

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

Leah's Pantry

Citywide Nutrition Education and Counseling Services for Congregate and Home-Delivered Nutrition Programs

November 1, 2020– June 30, 2021

I. Purpose

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

II. Definitions

Grantee	Leah's Pantry
Adult with a Disability	A person 18-59 years of age living with a disability
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System
CDA	California Department of Aging
City	City and County of San Francisco, a municipal corporation.
Congregate Nutrition Program	A program that provides nutrition services in a group setting with an opportunity to socialize with other participants. Nutrition services include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. The program gives all participants the opportunity to contribute to the meal cost.
DAS	Department of Disability and Aging Services
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. A consumer with a score of six or higher on the DETERMINE Checklist is considered at high nutritional risk.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

Eatfresh.org	An online recipe and nutrition resource intended for low-income individuals and families. EatFresh.org is a project of the California Department of Social Services SNAP-Ed program.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
Home-Delivered Nutrition Program	A program that provides nutrition services to frail, homebound, or isolated individuals who are age 60 and over, adults with disabilities, and in some cases, their caregivers, and/or spouses. Services include, but are not limited to, nutrition education and nutrition risk screening, and healthy meals delivered to the consumers' home. The program requires an initial assessment, an annual comprehensive assessment, and quarterly re-assessment of the consumer. The program gives all participants the opportunity to contribute to the meal cost.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Consumers self-report income status.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Modified Congregate Nutrition Program	A program that provides nutrition services that include, but are not limited to, the provision of meals meeting nutritional standards, nutrition education, and nutrition risk screening. Due to the COVID-19 pandemic, the provision of meal nutrition services will not be in a congregate setting. The grantee will provide meals to go and the meals offered may be hot, chilled, or frozen. The grantee may provide nutrition risk screening and nutrition education over the phone, through virtual platforms, through written communications, or other methods approved by DAS. The program gives all participants the opportunity to contribute to the meal cost.

Nutrition Counseling	Provision of individualized advice and guidance to consumers who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses. A registered dietitian provides the advice and guidance in accordance with Sections 2585 and 2586, Business and Professions Code and offers options and methods for improving nutritional status.
Nutrition Education	Informing consumers about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. Dietetic students, interns, or technicians may provide nutrition education when an RD has provided input, reviewed, and approved the content of nutrition education. (Title 22 CCR, s 7638.11)
Nutrition Screening	A screening used to evaluate the nutritional risk status of individuals enrolled in congregate or home-delivered meal programs. The screening utilizes the DETERMINE Checklist and identifies individuals at moderate nutritional risk, at high nutritional risk, and those not at nutritional risk.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Older Adult	Person who is 60 years of age or older; used interchangeably with the term “Senior.”
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years of age or older; used interchangeably with the “Older Adult.”
SF-HSA	Human Services Agency of the City and County of San Francisco.
SNAP-Ed	Supplemental Nutrition Assistance Program Education. It is a federally funded grant program that supports evidence-based nutrition education and obesity prevention interventions and projects through direct education, multi-level interventions, and community and public health approaches to improve nutrition.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

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

III. Target Population

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

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

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

IV. Eligibility for Services

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

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

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain policies and procedures that are in compliance with and meet the nutrition standards set forth by the Title 22 Regulations, and DAS OCP.
2. **Citywide Nutrition Counseling**
 - a. Grantee will provide nutrition counseling to consumers who are at high nutritional risk as evidenced by their score using the DETERMINE Checklist and to consumers who are determined to be at nutritional risk by the registered dietitian (RD) based on their health or nutritional history, dietary intake, medications use, or chronic illnesses. Nutrition counseling may be provided in person, over the phone, or through an online platform.

- b. Enrollment of the number of consumers in the program and the delivery of nutrition counseling hours are indicated in Table A below.

3. Citywide Nutrition Education/Group Classes

- a. Grantee will provide nutrition education classes to consumers enrolled in DAS OCP funded meal programs. Nutrition education shall be relevant and meet the needs of the consumers. The grantee will offer classes at congregate meal sites and/or other community sites that are easily accessible to consumers and approved by DAS OCP. The grantee may also offer classes through an online platform with prior approval from DAS OCP. The target attendance for each class shall be at least twelve (12) consumers.
- b. Enrollment of the number of consumers in the program and the provision of nutrition education classes are indicated in Table B below.
- c. Grantee will ensure the nutrition education provided is culturally appropriate for the consumers registered. Translation is required if the majority of the consumers registered for the class are monolingual in a language other than English.
- d. Grantee will have a signed agreement with the congregate meal site partners and other community partners that outline the expectations and responsibilities of each party regarding the provision of nutrition education classes.
- e. Grantee will administer a DAS OCP approved evaluation survey at the end of each nutrition education class or series of classes and report the results to DAS OCP one month after the class or series of classes has ended.

4. Agency Trainings

- a. Grantee will provide trainings to DAS-OCP funded nutrition agency staff and volunteers on the Eatfresh.org website. The number of trainings are indicated in Table C below.
 - b. Trainings will be at least one (1) hour long in duration and include, but are not limited to how to navigate to and through the different pages and resources on the Eatfresh.org website for both consumers and nutrition providers. The grantee may offer trainings through an online platform with prior approval from DAS OCP. The target attendance for each training shall be at least fifteen (15) staff and volunteers.
5. Grantee will conduct program outreach and marketing of nutrition education and nutrition counseling services to eligible consumers. Outreach may include activities such as disseminating promotional materials through the mail, at congregate meal settings, special events/fairs, or other group settings where the target population may gather. Grantee will document and have on file outreach activities conducted.
6. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers.

VII. Service Objectives**1. Citywide Nutrition Counseling**

Table A FY20/21	Congregate	HDM	Total
Number of Unduplicated Consumers (UDC) who receive nutrition counseling	90	85	175
Number of Nutrition Counseling Hours	102	80	182

2. Citywide Nutrition Education/Group Classes

Table B	FY20/21
Number of Unduplicated Consumers enrolled in the Citywide Nutrition Education workshops	50
Number of Nutrition Education Classes	70

One nutrition education class = one hour of nutrition education

3. Agency Trainings

Table C	FY20/21
Number of Trainings	2

VIII. Outcome Objectives

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers in the program funded through this grant agreement through the CA-GetCare database as appropriate and in accordance to DAS policy and OCP policy memorandum.
2. Grantee will enter into the Ca-GetCare Service Unit section all Service Objectives by the 5th working day of the month for the preceding month.

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

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

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 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	E
1	Appendix B, Page 1				
2	Document Date: 10.19.2020				
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor Name:		Term		
6	Leah's Pantry		November 1, 2020 to June 30, 2021		
7	site/Route Monitoring <input checked="" type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Nutrition Compliance for Congregate	REVENUE Cost Allocation:			CONGREGATE
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAS	Non-HSA-DAS	Total Revenue
11	Program Term	11/1/2020-06/30/2021			11/1/2020-06/30/2021
12	Expenditures				
13	Nutrition Education				
14	Salaries & Benefits	\$10,534	\$10,534		\$10,534
15	Operating Expense	\$1,215	\$1,215		\$1,215
16	Subtotal Direct	\$11,749	\$11,749		\$11,749
17	Indirect Percentage	15.0%	15.0%	15.0%	
18	Indirect Expense	\$1,762	\$1,762		\$1,762
19	Total Nutrition Education	\$13,511	\$13,511		\$13,511
20	Nutrition Counseling				
21	Salaries & Benefits	\$35,420	\$35,420		\$35,420
22	Operating Expense	\$2,000	\$2,000		\$2,000
23	Subtotal Direct	\$37,420	\$37,420		\$37,420
24	Indirect Percentage	15.0%	15.0%	15.0%	
25	Indirect Expense	\$5,613	\$5,613		\$5,613
26	Total Nutrition Counseling	\$43,033	\$43,033		\$43,033
27	HACCP Kitchen Monitoring				
28	Salaries & Benefits				
29	Operating Expense				
30	Subtotal Direct				
31	Indirect Percentage				
32	Indirect Expense				
33	Total HACCP Kitchen Monitoring				
34	Site/Route Monitoring				
35	Salaries & Benefits				
36	Operating Expense				
37	Subtotal Direct				
38	Indirect Percentage				
39	Indirect Expense				
40	Total Site/Route Monitoring				
41	Menu Planning				
42	Salaries & Benefits				
43	Operating Expense				
44	Subtotal Direct				
45	Indirect Percentage				
46	Indirect Expense				
47	Total Menu Planning				
48	HDM Assessments				
49	Salaries & Benefits				
50	Operating Expense				
51	Subtotal Direct				
52	Indirect Percentage				
53	Indirect Expense				
54	Total HDM Assessments				
55	Other Nutrition Compliance				
56	Salaries & Benefits	\$7,713	\$7,713		\$7,713
57	Operating Expense				
58	Subtotal Direct	\$7,713	\$7,713		\$7,713
59	Indirect Percentage	15.0%	15.0%	15.0%	
60	Indirect Expense	\$1,157	\$1,157		\$1,157
61	Total Other Nutrition Compliance	\$8,870	\$8,870		\$8,870
62	GRAND Total Expenditures	\$65,414	\$65,414		\$65,414
63	HSA Revenues				
64					
65					
66	TOTAL HSA REVENUES				
67	Other Non-H.S.A.-DAS Revenues				
68					
69					
70					
71	TOTAL OTHER REVENUES				
72	Full Time Equivalent (FTE)				
74	Prepared by: Joseph Cancilla	Telephone No.: 650-801-4570		Date: 10.19.2020	
75	HSA-CO Review Signature: _____				
76	HSA #1	Document Date: 10.19.2020			

	A	B	C	D	E	F	G	H	I	
1	Appendix B, Page 2									
2	Document Date: 10.19.2020									
3										
4	Program: Nutrition Compliance for Congregate									
5	(Same as Line 9 on HSA #1)									
6										
7	Nutrition Education Salaries & Benefits Detail									
8	TERM:									
9	November 1, 2020 to June 30, 2021									
10							11/1/2020-06/30/2021			
11			Agency Totals		For HSA Program		For HSA Program	REVENUE Cost Allocation:		Total Revenue
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS		
13	Registered Dietitian	\$64,480	100%	16%	16%	\$7,000	\$7,000		\$7,000	
14	Nutritional Educator	\$52,000	6%	100%	6%	\$2,160	\$2,160		\$2,160	
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$116,480	106%	116%	23%	\$9,160	\$9,160		\$9,160	
31										
32	FRINGE BENEFIT RATE	15%								
33	EMPLOYEE FRINGE BENEFITS	\$17,472				\$1,374	\$1,374		\$1,374	
34										
35										
36	TOTAL SALARIES & BENEFITS	\$133,952				\$10,534	\$10,534		\$10,534	
37	TOTAL SALARIES & BENEFITS for H.S.A Program	#REF!								

	A	B	C	D	E	F	G	H	I
1									Appendix B, Page 3
2									Document Date: 10.19.2020
3									
4	Program: Nutrition Compliance for Congregate								
5	(Same as Line 9 on HSA #1)								
6									
7	Nutrition Education Operating Expense Detail								
8	TERM:								
9	November 1, 2020 to June 30, 2021								
10									
11		Year 1	REVENUE Cost Allocation:		TOTAL REVENUE				
		11/1/2020-	H.S.A.-DAS		Non-HSA-		11/1/2020-06/30/2021		
12	<u>Expenditure Category</u>	06/30/2021		DAS	DAS				
13	Rental of Property								
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage - Congregate	\$687	\$687				\$687		
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction								
18	Insurance								
19	Staff Training								
20	Staff Travel - Congregate	\$528	\$528				\$528		
21	Small Equipment (under \$5,000/item)								
22	Rental of Equipment								
23									
24	SUBCONTRACTORS Descriptive Title								
25	a								
26	b								
27	c								
28	d								
29	e								
30	OTHER								
31	z								
32	y								
33	x								
34	w								
35	v								
36									
37	TOTAL OPERATING EXPENSE	\$1,215	\$1,215				\$1,215		
38	TOTAL OPERATING EXPENSE	\$1,215							

	A	B	C	D	E	F	G	H	I	
1	Appendix B, Page 4									
2	Document Date: 10.19.2020									
3										
4	Program: Nutrition Compliance for Congregate									
5	(Same as Line 9 on HSA #1)									
6										
7	Nutrition Counseling Salaries & Benefits Detail									
8	TERM:									
9	November 1, 2020 to June 30, 2021									
10						11/1/2020-06/30/2021				11/1/2020-06/30/2021
11		Agency Totals		For HSA Program		Program	REVENUE Cost Allocation:		Revenue	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS		
13	Registered Dietitian	\$64,480	100%	14%	14%	\$6,000	\$6,000		\$6,000	
14	Registered Dietitian	\$72,800	63%	64%	40%	\$19,434	\$19,434		\$19,434	
15	Registered Dietitian	\$62,400	15%	86%	13%	\$5,366	\$5,366		\$5,366	
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$199,680	178%	164%	67%	\$30,800	\$30,800		\$30,800	
31										
32	FRINGE BENEFIT RATE	15%								
33	EMPLOYEE FRINGE BENEFITS	\$29,952				\$4,620	\$4,620		\$4,620	
34										
35										
36	TOTAL SALARIES & BENEFITS	\$229,632				\$35,420	\$35,420		\$35,420	

	A	B	C	D	E	F	G	H	I
1									Appendix B, Page 5
2									Document Date: 10.19.2020
3									
4	Program: Nutrition Compliance for Congregate								
5	(Same as Line 9 on HSA #1)								
6									
7	Nutrition Counseling Operating Expense Detail								
8	TERM:								
9	November 1, 2020 to June 30, 2021								
10									
11		Year 1	REVENUE Cost Allocation:		TOTAL REVENUE				
		11/1/2020-							
		06/30/2021	H.S.A.-DAS	Non-HSA-	11/1/2020-06/30/2021				
			DAS	DAS					
12	Expenditure Category								
13	Rental of Property - Congregate	\$2,000	\$2,000		\$2,000				
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage								
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction								
18	Insurance								
19	Staff Training								
20	Staff Travel								
21	Small Equipment (under \$5,000/item)								
22	Rental of Equipment								
23									
24	SUBCONTRACTORS Descriptive Title								
25	a								
26	b								
27	c								
28	d								
29	e								
30	OTHER								
31	z								
32	y								
33	x								
34	w								
35	v								
36									
37	TOTAL OPERATING EXPENSE	\$2,000	\$2,000		\$2,000				
38	TOTAL OPERATING EXPENSE	#REF!							

	A	B	C	D	E	F	G	H	I	
1	Appendix B, Page 14									
2	Document Date: 10.19.2020									
3										
4	Program: Nutrition Compliance for Congregate									
5	(Same as Line 9 on HSA #1)									
6										
7	Other Nutrition Compliance Salaries & Benefits Detail									
8	TERM:									
9	November 1, 2020 to June 30, 2021									
10							11/1/2020-06/30/2021	11/1/2020-06/30/2021		
11		Agency Totals		For HSA Program		For HSA Program	REVENUE Cost Allocation:		Total Revenue	
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS		
13	Registered Dietitian	\$64,480	100%	5%	5%	\$2,149	\$2,149		\$2,149	
14	Registered Dietitian	\$72,800	63%	12%	8%	\$3,684	\$3,684		\$3,684	
15	Registered Dietitian	\$62,400	15%	14%	2%	\$874	\$874		\$874	
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30	TOTALS	\$199,680	178%	31%	15%	\$6,707	\$6,707		\$6,707	
31										
32	FRINGE BENEFIT RATE	15%								
33	EMPLOYEE FRINGE BENEFITS	\$29,952				\$1,006	\$1,006		\$1,006	
34										
35										
36	TOTAL SALARIES & BENEFITS	\$229,632				\$7,713	\$7,713		\$7,713	
37	TOTAL SALARIES & BENEFITS for H.S.A Program	\$7,713								

	A	B	C	D	E
1	Appendix B, Page 1				
2	Document Date: 10.19.2020				
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Contractor Name:			Term	
6	Leah's Pantry			November 1, 2020 to June 30, 2021	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
8	If modification, Effective Date of Mod.		No. of Mod.		
9	Program: Nutrition Compliance for HDM	REVENUE Cost Allocation:			HDM
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAS	Non-HSA-DAS	Total Revenue
11	Program Term	11/1/2020-06/30/2021			11/1/2020-06/30/2021
12	Expenditures				
13	Nutrition Education				
14	Salaries & Benefits				
15	Operating Expense				
16	Subtotal Direct				
17	Indirect Percentage				
18	Indirect Expense				
19	Total Nutrition Education				
20	Nutrition Counseling				
21	Salaries & Benefits	\$8,464	\$8,464		\$8,464
22	Operating Expense	\$2,866	\$2,866		\$2,866
23	Subtotal Direct	\$11,330	\$11,330		\$11,330
24	Indirect Percentage	15.0%	15.0%	15.0%	
25	Indirect Expense	\$1,700	\$1,700		\$1,700
26	Total Nutrition Counseling	\$13,030	\$13,030		\$13,030
27	HACCP Kitchen Monitoring				
28	Salaries & Benefits				
29	Operating Expense				
30	Subtotal Direct				
31	Indirect Percentage				
32	Indirect Expense				
33	Total HACCP Kitchen Monitoring				
34	Site/Route Monitoring				
35	Salaries & Benefits				
36	Operating Expense				
37	Subtotal Direct				
38	Indirect Percentage				
39	Indirect Expense				
40	Total Site/Route Monitoring				
41	Menu Planning				
42	Salaries & Benefits				
43	Operating Expense				
44	Subtotal Direct				
45	Indirect Percentage				
46	Indirect Expense				
47	Total Menu Planning				
48	HDM Assessments				
49	Salaries & Benefits				
50	Operating Expense				
51	Subtotal Direct				
52	Indirect Percentage				
53	Indirect Expense				
54	Total HDM Assessments				
55	Other Nutrition Compliance				
56	Salaries & Benefits				
57	Operating Expense				
58	Subtotal Direct				
59	Indirect Percentage				
60	Indirect Expense				
61	Total Other Nutrition Compliance				
62	GRAND Total Expenditures	\$13,030	\$13,030		\$13,030
63	HSA Revenues				
64					
65					
66	TOTAL HSA REVENUES				
67	Other Non-H.S.A.-DAS Revenues				
68					
69					
70					
71	TOTAL OTHER REVENUES				
72	Full Time Equivalent (FTE)				
74	Prepared by: Joseph Cancilla	Telephone No.: 650-801-4570		Date: 10.19.2020	
75	HSA-CO Review Signature:				
76	HSA #1	Document Date: 10.19.2020			

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 4								
2	Document Date: 10.19.2020								
3									
4	Program: Nutrition Compliance for HDM								
5	(Same as Line 9 on HSA #1)								
6									
7	Nutrition Counseling Salaries & Benefits Detail								
8	TERM:								
9	November 1, 2020 to June 30, 2021								
10						11/1/2020-06/30/2021		11/1/2020-06/30/2021	
11	Agency Totals		For HSA Program			Program REVENUE Cost Allocation:			Revenue
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAS	Non-HSA-DAS	
13	Registered Dietitian	\$72,800	63%	24%	15%	\$7,360	\$7,360		\$7,360
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30	TOTALS	\$72,800	63%	24%	15%	\$7,360	\$7,360		\$7,360
31									
32	FRINGE BENEFIT RATE	15%							
33	EMPLOYEE FRINGE BENEFITS	\$10,920				\$1,104	\$1,104		\$1,104
34									
35									
36	TOTAL SALARIES & BENEFITS	\$83,720				\$8,464	\$8,464		\$8,464
37	HSA #4	Document Date: 10.19.2020							

	A	B	C	D	E	F	G	H	I
1									Appendix B, Page 5
2									Document Date: 10.19.2020
3									
4	Program: Nutrition Compliance for HDM								
5	(Same as Line 9 on HSA #1)								
6									
7	Nutrition Counseling Operating Expense Detail								
8	TERM:								
9	November 1, 2020 to June 30, 2021								
10									
11		Year 1	REVENUE Cost Allocation:		TOTAL REVENUE				
		11/1/2020-		Non-HSA-					
		06/30/2021	H.S.A.-DAS	DAS	11/1/2020-06/30/2021				
12	Expenditure Category								
13	Rental of Property								
14	Utilities(Elec, Water, Gas, Phone, Scavenger)								
15	Office Supplies, Postage								
16	Building Maintenance Supplies and Repair								
17	Printing and Reproduction								
18	Insurance								
19	Staff Training								
20	Staff Travel								
21	Small Equipment (under \$5,000/item)								
22	Rental of Equipment								
23									
24	SUBCONTRACTORS Descriptive Title								
25	a Translation Services - HDM	\$2,866	\$2,866		\$2,866				
26	b								
27	c								
28	d								
29	e								
30	OTHER								
31	z								
32	y								
33	x								
34	w								
35	v								
36									
37	TOTAL OPERATING EXPENSE	\$2,866	\$2,866		\$2,866				
38	TOTAL OPERATING EXPENSE	#REF!							
39	HSA #5				Document Date: 10.19.2020				