City and County of San Francisco

Edwin M. Lee, Mayor

Human Services Agency

Department of Human Services Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO:	AGING & A	ADULT SERV	VICES COMM	IISSION	
THROUGH:				E DIRECTOR	
FROM:	MELISSA N JOHN TSUT	ICGEE, ACT TAKAWA, DI	ING DEPUTY	CONTRACTS	
DATE:	JUNE 22, 20	16			
SUBJECT:	GRANTEES	S/CONTRAC	ENEWALS:] TORS (see ta S AND ADUL	MULTIPLE ble below) for N .TS WITH DISA	UTRITION ABILITIES
GRANT/CONTRACT TERM:	<u>Original</u> <u>Term</u> 7/1/13- 6/30/16	<u>Renewal</u> <u>Term</u> 7/1/16- 6/30/17			
GRANT/CONTRACT AMOUNT:	<u>Current</u> \$36,238,424	<u>Renewal</u> \$13,548,6	<u>Conting</u> 43 \$1,354,8		03,507
ANNUAL AMOUNT:	<u>FY 16/17</u> \$13,548,643				
FUNDING SOURCE MOD FUNDING: PERCENTAGE:	<u>County</u> \$9,847,915 72%	<u>State</u> \$409,362 3%	<u>Federal</u> \$3,291,366 25%	<u>Contingency</u> \$1,354,864	<u>Total</u> \$14,903,507 100%

The Department of Aging and Adult Services requests authorization to renew various grant/contract agreements with multiple providers for the provision of nutrition services to seniors and adults with disabilities (AWD) for the period of July 1, 2016 to June 30, 2017. The total of the new grant/contract amounts plus a 10% contingency will not exceed \$14,903,507, and are detailed in the table below (on pages 3-4).

Background

Adequate nutrition is critical to the health, functioning, and increased quality of life for San Francisco's aging population. The Elderly Nutrition Program (ENP), authorized through Title III, under the Older Americans Act, is intended to improve the dietary intake of participants and to

offer participants opportunities to create informal support networks. The legislative intent is to make community-based services available to older adults who may be at risk of losing their independence. DAAS has provided ENP services since 1975. The ENP managed by the department is the largest elderly community nutrition services program in San Francisco.

With the conclusion of the original grant/contract terms which ran from July 2013 through June 2016, the Department intends to renew all of the agreements for a one-year period.

Services to be Provided

Grantees will continue to provide various types of hot meals at congregate meal sites strategically located in different neighborhoods, deliver hot, chilled and frozen meals to the homes of eligible individuals throughout the City, and provide nutrition compliance services to meet the Title III-C requirements. The ENP meals service provision is regulated by California Retail Food Code (CRFC), Occupational Safety and Health Administration (OSHA) Code, and requirements stipulated in California Code of Regulations Title 22 Division 1.8 and Older Americans Act. The San Francisco ENP and non-ENP programs also follow Office on the Aging nutrition standards. The target populations are eligible residents of San Francisco, aged 18 and above.

- Congregate meals for seniors: Provides mostly lunch but also breakfast and dinner for seniors at congregate meal sites scattered across the city. The meals providers collectively cover multiple cultural cuisines and serve food every weekday (weekends as well at a smaller number of sites). Congregate meal services not only afford optimal nutritional intake, but also provide a space for seniors to socialize and be active during the day. Per State-mandated requirements, DAAS meals providers must also receive regular kitchen monitorings, and offer a number of nutrition education sessions for the program participants each year. These services are obtained either by the provider itself, in-kind through partnership with City College of San Francisco's Adult Education Program, or through the independent nutritionist contractor Candice Tang.
- Congregate meals for adults with disabilities (AWD): Roughly half of the providers that serve congregate meals to seniors provide the same service to adults with disabilities.
- Home-Delivered Meals (HDM) service to seniors: Seniors who are non-ambulatory for various reasons, and meet the HDM eligibility requirements will be able to receive meals delivered to them in their homes. These meals hold the same nutritional value as those served at the congregate sites, and the number of meals delivered to each consumer per week depends on their unique needs. Meals eligibility assessments are performed by the HDM provider and included in their Nutrition Compliance budget.
- HDM service to adults with disabilities (AWD): Adults with disabilities who are nonambulatory and meet the HDM eligibility requirements are eligible to receive homedelivered meals. Eligibility assessments and follow-ups for consumers of any AWD HDM provider are centrally performed by the Institute on Aging.

• Emergency HDM service: Provides Emergency HDM services to consumers in urgent need of sustenance within 2-5 days after Emergency HDM eligibility has been approved by DAAS Integrated Intake. Currently, Meals on Wheels is the sole provider of this particular service.

Agency	Fiscal Year (FY) 13-16 Total Amount	FY 16-17 Amount	10% Contingency	FY 16-17 Not To-Exceed Amount
Bayview Hunters Point Multi- Purpose Senior Services	\$1,156,713	\$404,687	\$40,469	\$445,156
Candice Tang	\$78,700	\$26,700	\$2,670	\$29,370
Centro Latino de San Francisco	\$898,824	\$305,242	\$30,524	\$335,766
Episcopal Community Services of San Francisco	\$549,091	\$175,522	\$17,552	\$193,074
Glide	\$428,671	\$153,803	\$15,380	\$169,183
Jewish Community Center of San Francisco	\$353,832	\$117,800	\$11,780	\$129,580
Kimochi, Inc.	\$1,300,629	\$433,247	\$43,325	\$476,572
On Lok Day Services	\$1,605,878	\$546,920	\$54,692	\$601,612
Project Open Hand	\$4,114,429	\$1,411,529	\$141,153	\$1,552,682
Russian American Community Services	\$612,705	\$229,491	\$22,949	\$252,440
Samoan Community Development Center	\$81,338	\$27,151	\$2,715	\$29,866
Self Help for the Elderly	\$4,137,395	\$1,401,521	\$140,152	\$1,541,673
Fotal	\$15,346,555	\$5,233,613	\$523,361	\$5,756,974

ENP Congregate Meals

-Delivered Meals

\$17,389,618	\$6,751,742	\$675,174	\$7,426,916
\$1,406,779	\$513,336	\$51,334	\$564,670
\$632,937	\$240,751	\$24,075	\$264,826
\$1,683,474	\$593,903	\$59,390	\$653,293
\$12,216,878	\$4,901,073	\$490,107	\$5,391,180
\$736,914	\$251,777	\$25,178	\$276,955
\$219,171	\$79,788	\$7,979	\$87,767
\$493,465	\$171,114	\$17,111	\$188,225
	\$219,171 \$736,914 \$12,216,878 \$1,683,474 \$632,937 \$1,406,779	\$219,171 \$79,788 \$736,914 \$251,777 \$12,216,878 \$4,901,073 \$1,683,474 \$593,903 \$632,937 \$240,751 \$1,406,779 \$513,336	\$219,171 \$79,788 \$7,979 \$736,914 \$251,777 \$25,178 \$12,216,878 \$4,901,073 \$490,107 \$1,683,474 \$593,903 \$59,390 \$632,937 \$240,751 \$24,075 \$1,406,779 \$513,336 \$51,334

AWD Congregate Meals

Bayview Hunters Point Multi- Purpose Senior Services	\$212,538	\$85,235	\$8,524	\$93,759
Centro Latino de San Francisco	\$76,627	\$30,477	\$3,048	\$33,525

Agency	Fiscal Year (FY) 13-16 Total Amount	FY 16-17 Amount	10% Contingency	FY 16-17 Not- To-Exceed Amount
Episcopal Community Services of				
San Francisco	\$70,518	\$23,375	\$2,337	\$25,712
Project Open Hand	\$220,432	\$119,119	\$11,912	\$131,031
Russian American Community Services	\$17,939	\$5,297	\$530	\$5,827
Self Help for the Elderly	\$49,364	\$16,632	\$1,663	\$18,295
Total	\$647,418	\$280,135	\$28,014	\$308,149

AWD Home-Delivered Meals

Total	\$2,513,441	\$1,175,362	\$117,536	\$1,292,898
Self Help for the Elderly	\$693,971	\$274,755	\$27,476	\$302,231
Russian American Community Services	\$541,671	\$186,924	\$18,692	\$205,616
Meals on Wheels	\$880,945	\$538,417	\$53,842	\$592,259
Institute on Aging	\$396,854	\$175,266	\$17,527	\$192,793

Emergency Home-Delivered Meals

Meals on Wheels	\$341,392	\$107,791	\$10,779	\$118,570
Total	\$341,392	\$107,791	\$10,779	\$118,570

Grantee Performance

Standard fiscal and contract compliance monitorings were conducted on the grantees (not Candice Tang, who is a private individual contractor) between the months of December to April during the 15-16 fiscal year. The Department is satisfied that all of the grantees comply with City contracting requirements.

Program performance monitoring was conducted on these grantees between the months of January to May 2016, and the Department found all the grantees to have had satisfactory program performance over the past fiscal year.

Selection

Grantees were selected through RFP #535 issued in December 2012.

Funding

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

Attachments

Services to be Provided - Bayview Hunters Point Multi-Purpose Senior Appendix A – Services (ENP Congregate Meals) Budget - Bayview Hunters Point Multi-Purpose Senior Services (ENP Appendix B -Congregate Meals) Budget - Bayview Hunters Point Multi-Purpose Senior Services (ENP Appendix Ba -Congregate Meals NCQA) Services to be Provided - Bayview Hunters Point Multi-Purpose Senior Appendix A-1 -Services (AWD Congregate Meals) Appendix B-1 - Budget - Bayview Hunters Point Multi-Purpose Senior Services (AWD Congregate Meals) Services to be Provided - Candice Tang (ENP Congregate and HDM Nutrition Appendix A – Compliance) Budget – Candice Tang (ENP Congregate and HDM Nutrition Compliance) Appendix B -Appendix A – Services to be Provided - Centro Latino de San Francisco (ENP Congregate Meals) Budget - Centro Latino de San Francisco (ENP Congregate Meals) Appendix B – Budget - Centro Latino de San Francisco (ENP Congregate Meals NCQA) Appendix B1 -Services to be Provided - Centro Latino de San Francisco (AWD Congregate Appendix A1 -Meals) Budget – Centro Latino de San Francisco (AWD Congregate Meals) Appendix B4 – Services to be Provided - Centro Latino de San Francisco (ENP Home-Appendix A2 – Delivered Meals) Budget - Centro Latino de San Francisco (ENP Home-Delivered Meals) Appendix B2 -Budget - Centro Latino de San Francisco (ENP Home-Delivered Meals Appendix B3 – NCQA) Services to be Provided - Episcopal Community Services (ENP Congregate Appendix A – Meals) Budget – Episcopal Community Services (ENP Congregate Meals) Appendix B -Services to be Provided - Episcopal Community Services (AWD Congregate Appendix A – Meals) Budget – Episcopal Community Services (AWD Congregate Meals) Appendix B -Services to be Provided – Glide Foundation (AWD Congregate Meals) Appendix A -Budget - Glide Foundation (ENP Congregate Meals) Appendix B -Budget – Glide Foundation (ENP Congregate Meals NCQA) Appendix Ba -Services to be Provided - Institute on Aging (AWD Home-Delivered Meals Appendix A – Assessments) Budget – Institute on Aging (AWD Home-Delivered Meals Assessments) Appendix B – Services to be Provided - Jewish Community Center of San Francisco (ENP Appendix A -Congregate Meals) Budget - Jewish Community Center of San Francisco (ENP Congregate Meals) Appendix B -Services to be Provided - Jewish Family and Children's Services (ENP Home-Appendix A -Delivered Meals) Budget - Jewish Family and Children's Services (ENP Home-Delivered Appendix B -Meals)

Budget - Jewish Family and Children's Services (ENP Home-Delivered Meals Appendix Ba -NCQA) Appendix A – Services to be Provided – Kimochi (ENP Congregate Meals) Appendix B -Budget - Kimochi (ENP Congregate Meals) Budget - Kimochi (ENP Congregate Meals NCQA) Appendix Ba – Appendix A-1 - Services to be Provided - Kimochi (ENP Home-Delivered Meals) Budget - Kimochi (ENP Home-Delivered Meals) Appendix B -Appendix B-1a – Budget – Kimochi (ENP Home-Delivered Meals NCQA) Services to be Provided – Meals on Wheels (ENP Home-Delivered Meals) Appendix A – Budget – Meals on Wheels (ENP Home-Delivered Meals) Appendix B -Budget - Meals on Wheels (ENP Home-Delivered Meals NCQA) Appendix B1 -Services to be Provided - Meals on Wheels (Emergency Home-Delivered Appendix A2 – Meals) Appendix B2 – Budget – Meals on Wheels (Emergency Home-Delivered Meals) Services to be Provided - Meals on Wheels (AWD Home-Delivered Meals) Appendix A1 – Budget – Meals on Wheels (AWD Home-Delivered Meals) Appendix B3 – Services to be Provided - On Lok Day Services (ENP Congregate Meals) Appendix A – Budget - On Lok Day Services (ENP Congregate Meals) Appendix B -Budget – On Lok Day Services (ENP Congregate Meals NCQA) Appendix B1 – Services to be Provided - On Lok Day Services (ENP Home-Delivered Meals) Appendix A – Budget - On Lok Day Services (ENP Home-Delivered Meals) Appendix B – Appendix B -Budget – On Lok Day Services (ENP Home-Delivered Meals NCQA) Services to be Provided – Project Open Hand (ENP Congregate Meals) Appendix A – Budget - Project Open Hand (ENP Congregate Meals) Appendix B -Budget - Project Open Hand (ENP Congregate Meals NCQA) Appendix Ba – Appendix B-1 - Budget - Project Open Hand (Breakfast Meals) Appendix A-2 - Services to be Provided - Project Open Hand (AWD Congregate Meals) Appendix B-2 - Budget - Project Open Hand (ENP Congregate Meals) Services to be Provided - Russian American Community Services (ENP Appendix A – Congregate Meals) Budget – Russian American Community Services (ENP Congregate Meals) Appendix B -Appendix A2 - Services to be Provided - Russian American Community Services (ENP Home-Delivered Meals) Appendix B2 - Budget - Russian American Community Services (ENP Home-Delivered Meals) Appendix B2a - Budget - Russian American Community Services (ENP Home-Delivered Meals NCOA) Appendix A3 - Services to be Provided - Russian American Community Services (AWD Congregate Meals) Appendix B3 - Budget - Russian American Community Services (AWD Congregate Meals) Appendix A4 - Services to be Provided - Russian American Community Services (AWD Home-Delivered Meals) Appendix B4 - Budget - Russian American Community Services (AWD Home-Delivered Meals) Services to be Provided - Samoan Community Development Center (ENP Appendix A – Congregate Meals)

Appendix B – Appendix A – Appendix B – Appendix B1 – Appendix A1 –	Budget – Samoan Community Development Center (ENP Congregate Meals) Services to be Provided – Self Help for the Elderly (ENP Congregate Meals) Budget – Self Help for the Elderly (ENP Congregate Meals) Budget – Self Help for the Elderly (ENP Congregate Meals NCQA) Services to be Provided – Self Help for the Elderly (ENP Home-Delivered
Meals)	
Appendix B2 -	Budget – Self Help for the Elderly (ENP Home-Delivered Meals)
Appendix B3 –	Budget - Self Help for the Elderly (ENP Home-Delivered Meals NCQA)
Appendix A2 –	Services to be Provided – Self Help for the Elderly (AWD Congregate Meals)
Appendix B4 -	Budget – Self Help for the Elderly (AWD Congregate Meals)
Appendix A3 –	Services to be Provided - Self Help for the Elderly (AWD Home-Delivered
Meals)	
Appendix B5 -	Budget - Self Help for the Elderly (AWD Home-Delivered Meals)

Appendix A - Services to be Provided Bayview Hunters Point Multipurpose Senior Services, Inc. Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016 – June 30, 2017

I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

II. Definitions

Grantee	Bayview Hunters Point Multipurpose Senior Services, Inc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2

meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. 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.

Nutrition Education

OOA CA-GetCare

Low-Income

Minority

Registered Dietitian (RD)

Appendix A, pg. 2

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. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutriti on/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who
 participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

V. Services to be Provided

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
 - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
 - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
 - Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
 - Nutrition screening is conducted annually for each client and documented in CA-GetCare.
 - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented at least three times a year by a RD. The HACCP monitoring must be conducted on site for each congregate site and documented by a R.D. or food safety

BHPMSS 7/1/16-6/30/17 ENP Congregate Meals certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps

VI. Service Objectives

- A. Grantee will serve the total of 1,657 unduplicated consumers
- B. Grantee will serve the total number of 59,029 authorized meals
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

VIII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
 - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
 - The percentage of participants who received nutrition education indicates that they learned to make healthier food choices and/or learn to improve safe food handling practices.
 - The percentage of participants who report increased access to socialization activities and interactions with others.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.
- H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be

entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Elena Baranoff (Worker #GB24) Senior Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120

Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103

Sarah Chan

Elena.Baranoff@sfgov.org

Sarah.Chan @sfgov.org

		Appendix B, Page 1 Document Date:	6/10/2016	7
HUMAN SERVICES AGENC		OF AGING AND AI	DULT SERVICES	2
Grantae's Name, Danview Huntary Daint		ROPOSAL FORMS	5	4
Grantee's Name: Bayview Hunters Point Services, Inc.	Multipurpose Senior		Grant Term	
(Check One) New \square Renewal <u>X</u>	Modification		Grant Term	
Effective Date of Mod: No.	. of Mod:		7/1/16 to 6/30/17	-
Program: ENP Congregate Meals			TOTAL	Average cost/mea
Annual #Meals Contracted	59,029		59,029	1
Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	1
DAAS Expenditures				1
Salaries & Benefits	\$166,396	tin in a second as a second	\$166,396	\$2.82
Operating Expense	\$229,691		\$229,691	\$3.89
Subtotal	\$396,087		\$396,087	\$6.71
Indirect Percentage (max 10%)	0%		0%	
Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
Capital Expenditure	\$0		\$0	\$0.00
TOTAL DAAS EXPENDITURES	\$396,087		\$396,087	\$6.71
	and the second second			
Non-DAAS Expenditures	2			
Salaries & Benefits	\$60,022		\$60,022	\$1.02
Operating Expense	\$0		\$0	\$0.00
Capital Expenditure	\$0		\$0	\$0.00
FOTAL Non-DAAS EXPENDITURES	\$60,022		\$60,022	\$1.02
TOTAL DAAS & Non-DAAS				
EXPENDITURES	\$456,109	a na sana ang kanalasa ata sata na sa sa sa sa sa	\$456,109	\$7.73
ISA-DAAS Revenues		n di kanan di katalah kanan di kanan kan		
<i>leals</i>	\$396,087		\$396,087	
· · · · · · · · · · · · · · · · · · ·				
OTAL HSA-DAAS REVENUES	\$396,087		\$396,087	
ER MEAL COST, HSA-DAAS	\$6.71		\$6.71	
on-DAAS Revenues				
roject Income	29,515		\$29,515	\$0.50
gency Cash - Fundraising	\$11,736		\$11,736	\$0.20
gency In-Kind Volunteer	\$18,772		\$18,772	\$0.32
OTAL NON HSA-DAAS REVENUES	\$60,022		\$60,022	
ER MEAL COST, NON HSA-DAAS	\$1.02		\$1.02	
DTAL REVENUES	\$456,109		\$456,109	
R MEAL COST, TOTAL	\$7.73		\$7.73	
ll Time Equivalent (FTE)			1a.	
epared by: Justin Cheung	Phone No.: 415-826-		ite:	
	FIDIE NI ALLAN			
SA-CO Review Signature:	Filone No.: 415-820-	Date:		

Grantee's Name: Bayview Hunters Point Multipurpose Senior Services, Inc. Program Name: ENP Congregate Meals

Appendix B, Page 2 Document Date: 6/10/16

		Salari	es & Benefi	ts Detail		* 1
					7/1/16 to	
H.S.A-DAAS	Agenc	y Totals	For DAA	S Nutrition	6/30/17	TOTAL
<i>i</i> .	Annual Fu	11				
	TimeSalar	y Total %	% Nutr	Adjusted	Budgeted	7/1/16 to
POSITION TITLE and NAME	for FTE	FTE	Prog (b)	Nutr FTE	Salary	6/30/17
Chef - Loggins	\$47,84	0 100%	6 52%	52%	\$24,925	\$24,92
Chef Assistant - Thomas	\$36,72	1 100%	6 52%	52%	\$19,106	\$19,10
Program Director - Bill	\$47,13	3 100%	50%	50%	\$23,567	\$23,56
Site Mgmt - Dr. Davis	\$31,20	0 100%	30%	30%		and the second design of the s
Site Mgmt - WASC	\$31,20	0 100%	30%	30%		
Kitchen Assist - WASC	\$31,200		30%	and a second sec		
Kitchen Assist - Dr. Davis	\$31,200	0 100%	30%	30%	\$9,360	
Driver - Porter	\$31,200			30%	\$9,360	\$9,360
Site mgmt - Rosa Park	\$31,200			30%	\$9,360	\$9,360
Janitor	\$31,200	100%	30%	30%	\$9,360	\$9,360
TOTALS	\$ 350,094	10.00	3.12	3.12	\$133,117	\$133,117
FRINGE BENEFIT RATE	25.00%	7				
EMPLOYEE FRINGE BENEFITS	\$ 87,524				\$33,279	\$33,279
Non - DAAS	Agency	Fotals	For DAA	S Meal		TOTAL
	the second se					and the second sec
	Annual Full					
		Total %	% Nutr	Adjusted	Budgeted	
POSITION TITLE and NAME	TimeSalary for FTE	Total % FTE (a)	1	Adjusted Nutr FTE	Budgeted Salary	7/1/13 to 6/30/16
	TimeSalary for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary	7/1/13 to 6/30/16 \$5,500
POSITION TITLE and NAME Chef - Loggins Chef Assistant - Thomas	TimeSalary for FTE \$47,840	FTE (a) 100%	Prog (b) 11.50%	Nutr FTE 11.50%	Salary \$5,500	\$5,500
Chef - Loggins Chef Assistant - Thomas	TimeSalary for FTE \$47,840 \$36,721	FTE (a) 100% 100%	Prog (b) 11.50% 14.98%	Nutr FTE 11.50% 14.98%	Salary \$5,500 \$5,500	\$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Site Mgmt - Dr. Davis	TimeSalary for FTE \$47,840 \$36,721 \$31,200	FTE (a) 100% 100%	Prog (b) 11.50% 14.98% 17.63%	Nutr FTE 11.50% 14.98% 17.63%	Salary \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Site Mgmt - Dr. Davis Site Mgmt - WASC	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200	FTE (a) 100% 100% 100%	Prog (b) 1 11.50% 14.98% 17.63%	Nutr FTE 11.50% 14.98% 17.63% 17.63%	Salary \$5,500 \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Site Mgmt - Dr. Davis Site Mgmt - WASC Citchen Assist - WASC	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200	FTE (a) 100% 100% 100% 100%	Prog (b) 1 11.50% 14.98% 17.63% 17.63%	Nutr FTE 11.50% 14.98% 17.63% 17.63%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Site Mgmt - Dr. Davis Site Mgmt - WASC	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200	FTE (a) 100% 100% 100%	Prog (b) 1 11.50% 14.98% 17.63%	Nutr FTE 11.50% 14.98% 17.63% 17.63%	Salary \$5,500 \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Lite Mgmt - Dr. Davis Lite Mgmt - WASC Litchen Assist - WASC Litchen Assist - Dr. Davis	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200	FTE (a) 100% 100% 100% 100% 100%	Prog (b) 1 11.50% 14.98% 17.63% 17.63% 17.63% 17.63%	Nutr FTE 11.50% 14.98% 17.63% 17.63% 17.63%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Site Mgmt - Dr. Davis Site Mgmt - WASC Citchen Assist - WASC Citchen Assist - Dr. Davis	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200	FTE (a) 100% 100% 100% 100% 100%	Prog (b) 1 11.50% 14.98% 17.63% 17.63% 17.63% 17.63%	Nutr FTE 11.50% 14.98% 17.63% 17.63% 17.63%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500
Chef - Loggins Chef Assistant - Thomas Tite Mgmt - Dr. Davis Tite Mgmt - WASC Citchen Assist - WASC Citchen Assist - Dr. Davis Teal site & kitchen volunteers	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200 \$31,200 \$27,040	FTE (a) 100% 100% 100% 100% 100% 100% 100% 100	Prog (b) 1 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Nutr FTE 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772
Chef - Loggins Chef Assistant - Thomas Lite Mgmt - Dr. Davis Lite Mgmt - WASC Clitchen Assist - WASC Clitchen Assist - Dr. Davis Meal site & kitchen volunteers TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE BENEFITS	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200 \$31,200 \$27,040 \$27,040 \$27,040 \$27,040	FTE (a) 100% 100% 100% 100% 100% 100% 100% 100	Prog (b) 1 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Nutr FTE 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772
Chef - Loggins Chef Assistant - Thomas The Mgmt - Dr. Davis The Mgmt - WASC Clitchen Assist - WASC Clitchen Assist - Dr. Davis Meal site & kitchen volunteers TOTAL NON-DAAS RINGE BENEFIT RATE	TimeSalary for FTE \$47,840 \$36,721 \$31,200 \$31,200 \$31,200 \$31,200 \$27,040 \$27,040 \$27,040 \$27,040	FTE (a) 100% 100% 100% 100% 100% 100% 100% 100	Prog (b) 1 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Nutr FTE 11.50% 14.98% 17.63% 17.63% 17.63% 69.42%	Salary \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772 \$51,772	\$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$5,500 \$18,772 \$18,772 \$51,772

Salaries & Renefits Detail

	pose Senior Services, Inc.	Appendix	B, Page 3
Program Name: ENP Congregate Meals		Documen	t Date: 6/10/1
H.S.A-DAAS Annual #Meals Contract	ted: 59,029		TOTAL
Expenditure Category Term	procession and a second s	7/1	/16 to 6/30/17
Rental of Property			10 10 0/0/1/
Utilities(Elec, Water, Gas, Phone, Scavenger)			
Office Supplies, Postage			
Building Maintenance Supplies and Repair FOOD COSTS		<u>.</u>	a an
Raw Food per meal \$ 3.25	\$191,844	\$	191,84
Cong Food Svc Supplie: per meal \$ 0.50	\$29,515	\$	29,51
HDM Food Svc Supplie per meal			
Catered Meals per meal			
CONSULTANT/SUBCONTRACTOR Descriptive 7 Registered Dietitian	Title		·
OTHER COSTS:	-		8. 8. ^{61.4}
Insurance	\$3,000	\$	3,00
Staff Training & Travel	\$932	\$	93
Rental of Equipment			
Small equipment & Supplies			
Auto - Fuel & Insurance	\$2,400	\$	2,40
Repair/Maintenance	\$2,000	\$	2,000
Non-DAAS Expenditure Category			OTAL
Expenditure Category			OTAL
Expenditure Category Rental of Property	2 2 		OTAL
			OTAL
Expenditure Category Rental of Property Itilities(Elec, Water, Gas, Phone, Scavenger)			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie per meal			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal Ong Food Svc Supplie per meal DM Food Svc Supplie per meal atered Meals per meal			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal Cong Food Svc Supplie: per meal DM Food Svc Supplie per meal			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal cong Food Svc Supplie: per meal IDM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS awe Food per meal Ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tittegistered Dietitian THER COSTS:			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS .aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian THER COSTS: surance			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal cong Food Svc Supplie: per meal IDM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian THER COSTS: surance aff Training & Travel			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal DM Food Svc Supplie: per meal Scavered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tittegistered Dietitian THER COSTS: Surance aff Training & Travel ental of Equipment Ental of Equipment			OTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian THER COSTS: surance aff Training & Travel ental of Equipment			
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal IDM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian THER COSTS: surance aff Training & Travel ental of Equipment anall equipment & Supplies			
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair OOD COSTS aw Food per meal ong Food Svc Supplie: per meal DM Food Svc Supplie: per meal atered Meals per meal ONSULTANT/SUBCONTRACTOR Descriptive Tit egistered Dietitian THER COSTS: surance aff Training & Travel ental of Equipment nall equipment & Supplies to - Fuel & Insurance			

	Cost Per Se	ervice Uni	t:
Service Units:			
Year 1	Total Year 1	HSA- DAAS	Non- H.S.A
16	\$150	150	
	.	1	
[]			
3	600	600	0
12	250	250	0
2	700	700	0
0			
	Year 1	Service Units: Year 1 Total Year 1 16 \$150 3 600 12 250 2 700	Year 1 Total Year 1 HSA- DAAS 16 \$150 150 3 600 600 12 250 250 2 700 700

NOTES:

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

Budget Narrative:

Appendix B, Page 1 Document Date: 6/10/16

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM

	BY PI	ROGRAM			
Contractor Name:		*	Г Г	erm	
Bayview Hunters Point Multipurpose Seni	or Services, Inc.		July 1, 2016 to June 30, 2017		
(Check One) New Renewal	Modification				
If modification, Effective Date of Mod.	No. of Mod.				
Program: ENP Nutrition Compliance		REVENUE Cost A	llocation:		
Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue	
Program Term	7/1/16-6/30/17				
Expenditures					
Nutrition Education					
Salaries & Benefits	001.02	001.03	¢0	A CD	
	\$2,400 \$0	\$2,400 \$0	\$0 \$0	\$2,40	
Operating Expense Subtotal Direct	\$2,400		\$0	14 02	
Indirect Percentage		\$2,400	۵ 0	\$2,40	
Indirect Expense	\$0	\$0	\$0		
otal Nutrition Education	\$0 \$2,400	\$0 \$2,400	\$0 \$0	\$2,40	
ICCP Kitchen Monitoring	Φ2,4 00	ΦΖ ,400	φU	ΨΖ,4Ι	
Salaries & Benefits	\$1,800	\$1,800	\$0	\$1,80	
Operating Expense	\$1,800 \$0	\$1,800	\$0	\$ 1,8U	
Subtotal Direct	\$0	\$0	\$0	\$1,80	
Indirect Percentage	\$1,000	\$1,000		φ1,00	
Indirect Expense	\$0	\$0	\$0	\$	
otal HCCP Kitchen Monitoring	\$1,800	\$1,800	\$0 \$0	\$1,80	
the second se	\$1,000	\$1,000	40	ψ1,00	
ite/Route Monitoring Salaries & Benefits	000 53	000 53	\$0	\$3,00	
Operating Expense	\$3,000	\$3,000	\$0		
Subtotal Direct	and the second sec	\$0 \$3,000	\$0	\$3,00	
Indirect Percentage	\$3,000	\$3,000	50	\$3,00	
Indirect Expense	\$0	\$0	\$0	\$(
tal Site/Route Monitoring	\$3,000	\$3,000	\$0 \$0	\$3,00	
enu Planning	\$3,000	\$3,000		\$3,000	
Salaries & Benefits	\$1,400	\$1,400	\$0	\$1,400	
Operating Expense	\$0	\$1,400	\$0	\$(
Subtotal Direct	\$1,400	\$1,400	\$0	\$1,400	
Indirect Percentage	\$1,400	\$1,400	φ0	ψ1,400	
Indirect Expense	\$0	\$0	\$0	\$0	
tal Menu Planning	\$1,400	\$1,400	\$0	\$1,400	
RAND Total Expenditures		14 BAN 11		1 1 m 114	
HSA Revenues	\$8,600	\$8,600	\$0	\$8,600	
		\$8,600		\$8,600	
TAL HSA REVENUES		\$8,600	the state.	\$8,600	
Other Non-H.S.ADAAS Revenues		and the second		.1	
	<u> </u>		\$0	\$0	
TAL OTHER REVENUES	1	An Sharaha	\$0	\$0	
Time Equivalent (FTE)		elephone No.:415-8		e 6/6/16	

Appendix B, Page 2 Document Date: 6/10/1

Grantee's Name: Bayview Hunter's Point Multipurpose Senior Services Program Name: ENP Nutrition Compliance

		2			7/1/16-6/30/17		T	
	Agency T	fotals	For HSA	Program	For HSA Program	REVENUE	Cost Allocation:	Total Revenue
	Annual Full	T-1-10/		Adjusted		H.S.A	Non-HSA-	
POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	DAAS	DAAS	
						\$1,920		\$1,920
Nutritionist	\$83,200	25%	9%	2%	\$1,920	\$1,520		
							+	
			2					
,								
	11							
940								
	1							
					· · ·			
TOTALS	\$83,200	0.25	0.09	0.02	\$1,920	\$1,920		\$1,920
FRINGE BENEFIT RATE	25%	C. La Change and L	artait sadda	5500 13 C. A	T			0203
EMPLOYEE FRINGE BENEFITS	\$20,800	A CALL	to set 1		\$480	\$480		\$960
			AL ANT	1	\$2,400	\$2,400		\$2,400
TOTAL SALARIES & BENEFITS	\$104,000				φ ∠ ,400 [φ2,400		
HSA #2								5/19/2016

Nutrition Education Salaries & Benefits Detail

Grantee's Name: Bayview Hunter's Point Multipurpose Senior Services Program Name: ENP Nutrition Compliance Appendix B, Page 3 Document Date: 6/10/16

H	CCP Kitch	en Mor	nitoring	Salaries	& Benefits I	Detail		
					7/1/16-6/30/17			
×	Agency		For HS	A Program	For HSA	REVEN	UE Cost ation:	Total Revenue
	Annual Full TimeSalary			Adjusted	Budgeted	H.S.A	Non-HSA-	
POSITION TITLE	for FTE	FTE	% FTE	FTE	Salary	DAAS	DAAS	
SITE OR ROUTE MONITORING:	\$83,200	25%	7%	2%	\$1,440	\$1,440		\$1,440
· · · ·								
TOTALS	\$83,200	0.25	0.07	0.02	\$1,440	\$1,440		\$1,440
Г								ā
FRINGE BENEFIT RATE	25%							
EMPLOYEE FRINGE BENEFITS	\$20,800				\$360	\$360		\$360
Г								
TOTAL SALARIES & BENEFITS L	\$104,000				\$1,800	\$1,800		\$1,800
								5/19/2016

Appendix B, Page 4 Document Date: 6/10/

Grantee's Name: Bayview Hunter's Point Multipurpose Senior Services Program Name: ENP Nutrition Compliance

5	Site/Ro	oute & K	itchen N	lonitorin	g Salaries & Be	nefits Detail		
					7/1/16-6/30/17			
	Agency	Total Revenue						
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	For HSA Program Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS	
SITE OR ROUTE MONITORING:	\$83,200	25%	12%	3%	\$2,400	\$2,400		\$2,400
3								
				-				
		·						<u> </u>
								•
TOTALS	\$83,200	0.25	0.12	0.03	\$2,400	\$2,400		\$2,400
FRINGE BENEFIT RATE	25%							
EMPLOYEE FRINGE BENEFITS	\$20,800			1	\$600	\$600		\$600
TOTAL SALARIES & BENEFITS	\$104,000				\$3,000	\$3,000		\$3,000
HSA #2								5/19/2016

÷						Appendix E Document	3, Page 5 Date: 6/10/1	6
Grantee's Name: Bayview Hunte Program Name: ENP Nutrition C		urpose S	enior Se	rvices				
	Menu I	Plannin	g Salaı	ries & Bei	nefits Detail			
					7/1/16-6/30/17			
4		4			For HSA	REVENUE		Total
	Agency 1	otals	For HS	A Program	Program	Cost		Revenue
	Annual Full TimeSalary			Adjusted	Budgeted	H.S.A	Non-HSA-	
POSITION TITLE	for FTE	FTE	% FTE		Salary	DAAS	DAAS	A (100
Nutritionist	\$83,200	25%	5%	1%	\$1,120	\$1,120		\$1,120
· · · · · · · · · · · · · · · · · · ·								
	-							
TOTALS	\$83,200	0.25	0.05	0.01	\$1,120	\$1,120		\$1,120
TOTALO	400,200	0.201	0.001	0.01	\$1,120]	ψ1,120 <u>]</u>		ψ1,120
]							
	25%							
MPLOYEE FRINGE BENEFITS	\$20,800				\$280	\$280		\$280
						**		
OTAL SALARIES & BENEFITS	\$104,000				\$1,400	\$1,400		\$1,400
ISA #2	\$104,000	and the first			\$1,400	φ1,400		5/19/2016

Appendix A- Services to be Provided Candice Tang, R.D. Nutrition Compliance for Elderly Nutrition Program (ENP) Congregate and Home-Delivered Meals Programs July 1, 2016–June 30, 2017

I. Purpose

The purpose of this contract is to provide the services of a Registered Dietician to assist DAAS funded nutrition agencies in compliance with food service safety and other federal, state and local nutrition program requirements for congregate and home-delivered meals program.

II. Definitions

Grantee	Candice Tang
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy

Appendix A - p. 1

of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586,

CA-GetCare

OOA

Nutrition Education

Low-Income

Minority

Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.

Title 22 Regulations

Refers to Barclay's official California Cod 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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/</u>

III. Services to be Provided

- A. Grantee will assist the selected DAAS-funded nutrition agencies to meet the nutrition and food service standards set forth by Title 22 Regulations, California Department of Aging and Office on the Aging, ensuring the provision of quality meals that meet nutrition, HACCP and food safety standards, and enabling meal program participants to reduce incidences of chronic diseases and maintain independent living.
- B. Grantee will provide Nutrition compliance components and service units as indicated in Appendix B (detailed in Attachment A) and agreed between the grantee, Registered Dietitian and the five DAAS-funded nutrition agencies: Episcopal Community Service, Jewish Community Center of San Francisco, Jewish Family and Children's Services, Samoan Community Development Center, and Russian American Community Services. The Registered Dietitian will provide technical assistance to the nutrition agencies:
 - 1) Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (Cal Code).
 - 2) Conduct site visit to monitor the safety and sanitation components of the nutrition program. A HACCP safety and sanitation monitoring for the production kitchen and meal site must be conducted on site and documented at least three times a year by a R.D. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA and nutrition agency on a timely basis.
 - 3) Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
 - 4) Nutrition education provision including providing assistance to agency on gathering annual nutrition education assessment data, if needed.
- C. Grantee will ensure adequate and culturally competent Registered Dietitian to service the nutrition agencies.
- D. Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- E. Grantee will have a signed Agreement to collaborate with the designated nutrition agencies to clarify the expectations and responsibilities between the parties involved and share a copy with DAAS-OOA.

F. Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.

The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. <u>https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps</u>

IV. Service Objectives

On an annual basis:

- A. Grantee will provide nutrition compliance and quality assurance services to five DAASfunded nutrition contracts.
- B. Grantee will provide nutrition compliance units as indicated in Appendix B.

V. Outcome Objectives

- A. To provide consulting services that attains a high satisfaction level from the DAAS designated nutrition agencies. These agencies will have the resources needed to be in compliance with the nutrition program standards.
- B. Submit quarterly HACCP safety and sanitation monitoring reports within 30 days after the site visits are conducted
- C. In annual satisfaction survey, at least 85% of participating agencies are satisfied with the technical assistance services delivered.
- D. In annual satisfaction survey, at least 85% of participating agencies are satisfied with the training services delivered.

VI. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of all the nutrition monitoring reports in accordance with CRFD, California Department of Aging and DAAS nutrition standards, food/meal service and kitchen operation policies and procedures, menu and nutrient analysis, nutrition education policies, back up documentation for the units of service and all reporting, and progress of service and outcome objectives.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

VII. Reporting Requirements

- A. Grantee will submit appropriate documentation of the nutrition monitoring visits to OOA and the nutrition agency by the scheduled due dates.
- B. Grantee will submit menu and nutrient analysis as specified in the service units.
- C. Grantee will provide a quarterly report of number of services provided as described in Section IV Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of nutrition compliance units provided.

C Tang_NCQA 7/1/16 to 6/30/17

- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. Grantee will provide other reports as requested.
- F. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Steve Kim Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Steve.Kim@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Sarah.Chan@sfgov.org</u> Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed	Service Units	s:				
Total Congregate & HDM:	Year 1	Тс	tal Year	1 н	SA-DAAS	Non- H.S.A
Nurition Education:	Contraction of the				and the	And L. Lat.
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	ε	\$	150	\$	150	0
Nutrition Counseling:		N				
Annual #hours to be provided				T		
Annual #sessions to be provided						
	[·]	-				
HCCP Kitchen Monitoring (1 unit = 1 session completed)	15	\$	600	\$	600	0
Site/Route Monitoring (1 unit = 1 session completed):	34	\$	250	\$	250	0
Menu Planning & Analysis (1 unit = 1 set menu completed) HDM Assessment (1 units = annual intake assessment & reassessment completed)	11	\$	700	\$	700	0
OTHER Nutrition Compliance:	6	\$	50	\$	50	0
In-service training to staff/volunteers (1 unit =1 hour)	0	•		<u>v</u>		
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	6	\$	50	\$	50	

Service Unit	s:			
Year 1		Unit cost		Total
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Menu Planning & Analysis (1 unit = 1 set menu completed) HDM Assessment (1 units = annual intake assessment & reassessment completed)

OTHER Nutrition Compliance: In-service training to staff/volunteers (1 unit =1 hour) Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour) Total

Grand Total (Congregate & HDM)

NOTES:

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed Enter service units for THE year, as appropriate & if required for your program.

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Budget Narrative:

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Year 1	U	nit cost		Total
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8	If modification, Effective Date of Mod.	No. of Mod.			
	Program: Nutrition Compliance for		REVENUE Cost	Allocation	
	ENP- Congregate & HDM			- T	
_	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue
11	Program Term Expenditures	7/1/16-6/30/17			· · · · · · · · · · · · · · · · · · ·
_	Nutrition Education			1	
14	Salaries & Benefits	\$1,000	\$1,000		\$1,000
15	Operating Expense	\$200			\$200
16	Subtotal Direct Indirect Percentage	\$1,200	\$1,200	·	\$1,200
18	Indirect Percentage	1	1	<u>+</u>	
19	Total Nutrition Education	\$1,200	\$1,200		\$1,200
_	Nutrition Counseling			1	
21 22	Salaries & Benefits Operating Expense			+ +	
23	Subtotal Direct			++	
24	Indirect Percentage				
25	Indirect Expense				
	Total Nutrition Counseling HCCP Kitchen Monitoring				
28	Salaries & Benefits	\$8,160	\$8,160		\$8,160
29	Operating Expense	\$840	\$840		\$840
30	Subtotal Direct	\$9,000	\$9,000		\$9,000
31 32	Indirect Percentage Indirect Expense				
	otal HCCP Kitchen Monitoring	\$9,000	\$9,000		\$9,000
34 5	Site/Route Monitoring				
35	Salaries & Benefits	\$8,245	\$8,245		\$8,245
36	Operating Expense	\$255 \$8,500	\$255 \$8,500		\$255 \$8,500
38	Subtotal Direct Indirect Percentage	\$0,500	\$0,500		\$0,500
9	Indirect Expense				
	otal Site/Route Monitoring	\$8,500	\$8,500		\$8,500
1 N	Ienu Planning Salaries & Benefits	\$7,540	\$7,540		\$7,540
3	Operating Expense	\$160	\$160		\$160
4	Subtotal Direct	\$7,700	\$7,700		\$7,700
5	Indirect Percentage				
6 7 Te	Indirect Expense otal Menu Planning	\$7,700	\$7,700		\$7,700
	DM Assessments	•//•••			1.1.2.2
9	Salaries & Benefits				
0	Operating Expense Subtotal Direct				
	Indirect Percentage				
3	Indirect Expense				
	tal HDM Assessments				
	her Nutrition Compliance Salaries & Benefits	\$300	\$300		\$300
	Operating Expense	4000			
	Subtotal Direct	\$300	\$300		\$300
	Indirect Percentage				
	Indirect Expense tal Other Nutrition Compliance	\$300	\$300		\$300
_	RAND Total Expenditures	\$26,700	\$26,700	2 ·	\$26,700
10	HSA Revenues			1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
DA			\$26,700	14 C 1 1 2 3 4	\$26,700
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-	TAL HSA REVENUES		\$26,700	State of the State	\$26,700
	Other Non-H.S.ADAAS Revenues				1
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-	TAL OTHER REVENUES		1100 7 CT		
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-	Time Equivalent (FTE)			l	
Pre	pared by: Candice Tang, RD	Те	lephone No.: 415-8	12-5123	6/7/2016
HS.	A-CO Review Signature:				
100000					5/19/2016

3 4 Program: Nutrition Complia 5	ince for ENP- Congre							
6 7		Nutr	ition Ed	ucation Sal	aries & Benefits	s Detail		
89								
9	Agency	Totale	Eor H	SA Program	7/1/16-6/30/17 For HSA Program		Cost Allocation:	Total Re
	Annual Full TimeSalary for FTE	Total %				H.S.ADAAS	Non-HSA-DAAS	
11 POSITION TITLE 12 Candice Tang, RD	\$76,000	1		1.32%	Budgeted Salary \$1,000	FI.S.ADAAS \$1,000	NOI-HSA-DAAS	
13	\$78,000	35%	470	1.5270	\$1,000	\$1,000		
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29 TOTALS 30	\$76,000	0.35	0.04	0.01	\$1,000	\$1,000		
31 FRINGE BENEFIT RATE	0%		11.11 Mar				1	
32 EMPLOYEE FRINGE BENEFI 33 34	rs <b>\$0</b>		and a		\$0	\$0		
5 TOTAL SALARIES & BENEFIT	S \$1,000				\$1,000	\$1,000		

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	Expenditure Ca	ategory		TERM	7/1/16-6	5/30/17	I	H.S.ADAAS		DAAS	REVE	NUE
12	Rental of Proper	ty										
13	Utilities(Elec, Wa	ater, Gas, Phone	e, Scavenger)			\$10	_	\$10				\$10
14	Office Supplies, I	Postage				\$50		\$50			-	\$50
15	Building Mainten	ance Supplies a	nd Repair									
16	Printing and Rep	roduction				\$40		\$40	-			\$40
17	Insurance					\$80	_	\$80				\$80
18	Staff Training					-						
19	Staff Travel					\$20		\$20				\$20
20	Small Equipment	(over \$500 but i	under \$5,000/it	em) -								
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Program: Nutrition Compliance for ENP- Congregate & HDM

#### HCCP Kitchen Monitoring Salaries & Benefits Detail

					7/1/16-6/30/17			
	Agency Totals		For HS	A Program	For HSA Program	REVENUE C	Cost Allocation:	Total Revenue
	Annual Full TimeSalary	Total %		Adjusted				
POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
SITE OR ROUTE MONITORING:	\$76,000					\$8,160		\$8,160
·····								
								\$8,160
TOTALS	\$76,000	0.35	0.31	0.11	\$8,160	\$8,160	I	\$0,100
FRINGE BENEFIT RATE	0%							
EMPLOYEE FRINGE BENEFITS	\$0			i have t	\$0	\$0		\$0
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TOTAL SALARIES & BENEFITS	\$76,000	196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196 - 196	and a second	The second	\$0,100 ]	φ0,100 <u> </u>		5/19/2016

Program: Nutrition Compliance for ENP- Congregate & HDM

## HCCP Kitchen Monitoring Operating Expense Detail

		REVENUE Co	st Allocation: Non-HSA-	TOTAL
	ERM 7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger)	\$30	\$30		\$30
Office Supplies, Postage	\$50	\$50		\$50
Building Maintenance Supplies and Repair				
Printing and Reproduction	\$30	\$30		\$30
Insurance	\$30	\$30		\$30
Staff Training	and a state of the			
Staff Travel	\$200	\$200		\$200
Small Equipment (over \$500 but under \$5,000/iten		\$500		\$500
Rental of Equipment				
OTHER				
				-
TOTAL OPERATING EXPENSE	\$840	\$840		\$840
HSA #3				5/19/2016

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	Program: Nutrition Compliance fo	or ENP- Congre	egate & HD	M									
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5	4	Site	Route 8	Kitche	n Monitor	ing Salaries & E	Benefits Detail						
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7 8	7/1/16-6/30/17												
9	1	Agency, Totals For HSA Program For HSA Program REVENUE Cost Allocation: Total Revenue											
	1	Annual Full				1							
10	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS					
									\$8,245				
	SITE OR ROUTE MONITORING:	\$76,000	35%	31%	10.85%	\$8,245	\$8,245		φ0,2 <del>4</del> 3				
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8	TOTALS	\$76,000	0.35	0.31	0.11	\$8,245	\$8,245		\$8,245				
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	OTAL SALARIES & BENEFITS	\$76,000				\$8,245	\$8,245		\$8,245				
5 H	SA #2								5/19/2016				

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4	-	Nutrition	Complian	ice for ENP-	Conarea	ate & HDM					
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12	Rental of Pi	roperty									
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14	Office Supp	lies, Posta	ge			\$15	i	\$15			
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#### Program: Nutrition Compliance for ENP- Congregate & HDM

## Menu Planning Salaries & Benefits Detail

					7/1/16-6/30/17		- 243	
	Agency	Totals	For HS	A Program	For HSA Program	REVENUE Cost Allocation:		Total Revenue
	Annual Full	1			1			
	TimeSalary	Total %		Adjusted				
POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
Candice T	\$76,000	35%	28%	9.92%	\$7,540	\$7,540		\$7,540
TOTALS	\$76,000	0.35	0.28	0.10	\$7,540	\$7,540	\$0	\$7,540
FRINGE BENEFIT RATE EMPLOYEE FRINGE BENEFITS	0% \$0				\$0	\$0	\$0	\$0
TOTAL SALARIES & BENEFITS [ HSA #2	\$76,000				\$7,540	\$7,540	\$0	\$7,540 5/19/2016
Program: Nutrition Compliance for ENP- Congregate & HDM

# Menu Planning Operating Expense Detail

			REVENUE Co	st Allocation:	TOTAL
				Non-HSA-	
Expenditure Category	TERM	7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$50	\$50		\$50
Office Supplies, Postage		\$30	\$30		\$30
Building Maintenance Supplies and Repair					
Printing and Reproduction	-	\$60	\$60		\$60
Insurance	-	\$20	\$20		\$20
Staff Training	3. <del></del> 732				
Staff Travel	-				
Small Equipment (over \$500 but under \$5,000/item)					
Rental of Equipment					
OTHER					
TOTAL OPERATING EXPENSE		\$160	\$160		\$160
HSA #3				6	5/19/2016

Appendix B, Page 10

Program: Nutrition Compliance for ENP- Congregate & HDM

## Other Nutrition Compliance Salaries & Benefits Detail

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					7/1/16-6/30/17			
	Agency 1	otals	For HS	A Program	For HSA Program	REVENUE C	ost Allocation:	Total Revenue
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
In-Service Training:	INTIL		7011L	0%		11.0.ADANO	NUTETIONEDAND	\$0
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Attend OOA Quarterly Nutrition								
	\$76,000	35%	1%	0.39%	\$300	\$300		\$300
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TOTALS	\$76,000	0.35	0.01	0.00	\$300	\$300		\$300
	· · · · ·							
FRINGE BENEFIT RATE	0%							
EMPLOYEE FRINGE BENEFITS	\$0	and a	Section 1		\$0	\$0		\$0
TOTAL SALARIES & BENEFITS	\$76,000			and the second	\$300	\$300		\$300
HSA #2								5/19/2016

# Appendix A – Services to be Provided Centro Latino de San Francisco Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016–June 30, 2017

# I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and those identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

II.	Definitions	
	Grantee	Centro Latino de San Francisco
	CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line system
	CDA	California Department of Aging
	Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting, and serving of meals, as well as nutrition education that meets the needs of the service population.
	DAAS	Department of Adult and Aging Services
	НАССР	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.
	HSA	Human Services Agency of the City and County of San Francisco
	Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5- week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
	Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

#### Nutrition Education

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. 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.

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.

http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Co de_of_Regulations/

OOA

CA-GetCare

Low-Income

Minority

**Registered** Dietitian

**Title 22 Regulations** 

#### III. Target Population

The target population is residents of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as those living on low-income, possessing non- or limited-English skills, minorities or lesbian/gay/bisexual/transgender persons.

## IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one or more of the following criteria:

- A senior, aged 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

#### V. SERVICES TO BE PROVIDED

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - 3. Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
  - Nutrition screening is conducted annually for each client and documented in CA-GetCare.
  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (Cal Code).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented at least three times a year by an R.D. The HACCP monitoring must be conducted on site for each congregate site and documented by an R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.
- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by an R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.

- G. The 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.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps

#### VI. Service Objectives

- A. Grantee will provide 45,472 meals
- B. Grantee will serve 1,120 unduplicated consumers.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B1.

# VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learned to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

#### VIII. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFD and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

# IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
  - E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.
- H. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Tahir.Shaikh@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Sarah.Chan@sfgov.org</u>

	Α	В		С		D	E
							Appendix B, pg.
2							Document Date: 6/2/2016
3	HUMAN SERVICES AGE	ENCY - DEPAR	RTMEN	T OF AC	SING	AND AD	ULT SERVICES
4		BUDGET PR	ROPOS	AL FOR	MS		
5	Grantee's Name: Centro Latino de San	Francisco, Inc.					Grant Term
6			n				
<u> </u>							
7	Effective Date of Mod:	No. of Mod:		ere dat de la complete	T		7/1/16 to 6/30/17
8	Program: Congregate-ENP						TOTAL
-		15.45	70		1		
		45,47			· · ·		45,472
	Program Term	7/1/16 to 6/30/1	/		1		7/1/16 to 6/30/17
11		1					
	Salaries & Benefits	\$201,430			ļ		\$201,436
	Operating Expense	\$101,400					\$101,406
14	Subtotal Indirect Percentage (max 10%)	\$302,842	<u> </u>				\$302,842
	Indirect Cost (Line 14 X Line 13)						
	Capital Expenditure						
	TOTAL DAAS EXPENDITURES	\$302,842	!				\$302,842
19				a caresteres	and the		
	Non-DAAS Expenditures	1					
_	Salaries & Benefits	\$41,969					\$41,969
	Operating Expense	\$79,017					\$79,017
	Capital Expenditure						
24 25	TOTAL Non-DAAS EXPENDITURES	\$120,986					\$120,986
	TOTAL DAAS & Non-DAAS						
	EXPENDITURES	\$423,828					\$423,828
27			1 Estates	2526349			
28 I	HSA-DAAS Revenues						
29 /	Meals	\$302,842					\$302,842
30	·						÷
31							
32							
33							
34 1	TOTAL HSA-DAAS REVENUES	\$302,842					\$302,842
_	PER MEAL COST, HSA-DAAS	\$6.66					\$6.66
	Non-DAAS Revenues						
	Project Income	33,238					\$33,238
	Agency Cash - Fundraising	A 44 000				· · · · ·	£44.000
	Agency In-Kind Volunteer Facility Rental In-Kind	\$41,969 \$45,779					\$41,969 \$45,779
	Jutrition Compliance/Quality Assurance	\$40,779					\$40,779
12	authion compliance/guality Assurance						
3							
	OTAL NON HSA-DAAS REVENUES	\$120,986					\$120,986
	PER MEAL COST, NON HSA-DAAS	\$2.66					\$2.66
6 <b>T</b>	OTAL REVENUES	\$423,828					\$423,828
7 P	ER MEAL COST, TOTAL	\$9.32					\$9.32
8 F	ull Time Equivalent (FTE)						
0 P	repared by: Gloria Bonilla		Phone No	o.: 415-28	6-0883		
<u>1</u> H	SA-CO Review Signature:					Date:	
2 H	SA #1 (11/14/13)						
- 110						-	

Appendix B- CLSF_Con-ENP meal budget FY16-17-CLSF-6-6-16-REVISED.xlsx: Budget Summary

2	Grantee's Name: Centro Latin		C cisco, Ir	D nc.	E	F G	1	1	1:1		ppendix B, p
3		,							Doci	umen	t Date: 6/2/2
3 4 5			Sala	ries & Be	nefits Deta	11					
5	3										
8	H.S.A-DAAS	Agency	Totals	For DA	AS Nutrition	7/1/16 to 6/3	0/17				TOTAL
	7										
	1	Annual Full TimeSalary		% Nutr	Adjusted	Budgeted		Budgeted	Budg	eted	
9	POSITION TITLE and NAME	for FTE	% FTE		Nutr FTE	Salary		Salary	Sal	ary	7/1/16 to 6/30
	Executive Director, Bonilla,							1			
10	Gloria	\$78,208	95%	48%	45%	35,50	7		++		\$35,5
44	Nutritionist/Activities Facilitator, Alvarez, Flor	\$43,680	75%	17%	13%	5,72					\$5,7
11	Site Manager / Food Prep,	40,000	1 10/	1170	10 /0		-		11		
12	Monge, Maria	\$29,120	100%	67%	67%	19,55	0				\$19,5
13	Cook I, Crespin, Dora	\$41,600	100%		68%	28,16					28,10
	Accountant/HR, Riano, Olivia	\$58,240			9%	4,98					4,9
15	Social Worker, Rivera, Sylvia	\$41,600	88%	15%	13%	5,59	1				\$5,59
	Driver II/ Food Purchaser,			1 4404		4.00	.				\$1,82
16	Olivar, Joaquin	\$28,080	58%	11%	6%	1,82	2			-	\$1,04
17	Programs Coordinator, Poveda, Olga	\$41,600	50%	31%	15%	6,396					6,39
			1								
18	Manager - VC, Matus Rojas, Sofia	\$28,080	75%	68%	51%	14,246					14,24
			1								10,51
19	Anaya, Castaneda, Domingo	\$28,080	63%	60%	37%	10,515	4-1			-+	10,51
	ESL Citizenship										
20	Instructor/Coordinator-Sarti,	\$43,680	88%	6%	5%	2,182					2,18
	Maria									-	and the second s
21	Cook I - Asst., Ramirez, Olga	\$29,120	75%	87%	65%	18,901	+				18,90
22	Data Entry Clerk- Martinez, Oscar	\$28,080	23%	82%	19%	5,265					5,26
		\$20,000	2010	02.70			++		-		
	Food Service/Act Asst Romero, Omar	\$31,200	100%	33%	33%	10,405					10,40
-	Custodian, Driver II - Michel,	401,200	10070				+			1	
	Javier	\$29,120	15%	100%	15%	4,388					\$4,38
25	TOTALS	\$ 579,488				\$173,652					\$173,65
25	IOTALS	\$ 575,400				<b>\$110,001</b>	·11				
	FRINGE BENEFIT RATE	16.00%									
	*										607 70
	EMPLOYEE FRINGE BENEFITS	\$ 92,718	0.3%			\$27,784		1	1		\$27,784
29											
	TOTAL DAAS SALARIES &			and the state of the state of the			1 1				
				Sec. 1		4004 495					\$201 436
31 1	BENEFITS	\$ 672,206				\$201,436					\$201,436
31 I 32		\$ 672,206				\$201,436					\$201,436
31 32 33			lais	For DAA	S Meal	\$201,436					\$201,436
31 32 33	BENEFITS	Agency To Annual Full		T							
31 32 33 34	BENEFITS	Agency To Annual Full TimeSalary	Total %	% Nutr	Adjusted	Budgeted		Budgeted	Budgete		TOTAL
31 32 33 34	BENEFITS Non - DAAS POSITION TITLE and NAME	Agency To Annual Full TimeSalary	Total %	% Nutr				Budgeted Salary	Budgete Salary		TOTAL
31 32 33 34	BENEFITS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service	Agency To Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr / Prog (b) N	Adjusted Nutr FTE	Budgeted Salary					TOTAL /1/13 to 6/30/1
31   32 33 34   35   36	BENEFITS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service polito Bamaca	Agency To Annual Full TimeSalary	Total %	% Nutr	Adjusted	Budgeted					TOTAL /1/13 to 6/30/1
31   32 33 34   35 F	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Barnaca Volunteer - Food servivce &	Agency To Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr / Prog (b) N	Adjusted Nutr FTE	Budgeted Salary					TOTAL /1/13 to 6/30/1
31 1 32 33 34 15 6 1	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Bamaca Volunter - Food servivce & Client Registration	Agency To Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr / Prog (b) N	Adjusted Nutr FTE	Budgeted Salary					TOTAL /1/13 to 6/30/1 \$8,759
31   32   33   34   35   16   1 17   10	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Barnaca Volunteer - Food servivce &	Agency To Annual Full TimeSalary for FTE \$ 27,040	Total % FTE (a) 36%	% Nutr Prog (b) N 91%	Adjusted Nutr FTE 32%	Budgeted Salary \$8,759					TOTAL /1/13 to 6/30/1 \$8,755 \$8,184
31    32 33 34    35    10 10 10 10 10 10 10 10 10 10 10 10 10	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Bamaca Volunteer - Food servivce & Dient Registration Maria Hernandez	Agency To Annual Full TimeSalary for FTE \$ 27,040	Total % FTE (a) 36%	% Nutr Prog (b) N 91%	Adjusted Nutr FTE 32%	Budgeted Salary \$8,759					TOTAL /1/13 to 6/30/1 \$8,755 \$8,184
31   32 33 34   35   106   1 17   10 17   10 17   10 17   10 10 10 10 10 10 10 10 10 10 10 10 10	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Barnaca Volunteer - Food servivce & Client Registration Varia Hernandez Volunteer- Food Service Volunteer- Food Service Volunteer- Food Service Volunteer- Food Service	Agency To Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12%	% Nutr Prog (b) N 91% 62%	Adjusted Nutr FTE 32% 30% 12%	Budgeted Salary \$8,759 \$8,184 \$3,168					TOTAL /1/13 to 6/30/1 \$8,759 \$8,184 \$3,168
31   32 33 34   35 F 36   1 36   1 37   1 38 4 38 4 38 4 38 4 38 4 38 4 38 4 38	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Barnaca Volunteer - Food servivce & Client Registration Varia Hernandez Volunteer- Food Service Volunteer- Food Service Volunteer- Food Service Volunteer- Food Service	Agency/To Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49%	% Nutr Prog (b) 1 91% 62%	Adjusted Nutr FTE 32% 30%	Budgeted Salary \$8,759 \$8,184					TOTAL /1/13 to 6/30/1 \$8,759 \$8,184 \$3,168
31   32   33   34   35   36   1 37   48   496   1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Bamaca Volunteer - Food servivce & Client Registration Maria Hernandez Volunteer- Food Service Ana Ruiz Volunteer- Food Service Luz Dominguez Client Registration	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29%	% Nutr / Prog (b) N 91% 62% 100% 92%	Adjusted Nutr FTE 32% 30% 12% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286
31   32 33 34   35   36   36	BENEFITS Non - DAAS POSITION TITLE and NAME Volunteer - Food Service polito Bamaca Volunteer - Food servivce & Client Registration Maria Hernandez Volunteer- Food Service Ana Ruiz Volunteer- Food Service uz Dominguez Client Registration Sylvia Lopez	Agency To Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12%	% Nutr Prog (b) N 91% 62%	Adjusted Nutr FTE 32% 30% 12%	Budgeted Salary \$8,759 \$8,184 \$3,168					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286
31 1 32 33 34 35 4 15 16 1 1 16 1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL (1/13 to 6/30/1 \$8,755 \$8,184 \$3,168 \$7,286 \$7,286
31 1 32 33 34 35 6 1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29%	% Nutr / Prog (b) N 91% 62% 100% 92%	Adjusted Nutr FTE 32% 30% 12% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286					TOTAL (1/13 to 6/30/1 \$8,755 \$8,184 \$3,168 \$7,286 \$7,286
31 1 32 33 34 35 4 5 6 1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL (1/13 to 6/30/1 \$8,755 \$8,184 \$3,168 \$7,286 \$7,286
331   1 32 33 33 34 35 F 36 1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31 1 32 33 34 35 6 1 1 1 1 1 1 1 1 1 1 1 1 1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     1       32     33       33     34       34     1       35     F       36     1       37     N       38     1       39     1       30     1       31     1       32     1       33     1       34     1       35     1       36     1       37     N       38     1       39     1       30     1       31     1       32     3       44     5	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     1       32     33       33     34       34     1       35     1       36     1       37     1       38     1       39     1       30     1       31     1       33     1       34     1       35     1       36     1       37     1       38     1       39     1       30     1       33     4       4     5       5     6	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
331     1       332     333       34     1       35     F       36     1       37     N       38     9       39     1       30     1       31     1       32     33       33     34       34     1       35     1       36     1       37     N       38     2       39     1       30     1       31     1       32     3       4     5       5     6       7     1	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     I       32     33       33     34       34     I       35     F       36     I       37     N       38     I       39     L       30     I       31     I       33     I       34     I       35     F       10     I       11     I       12     I       12     I       12     I       12     I       13     I       14     I       15     I       16     I       17     I       18     I       19     I       10     I       11     I       12     I       13     I       14     I       15     I       16     I       17     I       18     I       19     I       10     I       10     I       11     I       12     I       13     I       14     I       15       16	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31 I 322 33 44 I 5 F \ \ ( \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     I       32     33       33     34       34     I       35     F       36     I       37     N       38     Q       39     I       30     I       31     I       33     I       34     I       35     F       10     V       11     N       12     I       33     I       4     I       5     I       6     I       7     I       8     I       9     I       12     I       13     I       14     I       15     I       16     I       17     N       18     I       19     I       10     I       10     I       10     I       11     I       12     I       13     I       14     I       15     I       16     I       17     I       18     I       19     I       10	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     I       332     I       333     I       34     I       35     F       36     I       37     N       38     I       39     I       30     I       31     I       33     I       34     I       35     I       36     I       37     N       38     I       39     I       33     I       34     I       35     I       36     I       37     N       38     I       39     I       31     I       33     I       34     I       37     N       38     I       39     I       31     I       32     I       33     I       34     I       35     I       36     I       37     I       38     I       39     I       30     I       31     I       32     I       33     I       34<	BENEFITS Non - DAAS COSITION TITLE and NAME Colunteer - Food Service polito Bamaca Colunteer - Food Service & Client Registration Maria Hernandez Colunteer- Food Service Ina Ruiz Colunteer- Food Service Uz Dominguez Colunteer - Food Service Uz Dominguez Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service Colunteer - Food Service	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286					TOTAL 11/13 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286
31     1       32     33       33     34       35     6       36     1       1     1       1     1       1     1       2     3       4     5       6     7       8     9       0     1       2     3       4     5       6     7       1     2       2     3	BENEFITS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service polito Bamaca /olunteer - Food servivce & Client Registration Maria Hernandez /olunteer - Food Service Ana Ruiz /olunteer - Food Service uz Dominguez Client Registration yyvia Lopez /olunteer - Food Service /aria Beltran	Agency/Tor Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286					TOTAL ////3 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286
31     I       32     33       34     I       35     I       36     I       37     N       10     I       11     I       12     I	BENEFITS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service polito Bamaca /olunteer - Food servivce & Client Registration Maria Hernandez /olunteer- Food Service na Ruiz /olunteer - Food Service /olunteer - Food	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286					TOTAL 11/13 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286
31     I       323     34       34     I       35     I       36     I       37     I       38     I       39     I       30     I       31     I       32     I       33     I       34     I       35     I       36     I       37     I       38     I       39     I       31     I       34     I       35     I       36     I       37     I       38     I       39     I       31     I       32     I       34     I       37     I       38     I       39     I       31     I       32     I       34     I       37     I       38     I       39     I       31     I       32     I       33     I       34     I       36     I       37     I       38     I       39<	BENEFITS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service polito Bamaca /olunteer - Food servivce & Client Registration Maria Hernandez /olunteer - Food Service Ana Ruiz /olunteer - Food Service UZ Dominguez Client Registration Sylvia Lopez /olunteer - Food Service //aria Beltran	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040 \$ 27,040	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286					TOTAL 11/13 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286
31     I       323     34       333     34       34     1       35     1       36     1       37     8       39     0       12     34       34     1       35     1       36     1       37     8       39     0       12     3       34     5       35     1       36     1       37     8       39     0       11     2       34     5       35     6       36     7       37     8       39     0       11     2       34     5       35     6       36     7       37     8       39     9       11     2       36     7       37     8       38     7       39     9       30     1       31     1       32     1       36     1       37     1       38     1       39     1	BENEFITS Non - DAAS POSITION TITLE and NAME //olunteer - Food Service polito Bamaca //olunteer - Food servivce & Client Registration //olunteer - Food Service //olunteer - Fo	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 20,040 \$ 20,040 \$	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286					TOTAL (1/13 to 6/30/1 \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286
	BENEFITS Non - DAAS Non - DAAS POSITION TITLE and NAME /olunteer - Food Service polito Bamaca /olunteer - Food Service & Client Registration Maria Hernandez /olunteer - Food Service uz Dominguez Client Registration ylvia Lopez /olunteer - Food Service Maria Beltran  TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE BENEFITS DTAL Non-DAAS SALARIES &	AgencyTo Annual Full TimeSalary for FTE \$ 27,040 \$ 20,040 \$ 20,040 \$	Total % FTE (a) 36% 49% 12% 29% 29%	% Nutr / Prog (b) N 91% 62% 100% 92% 92%	Adjusted vutr FTE 32% 30% 12% 27% 27%	Budgeted Salary \$8,759 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286					TOTAL 11/13 to 6/30/1 \$8,755 \$8,184 \$3,168 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286 \$7,286

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	Grantee's Name: Centro Latino de Sa	n Franc	isco, Ir						Appendix B, pg. 3
	2 Program Name: Congregate-ENP		•					Doc	ument Date: 6/2/2016
	3		•						
			Opera	ating Expense Det	all				
7	H.S.A-DAAS Annual #Me	eals Con	tracted:	45,472					TOTAL
8	Expenditure Category		Term:	7/1/16 to 6/30/17	]				7/1/16 to 6/30/17
9	Rental of Property								
1	Utilities(Elec, Water, Gas, Phone, Scaveng	er)		\$19,624					\$19,624
1	Office Supplies, Postage			\$971					\$971
1:	Building Maintenance Supplies and Repair			\$1,961					\$1,961
1:	-								
14	Raw Food per meal \$	0.83		\$38,126				ð1	\$38,126
15	Cong Food Svc Supplies per meal \$	0.20		\$9,149					\$9,149
16	HDM Food Svc Supplies per meal								
17	Catered Meals per meal								
18	CONSULTANT/SUBCONTRACTOR Descr	iptive Titl	e						
19				\$450					\$450
20			-						
-									
-	OTHER COSTS:		-	£4.004					\$1,331
	Payroll Services		-	\$1,331					\$6,626
	Accounting / Audit Fees		-	\$6,626					\$2,400
	Stipends Insurance(Liability)		-	\$2,400 \$7,077			<u> </u>		\$7,077
	Insurance(Vehicle )	<u></u>		\$11,267					\$11,267
	Vehicle Costs		-	\$1,774			-		\$1,774
	Printing		-	\$475					\$475
29	Staff Dev	7	-	\$175					\$175
								t.	\$101,406
30	TOTAL DAAS OPERATING EXPENSE	a.,	-	\$101,406			-		
32		Des							TOTAL
	Expenditure Category	PIO	gram						
	Rental of Property		2						
	Utilities(Elec, Water, Gas, Phone, Scavenger	r)							
	Office Supplies, Postage								
	Building Maintenance Supplies and Repair		-				·		
	FOOD COSTS	0.70		#00.000					\$22.020
	Raw Food per meal \$		_	\$33,238					\$33,238
	Cong Food Svc Supplies per meal								
	HDM Food Svc Supplies per meal Catered Meals per meal								
	CONSULTANT/SUBCONTRACTOR Descrip	tive Title	-						
	Registered Dietitian				<u></u>				
45									
_	OTHER COSTS: Eacility Reptal In Kind			\$45,779					\$45,779
47 48	Facility Rental In-Kind			\$10,113					
40							<b></b>		
50	10-10-10-10-10-10-10-10-10-10-10-10-10-1								
51			9. <del></del>						
52 53	TOTAL Non-DAAS OPERATING EXPENSE			\$79,017					\$79,017
	TOTAL DAAS & Non-DAAS OPERATING EX	PENSE		\$180,423					\$180,423
					and the second second				

Nutrition Compliance/Quality Assurance Services:		Cost Per Se	ervice Unit	:	
Proposed Se	ervice Units:	1	HSA-	Non-	1
	Year 1	Total Year 1	DAAS	H.S.A	
Nurition Education:				1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	12	12	\$150		
Nutrition Counseling:	, 				ĺ
Annual #hours to be provided					
Annual #sessions to be provided					
		1			
HCCP Kitchen Monitoring (1 unit = 1 session completed)					
Site/Route Monitoring (1 unit = 1 session completed):					
Menu Planning & Analysis (1 unit = 1 set menu completed) HDM Assessment (1 units = annual intake assessment & reassessment completed)					
OTHER Nutrition Compliance:					
In-service training to staff/volunteers (1 unit =1 hour)					
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	4	4	\$150		

#### NOTES:

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

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2	]			(	Document Date:6/2
3	1 ним	AN SERVICES A	GENCY BUDGE	T SUMMARY	
	1.0.1.		ROGRAM		
4				1	
5	Contractor 1	Name			Term
6	Centro Latino de San Francisco, Inc.			July 1, 2016	to June 30, 2017
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8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: ENP Nutrition Compliance		<b>REVENUE</b> Cost A	Ilocation:	
10	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue
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	Nutrition Education				
14		\$2,400	\$2,400		\$2,40
14	Salaries & Benefits Operating Expense	\$2,400	\$2,400		\$2,40
16	Subtotal Direct	\$2,400	\$2,400		\$2,40
17	Indirect Percentage	φ2,400	42,400		
18	Indirect Expense				i
	Total Nutrition Education	\$2,400	\$2,400		\$2,40
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	otal Site/Route Monitoring	the second second second	ALC ALC PROVIDE		
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	ther Nutrition Compliance				
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	tal Other Nutrition Compliance	1			
1.11	RAND Total Expenditures	\$2,400	\$2,400	And the second of the	\$2,400
1	HSA Revenues	\$2,400	\$2,400	1. 21 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	\$2,400
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-	DTAL HSA REVENUES	\$2,400	\$2,400		\$2,400
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	Il Time Equivalent (FTE)	0.0471			
Fu				- Carlos Alexandra Inc. Soc.	
T	anarad hur Cloria Panilla	Т	lephone No 415.2	36-0883 Da	te 5/25/16
Pr	epared by: Gloria Bonilla	Те	elephone No.:415-28	36-0883 Da	te 5/25/16

11       Agency adals       arror HSA Program       FOURSA Program       Adjusted         12       POSITION TITLE       for FTE       FTE       Adjusted       Budgeted Salary       H.S.ADAAS       Non-HSA-DAAS         13       Alvarez, Flor       \$43,680       100%       5%       5%       \$2,058       \$2,058       \$2,058       \$2,058         14													
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37 HSA #2	37 HSA #2					-							

# Appendix A - Services to be Provided Episcopal Community Services Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016 – June 30, 2017

# I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition and reduced isolation through accessible and appropriate meal services.

II. Definitions

Grantee	Episcopal Community Services
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b)

Episcopal Community Services 7/1/16-6/30/17 Congregate Meals Appendix A, p. 1

At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

#### Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the

Nutrition Education

OOA

CA-GetCare

Low-Income

Minority

Registered Dietitian (RD)

Episcopal Community Services 7/1/16-6/30/17 Congregate Meals Appendix A, p. 2

Commission on Dietetic Registration.

Title 22 Regulations

Refers to Barclay's official California Cod 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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/</u>

# III. Target Population

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

## IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

#### V. Services to be Provided

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
  - 4. Nutrition screening is conducted annually for each client and documented in CA-GetCare.
  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and

documented at least three times a year by a RD. The HACCP monitoring must be conducted on site for each congregate site and documented by a R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps

#### VI. Service Objectives

- A. Grantee will serve the total of 769 unduplicated consumers
- B. Grantee will serve the total number of 26,271 authorized meals

#### VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

#### VIII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

#### IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicates that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.

H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Justin Chan Senior Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Justin.Chan@sfgov.org Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Tiffany.Kearney@sfgov.org</u>

Г	A	В	C	D	E
	1 BUDGET FORMS		· · · · · · · · · · · · · · · · · · ·	Appendix B, pg. 1	1
	2		Document Date:		
4		DEPARTMENT OF	AGING AND ADUI	T SERVICES	
5	5	BUDGET PR	OPOSAL FORMS	5	
.6	Grantee's Name: EPISCOPAL COMMUI			Grant Term	
7				7/1/16 to 6/30/17	
	Program: Cong-ENP, HDM-ENP, Cong-				Average
8		Cong-ENP		TOTAL	cost/meal
9	Annual #Meals Contracted	26,271		26,271	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
11	DAAS Expenditures				
12		\$152,279		\$152,279	\$5.80
13	Operating Expense	\$7,287		\$7,287	\$0.28
14		\$159,566		\$159,566	\$6.07
15	Indirect Percentage (%)	10%		10%	
16	Indirect Cost (Line 14 X Line 13)	\$15,956		\$15,956	\$0.61
17	Capital Expenditure	\$0		\$0	\$0.00
18	TOTAL DAAS EXPENDITURES	\$175,522		\$175,522	\$6.68
19					4
20	Non-DAAS Expenditures				
21	Salaries & Benefits	\$82,989		\$82,989	\$3.16
22	Operating Expense	\$93,191		\$93,191	\$3.55
	Indirect Cost	\$17,618		\$17,618	\$0.67
24	TOTAL Non-DAAS EXPENDITURES	\$193,798		\$193,798	\$7.38
25					
	EXPENDITURES	\$369,320		\$369,320	\$14.06
27					
28	HSA-DAAS Revenues				
29	Meals	\$175,522		\$175,522	
30					
31	TOTAL HSA-DAAS REVENUES	\$175,522		\$175,522	2
32	Per MEAL COST, HSA-DAAS	\$6.68		\$6.68	
33	PER MEAL (W-NCQA) COST, HSA-DAAS	\$6.68			
34	Non-DAAS Revenues				
35	Project Income	\$1,950		\$1,950	\$0.07
36 /	Agency Cash - Fundraising	\$134,575		\$134,575	\$5.12
37	n-kind Volunteers	\$57,273		\$57,273	\$2.18
38					
39					
	TOTAL NON HAS-DAAS REVENUES	\$193,798		\$193,798	
41 F	PER MEAL COST, NON HSA-DAAS	\$7.38	a large	the second s	\$7.38
	OTAL REVENUES	\$369,320		\$369,320	
	PER MEAL COST, TOTAL	\$14.06			
	ull Time Equivalent (FTE)				
45					
		Phone No.: 415-487-	3300 X1211	5/23/2016	
	ISA-CO Review Signature:		2		
48 H	<b>ISA #1</b> (9/23/15)				

ECS_ENP Congregate Meals 16-17 Appx B.xls: Budget Summary

	A	В	C	D	E	F	G	Н
1	Grantee's Name: EPISCOPAL C	OMMUNITY	SERVICE	S			Appendix E	, page 2
2	Program Name:						Date:	5/23/16
3	Cong-ENP							
4								
5	1		Sala	ries & Ber	nefits Detai	1		
6	1							
7	1							
	1			1		7/1/16 to		
8	H.S.A-DAAS	Agency	Totals	For DA	AS Nutritior			TOTAL
	1		1	1	T	ENP		
		Annual Ful Time Salar		6 % Nutr	Adjusted			
10	POSITION TITLE and NAME	for FTE	FTE	Prog (b)				7/1/16 to 6/30/1
	Director	\$94,66						\$11,836
	CHEFS Kitchens Manager	\$71,48			1			\$11,917
	Chef Instructor	\$46,13						\$30,766
	Associate Chef Instructor	\$37,192						\$15,501
	Database/Compliance Specialist	\$47,112						\$9,818
	Congregate Meals ENP/AWD Mgr.	\$60,586			50%			\$25,254
17	Congregate means LINI AND Mgr.	400,000	100/	0070	5070	Ψ20,204		420,201
18								
	TOTALS	\$ 357,165	5.80	2.10	1.90	\$105,092		\$105,092
19	TOTALS	\$ 357,105	0.00	2.10	1.90	\$105,032		ψ100,002
20	FRINGE BENEFIT RATE	44.90%	1					
						\$47,187	T	\$47,187
	EMPLOYEE FRINGE BENEFITS	\$ 160,367				\$47,107	L	\$47,107
23								
24				100000000000		r	T	
	TOTAL DAAS SALARIES &	A 547 500				6450.070		6450 270
	BENEFITS	\$ 517,532	in the later	and the second	and the second	\$152,279		\$152,279
26								
27		- Therese Hereit	19 18 19 1. L. L.	and the second second				TOTAL
8	Non - DAAS	Agency 7	otals	For DA	AS Meal			TUTAL
		Annual Full						
		Time Salary				Budgeted		
_	POSITION TITLE and NAME	for FTE	FTE (a)		Nutr FTE	Salary	7/	1/16 to 6/30/17
_	ood Service Volunteer - In Kind	\$27,040	100%	89%	89%	\$23,979		\$23,979
	ood Service Volunteer - In Kind	\$27,040	100%	80%	80%	\$21,673		\$21,673
	ood Service Volunteer - In Kind	\$27,040	100%	10%	10%	\$2,767		\$2,767
	ood Service Volunteer - In Kind	\$27,040	100%	33%	33%	\$8,854		\$8,854
4								
5								
_	TOTAL NON-DAAS	\$ 108,160	4.00	2.12	2.12	\$57,273		\$57,273
7	F							
-	RINGE BENEFIT RATE	45%	and the second second second					
-	MPLOYEE FRINGE BENEFITS	\$ 48,564		all search a	and the second	\$25,716		\$25,716
2								
1			Do y stores word y	e an earlier				
	OTAL Non-DAAS SALARIES &							
B	ENEFITS	5 156,724	and the second	1. S. B.		\$82,989		\$82,989
3			1					
T	OTAL DAAS & Non-DAAS		And Association		and a state of the second			
111		674,256				235,268		\$235,268

A B	C D E F	<u>G  H  I</u>
1 Grantee's Name: EPISCOPAL COI	MMUNITY SERVICES	Appendix B, page 3
2 Program Name:		Date: 05/23/16
3 Cong-ENP		. ·
4	Operating Expense Detail	1
6		
	Meals Contracted: 26,271	TOTAL
8 Expenditure Category	7/1/16 to 6/30/17	7/1/16 to 6/30/17
9 Rental of Property		
10 Utilities(Elec, Water, Gas, Phone, Sca	avenger)	
11 Office Supplies, Postage		· · · · · · · · · · · · · · · · · · ·
12 Building Maintenance Supplies and R	epair	
13 FOOD COSTS		
	\$ 0.27 \$7,027	\$7,02
	\$ 0.01 \$260	\$26
18 CONSULTANT/SUBCONTRACTOR	Descriptive Title	
19		
20		
21 OTHER COSTS:		
22 Insurance		
23 Staff Recruitment/Training & Travel		
24 Program/Client Supplies		
25 Office Supplies		
26 Auto - Fuel & Insurance		
27 Equipment Repairs/Maintenance		
28 Program Facilities Allocation		
29		
TOTAL DAAS OPERATING EXPENSE	\$7,287	\$7,287
31		
Non-DAAS		TOTAL
33 Expenditure Category	Program	
A Rental of Property		
5 Utilities(Elec, Water, Gas, Phone, Scav	enger) \$24,298	\$24,298
6 Program/Client Supplies	\$3,370	\$3,370
7 Building Maintenance Supplies and Rep	pair	
8 FOOD COSTS		
9 Raw Food per meal	\$ 2.32 \$60,885	\$60,885
0 Cong Food Svc Supplie: per meal		
1 HDM Food Svc Supplies per meal		1
2 Catered Meals per meal		
3 CONSULTANT/SUBCONTRACTOR De		
4 Registered Dietitian		
5		
6 OTHER COSTS:		
7 Insurance		
B Staff Training & Travel	\$355	\$355
9 Staff Recruitment/Training & Travel	\$204	\$204
Rental of Equipment		
1 Small equipment & Supplies		
2 Auto - Fuel & Insurance		
	\$4,079	\$4,079
1		
	VSE \$93.191	\$93,191
TOTAL Non-DAAS OPERATING EXPE	NSE\$93,191	\$93,191

ECS_ENP Congregate Meals 16-17 Appx B.xls: Operating Detail

# Appendix A - Services to be Provided Glide Foundation Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016 – June 30, 2017

## I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

II. Definitions

Grantee	Glide Foundation
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b)
	Annondiu A.a.

Glide Foundation 7/1/16-6/30/17 Congregate Meals Appendix A p. 1

At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the

Nutrition Education

OOA CA-GetCare

Low-Income

Minority

Registered Dietitian (RD)

Appendix A p. 2

Commission on Dietetic Registration.

**Title 22 Regulations** 

Refers to Barclay's official California Cod 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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code of Regulations/</u>

#### III. Target Population

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

#### IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

#### V. Services to be Provided

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - 3. Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
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  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and

Glide Foundation 7/1/16-6/30/17 Congregate Meals Appendix A p. 3

sanitation monitoring for the production kitchen must be conducted on site and documented at least three times a year by a RD. The HACCP monitoring must be conducted on site for each congregate site and documented by a R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.

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- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
  - https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps

#### VI. Service Objectives

- A. Grantee will serve the total of 570 unduplicated consumers
- B. Grantee will serve the total number of 36,696 authorized meals
- C. Grantee will provide the total_number of nutrition compliance units as indicated in Appendix B.

#### VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

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B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

### IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicates that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.

- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.
- H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Arata Goto Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Arata.Goto1@sfgov.org Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Tiffany.Kearney@sfgov.org</u>

Glide Foundation 7/1/16-6/30/17 Congregate Meals

	A	В	С	D	ΤE
1			1	Appendix B, pg. 1	1
2			Document Date:	6/10/2016	5
3	HUMAN SERVICES A	GENCY - DEPA	RTMENT OF AG	ING AND ADUL	<b>SERV</b>
4		BUDGET	PROPOSAL FO	RMS	
5	Grantee's Name: Glide Foundation			Grant Term	]
6	(Check One) New 🖂 Renewal >	Modification		7/1/16 to 6/30/17	
7	Effective Date of Mod:	No. of Mod:			
+					Average
8	Program:	Cong-ENP		TOTAL	cost/meal
9	Annual #Meals Contracted	36,696		36,696	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
11	DAAS Expenditures	ji.			
12	Salaries & Benefits	\$69,204		\$69,204	\$1.89
	Operating Expense	\$65,572		\$65,572	\$1.79
	Subtotal	\$134,776		\$134,776	\$3.67
-	Indirect Percentage (max 10%)	10%		10%	
	Indirect Cost (Line 14 X Line 13)	\$13,478		\$13,478	\$0.37
	Capital Expenditure				
18	TOTAL DAAS EXPENDITURES	\$148,253		\$148,253	\$4.04
		Contraction of the second second second	lan ing sana ang bangah na si kan	Contraction of the second second	
	Non-DAAS Expenditures Salaries & Benefits	¢452.007	. 1	\$452.007	
	Operating Expense	\$153,227 \$33,059		\$153,227 \$33,059	\$4.18 \$0.90
	Capital Expenditure	\$55,655		\$55,000	\$0.30
	TOTAL Non-DAAS EXPENDITURES	\$186,286		\$186,286	\$5.08
25					
	TOTAL DAAS & Non-DAAS	0004 500			
	TOTAL DAAS & Non-DAAS EXPENDITURES	\$334,539		\$334,539	\$9.12
26 27	Carl mention of the second end of the second s	\$334,539		\$334,539	\$9.12
26 27 28 29	EXPENDITURES	<b>\$334,539</b> \$148,253		<b>\$334,539</b> \$148,253	\$9.12
26 27 28 29 30	EXPENDITURES HSA-DAAS Revenues		· · · · · · · · · · · · · · · · · · ·		\$9.12
26 27 28 29 30 31	EXPENDITURES HSA-DAAS Revenues				\$9.12
26 27 28 29 30 31 32	EXPENDITURES HSA-DAAS Revenues				\$9.12
26 27 28 29 30 31 32 33	EXPENDITURES HSA-DAAS Revenues Meals	\$148,253		\$148,253	\$9.12
26 27 28 29 30 31 32 33 33 34	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES	\$148,253 \$148,253		\$148,253 \$148,253	\$9.12
26 27 28 29 30 31 32 33 33 34	EXPENDITURES HSA-DAAS Revenues Meals	\$148,253		\$148,253	\$9.12
26 27 28 29 30 31 32 33 34 35 / 36	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues	\$148,253 \$148,253		\$148,253 \$148,253	\$9.12
26 27 28 29 30 31 32 33 33 34 35 7 36 37	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$148,253 \$148,253 \$148,253 \$4.04		\$148,253 \$148,253 \$148,253 \$4.04	
26 27 28 29 30 31 32 33 34 35 35 35 36 37 538	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249	\$1.59
26 27 28 29 30 31 32 33 34 35 4 35 4 35 7 7 8 8 4 39 4	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$148,253 \$148,253 \$4.04		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249	
26 27 28 29 30 31 32 33 34 35 4 35 4 35 7 7 8 8 4 39 4	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249	\$1.59
26 27 28 29 30 31 32 33 33 34 35 4 35 4 37 5 4 37 5 40 8 40 8 40 8 41 42	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance	\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b>		\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b>	\$1.59
26 27 28 29 30 31 32 33 33 34 35 4 35 4 37 5 4 37 5 40 8 40 8 40 8 41 42	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249	\$1.59
26 27 28 29 30 31 32 33 34 35 7 36 1 37 7 8 40 N 41 42 43 7 7 7 7 8 7 7 8 7 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 8 8	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance	\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b>		\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b>	\$1.59
26 27 28 29 30 31 32 33 34 35 4 35 4 36 1 37 5 40 N 41 42 43 T 44 44 44 44 44 44 44 44 44	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08	\$1.59
26           27           28           29           30           31           32           33           34           35           36           37           7           38           40           41           42           43           44           45           T	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539	\$1.59
26 27 28 29 30 31 32 33 34 35 7 36 1 37 7 38 40 N 41 42 43 7 44 45 7 46 P	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS  Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS  TOTAL REVENUES PER MEAL COST, TOTAL	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08	\$1.59
26 27 28 29 30 31 32 33 34 35 7 36 1 37 7 38 40 N 41 42 43 7 44 45 7 46 P	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539	\$1.59
26 27 28 29 30 31 32 33 34 35 4 35 40 N 40 N 40 N 41 42 43 T 44 45 T 46 P 47 F 47 F	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL full Time Equivalent (FTE)	\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539	\$1.59
26           27           28           29           30           31           32           33           34           35           36           37           38           40           41           42           43           44           45           46           47           47           49           49	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Nutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL full Time Equivalent (FTE)	\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b> <b>\$128,037</b> <b>\$186,286</b> <b>\$5.08</b> <b>\$334,539</b> <b>\$9.12</b>		\$148,253 \$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539	\$1.59
26           27           28           29           30           31           32           33           34           35           36           37           38           40           41           42           43           44           45           45           46           47           49           9           50	EXPENDITURES         HSA-DAAS Revenues         Meals         Meals         TOTAL HSA-DAAS REVENUES         PER MEAL COST, HSA-DAAS         Non-DAAS Revenues         Project Income         Agency Cash - Fundraising         Agency Cash - Tornal         FOTAL NON HSA-DAAS REVENUES         PER MEAL COST, NON HSA-DAAS         PER MEAL COST, TOTAL         Full Time Equivalent (FTE)         Prepared by: Brian Wong	\$148,253 <b>\$148,253</b> <b>\$148,253</b> <b>\$4.04</b> <b>\$58,249</b> <b>\$128,037</b> <b>\$128,037</b> <b>\$186,286</b> <b>\$5.08</b> <b>\$334,539</b> <b>\$9.12</b>		\$148,253 \$148,253 \$4.04 \$58,249 \$128,037 \$128,037 \$186,286 \$5.08 \$334,539 \$9.12	\$1.59

Glide_ENP Congregate Meals 16-17 Appx B.docx.xlsx: Budget Summary

	A		В	C	D	E	F	G	Н
1		dat	tion				- <b>.</b>	Appendix B	, page 2
2								Date:	6/10/16
3	Cong-ENP								
4	-			Salar	ies & Ron	efits Deta			
17	-			Jaiai		ento Deta			
8	H.S.A-DAAS	Г	Agency	Totals	Eor DA		1/16 to 6/30/	17	TOTAL
1			Agency	Totais			11/10/10/0/30/	1/	TOTAL
			Annual Ful	1					
			TimeSalary		and the second	Adjusted			
9	POSITION TITLE and NAME	$\perp$	for FTE	FTE		Nutr FTE		7/	1/16 to 6/30
	Bruce McKinney, Program Ma		\$70,00						\$8,400
	Alexis R Santiago-Cruz, Expect Cho Wing Chung, Cook	710	\$30,16						\$5,730 \$5,459
	James Sampagna, Expeditor	+	\$30,320						\$5,702
	Jonathan Fennell, Cook	+	\$31,678	and the second se					\$5,702
	Agent	+	\$41,600		And the second s				\$6,240
	Dishwasher (2)	+	\$25,480			the second se	\$9,682		\$9,682
17		+	\$55,000				\$7,150		\$7,150
10		1		1					
18 19	TOTALS	Ľ	\$ 315,922	800%	139%	139%	\$54,066		\$54,066
	FRINGE BENEFIT RATE	Г	28.00%						
	EMPLOYEE FRINGE		20.0070		Margaret State	Constant Provide		T	
	BENEFITS	19	88,458				\$15,138		\$15,138
22									
23	TOTAL DAAS SALARIES &			985 AT (193	No. of Control of Cont		T	T	
	BENEFITS	s	404,380				\$69,204		\$69,204
25	DENEITIO	LΨ	404,000	A A A A A A A A A A A A A A A A A A A			\$05,204		<b>400,204</b>
26									
	Non - DAAS	1000	Agency T	otals	For DA4	S Meal			TOTAL
	Non - DAAS	A	nnual Full						TOTAL
27		A	nnual Full imeSalary	Total %	% Nutr	Adjusted	Budgeted		TOTAL
27   28	POSITION TITLE and NAME	A T	nnual Full imeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Salary	7/	1/13 to 6/30/16
27   28   29	POSITION TITLE and NAME Program Director	A T \$	nnual Full imeSalary for FTE 155,000	Total % FTE (a) 100%	% Nutr Prog (b) 5%	Adjusted Nutr FTE 5%	Salary \$7,750	7/	1/13 to 6/30/16 \$7,750
27   28   29   30 (	POSITION TITLE and NAME Program Director Contracts	A T \$ \$	nnual Full imeSalary for FTE 155,000 47,862	Total % FTE (a) 100% 100%	% Nutr Prog (b) 5% 5%	Adjusted Nutr FTE 5% 5%	Salary \$7,750 \$2,393	7/	1/13 to 6/30/16 \$7,750 \$2,393
27   28   29   30   31   5	POSITION TITLE and NAME Program Director Contracts Security Monitor	A T \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327	Total % FTE (a) 100% 100%	% Nutr Prog (b) 5% 5% 20%	Adjusted Nutr FTE 5% 20%	Salary \$7,750 \$2,393 \$6,065	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065
27   28 F 29 F 30 C 31 S 32 N	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27   28   29   30   31   32   33	POSITION TITLE and NAME Program Director Contracts Security Monitor	A T \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327	Total % FTE (a) 100% 100%	% Nutr Prog (b) 5% 5% 20%	Adjusted Nutr FTE 5% 20%	Salary \$7,750 \$2,393 \$6,065	71	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065
27 I 28 F 29 F 30 C 31 S 32 N 33 A	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27   28   29   30   31   32   33   33   34	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27 28 29 30 31 32 33 4 33 34 35	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	71	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27 28 29 30 31 32 33 33 33 34 35 36	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27   28 F 29 F 30 C 31 S 32 N	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27 28 29 30 31 32 33 4 33 34 35 36 37 38	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers	A T \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	71	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27 28 29 30 31 32 33 33 33 34 34 35 36 37 38 39	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager	A T \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,750 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,005 2,00	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750
27 28 29 30 31 32 33 33 33 33 34 33 34 35 36 37 38 39 40	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS	A T \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 55,000 315,056	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750
27 28 29 30 31 32 33 33 33 34 34 35 36 37 38 39 40 41 42 F	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE	A T \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 2,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750
27 28 29 30 31 32 33 33 33 34 33 34 35 36 37 38 39 40 +1 42 F E	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE	A T \$ \$ \$ \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 315,056	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$2,750 \$2,750 \$2,750	7/	1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$119,709
27 28 29 30 31 32 33 33 33 33 34 33 34 35 36 37 38 39 40 41 42 F 42 F 43 B	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE	A T \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 55,000 315,056	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 2,750		1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750
27 28 29 30 31 32 33 33 33 33 34 35 36 37 38 39 40 42 F E 43 B	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE	A T \$ \$ \$ \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 315,056	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$2,750 \$2,750 \$2,750		1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$119,709
27 28 29 30 31 32 33 32 33 33 34 35 36 37 38 39 40 42 F 43 B 42 F 43 B 40 42 F 43 42 43 42 43 44 44 44 44 44 44 44 44 44	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE ENEFITS OTAL Non-DAAS SALARIES	A T \$ \$ \$ \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 315,056	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375% 5%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$2,750 \$2,750 \$2,750		1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$119,709
27 28 29 30 31 32 33 32 33 33 34 35 36 37 38 39 40 42 F 43 8 40 42 43 8 40 41 42 43 8 40 42 43 8 40 42 43 42 43 40 42 43 40 42 43 40 40 40 40 40 40 40 40 40 40	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE ENEFITS OTAL Non-DAAS SALARIES BENEFITS	A T \$ \$ \$ \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 55,000 315,056 28% 88,216	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375% 5%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$ \$119,709 \$33,518		1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$119,709 \$33,518
27 28 29 30 31 32 33 32 33 34 35 36 37 38 39 40 41 42 F 43 8 40 47 42 7 43 7 40 47 47 47 47 47 47 47 47 47 47	POSITION TITLE and NAME Program Director Contracts Security Monitor Meals Volunteers Assistant Manager TOTAL NON-DAAS RINGE BENEFIT RATE MPLOYEE FRINGE ENEFITS OTAL Non-DAAS SALARIES BENEFITS OTAL DAAS & Non-DAAS	AT \$\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	nnual Full imeSalary for FTE 155,000 47,862 30,327 26,867 55,000 55,000 315,056 28% 88,216	Total % FTE (a) 100% 100% 100% 1500%	% Nutr Prog (b) 5% 5% 20% 25%	Adjusted Nutr FTE 5% 20% 375% 5%	Salary \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$ \$119,709 \$33,518		1/13 to 6/30/16 \$7,750 \$2,393 \$6,065 \$100,750 \$2,750 \$2,750 \$119,709 \$33,518

Glide_ENP Congregate Meals 16-17 Appx B.docx.xlsx: Salary Detail

	A	в	С	D	E	F (	G H	1
1 Grant	ee's Name: Glide						App	endix B, page 3
2 Progra	am Name:						Date:	6/10/10
3 Cong	ENP			Orrenting	F	Detail		
4				Operating	Expense	Detail		
7 H.S.A.	DAAS	Annual #Me	als Contra	acted:	36,696			TOTAL
8 Expen	diture CategorW			Term 7/1/1	6 to 6/30/17		[	7/1/16 to 6/30/17
9 Rental	of Property							
10 Utilities	Elec, Water, Gas,	Phone, Scaven	ger)					
	Supplies, Postage	01 - 1998 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999 - 999						
	g Maintenance Sup	nlies and Renai	r	-				
13 FOOD		plies and repai						
14 Raw Fo		per meal_\$	1.12		\$41,100			\$41,100
	ood Svc Supplies	per meal \$			\$7,339			\$7,339
	ood Svc Supplies	per meal						
17 Catered		per meal		0				
	JLTANT/SUBCONT	RACTOR Desc	riptive litt	le				
	red Dietitian							
20								
21 OTHER	COSTS:							
22 Insuran	се							
23 Staff Tr	aining & Travel							-
24 Rental of	of Equipment							
25 Garbag	3				\$1,500			\$1,500
26 Information	tion Technology				\$1,000			\$1,000
27 Repair/	Aaintenance				\$1,300			\$1,300
28 Food S	torage				\$978			\$978
29 Occupa	псу				\$12,355			\$12,355
30 TOTAL	DAAS OPERATING	<b>EXPENSE</b>			\$65,572			\$65,572
32 Non-D								TOTAL
	ture Category		Prog	ram				
34 Rental o			U					
	Elec, Water, Gas, P	bone Scaveng	er)					
	upplies, Postage	none, courting		tere the contract of				
	Maintenance Suppl	ies and Renair						
38 FOOD C		les and repair						
39 Raw Foo		per meal \$	0.35		\$12,844			\$12,844
	od Svc Supplies				<u> </u>			
	od Svc Supplies							
42 Catered		per meal			с. С			
						A		
_	TANT/SUBCONTR	ACTOR Descri	ptive Title	-				
the second s	ed Dietitian							
45	20070							
46 OTHER								
47 Insurance								
	ning & Travel							
49 Rental of								
50 Rental of					\$1,370			\$1,370
51 Equipmer	п				\$1,200			\$1,200
52 Garbage	Tooboologu				\$2,000			\$2,000
	on Technology				15,645			\$15,645
54 Occupar 55	icy				.0,010			
56 TOTAL N	Ion-DAAS OPERAT	TING EXPENSE	1	\$	33,059			\$33,059
57			VDENCE	-	08 630			CO8 620
58 TOTAL D	AAS & Non-DAAS	UPERATING E	APENSE	\$	98,630			\$98,630

Glide_ENP Congregate Meals 16-17 Appx B.docx.xlsx: Operating Detail

Nutrition Compliance/Quality Assurance Services:	Cost Per Service Unit:				
Proposed Se	ervice Units:			No.	
	Year 1	Total Year 1	HSA- DAAS	Non- H.S.A	
Nurition Education:	300 F 12 + 10		-		
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4	150	150	0	
Nutrition Counseling:					
Annual #hours to be provided					
Annual #sessions to be provided					
		T	T		
HCCP Kitchen Monitoring (1 unit = 1 session completed)	3	600	600	0	
Site/Route Monitoring (1 unit = 1 session completed):	3	250	250	0	
Menu Planning & Analysis (1 unit = 1 set menu completed)	2	700	700	0	
HDM Assessment (1 units = annual intake assessment & reassessment completed)					
OTHER Nutrition Compliance:	4	250	250	0	
In-service training to staff/volunteers (1 unit =1 hour)	4				
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	4				

#### NOTES:

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

#### **Budget Narrative:**

#### Kathleen da Silva, RD

Registered dietician who performs site monitoring, menu planing & analysis, nutrition compliance, and nutrition education services. Dietician receives a standard rate for services provided.

A	Т	В	C	D	E
1				Appendix Ba, Pag	ge 1
2			AFNOV DUD -	Document Date:	
3	HUMAN			I SUMMARY	
4			ROGRAM		
5	Glide Found	lation		terms concerned	ferm to June 30, 2017
6 7 (Check One) New	Renewal X	Modification		J July 1, 2010	0 June 30, 2017
	and the second				
8 If modification, Effective Da		No. of Mod.	1		
9 ENP- Indicate HDM or Con			REVENUE Cost	Allocation	
		Vee- 4		Non-HSA-DAAS	Total Revenue
0 Budget Reference Page No	.(s)	Year 1 7/1/16-6/30/17	H.S.ADAAS	NON-HSA-DAAS	Total Revenue
1 Program Term 2 Expenditu	res	11110-0/30/17			
3 Nutrition Education			-		
4 Salaries & Benefits		A022	4000		
5 Operating Expense 6 Subtotal Direct		\$600 \$600	\$600 \$600		\$60
7 Indirect Percentage		4000	4000		
8 Indirect Expense					
9 Total Nutrition Education 0 Nutrition Counseling		\$600	\$600		\$60
1 Salaries & Benefits					
2 Operating Expense					
3 Subtotal Direct					
Indirect Percentage     Indirect Expense					
Total Nutrition Counseling		$\left[ \left[ P \right] + \infty \right]_{i} = \left[ P \right] + \left[ \left[ A \right]_{i} \right]_{i} + \left[ P \right] + \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} + \left[ \left[ A \right]_{i} \right]_{i} + \left[ \left[ A \right]_{i} + \left[ \left[ $		CARANA SA	
HCCP Kitchen Monitoring					
Salaries & Benefits     Operating Expense		\$1,800	\$1,800		
Subtotal Direct		\$1,800	\$1,800		\$1,800
Indirect Percentage					
Indirect Expense	ring	\$1,800	\$1,800		\$1,800
Site/Route Monitoring		\$1,000	01,000		\$1,000
Salaries & Benefits					
Operating Expense		\$750	\$750		\$750
Subtotal Direct		\$750	\$750		\$750
Indirect Percentage Indirect Expense					
Total Site/Route Monitoring	1	\$750	\$750		\$750
Menu Planning					
Salaries & Benefits Operating Expense		\$1,400	\$1,400		\$1,400
Subtotal Direct		\$1,400	\$1,400		\$1,400
Indirect Percentage					
Indirect Expense Total Menu Planning		\$1,400	\$1,400		\$1,400
HDM Assessments					
Salaries & Benefits					
Operating Expense Subtotal Direct		+			
Indirect Percentage					
Indirect Expense					
Total HDM Assessments Other Nutrition Compliance					<u></u>
Salaries & Benefits					
Operating Expense		\$1,000	\$1,000		\$1,000
Subtotal Direct		\$1,000	\$1,000		\$1,000
Indirect Percentage Indirect Expense					
Total Other Nutrition Compli		\$1,000	\$1,000		\$1,000
<b>GRAND Total Expenditure</b>	s	\$5,550	\$5,550		\$5,550
HSA Revenues					\$5,550
DAAS			\$\$5,550		\$5,550
TOTAL HSA REVENUES			\$5,550	10	\$5,550
Other Non-H.S.ADAAS R	evenues		NAME AND ADDRESS OF		
			man in the second second		
TOTAL OTHER REVENUES			And a standard		
Full Time Equivalent (FTE)					
Prepared by: Brian Wang		Т	elephone No.:	Dat	e
HSA-CO Review Signature:					

Г		A	В	-	С		D	T	E	F	G	Н	1	J	K
	1													Ap	pendix Ba, Page ocument Date:
	2													D	cument Date.
_	3	Program Nan	no [,]												
	5	(Same as Lin	e 9 on HSA	A #1)											
	6											tail			
	7					Nutriti	on Educa	ation U	peratir	ig Exp	bense De	Lan			
	8														•
1	0														TOTAL
	1								0.000/47	, L	REVENU		DAAS		TOTAL REVENUE
		Expenditure C					TER	M _//1/1	6-6/30/17	/r	1.5.ADAA	5	DAAS		NEVENOL
1	3	Rental of Prope	erty												
1	4	Utilities(Elec, W	ater, Gas, P	hone,	Scavenger)										
1	5	Office Supplies,	Postage												
1	6	Building Mainter	nance Suppl	lies ar	nd Repair										
1	7	Printing and Rep	production							_				-	
1	8 1	nsurance													
1	9 3	Staff Training													
21	0 5	Staff Travel													
2	1	Small Equipmen	nt (over \$500	) but u	under \$5,000/	item)					-				
2	2 F	Rental of Equipr	nent												
23	3														
24	4 5	UBCONTRAC	TORS Descr	riptive	Title										
		Consultant/Kat	thleen da S	ilva -	Congregate	Nutrition E	Education		\$600		\$600	)			\$600
26	_					-									
27	-					-									
28	_														
_	+			,		-									
31		THER													
32	_					-									
33						-									
34	_					-					14				
35												<u> </u>			
36	4														
37	T	OTAL OPERA	ATING EXP	ENS	E				\$600		\$600		· · · · · · · · · · · · · · · · · · ·		\$600
38															
39	Н	SA #3													5/19/2016

Appendix Ba, Page 3 Document Date:

Program Name: (Same as Line 9 on HSA #1)

# HCCP Kitchen Monitoring Operating Expense Detail

	REVENUE	Cost Allocation: Non-HSA-	TOTAL
Expenditure Category       TERM 7/1/16-6/3         Rental of Property	0/17 H.S.ADAAS	DAAS	
OTHER Consultant/Kathleen da Silva - \$1,8	\$1,800		\$1,800
TOTAL OPERATING EXPENSE \$1,8	\$1,800		\$1,800 5/19/2016


_	A	В	С	D	E	F	G	Н	1	J K
1	1				1				· · ·	Appendix Ba, Pag
23	-									Document Date:
	Program Name	e:								
5	(Same as Line		1)							
6 7	-		Site/Route	& Kitc	hen Monito	rina (	Operating E	xpense	Detail	
8			oncontout			g	- por a ang			
8 9 10										
11							REVENUE	Cost Alloc	ation:	TOTAL
12	Expenditure Ca	ategory		TERM	7/1/16-6/30/1	7	H.S.ADAAS	[	DAAS	REVENUE
13	Rental of Propert	ty			Marine and a second second second					
14	Utilities(Elec, Wa	ater, Gas, Pho	ne, Scavenger)							
15	Office Supplies, I	Postage						_		
16	Building Maintena	ance Supplies	and Repair							
17	Printing and Repr	roduction		14						
18	Insurance									
19	Staff Training									
20	Staff Travel				e . V					
	Small Equipment	(over \$500 bi	ut under \$5,000/	item)						
	Rental of Equipme									
23										
_	SUBCONTRACT	ORS Descript	ive Title							
	Consultant/Kath				\$750	)	\$750			\$75
26										
27										
29										
30 0	OTHER									
31										
32 33	en 10 - e - 10 - e - 10									
34										
35										
36										5 
7 7	OTAL OPERAT	TING EXPEN	ISE		\$750		\$750			\$750

Appendix Ba, Page 5 Document Date:

Program Name: (Same as Line 9 on HSA #1)

# Menu Planning Operating Expense Detail

			REVENUE Co	st Allocation: Non-HSA-	TOTAL
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment SUBCONTRACTORS Descriptive Title	TERM	7/1/16-6/30/17	H.S.ADAAS		
OTHER Consultant/Kathleen da Silva		\$1,400	\$1,400		\$1,400
TOTAL OPERATING EXPENSE		\$1,400	\$1,400		\$1,400 5/19/2016

Appendix Ba, Page 6 Document Date:

Program Name: (Same as Line 9 on HSA #1)

# Other Nutrition Compliance Operating Expense Detail

			REVENUE Co	st Allocation: Non-HSA-	TOTAL
Expenditure Category Rental of Property	TERM	7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
Utilities(Elec, Water, Gas, Phone, Scavenger)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction	<b>5</b> .				
Insurance	83				
Staff Training					
Staff Travel					
Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment					
SUBCONTRACTORS Descriptive Title		<b>64 000</b>	£4.000		\$1,000
Consultant/Kathleen da Silva: In-Service Training to	Staff -	\$1,000	\$1,000		
	5 1 1				
OTHER	-				
	-				
	-			·	
	-		·		
TOTAL OPERATING EXPENSE		\$1,000	\$1,000		\$1,000
110.4 #0					5/19/2016

HSA #3

# Appendix A - Services to be Provided Jewish Community Center of San Francisco Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016 – June 30, 2017

# I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

II. Definitions

Grantee Jewish Community Center of San Francisco CARBON Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system CDA California Department of Aging Congregate Meals Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population. DAAS Department of Adult and Aging Services HACCP Hazard Analysis of Critical Control Points. A preventionbased food safety system focusing on time and temperature control at different crucial food service system points HSA Human Services Agency of the City and County of San Francisco Menu Analysis A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12. **Elderly Nutrition Program** Meals shall comply with the current Dietary Guidelines (ENP) Menu Requirements for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2

JCCSF 7/1/16-6/30/17 Congregate Meals

meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

#### Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. 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.

Nutrition Education

OOA CA-GetCare

Low-Income

Minority

Registered Dietitian (RD)

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#### **Title 22 Regulations**

Refers to Barclay's official California Cod 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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/</u>

# III. Target Population

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

# IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

# V. Services to be Provided

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - 3. Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
  - 4. Nutrition screening is conducted annually for each client and documented in CA-GetCare.
  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented at least three times a year by a RD. The HACCP monitoring must be

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conducted on site for each congregate site and documented by a R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance.(File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. <u>https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps</u>

### VI. Service Objectives

- A. Grantee will serve the total of 850 unduplicated consumers
- B. Grantee will serve the total number of 17,546 authorized meals

# VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

# VIII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance

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including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

# IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicates that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.

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H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Elena Baranoff (Worker # GB24) Senior Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Elena.Baranoff@sfgov.org Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 Tiffany.Kearney@sfgov.org

JCCSF 7/1/16-6/30/17 Congregate Meals

	A	Г В	C	1	D		E
	1 BUDGET FORMS			/	Appendix B, pg	. 1	
	2		Document D		6/2/2		
	3 HUMAN SERVICES AGENC	Y - DEPARTMEN	T OF AGING A				
4			ROPOSAL FO				
5	JCCSF				Grant Term		
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	Cong-ENP, HDM-ENP, Cong-YAD, or						Avera
8		JCCSF			TOTAL		cost/m
9	Annual #Meals Contracted	17,546	;		17,54	16	
10	Program Term	7/1/16 to 6/30/17		7	7/1/16 to 6/30/1	_	
11	DAAS Expenditures					+	
	Salaries & Benefits	\$61,435			\$61,43	5	\$3.50
13	Operating Expense	\$56,365			\$56,36	_	\$3.21
14	Subtotal	\$117,800			\$117,80	_	\$6.71
15	Indirect Percentage (max 10%)	0%			0	_	
16	Indirect Cost (Line 14 X Line 13)	\$0			\$0	-	\$0.00
_	Capital Expenditure	\$0			\$(		\$0.00
	TOTAL DAAS EXPENDITURES	\$117,800			\$117,800	_	\$6.71
19				(The last		5 23	
20	Non-DAAS Expenditures	an ann a an stàitean ann an stàitean a			and the second	Serra	
	Salaries & Benefits	\$70,717			\$70,717	+	\$4.03
-	Operating Expense	\$269,643			\$269,643		\$15.37
	Capital Expenditure	\$0			\$0	-	\$0.00
24	TOTAL Non-DAAS EXPENDITURES	\$340,360			\$340,360	-	\$19.40
24 25	TOTAL Non-DAAS EXPENDITURES				\$340,360	-	519.40
24 25 26					\$340,360 \$458,160	9	26.11
24 25 26 27	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES	\$340,360				9	
24 25 26 27 28	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$340,360 \$458,160				9	
24 25 26 27 28 29	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES	\$340,360				9	
24 25 26 27 28 29 30	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$340,360 \$458,160			\$458,160	9	
24 25 26 27 28 29 30 31	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$340,360 \$458,160			\$458,160	9	
24 25 26 27 28 4 29 30 31 32	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$340,360 \$458,160			\$458,160	9	
24 25 26 27 28 30 31 32 33	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals	\$340,360 \$458,160 \$117,800			\$458,160	<b>9</b>	
24 25 26 27 28 1 29 7 30 31 32 33 34 4	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES	\$340,360 \$458,160 \$117,800 \$117,800			\$458,160 \$117,800 \$117,800	<b>9</b>	
24 25 26 27 28 30 31 32 33 33 44 7 5 5	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Weals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$340,360 \$458,160 \$117,800			\$458,160 \$117,800	<b>9</b>	
24 25 26 27 28 1 29 7 30 30 33 33 33 34 5 5 6 N	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Weals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71			\$458,160 \$117,800 \$117,800 \$6.71	<b>9</b>	
224 225 226 227 228 33 34 33 33 33 34 4 7 5 5 6 8 N 7 7 9	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583			\$458,160 \$117,800 \$117,800 \$6.71 \$31,583	\$	
24 25 26 27 28 1 29 7 30 31 32 33 34 4 7 P 8 8 A	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Weals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues Iroject Income gency Cash - Fundraising	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203			\$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203	\$ \$ \$ \$1	1.80 4.37
224 225 226 227 228 1 229 7 30 30 33 33 33 33 33 33 44 7 5 6 <b>N</b> 7 7 P 8 8 A 9 9 A	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Weals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Troject Income gency Cash - Fundraising gency In-Kind Volunteer	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583			\$458,160 \$117,800 \$117,800 \$6.71 \$31,583	\$ \$ \$ \$1	1.80
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224 225 226 227 228 1 29 7 30 33 33 33 33 33 33 33 33 33 33 33 33	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues Iroject Income gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573			\$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573	\$ \$ \$ \$1	1.80 4.37
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24           25           26           27           28           29           30           31           32           33           44           7           9           44           7           8           9           40           1           2           3           7           8           9           1           2           3           7           7           8           9           4           7           7           8           9           4           7           9           1           2           3           4           7           9           1           2           3           7           1           2           3           7	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Troject Income gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance DTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES ER MEAL COST, TOTAL	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$340,360 \$19.40			\$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$56,573 \$340,360 \$19.40	\$ \$ \$ \$1	1.80 4.37
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24         25         26         27         28         29         30         31         32         33         34         7         9         A         9         1         2         3         4         7         8         9         1         2         3         4         7         7         8         9         1         2         3         7         7         8         9         1         2         3         7         6         7         7         8         9         1         2         3         7         8         9         9         1         2         3 <tr< td=""><td>TOTAL Non-DAAS EXPENDITURES TOTAL DAAS &amp; Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Troject Income gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance DTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES ER MEAL COST, TOTAL</td><td>\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$340,360 \$19.40 \$458,160 \$26.11</td><td>one No.:</td><td>Date:</td><td>\$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$56,573 \$56,573 \$340,360 \$19.40 \$458,160</td><td>\$ \$ \$ \$1</td><td>1.80 4.37</td></tr<>	TOTAL Non-DAAS EXPENDITURES TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Troject Income gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance DTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES ER MEAL COST, TOTAL	\$340,360 \$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$340,360 \$19.40 \$458,160 \$26.11	one No.:	Date:	\$458,160 \$117,800 \$117,800 \$6.71 \$31,583 \$252,203 \$56,573 \$56,573 \$56,573 \$340,360 \$19.40 \$458,160	\$ \$ \$ \$1	1.80 4.37

JCC_ENP Congregate Meals 16-17 Appx B.xlsx: Budget Summary

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	A	B	· C	D	E	F	G	Н
L	1 JCCSF						Appendix I	
	2 Program Name:						Date:	6/2/16
L	JCCSF							
-	4				1.2018 (c.144) (c.142)			
	5		Salar	ies & Bene	efits Detail			
6								
7		· · · · · · · · · · · · · · · · · · ·						TOTAL
8	H.S.A-DAAS	Agency	/ Totals	For DA	AS Nutrition	1/16 to 6/30/	17	TOTAL
		Annual Fu			•			
		TimeSalar						74404-0120117
9		for FTE	FTE	Prog (b)				7/1/16 to 6/30/17
10		\$55,03						\$26,418
11	and the second	\$40,70			-			\$3,256 \$16,381
	Facilities Staff	\$65,52						\$3,094
13		\$95,48	1 18%	189	6 3%	\$3,094		\$3,094
14		+						
15	and the second s				+			
16		+						
17		C 050 745	1 20	1.48	0.36	\$49,148		\$49,148
18	-	\$ 256,745	1.38	1.40	0.30	\$49,140		\$43,140
19	FRINGE BENEFIT RATE	25.00%	1					12
20	FRINGE BENEFIT RATE	25.00%	All Charge in A	gen wie gerieden				
~	ENDLOVEE EDINOE DENEELTS	6 64 196			12 44 4.	\$12,287		\$12,287
21	EMPLOYEE FRINGE BENEFITS	\$ 64,186		and the second		\$12,207		ψ12,201
22		x						
23	1	<b></b>			ASSO SECTION	1	T	
24	TOTAL DAAS SALARIES & BENEFITS	\$ 320,931				\$61,435		\$61,435
24 25	BENEFIIS	\$ 520,351	**** · · · · · · · · ·			401,400		
26								1 A A A A A A A A A A A A A A A A A A A
27	Non - DAAS	Agency	otals	For DA	AS Meal	T		TOTAL
		Annual Full TimeSalary	Total %	% Nutr	Adjusted	Budgeted		
28	POSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary	7	/1/13 to 6/30/16
	Shiva Schulz, Adult Prg. Mgr.	\$81,443	100%	15%	15%	\$12,216		\$12,216
	Cecily Rogers, Admin Ass't	\$46,761	75%	17%	13%	\$5,962		\$5,962
	Nutrition Class 31 classes X100	\$3,100	100%	100%	100%	\$3,100		\$3,100
	Volunteers	\$35,295	100%	100%	100%	\$35,295		\$35,295
33		21						
34								
35								
36								
37								
38	TOTAL NON-DAAS	\$ 166,599	3.75	2.32	2.28	\$56,573		\$56,573
39	-							
40	FRINGE BENEFIT RATE	25%			erene anne anne a		r	
				A CAR		2		
	EMPLOYEE FRINGE BENEFITS	\$ 41,650				\$14,143		\$14,143
12								
13	r	100	and the second secon					
	TOTAL Non-DAAS SALARIES &		14.17	a start				670 F17
	BENEFITS	\$ 208,249				\$70,717		\$70,717
15	г							
	TOTAL DAAS & Non-DAAS	A FOO 400				6122 452		\$120 150
16 15	SALARIES & BENEFITS	\$ 529,180	AL PROPERTY AND	R. F. Star		\$132,152		\$132,152

		A	В	С	D	E	F	G	TH	1
	1	JCCSF	4		A					ndix B, page 3
	2	Program Name:						Date:		6/2/16
[	3	JCCSF								
Ī	4				Operati	ng Expense Detail				
[	5									
	6	H.S.A-DAAS	Annual	#Meals Co	ontracted:	17,546				TOTAL
	7	Expenditure CategorW			Term:	7/1/16 to 6/30/17			7/	1/16 to 6/30/17
L	_	Rental of Property								
	9	Utilities(Elec, Water, Gas	s, Phone, Sc	avenger)						
L	_	Office Supplies, Postage								
-		Building Maintenance Su	pplies and R	lepair						
	_	FOOD COSTS								
-		Raw Food	per meal _		ļ					
H	14 (	Cong Food Svc Supplie	per meal		-	()				
		HDM Food Svc Supplies			<u>-</u>	055.005				055.005
	_		per meal		-	\$55,965				\$55,965
		CONSULTANT/SUBCON	TRACTORI	Jescriptive	e i nie					
	8 F	Registered Dietitian					<u></u>			
	_	THER COSTS:								
-	-	nsurance			-					
-	_	Staff Training & Travel		a	-	\$400				\$400
_	_	tental of Equipment			-	<u> </u>				
-	_	mall equipment & Supplie	es		-		· · · · · · · · · · · · · · · · · · ·			
2		uto - Fuel & Insurance								
20	_	epair/Maintenance			_					
2	7									
28	8									
29	ЭТ	OTAL DAAS OPERATIN	G EXPENSE	E		\$56,365				\$56,365
30	2									
	-	on-DAAS								TOTAL
	_	penditure Category		Pr	ogram					
_	-	ental of Property	200 524	2	_	\$177,000				\$177,000
	-	ilities(Elec, Water, Gas, F	Phone, Scav	enger)						
	_	fice Supplies, Postage								
_	_	ilding Maintenance Supp OOD COSTS	lies and Rep	air						
	-		er meal \$	0.10		\$1,755				\$1,755
		ing Food Svc Supplie: pe				\$1,755				\$1,755
	-	M Food Svc Supplie: pe		0.10						
-	-		er meal \$	5.08		\$89,134				\$89,134
_	-	NSULTANT/SUBCONTR			itle					
43	Re	gistered Dietitian								
44										
45	ОТ	HER COSTS:								
		urance								
	1	ff Training & Travel					·····			
		ntal of Equipment								
		ntal of Equipment								
		all equipment & Supplies								
_		o - Fuel & Insurance								
52 53	Rep	an/Maintenance			1					
54										
	TOI	TAL Non-DAAS OPERAT		ISE		\$269,643				\$92,643
56										
_	TOT	TAL DAAS & Non-DAAS	OPERATING	EXPENS	F	\$326,008				\$149.008

JCC_ENP Congregate Meals 16-17 Appx B.xlsx: Operating Detail

# Appendix A – Services to be Provided Kimochi, Inc. Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016– June 30, 2017

# I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

### II. Definitions

Grantee	Kimochi, Inc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such
FY 7-16-to-6-17	Appendix A, p. 1

Kimochi FY 7-16-to-6-17 Congregate Meals

#### Nutrition Education

OOA

CA-GetCare

Low-Income

Minority

Registered Dietitian

**Title 22 Regulations** 

Kimochi FY 7-16-to-6-17 Congregate Meals snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

#### Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. 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.

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.

http://www.aging.ca.gov/ProgramsProviders/AAA/Nutriti on/Code of Regulations/

#### III. **Target Population**

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

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

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who . participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so • will not deprive a senior of a meal

#### Services to be Provided V.

- Develop and maintain current agency's nutrition policies and procedures with OOA Α. approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- Provide congregate meal services, which include: Β.
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - 3. Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
  - 4. Nutrition screening is conducted annually for each client and documented in CA-GetCare.
  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- Ensure Central kitchen (or caterer kitchen) and all congregate meal sites C. meet the standards described in the most recent California Retail Food Code (CRFC).
- Ensure a Registered Dietitian or an individual with a valid food safety certification D. oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented at least three times a year by a R.D. The HACCP monitoring must be conducted on site for each congregate site and documented by a R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.
- Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian E. and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.

- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- 1. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps

### VI. Service Objectives

- A. Grantee will serve 1237 unduplicated consumers.
- B. Grantee will serve 63,882 authorized meals.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

### VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learned to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

#### VIII. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

#### **IX. Reporting Requirements**

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
  - E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.
- G. Grantee will provide other reports as requested.
- H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Justin Chan Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Justin.Chan@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Sarah.Chan@sfgov.org</u>

	A	D	0	<b>D</b>	TE
1	A BUDGET FORMS	В	С	D Annandiu D. no. 1	E
<u> </u>				Appendix B, pg. 1	
2	-		Document Date:	5/24/2016	
3	HUMAN SERVICES AGENCY -			SERVICES	
4		BUDGET PROF	OSAL FORMS		4
5	Grantee's Name: Kimochi, Inc.			Grant Term	
6				7/1/16 to 6/30/17	
	Program: Cong-ENP, HDM-ENP, Cong-				Avera
7	AWD, HDM-AWD	Cong-ENP NEW		TOTAL	cost/m
	Annual #Meals Contracted	63,882		63,882	
9	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
10	DAAS Expenditures				
11	Salaries & Benefits	\$115,151		\$115,151	\$1.80
12	Operating Expense	\$276,060		\$276,060	\$4.32
13	Subtotal	\$391,211		\$391,211	\$6.12
14	Indirect Percentage (%)	9.57%		9.57%	
15	Indirect Cost (Line 14 X Line 13)	\$37,436		\$37,436	\$0.59
	Capital Expenditure	\$0		\$0	\$0.00
17	TOTAL DAAS EXPENDITURES	\$428,647		\$428,647	\$6.71
18				Constant of the second	a state of the
19	Non-DAAS Expenditures		and the second		
_	Salaries & Benefits	\$88,618	1	\$88,618	\$1.39
	Operating Expense	\$89,921		\$89,921	\$1.41
	ndirect Cost	\$27,025		\$27,025	\$0.42
22 <b> </b>					
_	A CONTRACTOR OF				
23 1	TOTAL Non-DAAS EXPENDITURES	\$205,564		\$205,564	\$3.22
23 1 24	A CONTRACTOR OF	\$205,564		\$205,564	\$3.22
23 1 24 25 E	TOTAL Non-DAAS EXPENDITURES				
23 1 24 25 E 26	TOTAL Non-DAAS EXPENDITURES	\$205,564		\$205,564	\$3.22
23 1 24 25 E 26 27 F	TOTAL Non-DAAS EXPENDITURES EXPENDITURES ISA-DAAS Revenues	\$205,564 \$634,211		\$205,564 \$634,211	\$3.22
23 1 24 25 E 26 27 F 28 N	TOTAL Non-DAAS EXPENDITURES	\$205,564		\$205,564	\$3.22
23 1 24 25 E 26 2 27 F 28 <i>N</i> 29	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals	\$205,564 \$634,211 \$428,647		\$205,564 \$634,211 \$428,647	\$3.22
23 1 24 25 E 26 27 F 28 M 29 0 T	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES	\$205,564 \$634,211 \$428,647 \$428,647 \$428,647		\$205,564 \$634,211 \$428,647 \$428,647	\$3.22
23 1 24 25 E 26 27 F 28 A 29 0 T 1 P	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals	\$205,564 \$634,211 \$428,647		\$205,564 \$634,211 \$428,647	\$3.22
23 1 24 25 E 26 27 F 28 M 29 0 T 1 P 2	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Yer MEAL COST, HSA-DAAS	\$205,564 \$634,211 \$428,647 \$428,647 \$428,647		\$205,564 \$634,211 \$428,647 \$428,647	\$3.22
23 1 24 25 E 26 27 H 28 A 29 0 T 1 P 2 3 N	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Hon-DAAS Revenues	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71	\$3.22 \$9.93
23 1 24 25 E 25 E 26 27 H 28 M 9 0 T 1 P 2 2 3 <b>N</b> 4 P	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Hon-DAAS Revenues roject Income	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655	\$3.22 \$9.93 \$1.90
23 1 24 25 E 25 E 26 27 H 28 A 29 0 7 1 P 2 2 3 <b>N</b> 4 P 5 A	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency In-Kind Volunteer	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170	\$3.22 \$9.93 \$1.90 \$1.13
23     1       24     25       25     E       26     27       7     H       28     A       9     0       1     P       23     N       4     P       5     A       6     A	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Hon-DAAS Revenues roject Income	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655	\$3.22 \$9.93 \$1.90
23     1       24     25       25     26       27     1       28     1       29     0       1     1       22     3       3     1       4     1       5     1       6     1       7     1	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Toject Income gency In-Kind Volunteer gency In-Kind Food	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739	\$3.22 \$9.93 \$1.90 \$1.13
23     1       24     25       25     26       27     1       28     1       9     0       1     1       22     3       3     1       7     1       7     3	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS REVENUES	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     26       27     1       28     1       29     1       20     1       21     1       22     1       23     1       24     1       25     2       3     1       27     1       33     1       34     1       35     1       36     1       37     1	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Toject Income gency In-Kind Volunteer gency In-Kind Food OTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22	\$3.22 \$9.93 \$1.90 \$1.13
23     1       24     25       25     8       27     1       28     0       7     1       23     1       9     0       0     1       1     1       2     2       3     1       4     1       5     1       6     1       7     3       7     3       7     1       7     1       7     1       7     1       7     1       7     1       7     1	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Toject Income gency In-Kind Volunteer gency In-Kind Food OTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$205,564 3.22 \$634,211	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     26       27     1       28     M       9     0       1     1       2     3       3     1       63     A       63     A       7     1       7     1       9     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1       1     1	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency In-Kind Volunteer gency In-Kind Food OTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES ER MEAL COST, TOTAL	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     8       26     1       27     1       28     0       7     1       20     1       21     1       22     1       33     1       4     9       5     4       5     4       6     4       7     1       7     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       10     1       10     1       11     1       12     1       13     1       14   <	TOTAL Non-DAAS EXPENDITURES EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES Per MEAL COST, HSA-DAAS Toject Income gency In-Kind Volunteer gency In-Kind Food OTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$205,564 3.22 \$634,211	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     8       27     1       28     0       7     1       23     1       7     1       7     1       7     1       7     1       7     1       7     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10   <	TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Yer MEAL COST, HSA-DAAS         Non-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211 \$9.93		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22 \$634,211 \$9.93	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     8       26     9       27     1       28     0       7     1       20     3       3     1       21     1       22     3       3     1       2     1       2     1       3     1       2     1       2     1       3     1       1     1       2     1       3     1       1     1       2     1       3     1       1     1       2     1       3     1       1     1       2     1       3     1       1     1       2     1       3     1       1     1       2     1       3     1       1     1	TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Per MEAL COST, HSA-DAAS         Ion-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)         Image: Performed by: Rod Valdepenas	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$205,564 3.22 \$634,211	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     26       27     1       28     A       29     0       1     P       2     3       3     T(0)       4     P       5     A       6     A       7     7       3     T(0)       1     P       2     1       3     T(1)       4     P       5     A       6     A       7     T	TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Per MEAL COST, HSA-DAAS         Pon-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)         repared by: Rod Valdepenas         P         SA-CO Review Signature:	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211 \$9.93		\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22 \$634,211 \$9.93	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18
23     1       24     25       25     26       27     1       28     A       29     0       1     P       23     N       4     P       5     A       6     A       7     7       3     T(0)       1     P       2     1       3     T(1)       4     P       5     A       6     A       7     T       3     T(1)       1     P       2     Fu       3     T(1)       4     P       5     H       6     H       6     H       7     H	TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Per MEAL COST, HSA-DAAS         Pon-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)         Pepared by: Rod Valdepenas         P         SA-CO Review Signature:         SA #1 (10/20/15)	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211 \$9.93 hone No.: (415) 931-2	294 Da	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22 \$634,211 \$9.93 ate: 5/24/16	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18 \$3.22
23     1       24     25       25     8       26     1       27     1       28     0       7     1       29     1       33     N       4     P       5     A       6     A       7     1       23     N       33     N       4     P       5     A       6     A       7     1       9     T       10     T       11     P       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       10     1       11     1       12     1       13     1       14     1       15     1       16     1       17     1       18     1       19     1       10     1       10     1       10     1       11 <t< td=""><td>TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Per MEAL COST, HSA-DAAS         Pon-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)         repared by: Rod Valdepenas         P         SA-CO Review Signature:</td><td>\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211 \$9.93 hone No.: (415) 931-2</td><td>294 Da</td><td>\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22 \$634,211 \$9.93 ate: 5/24/16</td><td>\$3.22 \$9.93 \$1.90 \$1.13 \$0.18 \$3.22</td></t<>	TOTAL Non-DAAS EXPENDITURES         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         Per MEAL COST, HSA-DAAS         Pon-DAAS Revenues         roject Income         gency In-Kind Volunteer         gency In-Kind Food         OTAL NON HSA-DAAS REVENUES         ER MEAL COST, NON HSA-DAAS         SOTAL REVENUES         ER MEAL COST, TOTAL         JII Time Equivalent (FTE)         repared by: Rod Valdepenas         P         SA-CO Review Signature:	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 \$3.22 \$634,211 \$9.93 hone No.: (415) 931-2	294 Da	\$205,564 \$634,211 \$428,647 \$428,647 \$6.71 \$121,655 \$72,170 \$11,739 \$205,564 3.22 \$634,211 \$9.93 ate: 5/24/16	\$3.22 \$9.93 \$1.90 \$1.13 \$0.18 \$3.22

	A	В	C	D	E	F	G	Н
1	Grantee's Name: Kimochi, In						Appendix E	, page 2
2	Program Name:						Date:	5/24/16
3	Cong-ENP NEW							•
4	1							
5			Salari	es & Ber	nefits Deta	il		
6	1		oului			•••		
7								
<u> </u>		[		East	DAAS	7/1/16 to	T	
8	H.S.A-DAAS	Agency	Totals		utrition	6/30/17		TOTAL
					T			
		Annual Ful Time Salar	the second second second	% Nutr	Adjusted	Budgeted		
9	POSITION TITLE and NAME	for FTE	FTE		) Nutr FTE			7/1/16 to 6/30/1
	Potwasher 1	\$27,040						\$12,528
	Senior Center Asst.	\$35,360		-		1		\$12,376
	Senior Center Coordinator	\$43,680	1					\$19,203
	Head Cook	\$36,400	1					\$16,864
14	Asst. Cook 2	\$30,160			+			\$13,973
	Asst. Cook 1	\$30,160	1		+			\$13,973
	Nutritionist	\$59,403	50%	1		1		\$7,734
17		1						
18	TOTALS	\$ 262,203	5.50	2.90	2.31	\$96,652		\$96,652
19			1	1	1		A	
_	RINGE BENEFIT RATE	19.06%	]					
_	EMPLOYEE FRINGE							
	BENEFITS	\$ 49,976				\$18,499		\$18,499
22								
23								2
	OTAL DAAS SALARIES &							
	BENEFITS	\$ 312,179				\$115,151		\$115,151
25								
26								
27 N	lon - DAAS	Agency 7	otals	For DA	AS Meal			TOTAL
		Annual Full						
		Time Salary	Total %	% Nutr	Adjusted	Budgeted		
28 P	OSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary	7/	1/16 to 6/30/17
29 N	utritionist	\$59,403	50%	3%	2%	\$1,025		\$1,025
30 A	gency In-Kind Volunteer	\$27,040	100%	296%	296%	\$80,000		\$80,000
1 S	enior Center Assistant	\$35,360	100%	5%	5%	\$1,650		\$1,650
2 S	enior Center Coordinator	\$43,680	100%	7%	7%	\$3,245		\$3,245
3								
4 -	TOTAL NON-DAAS	\$ 165,483	3.50	3.11	3.10	\$85,920		\$85,920
5								
6 FI	RINGE BENEFIT RATE	3%						
	MPLOYEE FRINGE			A Participal				
-	ENEFITS	\$ 5,064	San Contractor	1		\$2,698		\$2,698
8								
9	r							
	OTAL Non-DAAS SALARIES			Sal and				
_	BENEFITS	\$ 170,547	14 A 1			\$88,618		\$88,618
1	г	late.						
	DTAL DAAS & Non-DAAS			1. 1. 1.				
ZISA	ALARIES & BENEFITS	\$ 482,726	and the second	C. C. Star	- main to main	\$203,770		\$203,770

Г	A	В	С	D	E F	G	н
1	Grantee's Name: Kimochi, In	C.	1				Appendix B, page
2						Date:	5/24/2016
3							
4				Opera	ting Expense Det	ail	
5	-				3 1		
6		Annual #	Meals Con	tracted.	63,882		TOTAL
F	1	7 annour n			7/1/16 to		
7	Expenditure Category			Term:	6/30/17		7/1/16 to 6/30/17
8				-	\$70,324		\$70,324
9		ne Scaven	ner)	-	\$3,846		\$3,846
	Office Supplies	ne, oouveng	,01)	-	\$1,799		\$1,799
	Postage			-	\$309		\$309
	Building Maintenance and Rep	air		-	\$3,530		\$3,530
_	FOOD COSTS			-			
	Raw Food	ner meal	\$ 2.57		\$164,483		\$164,483
	Cong Food Svc Supplies	•	\$ 0.19		\$12,441		\$12,441
<u> </u>	HDM Food Svc Supplies		<u> </u>	-	<b>•</b> •• <b>2</b> ,•••		
	Catered Meals	per meal	1.00	-			
	CONSULTANT/SUBCONTRAC						
	Registered Dietitian	I ON DESCI					
20	Registered Dietitian			-			
	OTHER COSTS:						
	Insurance				\$6,115		\$6,115
	Computer/IT/Website				\$700		\$700
	Dues/Subscriptions				\$80		\$80
	Outside Services				\$2,550		\$2,550
	Prof Services - Acctg			1	\$5,955		\$5,955
	Printing			-	\$1,050		\$1,050
28	Finding				\$1,000		\$1,000
	Telephone			_	\$2,878	•	\$2,878
	TOTAL DAAS OPERATING EX	DENSE			\$276,060		\$276,060
31	TOTAL DAAS OF ERATING EA	FLIGE		-	<i>\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\</i>		\$210,000
_	Non-DAAS						TOTAL
_	Expenditure Category		Pro	gram			10 INL
	Rental of Property		110	gram			
	Utilities(Elec, Water, Gas, Phon		r)				
	Office Supplies, Postage	s, ocaverige	')				
	Building Maintenance Supplies a	nd Renair					
	FOOD COSTS	ind Kopun					
	Raw Food	per meal	\$ 1 19		\$76,072		\$76,072
	Cong Food Svc Supplies	per meal			\$2,110		\$2,110
	HDM Food Svc Supplies	per meal	<u> </u>				42,110
_	n Kind Food	per meal	\$0.18		\$11,739		\$11,739
	CONSULTANT/SUBCONTRACT	' _					
_	Registered Dietitian	Sit Descrip					
45							
	OTHER COSTS:						
_	nsurance						
	Staff Training & Travel						
_	Rental of Equipment						
	Rental of Equipment						
_	Small equipment & Supplies						
	uto - Fuel & Insurance						
	Repair/Maintenance						
	Prof Services - Acctg						
5	i o oniou - noug						
	OTAL Non-DAAS OPERATING	EXPENSE			\$89,921		\$89,921
57	STREAM DARD OF EIGHTING	STO BITUE					
	OTAL DAAS & Non-DAAS PERATING EXPENSE				\$365,981		\$365,981

Kimochi_ENP Congregate Meals 16-17 Appx B.xlsx: Operating Detail

Nutrition Compliance/Quality Assurance Services:		Cost Per Se	ervice Unit	t:
Proposed S	ervice Units:	1	HSA-	Non- I
	Year 1	Total Year 1	DAAS	H.S.A
Nurition Education:				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4.0	100	100	0
Nutrition Counseling:			_	
Annual #hours to be provided				
Annual #sessions to be provided			1	
			T	
HCCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	600	600	0
Site/Route Monitoring (1 unit = 1 session completed):	9.0	250	250	0
Menu Planning & Analysis (1 unit = 1 set menu completed) HDM Assessment (1 units = annual intake assessment & reassessment completed)	1.5	700	700	0
			T	
OTHER Nutrition Compliance:	1.0	0	0	0
In-service training to staff/volunteers (1 unit =1 hour)	1.0			
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

#### NOTES:

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Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

### Budget Narrative:

<b></b>	A	В	С	D	E
1			<u> </u>	Appendix Ba, Pag	
2				Document Date:	
3	HUN	AN SERVICES A	GENCY BUDGE	T SUMMARY	
4	1	BY PI	ROGRAM		
5	Contractor	Name		Т	erm
6	Kimo	chi, Inc.		July 1, 2016 t	o June 30, 2017
7	(Check One) New Renewal				
	If modification, Effective Date of Mod.				
0		No. of Mod.	T	T	
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	Congregate	REVENUE Cost A	llocation:	
			1		
	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue
11	Program Term Expenditures	7/1/16-6/30/17			
-	Nutrition Education				x
14	Salaries & Benefits	\$400	\$400	\$0	\$400
15	Operating Expense	\$0	\$0	\$0	\$0
16	Subtotal Direct	\$400	\$400	\$0	\$400
17	Indirect Percentage		<b>FO</b>		60
18 19	Indirect Expense Total Nutrition Education	\$0 \$400	\$0 \$400	\$0 \$0	\$0 \$400
	Nutrition Counseling			<b>T</b>	4-100
21	Salaries & Benefits	\$0	\$0	\$0	\$0
22	Operating Expense	\$0	\$0	\$0	\$0
23	Subtotal Direct Indirect Percentage	\$0	\$0	\$0	\$0
24	Indirect Percentage	\$0	\$0	\$0	\$0
	Total Nutrition Counseling	\$0	\$0	\$0	\$0
27	HCCP Kitchen Monitoring				
28	Salaries & Benefits	\$900	\$900	\$0	\$900
9	Operating Expense	\$0 \$900	\$0 \$900	\$0 \$0	\$0 \$900
11	Subtotal Direct Indirect Percentage	0.0%	\$900		\$900
2	Indirect Expense	\$0	\$0	\$0	\$0
31	otal HCCP Kitchen Monitoring	\$900	\$900	\$0	\$900
4 5	Site/Route Monitoring				
	Salaries & Benefits	\$2,250	\$2,250	\$0	\$2,250
6	Operating Expense	\$0	\$0 \$2,250	\$0 \$0	\$0 \$2,250
7	Subtotal Direct Indirect Percentage	\$2,250	\$2,250	\$0	\$2,250
9	Indirect Expense	\$0	\$0	\$0	\$0
	otal Site/Route Monitoring	\$2,250	\$2,250	\$0	\$2,250
	lenu Planning				
2	Salaries & Benefits	\$1,050 \$0	\$1,050 \$0	\$0 \$0	\$1,050 \$0
3	Operating Expense Subtotal Direct	\$1,050	\$1,050	\$0	\$1,050
5	Indirect Percentage	0.0%	41,000	<u>_</u>	*
3	Indirect Expense	\$0	\$0	\$0	\$0
	otal Menu Planning	\$1,050	\$1,050	\$0	\$1,050
	DM Assessments Salaries & Benefits	\$0	\$0	\$0	\$0
<u>'</u>	Operating Expense	\$0	\$0	\$0	\$0
1	Subtotal Direct	\$0	\$0	\$0	\$0
	Indirect Percentage	. 0.0%			
-	Indirect Expense	\$0	\$0	\$0	\$0
	ther Nutrition Compliance	\$0	\$0	\$0	\$0
	Salaries & Benefits	\$0	\$0	\$0	\$0
	Operating Expense	\$0	\$0	\$0	\$0
	Subtotal Direct	\$0	\$0	\$0	\$0
	Indirect Percentage	0.0%		\$0	e0
	Indirect Expense tal Other Nutrition Compliance	\$0	\$0 \$0	\$0	\$0 \$0
-	RAND Total Expenditures	\$4,600	\$4,600	\$0	\$4,600
6	HSA Revenues	44,000 ·	44,000	\$0	441000
	Inition Compliance	\$4,600	\$4,600		
			6	Contraction of the	
TC	TAL HSA REVENUES	\$4,600	\$4,600	- Service St	\$4,600
-	Other Non-H.S.ADAAS Revenues	12-1			
1					
			W. W. W. W. W.		
TC	TAL OTHER REVENUES	61	al a state and		
Fu	Il Time Equivalent (FTE)				
				Dete	
Pre	enared by:	Tel	lephone No 1	[])ate	
	epared by: A-CO Review Signature:	Tel	lephone No.:	Date	

					2				
	A	В	С	D	E	F	G	н	· 1
1	1				-				Appendix Ba, Page 2 Document Date:
3	]								
	Program Name:	Congregate							
5									
6	4								
7	1		NL	itrition E	Education	Salaries & Ben	efits Detail		
8									
9						7440 00047			
10	1	THE REAL PROPERTY AND	1992 12 (mil 1993			7/1/16-6/30/17		and Allegation:	Total Revenue
11	4	Annual Full	otals	FORHS	A Program	For HSA Program	REVENUE	ost Allocation:	Total Revenue
40	POSITION TITLE	TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
12 13	Nutritionist	\$59,403	50%	1%	1%	\$400	\$400		
_	Inditionist	\$39,405	5070	170					
14									
15									
16									
17									4
18									
19									
20						÷.			-
21	1								
22									
23									
24									
25									
26									
27									
8									
9									
0	TOTALS	\$59,403	0.50	0.01	0.01	\$400	\$400	\$0	
1 2 F	RINGE BENEFIT RATE	0%		2				r	
	EMPLOYEE FRINGE BENEFITS	\$0				\$0	\$0	\$0	2
4	network - Network (Marthine of Network)								
	TOTAL SALARIES & BENEFITS	\$59,403	-	A STATE		\$400	\$400	\$0	
ғ І т	UTAL SALARIES & BENEFITS 1	309.403	A SIL SIL	CARLES AVER BY	the could be a server of the local	\$400 I	\$400 I	40	

Program Name: (Same as Line 9 on HSA #1)

### HCCP Kitchen Monitoring Salaries & Benefits Detail

					7/1/16-6/30/17			
	Agency	Totals	For HS	Program	For HSA Program	REVENUE C	ost Allocation:	Total Revenue
	Annual Full				1			
	TimeSalary	Total %		Adjusted				
POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
Nutritionist	\$59,403	50%	3%	2%	\$900	\$900		\$900
· · · · · · · · · · · · · · · · · · ·								
TOTALS	\$59,403	0.50	0.03	0.02	900.00	\$900		\$900
FRINGE BENEFIT RATE	0%							
EMPLOYEE FRINGE BENEFITS	\$0				\$0	\$0		\$0
	650 402				\$900	\$900		\$900
TOTAL SALARIES & BENEFITS HSA #2	\$59,403				\$900	\$300 ]		6/7/2016

-	A	В	С	D	E	F	G	Н						
1	and the second division of the second divisio			<u> </u>	<u></u>	1	1	4	Appendix Ba, Page 4					
2									Document Date:					
3	Deserver Marroy													
4	Program Name: (Same as Line 9 on HSA #1)													
6														
7		Site/Ro	oute & M	litchen	Monitori	ng Salaries & B	enefits Detail							
8														
9														
10		Construction of the Second Second		100000000000000000000000000000000000000	a interaction	7/1/16-6/30/17		Allegation:	Total Revenue					
11		Agency T Annual Full	otals	For HS	A Program	For HSA Program	REVENUE C	ost Allocation:	Total Nevenue					
		TimeSalary	Total %		Adjusted									
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS						
13	Nutritionist	\$59,403	50%	8%	4%	\$2,250	\$2,250		\$2,250					
14				4										
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28	24													
29														
30	TOTALS	\$59,403	0.50	0.08	0.04	2250.00	\$2,250		\$2,250					
31	FRINGE BENEFIT RATE	0%												
		\$0				\$0	\$0		\$0					
33 34	EMPLOYEE FRINGE BENEFITS	<u>۵</u> 0				÷0								
35				and any lot of the		r	T	T						
36	TOTAL SALARIES & BENEFITS	\$59,403				\$2,250	\$2,250		\$2,250					
37	ISA #2								6/7/2016					

Appendix Ba, Page 5 Document Date:

Program Name: (Same as Line 9 on HSA #1)

# Menu Planning Salaries & Benefits Detail

					7/1/16-6/30/17			
	Agency	<b>Fotals</b>	For HS/	Program	For HSA Program	REVENUE C	ost Allocation:	Total Revenue
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
Nutritionist	\$59,403	50%	4%	2%	\$1,050	\$1,050		\$1,050
	1 1							
					+			
TOTALS	\$59,403	0.50	0.04	0.02	1050.00	\$1,050		\$1,050
FRINGE BENEFIT RATE	0%					\$0		\$0
EMPLOYEE FRINGE BENEFITS	\$0		See Steam		\$0	\$0	I	
TOTAL SALARIES & BENEFITS	\$59,403				\$1,050	\$1,050		\$1,050
HSA #2								6/7/2016

# Appendix A - Services to be Provided On Lok Day Services Elderly Nutrition Program (ENP) Congregate Meals July 1, 2016 – June 30, 2017

### I. Purpose

The purpose of this grant is to assist older individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meal services.

#### II. Definitions

Grantee	On Lok Day Services
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Adult and Aging Services
НАССР	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
HSA	Human Services Agency of the City and County of San Francisco
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for males 51+ for all calculated nutrients. (c) At a minimum, values must be determined for calories, protein, fat, fiber, calcium, , zinc, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, vitamin E, vitamin B6, and vitamin B12.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans, published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the project provides one meal per day; (b)

On Lok Day Services 7/1/16-6/30/17 Congregate Meals

At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, activities, and materials. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education services shall be provided by a dietitian or by personnel trained or approved by the dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a qualified dietitian. Coordination with community resource is encouraged. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. The nutrition education activities shall be provided on quarterly basis and documented. One unit is defined as one nutrition education presentation provided to one participant.

#### Office on the Aging

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.

100% of poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

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.

Registered Dietitian. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the

Nutrition Education

OOA CA-GetCare

Low-Income

Minority

Registered Dietitian (RD)

On Lok Day Services 7/1/16-6/30/17 Congregate Meals

Commission on Dietetic Registration.

Title 22 Regulations

Refers to Barclay's official California Cod 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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code of Regulations/</u>

# III. Target Population

The target population is resident of San Francisco County, aged 60 and above. OOA specifically targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

# IV. Eligibility for Services

To participate in Congregate Meals, an individual must meet either one of the following criteria:

- A senior, age 60 or above
- Spouse or domestic partner of a senior
- A person under age 60, with a disability who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies a senior who participates in the program
- A volunteer under age 60 who helps in the program may be offered a meal if doing so will not deprive a senior of a meal

## V. Services to be Provided

- A. Develop and maintain current agency's nutrition policies and procedures with OOA approval to meet the nutrition and food service standards set forth by California Department of Aging and Office on the Aging that ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling participants to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
  - 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations as indicated in the DAAS-OOA approved Site Chart.
  - 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the CDA and OOA menu requirements.
  - 3. Provide at least 4 sessions of nutrition education to consumers. The total units of nutrition education will be as shown on the DAAS-OOA approved Site Chart. The service units will be reported on a timely basis on CA-GetCare.
  - 4. Nutrition screening is conducted annually for each client and documented in CA-GetCare.
  - 5. The donation rate per meal requested of each client must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and all congregate meal sites meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and

documented at least three times a year by a RD. The HACCP monitoring must be conducted on site for each congregate site and documented by a R.D. or food safety certified individual at least three times a year. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports shall be sent to OOA on a timely basis.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each funding year. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use either reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the mandatory quarterly in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant. <u>https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps</u>

# VI. Service Objectives

- A. Grantee will serve the total of 2740 unduplicated consumers
- B. Grantee will serve the total number of 81,601 authorized meals
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

# VII. Outcome Objectives

- A. To provide quality meals that attains a high satisfaction level from participants. At least 85% will be satisfied with the meal quality.
- B. To provide quality services that attains a high satisfaction level from participants. At least 85% of participants are satisfied with the service delivery by staff and/or volunteers.
- C. To provide a nutritious meal that contributes to the participant's nutritional well-being. At least 75% of the participants indicate that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. To provide access to sound nutrition information that increases participants' nutrition knowledge and awareness. At least 65% of the participants who receive nutrition education indicate that they learned to make healthier food choices and/or learn to improve safe food handling practices.
- E. To provide access to socialization activities. At least 75% of the participants report increased access to socialization activities and interactions with others.

#### VIII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility and congregate meal sites in accordance with CRFC and California Department of Aging nutrition standards, project income policies, nutrition education policies, 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; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, hours of operation are current according to the site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.

B. <u>Fiscal Compliance and Contract Monitoring</u>: Fiscal monitoring will include review of the Grantee's organizational budget, the 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 Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

# IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the annual Nutrition Risk Screening for all enrolled participants by the due date as specified by OOA and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all client level service units in the Service Recording Tool and data for client-level service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI Service Objectives. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
  - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
  - The percentage of participants who received nutrition education indicates that they learned to make healthier food choices and/or learn to improve safe food handling practices.
  - The percentage of participants who report increased access to socialization activities and interactions with others.
- E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- F. Grantee will develop and maintain with OOA's approval, an updated Site Chart (using OOA's format) with details about the meal program.

- G. Grantee will provide other reports as requested.
- H. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh Senior Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Tahir.Shaikh@sfgov.org

Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5th Floor San Francisco, CA 94103 <u>Tiffany.Kearney@sfgov.org</u>

On Lok Day Services 7/1/16-6/30/17 Congregate Meals

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	1 BUDGET FORMS				Appendix B, pg.	-
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	3 HUMAN SERVICES	AGENCY - DE	PΔ	RTMENT OF		
	4			PROPOSAL		
1	5 Grantee's Name: On Lok Day Servic	the second s				
					Grant Term	
F		IX Modification	on -			1
7	7 Effective Date of Mod: 7/1/16	No. of N	lod:		7/1/16 to 6/30/17	
8	Program: Cong-ENP				TOTAL	Average cost/meal
9	Annual #Meals Contracted	81,6	:01			ooobiiicui
	0 Program Term	7/1/16 to 6/30/			81,601 7/1/16 to 6/30/17	
	1 DAAS Expenditures	11110 10 01001			11110100/30/17	
	2 Salaries & Benefits	¢100.00				
	B Operating Expense	\$180,26			\$180,262	\$2.2
	Subtotal	\$492,95			\$312,694 \$492,956	\$3.83 \$6.04
	Indirect Percentage (max 10%)		%			φ0.0-
	Indirect Cost (Line 14 X Line 13)	\$44,36			9%	¢0 54
	Capital Expenditure	the second se	ót		\$44,367	\$0.54 \$0.00
	TOTAL DAAS EXPENDITURES	\$537,32	-		\$537,324	\$6.58
19		4557,52	5		\$537,324	QC.0¢
20	Non-DAAS Expenditures		1			
	Salaries & Benefits	\$231,383			\$231,383	10 00
	Operating Expense	\$225,264			\$225,264	\$2.84 \$2.76
	Capital Expenditure	\$0			\$0	\$0.00
24	TOTAL Non-DAAS EXPENDITURES	\$456,647			\$456,647	\$5.60
25						
	TOTAL DAAS & Non-DAAS EXPENDITURES					
20	EXPENDITORES	\$993,970	and the state of the	and the presence which is a state	\$993,971	\$12.18
28	HSA-DAAS Revenues		all the second second			
29	Meals	\$537,323	T	1	\$537,323	
30			1		+++++++++++++++++++++++++++++++++++++++	
31						
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33			-			
	TOTAL HSA-DAAS REVENUES	\$537,323			\$537,323	
35 F	PER MEAL COST, HSA-DAAS	\$6.58		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	\$6.58	
36	Non-DAAS Revenues					
	Project Income	85,681	-	T	\$85,681	61.05
	Agency Cash - Fundraising	\$216,838	_		\$216,838	\$1.05 \$2.66
	Agency In-Kind Volunteer	\$154,128			\$154,128	\$1.89
40						
41						
42 42						
	OTAL NON HSA-DAAS REVENUES	\$456,647			\$456,647	
44  P	PER MEAL COST, NON HSA-DAAS	\$5.60	_		\$5.60	
45 T	OTAL REVENUES	\$993,970			\$993,970	
46 PI	ER MEAL COST, TOTAL	\$12.18			\$12.18	
47 Fi	ull Time Equivalent (FTE)	7.25			7.25	
49 Pr	repared by: Valorie Villela - Director		415	) 550-2211		
50 HS	SA-CO Review Signature:			Date:		
51 HS	SA #1 (11/14/13)					
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On Lok_ENP Congregate Meals 16-17 Appx B.docx.xlsx: Budget Summary

1 2	A		В	C	1		Е	F	G	н
	Grantee's Name: On Lok Day Services								Appendix	B, page 2
2									Date	e: 6/3/16
3										
5				Salaries	& Benefits	s Detai	1			
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6	H.S.A-DAAS							7/1/16 to	6 - E	1
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		- 1	Annual Full TimeSalary fo						.	
7	POSITION TITLE and NAME		FTE	Total % F	TE % Nutr		djusted utr FTE	Budgetec	,	744404 0000
	ACCOUNTANT	+	\$43,9			.20	20%	Salary		7/1/16 to 6/30/
9	ADMINISTRATIVE SECRETARY	-+	\$62,5		0%	8%	8%	\$8,91 \$5,25	the second se	\$8,9
10	ASSISTANT DIRECTOR OF OPERATION	vs	\$75,0			1%	11%	\$7,87		\$7,8
111	DIRECTOR	-	\$131,50			8%	8%	\$11,05	and the second se	\$11,0
	NUTRITION PROGRAM MANAGER	-	\$62,40			5%	35%	\$21,73		\$21,7
	NUTRITION PROGRAM COORDINATOR	T	\$35,36		and the second se	2%	32%	\$11,138		\$11,1
	HOSPITALITY COORDINATOR		\$35,36			6%	16%	\$5,693		\$5,6
	SITE COORDINATORS (4)		\$28,36		_		154%	\$43,815		\$43,8
	DRIVERS (6)		\$27,53			1%	55%	\$15,186	and the second se	\$15,1
	VOLUNTEER PROGRAM MANAGER		\$48,42	and the second se		1%	21%	\$10,168		\$10,10
18					1			,	1	1
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	TOTALS	\$	550,438	14.0	4 2.3	35	3.61	\$140,830	1	\$140,83
22				_						
23 F	RINGE BENEFIT RATE		28.00%	6					-	
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25	MELOTEE FRINGE BENEFITS	\$	154,122	2 Anna Charles				\$39,432		\$39,43
20										
				The second states	N. C. Martin					······
	OTAL DAAS SALARIES & BENEFITS	\$	704,560					\$180,262		\$180,26
28							and the local sector		<b>.</b>	
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U IPC		Ti	meSalary for		% Nutr Prog			Budgeted		
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2 AC	CCOUNTANT	\$	meSalary for FTE 43,930	100%	(b) 9%	Nutr F	те 9%	Salary \$3,821		
2 AC 3 AC	CCOUNTANT DMINISTRATIVE SECRETARY	\$ \$	meSalary for FTE 43,930 62,504	100% 100%	(b) 9% 4%	Nutr F	TE	Salary		\$3,822
2 AC 3 AC 4 AS	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS	\$ \$	meSalary for FTE 43,930 62,504 75,005	100%	(b) 9%	Nutr F	те 9%	Salary \$3,821		\$3,822 \$2,250
2 AC 3 AC 4 AS 5 DIF	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR	\$ \$	meSalary for FTE 43,930 62,504	100% 100%	(b) 9% 4%	Nutr F	ТЕ 9% 4%	Salary \$3,821 \$2,250		\$3,822 \$2,250
2 AC 3 AD 4 AS 5 DIF 6 NU	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER	\$ \$	meSalary for FTE 43,930 62,504 75,005	100% 100% 100%	(b) 9% 4% 5%	Nutr F	TE 9% 4% 5%	Salary \$3,821 \$2,250 \$3,375		\$3,822 \$2,250 \$3,375
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR	\$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560	100% 100% 100% 100%	(b) 9% 4% 5% 4%	Nutr F	TE 9% 4% 5%	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER	\$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400	100% 100% 100% 100% 100%	(b) 9% 4% 5% 4% 15% 14%	Nutr F	TE 9% 4% 5% 4% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5%	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 8 HO	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR	\$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360	100% 100% 100% 100% 100% 100%	(b) 9% 4% 5% 4% 15% 14% 7%	Nutr F	TE 9% 4% 5% 6% % %	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 8 HO 9 SIT	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361	100% 100% 100% 100% 100% 100% 100% 221%	(b) 9% 4% 5% 4% 15% 14% 7% 30%	Nutr F 9 4 15 14 7 66	TE 9% 4% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5%	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 3 HO 9 SIT 0 DR	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) IVERS (6)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536	100% 100% 100% 100% 100% 100% 100% 221% 383%	(b) 9% 4% 5% 4% 15% 14% 7% 30% 6%	Nutr F 9 4 15 14 7 66 24	TE 9% 4% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5% 5%	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508
2 AC 3 AD 4 AS 5 DIF 6 NU 7 NU 3 HO 9 SIT 0 DR 1 VO	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) IVERS (6) LUNTEER PROGRAM MANAGER	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422	100% 100% 100% 100% 100% 100% 221% 383% 100%	(b) 9% 4% 5% 4% 15% 14% 7% 30% 6% 9%	Nutr F 9 4 15 14 7 66 24 9	TE 9% 44% 55% 55% 55% 55% 55% 55% 55% 55% 55	Salary \$3,821 \$2,250 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 8 HO 9 SIT 9 DR 1 VO 2 IN-P	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) IVERS (6) LUNTEER PROGRAM MANAGER	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536	100% 100% 100% 100% 100% 100% 100% 221% 383%	(b) 9% 4% 5% 4% 15% 14% 7% 30% 6%	Nutr F 9 4 15 14 7 66 24	TE 9% 44% 55% 55% 55% 55% 55% 55% 55% 55% 55	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 3 HO 9 SIT 9 DR 1 VO 2 IN-F	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) IVERS (6) LUNTEER PROGRAM MANAGER	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422	100% 100% 100% 100% 100% 100% 221% 383% 100%	(b) 9% 4% 5% 4% 15% 14% 7% 30% 6% 9%	Nutr F 9 4 15 14 7 66 24 9	TE 9% 44% 55% 55% 55% 55% 55% 55% 55% 55% 55	Salary \$3,821 \$2,250 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 8 HO 9 SIT 0 DR 1 VOI 2 IN-F 1	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% 1% % % % % % % % % % % % % % % % %	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$4,358 \$154,128		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 8 HO 9 SIT 0 DR 1 VOI 2 IN-F 1 1 TO	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR JTRITION PROGRAM MANAGER JTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) IVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422	100% 100% 100% 100% 100% 100% 221% 383% 100%	(b) 9% 4% 5% 4% 15% 14% 7% 30% 6% 9%	Nutr F 9 4 15 14 7 66 24 9	TE 9% 4% 5% 1% % % % % % % % % % % % % % % % %	Salary \$3,821 \$2,250 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128
2 AC 3 AC 4 AS 5 DIF 6 NU 6 NU 7 NU 3 HO 7 NU 9 SIT 7 NU 0 C 1 VO 1 VO 1 VO 1 VO 1 FRIN	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS NGE BENEFIT RATE	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% 1% % % % % % % % % % % % % % % % %	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$4,358 \$154,128		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0
2 AC 3 AC 4 AS 5 DIF 6 NU 7 NU 3 HO 3 HO 3 HO 3 HO 3 HO 3 HO 1 NU 4 AS 5 DIF 6 NU 7 NU 4 AS 5 DIF 6 NU 7 NU 4 AS 5 DIF 6 NU 7 NU 6 NU 7 NU	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040 577,477	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% 1% % % % % % 5 5 \$ 5 \$	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$4,358 \$154,128		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0
2 AC 3 AC 4 AS 5 DIF 6 NU 6 NU 7 NU 3 HO 3 HO 3 HO 3 HO 3 HO 2 IN-F 1 VOI 1 VOI 1 VOI 1 FRIN EMP	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS NGE BENEFIT RATE PLOYEE FRINGE BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040 577,477 79% 456,207	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% 1% % % % % % 5 5 \$ 5 \$	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 214,483		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0 \$214,483
2 AC 3 AC 4 AS 5 DIF 6 NU 6 NU 7 NU 3 HO 3 HO 3 HO 3 HO 3 HO 2 IN-F 1 VOI 4 AS 5 DIF 6 NU 7 NU 4 AS 5 DIF 6 NU 7	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040 577,477 79%	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% % % % % % 5 5 \$ 5 \$	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 214,483		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0 <b>\$214,483</b>
2 AC 3 AE 5 DIF 6 NU 7 NU 3 HO 9 SIT 7 NU 1 O 1 O 1 O 1 O 1 O 1 O 1 O 1 O	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS NGE BENEFIT RATE PLOYEE FRINGE BENEFITS AL Non-DAAS SALARIES & BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040 577,477 79% 456,207	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% % % % % % 5 \$ 5 \$ 5 \$	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$154,128 \$154,128 \$154,128 \$154,128 \$154,128		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0 <b>\$214,483</b> \$16,900
2 AC 3 AE 5 DIF 6 NU 7 NU 7 NU 7 NU 9 SIT 7 NU 9 SIT 1 O 7 NU 9 SIT 7 NU 9 SIT 1 O 7 NU 9 SIT 7 NU 9 SIT 1 O 7 NU 9 SIT 1 O 1 O 1 O 1 O 1 O 1 O 1 O 1 O	CCOUNTANT DMINISTRATIVE SECRETARY SSISTANT DIRECTOR OF OPERATIONS RECTOR UTRITION PROGRAM MANAGER UTRITION PROGRAM COORDINATOR DSPITALITY COORDINATOR TE COORDINATORS (4) UVERS (6) LUNTEER PROGRAM MANAGER KIND VOLUNTEERS (5.7) TAL NON-DAAS NGE BENEFIT RATE PLOYEE FRINGE BENEFITS	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	meSalary for FTE 43,930 62,504 75,005 131,560 62,400 35,360 35,360 28,361 27,536 48,422 27,040 577,477 79% 456,207	100% 100% 100% 100% 100% 100% 221% 383% 100% 570%	(b) 9% 4% 5% 15% 14% 7% 30% 6% 9% 100%	Nutr F 9 4 15 14 7 66 24 9 570	TE 9% 4% 5% % % % % % 5 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Salary \$3,821 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$154,128 \$154,128 \$154,128 \$154,128 \$154,128		\$3,822 \$2,250 \$3,375 \$4,736 \$9,315 \$4,774 \$2,440 \$18,778 \$6,508 \$4,358 \$154,128 \$0 <b>\$214,483</b> \$16,900

A B C	D E F	G H I
1 Grantee's Name: On Lok Day Serv 2 Program Name:		Appendix B, page
3 Cong-ENP		Date: 6/3/16
4	Operating Expense Detail	
7 H.S.A-DAAS Annual #Meals Contra	94 C04	
8 Expenditure CategorW	acted: 81,601 Term 7/1/16 to 6/30/17	TOTAL
9 Rental of Property		7/1/16 to 6/30/
10 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$17,179	\$17,
11 Office Supplies, Postage		
12 Building Maintenance Supplies and Repair	\$19,973	\$19,9
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 \$ 3.15	\$256,931	\$256,9
18 CONSULTANT/SUBCONTRACTOR Descriptive Title		
19 Dietician Consultant	\$3,517	\$3,5
20 Consultant-Translator		
21 OTHER COSTS:		
22 Insurance		
23 Staff Training & Travel	\$9,857	\$9,85
24 Rental of Equipment		
25 Small equipment & Supplies		
26 Auto - Fuel & Insurance		
27 Auto - Repair/Maintenance	\$1,473	\$1,47
28 Printing	·	
29 Supplies and Minor Equipment 30 Payroll Processing	\$3,764	\$3,764
31 Parking - Deliveries		
32 Music Service 33		
34		
34		
35 TOTAL DAAS OPERATING EXPENSE	\$312,694	\$312,694
37 Non-DAAS	· · · · · · · · · · · · · · · · · · ·	TOTAL
38 Expenditure Category		TOTAL
39 Rental of Property		
40 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$12,100	\$12,100
41 Office Supplies, Postage	\$475	\$475
42 Building Maintenance Supplies and Repair	\$14,069	
43 FOOD COSTS	\$14,005	\$14,069
44 Raw Food per meal		
45 Cong Food Svc Supplies per meal		
46 HDM Food Svc Supplies per meal		
17		
	\$180,982	\$180,982
48 CONSULTANT/SUBCONTRACTOR Descriptive Title		
49 Dietician Consultant	\$2,478	\$2,478
50 Consultant-Translator	\$300	\$300
51 OTHER COSTS:		
52 Insurance	\$6,943	\$6,943
53 Staff Training & Travel		
54 Rental of Equipment	\$1,655	\$1,655
55 Small equipment & Supplies		
56 Auto - Fuel & Insurance	\$1,037	\$1,037
7 Auto - Repair/Maintenance	\$248	\$248
8 Printing	\$280	\$280
9 Supplies and Minor Equipment	\$2,652	\$2,652
0 Payroll Processing	\$425	\$425
1 Parking - Deliveries	\$500	\$500
2 Music Service	\$1,120	\$1,120
3		
4		
5 TOTAL Non-DAAS OPERATING EXPENSE	£225.264	
6 TOTAL Non-DAAS OPERATING EXPENSE	\$225,264	\$225,264
5 6 7 7 8 TOTAL DAAS & Non-DAAS OPERATING EXPENSE 7 8 TOTAL DAAS & Non-DAAS OPERATING EXPENSE	<b>\$225,264</b> \$537,958	\$225,264

On Lok_ENP Congregate Meals 16-17 Appx B.docx.xlsx: Operating Detail

Nutrition Compliance/Quality Assurance Services:		Cost Per S	ervice Uni	t:
Proposed S	ervice Units:			
	Year 1	Total Year 1	HSA- DAAS	Non- H.S.A
Nurition Education:			1	
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	12	147.15	147.15	
Nutrition Counseling:	1			
Annual #hours to be provided				
Annual #sessions to be provided				
			T	
HCCP Kitchen Monitoring (1 unit = 1 session completed)	1.5	882.90	882.90	0
Site/Route Monitoring (1 unit = 1 session completed):	18	294.30	294.30	0
Menu Planning & Analysis (1 unit = 1 set menu completed) HDM Assessment (1 units = annual intake assessment & eassessment completed)	1	1162.57	1000.03	162.54
THER Nutrition Compliance:	5	41.86	41.86	
-service training to staff/volunteers (1 unit =1 hour)				
ttend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	5	41.86	41.86	-

NOTES:

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Review" then "Unprotect sheet". No password needed. Enter service units for THE year, as appropriate & if required for your program.

#### **Budget Narrative:**

**Congregate** 

- Nutrition Education: 12 sessions are proposed (4 each at 3 sites) prepared and presented by RD Consultant •
- HCCP Kitchen Monitoring: 1.5 units proposed (.5 unit for 3 quarters, DAAS/OOA annual monitoring is used for 4th quarter)
- Site Monitoring: 18 units proposed (6 sites for 3 quarters, DAAS/OOA annual monitoring used for 4th quarter)
- Menu Planning and Analysis: 1 unit proposed for annual congregate portion of program
- In-Service Training: 5 hours proposed for Congregate portion of mandatory meetings

1	AA	В	C	D Appandix P1 Pa	E
2				Appendix B1, Pa Document Date:	
3	7	IMAN SEDVICE	A CENOV DUD		6/.
4	-	UMAN SERVICES		GET SUMMARY	
			PROGRAM		
5		ctor Name			Term
6		k Day Services		July 1, 2016	to June 30, 201
7	(Check One) New 🗹 Renewa				
8	If modification, Effective Date of Mod.	No. of Mod.			
	Program: Nutrition Compliance for	r			
9	ENP-Congregate		REVENUE Cos	t Allocation:	
10	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Reven
	Program Term	7/1/16-6/30/17	the second s	I I I I I I I I I I I I I I I I I I I	Total Neven
12	Expenditures				
13	Nutrition Education				
14	Salaries & Benefits	9	\$0 \$	0 \$0	
15	Operating Expense	\$1,62			\$1,
16 17	Subtotal Direct	\$1,62			\$1,
18	Indirect Percentage Indirect Expense	9.0			
	Total Nutrition Education	\$14			\$
	Nutrition Counseling	<i>φ1</i> ,10	\$1,704	- Ue	\$1,1
21	Salaries & Benefits	\$	0 \$0	\$0	
22	Operating Expense	\$	0 \$0		
23	Subtotal Direct	\$	D \$0		
24	Indirect Percentage				
25	Indirect Expense	\$0			
20 1	Total Nutrition Counseling ICCP Kitchen Monitoring	\$(	\$0	\$0	
28	Salaries & Benefits	\$0	\$0	\$0	
29	Operating Expense	\$1,215			
30	Subtotal Direct	\$1,215			\$1,2
31	Indirect Percentage	9.0%			
32	Indirect Expense	\$109		\$0	\$10
_	otal HCCP Kitchen Monitoring	\$1,324	\$1,324	\$0	\$1,32
	ite/Route Monitoring		L		
35 36	Salaries & Benefits Operating Expense	\$0		\$0	\$
	Subtotal Direct	\$4,860	\$4,860 \$4,860	\$0 \$0	\$4,86
	Indirect Percentage	9.0%		30	\$4,86
	Indirect Expense	\$437	\$437	\$0	\$43
	otal Site/Route Monitoring	\$5,297	\$5,297	\$0	\$5,29
	enu Planning				
	Salaries & Benefits Operating Expense	\$0	\$0	\$0	\$(
	Subtotal Direct	\$1,080	\$917 \$917	\$163 \$163	\$1,080
	Indirect Percentage	7.6%	9.0%	\$103	\$1,080
6	Indirect Expense	\$83	\$83	\$0	\$83
7 To	tal Menu Planning	\$1,163	\$1,000	\$163	\$1,163
	OM Assessments				
	Salaries & Benefits	\$0	\$0	\$0	\$0
	Operating Expense Subtotal Direct	\$0 \$0	\$0 \$0	\$0	\$0
	ndirect Percentage	30	<b>3</b> 0	\$0	\$0
	ndirect Expense	\$0	\$0	\$0	\$0
4 Tot	tal HDM Assessments	\$0	\$0	\$0	\$0
5 Oth	ner Nutrition Compliance				
	Salaries & Benefits	\$192	\$192	\$0	\$192
	Operating Expense	\$0	\$0	\$0	\$0
-	Subtotal Direct	\$192	\$192	\$0	\$192
	ndirect Percentage	9.0%	9.0%	\$0	\$17
	al Other Nutrition Compliance	\$209	\$209	\$0	\$17
1.000	AND Total Expenditures	\$9,759	\$9,597	\$163	\$9,759
-	HSA Revenues	401100	\$9,597	4103	\$9,597
			\$0,001	and the second	\$3,531
				and the second	
TOT	AL HSA REVENUES		\$9,597	Americant and	\$9,597
	ther Non-H.S.ADAAS Revenues		40,007		\$5,051
	ncy Cash - Fundraising			\$163	\$163
TOT	AL OTHER REVENUES			\$163	\$163
	Time Equivalent (FTE)	0.03	0.02		
		0.03	0.03	0.00	0.03
Prep	ared by: Valorie Villela - Director	Te	elephone No.: (41	5) 550-2211 Date:	6/3/16
	-CO Review Signature:				
HSA.					

	AA	В		С	D	E	F	G	Н	1	J	ĸ
	2							ana an				pendix B
	3										Da	te: 6/3/20
	4 Program Name	ENP Nutrition Com	pliance									
	5 (Same as Line §	9 on HSA #1)										
	7		Nutrit	ion Ed	ucation	Operating	Expond					
- 1	8		·		ucation	operating	Expens	e Dela				
[	9											
ŀ	10											
ŀ	12 Expenditure Cate	edory			TEDM	7/1/16-6/30/17		EVENUE	Cost All			TOTAL
-	13 Rental of Property					11110-0/30/17	п.з.н	DAAS		DAAS		REVENU
		0 Di 0			-							
	14 Utilities(Elec, Wate		ger)									
	15 Office Supplies, Po											
H	16 Building Maintenand	ce Supplies and Repair	1									
Ŀ	17 Printing and Reprod	luction			12							
L	18 Insurance											
1	9 Staff Training									1		
	0 Staff Travel											
					-							
	1 Small Equipment (ov		00/item)									
	2 Rental of Equipment						2		-			
2	3											
24	SUBCONTRACTOR	S Descriptive Title										
2	5 Registered Dieticia	n				\$1,620	\$	1,620				\$1,6
26					53 <del></del>							
28												
29	The second se											
30	OTHER											
31	-1											
32												
33												
34												
35 36												
-												
	TOTAL OPERATING	BEXPENSE				\$1,620	\$1	,620				\$1,620
38												
20	HSA #3											5/19/2016

Appendix B1, Page 3 Date: 6/3/2016

Program Name: ENP Nutrition Compliance (Same as Line 9 on HSA #1)

# HCCP Kitchen Monitoring Operating Expense Detail

			REVENUE Co	TOTAL	
Expenditure Category Rental of Property	TERM_7/1/16	-6/30/17	H.S.ADAAS	Non-HSA- DAAS	REVENUE
Utilities(Elec, Water, Gas, Phone, Scavenger)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel					
Small Equipment (over \$500 but under \$5,000/item)					
Rental of Equipment					
SUBCONTRACTORS Descriptive Title					
Registered Dietician		\$1,215	\$1,215		\$1,215
OTHER					
		an and the statement			
			-		
			-		
TOTAL OPERATING EXPENSE	5	1,215	\$1,215		\$1,215
		1,210	w1,210		φ1,210
HSA #3					
		and the second se			

A B C	) D	E	F G	H I	J K
1 2 3					Appendix B1, Pa Date: 6/3/2016
4 Program Name: ENP Nutrition Compliance					
5 (Same as Line 9 on HSA #1)					
5 7 Site/Route & K	itchop B	Ionitoring On		Detail	
8	iterien n	nonitoring Op	erating Expense	e Detall	
9					
10			DEVENUE	Coot Allo cotion	TOTAL
12 Expenditure Category	TERM	7/1/16-6/30/17		Cost Allocation: DAAS	TOTAL REVENUE
3 Rental of Property					
4 Utilities(Elec, Water, Gas, Phone, Scavenger)				-	
5 Office Supplies, Postage					
6 Building Maintenance Supplies and Repair					
7 Printing and Reproduction					£
B Insurance	÷ .				
9 Staff Training	-				-
) Staff Travel	-				
Small Equipment (over \$500 but under \$5,000/item)	_				
Rental of Equipment					
SUBCONTRACTORS Descriptive Title					
Registered Dietician		\$4,860	\$4,860		\$4,860
OTHER		5		and the second s	
	23				
TOTAL OPERATING EXPENSE		\$4,860	\$4,860		\$4,860

Appendix B1, Page 5 Date: 6/3/2016

Program Name: ENP Nutrition Compliance (Same as Line 9 on HSA #1)

# Menu Planning Operating Expense Detail

			REVENUE Co	TOTAL	
Expenditure Category Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance Staff Training Staff Travel Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment	TERM	7/1/16-6/30/17	H.S.ADAAS	DAAS	
SUBCONTRACTORS Descriptive Title Registered Dietician	-	\$1,080	\$917	\$163	\$1,080
OTHER	-				
TOTAL OPERATING EXPENSE	_	\$1,080	\$917	\$163	\$1,080

Appendix B1, Page 6 Date: 6/3/2016

Program Name: ENP Nutrition Compliance (Same as Line 9 on HSA #1)

# Other Nutrition Compliance Salaries & Benefits Detail

		7/1/16-6/30/17						
	Agency	Totals	For HS	A Program	or HSA Program	REVENUE C	ost Allocation:	Total Revenue
	Annual Full			1	1	1	Ι Γ	
	TimeSalary	Total %		Adjusted	Budgeted	H.S.A	Non-HSA-	
POSITION TITLE	for FTE	FTE	% FTE	FTE	Salary	DAAS	DAAS	
In-Service Training:								
Attend OOA Quarterly Nutrition M	eetina:							
NUTRITION PROGRAM MANAGE	\$62,400	100%	0.24%	0.24%	\$150	\$150		\$150
TOTALS	\$62,400	1.00	0.00	0.00	\$150	\$150		\$150
	28%							
EMPLOYEE FRINGE BENEFITS	\$17,472				\$42	\$42		\$42
			enclanational Pai	All second second	····			
TOTAL SALARIES & BENEFITS	\$79,872	a contraction	NAME OF	14	\$192	\$192		\$192
1SA #2							, <b>-</b>	5/19/2016