary	7/1/17 to 6/30/20
31								
32	Agency In-Kind Volunteer						\$11,060.28	\$11,060
33	Asst. Cook	\$34,320	100%	73%	73%		\$25,168	\$25,168
34	Asst. Cook	\$34,320	100%	77%	77%		\$26,312	\$26,312
35	Head Cook	\$40,560	100%	28%	28%		\$11,514	\$11,514
36								
37								
38	TOTAL NON-DAS	\$ 40,560					\$74,054	\$74,054
39								
40	FRINGE BENEFIT RATE							
41	EMPLOYEE FRINGE BENEFITS	\$ -					\$ 20,375	
42								\$0
43								\$0
44	TOTAL Non-DAS SALARIES & BENEFITS	\$ 40,560					\$94,429	\$94,429
45								\$0
46	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 40,560					\$190,687	\$190,687

	A	B	C	D	K
1	Grantee's Name: Kimochi, Inc.				
2	Program Name:				10/13/20
3	CG-ENP NEW				
4					
5					
6					
7	Indirect Cost Detail				
8					
9	1. Salaries and Benefits			Total	
10				11/1/20-6/30/21	7/1/17 to 6/30/20
11					
12	Position Title	FTE	SALARIES	Total	
13	Controller		\$4,811	\$4,811	
14				\$0	
15				\$0	
16				\$0	
17				\$0	
18				\$0	
19				\$0	
20				\$0	
21				\$0	
22	Total		\$4,811	\$4,811	
23	EMPLOYEE FRINGE BENEFITS	%	\$ -	\$0	
24	TOTAL SALARIES & BENEFITS		\$4,811	\$4,811	
25	Non-DAS				
26	Position Title	FTE	SALARIES	Total	
27	Director - Executive		\$7,500	\$7,500	
28	Admin. Mgr.		\$7,500	\$7,500	
29	Payroll Mgr.		\$7,500	\$7,500	
30	Director of Program		\$7,500	\$7,500	
31	Janitor		\$7,500	\$7,500	
32	Receptionist 1		\$7,500	\$7,500	
33	Receptionist 2		\$7,500	\$7,500	
34					
35					
36	Total		\$52,500	\$52,500	
37	EMPLOYEE FRINGE BENEFITS	%		\$0	
38	TOTAL SALARIES & BENEFITS		\$52,500	\$52,500	
39					
40	HSA# 5				

	A	B	C	D	E	L	M
1	Grantee's Name: Kimochi, Inc.					Appendix B, page 3	
2	Program Name:					10/13/2020	
3	CG-ENP NEW						
4	Operating Expense Detail						
5							
6							
7	H.S.A-DAS	Annual #Meals Contracted:	58,400				TOTAL
8	<u>Expenditure Category</u>		Term: 11/1/20-6/30/21				<u>7/1/17 to 6/30/20</u>
9	Computer/Website		8,000.00				\$8,000
10							\$0
11							\$0
12							\$0
13							\$0
14	Insurance - D&O/Other		3,000.00				\$3,000
15	Insurance - General		5,000.00				\$5,000
16	Maintenance Contracts		3,000.00				\$3,000
17	Outside Services		5,000.00				\$5,000
18	Postage		500.00				\$500
19							\$0
20	Prof Services - Acctg		2,500.00				\$2,500
21	Rent - Property		24,500.00				\$24,500
22							\$0
23	Supplies/Materials		3,582.24				\$3,582
24	Telephone		4,000.00				\$4,000
25	Utilities		34,319.98				\$34,320
26							\$0
27	FOOD COSTS						\$0
28	Raw Food	per meal \$ 3.80	\$221,776				\$221,776
29	Cong Food Svc Supplies	per meal \$ 0.34	\$20,000				\$20,000
30	HDM Food Svc Supplies	per meal	\$0				\$0
31		per meal					\$0
32	TOTAL DAS OPERATING EXPENSE		\$335,178 #				\$335,178
33							
34	Non-DAS						TOTAL
35	<u>Expenditure Category</u>		Program				
36	Computer/IT/Website		\$7,500				\$7,500
37							
38							
39							
40							
41							
42							
43							
44	FOOD COSTS						\$0
45	Raw Food	per meal	\$0				\$0
46	Cong Food Svc Supplies	per meal	\$0				\$0
47	HDM Food Svc Supplies	per meal	\$0				\$0
48	In Kind Food	per meal \$0.24	\$13,744				\$13,744
49							\$0
50							\$0
51							\$0
52	TOTAL Non-DAS OPERATING EXPENSE		\$21,244 #				\$21,244
53							\$0
54	TOTAL DAS & Non-DAS OPERATING EXPENSE		\$356,422 #				\$356,422

	A	B	C	G
1	Grantee's Name: Kimochi, Inc.		Appendix B, Page	
2	Program Name:		Document Date:	
3	CG-ENP NEW		10/13/20	
4				
5	Increased Meal Expenses Associated with COVID 19			
6				
7				TOTAL
8	H.S.A-DAS		11/1/20-6/30/21	
9	No.	ITEM/DESCRIPTION		
10		Increased Staffing Costs	60,825	60,825
11		Supplies for take-out/delivery	15,000	15,000
12	TOTAL DAS-OOA EQUIPMENT & REMODELING COST		75,825	75,825
13				
14	Non-DAS			
15	No.	ITEM/DESCRIPTION		0
16				0
17				0
18				0
19	TOTAL NON DAS-OOA		0	0
20				
21	TOTAL DAS & NON-DAS		75,825	75,825
22	(Equipment and Remodeling Cost)			
23	HSA #4			

	A	B	C	D	E	F	G
1	Grantee's Name: Kimochi, Inc.				Appendix B, Page		
2	Program Name:				Document Date:		10/13/20
3	CG-ENP NEW						
4							
5	Increased Meal Expenses Associated with COVID 19						
6							
7							TOTAL
8	H.S.A-DAS		11/1/20-6/30/21				
9	No.	ITEM/DESCRIPTION					
10		Industrial Rice Cooker	18,000				18,000
11	TOTAL DAS-OOA EQUIPMENT & REMODELING COST		18,000	0	0	0	18,000
12							
13	Non-DAS						
14	No.	ITEM/DESCRIPTION					0
15					0		0
16					0		0
17					0		0
18	TOTAL NON DAS-OOA		0	0	0		0
19							
20	TOTAL DAS & NON-DAS		18,000	0	0		18,000
21	(Equipment and Remodeling Cost)						
22	HSA #4						

Appendix A - Services to be Provided
On Lok Day Services
 Congregate Nutrition Program for Older Adults
 Elderly Nutrition Program (ENP)

November 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	On Lok Day 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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

Table A	FY 20/21
Number of Unduplicated Consumers (UDC)	731
Number of Meals	39,286

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

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:

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

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

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

and

Patrick Garcia
 Contract Manager
 HSA OCM
 email: patrick.garcia@sfgov.org

I. 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.

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2			10/12/2020	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICE			
4	BUDGET PROPOSAL FORMS			
5	Grantee's Name: On Lok Day Services		Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification _____			
7	Effective Date of Mod:	No. of Mod:	11/1/20 to 6/30/21	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Cong-ENP	TOTAL	Average cost/meal
9	Annual # Meals Contracted	39,286	39,286	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$127,748	\$127,748	\$3.25
13	Operating Expense	\$137,162	\$137,162	\$3.49
14	Subtotal	\$264,910	\$264,910	\$6.74
15	Indirect Percentage (max 10%)	9%	9%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$23,842	\$23,842	\$0.61
17	Capital Expenditure			
18	COVID OTO	\$6,838	\$6,838	\$0.17
19	TOTAL DAS EXPENDITURES	\$295,590	\$295,590	\$7.35
20				
21	Non-DAS Expenditures			
22	Salaries & Benefits	\$207,691	\$207,691	\$5.29
23	Operating Expense	\$149,925	\$149,925	\$3.82
24	Capital Expenditure			
25	TOTAL Non-DAS EXPENDITURES	\$357,616	\$357,616	\$9.10
26				
27	TOTAL DAS & Non-DAS EXPENDITURES	\$653,206	\$653,206	\$16.45
28				
29	HSA-DAS Revenues			
30	Meals	\$295,590	\$295,590	
31				
32				
33				
34	TOTAL HSA-DAS REVENUES	\$295,590	\$295,590	
35	PER MEAL COST, HSA-DAS	\$7.35	\$7.35	
36	PER MEAL COST with COVID OTO, HSA-DAS	\$7.52	\$7.52	
37	Non-DAS Revenues			
38	Project Income	\$27,107	\$27,107	\$0.69
39	Agency Cash - Fundraising	\$226,453	\$226,453	\$5.76
40	Agency In-Kind Volunteer	\$104,055	\$104,055	\$2.65
41	Nutrition Compliance Revenues			
42				
43	TOTAL NON HSA-DAS REVENUES	\$357,616	\$357,616	
44	PER MEAL COST, NON HSA-DAS	\$9.10	\$9.10	
45	TOTAL REVENUES	\$653,206	\$653,206	
46	PER BAG COST, TOTAL	\$16.63	\$16.63	
47	Full Time Equivalent (FTE)	9.93	9.93	
49	Prepared by: Meko Ma		Date: 10/12/20	
50	HSA-CO Review Signature:			
51	HSA #1		Form Rev. 12/22/16	

	A	B	C	D	E	F	G	H	
1	Grantee's Name: On Lok Day Services					Appendix B, page 2			
2	Program Name:					Date: 10/12/20			
3	Cong-ENP								
4									
5	Salaries & Benefits Detail								
6									
7									
8	H.S.A-DAS	Agency Totals				For DAS Nutrition		11/1/20 to 6/30/21	11/1/20 to 6/30/21
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary		
10	ACCOUNTANT	\$60,320	100%	20%	0.20	\$8,043	\$8,043		
11	ADMINISTRATIVE SECRETAR	\$59,010	100%	8%	0.08	\$3,147	\$3,147		
12	ASSISTANT DIRECTOR OF OP	\$90,002	100%	11%	0.11	\$6,600	\$6,600		
13	DIRECTOR	\$130,000	100%	8%	0.08	\$6,933	\$6,933		
14	NUTRITION OPERATIONS MAN	\$73,965	100%	35%	0.35	\$17,258	\$17,258		
15	NUTRITION PROGRAM COOR	\$53,040	100%	32%	0.32	\$11,315	\$11,315		
16	HOSPITALITY COORDINATOR	\$45,760	100%	16%	0.16	\$4,881	\$4,881		
17	SITE COORDINATOR #1	\$35,173	55%	70%	0.39	\$9,028	\$9,028		
18	SITE COORDINATOR #2	\$39,520	50%	70%	0.35	\$9,221	\$9,221		
19	SITE COORDINATOR #3	\$35,693	55%	70%	0.39	\$9,161	\$9,161		
20	DRIVER #1	\$35,173	63%	15%	0.09	\$2,198	\$2,198		
21	DRIVER #2	\$40,435	63%	15%	0.09	\$2,527	\$2,527		
22	DRIVER #3	\$36,275	63%	15%	0.09	\$2,267	\$2,267		
23	DRIVER #4	\$34,320	63%	15%	0.09	\$2,145	\$2,145		
24	DRIVER #5	\$34,362	50%	15%	0.08	\$1,718	\$1,718		
25	ON CALL DRIVER (1)	\$41,413	40%	15%	0.06	\$1,657	\$1,657		
26	NUTRITION PROGRAM SEPCI	\$51,085	100%	5%	0.05	\$1,703	\$1,703		
27									
28									
29									
30									
31									
32	TOTALS	\$ 895,544	1300%	435%	2.98	\$99,803	\$99,803		
33									
34	FRINGE BENEFIT RATE	28.0%							
35	EMPLOYEE FRINGE BENEFITS	\$ 250,752				\$27,945	\$27,945		
36									
37									
38	TOTAL DAS SALARIES & BENEFITS	\$ 1,146,296				\$127,748	\$127,748		
39									
40									
41	Non - DAS	Agency Totals				For DAS Meal		TOTAL	
42	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary		
43	ACCOUNTANT	\$ 60,320	100%	9%	0.09	\$3,619	\$3,619		
44	ADMINISTRATIVE SECRETAR	\$ 59,010	100%	4%	0.04	\$1,574	\$1,574		
45	ASSISTANT DIRECTOR OF OP	\$ 90,002	100%	4%	0.04	\$2,400	\$2,400		
46	DIRECTOR	\$ 130,000	100%	4%	0.04	\$3,467	\$3,467		
47	NUTRITION OPERATIONS MAN	\$ 73,965	100%	15%	0.15	\$7,396	\$7,396		
48	NUTRITION PROGRAM COOR	\$ 53,040	100%	13%	0.13	\$4,597	\$4,597		
49	HOSPITALITY COORDINATOR	\$ 45,760	100%	7%	0.07	\$2,135	\$2,135		
50	SITE COORDINATOR #1	\$ 35,173	55%	30%	0.17	\$3,869	\$3,869		
51	SITE COORDINATOR #2	\$ 39,520	50%	30%	0.15	\$3,952	\$3,952		
52	SITE COORDINATOR #3	\$ 35,693	55%	30%	0.17	\$3,926	\$3,926		
53	DRIVER #1	\$ 35,173	63%	6%	0.04	\$879	\$879		
54	DRIVER #2	\$ 40,435	63%	6%	0.04	\$1,011	\$1,011		
55	DRIVER #3	\$ 36,275	63%	6%	0.04	\$907	\$907		
56	DRIVER #4	\$ 34,320	63%	6%	0.04	\$858	\$858		
57	DRIVER #5	\$ 34,362	50%	6%	0.03	\$687	\$687		
58	ON CALL DRIVER (1)	\$ 41,413	40%	6%	0.02	\$663	\$663		
59	NUTRITION PROGRAM SEPCI	\$ 51,085	100%	5%	0.05	\$1,703	\$1,703		
60	VOLUNTEER PROGRAM MANA	\$ 72,800	100%	30%	0.30	\$14,560	\$14,560		
61	IN-KIND VOLUNTEERS (5.36)	\$ 29,120	536%	100%	5.36	\$104,055	\$104,055		
62									
63									
64									
65									
66	TOTAL NON-DAS	\$ 997,464	1936%	317%	6.95	\$162,259	\$162,259		
67									
68	FRINGE BENEFIT RATE	28.0%							
69	EMPLOYEE FRINGE BENEFITS	\$ 279,290				\$45,432	\$45,432		
70									
71									
72	TOTAL Non-DAS SALARIES & BENEFITS	\$ 1,276,754				\$207,691	\$207,691		
73									
74	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 2,423,050				\$335,439	\$335,439		
75	HSA #2	Form Rev. 12/22/16							

	A	B	C	D	E	F
1	Grantee's Name: On Lok Day Serv				Appendix B, page 3	
2	Program Name:				10/12/20	
3	Cong-ENP					
4						
5						
6						
7	H.S.A-DAS	Annual #Meals Contracted:	39,286		TOTAL	
8	Expenditure Category	Term:	11/1/20 to 6/30/21		11/1/20 to 6/30/21	
9	Rental of Property					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$12,350		\$12,350	
11	Office Supplies, Postage					
12	Building Maintenance Supplies and Repair		\$21,872		\$21,872	
13	FOOD COSTS					
14	Raw Food	per meal	\$ -			
15	Cong Food Svc Supplies	per meal	\$ -			
16	HDM Food Svc Supplies	per meal	\$ -			
17	Catered Meals	per meal	\$ 2.24	\$88,196	\$88,196	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian		\$5,163		\$5,163	
20	Catholic Charities		\$3,882		\$3,882	
21						
22	OTHER COSTS:					
23	Insurance		\$3,387		\$3,387	
24	Staff Training & Travel					
25	Rental of Equipment					
26	Small equipment & Supplies		\$435		\$435	
27	Auto - Fuel & Insurance		\$1,877		\$1,877	
28	Repair/Maintenance					
29						
30						
31	TOTAL DAS OPERATING EXPENSE			\$137,162		\$137,162
33	Non-DAS				TOTAL	
34	Expenditure Category					
35	Rental of Property					
36	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 11,002.00		\$11,002	
37	Office Supplies, Postage		\$1,625		\$1,625	
38	Building Maintenance Supplies and Repair		\$19,483		\$19,483	
39	FOOD COSTS					
40	Raw Food	per meal	\$ -			
41	Cong Food Svc Supplies	per meal	\$ -			
42	HDM Food Svc Supplies	per meal	\$ -			
43	Catered Meals	per meal	\$ 3.45	\$135,498	\$135,498	
44	CONSULTANT/SUBCONTRACTOR Descriptive Title					
45	Registered Dietitian		\$5,477		\$5,477	
46	Consultant-Translator		\$70		\$70	
47	Catholic Charities		\$4,118		\$4,118	
48						
49	OTHER COSTS:					
50	Insurance					
51	Staff Training & Travel					
52	Rental of Equipment		\$1,563		\$1,563	
53	Rental of Equipment		\$387		\$387	
54	Small equipment & Supplies		\$1,673		\$1,673	
55	Auto - Fuel & Insurance		\$625		\$625	
56	Repair/Maintenance		\$514		\$514	
57						
59	TOTAL Non-DAS OPERATING EXPENSE			\$149,925		\$149,925
60						
61	TOTAL DAS & Non-DAS OPERATING EXPENSE			\$287,086		\$287,086
66	HSA #3		Form Rev. 12/22/16			

	A	B	C	D
1	Grantee's Name: On Lok Day Services		Appendix B, Page	
2	Program Name:		Document Date: 10/12/20	
3	Cong-ENP			
4				
5	COVID OTO Expenditure Detail			
6				TOTAL
7	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
8	No.	ITEM/DESCRIPTION		
9	1	Freezer Lease	6,838	6,838
10				
11				
12				
13				
14				
15				
16				
17	TOTAL DAS-COVID OTO COST		6,838	6,838
18				
19	HSA #4 Form Rev. 12/22/16			

Appendix A - Services to be Provided
Self Help for the Elderly
 Congregate Nutrition Program for Older Adults
 Elderly Nutrition Program (ENP)

November 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	Self Help for the Elderly
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). https://health.gov/dietaryguidelines/
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. https://www.nal.usda.gov/fnic/dietary-reference-intakes

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:

<u>Table A</u> FY 20/21	Congregate	CHAMPSS	Total
Number of Unduplicated Consumers (UDC)	2,710	1,150	3,860
Number of Meals	184,800	20,000	204,800

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

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 congregare 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:

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

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

Tiffany Kearney
Lead Nutritionist
DAS OCP
email: Tiffany.Kearney@SFgov.org

and

Tahir Shaikh
Contract Manager
HSA OCM
email: Tahir.Shaikh@SFgov.org

I. 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.

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2			10/15/2020	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
4	BUDGET PROPOSAL FORMS			
5	Grantee's Name: SELF-HELP FOR THE ELDERLY		Grant Term	
6	(Check One) New <input checked="" type="checkbox"/> Renewal ___ Modification ___			
7	Effective Date of Mod: 11/1/2020		No. of Mod: 11/1/20 to 6/30/21	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Congregate ENP	TOTAL	Average cost/meal
9	Annual # Meals Contracted	184,800	184,800	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$458,167	\$458,167	\$2.48
13	Operating Expense	\$810,234	\$810,234	\$4.38
14	Subtotal	\$1,268,401	\$1,268,401	\$6.86
15	Indirect Percentage (max 10%)	10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$126,840	\$126,840	\$0.69
17	Capital Expenditure			
18	COVID OTO	\$38,523	\$38,523	\$0.21
19	TOTAL DAS EXPENDITURES	\$1,433,764	\$1,433,764	\$7.55
20				
21	Non-DAS Expenditures			
22	Salaries & Benefits	\$292,745	\$292,745	\$1.58
23	Operating Expense	\$256,585	\$256,585	\$1.39
24	Capital Expenditure			
25	TOTAL Non-DAS EXPENDITURES	\$549,330	\$549,330	\$2.97
26				
27	TOTAL DAS & Non-DAS EXPENDITURES	\$1,983,094	\$1,983,094	\$10.52
28				
29	HSA-DAS Revenues			
30	Meals	\$1,433,763	\$1,433,763	
31				
32				
33				
34	TOTAL HSA-DAS REVENUES	\$1,433,763	\$1,433,763	
35	PER MEAL COST, HSA-DAS	7.55	7.55	
36	PER MEAL COST with COVID OTO, HSA-DAS	\$7.76	\$7.76	
37	Non-DAS Revenues			
38	Project Income	195,000	\$195,000	\$1.06
39	Agency Cash - Fundraising	\$329,330	\$329,330	\$1.78
40	Agency In-Kind Volunteer	\$25,000	\$25,000	\$0.14
41	Nutrition Compliance Revenues			
42				
43	TOTAL NON HSA-DAS REVENUES	\$549,331	\$549,331	
44	PER MEAL COST, NON HSA-DAS	\$2.97	\$2.97	
45	TOTAL REVENUES	\$1,983,094	\$1,983,094	
46	PER BAG COST, TOTAL	\$10.73	\$10.73	
47	Full Time Equivalent (FTE)			
49	Prepared by: Leny Nair	Date: 10/15/20		
50	HSA-CO Review Signature:			
51	HSA #1	Form Rev. 12/22/16		

	A	B	C	D	E	F	G	H
1	Grantee's Name: SELF-HELP FOR THE ELDERLY					Appendix B, page 2		
2	Program Name: Congregate ENP					Date: 10/15/20		
3								
4								
5	Salaries & Benefits Detail							TOTAL
6								
7								
8	H.S.A-DAS	Agency Totals		For DAS Nutrition		11/1/20 to 6/30/21	11/1/20 to 6/30/21	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
10	Center Coordinator	\$41,496	100%	33%	33%	\$13,832	\$13,832	
11	Center Coordinator	\$37,440	100%	25%	25%	\$9,360	\$9,360	
12	Center Coordinator	\$37,440	100%	30%	30%	\$11,232	\$11,232	
13	Center Coordinator	\$37,440	100%	40%	40%	\$14,976	\$14,976	
14	Center Coordinator	\$37,440	100%	32%	32%	\$11,856	\$11,856	
15	Center Coordinator	\$37,440	100%	30%	30%	\$11,232	\$11,232	
16	Center Coordinator	\$35,360	100%	53%	53%	\$18,564	\$18,564	
17	Center Coordinator	\$35,360	100%	67%	67%	\$23,573	\$23,573	
18	Center Coordinator	\$37,440	100%	40%	40%	\$14,976	\$14,976	
19	Center Coordinator	\$37,440	100%	37%	37%	\$13,728	\$13,728	
20	Center Coordinator Sup	\$45,760	100%	40%	40%	\$18,304	\$18,304	
21	Center Coordinator Sup	\$45,760	100%	37%	37%	\$16,779	\$16,779	
22	Director of Nutrition	\$90,000	100%	13%	13%	\$12,000	\$12,000	
23	MS Worker-	\$35,360	100%	46%	46%	\$16,207	\$16,207	
24	MS Worker-	\$35,360	100%	64%	64%	\$22,689	\$22,689	
25	MS Worker-	\$35,360	100%	46%	46%	\$16,207	\$16,207	
26	MS Worker-	\$35,360	100%	37%	37%	\$12,965	\$12,965	
27	MS Worker	\$35,360	100%	50%	50%	\$17,827	\$17,827	
28	MS Worker	\$35,360	100%	46%	46%	\$16,207	\$16,207	
29	MS Worker	\$35,360	100%	55%	55%	\$19,448	\$19,448	
30	Program Asst	\$35,360	100%	25%	25%	\$8,840	\$8,840	
31	Program Asst	\$35,360	100%	33%	33%	\$11,787	\$11,787	
32	Program Asst	\$39,499	100%	15%	15%	\$5,925	\$5,925	
33	Program Asst	\$37,440	100%	30%	30%	\$11,232	\$11,232	
34								
35								
36								
37								
38								
39								
40								
41								
42								
43	TOTALS	\$ 950,995	2400%	890%	891%	\$349,746	\$349,746	
44								
45	FRINGE BENEFIT RATE	31.0%						
46	EMPLOYEE FRINGE BENEFITS	\$ 294,808				\$108,421	\$108,421	
47								
48								
49	TOTAL DAS SALARIES & BENEFITS	\$ 1,245,803				\$458,167	\$458,167	
50								
51								
52	Non - DAS	Agency Totals		For DAS Meal				TOTAL
53	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
54	HD Worker	\$35,360	100%	100%	25%	\$5,893	\$5,893	
55	HD Worker	\$35,360	100%	100%	34%	\$8,015	\$8,015	
56	HD Worker	\$35,360	100%	100%	30%	\$7,072	\$7,072	
57	HD Worker	\$35,360	100%	100%	41%	\$9,665	\$9,665	
58	HD Worker	\$35,360	100%	100%	37%	\$8,722	\$8,722	
59	HD Worker	\$35,360	100%	100%	21%	\$4,950	\$4,950	
60	HD Supervisor	\$39,000	100%	100%	45%	\$11,700	\$11,700	
61	Driver	\$36,400	100%	100%	44%	\$10,617	\$10,617	
62	Driver	\$36,400	100%	100%	44%	\$10,617	\$10,617	
63	Driver	\$36,400	100%	100%	44%	\$10,617	\$10,617	
64	Driver	\$35,360	100%	100%	15%	\$3,536	\$3,536	
65	Driver	\$35,360	100%	100%	26%	\$6,035	\$6,035	
66	Driver	\$36,400	100%	100%	30%	\$7,280	\$7,280	
67	Driver	\$35,360	100%	100%	36%	\$8,392	\$8,392	
68	Driver	\$35,360	100%	100%	26%	\$6,035	\$6,035	
69	Driver	\$35,360	100%	100%	14%	\$3,300	\$3,300	
70	Driver	\$35,360	100%	100%	44%	\$10,313	\$10,313	
71	Driver	\$35,360	100%	100%	24%	\$5,599	\$5,599	
72	Driver	\$35,360	100%	100%	41%	\$9,665	\$9,665	
73	MS Worker	\$35,360	100%	100%	49%	\$11,551	\$11,551	
74	MS Worker	\$35,360	100%	100%	83%	\$19,448	\$19,448	
75	MS Worker	\$35,360	100%	100%	83%	\$19,448	\$19,448	
76	Meal site & kitchen volunteers					\$25,000	\$25,000	
77								
78								
79								
80								
81								
82								
83								
84								
85								
86								
87								
88								
89								
90								
91								
92	TOTAL NON-DAS	\$ 573,560	1600%	1600%	645%	\$223,470	\$223,470	
93								
94	FRINGE BENEFIT RATE	31.0%						
95	EMPLOYEE FRINGE BENEFITS	\$ 177,804				\$69,276	\$69,276	
96								
97								
98	TOTAL Non-DAS SALARIES & BENEFITS	\$ 751,364				\$292,745	\$292,745	
99								
100	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 1,997,167				\$750,913	\$750,913	
101	HSA #2							

	A	B	C	D	E	F
1	Grantee's Name: SELF-HELP FOR					Appendix B, page 3
2	Program Name:					10/15/20
3	Congregate ENP					
4	Operating Expense Detail					
5						
7	H.S.A-DAS	Annual #Meals Contracted:	184,800		TOTAL	
8	Expenditure Category	Term:	11/1/20 to 6/30/21		11/1/20 to 6/30/21	
9	Rental of Property		\$20,820		\$20,820	
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$10,000		\$10,000	
11	Office Supplies, Postage					
12	Building Maintenance Supplies and Repair		\$2,500		\$2,500	
13	FOOD COSTS					
14	Raw Food	per meal \$ 0.10	\$18,480		\$18,480	
15	Cong Food Svc Supplies	per meal \$ 0.10	\$18,480		\$18,480	
16	HDM Food Svc Supplies	per meal \$ -				
17	Catered Meals	per meal \$ 4.00	\$739,200		\$739,200	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian					
20						
21	OTHER COSTS:					
22	Insurance					
23	Staff Training & Travel					
24	Rental of Equipment					
25	Small equipment & Supplies					
26	Auto - Fuel & Insurance		\$754		\$754	
27	Repair/Maintenance					
28						
29						
30	TOTAL DAS OPERATING EXPENSE			\$810,234		\$810,234
32	Non-DAS					TOTAL
33	Expenditure Category					
34	Rental of Property		\$24,308		\$24,308	
35	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 24,360		\$24,360	
36	Office Supplies, Postage		\$4,700		\$4,700	
37	Building Maintenance Supplies and Repair		\$13,100		\$13,100	
38	FOOD COSTS					
39	Raw Food	per meal \$ 0.10	\$18,480		\$18,480	
40	Cong Food Svc Supplies	per meal \$ 0.10	\$18,480		\$18,480	
41	HDM Food Svc Supplies	per meal \$ -				
42	Catered Meals	per meal \$ 1.00	\$184,800		\$184,800	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title					
44	Registered Dietitian					
45						
46	OTHER COSTS:					
47	Insurance		\$17,000		\$17,000	
48	Staff Training & Travel		\$500		\$500	
49	Rental of Equipment		\$3,625		\$3,625	
50	Bank Charges		\$200		\$200	
51	Small equipment & Supplies		\$500		\$500	
52	Auto - Fuel & Insurance		\$10,000		\$10,000	
53	Repair/Maintenance		\$3,000		\$3,000	
54						
56	TOTAL Non-DAS OPERATING EXPENSE			\$256,585		\$256,585
57						
58	TOTAL DAS & Non-DAS OPERATING EXPENSE			\$1,066,819		\$1,066,819

	A	B	C	D
1	Grantee	Self-Help for the Elderly	Appendix B, Page	
2	Program	Congregate Meal	Document Date:	10/15/20
3	Congregate ENP			
4				
5		COVID OTO Expenditure Detail		
6				TOTAL
7	H.S.A-DAS		11/1/20 to 6/30/21	11/1/20 to 6/30/21
8	No.	ITEM/DESCRIPTION		
9	1,045	32 oz Containers, 150/case @ \$30/case	\$31,350	\$31,350
10	152	T-shirt Bags, 1000 case	\$3,040	
11	48	Food Service Gloves	\$4,133	\$4,133
12				
13				
14				
15				
16				
17	TOTAL DAS-COVID OTO COST		\$38,523	\$38,523
18				
19	HSA #4	Form Rev. 12/22/16		

	A	B	C	D
1	BUDGET FORMS		Appendix B, pg. 1	
2			10/16/2020	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES			
4	BUDGET PROPOSAL FORMS			
5	Grantee's Name: SELF-HELP FOR THE ELDERLY		Grant Term	
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
7	Effective Date of Mod:	No. of Mod:	11/1/20 to 6/30/21	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	CHAMPSS	TOTAL	Average cost/meal
9	Annual # Meals Contracted	20,000	20,000	
10	Program Term	11/1/20 to 6/30/21	11/1/20 to 6/30/21	
11	DAS Expenditures			
12	Salaries & Benefits	\$97,088	\$97,088	\$4.85
13	Operating Expense	\$67,639	\$67,639	\$3.38
14	Subtotal	\$164,727	\$164,727	\$8.24
15	Indirect Percentage (max 10%)	10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$16,473	\$16,473	\$0.82
17	Capital Expenditure			
18	COVID OTO			
19	TOTAL DAS EXPENDITURES	\$181,200	\$181,200	\$9.06
20				
21	Non-DAS Expenditures			
22	Salaries & Benefits	\$12,833	\$12,833	\$0.64
23	Operating Expense	\$82,800	\$82,800	\$4.14
24	Capital Expenditure			
25	TOTAL Non-DAS EXPENDITURES	\$95,633	\$95,633	\$4.78
26				
27	TOTAL DAS & Non-DAS EXPENDITURES	\$276,833	\$276,833	\$13.84
28				
29	HSA-DAS Revenues			
30	Meals	\$181,200	\$181,200	
31				
32				
33				
34	TOTAL HSA-DAS REVENUES	\$181,200	\$181,200	
35	PER MEAL COST, HSA-DAS	9.06	9.06	
36	PER MEAL COST with COVID OTO, HSA-DA	\$9.06	\$9.06	
37	Non-DAS Revenues			
38	Project Income	55,424	\$55,424	\$2.77
39	Agency Cash - Fundraising	\$40,209	\$40,209	\$2.01
40	Agency In-Kind Volunteer			
41	Nutrition Compliance Revenues			
42				
43	TOTAL NON HSA-DAS REVENUES	\$95,633	\$95,633	
44	PER MEAL COST, NON HSA-DAS	\$4.78	\$4.78	
45	TOTAL REVENUES	\$276,833	\$276,833	
46	PER BAG COST, TOTAL	\$13.84	\$13.84	
47	Full Time Equivalent (FTE)			
49	Prepared by: Leny Nair	Date: 10/16/2020		
50	HSA-CO Review Signature:			
51	HSA #1	Form Rev. 12/22/16		

	A	B	C	D	E	F	G	H
1	Grantee's Name: SELF-HELP FOR THE ELDERLY					Appendix B, page 2		
2	Program Name:					Date: 10/16/20		
3	CHAMPSS							
4								
5	Salaries & Benefits Detail							
6								
7								
8	H.S.A-DAS	Agency Totals			For DAS Nutrition		11/1/20 to 6/30/21	11/1/20 to 6/30/21
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
10	Director of Nutrition	\$90,000	100%	18%	18%	\$16,200	\$16,200	
11	CHAMPSS Coordinator	\$39,520	100%	67%	67%	\$26,347	\$26,347	
12	Program Asst	\$38,251	100%	37%	37%	\$14,025	\$14,025	
13	Program Sup	\$47,840	100%	37%	37%	\$17,541	\$17,541	
14								
15								
16								
17	TOTALS	\$ 215,611	400%	141%	141%	\$74,113	\$74,113	
18								
19	FRINGE BENEFIT RATE	31.0%						
20	EMPLOYEE FRINGE BENEFITS	\$ 66,839				\$22,975	\$22,975	
21								
22								
23	TOTAL DAS SALARIES & BENEFITS	\$ 282,450				\$97,088	\$97,088	
24								
25								
26	Non - DAS	Agency Totals			For DAS Meal			TOTAL
27	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	
28	Nutrition Manager-Sin Ying	\$70,000	100%	100%	22%	\$10,267	\$10,267	
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								
43								
44								
45	TOTAL NON-DAS	\$ 70,000	100%	100%	22%	\$10,267	\$10,267	
46								
47	FRINGE BENEFIT RATE	25.0%						
48	EMPLOYEE FRINGE BENEFITS	\$ 17,500				\$2,567	\$2,567	
49								
50								
51	TOTAL Non-DAS SALARIES & BENEFITS	\$ 87,500				\$12,833	\$12,833	
52								
53	TOTAL DAS & Non-DAS SALARIES & BENEFITS	\$ 369,950				\$109,921	\$109,921	
54	HSA #2	Form Rev. 12/22/16						

	A	B	C	D	E	F
1	Grantee's Name: SELF-HELP FOR					Appendix B, page 3
2	Program Name:					10/16/20
3	CHAMPSS					
4	Operating Expense Detail					
5						
7	H.S.A-DAS	Annual #Meals Contracted:	20,000		TOTAL	
8	Expenditure Category	Term:	11/1/20 to 6/30/21		11/1/20 to 6/30/21	
9	Rental of Property					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$500		\$500	
11	Office Supplies, Postage		\$139		\$139	
12	Building Maintenance Supplies and Repair					
13	FOOD COSTS					
14	Raw Food	per meal	\$ -			
15	Cong Food Svc Supplies	per meal	\$ -			
16	HDM Food Svc Supplies	per meal	\$ -			
17	Catered Meals	per meal	\$ 3.35	\$67,000	\$67,000	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title					
19	Registered Dietitian					
20						
21	OTHER COSTS:					
22	Insurance					
23	Staff Training & Travel					
24	Rental of Equipment					
25	Small equipment & Supplies					
26	Auto - Fuel & Insurance					
27	Repair/Maintenance					
28	Software/Database					
29						
30	TOTAL DAS OPERATING EXPENSE			\$67,639	\$67,639	
32	Non-DAS					TOTAL
33	Expenditure Category					
34	Rental of Property		\$5,980		\$5,980	
35	Utilities(Elec, Water, Gas, Phone, Scavenger)					
36	Office Supplies, Postage					
37	Building Maintenance Supplies and Repair					
38	FOOD COSTS					
39	Raw Food	per meal	\$ -			
40	Cong Food Svc Supplies	per meal	\$ -			
41	HDM Food Svc Supplies	per meal	\$ -			
42	Catered Meals	per meal	\$ 4.00	\$80,000	\$80,000	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title					
44	Registered Dietitian					
45						
46	OTHER COSTS:					
47	Insurance					
48	Staff Training & Travel					
49	Rental of Equipment		\$300		\$300	
50	Bank Charges		\$1,000		\$1,000	
51	Small equipment & Supplies					
52	Auto - Fuel & Insurance					
53	Repair/Maintenance					
54	Software/Database		\$1,500		\$1,500	
56	TOTAL Non-DAS OPERATING EXPENSE			\$82,800	\$82,800	
57						
58	TOTAL DAS & Non-DAS OPERATING EXPENSE			\$150,439	\$150,439	