# Appendix A2 – Services to be Provided Russian American Community Services Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2016-June 30, 2017

# I. Purpose

The purpose of this grant is to assist older homebound 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 meals services.

II. Definitions-

Grantee	Russian American Community Services
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
	<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
Frail	A functionally impaired older individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco

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HACCP

Home-Delivered Meals

IADL

Menu Analysis

Elderly Nutrition Program (ENP) Menu Requirements

Nutrition Education

OOA

CA-GetCare

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

Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation. Service recipients must have a home visit reassessment by their service providers at least every other quarter.

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone

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, iron, zinc, magnesium, vitamin A, vitamin C, vitamin D, vitamin E, niacin, riboflavin, thiamine, folic acid, and vitamin B12.

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. Handouts material may be used as the sole nutrition education component for the home-delivered meal participants. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. Nutrition education activities shall be provided on a quarterly basis and documented. One service unit is defined as one nutrition education unit 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.

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Low-Income

Minority

Nutrition Counseling

Registered Dietitian

Title 22 Regulations 100% of poverty level. This is only to be used by consumers to selfidentify 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.

Provision of medical nutrition counseling by a Registered Dietitian to HDM consumers who are receiving special diets.

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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code\_of\_Re</u> gulations/

## 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 Home-Delivered Meals, an individual must meet the following criteria:

- 1. A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.
- 2. A spouse ,domestic partner of a person in subsection (IV)(1) above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
- An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.
- 4. Priority shall be given to older individuals in (IV)(1) above.

# V. Services to be Provided

- A. Develop and maintain current home-delivered meal policies and procedures with the approval of OOA Nutritionist to meet the nutrition, food service, eligibility assessment and dietary counseling standards that ensure the provision of quality meals, adequate access to sound nutrition information enabling participants to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements.
  - Conduct annual comprehensive assessment and quarterly eligibility re-evaluation of each participant according to the OOA standards as specified in its policy manual. The comprehensive assessment and at least one re-evaluation must be completed at the home of the participant.
  - 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare by the 5<sup>th</sup> working day of the month for the preceding month.
  - 5. Conduct nutrition risk screening annually for each participant and enter data in to CA-GetCare within one month of obtaining the participant's nutrition risk status.
  - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes 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 must be conducted on site and documented at least three times a year by a R.D at each production kitchen and for each delivery route at least three times a year. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. 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 by the specified due dates.
- 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 fiscal 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.

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- 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 number of 160 unduplicated consumers
- B. Grantee will serve the total number of 31,946 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 have learned to make healthier food choice and/or learned to improve safe food handling practices.

## 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 Nutrition Risk Screening form by the due date as specified by the OOA. At least 85% of enrolled clients should receive annual nutrition risk screening and 95% or more will receive ADL/IADL annual screening.
- B. Grantee will enter into CA-GetCare all the client level service units in the Service Recording Tool by the 5<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 have learned to make healthier food choices and/or learned to improve safe food handling practices.
  - 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 an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file F. Grantee will provide other reports as requested.
  - G. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, all other reports should be sent to the following addresses:

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

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	A	B	С	D	E
	1 BUDGET FORMS			Appendix B2, pg.	
1	2		Document Date:	6/3/201	6
3	3 HUMAN SERVICES A	GENCY - DEPA	RTMENT OF AG	SING AND ADUL	T SER
4	4	BUDGET	PROPOSAL FO	RMS	1.
5	5 Grantee's Name: Russian American (	Comm Services		Grant Term	-
6		_X Modification		Grant renn	
	(a) /				1
7	7 Effective Date of Mod: 7/1/16	No. of Mod:		7/1/16 to 6/30/1	7
8	Program: HDM-ENP	HDM-ENP		TOTAL	Average cost/mea
-					-
_	Annual #Meals Contracted	31,946		31,946	-
-	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	<b>_</b>
_	DAAS Expenditures	1			ļ
	2 Salaries & Benefits	\$110,961		\$110,961	\$3.47
	Operating Expense	\$96,040		\$96,040	\$3.01
-	Subtotal Indirect Percentage (max 10%)	\$207,001	, 	\$207,001	\$6.48
1.0		0%		0%	
	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
	Capital Expenditure	\$0		\$0	\$0.00
	TOTAL DAAS EXPENDITURES	\$207,001		\$207,001	\$6.48
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	Non-DAAS Expenditures	T			
	Salaries & Benefits	\$25,118		\$25,118	\$0.79
	Operating Expense	\$42,823		\$42,823	\$1.34
	Capital Expenditure	\$0	-	\$0	\$0.00
24	TOTAL Non-DAAS EXPENDITURES	\$67,941		\$67,941	\$2.13
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25	TOTAL DAAS & Non-DAAS			\$07,541	
25 26		\$274,942		\$274,942	\$8.61
25 26 27	TOTAL DAAS & Non-DAAS EXPENDITURES				a la com
25 26 27 28	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$274,942		\$274,942	
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25 26 27 28 29 30	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$274,942		\$274,942	
25 26 27 28 29 30 31	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$274,942		\$274,942	
25 26 27 28 29 30 31 32	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues	\$274,942		\$274,942	
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25 26 27 28 29 30 31 32 33 34 1 35 <i>F</i> 36 1 37 <i>F</i> 43 7 <i>F</i> 44 <i>P</i> 45 T 44 <i>P</i> 45 T 44 <i>P</i> 45 <i>T</i> 44 <i>P</i> 45 <i>T</i> 44 <i>P</i> 45 <i>T</i> <i>F</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> <i>T</i> 45 <i>T</i> <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i>T</i> 45 <i></i>	TOTAL DAAS & Non-DAAS 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 COTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS COTAL REVENUES PER MEAL COST, TOTAL UII Time Equivalent (FTE)	\$274,942 \$207,001 \$207,001 \$6.48 34,960 \$16,600 \$16,381 \$67,941 \$2.13 \$274,942 \$8.61	5-595-4644 Date:	\$274,942 \$207,001 \$207,001 \$6.48 \$34,960 \$16,600 \$16,381 \$67,941 \$2.13 \$274,942	\$8.61 \$1.09 \$0.52

RACS\_ENP HDM Appx 16-17 Appx B2.docx.xlsx: Budget Summary

-	A	B	C	D	E	F	G	н
1	Grantee's Name: Russian Am	nerican Comm	. Services				Appendix	(B2, page 2
2							Date:	6/3/16
3								
5	1		Sala	ries & Bene	fits Detail			
0		r			into botan			
7	H.S.A-DAAS	Agen	cy Totals	For D	AAS Nutrition	n 7/1/16 to 6/30/	17	TOTAL
		Appuel E						
	1	Annual Fi						
8	POSITION TITLE and NAME	TimeSala for FTE		and the second second second			Budgete	
9	Executive Director		72 100.00	Prog (b % 5.94	the second s	~		7/1/16 to 6/30
-	Cook I		20 100.00					\$4,8
	Cook II		80 100.00		and the second se			\$18,99
_	Cook III (relief)	\$28,08						\$10,90
	Kitchen aide	\$28,08						\$8,43
	Driver 1	\$30,16				The second se		\$8,62
	Driver 2	\$32,24						\$12,49
	Driver 3	\$29,12						\$14,38
	c2 coordinator	\$33,28						\$9,28
18		400,20	02.007	02.101	20.43	\$0,010	· · ·	\$0,01
19								
20		+	+					
_	TOTALS	\$ 336,032	750%	347%	6 2809	\$94,838	3	\$94,838
22			_					
23 F	RINGE BENEFIT RATE	17.00%	6					
						10		
	MPLOYEE FRINGE BENEFITS	\$ \$ 57,125				\$16,122		\$16,122
25								
T	OTAL DAAS SALARIES &			States an article	San Provinsion			1
7 B	ENEFITS	\$ 393,157			1 Starte	\$110,961		\$110,961
8						\$110,501		\$110,501
9								
0 1	on - DAAS	Agency	Totals	For DA	AS Meal			TOTAL
		Annual Full			and the second second second			101/12
		TimeSalary	Total %	% Nutr	Adjusted		Budgeted	
1 PC	OSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Budgeted Salary	Salary	7/1/16 to 6/30/17
2 Me	eal site & kitchen volunteers	\$27,040	100%	16%	16%	\$4,381		\$4,381
-	ecutive Director	\$82,272	100%	20%	20%	\$16,454		\$16,454
	iver 4 (substitute)	\$29,120	10%	51%	5%			1
5	(0000000)	<i>\\\</i> 20,120	1070	51%	5%	\$1,485		\$1,485
3								
'								
Т	OTAL NON-DAAS	\$ 138,432				000 000		
	L	¥ 130,432	[			\$22,321		\$22,321
FR	INGE BENEFIT RATE	17%	a.	1				
				e de la companya de l				
EM	IPLOYEE FRINGE BENEFITS	\$ 23,533		4		\$2,797		\$2,797
1					Reporting the second	· · ·		
	TAL Non-DAAS SALARIES		and a feat	the till				
& B	BENEFITS	\$ 161,965				\$25,118		\$25,118
-	TAL DAAS & Non-DAAS		C. S. March	and the second	and the second			
		\$ 555,123	Const Park a	2012		¢400.070		0100.075
10/12		φ 000,120	14 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Stand St.	and the second	\$136,078		\$136,078

erating Expense 31,946 7/1/16 to 6/30/17 \$3,000 \$76,031 \$7,987	Detail	Date:	Appendix B2, pag 6/3/ TOTAL 7/1/16 to 6/30/ \$3,00
31,946 7/1/16 to 6/30/17 \$3,000 \$76,031	Detail		TOTAL 7/1/16 to 6/30/
31,946 7/1/16 to 6/30/17 \$3,000 \$76,031	Detail		7/1/16 to 6/30/
7/1/16 to 6/30/17 \$3,000 \$76,031			7/1/16 to 6/30/
7/1/16 to 6/30/17 \$3,000 \$76,031			7/1/16 to 6/30/
\$3,000			
\$76,031			\$3,00
\$76,031			\$3,00
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\$7,907			\$76,03
			\$7,987
2			
·			
\$2,122			\$2,122
\$6,900			\$6,900
<del></del> <u>-</u>			
\$96,040			\$96,040
			TOTAL
			\$12,000
			\$3,950
			\$3,692
\$2,000			\$2,000
\$11,181			\$11,181
\$2,000			\$2,000
\$2,000			\$2,000
¢c.000			
φ0,000 <u></u>			\$6,000
\$42,823			\$42,823
	\$2,000 \$2,000 \$6,000	\$2,122 \$6,900 \$96,040 \$12,000 \$3,950 \$3,692 \$2,000 \$11,181 \$2,000 \$11,181 \$2,000 \$11,181 \$2,000 \$42,000 \$42,823	\$2,122 \$6,900 \$96,040 \$12,000 \$3,950 \$3,950 \$3,692 \$2,000 \$11,181 \$11,181 \$11,181 \$11,181 \$2,000 \$12,000 \$2,000 \$12,000 \$12,000 \$2,000 \$12,000 \$12,000 \$12,000 \$2,000 \$11,181 \$11,

RACS\_ENP HDM Appx 16-17 Appx B2.docx.xlsx: Operating Detail

Nutrition Compliance/Quality Assurance Services:	Cost Per Service Unit:			
Proposed	Service Units:			
	Year 1	Total Year 1	HSA- DAAS	Non- H.S.A
Nurition Education:				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM				
Nutrition Counseling:	1	1		
Annual #hours to be provided				
Annual #sessions to be provided				
				]
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)	150	225	225	0
OTHER Nutrition Compliance:	0			
In-service training to staff/volunteers (1 unit =1 hour)				
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)				

#### 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:**

Þ	1 2			Appendix B2a, Pa Document Date:	age 1 6/3/2						
_	3 HI	JMAN SERVICES	AGENCY BUDG	ET SUMMARY							
	5 Contractor Name : Russian			Term							
	6 7 (Check One) New Renewal	X Modification		July 1, 2016 to June 30, 201							
E	B If modification, Effective Date of Mod.										
9	Program: Nutrition Compliance for ENP- HDM		REVENUE Cost	Allocation:							
	0 Budget Reference Page No.(s) 1 Program Term	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue						
12	2 Expenditures	7/1/16-6/30/17									
14		\$0	\$0	\$0	\$						
15	Operating Expense	\$0	\$0	\$0	\$						
16		\$0	\$0	\$0	\$						
18	Indirect Expense	\$0		\$0	\$						
	Total Nutrition Education Nutrition Counseling	\$0	\$0	\$0	\$						
21	Salaries & Benefits	\$0	\$0	\$0	\$0						
22		\$0	\$0 \$0	\$0 \$0	\$( \$(						
24	Indirect Percentage										
25	Indirect Expense Total Nutrition Counseling	\$0 \$0	\$0 \$0	\$0	\$0						
27	HCCP Kitchen Monitoring	50	30	\$0	\$0						
28 29	Salaries & Benefits	\$0	\$0	\$0	\$0						
30	Operating Expense Subtotal Direct	\$0	\$0 \$0	\$0 \$0	\$0 \$0						
31	Indirect Percentage										
32	Indirect Expense Total HCCP Kitchen Monitoring	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0						
	Site/Route Monitoring				\$0						
35	Salaries & Benefits	\$0	\$0	\$0	\$0						
36 37	Operating Expense Subtotal Direct	\$0	\$0 \$0	\$0 \$0	\$0 \$0						
38	Indirect Percentage	40	\$0		\$0						
39	Indirect Expense Total Site/Route Monitoring	\$0 \$0	\$0 \$0	\$0 \$0	\$0						
41	Menu Planning				\$0						
42	Salaries & Benefits Operating Expense	\$0 \$0	\$0	\$0	\$0						
44	Subtotal Direct	\$0	\$0 \$0	\$0 \$0	\$0 \$0						
45	Indirect Percentage										
46 47 T	Indirect Expense otal Menu Planning	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0						
48 H	IDM Assessments				\$0						
49 50	Salaries & Benefits Operating Expense	\$33,750 \$0	\$33,750 \$0	\$0 \$0	\$33,750						
51	Subtotal Direct	\$33,750	\$33,750	\$0	\$0 \$33,750						
52	Indirect Percentage										
53 54 Ti	Indirect Expense otal HDM Assessments	\$0 \$33,750	\$0 \$33,750	\$0 \$0	\$0 \$33,750						
55 O	ther Nutrition Compliance										
56 57	Salaries & Benefits Operating Expense	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0						
58	Subtotal Direct	\$0	\$0	\$0	\$0						
	Indirect Percentage	<b>*</b> 0									
	Indirect Expense otal Other Nutrition Compliance	\$0 \$0	\$0 \$0	\$0 \$0	\$0						
52 GI	RAND Total Expenditures	\$33,750	\$33,750	\$0	\$33,750						
3	HSA Revenues	\$33,750	\$33,750		\$33,750						
4				100							
-	TAL HSA REVENUES	\$33,750	\$33,750	a second	\$33,750						
7 8	Other Non-H.S.ADAAS Revenues	i Maria									
9											
1 то	TAL OTHER REVENUES	2									
2 Ful	I Time Equivalent (FTE)	0.75									
Pre	pared by:	Tele	ephone No.:	Date							
	A-CO Review Signature:										

Appendix B2a, Page 2 Document Date: 6/3/2016

Program Name: Program: Nutrition Compliance for ENP- HDM

## Annual & Quarterly HDM Intake & Assessment Salaries & Benefits Detail

	7/1/16-6/30/17							
	Agency	<b>Fotals</b>	For HS/	A Program	For DHS Program	REVENUE C	Cost Allocation:	Total Revenue
	Annual Full	Total %		Adjusted	Dudantud			
POSITION TITLE	TimeSalary for FTE	FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA- DAAS	
Nutrition Assessment Coordinator	\$38,463		100%	75%	\$28,847	\$28,847	DAAS	\$28,847
Transford Assessment Coordinator	\$00,400	1576	100 %	10%	\$20,047	\$20,047		\$20,047
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	++							
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	1							
TOTALS	\$38,463	0.75	1.00	0.75	\$28,847	\$28,847		\$28,847
FRINGE BENEFIT RATE	17%							
EMPLOYEE FRINGE BENEFITS	\$6,539				\$4,903	\$4,903		\$4,903
	045 000	and the second second						
TOTAL SALARIES & BENEFITS	\$45,002		Longo 1	State 1	\$33,750	\$33,750		\$33,750
13A #2								5/19/2016

# Appendix A1 – Services to be Provided Self-Help for the Elderly Elderly Nutrition Program (ENP), Home-Delivered Meals Effective July 1, 2016-June 30, 2017

# I. Purpose

The purpose of this grant is to assist older homebound 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 meals services.

II.	Definitions

Grantee	Self-Help for the Elderly
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CDA	California Department of Aging
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
	<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
Frail	A functionally impaired older individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
or the Elderly	

Self-Help for the Elde FY 07-16 to 06-17

Appendix A1- HDM pp. 1

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
Home-Delivered Meals	Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation. Service recipients must have a home visit reassessment by their service providers at least every other quarter.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
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, iron, zinc, magnesium, vitamin A, vitamin C, vitamin D, vitamin E, niacin, riboflavin, thiamine, folic acid, 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. Handouts material may be used as the sole nutrition education component for the home-delivered meal participants. Nutrition education services shall be based on the needs of the participants as determined by annual needs assessment and evaluation of service impact. Nutrition education activities shall be provided on a quarterly basis and documented. One service unit is defined as one nutrition education unit provided to one participant.
OOA	Office on the Aging
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
or the Elderly	

Self-Help for the Elderly FY 07-16 to 06-17 Low-Income

Minority

Nutrition Counseling

Registered Dietitian

Title 22 Regulations 100% of poverty level. This is only to be used by consumers to selfidentify 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.

Provision of medical nutrition counseling by a Registered Dietitian to HDM consumers who are receiving special diets.

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. <u>http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code\_of\_Re</u> gulations/

#### **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 Home-Delivered Meals, an individual must meet the following criteria:

- 1. A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals.
- 2. A spouse ,domestic partner of a person in subsection (IV)(1) above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
- An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.
- 4. Priority shall be given to older individuals in (IV)(1) above.

## V. Services to be Provided

- A. Develop and maintain current home-delivered meal policies and procedures with the approval of OOA Nutritionist to meet the nutrition, food service, eligibility assessment and dietary counseling standards that ensure the provision of quality meals, adequate access to sound nutrition information enabling participants to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements.
  - Conduct annual comprehensive assessment and quarterly eligibility re-evaluation of each participant according to the OOA standards as specified in its policy manual. The comprehensive assessment and at least one re-evaluation must be completed at the home of the participant.
  - 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare by the 5<sup>th</sup> working day of the month for the preceding month.
  - 5. Conduct nutrition risk screening annually for each participant and enter data in to CA-GetCare within one month of obtaining the participant's nutrition risk status.
  - 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes 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 must be conducted on site and documented at least three times a year by a R.D at each production kitchen and for each delivery route at least three times a year. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. 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 OOAby the specified due dates.
- 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 fiscal 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.

Self-Help for the Elderly FY 07-16 to 06-17

Appendix A1- HDM pp. 4

- 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. www.aging.ca.gov/Resources/Docs/SecurityAwarenessTrng.pps

## VI. Service Objectives

- A. Grantee will serve the total number of 350 unduplicated consumers
- B. Grantee will serve the total number of <u>65,054</u> 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 have learned to make healthier food choice and/or learned to improve safe food handling practices.

## 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.

Self-Help for the Elderly FY 07-16 to 06-17

#### IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data including the Intake Form, and the Nutrition Risk Screening form by the due date as specified by the OOA. At least 85% of enrolled clients should receive annual nutrition risk screening and 95% or more will receive ADL/IADL annual screening.
- B. Grantee will enter into CA-GetCare all the client level service units in the Service Recording Tool by the 5<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 have learned to make healthier food choices and/or learned to improve safe food handling practices.
  - 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 an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.F. Grantee will provide other reports as requested.
  - G. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via email to the Nutritionist and/or Contract Manager, all other reports should be sent to the following addresses:

Tahir Shaikh Contracts Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Tahir.Shaikh@sfgov.org Linda Lau, RD Lead Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 Linda.Lau@sfgov.org

	А	В	C	D
1	BUDGET FORMS		<u> </u>	Appendix B2, pg. 1
2	1		Document Date:	6/7/2016
3	HUMAN SERVICES A	GENCY - DEPA	RTMENT OF A	GING AND ADULT
4			PROPOSAL FO	
5	Grantee's Name: SELF-HELP FOR TH			Grant Term
-	1			ordine romm
6	(Check One) New Renewal	_X_ Modification		
7	Effective Date of Mod: 7/1/13	No. of Mod	;	7/1/16 to 6/30/17
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-YAD, or HDM-YAD)	HDM-ENP		TOTAL
9	Annual #Meals Contracted	65,054		65,054
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17
11	DAAS Expenditures			
	Salaries & Benefits	\$146,630		\$146,630
13	Operating Expense	\$247,243		\$247,243
14	Subtotal	\$393,873		\$393,873
15	Indirect Percentage (max 10%)	10%		109
16	Indirect Cost (Line 14 X Line 13)	\$39,388		\$39,388
17	Capital Expenditure	\$0		\$0
	TOTAL DAAS EXPENDITURES	\$433,261		\$433,261
19		Call of Alline and		And D'D' and the second second
20	Non-DAAS Expenditures	T		T
	Salaries & Benefits	\$86,697		\$86,697
	Operating Expense	\$67,145		\$67,145
	Indirect Cost	\$26,252		\$26,252 \$0
	Capital Expenditure	\$0		
25   1 26	TOTAL Non-DAAS EXPENDITURES	\$180,094		\$180,094
	TOTAL DAAS & Non-DAAS		and the second	
	EXPENDITURES	\$613,355		\$613,355
20		The second second	a carrier balline of the second	
	HSA-DAAS Revenues		·····	£400.004
-	Meals	\$433,261		\$433,261
31				
33				
33 34		\$433.261		\$433,261
33 34 35 T	TOTAL HSA-DAAS REVENUES	\$433,261 \$6.66		\$433,261 \$6.66
	TOTAL HSA-DAAS REVENUES DER MEAL COST, HSA-DAAS	<b>\$433,261</b> <i>\$6.66</i>		<b>\$433,261</b> <i>\$6.66</i>
33 34 35 T 36 <i>F</i> 37 N	PER MEAL COST, HSA-DAAS	\$6.66		\$6.66
33 34 35 T 36 <i>F</i> 37 N 38 P	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$6.66		\$6.66
33 34 35 T 36 <i>F</i> 37 <b>N</b> 38 P 39 A	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$6.66		\$6.66
33 34 35 T 36 <i>F</i> 37 N 38 P 39 A 0 A	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$6.66		\$6.66
33 34 35 T 36 <i>F</i> 37 N 38 P 39 A 10 A	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$6.66		\$6.66
33 34 35 T 36 <i>F</i> 37 N 38 P 39 A 1 N 2	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$6.66		\$6.66
33 34 35 T 36 F 37 N 38 P 39 A 4 3 9 A 1 N 2 3	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$6.66		\$6.66
33           34           35           35           36           7           8           9           4           1           1           2           3           4           4	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Jutrition Compliance/Quality Assurance	\$6.66 79,200 \$100,894		\$6.66 \$79,200 \$100,894
33           34           35           36           37           38           39           4           1           12           33           4           5           7	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES	\$6.66 79,200 \$100,894 \$180,094		\$6.66 \$79,200 \$100,894 \$180,094
3       4       5       6       7       8       9       0       1       N       2       3       4       7       7       8       9       0       1       N       2       3       4       7       6       7	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Intrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$6.66 79,200 \$100,894 \$100,894 \$180,094 \$2.77		\$6.66 \$79,200 \$100,894 \$180,094 \$2.77
3       4       5       6       7       8       9       A       1       1       2       3       4       7       8       9       0       1       1       2       3       4       7       6       7       6       7	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Intrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$6.66 79,200 \$100,894 \$100,894 \$2.77 \$613,355		\$6.66 \$79,200 \$100,894 \$180,094 \$2.77 \$613,355
33       34       35       36       7       88       99       4       1       10       2       33       4       7       7       8       7       8       7       8       7       8       7	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  Tull Time Equivalent (FTE)	\$6.66 79,200 \$100,894 \$100,894 \$2.77 \$613,355 \$9.43	15-677-7682	\$6.66 \$79,200 \$100,894 \$180,094 \$2.77 \$613,355
33     34       34     5       35     7       36     7       38     9       30     1       31     1       32     3       33     4       34     7       35     7       36     7       37     8       38     7       39     8       30     7	PER MEAL COST, HSA-DAAS  Non-DAAS Revenues  Project Income Agency Cash - Fundraising Agency In-Kind Volunteer  Jutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS  TOTAL REVENUES PER MEAL COST, TOTAL  Juli Time Equivalent (FTE)	\$6.66 79,200 \$100,894 \$100,894 \$2.77 \$613,355 \$9.43	15-677-7682 Date:	\$6.66 \$79,200 \$100,894 \$180,094 \$2.77 \$613,355

Appendix B2 SHE\_HDM ENP meal budget FY16-17\_060716\_rev2.xlsx: Budget Summary

Г	A		В	C	TD	E	F	G	Н	TI	J	K
1	1 Grantee's Name: SELF-H	HELP	FOR THE E	LDERLY	1						Appendix	B2, page 2
	2 Program Name:										Date:	6/7/16
_	3 HDM-ENP											
	4											
	5			Sala	ries & Be	nefits Det	ail					
E	Ť			19	11							
	8 H.S.A-DAAS		Agency	Totals	For DA	AS Nutrition	7/1/16 to 6/30/1	7				TOTAL
Γ										T		
			Annual Full		1		1					
			TimeSalary		% Nutr		Budgeted		Budgeted		Budgeted	
	9 POSITION TITLE and NAME		for FTE	% FTE		and the second se	Salary	+	Salary	-	Salary	7/1/16 to 6/30/17
	0 HDM Supervisor-W Wan		\$32,24				\$24,180	+				\$24,180
_	1 HDM Driver-F Ho		\$29,64	the local division in which the local division in which the local division in the local			\$25,935	+		$\vdash$		\$25,935
1			\$29,64	and the second se			\$14,820	+		$\square$		\$14,820
1:			\$29,64				\$14,820	$\vdash$		$\vdash$		\$14,820
1.			\$29,64				\$14,820	$\left  \right $	a in a second and a second and a second	$\vdash$		\$14,040
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18				+				- +		$\vdash$		
19												
20										$\vdash$		
120	<u> </u>									$\vdash$		
21	1 TOTALS		\$ 178,880	388%	500%	288%	\$108,615					\$108,615
22	2	_				1.1.1			94 - C.S.			
23	3 FRINGE BENEFIT RATE	Γ	35.00%	]								
		Г	1									
24	EMPLOYEE FRINGE BENEFI	ITS [	\$ 62,608				\$38,015					\$38,015
25	5											
20	The second second second second second second second second	Г		Carlos and	San Sheet				Т	Т		· · · · · · · · · · · · · · · · · · ·
27	TOTAL DAAS SALARIES & BENEFITS		\$ 241,488	ALC: DAN	POINT A		\$146,630					\$146,630
28		L	ə 241,400	AL PROPERTY AND A PROPERTY AND			\$140,030					\$140,000
29												
_	Non - DAAS	5	Agency To		For DA	Cillioni		T		Т		TOTAL
30	THOIL - DAAS	1	Annual Full	Adis -	TOL DAY	to ivieal				+		
			TimeSalary	Total %	% Nutr	Adjusted	Budgeted		Budgeted		Budgeted	
31	POSITION TITLE and NAME	1	for FTE			Nutr FTE	Salary		Salary		Salary	7/1/13 to 6/30/16
-	HDM Workers-M Wu		\$28,080	50%	100%	50%	\$14,040	-		+		\$14,040
-	HDM Workers-L Ye		\$28,080	50%	100%	50%	\$14,040	+-		+		\$14,040
			1							+		
	HDM Workers-X Zhu		\$28,080	50%	100%	50%	\$14,040	100		+-		\$14,040
	Transp Manager, F Wong		\$47,840	100%	100%	25%	\$11,960					\$11,960
36	Transp Dispatcher, A Wong		\$40,560	100%	100%	25%	\$10,140					\$10,140
37												
38		T			T							
39										Τ		
40								1		1		
41	-							+		+		8.
								+-		+		
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44												
45	TOTAL NON-DAAS	\$	172,640				\$64,220			Τ		\$64,220
40			050/									
	FRINGE BENEFIT RATE		35%	the sector start side	C. Past St. 104	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -	000 (T-				T	COD 477
48	EMPLOYEE FRINGE BENEFIT	S \$	60,424	The state		Sec.	\$22,477	1				\$22,477
<del>9</del> 3	TOTAL Non-DAAS SALARIES	8	R	entra en	See State			T	<u>`</u>	Т		
1. Sec. 1.	BENEFITS	۵ \$	233,064	The second	2. 4. 5	and the state	\$86,697					\$86,697
5Z				where where		and a second		_	l			
	TOTAL DAAS & Non-DAAS											
53	SALARIES & BENEFITS	\$	474,552	la alte dina			\$233,327					\$233,327

E

A B C	D E F G H	I JI K
1 Grantee's Name: SELF-HELP FOF		Appendix B2, page
2 Program Name:		Date: 6/7/
3 HDM-ENP		
4	Operating Expense Detail	
7 H.S.A-DAAS Annual #Meals Contra	cted: 65,054	TOTAL
8 Expenditure CategorW	Ferm 7/1/16 to 6/30/17	7/1/16 to 6/30/17
9 Rental of Property		
10 Utilities(Elec, Water, Gas, Phone, Scavenger)		
11 Office Supplies, Postage	\$118	\$1
	\$110	
12 Building Maintenance Supplies and Repair 13 FOOD COSTS		
		the second se
	\$247,125	\$247,12
	\$247,125	φ247,12
18 CONSULTANT/SUBCONTRACTOR Descriptive Title		
19 Registered Dietitian		
20		
21 OTHER COSTS:		
22 Insurance		
23 Staff Training & Travel		
24 Rental of Equipment		
25 Small equipment & Supplies		
26 Auto - Fuel & Insurance		
27 Repair/Maintenance		
28		
29		12
30 TOTAL DAAS OPERATING EXPENSE	\$247,243	\$247,243
32 Non-DAAS		TOTAL
33 Expenditure Category Progra	m	
34 Rental of Property		
35 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,800	\$1,800
36 Office Supplies, Postage	\$82	\$82
37 Building Maintenance Supplies and Repair	\$200	\$200
38 FOOD COSTS		
39 Raw Food per meal \$ 0.20	\$13,011	\$13,011
40 Cong Food Svc Supplies per meal \$ 0.20	\$13,011	\$13,011
41 HDM Food Svc Supplies per meal		
42 Catered Meals per meal \$ 0.03	\$2,040	\$2,040
43 CONSULTANT/SUBCONTRACTOR Descriptive Title		
44 Registered Dietitian 45		
45 OTHER COSTS:		
47 Insurance	\$5,000	\$5,000
48 Staff Training & Travel	\$1,100	\$5,000
49 Rental of Equipment		φ1,100
50 Software & Website		
51 Others		
52 Auto - Fuel & Insurance	\$20,501	\$20,501
53 Repair/Maintenance	\$10,000	\$10,000
64 Recruitment Expenses	\$400	\$400
	**************************************	
5		
56 TOTAL Non-DAAS OPERATING EXPENSE	\$67,145	\$67,145

Appendix B2 SHE\_HDM ENP meal budget FY16-17\_060716\_rev2.xlsx: Operating Detail

Nutrition Compliance/Quality Assurance Services:	Cost Per Service Unit:						
Proposed S	ervice Units:						
Self-Help for the Elderly	Year 1	Total Year	HSA- DAAS	Non- H.S.A			
Nurition Education:			ante de				
Annual #sessions (or presentation) a year or # Times a year handouts will be delivered to seniors in HDM	4	\$ 168.00	\$ 165.00	\$ 3.00			
Nutrition Counseling:	1	1					
Annual #hours to be provided							
Annual #sessions to be provided							
HCCP Kitchen Monitoring (1 unit = 1 session completed)	2	\$ 671.72	\$ 659.73	\$ 12.00			
Site/Route Monitoring (1 unit = 1 session completed):	19	\$ 336.01	\$ 330.01	\$ 6.00			
Menu Planning & Analysis (1 unit = 1 set menu completed)	2	\$ 783.98	\$ 769.84	\$ 14.00			
HDM Assessment (1 units = annual intake assessment & reassessment completed)	315	\$ 226.12	\$ 222.08	\$ 4.04			
OTHER Nutrition Compliance:	4	\$ 84.14	\$ 82.64	\$ 1.50			
In-service training to staff/volunteers (1 unit =1 hour)	4						
Attend Mandatory OOA Quarterly Meeting (1 unit = 1 hour)	o						

#### 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:**

3		IAN SERVICES A	GENCY BUDGE	Document Date: 6	2				
4			ROGRAM		<u>.</u>				
5	Contractor	Name	Terr						
6		or the Elderly	and the second s	July 1, 2016 to	o June 30, 2017				
7	(Check One) New Renewal _	_X Modification _							
8		No. of Mod.	1	r					
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	HDM Nutrition Compliance	REVENUE Cost A	location:					
-		Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue				
_	Budget Reference Page No.(s) Program Term	7/1/16-6/30/17	11.0.1 074.0						
12	Expenditures								
13	Nutrition Education Salaries & Benefits	\$572	\$572		\$572				
15		\$28	\$28		\$28				
16		\$600	\$600 10.0%		\$600				
17		\$72	\$60	\$12	\$72				
19	Total Nutrition Education	\$672	\$660	\$12	\$672				
20	Nutrition Counseling Salaries & Benefits	+							
22	Operating Expense								
23									
25	Indirect Expense								
	Total Nutrition Counseling HCCP Kitchen Monitoring								
28	Salaries & Benefits	\$1,073	\$1,073		\$1,073				
29 30	Operating Expense Subtotal Direct	\$127 \$1,200	\$127 \$1,200		\$1,200				
31	Indirect Percentage	12.0%	10.0%						
32 33	Indirect Expense Total HCCP Kitchen Monitoring	\$144 \$1,343	\$120 \$1,319	\$24 \$24	\$144 \$1,343				
34	Site/Route Monitoring	11.52							
35	Salaries & Benefits	\$5,699	\$5,699		\$5,699 \$1				
36 37	Operating Expense Subtotal Direct	\$1 \$5,700	\$1 \$5,700		\$5,700				
38	Indirect Percentage	12.0%	10.0%		\$684				
39 40	Indirect Expense Total Site/Route Monitoring	\$684	\$570 \$6,270	\$114 \$114	\$6,384				
	Menu Planning				\$1,364				
42 43	Salaries & Benefits Operating Expense	\$1,364 \$36	\$1,364		\$36				
43	Subtotal Direct	\$1,400	\$1,400		\$1,400				
45 46	Indirect Percentage Indirect Expense	12% \$168	10% \$140	\$28	\$168				
	Total Menu Planning	\$1,568	\$1,540	\$28	\$1,568				
48 49	HDM Assessments Salaries & Benefits	\$63,503	\$63,503		\$63,503				
50	Operating Expense	\$92	\$92		\$92				
51	Subtotal Direct	\$63,595 12%	\$63,595 10%		\$63,595				
52 53	Indirect Percentage Indirect Expense	\$7,631	\$6,360	\$1,272	\$7,631				
54	Total HDM Assessments Other Nutrition Compliance	\$71,227	\$69,955	\$1,272	\$71,226				
56	Salaries & Benefits	\$293	\$293		\$293				
57	Operating Expense	\$8 \$301	\$8 \$301		\$8 \$301				
58 59	Subtotal Direct Indirect Percentage	12%	10%						
50	Indirect Expense	\$36 \$337	\$30 \$331	\$6 \$6	\$36 \$337				
	Total Other Nutrition Compliance GRAND Total Expenditures	\$81,531	\$80,075	\$1,456	\$81,531				
53	HSA Revenues	······································	\$80,075	un de la companya de	\$80,075				
4				Real Providence					
55 56	TOTAL HSA REVENUES		1000		\$80,075				
57	Other Non-H.S.ADAAS Revenues		New York						
68				\$1,456	\$1,456				
59 70		13	1. S.						
-	TOTAL OTHER REVENUES			\$1,456	\$1,456				
	Full Time Equivalent (FTE)								
	Prepared by: Kelly Chew	Т	elephone No.: 4	15-677-7606 Dat	e 6/7/2016				
	HSA-CO Review Signature:								

	A	В	С	D	E	F	G	н						
1			1			1			Appendix B3, Page 2 Document Date: 6/7/2016					
2									Document Date: 6///2016					
3	Self-Help for the Elderly Program Name:	HDM Nutritio	n Compliar	nce										
5	(Same as Line 9 on HSA #1)													
6														
7			Nutr	ition Ed	ucation S	alaries & Bene	fits Detail							
8	]													
9	]		7/1/16 6/30/17											
10			7/1/16-6/30/17 Agency Totals For HSA Program For HSA Program REVENUE Cost Allocation: Total Revenue											
11		Annual Full	l otals	FOLDS	A Program	For HSA Program								
		TimeSalary	Total %		Adjusted									
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS						
13	Nutrition Manager - E. Ip	\$55,000	100%	100%	1%	\$440	\$440		\$440					
14	- 4.													
15														
16														
10														
17														
18														
19														
20														
21														
22														
23		II												
24														
25														
26														
27														
28														
29		655 D00	1.00	1.00	0.01	\$440	\$440	\$0	\$440					
30 31	TOTALS	\$55,000	1.00	1.00	0.01	\$440 <u>[</u>	440]	40						
	FRINGE BENEFIT RATE	30.00%												
33	EMPLOYEE FRINGE BENEFITS	\$16,500	Ser.	-	To be the	\$132	\$132	\$0	\$132					
34														
35				1×	A 16		0570	\$0	\$572					
36	TOTAL SALARIES & BENEFITS	\$71,500	all good at	and the second second		\$572	\$572	\$U	4512					
37 1	HSA #2													

-	A	ВТ	С			E	F	G	H	1	J	к
1							1.1				Appendi	x B3, Page 3
2	1										Docume	nt Date: 6/7/
3		or the Elderly										
4	Program Na	me:	HDM Nut	rition (	Con	npliance						
5	(Same as Li	ne 9 on HSA #1)										
6 7			N	utritio	n F	ducation O	perat	ina Exper	nse Det	ail		
8												
9												
10												TOTAL
11								REVENUE				EVENUE
12	Expenditure	Category		TER	м_	7/1/16-6/30/17		I.S.ADAAS		DAAS		LVENUL
13	Rental of Prop	perty										
14	Utilities(Elec, V	Water, Gas, Phone,	Scavenger)		_							
15	Office Supplies	s, Postage										
16	Building Mainte	enance Supplies an	d Repair		_							
17	Printing and R	eproduction			_	\$28		\$28				\$28
18	Insurance				_							
19	Staff Training											
20	Staff Travel											
21	Small Equipme	ent (over \$500 but u	nder \$5,000/	item)	_							
22	Rental of Equip	oment										
23												
24	SUBCONTRAG	CTORS Descriptive	Title									
25				_								
26					-							
27				-								
28									-			
29												
30	OTHER											
31												
32									-			
33												
34												
35												
36												
37	TOTAL OPER	RATING EXPENS	E		_	\$28		\$28				\$3
38												
39 1	ISA #3											

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HDM Nutrition Compliance

Self-Help for the Elderly 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/	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	
Nutrition Manager E. Ip	\$55,000		2%	2%	\$825	\$825	NOIPHIGHEDIAG	\$825
Hutthon manager E. Ip	400,000	10070						
								and the second design of the
	1							
	1							
TOTALS		1.00	0.02	0.02	\$825	\$825	\$0	\$825
TOTALS	L	1.00]	0.021	0.02	4020	4020	•••	
FRINGE BENEFIT RATE	30%							
EMPLOYEE FRINGE BENEFITS					\$248	\$248	\$0	\$248
			ante all'internation de la		\$1,073	\$1,073	\$0	\$1,073
TOTAL SALARIES & BENEFITS HSA #2	\$0			A DECEMBER OF THE	\$1,073 ]	\$1,075 ]	\$U ]	\$1,015
NOM #L								

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Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

# HCCP Kitchen Monitoring Operating Expense Detail

		REVENUE Co	ost Allocation: Non-HSA-	TOTAL
Expenditure Category TEF Rental of Property Utilities(Elec, Water, Gas, Phone, Scavenger) Office Supplies, Postage Building Maintenance Supplies and Repair Printing and Reproduction Insurance	RM _7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
Staff Training				
Staff Travel Small,Equipment (over \$500 but under \$5,000/item) Rental of Equipment	\$127	\$127		\$127
SUBCONTRACTORS Descriptive Title				
OTHER				
TOTAL OPERATING EXPENSE	\$127	\$127		\$127
HSA #3				

-	A	В	ГС	T D	E	F	G	н	
1	1		1		- L		1		Appendix B3, Page 5
2									Document Date: 6/7/20
3	Self-Help for the Elderly Program Name:	HDM Nutritio	n Comolia	nce					
5	(Same as Line 9 on HSA #1)		in Compila	100					
6	1								
7	1	Site	Route	& Kitch	en Monito	ring Salaries &	Benefits Detail		
8	1								
9	1								
10						7/1/16-6/30/17			
11		Agency	Totals	For HS	A Program	For HSA Program	REVENUE	ost Allocation:	Total Revenue
	180	Annual Full TimeSalary	Total %		Adjusted				
12	POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
13	HDM Coordinator - S. Ngan	\$37,440	100%	10%	12%	\$4,385	\$4,385		\$4,385
14	The second matter of right								
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27	·								
28									
29	TOTALS		1.00	0.10	0.12	\$4,385	\$4,385	\$0	\$4,385
30		30%	1						
	F	30%				\$1,315	\$1,315	\$0	\$1,315
32 E 33	MPLOYEE FRINGE BENEFITS				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	\$1,315	\$1,315	\$U [	φ1,313
34	-								
35 1	OTAL SALARIES & BENEFITS	\$0			A. S. Sandar	\$5,700	\$5,700	\$0	\$5,700
36 +	ISA #2								

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Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

## Menu Planning Salaries & Benefits Detail

					7/1/16-6/30/17			
	Agency.	Totals	For HS/	A Program	For HSA Program	REVENUE Co	ost Allocation:	Total Revenue
	Annual Full TimeSalary	Total %		Adjusted			Non-HSA-	
POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	H.S.ADAAS	DAAS	
nutrition Manager - E ip	\$55,000	100%	1%	1%	\$550	\$550		\$550
RD - R Chan	\$62,400	100%	1%	1%	\$499	\$499		\$499
TOTALS		2.00	0.02	0.02	\$1,049	\$1,049	\$0	\$1,049
FRINGE BENEFIT RATE	30%							
EMPLOYEE FRINGE BENEFITS	30%	a and a second		a harden to	\$315	\$315	\$0	\$315
non men de contracto de contracte de contracte de la contracte de la contracte de la contracte de la contracte								
TOTAL SALARIES & BENEFITS [ HSA #2	\$0		e de la		\$1,364	\$1,364	\$0	\$1,364

Appendix B3, Page 7 Document Date: 6/7/2016

Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1)

HDM Nutrition Compliance

## Menu Planning 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)		\$36	\$36		\$36
Office Supplies, Postage Building Maintenance Supplies and Repair		\$30		·	
Printing and Reproduction					
Insurance					
Staff Training Staff Travel			<del></del>		
Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment	-	6	······································		
Kenta of Equipment					
SUBCONTRACTORS Descriptive Title					
			······································		
OTHER					
				<del> </del>	
TOTAL OPERATING EXPENSE	_	\$36	\$36	\$0	\$36
HSA #3					

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Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1)

# Annual & Quarterly HDM Intake & Assessment Salaries & Benefits Detail

								Total Devenue
		Totals	For HS/	A Program	For DHS Program	REVENUE	ost Allocation:	Total Revenue
	Annual Full							
	TimeSalary	Total %	1 A A	Adjusted		H.S.A	Non-HSA-	
POSITION TITLE	for FTE	FTE	% FTE	FTE	Budgeted Salary	DAAS	DAAS	647.04
HDM outreach worker - T Chek	\$34,424	100%	100%	50%	\$17,212	\$17,212		\$17,21
HDM Manager - F. Wong	\$47,840	100%	100%	25%	\$11,769	\$11,769		\$11,76
Dispatcher - A. Wong	\$40,560	100%	100%	30%	\$12,168	\$12,168		\$12,16
Director - K. Chew	\$77,000	100%	100%	10%	\$7,700	\$7,700		\$7,70
				0%				
				0%				
				0%				
	1							
	1							
	<u>                                      </u>							
	1 1							
TOTALS	\$199.824	4.00	4.00	1.15	\$48,849	\$48,849	\$0	\$48,849
TOTALS	\$155,024	4.00	4.001	1.101	4 1010 101			
RINGE BENEFIT RATE	30%							
MPLOYEE FRINGE BENEFITS	\$59,947		M. C. Lawrence		\$14,655	\$14,655	\$0	\$14,655
MPLOTEE FRINGE BENEFITS	\$39,947	and the lot of			\$14,000 ]	<b></b>		
OTAL SALARIES & BENEFITS	\$259,771	and the set	P. Constant		\$63,503	\$63,503	\$0	\$63,503
SA #2	\$200,771							

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Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1)

## HDM Nutrition Compliance

# HDM Assessment Operating Expense Detail

			REVENUE Co	ost 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 Insurance Staff Training	( 193)	\$92	\$92		\$92
Staff Travel Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment					
SUBCONTRACTORS Descriptive Title		2 		<u> </u>	
······································					
OTHER					
TOTAL OPERATING EXPENSE	_	\$92	\$92	\$0	\$92
HSA #3					

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Self-Help for the Elderly Program Name: (Same as Line 9 on HSA #1) HDM Nutrition Compliance

## Other Nutrition Compliance Salaries & Benefits Detail

		7/1/16-6/30/17							
	Agency	Agency Totals		A Program	For HSA Program	REVENUE Cost 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:	1011.12			0%	\$0			\$0	
HDM Coordinator - S. Ngan	\$37,440	100%	10%	1%	\$233	\$233		\$233	
Attend OOA Quarterly Nutrition N	leeting:								
								\$0	
TOTALS		1.00	0.10	0.01	\$233	\$233	\$0	\$233	
FRINGE BENEFIT RATE	29%								
EMPLOYEE FRINGE BENEFITS					\$68	\$68	\$0	\$68	
TOTAL SALARIES & BENEFITS [	\$0	eq2.			\$301	\$301	\$0	\$301	

# APPENDIX A-1 - SERVICES TO BE PROVIDED Bayview Hunters Point Multipurpose Senior Services, Inc.

# Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

# I. PURPOSE

The purpose of this contract is to:

- A. Increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

## **II. DEFINITIONS**

Grantee	Bayview Hunters Point Multipurpose Senior Services, Inc.				
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line system				
DAAS	Department of Adult and Aging Services				
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.				
	Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive- compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.				
HSA	Human Services Agency of the City and County of San Francisco				
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.				
OOA	Office on Aging				
AWD	Adults with Disabilities are adults of ages 18-59 with disability.				

BHPMSS 7/1/16-6/30/17 Congregate AWD Appendix A-1, pg. 1

## **III. TARGET POPULATION**

Individuals between the ages of 18 and 59 who have a mental and/or physical disability.

## IV. SERVICES TO BE PROVIDED

- A. Provide congregate meals service which include:
  - 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 AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service, and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- J. The Grantee must be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. See Appendix F and Exhibit E.
- 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

## V. SERVICE OBJECTIVES

- A. Grantee will serve 212 unduplicated consumers.
- B. Grantee will serve 12,703 of authorized meals for the fiscal year.

BHPMSS 7/1/16-6/30/17 Congregate AWD Rev 06/3/16 Appendix A-1, pg. 2

## VI. 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 in reduced food insecurity or improved overall health.

## VII. MONITORING ACTIVITIES

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

## VIII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.

BHPMSS 7/1/16-6/30/17 Congregate AWD Appendix A-1, pg. 3
- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- 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 provide other reports as requested. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail 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 GB #24) Senior Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 Sarah Chan Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103

Elena.Baranoff@sfgov.org

Sarah.Chan@sfgov.org

BHPMSS 7/1/16-6/30/17 Congregate AWD

			Appendix B-1, Page 1 cument Date: 6/10/16	
HUMAN SERVICES AGENCY - DE BUDGE	PARTMENT OF		OULT SERVICES	
Grantee's Name:			Grant Term	
<b>Bayview Hunter's Point Multipurpose S</b>	enior Services		7/1/16-6/30/17	
Program: AWD Congregate Meals			TOTAL	Averag cost/me
Annual #Meals Contracted	12,703	3	TOTAL 12,703	costrine
Program Term	Year 1		Total	
DAAS Expenditures		1		
Salaries & Benefits	\$37,600		\$37,600	\$2.96
Operating Expense	\$47,635		\$47,635	\$3.75
Subtotal	\$85,235		\$85,235	\$6.71
Indirect Percentage (%)				`
Indirect Cost (Line 14 X Line 13)				
Capital Expenditure	-			
FOTAL DAAS EXPENDITURES	\$85,235		\$85,235	\$6.71
	and the state of the state of the state			
Non-DAAS Expenditures	<b>.</b>		04.000	
alaries & Benefits	\$6,500		\$6,500	\$0.51
Operating Expense				
Capital Expenditure				
OTAL Non-DAAS EXPENDITURES	\$6,500	A Victor and the second of the second	\$6,500	\$0.51
		an an aire aith ann anna a		a the a class of
OTAL DAAS & Non-DAAS				
XPENDITURES	\$91,735		\$91,735	\$7.22
SA-DAAS Revenues		and the second second		
eals Funding	\$85,235	Т	\$85,235	
euis 1 unuing	\$65,255		\$03,233	
OTAL HSA-DAAS REVENUES	\$85,235		\$85,235	
r MEAL COST, HSA-DAAS	\$6.71		\$6.71	
on-DAAS Revenues				
oject Income				
				<b>00 51</b>
	\$6 500		¢6 500 1	
	\$6,500		\$6,500	\$0.51
ency In-Kind Volunteer	\$6,500 \$6,500			\$0.51
ency In-Kind Volunteer	\$6,500		\$6,500	
TAL NON HSA-DAAS REVENUES R MEAL COST, NON HSA-DAAS	\$6,500 \$0.51		\$6,500 \$0.51	\$0.51
TAL NON HSA-DAAS REVENUES R MEAL COST, NON HSA-DAAS RAL REVENUES	\$6,500 \$0.51 \$91,735		\$6,500 \$0.51 \$91,735	
ency In-Kind Volunteer DTAL NON HSA-DAAS REVENUES R MEAL COST, NON HSA-DAAS DTAL REVENUES R MEAL COST, TOTAL	\$6,500 \$0.51		\$6,500 \$0.51	
gency Cash - Fundraising gency In-Kind Volunteer DTAL NON HSA-DAAS REVENUES R MEAL COST, NON HSA-DAAS DTAL REVENUES R MEAL COST, TOTAL I Time Equivalent (FTE)	\$6,500 \$0.51 \$91,735 \$7.22	26-4774	\$6,500 \$0.51 \$91,735 \$7.22	
ency In-Kind Volunteer DTAL NON HSA-DAAS REVENUES R MEAL COST, NON HSA-DAAS DTAL REVENUES R MEAL COST, TOTAL I Time Equivalent (FTE)	\$6,500 \$0.51 \$91,735	26-4774 D	\$6,500 \$0.51 \$91,735	

Grantee's Name: Bayview Hunter's Point Multipurpose Senior Services Program Name: AWD Congregate Meals Appendix B-1, Page 2 Document Date: 6/10/16

		Salar	ies & Ben	efits Detail			
H.S.A-DAAS	Agency	Totals	Eor DAA	S Nutrition	7/1/16 to 6/30/	17	TOTAI
H.S.A-DAAS	Annual Full		FOI DAA		1/1/10/10/0/30/		10111
	TimeSalary	1	% Nutr	Adjusted	Budgeted		7/1/16 t
POSITION TITLE and NAME	for FTE	% FTE	<ul> <li>A state of the the state of the</li></ul>	Nutr FTE	Salary		6/30/17
Chef - Loggins	\$47,840				\$9,568		\$9,56
Chef Assistant - Thomas	\$36,721		15%		\$5,508		\$5,50
Program Director - Bill	\$47,133		0%		\$0,508		\$0,00
Site Mgmt - Dr. Davis	\$31,200		10%	10%	\$3,120		\$3,12
Site Mgmt - WASC	\$31,200		10%	10%	\$3,120		\$3,12
Kitchen Assist - WASC	\$31,200		10%	10%	\$3,120		\$3,12
Kitchen Assist - Dr. Davis	\$31,200		10%	10%	\$3,120		\$3,12
Driver - Porter	\$31,200		8%	8%	\$2,523		\$2,52
TOTALS	\$ 287,694	8.00	0.83	0.83	\$30,080		\$30,08
FRINGE BENEFIT RATE	25.00%						
EMPLOYEE FRINGE BENEFITS					\$7,520		\$7,52
EMILOTEE MINDE BENEFITS	\$ 71,924				\$1,520		
TOTAL DAAS SALARIES &	0.050 (10)				627 (00)		\$37,60
BENEFITS	\$ 359,618				\$37,600		\$57,000
Non - DAAS	Agency To	otals	For DAA	S Meal			TOTAL
	Annual Full	Total					
	TimeSalary 6	% FTE	A REPORT OF THE REPORT OF	Adjusted	Budgeted		7/1/16 to
POSITION TITLE and NAME	for FTE		Prog (b) 1	Jutr FTE	Salary		6/30/17
Aeal site & kitchen volunteers	\$ 27,040	100%	24%	24.00%	\$6,500		\$6,500
				-			
TOTAL NON-DAAS	\$ 27,040				\$6,500		\$6,500
RINGE BENEFIT RATE	0%	Contract and Contract			e1 1		
MPLOYEE FRINGE BENEFITS	\$0				\$0		
OTAL Non-DAAS SALARIES	\$27,040				\$6,500		\$6,500
OTAL DAAS & Non-DAAS	\$ 386,658				\$44,100		\$44,100

Grantee's Name: Bayview Hunter's Point Multipu Program Name: AWD Congregate Meals	irpose Senior	Appendix B-1, Page 3 Document Date: 6/10/16
OI	perating Expense Detail	
H.S.A-DAAS Annual #Meals Contract	eted: 12,703	TOTAL
Expenditure Category Ter	m: 7/1/16-6/30/17	7/1/16 to 6/30/17
Rental of Property		
Utilities(Elec, Water, Gas, Phone, Scavenger)		
Office Supplies, Postage		
Building Maintenance Supplies and Repair		
FOOD COSTS		
Raw Food per meal \$ 3.25	\$41,284	\$ 41,284
Cong Food Svc Supplie: per meal \$ 0.50	\$6,351	\$ 6,351
HDM Food Svc Supplie per meal		
Catered Meals per meal		
CONSULTANT/SUBCONTRACTOR Descriptive	Title	
Registered Dietitian		
OTHER COSTS:		
Insurance		
Staff Training & Travel		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance		
Repair/Maintenance	· · · · · · · · · · · · · · · · · · ·	
TOTAL DAAS OPERATING EXPENSE	\$47,635	\$ 47,635
Non-DAAS	200 <sup>36</sup>	TOTAL
Expenditure Category Progra	m	
Rental of Property	<u></u>	
Utilities(Elec, Water, Gas, Phone, Scavenger)		
Office Supplies, Postage		
Building Maintenance Supplies and Repair		
FOOD COSTS		
Raw Food     per meal       Cong Food Svc Supplie:     per meal		
HDM Food Svc Supplie per meal		
Catered Meals per meal		
CONSULTANT/SUBCONTRACTOR Descriptive T	itle	
Registered Dietitian		
OTHER COSTS:		
Insurance		
Staff Training & Travel		
Rental of Equipment		
Rental of Equipment		
Small equipment & Supplies		
Auto - Fuel & Insurance		
Repair/Maintenance FOTAL Non-DAAS OPERATING EXPENSE	\$0	
FOTAL DAAS & Non-DAAS OPERATING		
EXPENSE	\$47,635	\$ 47,635

## APPENDIX A1 - SERVICES TO BE PROVIDED Centro Latino de San Francisco Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

### I. Purpose

II.

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

### Definitions Grantee Centro Latino de San Francisco Human Service Agency's Contracts Administration Reporting and Billing CARBON On-line (CARBON) system DAAS Department of Adult and Aging Services Disability A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessivecompulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc. HSA Human Services Agency of the City and County of San Francisco A web-based application that provides specific functionalities for CA-GetCare contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc. OOA Office on Aging Adults with Disabilities are adults age 18-59 with disability. AWD

#### III. Target Populations

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

## IV. Services to be Provided

A. Provide congregate meals service which include:

- 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory 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. See Appendix F and Exhibit E.
- K. 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>

## V. Service Objectives

A. Grantee will serve 157 unduplicated consumers

B. Grantee will serve 4,869 meals

## VI. 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 in reducing food insecurity or improving overall health.

### VII. Monitoring Activities

Α.

- <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

### **VIII.** Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
- E. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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, 5<sup>th</sup> Floor San Francisco, CA 94103 <u>Sarah.Chan@sfgov.org</u>

CLSF - FY 07-16 to 06-17 Congregate AWD Appendix A1 pp. 3

	A	В	С		DE
1			0		Appendix B4, pg. 1
2				Docum	nent Date: 6/2/2016
3	HUMAN SERVICES A	GENCY - DEPART	MENT OF	AGING	AND ADULT SERVICES
4	1	BUDGET PF			
5	Grantee's Name:Centro Latino de San				Grant Term
6	1	and the second			
		Modification _ <u>x</u>			
7	Effective Date of Mod: 7/1/16	No. of Mod:			7/1/16 to 6/30/17
8	Program: CONGREGATE-AWD				TOTAL
9	Annual #Meals Contracted	4,869			4,869
<u> </u>	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17
	DAAS Expenditures				
	Salaries & Benefits	\$20,860		1	\$20,860
	Operating Expense	\$9,617			\$9,617
	Subtotal	\$30,477		1	\$30,477
15	Indirect Percentage (max 10%)	0%			0%
16	Indirect Cost (Line 14 X Line 13)	\$0			\$0
17	Capital Expenditure	\$0			\$0
	TOTAL DAAS EXPENDITURES	\$30,477			\$30,477
19					
	Non-DAAS Expenditures				
	Salaries & Benefits	\$6,052			\$6,052
	Operating Expense	\$7,768			\$7,768
		\$0			
24	TOTAL Non-DAAS EXPENDITURES	\$13,820			\$13,820
		A REAL PROPERTY AND A REAL PROPERTY CARE OF A REAL PROPERTY.			
	TOTAL DAAS & Non-DAAS				
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$44,297			\$44,297
26 27	EXPENDITURES	\$44,297		en esta en	\$44,297
26 27 28	EXPENDITURES HSA-DAAS Revenues	No ang pangga ang ang ang pangga bara		can in galanta	
26 27 28	EXPENDITURES	<b>\$44,297</b> \$30,477			\$44,297
26 27 28 29 30 31	EXPENDITURES HSA-DAAS Revenues	No ang pangga ang ang ang pangga bara			
26 27 28 29 30 31 32	EXPENDITURES HSA-DAAS Revenues	No ang pangga ang ang ang pangga bara			
26 27 28 29 30 31 32 33	EXPENDITURES HSA-DAAS Revenues Meals	\$30,477			\$30,477
26 27 28 29 30 31 32 33 34	EXPENDITURES HSA-DAAS Revenues Meals FOTAL HSA-DAAS REVENUES	\$30,477			\$30,477
26 27 28 29 30 31 32 33 34	EXPENDITURES HSA-DAAS Revenues Meals	\$30,477			\$30,477
26 27 28 30 31 32 33 34 34 35 <i>F</i>	EXPENDITURES HSA-DAAS Revenues Meals FOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$30,477			\$30,477
26 27 28 29 30 31 32 33 34 35 4 36	EXPENDITURES HSA-DAAS Revenues Meals FOTAL HSA-DAAS REVENUES	\$30,477			\$30,477
26 27 28 29 30 31 32 33 34 1 35 7 36 37 F 38 A	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$30,477 \$30,477 \$6.26 2,725 \$5,043			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043
26 27 28 30 31 32 33 33 34 35 4 35 7 36 37 F 38 4 39 A	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	\$30,477 \$30,477 \$6.26 2,725			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725
26 27 28 30 31 32 33 33 34 35 4 35 4 35 7 38 4 39 40 N	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$30,477 \$30,477 \$6.26 2,725 \$5,043			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043
26 27 28 30 31 32 33 34 33 34 35 4 35 4 35 4 37 5 4 38 4 39 40 5 41	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	\$30,477 \$30,477 \$6.26 2,725 \$5,043			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043
26 27 28 30 31 32 33 34 33 34 1 35 <i>F</i> 36 37 <i>F</i> 38 <i>F</i> 38 <i>F</i> 39 <i>F</i> 40 N 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	\$30,477 \$30,477 \$6.26 2,725 \$5,043			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043
26       27       28       29       30       31       32       33       34       35       36       37       38       39       40       41       42       43       T	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 Hutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820
26 27 28 30 31 32 33 34 32 33 34 35 7 5 8 7 36 37 5 8 7 38 40 8 40 8 40 8 41 42 43 7 44 7	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Jutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84
26         27         28         29         30         31         32         33         34         35         36         37         38         40         41         42         43         44         45         45	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Putrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297
26         27         28         29         30         31         32         33         34         35         36         37         38         40         41         42         43         44         45         45	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Jutrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84
26         27         28         29         30         31         32         33         34         35         36         37         38         39         40         41         42         43         44         45         46	EXPENDITURES HSA-DAAS Revenues Meals Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Putrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297			\$30,477 \$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297
26         27         28         29         30         31         32         33         34         35         36         37         38         40         41         42         43         44         45         46         47         47         47	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Dutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS  OTAL REVENUES PER MEAL COST, TOTAL UII Time Equivalent (FTE)	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297 \$9.10	e No.: 415-28	6-0883	\$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297
26         27         28         29         30         31         32         33         34         35         36         37         38         40         41         42         43         44         45         46         47         49         49	EXPENDITURES HSA-DAAS Revenues Meals Meals FOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Agency Cash - Fundraising Agency In-Kind Volunteer Dutrition Compliance/Quality Assurance FOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES ER MEAL COST, TOTAL UII Time Equivalent (FTE) repared by: Gloria Bonilla	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297 \$9.10	e No.: 415-28	6-0883	\$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297 \$9.10
26         27         28         29         30         31         32         33         34         35         36         37         38         39         40         41         42         43         44         45         46         47         49         50         50	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Dutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS  OTAL REVENUES PER MEAL COST, TOTAL UII Time Equivalent (FTE)	\$30,477 \$30,477 \$6.26 2,725 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297 \$9.10	e No.: 415-28	6-0883	\$30,477 \$30,477 \$6.26 \$2,725 \$5,043 \$6,052 \$5,043 \$6,052 \$13,820 \$2.84 \$44,297

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[	1	Grantee's Name:Centro Latin	10	Centro La	tino de S	San Fra	ncisco, Ir	nc.				_		lix B	4, page 2
H	2	Program Name:		Cong AW	D								Date:		6/2/16
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t	5				Sala	ries & l	Benefits D	Detail							
E	7		3												
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1	4 A	Accountant/HR, Riano, Olivia		\$58,240	38%	8	% 39	%	\$1,8	19					\$1,819
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25 20			_												
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		ENEFITS	\$	514,260			And a second	4.8	\$20,86	50					\$20,860
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29 30		on - DAAS	25.							- <u> </u>	T			T	TOTAL
30		on - DAAS	12.5	Agency To	tais	ForDA	AS Meal					+		+-	TOTAL
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31	PO	SITION TITLE and NAME				Prog (b)	Nutr FTE		Salary		Salary		Salary	7/1	/13 to 6/30/16
32	Ipc	olito Bamaca	\$	27,040	36%	2%	1%		\$19	0					\$190
33	Ma	aria Hernandez	\$	27,040	49%	30%	15%		\$3,960			1		1	\$3,960
	-	z Dominguez	\$	27,040	29%	8%	2%		\$634			1		1	\$634
and the second second	-	Ivia Lopez	\$	27,040	29%	8%	2%		\$634			+			\$634
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-		AL DAAS & Non-DAAS			- 1		191 - E								
57	SAL	ARIES & BENEFITS	5	649,460	and the	13-E	C. States	6-4	\$26,912						\$26,912

Ajppendix B4 CLSF\_Con-AWD meal budget FY16-17-CLSF-6-6-16.xlsx: Salary Detail

Г	AB		Т	С	D	E	F	G	н	1	J K
	Grantee's Name:Centro Centro Latino de San Franc	sisco, Inc.	1		<u> </u>		1.1				Appendix B4, page 3
_	Program Name: Congr. AWD									Date	6/2/16
	3				~		B-4-11				
E					Oper	ating Expense	Detail				
7	H.S.A-DAAS	Annual #	Meal	s Contra		4,869		0		0	TOTAL
8	Expenditure CategorW				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, Scavenger)				-	\$1,150					\$1,150
1	Office Supplies, Postage					\$46					\$46
1:	Contraction and the restored at the				-	\$186					\$186
13					-						
14	Raw Food	per meal	\$	1.00		\$4,866					\$4,866
15	Cong Food Svc Supplies	per meal	\$	0.20	_	\$974					\$974
16	HDM Food Svc Supplies	per meal			_						
17	Catered Meals	per meal			_						
18	CONSULTANT/SUBCONTRACTOR Descriptive Title										
	Registered Dietitian										
20											
21	OTHER COSTS:					#C04					\$631
	Accounting and Auditing					\$631					\$540
	Stipends		-		-	\$540 \$674					\$674
	Insurance (liability)					\$528					\$528
25	Vehicle Costs				_	\$320					\$22
26	Staff Development					422					
28											
29											
					-						\$9,617
	TOTAL DAAS OPERATING EXPENSE				-	\$9,617					TOTAL
32				Dree							TOTAL
1 (	Expenditure Category			Prog	am						
34	Rental of Property								-		
35	Utilities(Elec, Water, Gas, Phone, Scavenger)							-	-		
	Office Supplies, Postage								-		
	Building Maintenance Supplies and Repair										
	FOOD COSTS	÷				CO 705	-				\$2,725
	Raw Food	per meal	6	0.56		\$2,725					φ2,125
	Cong Food Svc Supplies	per meal									
	HDM Food Svc Supplies	per meal									
	Catered Meals	per meal							-		
	CONSULTANT/SUBCONTRACTOR Descriptive Title										
	Registered Dietitian										
45											
						65.049					\$5,043
	Facilty Rental (In-Kind)				-	\$5,043					
48											
49 50									-		
_											
51 52											
53	· · · · · · · · · · · · · · · · · · ·										
54	······										
55						AR 810					\$7 769
56 57	TOTAL Non-DAAS OPERATING EXPENSE				-	\$7,768					\$7,768
	TOTAL DAAS & Non-DAAS OPERATING EXPENSE					\$17,385					\$17,385

### APPENDIX A-1 - SERVICES TO BE PROVIDED Episcopal Community Services Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

### I. Purpose

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

#### II. Definitions

Grantee

**Episcopal Community Services** 

CARBON

Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system

Department of Adult and Aging Services

Disability

DAAS

A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

*Physical disability or mobile limitation* includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. *Chronic illness* includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. *Sensory disability* includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. *Mental disability* includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. *Cognitive disability* includes Down's syndrome, traumatic brain injury, learning disabilities, etc.

Human Services Agency of the City and County of San Francisco

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.

OOA Office on Aging

Adults with Disabilities are adults age 18-59 with disability.

Episcopal Community Services 7/1/16-6/30/17 Congregate AWD

HSA

AWD

CA-GetCare

Appendix A-1, p. 1

### III. Target Populations

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

## IV. Services to be Provided

A. Provide congregate meals service which include:

- 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory 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. See Appendix F and Exhibit E.

#### V. Service Objectives

- A. Grantee will serve 121 unduplicated consumers
- B. Grantee will serve 3,754 of authorized meals for each fiscal year

## VI. 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 in reducing food insecurity or improving overall health.

## VII. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

#### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.

Appendix A-1, p. 3

- The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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 Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 <u>Tiffany.Kearney@sfgov.org</u>

Episcopal Community Services 7/1/16-6/30/17 Congregate AWD

	A	В	С	D	E
1	BUDGET FORMS		· · · · · · · · · · · · · · · · · · ·	Appendix B-1, pg.	1
2			Document Date:	5/23/2016	1
3	HUMAN SERVICES AGENO	Y - DEPARTMENT	OF AGING AND A	DULT SERVICES	
4			OPOSAL FORMS		
5	Grantee's Name: EPISCOPAL COM			Grant Term	
6	1			7/1/16 to 6/30/17	
					Average
7	Program: Cong-AWD	Cong-AWD		TOTAL	cost/meal
8	Annual #Meals Contracted	3,754		3,754	
	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
	DAAS Expenditures				
	Salaries & Benefits	\$19,437	1	\$19,437	\$5.18
	Operating Expense	\$1,813		\$1,813	\$0.48
	Subtotal	\$21,250		\$21,250	\$5.66
	Indirect Percentage (%)	10%		10%	
	Indirect Cost (Line 14 X Line 13)	\$2,125		\$2,125	\$0.57
	Capital Expenditure	\$0		\$0	\$0.00
	TOTAL DAAS EXPENDITURES	\$23,375	20 E	\$23,375	\$6.23
18					
	Non-DAAS Expenditures		a na ana ang ang ang ang ang ang ang ang		
	Salaries & Benefits	\$10,594		\$10,594	\$2.82
-	Operating Expense	\$12,139		\$12,139	\$3.23
	Indirect Cost	\$2,273		\$2,273	\$0.61
	TOTAL Non-DAAS EXPENDITURES	\$25,006		\$25,006	\$6.66
24					
	EXPENDITURES	\$48,381		\$48,381	\$12.89
26					
	ISA-DAAS Revenues				
	Meals	\$23,375		\$23,375	
29					
	OTAL HSA-DAAS REVENUES	\$23,375	-	\$23,375	
	Per MEAL COST, HSA-DAAS	\$6.23		\$6.23	
	PER MEAL (w-NCQA) COST, HSA-DAA	\$6.23			
33 N	Ion-DAAS Revenues				
	Project Income	\$0		\$0	\$0.00
	gency Cash - Fundraising	\$17,695		\$17,695	\$4.71
	n-Kind Volunteers	\$7,311		\$7,311	\$1.95
37					
38 T	OTAL NON HAS-DAAS REVENUES	\$25,006		\$25,006	
39 P	ER MEAL COST, NON HSA-DAAS	\$ 6.66			\$6.66
10 T	OTAL REVENUES	\$48,381		\$48,381	
11 PI	ER MEAL COST, TOTAL	\$12.89			
12 Fi	ull Time Equivalent (FTE)				
13	1				
4	Prepared by: Eric Larra	Phone No.: 415-487-	3300 X1211	5/23/2016	
e lu	SA-CO Review Signature:				
_	<b>SA #1</b> (9/23/15)				

	A	В	C	D	E	F	G	Н
1	Grantee's Name: EPISCOPAL C	OMMUNITY S	SERVICES	;			Appendix I	
2	Program Name:						Date:	5/23/16
3	Cong-AWD							
4								
5	1		Salari	es & Bene	fits Detail			
6	1					3		
7	1							
1	1					7/1/16 to		
8	H.S.A-DAAS	Agency	Totals	For DA	AS Nutrition	6/30/17		TOTAL
			1		T	END		
		Annual Full		% Nutr	Adjusted	ENP Budgeted		
10	POSITION TITLE and NAME	Time Salary for FTE	FTE	Prog (b)		Salary		7/1/16 to 6/30/17
	Director	\$94,660						\$1,511
		\$71,480				1		\$1,521
	CHEFS Kitchens Manager				1			\$3,927
	Chef Instructor	\$46,135						\$1,979
	Associate Chef Instructor	\$37,192	1			\$1,979		\$1,373
	Database/Compliance Specialist	\$47,112						\$3,223
	Congregate Meals ENP/AWD Mgr.	\$60,586	100%	50%	50%	\$3,223		\$3,225
17								
18								£40 444
19	TOTALS	\$ 357,165	5.80	2.10	1.90	\$13,414		\$13,414
20		· · · · · · · · · · · · · · · · · · ·	1					
	FRINGE BENEFIT RATE	44.90%			Same and the second second second	I		
22	EMPLOYEE FRINGE BENEFITS					\$6,023		\$6,023
23								
24				And a set of the set of the set of the set	A THE PARTY OF THE AND REPORTED IN			
1	TOTAL DAAS SALARIES &				all and the second			
25	BENEFITS					\$19,437		\$19,437
26								
27		41 41		¥.				
28	on - DAAS	Agency 1	<b>Totals</b>	For DA	AS Meal			TOTAL
		Annual Full						94.
		Time Salary	Total %	% Nutr	Adjusted	Budgeted		
29 F	OSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary	7	/1/16 to 6/30/17
	ood Service Volunteer - In Kind	\$27,040	100%	11%	11%	\$3,061		\$3,061
				11/01				\$5,001
31 F	ood Service Volunteer - In Kind							\$2,767
	ood Service Volunteer - In Kind	\$27,040	100%	10%	10%	\$2,767		
32 F	ood Service Volunteer - In Kind	\$27,040 \$27,040	100% 100%	10% 4%	10% 4%	\$2,767 \$353		\$2,767
32 F 33 F		\$27,040	100%	10%	10%	\$2,767		\$2,767 \$353
32 F 33 F 34	ood Service Volunteer - In Kind ood Service Volunteer - In Kind	\$27,040 \$27,040 \$27,040	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130		\$2,767 \$353 \$1,130
32 F 33 F 34	ood Service Volunteer - In Kind	\$27,040 \$27,040	100% 100%	10% 4%	10% 4%	\$2,767 \$353		\$2,767 \$353
32 F 33 F 34 35 36	ood Service Volunteer - In Kind ood Service Volunteer - In Kind TOTAL NON-DAAS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b>	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130		\$2,767 \$353 \$1,130
32 F 33 F 34 35 36 37 F	ood Service Volunteer - In Kind ood Service Volunteer - In Kind TOTAL NON-DAAS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> 45%	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b>		\$2,767 \$353 \$1,130 <b>\$7,311</b>
32 F 33 F 34 55 66 7 F 88 E	ood Service Volunteer - In Kind ood Service Volunteer - In Kind TOTAL NON-DAAS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b>	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130		\$2,767 \$353 \$1,130
32 F 33 F 34 35 36 37 F 38 E 39	ood Service Volunteer - In Kind ood Service Volunteer - In Kind TOTAL NON-DAAS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> 45%	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b>	-	\$2,767 \$353 \$1,130 <b>\$7,311</b>
32 F 33 F 34 35 36 37 F 38 E 39 10	ood Service Volunteer - In Kind         ood Service Volunteer - In Kind         TOTAL NON-DAAS         RINGE BENEFIT RATE         MPLOYEE FRINGE BENEFITS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> 45%	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b>	·	\$2,767 \$353 \$1,130 <b>\$7,311</b>
32 F 33 F 34 35 36 37 F 38 E 39 10 T	ood Service Volunteer - In Kind         ood Service Volunteer - In Kind         TOTAL NON-DAAS         RINGE BENEFIT RATE         MPLOYEE FRINGE BENEFITS         OTAL Non-DAAS SALARIES &	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> \$ 45% \$ 48,672	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283		\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283
32 F 33 F 34 35 36 37 F 38 E 39 10 1 B	ood Service Volunteer - In Kind         ood Service Volunteer - In Kind         TOTAL NON-DAAS         RINGE BENEFIT RATE         MPLOYEE FRINGE BENEFITS         OTAL Non-DAAS SALARIES &	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> 45%	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b>	-	\$2,767 \$353 \$1,130 <b>\$7,311</b>
32 F 33 F 34 35 36 37 F 88 E 99 0 1 B 2	ood Service Volunteer - In Kind         ood Service Volunteer - In Kind         TOTAL NON-DAAS         RINGE BENEFIT RATE         MPLOYEE FRINGE BENEFITS         OTAL Non-DAAS SALARIES &         ENEFITS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> \$ 45% \$ 48,672	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283		\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283
32 F 33 F 34 55 66 7 F 8 E 9 0 1 B 2 7 (	ood Service Volunteer - In Kind         ood Service Volunteer - In Kind         TOTAL NON-DAAS         RINGE BENEFIT RATE         MPLOYEE FRINGE BENEFITS         OTAL Non-DAAS SALARIES &         ENEFITS         OTAL DAAS & Non-DAAS	\$27,040 \$27,040 \$27,040 <b>\$ 108,160</b> \$ 45% \$ 48,672	100% 100% 100%	10% 4% 4%	10% 4% 4%	\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283	·	\$2,767 \$353 \$1,130 <b>\$7,311</b> \$3,283

ECS\_AWD Congregate Meals 16-17 Appx B-1.xls: Salary Detail

Г	A	В	С	D	E	F	G	Н
	Grantee's Name: EPIS	COPAL COM	MUNITY	SERVIO	CES			Appendix B-1, page 3
	2 Program Name:						Date:	05/23/16
-	Cong-AWD							
				Opera	ting Expense De	etail		
Te					• •			
	the second	Annual #N	leals Cont	racted:	3,754			TOTAL
8	-				7/1/16 to 6/30/17			7/1/16 to 6/30/17
-				3				
1		s Phone Sca	avenger)					
1	-							
1:			enair	-				
	FOOD COSTS			8. <del>-</del>				
_	Raw Food	per meal	\$ 0.46		\$1,774			\$1,774
	Cong Food Svc Supplie:	·	and the second se	-	\$39			
_	HDM Food Svc Supplie:	per meal	<u> </u>	-				
17		per meal		-				
18	-		escriptive	Title -				
19	-							
20				-				
	OTHER COSTS:							1
	Insurance							
	Staff Recruitment/Training	a & Travel		-				
-	Program/Client Supplies	9 01 110101		-				
	Office Supplies			-				
_	Auto - Fuel & Insurance			-				
27	Equipment Repairs/Mainte	enance		-				
28	Program Facilities Allocati			_				
29	¥							
30	TOTAL DAAS OPERATIN	G EXPENSE			\$1,813			\$1,774
31								
32	Non-DAAS							TOTAL
33	Expenditure Category		Pro	gram				
34	Rental of Property							
35	Utilities(Elec, Water, Gas,	Phone, Scav	enger)	\$	3,102			\$3,102
36	Program/Client Supplies				\$430			\$430
37	Building Maintenance Sup	plies and Rep	pair					
38	FOOD COSTS							
39	Raw Food	per meal _\$	2.13	_	\$8,015			\$8,015
	Cong Food Svc Supplie:	per meal						
41	HDM Food Svc Supplies	per meal						
		per meal						
	CONSULTANT/SUBCONT	RACTOR De	scriptive T	itle				
44	Registered Dietitian							
45								
	OTHER COSTS:				-			
_	Insurance				0.45			CAE
	Staff Training & Travel				\$45			\$45 \$26
	Staff Recruitment/Training	& Travel			\$26			\$20
	Rental of Equipment							
	Small equipment & Supplie	S						
	Auto - Fuel & Insurance				¢E04			\$521
-	Repair/Maintenance				\$521			φ02 T
54								
55					\$12 420			\$12,139
	TOTAL Non-DAAS OPERA	ATING EXPER	NOE		\$12,139			φ12,100
57	TOTAL DAAS & Non-DAAS	OPERATING	EXPENS	E	\$13,952			\$13,913
001						the same the same statement in		and the second

ECS\_AWD Congregate Meals 16-17 Appx B-1.xls: Operating Detail

## APPENDIX A-2 SERVICES TO BE PROVIDED Project Open Hand Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

## I. Purpose

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

## II. Definitions

CARBONHuman Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) systemDAASDepartment of Adult and Aging ServicesDisabilityA condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction,
Disability A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction,
combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction,
capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA Human Services Agency of the City and County of San Francisco
CA-GetCare A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
OOA Office on Aging
AWD Adults with Disabilities are adults age 18-59 with disability.

Project Open Hand 7/1/16-6/30/17 Congregate AWD Appendix A-2 p. 1

#### **III.** Target Populations

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

## IV. Services to be Provided

A. Provide congregate meals service which include:

- 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory 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. See Appendix F and Exhibit E.

#### V. Service Objectives

- A. Grantee will serve 170 unduplicated consumers
- B. Grantee will serve 18,968 of authorized meals for each fiscal year

## VI. 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 in reducing food insecurity or improving overall health.

## VI. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

### VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.

Project Open Hand 7/1/16-6/30/17 Congregate AWD Appendix A-2 p. 3

- 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.
- 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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 Tiffany Kearney, RD Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 Tiffany.Kearney@sfgov.org

Project Open Hand 7/1/16-6/30/17 Congregate AWD

	A	В	С	D	E
-				Appendix B-2,	
12				5/23/201	
3					
4			PROPOSAL FO		
5		DODOLII	NOI OUAL I C	Grant Term	1
6				Grant Ferri	·   .
F	Program: Cong-ENP, HDM-ENP, Cor		1	1	Average
7	: 이 이 가장 가장 있다. 이 이 가장 것 같은 것은 것은 것 것 것 것 같은 것 같이 있다. 이 가지 않는 것이 가지 않는 것 같이 있는 것	Cong-AWD		TOTAL	cost/meal
8		18,968	3	18,968	-
9		Year 1		Total	1
10	DAAS Expenditures				1
11		\$62,462		\$62,462	\$3.29
12	Operating Expense	\$56,657		\$56,657	
	Subtotal	\$119,119		\$119,119	\$6.28
14	Indirect Percentage (%)	0%	1	0%	
15	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
	Capital Expenditure	\$0	-	\$0	\$0.00
17		\$119,119		\$119,119	\$6.28
18				CALCER AND A	COSS SEA
19	Non-DAAS Expenditures				
-	Salaries & Benefits	\$61,630		\$61,630	\$3.25
_	Operating Expense	\$24,726		\$24,726	\$1.30
	Subtotal	\$86,356		\$86,356	\$4.55
	Indirect Percentage	0%		0%	
	Indirect Cost (Line 23 X Line 22)	\$0	-	\$0	\$0.00
	Capital Expenditure	\$0		\$0	\$0.00
_	TOTAL NON-DAAS EXPENDITURES	\$86,356		\$86,356	\$4.55
27					
28	HSA-DAAS Revenues				
29	Meals Funding	\$119,119		\$119,119	
30					
31	-				
32	÷.				
33					
34	TOTAL HSA-DAAS REVENUES	\$119,119		\$119,119	
35	Per MEAL COST, HSA-DAAS	\$6.28		\$6.28	
36	Non-DAAS Revenues				
37	Project Income	15,174		\$15,174	\$0.80
38 /	Agency Cash - Fundraising	\$9,552		\$9,552	\$0.50
39 /	Agency In-Kind Volunteer	\$61,630		\$61,630	\$3.25
10					
11					
12					
_	TOTAL NON HSA-DAAS REVENUES	\$86,356		\$86,356	
4 F	PER MEAL COST, NON HSA-DAAS	\$ 4.55		\$ 4.55	\$4.55
	TOTAL DAAS & NON-DAAS REVENUES	\$205 47E		\$205 47E	
	PER MEAL COST, TOTAL	\$205,475 \$10.83		\$205,475 \$10.83	
	Full Time Equivalent (FTE)	φ10.05		φ10.05	
8					
_	Prepared by:	hone No.:		Date:	
	ISA-CO Review Signature:	none no			
	ISA #1 (10/20/15)				
11				L	

POH\_AWD Congregate Meals 16-17 Appx B-2.xlsx: Budget Summary

	A	В	С	D	E	F	G	н
1	Project Open Hand						Appendix B-	2, page 2
2	Program Name:						Date:	5/23/16
3	Cong-AWD							
4					80			
5	1		Salar	ies & Ben	efits Detail			
6	1							
7	1							
8	1	Agency	Totals	For DAA	S Nutrition	Year 1		TOTAL
		Annual Ful						
		TimeSalary		% Nutr	Adjusted	Budgeted		
9	POSITION TITLE and NAME	for FTE	FTE	Prog (b)	Nutr FTE	Salary		Total
10	Porter - J. Navas	\$24,33	6 100%	38%	8%			\$2,034
11	Porter - G. Pryor	\$26,000	0 100%	38%	8%	\$2,174		\$2,174
12	Porter - R. Quan	\$26,832	2 100%	38%	8%			\$2,243
13	Porter - F. Viray	\$25,480	100%	38%	8%	\$2,130		\$2,130
14	Operations Clerk - C. Lopez	\$30,576	5 100%	40%				\$2,691
15	Driver - O. Baltodano	\$27,040	100%	50%	11%	\$2,974		\$2,974
16	Driver - A.Kessel	\$27,040						\$2,974
17	Volunteer Coord Open	\$45,000	100%	100%	22%			\$9,900
18	Volunteer Mgr S. Rosas	\$60,000	100%	45%	10%			\$5,940
19	Purchasing Mgr - C. Miles	\$60,000	100%	40%	9%			\$5,280
20	Distribution Mgr S. Yowell	\$50,000	100%	50%	11%			\$5,500
21	Staff Accountant - K. Pat Ryan	\$41,600	100%	45%	10%			\$4,118
22	TOTALS	\$ 443,904	1200%	534%	117%	\$47,959		\$47,959
23			-					
24	FRINGE BENEFIT RATE	30.24%		-				
	EMPLOYEE FRINGE							
25	BENEFITS	\$ 134,237		Exercit S		\$14,503		\$14,503
26			and a state of the state of the					
	TOTAL DAAS SALARIES &	÷	12533					
	BENEFITS	\$ 578,141				\$62,462		\$62,462
28			Particular Solar	1. <u>1. 1.</u> 1. <u>1.</u> <u>1</u> .		T		TOTAL
29	Non - DAAS	* Agency ]	otals	For DA	AS Meal			TOTAL
		Annual Full			, e e -			
		TimeSalary		% Nutr	Adjusted	Budgeted		Tatal
	POSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)	Nutr FTE	Salary		Total
	Volunteers	\$ 27,040	100%	175%	175%	\$47,320		\$47,320
32								
33								
34							+	
35								
36	TOTAL NON-DAAS	\$ 27,040	100%	175%	175%	\$47,320		\$47,320
37 <sup>•</sup> 38	I UTAL NUN-DAAS	\$ 27,040	100 %	11370	11070	¥41,020		
	RINGE BENEFIT RATE	30.24%		-				8
_		00.2470			the second			
	EMPLOYEE FRINGE BENEFITS	\$ 8,177		and the second	1 1	\$14,310		\$14,310
40		↓ 0,111		the second second				
41								
	TOTAL Non-DAAS SALARIES	1		the second				
	BENEFITS	\$ 35,217	all and a			\$61,630		\$61,630
44		,	anang na ang mang ng				I	
	TOTAL DAAS & Non-DAAS							
- 1	SALARIES & BENEFITS	\$ 613,357				\$124,092		\$ 124,092
46								

Г	A B C D	E	F	G H I
-	1 Project Open Hand			Appendix B-2, p
1				5/23/16
				0.20.10
4		ing Expense	Detail	
5			Detan	
6		18,968		TOTAL
<u> </u>		Year 1		Total
8	=	\$5,400		\$5
9		\$3,120		\$3,
-	Office Supplies, Postage	\$2,424		\$2,
	Building Maintenance Supplies and Repair			
	FOOD COSTS			
13	Raw Food per meal \$ 2.16	\$40,971		\$40,
14	Cong Food Svc Supplies per meal \$ 0.25	\$4,742		\$4,
15	HDM Food Svc Supplies per meal			
16				
17	CONSULTANT/SUBCONTRACTOR Descriptive Title			
18				
19				
20	OTHER COSTS:			
	Insurance			
	Staff Training & Travel			
	Rental of Equipment			
	Small Equipment (over \$500 but under \$5,000/item)			
				115
	Auto - Fuel & Insurance			
	Repair/Maintenance			
27	·			
28				
	TOTAL DAAS OPERATING EXPENSE	\$56,657		\$56,65
30			1	
	Non-DAAS			TOTAL
and the second second	Expenditure Category Program			
	Rental of Property			
34	Utilities(Elec, Water, Gas, Phone, Scavenger)			
35	Office Supplies, Postage	\$6,226		\$6,22
36	Building Maintenance Supplies and Repair	\$500		\$50
37 1	FOOD COSTS			
38 F	Raw Food per meal			
39 0	Cong Food Svc Supplies per meal			
	HDM Food Svc Supplies per meal			
	Catered Meals per meal			
	CONSULTANT/SUBCONTRACTOR Descriptive Title			
	Registered Dietitian			
43 F 44				
	nsurance			
	taff Training & Travel	\$9,000		\$9,000
	tental of Equipment			
	mall Equipment (over \$500 but under \$5,000/item)	\$8,000		\$8,000
	uto - Fuel & Insurance	\$1,000		\$1,000
	epair/Maintenance			
52				
53				
54		5.4.1		
	OTAL Non-DAAS OPERATING EXPENSE	\$24,726		\$24,726
55 T	OTAL NOILDAAS OFERATING EXFENSE	<b>v</b> =		+= -;-=-
55 T	TAL NUIDAAS OPERATING EXPENSE			

POH\_AWD Congregate Meals 16-17 Appx B-2.xlsx: Operating Detail

## APPENDIX A3 – SERVICES TO BE PROVIDED Russian American Community Services Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

## I. Purpose

Definitions

II.

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

Grantee	Russian American Community Services
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
	<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

Russian American Community Services 7/1/16-6/30/17 Congregate AWD Appendix A3 p. 1

### III. Target Populations

Individuals between the age of 18 and 59 who have a mental and/or physical disability.

## IV. Services to be Provided

A. Provide congregate meals service which include:

- 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 delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory 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. See Appendix F and Exhibit E.

#### V. Service Objectives

- A. Grantee will serve 10 unduplicated consumers
- B. Grantee will serve 850 of authorized meals for each fiscal year

## VI. 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 in reducing food insecurity or improving overall health.

## VII. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

#### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
- 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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:

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

Russian American Community Services 7/1/16-6/30/17 Congregate AWD

Г	А	В	С	D	E
F	1 BUDGET FORMS			Appendix B3, pg.	1
	2		Document Date:	6/3/201	6
	3 HUMAN SERVICES A	GENCY - DEPA	RTMENT OF A	GING AND ADL	JLT SER
			PROPOSAL FO		1
1				Grant Term	-
				Grant Term	
6	(Check One) New Renewal	_X Modification			
7	Effective Date of Mod: 7/1/16	No. of Mod		7/1/16 to 6/30/17	
8	Program: Cong-AWD	Cong-AWD		TOTAL	Average cost/meal
9	Annual #Meals Contracted	850		850	
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	1
-	DAAS Expenditures				
	Salaries & Benefits	\$3,044		\$3,044	\$3.58
	Operating Expense	\$2,253		\$2,253	\$2.65
14	Subtotal	\$5,297		\$5,297	\$6.23
15	Indirect Percentage (max 10%)	0%		0%	
16	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
	Capital Expenditure	\$0		\$0	\$0.00
18	TOTAL DAAS EXPENDITURES	\$5,297		\$5,297	\$6.23
19					
20	Non-DAAS Expenditures				
21	Salaries & Benefits	\$0		\$0	\$0.00
	Operating Expense	\$230		\$230	\$0.27
23	Capital Expenditure	\$0		\$0	\$0.00
	TOTAL Non-DAAS EXPENDITURES	\$230		\$230	\$0.27
25					
20	TOTAL DAAS & Non-DAAS				Concert Andrews
	TOTAL DAAS & Non-DAAS EXPENDITURES	\$5,527		\$5,527	\$6.50
26	EXPENDITURES	\$5,527		\$5,527	\$6.50
26 27 28	EXPENDITURES HSA-DAAS Revenues				\$6.50
26 27 28 29	EXPENDITURES	<b>\$5,527</b> \$5,297		<b>\$5,527</b> \$5,297	\$6.50
26 27 28 29 30	EXPENDITURES HSA-DAAS Revenues				\$6.50
26 27 28 29	EXPENDITURES HSA-DAAS Revenues				\$6.50
26 27 28 29 30 31	EXPENDITURES HSA-DAAS Revenues				\$6.50
26 27 28 29 30 31 32 33	EXPENDITURES HSA-DAAS Revenues				\$6.50
26 27 28 29 30 31 32 33 33 34	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES	\$5,297		\$5,297	\$6.50
26 27 28 29 30 31 32 33 34 35	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$5,297		\$5,297	\$6.50
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	\$5,297		\$5,297	\$6.50
26 27 28 29 30 31 32 33 34 35 36 37	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$5,297 \$5,297 \$5,297 \$6.23		\$5,297 \$5,297 \$6.23	
26 27 28 29 30 31 32 33 34 35 36 37 38	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$5,297		\$5,297	\$6.50 \$0.27
26 27 28 29 30 31 32 33 34 35 36 37 38 39	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	\$5,297 \$5,297 \$5,297 \$6.23		\$5,297 \$5,297 \$6.23	
26 27 28 29 30 31 32 33 34 35 36 37 38 39	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$5,297 \$5,297 \$5,297 \$6.23		\$5,297 \$5,297 \$6.23	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 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	\$5,297 \$5,297 \$6.23 \$230		\$5,297 \$5,297 \$6.23 \$230	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 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	\$5,297 \$5,297 \$5,297 \$6.23		\$5,297 \$5,297 \$6.23	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 41 41 42 43	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	\$5,297 \$5,297 \$6.23 \$230		\$5,297 \$5,297 \$6.23 \$230	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 41 42 43 44 44 44	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 TOTAL NON HSA-DAAS REVENUES	\$5,297 \$5,297 \$6.23 \$230 \$230		\$5,297 \$5,297 \$6.23 \$230 \$230 \$230	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 1 41 41 42 43 44 45 1	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$0.27		\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$230 \$230	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 40 41 41 42 43 5 40 41 42 43 5	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$0.27 \$5,527		\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$230 \$0.27 \$5,527	
26 27 28 29 30 31 32 33 34 35 36 37 38 40 40 41 42 43 7 40 44 45 7 46 F 47 F	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL UI Time Equivalent (FTE)	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$0.27 \$5,527 \$6.50	5-387-5336	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$230 \$0.27 \$5,527	
26 27 28 29 30 31 32 33 34 35 36 37 38 4 39 40 1 41 42 43 44 45 7 46 F 49 F 49 F	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$0.27 \$5,527 \$6.50	5-387-5336 Date:	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$230 \$0.27 \$5,527	
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 41 42 43 44 44 45 7 46 F 47 F 49 F 50 F	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE) Prepared by: Nick Buick P	\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$0.27 \$5,527 \$6.50		\$5,297 \$5,297 \$6.23 \$230 \$230 \$230 \$230 \$0.27 \$5,527	

RACS\_AWD Congregate Meals Appx 16-17 Appx B3.docx.xlsx: Budget Summary

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	2	Program Name:									Date:	6/3	/16
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RACS\_AWD Congregate Meals Appx 16-17 Appx B3.docx.xlsx: Salary Detail

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	4				Ope	rating Exper	nse l	Detail				
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	_		s, Fliune, Sc	averiger)	-		-			-		
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44	Re	egistered Dietitian										
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RACS\_AWD Congregate Meals Appx 16-17 Appx B3.docx.xlsx: Operating Detail

## APPENDIX A2- SERVICES TO BE PROVIDED Self-Help for the Elderly Congregate Meals for Adults with Disabilities (AWD) Effective July 1, 2016 – June 30, 2017

## I. PURPOSE

The purpose of this contract is to:

- A. Increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining independence, quality of life, and selfsufficiency, and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

#### **II. DEFINITIONS**

Grantee	Self-Help for the Elderly
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line system
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
	<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
HSA	Human Services Agency of the City and County of San Francisco
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
OOA	Office on Aging
AWD	Adults with Disabilities are adults aged 18-59 with disability.

Self-Help for the Elderly 7/1/16-6/30/17 Congregate AWD Appendix A2- p. 1

### III. TARGET POPULATIONS

Individuals between the ages of 18 and 59 who have a mental and/or physical disability.

### IV. SERVICES TO BE PROVIDED

- A. Provide congregate meals service which include:
  - 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 AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Meals must be served at an approved congregate site as indicated on the OOA approved Site Chart.
- E. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- F. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals.
- G. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the meal program.
- H. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- I. The Grantee will attend the mandatory 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. See Appendix F and Exhibit E.

## V. SERVICE OBJECTIVES

- A. Grantee will serve 32 unduplicated consumers
- B. Grantee will serve 2,693 of authorized meals for each fiscal year.

## VI. 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 in reduced food insecurity or improved overall health.

## VII. MONITORING ACTIVITIES

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFC and OOA nutrition standards for NSAD, 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.

# VIII. REPORTING REQUIREMENTS

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.

Self-Help for the Elderly 7/1/16-6/30/17 Congregate AWD Appendix A2- p. 3

- 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.
- 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 provide other reports as requested. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail 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 Linda Lau, RD Lead Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 Linda.Lau@sfgov.org

Self-Help for the Elderly 7/1/16-6/30/17 Congregate AWD

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3	HUMAN SERVICES AGENCI -	GET PROPOSA	L FORMS	
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5	Grantee's Name: SELF-HELP FOR T		579	Orant Term
6	(Check One) New Renewal	_X Modification	ו <u> </u>	
7	Effective Date of Mod: No.	of Mod:		7/1/16 to 6/30/17
8	Program: AWD Congregate Meals			TOTAL
9	Annual #Meals Contracted	2,693	3	2,693
10	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17
11	DAAS Expenditures	1	-	
	Salaries & Benefits	\$6,459	· · · · · ·	\$6,459
	Operating Expense	\$8,661		\$8,661
14	Subtotal	\$15,120		\$15,120
	Indirect Percentage (max 10%)	10%		10%
	Indirect Cost (Line 14 X Line 13)	\$1,512		\$1,512
	Capital Expenditure			\$16,632
18	TOTAL DAAS EXPENDITURES	\$16,632		\$10,032
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	Non-DAAS Expenditures Salaries & Benefits	1		
_	Operating Expense	\$2,796		\$2,796
	Indirect Cost	\$614		\$614
	Capital Expenditure			
25	TOTAL Non-DAAS EXPENDITURES	\$3,410		\$3,410
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	EXPENDITURES	\$20,042		\$20,042
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36 F 37 N	PER MEAL COST, HSA-DAAS	\$6.18		
36 F 37 N 38 F	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income			\$6.18
36 F 37 N 38 F 39 A 40 A	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$6.18 \$2,154		\$6.18 \$2,154
36 F 37 N 38 F 39 A 40 A 41 N	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$6.18 \$2,154		\$6.18 \$2,154
36 F 37 N 38 F 39 A 40 A 41 N 42	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer	\$6.18 \$2,154		\$6.18 \$2,154
36 F 37 N 38 F 39 A 40 A 41 N 42 43	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance	\$6.18 \$2,154 \$1,256		\$6.18 \$2,154
36 F 37 N 38 F 39 A 40 A 41 N 42 43 44 T	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	\$6.18 \$2,154 \$1,256 \$3,410		\$6.18 \$2,154 \$1,256
36 F 37 N 38 F 39 A 40 A 41 N 42 43 44 T 45 F	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27		\$6.18 \$2,154 \$1,256 \$3,410 \$1.27
36 F 37 N 38 F 39 A 40 A 41 N 42 43 44 T 45 F	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	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042		\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042
36     F       37     N       38     F       39     A       40     A       41     N       42     A       43     A       44     T       45     F       46     T	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27		\$6.18 \$2,154 \$1,256 \$3,410 \$1.27
36         F           37         N           38         F           39         A           40         A           41         N           42         A           43         A           44         T           45         F           46         T           47         P	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042		\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042
36         F           37         N           38         F           39         A           40         A           44         N           442         43           443         T           444         T           445         F           446         T           447         P           448         F           448         F	PER MEAL COST, HSA-DAAS  Non-DAAS Revenues  Project Income Agency Cash - Fundraising Agency In-Kind Volunteer  Autrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES  PER MEAL COST, NON HSA-DAAS  TOTAL REVENUES  PER MEAL COST, TOTAL  Full Time Equivalent (FTE)	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042 \$7.44	115-677-7682	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042
36         F           37         N           38         F           39         A           40         A           41         N           42         3           441         T           443         T           445         F           445         F           446         T           447         P           48         F           500         P	PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Autrition Compliance/Quality Assurance TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE) Prepared by: Leny & Kelly	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042 \$7.44	115-677-7682 Date:	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042 \$7.44
36         F           37         N           38         F           39         A           40         A           41         N           42         43           43         F           44         T           45         F           46         T           48         F           50         P           51         H	PER MEAL COST, HSA-DAAS  Non-DAAS Revenues  Project Income Agency Cash - Fundraising Agency In-Kind Volunteer  Autrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES  PER MEAL COST, NON HSA-DAAS  TOTAL REVENUES  PER MEAL COST, TOTAL  Full Time Equivalent (FTE)	\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042 \$7.44		\$6.18 \$2,154 \$1,256 \$3,410 \$1.27 \$20,042 \$7.44

Appendix B4 SHE\_AWD Cong meal budget FY16-17\_rev.xlsx: Budget Summary
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		Annual Full								× ×
-		TimeSalary	Total	% Nutr	Adjusted		Budgeted		Budgeted	0/00/47
9	POSITION TITLE and NAME	for FTE	% FTE				Salary		Salary	7/1/16 to 6/30/17
10	Meal Site Worker (On Call)	\$28,080	75%	27%	20%		\$5,617	$\square$		\$5,617
11					1					+
12										
13				L	ļ			$\square$		
14				L				$\left  - \right $		
15								$\vdash$		
16								$\vdash$		
17								$\vdash$		
10		\$ 28,080	75%	27%	20%		\$5,617			\$5,617
18	TOTALS	\$ 20,000	1070	2170	2070					
19	FRINGE BENEFIT RATE	15.00%	0. 7							
20	FRINGE BENEFIT RATE	10.0070						T		
01	EMPLOYEE EPINGE BENEFITS	\$ 4,212		and the second			\$842			\$842
22	EMPLOYEE FRINGE BENEFITS	Ψ 4,212								
23				Sector Sector	BARRING STREET					
	TOTAL DAAS SALARIES &						66.450			\$6,459
24	BENEFITS	\$ 32,292				1	\$6,459			40,400
25										
26		Aller and a second second		N.S. 19935 No. 44				Т		TOTAL
27	Non - DAAS	Agency To	tals	For DA	AS Meal			-+-		TOTAL
		Annual Full					Budgeted		Budgeted	
		TimeSalary	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE		Salary		Salary	7/1/13 to 6/30/16
	POSITION TITLE and NAME	for FTE	FIE (a)	Flog (b)	NUGTIE	-+	Culury	+		
29						+		+		
30								+		
31										
32								_		
33										
34										
								T		
35								1		
36								+		
37						-+		+		
38								+		
39										
40	TOTAL NON-DAAS									
41										
42	FRINGE BENEFIT RATE		and a family of				T			
43	EMPLOYEE FRINGE BENEFITS	\$0		3.3		5.00	-			
44							T	Т	1	
	TOTAL Non-DAAS SALARIES &	\$0		the state	and the second					
46	BENEFITS			17 27 20 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
	TOTAL DAAS & Non-DAAS					A STATE				\$6,459
	SALARIES & BENEFITS	\$ 32,292	A P R LA	1 2 3 C	- Address -	1. 3.6	\$6,459	1		\$0,409

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_	A B C	D E	F	G	Н
1					Appendix B4, pg. 3
2				Do	cument Date: 6/3/2016
3	7		S. (		
4		perating Expense I	Jetail		
7	H.S.A-DAAS Annual #Meals Contrac	ted: 2,693			TOTAL
8	Expenditure Category Te	m: 7/1/16 to 6/3	0/17		7/1/16 to 6/30/17
9	Rental of Property				
	Utilities(Elec, Water, Gas, Phone, Scavenger)				
_	Office Supplies, Postage				
	Building Maintenance Supplies and Repair				2
_	FOOD COSTS				
-	Raw Food per meal				
	Cong Food Svc Supplies per meal				
	HDM Food Svc Supplies per meal				
17		\$8,0	561		\$8,661
18					
19	Registered Dietitian				
20					
21	OTHER COSTS:				
22	Insurance				
23	Staff Training & Travel				
24	Rental of Equipment				
25	Small equipment & Supplies				
26	Auto - Fuel & Insurance		<u> </u>		·
27	Repair/Maintenance				
28					
29					
30	TOTAL DAAS OPERATING EXPENSE	\$8,6	61		\$8,661
	Non-DAAS				TOTAL
	Expenditure Category Progra	m			
	Rental of Property				
	Utilities(Elec, Water, Gas, Phone, Scavenger)				
	Office Supplies, Postage				
	Building Maintenance Supplies and Repair				
	FOOD COSTS	-			
	Raw Food per meal \$ 0.20	\$5	39		\$539
	Cong Food Svc Supplies per meal \$ 0.15	\$4	04		\$404
	HDM Food Svc Supplies per meal				
	Catered Meals per meal \$ 0.61	\$1,6	53		\$1,653
	CONSULTANT/SUBCONTRACTOR Descriptive Title				
	Registered Dietitian				
45	OTHER COSTS:				
		\$20	000		\$200
	Staff Training & Travel				
	Rental of Equipment				
	Rental of Equipment		,		
-	Small equipment & Supplies				
	Auto - Fuel & Insurance				
	Repair/Maintenance				
54					
55		\$2,79	36		\$2,796
56 57	TOTAL Non-DAAS OPERATING EXPENSE				
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$11,45	57		\$11,457

# APPENDIX A - SERVICES TO BE PROVIDED Institute on Aging Home-Delivered Meals for Adults with Disabilities (HDM-AWD) Effective July 1, 2016 – June 30, 2017

# I. Purpose

The purpose of this grant is to conduct intake and comprehensive assessment for AWD consumers requesting for HDM, to determine their eligibility for this program, to refer the consumer to the appropriate meal service provider, and to provide referral to other services as needed to enable these consumers to continue to remain living in their home, avoid institutionalization, and maintain the optimum level of functioning in the most independent setting.

Human Service Agency's Contracts Administration Reporting and Billing

combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one

Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessivecompulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome,

A condition attributable to mental or physical impairment, or a

(1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive

#### II. Definitions

Grantee CARBON Institute on Aging

On-line (CARBON) system Department of Adult and Aging Services

functioning, and emotional adjustment.

traumatic brain injury, learning disabilities, etc.

DAAS

Disability

HSA HACCP

Home-Delivered Meals

CA-GetCare

A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.

Human Services Agency of the City and County of San Francisco

Hazard Analysis of Critical Control Points. A prevention-based food

safety system focusing on time and temperature control at different crucial

Meals are provided to individuals with incapacitating disability, isolation,

and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS

lack of support network and have no safe, healthy alternative for meals,

OOA

Office on Aging

food service system points.

approved service provider.

### III. Target Population

AWD

Individuals between the age of 18 and 59 who have a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping, meal preparation, and/or no access to safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

### IV. Services to be Provided

- A. Grantee will develop and maintain current policies and procedures with the approval of DAAS-OOA to meet the needs of the consumers and program standards.
- B. Grantee will provide intake and assessment services by qualified social worker(s) possessing either a BSW or MSW. Intake and assessment services include:
  - 1. **Initial Intake**: Intake and screening of calls from referring agencies or individual for HDM for non-senior adults with disabilities. During the intake process, when HDM is not yet available, the intake staff will refer the case to other social service supports as needed.
  - 2. Comprehensive Assessment: Collection of information about a consumer with multiple needs (social, environmental, physical and mental) and determination of the initial and/or on-going eligibility of receiving home-delivered meals. The initial assessment shall be conducted at the client's home before meal services are provided. Initial and on-going eligibility shall be evaluated according to the OOA standards as specified in its policy manual. The assessment form shall be approved by the OOA.
  - 3. Other Related Service: Referring and assigning appropriate consumers to the participating HDM service providers, maintaining and prioritizing a waiting list according to OOA requirements and coordinating regular meetings with the participating HDM service providers. Grantee shall meet with HDM providers on a quarterly basis and follow-up on participants, discuss any issues, and provide technical assistance as needed.
- C. Grantee must maintain all consumer data in a confidential manner.
- D. Conduct consumer satisfaction survey yearly and provide results to OOA Program Analyst by March 15<sup>th</sup>. The survey tool will be provided by OOA.
- E. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA and share the information with their staff and volunteers.
- F. The Grantee will have to be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

# V. Service Objectives

On an annual basis:

A. Grantee will enroll the annual number of 450 unduplicated consumers for home-delivered meals services.

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

### VI. Outcome Objectives

A. 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.

### VII. Monitoring Activities

- A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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.

### VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
  - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
- 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. Apart from the on-line reporting via CA-GetCare, and reports requested to be sent via e-mail 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:

Victoria Chan Contract Manager/HSA P.O. Box 7988 San Francisco, CA 94120 victoria.chan@sfgov.org Sarah Chan Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 <u>sarah.chan@sfgov.org</u>

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3	1 ним	AN SERVICES A	GENCY BUDG	ET SUMMARY	
4	1 .		ROGRAM		
5	Contractor	lame		1	[erm
_		anc		and an announcement	to June 30, 2017
	Institute on Aging	V Madification		1	
7	(Check One) New Renewal				
8	If modification, Effective Date of Mod.	No. of Mod.			
	Program: AWD-HDM Intake and				
9	Assessment		REVENUE Cost	Allocation:	
10	Budget Reference Page No.(s)	Year 1	H.S.ADAAS	Non-HSA-DAAS	Total Revenue
	Program Term	7/1/16-6/30/17			
12	Expenditures				
13	Nutrition Education				
14	Salaries & Benefits	\$0	and the second se		\$0 \$0
15	Operating Expense	\$0		and the second se	\$0
16	Subtotal Direct	\$0	\$0	30	
17	Indirect Percentage	\$0	\$0	\$0	\$0
18 19	Indirect Expense Total Nutrition Education	\$0	\$0		\$0
	Nutrition Counseling				
21	Salaries & Benefits	\$0	\$0		\$0
22	Operating Expense	\$0	\$0		\$0 \$0
23	Subtotal Direct	\$0	\$0	\$0	\$0
24	Indirect Percentage	\$0	\$0	\$0	\$0
25	Indirect Expense Total Nutrition Counseling	\$0	\$0		\$0
	HCCP Kitchen Monitoring	\$0		1	
27	Salaries & Benefits	\$0	\$0		\$0
29	Operating Expense	\$0	\$0		\$0
30	Subtotal Direct	\$0	\$0	\$0	\$0
31	Indirect Percentage			\$0	\$0
32	Indirect Expense	\$0 \$0	\$0 \$0	\$0	\$0
-	Total HCCP Kitchen Monitoring	\$0	40		
	Site/Route Monitoring	\$0	\$0	\$0	\$0
35 36	Salaries & Benefits Operating Expense	\$0	\$0	\$0	\$0
30	Subtotal Direct	\$0	\$0	\$0	\$0
38	Indirect Percentage				
39	Indirect Expense	\$0	\$0	\$0	\$0
	Total Site/Route Monitoring	\$0	\$0	\$0	\$0
	Menu Planning	\$0	\$0	\$0	\$0
12	Salaries & Benefits	\$0	\$0	\$0	\$0
13 14	Operating Expense Subtotal Direct	\$0	\$0	\$0	\$0
15	Indirect Percentage				
16	Indirect Expense	\$0	\$0	\$0	\$0
17	Total Menu Planning	\$0	\$0	\$0	\$0
18	HDM Assessments	A460.005	P400 005	\$0	\$108,625
19	Salaries & Benefits	\$108,625 \$45,908	\$108,625 \$45,908	\$0	\$45,908
0	Operating Expense	\$154,532	\$154,532	\$0	\$154,532
52	Subtotal Direct Indirect Percentage: 10%	10%	10%		10.00%
53	Indirect Expense	\$15,453	\$15,453	\$0	\$15,453
4	Total HDM Assessments	\$169,986	\$169,986	\$0	\$169,986
55 (	Other Nutrition Compliance			\$0	\$4,000
6	Salaries & Benefits	\$4,000	\$4,000 \$0	\$0	\$4,000
7	Operating Expense	\$0 \$4,000	\$4,000	\$0	\$4,000
58 59	Subtotal Direct Indirect Percentage	\$4,000	10%		10%
50	Indirect Expense	\$400	\$400	\$0	\$400
11	Total Other Nutrition Compliance	\$4,400	\$4,400	\$0	\$4,400
	Data Plan	\$880	\$880		\$880
-	GRAND Total Expenditures	\$175,266	\$175,266	\$0	\$175,266
4	HSA Revenues	\$175,266	\$175,266		\$175,266
5					
6					
7	TOTAL HSA REVENUES	\$175,266	\$175,266		\$175,266
8	Other Non-H.S.ADAAS Revenues		the first weather		-
9				\$0	\$0
0					
1					\$0
2	TOTAL OTHER REVENUES			\$0	
	Full Time Equivalent (FTE)				
			Telephone No.:	D	ate
51	Prepared by:		Cicphone No.		
	HSA-CO Review Signature:				

Appendix B, Page 2 Document Date: 06/07/2016

# Annual & Quarterly HDM Intake & Assessment Salaries & Benefits Detail

	Agency T	otals	For HS	A Program	For DHS Program	REVENUE C	ost Allocation:	<b>Total Revenue</b>
POSITION TITLE	Annual Full TimeSalary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.ADAAS	Non-HSA-DAAS	
Assessment Coordinator 1	\$48,000	100%	97%	97%	\$46,400	\$46,400		\$46,400
Program Director	\$81,000	100%	38%	38%	\$30,800	\$30,800		\$30,800
Regional Director	\$97,000	100%	10%	10%	\$9,700	\$9,700		\$9,700
TOTALS	\$226,000	3.00	1.45	1.45	\$86,900	\$86,900		\$86,900
RINGE BENEFIT RATE	25.00% \$56,500		841972	11.2.20	\$21,725	\$21,725		\$21,725
OTAL SALARIES & BENEFITS	\$282,500	1387 B	95 (QA)	部制度设备	\$108,625	\$108,625	T	\$108,625

Program: AWD-HDM Intake and Assessment (Same as Line 9 on HSA #1)

# HDM Assessment Operating Expense Detail

			<b>REVENUE</b> Cos	st Allocation:	TOTAL
				Non-HSA-	
Expenditure Category	TERM	7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
Rental of Property		\$6,125	\$6,125		\$6,12
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$622	\$622		\$622
Office Supplies, Postage		\$750	\$750		\$750
Building Maintenance Supplies and Repair					
Printing and Reproduction				-	
Insurance		\$1,228	\$1,228		\$1,228
Staff Training		\$383	\$383		\$383
Staff Travel	,	\$3,300	\$3,300		\$3,300
Small Equipment (over \$500 but under \$5,000/item)					
Rental of Equipment					
Nemai of Equipment					
SUBCONTRACTORS Descriptive Title					
Social Services Staffing, Inc.		\$33,500	\$33,500		\$33,500
Social Schuces Stanling, Inc.					
		· · · · · · · · · · · · · · · · · · ·			
OTHER					
o men					
					\$0
		1			
TOTAL OPERATING EXPENSE		\$45,908	\$45,908	\$0	\$45,908
HSA #3				2	5/19/2016

Appendix B, Page 3 Document Date: 06/07/2016

Program: AWD-HDM Intake and Assessment (Same as Line 9 on HSA #1)

# HDM Assessment Operating Expense Detail

HSA #3					5/19/2016
TOTAL OPERATING EXPENSE		\$45,908	\$45,908	\$0	\$45,908
		· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·	
OTHER		· · · · · · · · · · · · · · · · · · ·			\$0
SUBCONTRACTORS Descriptive Title Social Services Staffing, Inc.		\$33,500	\$33,500		\$33,500
Small Equipment (over \$500 but under \$5,000/item) Rental of Equipment					
Staff Travel		\$3,300	\$3,300		\$3,300
Printing and Reproduction Insurance Staff Training		\$1,228 \$383	\$1,228 \$383		\$1,228 \$383
Office Supplies, Postage Building Maintenance Supplies and Repair		\$750	\$750		
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$622	<u>\$622</u> \$750		\$750
Rental of Property		\$6,125	\$6,125		\$6,125 \$622
Expenditure Category	TERM	7/1/16-6/30/17	H.S.ADAAS	DAAS	REVENUE
			REVENUE Co	st Allocation: Non-HSA-	TOTAL

# APPENDIX A1 - SERVICES TO BE PROVIDED Meals on Wheels San Francisco Home-Delivered Meals for Adults with Disabilities (HDM- AWD) Effective July 1, 2016 – June 30, 2017

#### I. Purpose

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

Meals on Wheels of San Francisco

Department of Adult and Aging Services

On-line (CARBON) system

#### II. Definitions

Grantee

CARBON

DAAS

Disability

A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

Human Service Agency's Contracts Administration Reporting and Billing

*Physical disability or mobile limitation* includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. *Chronic illness* includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. *Sensory disability* includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. *Mental disability* includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. *Cognitive disability* includes Down's syndrome, traumatic brain injury, learning disabilities, etc.

HSA

HACCP

Home-Delivered Meals 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

Human Services Agency of the City and County of San Francisco

Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS approved service provider.

MOW- FY 07-16 to 06-17 HDM-AWD

CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

#### III. Target Populations

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

#### IV. Services to be Provided

A. Provide home-delivered meals service 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 AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program.
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz. cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz. milk or the calcium equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The 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.

#### V. Service Objectives

- A. Grantee will serve 245 unduplicated consumers.
- B. Grantee serves 123,490 authorized meals.

### VI. 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.

### VII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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.

#### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
  - 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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, 5<sup>th</sup> Floor San Francisco, CA 94103 <u>Sarah.Chan@sfgov.org</u>

MOW- FY 07-16 to 06-17 HDM-AWD

	A	B	C		D	E
1						Appendix B3, p
2	2			Docu	ment Date:	6/2/2
3	HUMAN SERVICES	AGENCY - DEP	ARTMENT C	F AGINO		OULT SERVIC
4			PROPOSA			
			TROFOOA		<u> </u>	
5		San Francisco				Grant Term
6	(Check One) New Renewal	Modification				
7	Effective Date of Mod: 7/1/13	No. of Mod	ı.			714140 4- 0120
+	Program: Enter 1 Prog ONLY (e.g. Cong-ENP,		1.	1		7/1/16 to 6/30/
8	HDM-ENP, Cong-YAD, or HDM-YAD)	HDM AWD				TOTAL
			1			
9	Annual #Meals Contracted	123,490				123,4
10	Program Term	7/1/16 to 6/30/17				7/1/16 to 6/30/1
11	DAAS Expenditures					
12	Salaries & Benefits	\$144,497				\$144,49
13	Operating Expense	\$344,973				\$344,97
14	Subtotal	\$489,470				\$489,47
15	Indirect Percentage (max 10%)	10%				10
	Indirect Cost (Line 14 X Line 13)	48,947				\$48,94
	Capital Expenditure	\$0				 ξ
	TOTAL DAAS EXPENDITURES			· · · · ·		
19	TOTAL DAAS EXPENDITORES	\$538,417	Alto das filmentes de transferir en ferir en		and the second second	\$538,41
-					And the state of the	a particular de la calence de la calencia
_	Non-DAAS Expenditures	TT		- <u></u>		
	Salaries & Benefits	\$46,962				\$46,96
	Operating Expense	\$87,175				\$87,17
	Capital Expenditure	\$0				\$(
	TOTAL Non-DAAS EXPENDITURES	\$134,137				\$134,13
25		\$134,137				\$134,13
25 T	TOTAL DAAS & Non-DAAS					
25 T 26 E		\$134,137 \$672,554				
25 T 26 Z7	TOTAL DAAS & Non-DAAS					
25 1 26 27 28	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues	\$672,554				\$672,554
25 1 26 27 28 F 29	TOTAL DAAS & Non-DAAS EXPENDITURES					\$672,554
25 7 26 27 28 4 29 30	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues	\$672,554				\$672,554
25 T 26 Z7 28 F 29 M 30 31	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues	\$672,554				\$134,13 \$672,554 \$538,417
25 T 26 E 27 28 F 29 <i>N</i> 30 31 32 32	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues	\$672,554				\$672,554
25 26 27 28 4 29 30 31 32 33	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals	\$538,417				\$672,554 \$538,417
25 26 27 28 4 29 30 31 32 33 34 T(	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES	\$672,554 \$538,417 \$538,417 \$538,417				\$672,554 \$538,417 \$538,417
25 26 27 28 4 29 30 31 32 33 34 T(	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals	\$538,417				\$672,554 \$538,417
25 26 27 28 4 29 30 31 32 33 34 T 35 Pl	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES DER MEAL COST, HSA-DAAS	\$672,554 \$538,417 \$538,417 \$538,417				\$672,554 \$538,417 \$538,417
25 7 26 27 28 29 30 31 32 33 33 34 70 35 <i>P</i> 36 <b>N</b>	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$672,554 \$538,417 \$538,417 \$538,417	A			\$672,554 \$538,417 \$538,417
25     T       26     E       27     E       28     F       29     M       30     31       32     33       33     G       34     T       35     P       36     N       37     Pr	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$672,554 \$538,417 \$538,417 \$4.36				\$672,554 \$538,417 \$538,417 \$4.36
25 7 26 27 28 4 29 30 31 32 33 34 7 35 86 N 36 N 37 97 88 Ag	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising	\$672,554 \$538,417 \$538,417 \$538,417				\$672,554 \$538,417 \$538,417
25 T 26 E 27 28 F 29 M 29 M 30 31 32 33 33 34 T 35 P 35 P 36 N 35 P 36 N 37 37 37 37 37 37 37 37 37 37	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$672,554 \$538,417 \$538,417 \$4.36				\$672,554 \$538,417 \$538,417 \$4.36
25 T 26 E 27 28 F 29 M 30 31 32 33 33 33 34 T( 35 Pi 36 N 36 N 37 Pr 18 8 Ag 9 9 Ag 9 0 N 1 1 1 1 1 1 1 1 1 1 1 1 1	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency In-Kind Volunteer	\$672,554 \$538,417 \$538,417 \$4.36				\$672,554 \$538,417 \$538,417 \$4.36
25 T 26 E 27 28 F 29 M 30 31 32 33 33 33 34 T( 35 Pi 36 N 36 N 37 Pr 18 8 Ag 9 9 Ag 9 0 N 1 1 1 1 1 1 1 1 1 1 1 1 1	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency In-Kind Volunteer	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137				\$672,554 \$538,417 \$538,417 \$4.36
25 7 26 8 27 28 7 29 <i>M</i> 30 31 32 33 33 34 70 35 <i>Pl</i> 36 <b>N</b> 36 <b>N</b> 37 <i>Pr</i> 18 8 4 9 9 4 2 9 <i>N</i> 30 1 1 1 1 1 1 1 1 1 1 1 1 1	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency In-Kind Volunteer	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137
25 T 26 E 27 28 F 29 M 29 M 30 31 32 33 33 34 T 35 P 35 P 36 N 35 P 1 8 Ag 9 Ag 9 Ag 9 Ag 9 0 N 1 31 32 33 33 34 T 1 35 1 1 35 1 1 1 1 1 1 1 1 1 1 1 1 1	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           36         N           37         Pr           38         Agg           39         Agg           39         Agg           30         N           31         34           32         N           33         N           34         T	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137
25 T 26 E 27 28 H 29 M 30 31 32 33 33 34 T 35 P 36 N 35 P 36 N 37 P 7 8 8 4 9 4 2 4 P 4 2 4 2 4 4 4 4 4 4 4 4 4 4 4 4 4	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising gency In-Kind Volunteer utrition Compliance/Quality Assurance	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           36         N           36         N           37         Pr           38         A           39         A           99         A           90         Nu           1         2           33         TC           34         PE           5         TC	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising gency Cash - Fundraising gency In-Kind Volunteer Utrition Compliance/Quality Assurance DTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           36         N           36         N           37         Pr           38         A           39         A           30         N           31         TO           32         TO           33         TO           34         PE           5         TO           6         PE	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising 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	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$134,137 \$1.09				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           36         N           36         N           37         Pr           38         A           39         A           30         N           31         TO           32         TO           33         TO           34         PE           5         TO           6         PE	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising gency Cash - Fundraising gency In-Kind Volunteer Utrition Compliance/Quality Assurance DTAL NON HSA-DAAS REVENUES ER MEAL COST, NON HSA-DAAS DTAL REVENUES	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554				\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554
25         T           26         E           27         28           28         F           29         M           30         31           32         33           33         34           33         35           33         71           36         N           37         Pris           386         N           39         Ag           99         Ag           90         Nu           1         2           33         TC           34         PE           5         TC           6         PE           5         TC           6         PE           7         Full	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising 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 II Time Equivalent (FTE)	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554 \$5.45	Done No.:			\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           36         N           36         N           37         Pr           38         A           39         A           30         N           35         P           36         N           37         Pr           38         A           39         A           30         N           31         TO           32         TO           33         TO           34         PE           35         TO           36         P           5         TO           6         P           7         Full           9         Pre	TOTAL DAAS & Non-DAAS         EXPENDITURES         HSA-DAAS Revenues         Meals         OTAL HSA-DAAS REVENUES         PER MEAL COST, HSA-DAAS         Non-DAAS Revenues         roject Income         gency Cash - Fundraising         gency Cash - Fundraising         gency Cash - Fundraising         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         III Time Equivalent (FTE)         epared by:	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554 \$5.45	one No.:			\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554
25         T           26         E           27         28           28         F           29         N           30         31           32         33           33         34           36         N           37         Pr           38         T           36         N           37         Pr           38         A           39         A           30         Nu           31         T           32         T           33         T           34         T           35         P           36         Nu           37         T           38         T           39         A           30         Nu           31         T           32         T           33         T           34         T           35         T           36         P           37         Full           38         T           39         P	TOTAL DAAS & Non-DAAS EXPENDITURES ISA-DAAS Revenues Meals OTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Ion-DAAS Revenues roject Income gency Cash - Fundraising gency Cash - Fundraising 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 II Time Equivalent (FTE)	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554 \$5.45	one No.:		Date:	\$672,554 \$538,417 \$538,417 \$4.36 \$134,137 \$134,137 \$1.09 \$672,554

MOW\_AWD HDM 16-17 Appx B3.docx.xlsx: Budget Summary

	А	В	T C	I D	E	1 F	G	Тн		IJ	K	TL	M	N
1							1 0	10		15				B3, page 2
2		oan i rancisco											Date:	6/2/16
3													Date.	0.210
4														
5			Sal	aries & E	enefits I	Detail								
Ÿ														
8	H.S.A-DAAS	Agency	Totals		T	For D	AAS Nutrition	1	7/1/16 to 6/30/1	7		T		TOTAL
	1		T				1	1	1	T		T		
		Annual Fu	II.	Actua								1		
		TimeSalar							Budgeted		Budgeted		Budgeted	1 (19) CONTRACTOR (CONTRACTOR) (CONTRACTO
9	POSITION TITLE and NAME	for FTE		E for AW			) Nutr FT	E	Salary		Salary	$\perp$	Salary	7/1/16 to 6/30/17
	Drivers	\$37,27		e driver's					\$88,911			+		\$88,911
	Chief Govt Officer	\$128,54			100.09				\$10,798			+		\$10,798
	HDM Director HDM Program Manger	\$108,15	0 1009	8.4%	75.1%	6.39	6 6.39	6	\$6,822			+		\$6,822
	HDM Dispatch Manger					+	+	+		$\vdash$		+		
15	HDM Client Relations and Office Manager			+	+		1	+		$\vdash$	-	++		
	HDM Client Relations		+		1	+	1	1		-+		++		
	HDM Assistant				1		1					$\mathbf{H}$		
18	Facility Director				1									
19	Maintenance Worker				1	1				T				
20		-										Π		
24				1			4.50					Π	1	B105 500
21	TOTALS	\$ 273,963	200%	0	1	14.7%	15%	1	\$106,530					\$106,530
22 23	FRINGE BENEFIT RATE	05.040	7											
23	FRINGE BENEFIT RATE	35.64%		A PROCESSION		133694	NO TRUE NO.	1000				ГТ		1
24	EMPLOYEE FRINGE BENEFITS	\$ 97,641		A STATE	a 1	Letter 1	6463		\$37,967					\$37,967
	EN LOTELT NINGL DENLITIO	\$ 97,041	ALC: SALES	to all the set of		2		1	\$37,507					
25 20			-											
								24						
_	TOTAL DAAS SALARIES & BENEFITS	\$ 371,604			C WE A				\$144,497					\$144,497
28														
29 '		A CONTRACTOR AND AND AND A		Martine and American	biotecture consistent									
30	Non - DAAS	Agency T	otals		and the second	For DA	AS Meal					$\perp$		TOTAL
		A												
		Annual Full TimeSalary	Total %	Actual Hours	Charge	% Nutr	Adjusted		Budgeted		Budgeted		Budgeted	
31 6	OSITION TITLE and NAME	for FTE			to DAAS		Nutr FTE		Salary		Salary			7/1/13 to 6/30/16
-	nivers	\$37,270						- +	\$0	+		+		\$0
			40000	0.49/		0.00/	0.0%	-+		+		+		\$0
	hief Govt Officer	\$128,543	100%	8.4%	0%	0.0%	0.0%		\$0	+-		+		
	DM Director	\$108,150	100%	8.4%	25%	2.1%	2.1%		\$2,263	+				\$2,263
35 H	DM Program Manger	\$72,872	100%	8.4%	100%	8.4%	8.4%		\$6,121	-		$\perp$		\$6,121
6 H	DM Dispatch Manger	\$63,308	100%	8.4%	100%	8.4%	8.4%		\$5,318					\$5,318
17 H	DM Client Relations and Office Manager	\$55,652	100%	8.4%	100%	8.4%	8.4%		\$4,675					\$4,675
	DM Client Relations	\$48,547	100%	8.4%	100%	8.4%	8.4%		\$4,078	T		T		\$4,078
-	DM Assistant	\$32,909	100%	8.4%	100%	8.4%	8.4%		\$2,764	1		1		\$2,764
		1	100%	8.4%	100%	8.4%	8.4%			+-		+-		\$6,299
_	acility Director	\$74,984							\$6,299	+		+-		
1 M	aintenance Worker	\$36,956	100%	8.4%	100%	8.4%	8.4%		\$3,104			+-		\$3,104
2				1		1				1				\$0
_	OTAL NON-DAAS	\$ 659,191							\$34,622	1		1		\$34,622
9			1						I		d	-		
_						5 44	Contraction in the		840 CO.	<b>r</b>		T		640.000
6 EN	IPLOYEE FRINGE BENEFITS	35.64%	A CAR			the Last			\$12,339	1	1	1		\$12,339
7								1000	T	1		T		
	TAL Non-DAAS SALARIES & BENEFITS	\$ 659,192	ale Charles	22.2.1	15 W F	the second			\$46,962		1			\$46,962
7		+ 003,132 M				and the second	Transferrance 1999		440,002	L				+ 10,002
ТС	TAL DAAS & Non-DAAS SALARIES &					1.75								
	NEFITS	\$ 1,030,795	2-12-12-12-		-			e e	\$191,459					\$191,459
	DTE: Green highlighted cells have formul													
_	Cells with formulas are protected to avoid acci	idental changes.	To unpro	otect, go t	o "Tools"	then "Un	protect sh	eet". N	o password nee	eded.				

	FNAME	HRS-YR		Dept	Salary	FRINGE	Comp	Annual Full TimeSalary for FTE	Actual Hours for AWD	Charge to DAAS	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeter
Burnett	Sharon	2,080	1.00	Driver	\$34,979	\$20,02	5 \$55,004	100%	8.4%	100.0%	8.4%	8.4%	\$2,9
Chen	Daniel	2,080	1.00	Driver	\$36,956	\$20,59	9 \$57,555	100%	8.4%		8.4%	8.4%	\$3,1
Duarte	Philip	2,080	1.00	Driver	\$32,243	\$19,23	2 \$51,475	100%	8.4%	100.0%	8.4%	8.4%	\$2,7
Fleming	James	1,248	0.60	Driver	\$21,094	\$15,99		60%	8.4%	100.0%	8.4%	8.4%	\$1,7
Fuller	Ira	2,080	1.00	Driver	\$35,404	\$20,14		100%	8.4%	100.0%	8.4%	8.4%	\$2,9
Gomez	Francisco	2,080	1.00	Driver	\$37,387	\$20,724		100%	8.4%	100.0%	8.4%	8.4%	\$3,14
Harrington	Gerald	2,080	1.00	Driver	\$36,690	\$20,522		100%	8.4%	100.0%	8.4%	8.4%	\$3,08
Hemandez	Oralia	2,080	1.00	Driver	\$34,284	\$19,824		100%	8.4%	100.0%	8.4%	8.4%	\$3,08
Huang	Xing	2,080	1.00	Driver	\$34,577	\$19,909		100%	8.4%	100.0%	8.4%	8.4%	\$2,80
shida	Philip	2,080	1.00	Driver	\$34,503	\$19,887		100%	8.4%	100.0%	8.4%	8.4%	
Celley	Sheila	2,080	1.00	Driver	\$51,729	\$24,884	\$76.613	100%	8.4%	100.0%	8.4%	8.4%	\$2,89
(wong	Raymond	2,080	1.00	Driver	\$37,368	\$25,829	\$63,197	100%	8.4%	100.0%	8.4%	8.4%	
ee	Kamari	2,080	1.00	Driver	\$33,016	\$19,456	\$52,472	100%	8.4%	100.0%	8.4%		\$3,13
Aaher	Antoinette	2,080	1.00	Driver	\$43,606	\$22,528	\$66,133	100%	8.4%	100.0%		8.4%	\$2,77
Aaldonado	Michael	2,080	1.00	Driver	\$36,425	\$20,445	\$56,870	100%	8.4%	100.0%	8.4%	8.4%	\$3,66
farcos	Noel	2,080	1.00	Driver	\$37,106	\$20,642	\$57,749	100%	8.4%	100.0%	8.4%	8.4%	\$3,060
1ejia	Felipe	2,080	1.00	Driver	\$35,404	\$20,149	\$55,553	100%	8.4%	100.0%	8.4%	8.4%	\$3,117
omele	Alafale	2,080	1.00	Driver	\$44,779	\$22,868	\$67,647	100%	8.4%	100.0%	8.4%	8.4%	\$2,974
andoval	Adrian	2,080	1.00		\$35,651	\$20,220	\$55,871	100%	8.4%		8.4%	8.4%	\$3,761
efo	Viena	2,080	1.00		\$38,353	\$21,004	\$59,357	100%		100.0%	8.4%	8.4%	\$2,995
lesue	Ivoga	2,080	1.00 0		\$41,159	\$21,004	\$62,977	100%	8.4%	100.0%	8.4%	8.4%	\$3,222
orres	Martha	2,080		Driver	\$35,949	\$20,307	\$56,256	100%	8.4%	100.0%	8.4%	8.4%	\$3,457
orres, R	Rigoberto	2,080		river	\$37,387	\$20,307	\$58,111	100%	8.4%	100.0%	8.4%	8.4%	\$3,020
ga	Rene	2,080		river	\$37,387	\$20,724	\$58,111		8.4%	100.0%	8.4%	8.4%	\$3,141
e	Roland	2,080		river	\$45,177	\$20,724	\$68,160	100%		100.0%	8.4%	8.4%	\$3,141
sman	Mark	1,664		river	\$33,116	\$19,485		100%		100.0%	8.4%	8.4%	\$3,795
exander	Shavon	2,080		river	\$32,243	\$19,485	\$52,601	80%		100.0%	8.4%	8.4%	\$2,782
rmiento	Gemma	2,080	1.00 D		\$32,243		\$51,475	100%		100.0%	8.4%	8.4%	\$2,708
ssell	Clarence	2,080	1.00 D		\$32,243	\$19,232	\$51,475	100%		100.0%	8.4%	8.4%	\$2,708
tal		-,000	28.40			\$19,232	\$51,475	100%	8.4%	100.0%	8.4%	8.4%	\$2,708
			28.40		\$1,058,461	\$598,630	\$1,657,091						\$88,911
			Av	erage	\$37,270								

Г		A	D	0	ID	TE	F	G	H	1	J	K	-
+	1	Grantee's Name: Meals	B	С	D	E		6		1		ppendix B3, page 3	2
F		Program Name:	UII VIIIEEIS							Da		6/2/10	
		HDM AWD											
Г	4				Ope	rating Expense	Detail						
	7	H.S.A-DAAS	Appust #N	leals Contra	o oto di	123,490		0		0		TOTAL	-
	_		Annual #iv	leais contra		7/1/16 to 6/30/17	1	0		0		7/1/16 to 6/30/17	-
-	-	Expenditure Category			renn	/////010/0/30/17					L		
	_	Rental of Property			2 8		· · · <u></u>					04 20	-
		Utilities(Elec, Water, Gas, P	hone, Scave	nger)									-
	_	Office Supplies, Postage					-						-
		Building Maintenance Suppl	ies and Repa	ir									-
	_	FOOD COSTS											
	-	Raw Food	per meal						-				$\left  \right $
	_	Cong Food Svc Supplies	per meal		-								ł
_		HDM Food Svc Supplies	per meal		-	044.070						\$344,973	ł
1	4	Catered Meals	per meal	\$ 2.82	-	344,973						\$344,973	
_		CONSULTANT/SUBCONTR	ACTOR Des	criptive Title	9								l
19	R	Registered Dietitian			_						_		
20	4												
21	0	THER COSTS:									_		
22	In	nsurance											
23	S	taff Training & Travel											
24	R	ental of Equipment											
25	S	mall equipment & Supplies		18									
26	A	uto - Fuel & Insurance									_		
27	Re	epair/Maintenance											
28	1								-				
29	-												
30	TC	OTAL DAAS OPERATING E	EXPENSE			344,973						\$344,973	
32	N	on-DAAS										TOTAL	
33	<u>Ex</u>	penditure Category		Progr	am								
34	Re	ental of Property											
35	Uti	ilities(Elec, Water, Gas, Pho	one, Scaveng	er)		10,540						\$10,540	
36	Of	fice Supplies, Postage			_	2,301						\$2,301	
37	Bu	ilding Maintenance Supplies	s and Repair			4,952						\$4,952	
38	FO	OD COSTS									-		
39	Ra	w Food	per meal										
40	Co	ng Food Svc Supplies	per meal										
		M Food Svc Supplies	per meal \$	0.40		52,587						\$52,587	
42	Cat	tered Meals	per meal				-						
43	со	NSULTANT/SUBCONTRAC	CTOR Descri	ptive Title									
44	Reg	gistered Dietitian											
45													
		HER COSTS:											
	_	urance											
-		ff Training & Travel											
		ntal of Equipment											
		ntal of Equipment											
		all equipment & Supplies				15,161				<u> </u>		\$15,161	
		o - Fuel & Insurance pair/Maintenance				13,101						<i>\$10,101</i>	
		tside services				1,634						\$1,634	
55						6							
56 57	TOT	TAL Non-DAAS OPERATIN	IG EXPENSE			87,175						\$87,175	
	гот	TAL DAAS & Non-DAAS OP	ERATING EX	PENSE		432,148						\$432,148	

MOW\_AWD HDM 16-17 Appx B3.docx.xlsx: Operating Detail

# APPENDIX A4 – SERVICES TO BE PROVIDED Russian American Community Services Home-Delivered Meals for Adults with Disabilities (HDM- AWD) Effective July 1, 2016 – June 30, 2017

### I. Purpose

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

П.	Definitions	
	Grantee	Russian American Community Services
	CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
	DAAS	Department of Adult and Aging Services
	Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
		<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
	HSA	Human Services Agency of the City and County of San Francisco
	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
	Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS

<ul> <li>CA-GetCare A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.</li> <li>OOA Office on Aging</li> <li>AWD Adults with Disabilities are adults age 18-59 with disability.</li> </ul>		approved service provider.
Strict on rights	CA-GetCare	contracted agencies to use to perform consumer
AWD Adults with Disabilities are adults age 18-59 with disability	OOA	Office on Aging
reality with Distonness are address age 10-55 with distonny.	AWD	Adults with Disabilities are adults age 18-59 with disability.

1.1.

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# III. Target Populations

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

# IV. Services to be Provided

A. Provide home-delivered meals service 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 AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program.
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz milk or the calcium

equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The 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.

#### V. Service Objectives

- A. Grantee will serve <u>100</u> unduplicated consumers.
- B. Grantee serve <u>30,514</u> authorized meals.

#### VI. 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.

# VII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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.

### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
  - 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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:

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

Russian American Community Services FY 07-16 to 06-17 HDM-AWD

	A	В	С	D	E
1	BUDGET FORMS			Appendix B4, pg. 1	
2			Document Date:	6/3/2016	
3	HUMAN SERVICES A	GENCY - DEPA	RTMENT OF AC	GING AND ADUL	T SERV
4			PROPOSAL FC		
5	Grantee's Name: Russian American Co	omm. Services		Grant Term	
6		X Modification			
0					
7	Effective Date of Mod: 7/1/16	No. of Mod:	1	7/1/16 to 6/30/17	Average
8	Program: HDM-AWD	HDM-AWD		TOTAL	cost/meal
	Annual #Meals Contracted	30,514		30,514	
<u> </u>	Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17	
	DAAS Expenditures Salaries & Benefits	\$87,191		\$87,191	\$2.86
	Operating Expense	\$99,733		\$99,733	\$3.27
	Subtotal	\$186,924		\$186,924	\$6.13
15	Indirect Percentage (max 10%)	0%		0%	5
	Indirect Cost (Line 14 X Line 13)	\$0		\$0	\$0.00
	Capital Expenditure	\$0	-	\$0	\$0.00
18	TOTAL DAAS EXPENDITURES	\$186,924		\$186,924	\$6.13
19	And the second	(2777)			
20	Non-DAAS Expenditures				
21	Salaries & Benefits	\$14,020		\$14,020	\$0.46
	Operating Expense	\$17,857		\$17,857	\$0.59
	Capital Expenditure	\$0		\$0	\$0.00
	TOTAL Non-DAAS EXPENDITURES	\$31,877		\$31,877	\$1.04
25	TOTAL DAAD & Non DAAD				
	LOTAL DAAS & NOR-DAAS				
	TOTAL DAAS & Non-DAAS EXPENDITURES	\$218,801		\$218,801	\$7.17
26 27	EXPENDITURES	\$218,801	The state of the state of the	\$218,801	\$7.17
26 27 28	EXPENDITURES HSA-DAAS Revenues				\$7.17
26 27 28 29	EXPENDITURES	<b>\$218,801</b> \$186,924		<b>\$218,801</b> \$186,924	\$7.17
26 27 28 29 30	EXPENDITURES HSA-DAAS Revenues				\$7.17
26 27 28 29	EXPENDITURES HSA-DAAS Revenues				\$7.17
26 27 28 29 30 31	EXPENDITURES HSA-DAAS Revenues			\$186,924	\$7.17
26 27 28 29 30 31 32 33	EXPENDITURES HSA-DAAS Revenues				\$7.17
26 27 28 29 30 31 32 33 33 34	EXPENDITURES HSA-DAAS Revenues Meals	\$186,924		\$186,924	\$7.17
26 27 28 29 30 31 32 33 33 34 35	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$186,924 \$186,924 \$186,924		\$186,924 \$186,924	\$7.17
26 27 28 29 30 31 32 33 33 34 35 35	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues	\$186,924 \$186,924 \$186,924 \$6.13		\$186,924 \$186,924	\$7.17
26         27         28         29         30         31         32         33         34         35         36         37	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$186,924 \$186,924 \$186,924 \$6.13 \$0		\$186,924 \$186,924 \$186,924 \$6.13	
26         27         28         29         30         31         32         33         34         35         36         37         38	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$186,924 \$186,924 \$186,924 \$6.13		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394	\$0.00
26 27 28 29 30 31 32 33 34 35 4 35 7 38 7 38 7 339 4	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income	\$186,924 \$186,924 \$6.13 \$0 \$15,483		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0	\$0.00 \$0.51
26 27 28 29 30 31 32 33 33 34 35 35 36 37 1 38 37 1 38 40 1 40 1	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	\$186,924 \$186,924 \$6.13 \$0 \$15,483		\$186,924 \$186,924 \$6.13 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0	\$0.00 \$0.51
26           27           28           29           30           31           32           33           34           35           36           37           38           40           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	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26 27 28 29 30 31 32 33 34 35 40 1 38 40 1 40 1 41 42 43 7	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 TOTAL NON HSA-DAAS REVENUES	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26 27 28 29 30 31 32 33 34 35 40 1 38 40 1 40 1 41 42 43 7	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	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26 27 28 29 30 31 32 33 34 35 40 1 38 40 1 41 42 43 7 44 44 44 44 44 44	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 TOTAL NON HSA-DAAS REVENUES	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26         27           28         29           30         31           32         33           34         35           35         36           36         1           37         1           38         4           40         1           42         43           44         4           45         1	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	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877 \$1.04		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$1,31,877 \$1.04	\$0.00 \$0.51
26         27           28         29           30         31           32         33           34         35           36         1           37         1           38         1           39         40           41         42           443         1           444         45           446         6	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	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877 \$1.04 \$218,801		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$10 \$0 \$0 \$1,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26         27           28         29           30         31           32         33           34         35           35         1           36         1           37         1           38         7           40         1           42         43           44         7           44         7           46         7           47         7	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877 \$1.04 \$218,801 \$7.17	15-387-5336	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$10 \$0 \$0 \$1,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26           27           28           29           30           31           32           33           34           35           36           37           38           40           41           42           43           44           45           46           47           49           49	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE) Prepared by: Nick Buick	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877 \$1.04 \$218,801 \$7.17		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$10 \$0 \$0 \$1,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51
26         27           28         29           30         31           32         33           34         35           36         37           38         7           38         7           44         7           44         7           445         7           446         7           47         7           49         7           50         1	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 TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS TOTAL REVENUES PER MEAL COST, TOTAL Full Time Equivalent (FTE)	\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$31,877 \$1.04 \$218,801 \$7.17		\$186,924 \$186,924 \$6.13 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$10 \$0 \$0 \$1,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$15,483 \$16,394 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0.00 \$0.51

RACS\_AWD HDM Appx 16-17 Appx B4.docx.xlsx: Budget Summary

Ĭ	A	В	C	D	E	F	G	H ·
1	Grantee's Name: Russian Ame				-			B4, page 2
2	Program Name:						Date:	6/3/16
3	HDM-AWD							
4			Salari	es & Bene	fite Dotail			
10	-		Jaiain	s a Dene	nto Detan			
-	-			1		7/4/40 44		T
		7/1/16 to 6/30/17		TOTAL				
8	H.S.A-DAAS	Agency	Totais	FOLDAA	S Nutrition	0/30/17		TOTAL
		Annual Full						
		TimeSalary	A CONTRACT OF THE PARTY		Adjusted	Budgeted	-	
9	POSITION TITLE and NAME	for FTE	FTE	Prog (b)	Nutr FTE	Salary		7/1/16 to 6/30/17
10	Executive Director	\$82,272				\$13,114		\$13,114
	Cook II		100.00%			\$10,420		\$10,420
	Kitchen aide	\$28,080	And the second se		and the second se	\$8,242		\$8,242
	Driver 1	\$30,160				\$12,007		\$12,007
	Driver 2	\$32,240				\$13,823		\$13,823 \$8,918
	Driver 3	\$29,120			the second se	\$8,918 \$1,485		\$1,485
	Driver 4 (substitute)	\$29,120 \$33,280				\$6,512		\$6,512
17	c2 coordinator	\$33,280	02.50%	51.51%	13.51 /0	ψ0,012		÷0,012
19								
20								
21								
21	· · · · · · · · · · · · · · · · · · ·							074 500
22	TOTALS	\$ 297,552	598%	292%	199%	\$74,522		\$74,522
23		(70)						
	FRINGE BENEFIT RATE	17%	and submitted in the	Non-		T		
1	EMPLOYEE FRINGE BENEFITS	\$ 50,584				\$12,669		\$12,669
25 26	BEINEFITS	\$ 50,564		D. Markes Land		ψ12,000 <u></u>		<i></i> ,
20								
1 1	TOTAL DAAS SALARIES &							007 404
	BENEFITS	\$ 348,136	Statistics in			\$87,191		\$87,191
29								
30	Non DAAG	Agency	atole	For DAA	S Mool	· 1	Т	TOTAL
31	Non - DAAS	Annual Full	Ulais	FULDA	NO IVICAL			
		TimeSalary	Total %	% Nutr	Adjusted	Budgeted		
32	POSITION TITLE and NAME	for FTE	FTE (a)	Prog (b)		Salary		7/1/16 to 6/30/17
	Meal site & kitchen volunteers	\$27,040	100%	16%	16%	\$4,394		\$4,394
	Executive Director	\$82,272	100%	10%	10%	\$8,227		\$8,227
35								
36								
37								
38								
39 40	TOTAL NON-DAAS	\$ 109,312	2.00	0.26	0.26	\$12,621		\$12,621
41			2.00	0.1.0				
	RINGE BENEFIT RATE	17%	and the second second second		10 10 10 10 10 10 10 10 10 10 10 10 10 1			
	EMPLOYEE FRINGE	¢ 40.500		S. S. Star		\$1 200		\$1,399
43 E	BENEFITS	\$ 18,583			and the second	\$1,399		41,000
10	TOTAL Non-DAAS SALARIES			1		Т		
	BENEFITS	\$ 127,895	- How Render			\$14,020		\$14,020
47	-		1	2				
	TOTAL DAAS & Non-DAAS		- ale al	a carles a		6101 014		\$101 211
48 8	SALARIES & BENEFITS	\$ 476,031	here and			\$101,211		\$101,211

RACS\_AWD HDM Appx 16-17 Appx B4.docx.xlsx: Salary Detail

	A	В	CD	E F	G	H I
-	Grantee's Name:		- 1-	terre		Appendix B4, page :
	Russian American					
1	Comm. Services					
2	Program Name:				Date	6/3/16
3	HDM-AWD	1.51	•		Deda 1	
4			Ope	erating Expense	Jetail	
7	H.S.A-DAAS	Annual #Meal	s Contracted:	30,514		TOTAL
8	Expenditure Category		Term:	7/1/16 to 6/30/17		7/1/16 to 6/30/17
9	Rental of Property					
	Utilities(Elec, Water, Ga	Phone Scavenger)		\$3,000		\$3,000
	Office Supplies, Postage			\$1,500		\$1,500
	and any set and any set of the se			\$1,500		\$1,500
and the second division of the second divisio	Building Maintenance Su FOOD COSTS	pplies and Repair		<u> </u>		
		por mool				
	Raw Food	per meal				
	Cong Food Svc Supplies	per meal per meal \$	0.20	\$8,544		\$8,544
	HDM Food Svc Supplies			\$71,708		\$71,708
	Catered Meals	per meal _\$	2.35	\$71,700		
18	CONSULTANT/SUBCOM	ITRACTOR Descriptive	Title			
19	Registered Dietitian					
20						
	OTHER COSTS:					
	Insurance			\$3,000		\$3,000
	Staff Training & Travel					
	Rental of Equipment			\$2,400		\$2,400
	Small equipment & Suppl	ios		\$1,081		\$1,081
	Auto - Fuel & Insurance			\$7,000		\$7,000
	and the second					
28	Repair/Maintenance					
29	a construction of the second s					£00 722
30	TOTAL DAAS OPERATII	IG EXPENSE	-	\$99,733		\$99,733
32	Non-DAAS					TOTAL
33 [	Expenditure Category		Program			
34 1	Rental of Property		-	\$12,000		\$12,000
35 1	Utilities(Elec, Water, Gas,	Phone, Scavenger)	-	\$1,000		\$1,000
36	Office Supplies, Postage			\$500		\$500
37 8	Building Maintenance Sup	plies and Repair	_			
	FOOD COSTS					
	Raw Food	per meal				
	Cong Food Svc Supplies	per meal				
	HDM Food Svc Supplies	per meal				
	Catered Meals	per meal				
	CONSULTANT/SUBCON					
	Registered Dietitian					
45	OTHER COSTS:					
_				\$1,000		\$1,000
	nsurance Staff Training & Travel					
_	Rental of Equipment			\$300		\$300
	Small equipment & Suppli	25				-
	Auto - Fuel & Insurance			\$3,057		\$3,057
	Repair/Maintenance					
52 1	vepainmaintenance					
55						
54						
55 T	OTAL Non-DAAS OPER	ATING EXPENSE		\$17,857		\$17,857

RACS\_AWD HDM Appx 16-17 Appx B4.docx.xlsx: Operating Detail

# APPENDIX A3 - SERVICES TO BE PROVIDED Self-Help for the Elderly Home-Delivered Meals for Adults with Disabilities (HDM- AWD) Effective July 1, 2016 – June 30, 2017

# I. Purpose

The purpose of this contract is to:

- A. To increase availability and accessibility of nutritious prepared meals to target populations by supplementing the food budgets of adults with disabilities living on limited incomes and supplementing the nutritional value of their food intake to improve their physical well-being.
- B. Assist the program participants in maintaining the independence, quality of life, and selfsufficiency and in developing a sense of self-esteem and self-reliance by offering them a nutritious prepared meal daily.

II.	Definitions	
	Grantee	Self-Help for the Elderly
	CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
	DAAS	Department of Adult and Aging Services
	Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
×		<i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.
	HSA	Human Services Agency of the City and County of San Francisco
	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
	Home-Delivered Meals	Meals are provided to individuals with incapacitating disability, isolation, lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires an annual comprehensive assessment by the DAAS approved service provider.

Self-Help for the Elderly FY 07-16 to 06-17 HDM-AWD

CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
OOA	Office on Aging
AWD	Adults with Disabilities are adults age 18-59 with disability.

# III. Target Populations

Individuals between the age of 18 and 59 who has a mental and/or physical impairment, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care (especially grocery shopping and meal preparation and have no safe, healthy alternative for meals), receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

#### IV. Services to be Provided

A. Provide home-delivered meals service 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 AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements.
- B. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.
- C. Grantee must work closely with the Intake/Assessment agency to coordinate services and establish a policy to report/communicate with the Intake/Assessment agency of the enrolled clients' condition changes that may affect the clients' eligibility to continue on the program.
- D. Grantee must maintain all consumer data in a confidential manner.
- E. Seven meals a week shall be provided to each consumer and delivered for no less than once a week. Meals offered may be hot, chilled or frozen, regular or modified meals. Determination for the appropriate type of meal to offer for the client will be based on assessment and documentation of the client's ability to handle the meal, equipment available for storing and reheating the meal, the client's preferences and medical need, and the nutrition provider's ability to offer the meals.
- F. Meals provided must be nutritionally balanced and meet generally accepted nutritional standards in accordance with the Dietary Guidelines for Americans, published by the USDA and the US Department of Health and Human Services.
- G. Each meal shall provide a caloric range of 600 to 800 kilocalories. The meal pattern for each meal shall consist at a minimum the following: 3 oz. cooked edible portion of meat, fish, poultry, eggs, cheese, or the protein equivalent; 2 servings of fruits or vegetables; 1 serving of whole grain or enriched bread, or bread alternatives; 8 oz. milk or the calcium equivalent to 1/3 of the RDAs.

- H. Contractor must follow the most recent standards set forth in the California Retail Food Code (CRFC) for the procurement, preparation, service and delivery of meals. To ensure food safety and meal quality, hot meals shall be delivered within 2-hours after the meal is completed or reheated.
- I. A Registered Dietitian or an individual with a valid food safety certification must oversee the safety and sanitation component of the home-delivered meal program.
- J. Special diet if available, including diabetic, low sodium and mechanic soft diets may be provided to clients who need dietary interventions.
- K. Grantee will develop and provide each client a welcome packet that includes at minimum, the following information: Your agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, to voice complaints or request for assistance.
- L. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist by April 30 of each fiscal year. The survey tool will be provided by OOA.
- M. The Grantee will attend the mandatory in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- N. The 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.

### V. Service Objectives

- A. Grantee will serve <u>147</u> unduplicated consumers.
- B. Grantee serve <u>44,884</u> authorized meals.

# VI. 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.

### VII. Monitoring Activities

A. <u>Nutrition Program Monitoring</u>: Program monitoring will include review of kitchen facility in accordance with CRFD and OOA nutrition standards for NSAD, 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.

### VIII. Reporting Requirements

- A. Grantee will enter into CA-GetCare all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will develop and maintain an updated Site Chart approved by OOA. A copy of the updated Site Chart will be kept in OOA's contractor program file.
- C. Grantee will provide a monthly report of number of meals served as described in Section V Service Objectives. Grantee will enter the number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- D. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
  - 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 provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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 Linda Lau, RD Lead Nutritionist/OOA 1650 Mission Street, 5<sup>th</sup> Floor San Francisco, CA 94103 Linda.Lau@sfgov.org

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Г	A	В	С	D					
-	1 BUDGET FORMS			Appendix B5, pg. 1					
E	2		Document Date:	6/7/2016					
Γ	3 HUMAN SERVICES A	GENCY - DEPA	RTMENT OF AGI	NG AND ADULT SER					
	4		PROPOSAL FOR						
	5 Grantee's Name: SELF-HELP FOR T	HE ELDERLY		Grant Term					
6	6 (Check One) New X Renewa	I Modification		2					
	Effective Date of Mod: 7/1/13	No. of Mod:		7/1/16 to 6/30/17					
F	Program: Enter 1 Prog ONLY (e.g. Cong-ENP,	1	[	1					
1	HDM-ENP, Cong-YAD, or HDM-YAD)	AWD HDM Meal		TOTAL					
9		44,884		44,884					
10	O Program Term	7/1/16 to 6/30/17		7/1/16 to 6/30/17					
1.		1		001.515					
12	2 Salaries & Benefits 3 Operating Expense	\$94,515 \$155,262		\$94,515 \$155,262					
14		\$249,777		\$249,777					
15		10%		\$0					
	Indirect Cost (Line 14 X Line 13)	\$24,977.70		\$24,978					
	Capital Expenditure	\$0		\$0					
	TOTAL DAAS EXPENDITURES	\$274,755		\$274,755					
19									
	Non-DAAS Expenditures								
	Salaries & Benefits	\$0		\$0					
	Operating Expense Indirect Cost	\$24,562 \$7,937		\$24,502					
	Capital Expenditure	\$0		\$0					
25	TOTAL Non-DAAS EXPENDITURES	\$32,499		\$24,562					
76	S Contraction of the second								
26	CONTRACTOR AND A DESCRIPTION OF THE PROPERTY AND AND A DESCRIPTION OF A DESCRIPTION AND A DESCRIPANTA A DESCRIPTION AND	Friday and the second second second							
	TOTAL DAAS & Non-DAAS	\$307.254		\$299.317					
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$307,254		\$299,317					
27 28 29	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues								
27 28 29 30	TOTAL DAAS & Non-DAAS EXPENDITURES	\$307,254 \$274,755		<b>\$299,317</b> \$274,755					
27 20 29 30 31	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues								
27 28 29 30 31 32 33	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues								
27 28 29 30 31 32	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues								
27 29 30 31 32 33 34	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues			\$274,755 \$274,755					
27 28 29 30 31 32 33 34 35	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals	\$274,755		\$274,755					
27 28 29 30 31 32 33 34 35 36	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$274,755 \$274,755		\$274,755 \$274,755					
27 29 30 31 32 33 34 35 36 37	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES	\$274,755 \$274,755		\$274,755 \$274,755 \$6.12 \$0					
27 29 30 31 32 33 34 35 36 37 38 39	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$274,755 \$274,755 \$6.12 \$0 \$32,499		\$274,755 \$274,755 \$6.12					
27 28 29 30 31 32 33 34 35 36 37 38 39 40	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0		\$274,755 \$274,755 \$6.12 \$0					
27 29 30 31 32 33 34 35 36 37 38 39 40 41	TOTAL DAAS & Non-DAAS EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$274,755 \$274,755 \$6.12 \$0 \$32,499		\$274,755 \$274,755 \$6.12 \$0					
27 28 29 30 31 32 33 34 35 36 37 38 39 40	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499		\$274,755 \$274,755 \$6.12 \$0					
27 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499		\$274,755 \$274,755 \$6.12 \$0					
27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$0		\$274,755 \$274,755 \$6.12 \$0 \$32,499					
27 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 45	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$2 \$0 \$2 \$0 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2 \$2		\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$32,499 \$32,499 \$0.72					
27 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 45	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$0 \$32,499 \$0		\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$32,499					
27 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 40 41 42 43 44 45 45 47 46	TOTAL DAAS & Non-DAAS 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	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$2,499 \$0 \$2,499 \$0 \$2,499 \$0 \$2,499 \$0 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,499 \$2,52 \$2		\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$32,499 \$32,499 \$0.72 \$307,254					
27 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 45 46 47 48 48 48	TOTAL DAAS & Non-DAAS         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         TOTAL NON HSA-DAAS REVENUES         PER MEAL COST, NON HSA-DAAS         TOTAL REVENUES         PER MEAL COST, NON HSA-DAAS         IOTAL REVENUES         PER MEAL COST, TOTAL         Full Time Equivalent (FTE)	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$32,499 \$0 \$0 \$0 \$32,499 \$0 \$0 \$0 \$32,499 \$0 \$0 \$0 \$0 \$32,499 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	5-677-7682	\$274,755 \$274,755 \$6.12 \$0 \$32,499 \$32,499 \$32,499 \$0.72 \$307,254					
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Appendix B5 SHE\_AWD HDM meal budget FY16-17\_060716.xlsx: Budget Summary

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	1	Grantee's Name: SELF-HEL	P FOI	R THE EI									B5, page 2	-
Γ	2	Program Name:										Date:	6/7/16	
	3	AWD HDM Meal												
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	_	H.S.A-DAAS		Agency	Totals	- Eart		Nutrition		7/1/16 to 6/30/1	7	1	TOTAL	
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		Driver, L Chim		\$36,40			_	100%		\$36,400			\$36,40	
-		HDM Worker-On Call	_	\$28,080				100%	_	\$28,080			\$28,080	_
		HDM Coordinator, S Ngan		\$37,440	1009	6 100	%	25%		\$9,360			\$9,360	-
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20	-													
		OTAL DAAS SALARIES &					1							
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25														
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				ual Full eSalary	-				1.	Budgeted		Dudgeted		
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h	1 0	Grantee's Name: SELF									Ap	pendix B, page 3
- F		Program Name:								Date	э:	6/7/16
F		WD HDM Meal										
	4				Opera	ating Expense	Detail					
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H	_	I.S.A-DAAS	Annual #M	leals Contr	-	44,884	1					
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27	_	pair/Maintenance										
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30	TOT	TAL DAAS OPERATING	EXPENSE			\$155,262						\$155,262
32	-	n-DAAS										TOTAL
33	Exp	enditure Category		Progr	ram							
34	Ren	tal of Property										
35	Utilit	ties(Elec, Water, Gas, Pho	one, Scavenge	er)		\$500						\$500
36	Offic	ce Supplies, Postage										
37	Build	ding Maintenance Supplies	s and Repair			\$164						\$164
		DD COSTS										
39	Raw	Food	per meal \$	0.20		\$8,977						\$8,977
40	Con	g Food Svc Supplies	per meal \$		S	\$0						
	1	I Food Svc Supplies	per meal \$	0.05		\$2,244						\$2,244
42	1	red Meals	per meal \$	0.04		\$1,616						\$1,616
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		Training & Travel				ψ£00						
		al of Equipment										
		al of Equipment										
		I equipment & Supplies										
		- Fuel & Insurance				\$7,461						\$7,461
		ir/Maintenance			-	\$3,000						\$3,000
		Charges				\$400				•		\$400
55												
	TOT	AL Non-DAAS OPERATIN	IG EXPENSE			\$24,562						\$24,562
57 58	ΤΟΤΑ	AL DAAS & Non-DAAS OP	ERATING EX	PENSE		\$179,824						\$179,824

Appendix B5 SHE\_AWD HDM meal budget FY16-17\_060716.xlsx: Operating Detail

# Appendix A2 – Services to be Provided Meals on Wheels of San Francisco Emergency Home-Delivered Meals Effective July 1, 2016-June 30, 2017

#### I. Purpose

The purpose of this grant is to assist frail homebound older individuals and younger persons with disabilities 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 meals services.

#### II. Definitions-

Grantee

ADL

Emergency Home-Delivered Meals

DAAS

Frail

HSA

IADL

Transitional Care

Menu Requirements

Meals on Wheels of San Francisco

Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).

Emergency Home-delivered meals are provided to individuals who are homebound by reason of illness, incapacitating disability, isolation, and lack of support network and have no safe, healthy alternative for meals, and consist of the procurement, preparation, service and delivery of meals. This service requires referral from the citywide Home-Delivered Meals Clearinghouse by DAAS staff.

Department of Adult and Aging Services

A functionally impaired individual who is either: (a) unable to perform at least two ADL or IADL without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

Human Services Agency

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone

Short-term (4 to 6 weeks) Coaching and Care Coordination services focused on consumers discharged from an acute hospital 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 Recommended Dietary Allowances (RDAs) as established in the current Dietary Reference Intakes (DRIs) 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 RDAs for the provision of 2 meals per day; (c) At least 100% of the RDAs if the project provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks accumulatively equal one-third of the RDAs.

# III. Target Population

The target population is residents of City and County of San Francisco, aged 18 and above, who are frail and homebound by reason of illness, disability, isolation, lack of support network, have no safe and healthy alternative for meals, are on the citywide waiting list for a home-delivered meal, and are assessed as needing emergency or Transitional Care (TC) home-delivered meals by DAAS staff. Eligibility includes:

- a) Referred as an emergency referral from a public agency, e.g., San Francisco Police Department, San Francisco Fire Department or San Francisco Adult Protective Services; and for TC referrals, from an acute hospital or Skilled Nursing Facility (SNF); or
- b) Meets all of the following criteria:
  - lives alone or with a disabled partner
  - homebound
  - has one or more medical problems or is terminal ill and has a caregiver who needs respite or just discharged from a hospital or nursing home
  - has no support system

## IV. Services to be Provided

- A. Provide home-delivered meal services, which include:
  - 1. Provide Western -American-style meals as regular or modified, hot, chilled or frozen meals seven days a week, at 2-meals per consumer a day. The type of meal provided will be based on assessment of the consumer's needs.
  - 2. Meal service shall be provided within 5 days from DAAS emergency meals referrals or within 48 hours from DAAS Transitional Care referrals.
  - 3. For FY 2016-17, a total of 27,998 meals will be provided.
  - 4. A suggested donation per meal is requested of each participant.
  - 5. Emergency meals will not exceed 60 days per participant.
- B. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most recent California Retail Food Code (CRFD).
- C. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A safety and sanitation monitoring must be conducted on site at least quarterly at each production kitchen and congregate site.
- D. 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.

- E. 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.
- F. For TC referrals from DAAS Intake staff to MOWSF, the following procedure will be followed:
  - a. DAAS will provide the estimated date and time of the patient's discharge from a hospital. MOWSF will expedite delivery of two meals per day to the patient's home, at the earliest possible time after client returns home, or prior to his or her discharge, if someone is available at home to receive the home delivered meals. For referrals made by 12 noon, delivery will begin the next day. Service start date shall be within 48 hours after the estimated date and time of the patient's discharge from a hospital.
  - b. Driver will ring doorbell/knock at the client's residence. If the client (or someone on their behalf) is home, the driver will give the meals directly to them. If the client is not at home, the meals will not be left and a delivery may be rescheduled. If the patient requests assistance, the driver will bring the meals inside and/or put the meals in the refrigerator or freezer (if applicable and per request). If the client (or someone on their behalf) does not answer the door, MOWSF will provide a courtesy call to the client. If the client does not answer the call, MOWSF will contact DAAS to report outcome. DAAS will provide a safety follow-up and determine if MOWSF will deliver the following day.

### V. 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 65% of the participants indicate that they benefited from participating in the nutrition program in overall health.

#### VI. Monitoring Activities

- A. <u>Emergency Home-Delivered Meal Program Monitoring</u>: Program monitoring will include review of kitchen facility and home-delivered meal route in accordance with CRFD, maintenance of service unit logs, back up documentation for the units of service and all reporting, progress of service and outcome objectives, agency and organization policies and procedures relating to emergency home-delivered meal program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the Emergency Home-Delivered Meals 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.

### VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare service start date and all the units of service in the Service Recording Tool by the 5<sup>th</sup> working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section IV – Services to be Provided. Grantee will include the CAGetCare Variance Report with the total number of meals provided in CARBON database by the 15<sup>th</sup> of the following month.
- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15<sup>th</sup> 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.
- 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 into 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. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail 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, 5<sup>th</sup> Floor San Francisco, CA 94103 Sarah.Chan@sfgov.org

	A	В	C	D	E	F					
				Document Date:	Appendix B2, pg. 1 6/2/2010						
	-					2					
3					ULT SERVICES						
4		BUDGET	PROPOSAL F	ORMS							
5	Grantee's Name: Mana Is on Wheels of	San Francisco			Grant Term						
6	(Check One) New Renewal	Modification									
7	Effective Date of Mod: 7/1/12				714140 4- 0120147						
+	Effective Date of Mod:         7/1/13         No. of Mod:         7/1/16         to         6/30/17           Program:         Enter 1 Prog ONLY (e.g. Cong-ENP,										
8	HDM-ENP, Cong-YAD, or HDM-YAD)	HDM-ER			TOTAL						
9	Annual #Meals Contracted	27,998			27,998	1					
10	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17	1					
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and an other diversion of	Salaries & Benefits	\$20 576			¢00.570						
	Operating Expense	\$29,576 \$78,215			\$29,576 \$78,215	\$1.06 \$2.79					
14	Subtotal	\$107,791			\$107,791	\$3.85					
15	Indirect Percentage (max 10%)	0%	-		0%	40.00					
	Indirect Cost (Line 14 X Line 13)	\$0			\$0	\$0.00					
17	Capital Expenditure	\$0			\$0	\$0.00					
18	TOTAL DAAS EXPENDITURES	\$107,791			\$107,791	\$3.85					
19				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	¢ lor,i o l	40.00					
20	Non-DAAS Expenditures		-	and a strength of the							
	Salaries & Benefits	\$13,730	1		\$13,730	\$0.49					
	Operating Expense	\$19,063			\$19,063	\$0.68					
	Capital Expenditure	\$0			\$0	\$0.00					
24	TOTAL Non-DAAS EXPENDITURES	\$32,793			\$32,793	\$1.17					
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				and the second	THE ALL ALL ALL ALL ALL ALL ALL ALL ALL AL	Contract of Contract of Contract of Contract					
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	TOTAL DAAS & Non-DAAS EXPENDITURES	\$140,583			\$140,583	\$5.02					
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26 27 28	EXPENDITURES	<b>\$140,583</b> \$107,791				\$5.02					
26 27 28 29 30	EXPENDITURES HSA-DAAS Revenues	an an an an Anna an Anna an Anna			<b>\$140,583</b> \$107,791	\$5.02					
26 27 28 29 30 31	EXPENDITURES HSA-DAAS Revenues	an an an an Anna an Anna an Anna				\$5.02					
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26 27 28 29 30 31 32 33 33 34	EXPENDITURES HSA-DAAS Revenues Meals	\$107,791			\$107,791	\$5.02					
26 27 28 29 30 31 32 33 34 33 34	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$107,791 \$107,791			\$107,791 \$107,791	\$5.02					
26 27 28 29 30 31 32 33 33 34 35 35	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues	\$107,791 \$107,791 \$3.85			\$107,791 \$107,791 \$3.85	\$5.02					
26 27 28 29 30 31 32 33 34 35 35 36 37	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS	\$107,791 \$107,791			\$107,791 \$107,791 \$3.85 \$0	\$5.02					
26 27 28 29 30 31 32 33 34 35 7 36 37 7 38 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	\$107,791 \$107,791 \$3.85 \$0			\$107,791 \$107,791 \$3.85	\$5.02					
26 27 28 29 30 31 32 33 34 35 4 35 7 36 37 5 38 4 39 40 N	EXPENDITURES HSA-DAAS Revenues Meals TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Non-DAAS Revenues Project Income Agency Cash - Fundraising	\$107,791 \$107,791 \$3.85 \$0			\$107,791 \$107,791 \$3.85 \$0	\$5.02					
26 27 28 29 30 31 32 33 34 35 4 35 4 35 4 37 5 40 8 40 8 41	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	\$107,791 \$107,791 \$3.85 \$0			\$107,791 \$107,791 \$3.85 \$0	\$5.02					
26 27 28 29 30 31 32 33 34 33 34 35 4 35 4 37 5 38 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 Jutrition Compliance/Quality Assurance	\$107,791 \$107,791 \$3.85 \$0 \$32,793			\$107,791 \$107,791 \$3.85 \$0 \$32,793	\$5.02					
26 27 28 29 30 31 32 33 34 35 7 36 37 37 38 40 39 40 8 40 8 41 42 43 7	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 Agency In-Kind Volunteer Intrition Compliance/Quality Assurance OTAL NON HSA-DAAS REVENUES	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793			\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793	\$5.02					
26 27 28 29 30 31 32 33 34 35 7 36 37 37 38 40 39 40 8 40 8 41 42 43 7	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 Jutrition Compliance/Quality Assurance	\$107,791 \$107,791 \$3.85 \$0 \$32,793			\$107,791 \$107,791 \$3.85 \$0 \$32,793	\$5.02					
26 27 28 29 30 31 32 33 34 33 34 33 34 33 34 33 34 35 7 36 1 37 5 38 40 5 40 5 40 5 41 42 43 7 44 7	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 Agency In-Kind Volunteer Intrition Compliance/Quality Assurance OTAL NON HSA-DAAS REVENUES	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793			\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17	\$5.02					
26 27 28 29 30 31 32 33 34 35 4 35 4 35 4 37 5 40 8 40 8 40 8 41 42 43 7 44 45 7	EXPENDITURES HSA-DAAS Revenues Meals 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 OTAL REVENUES	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$1.17 \$140,583			\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17 \$140,583	\$5.02					
26 27 28 29 30 31 32 33 34 35 33 34 35 35 36 37 5 38 40 8 40 8 40 8 41 42 43 7 44 7 45 7 46 9	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Agency Cash - Fundraising Agency In-Kind Volunteer Putrition Compliance/Quality Assurance  COTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES ER MEAL COST, TOTAL	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$32,793			\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17	\$5.02					
26 27 28 29 30 31 32 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 33 34 35 7 40 8 40 8 40 8 41 42 43 7 44 7 45 7 46 8 47 46 8 47 47 47 46 8 47 47 47 47 47 47 47 47 47 47 47 47 47	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Dutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES ER MEAL COST, TOTAL ull Time Equivalent (FTE)	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$1.17 \$140,583 \$5.02			\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17 \$140,583	\$5.02					
26 27 28 29 30 31 32 33 34 33 34 33 34 33 35 4 33 37 5 38 40 8 40 8 40 8 41 42 43 7 44 45 7 46 9 47 49 9 49 9	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 Dutrition Compliance/Quality Assurance  COTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES ER MEAL COST, TOTAL UII Time Equivalent (FTE) repared by:	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$1.17 \$140,583 \$5.02	one No.:		\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17 \$140,583	\$5.02					
26 27 28 29 30 31 32 33 34 35 35 33 34 35 35 40 8 40 8 40 8 40 8 41 42 43 7 44 45 43 7 44 45 45 7 46 9 49 8 40 8 40 8 40 8 40 8 40 8 40 8 40	EXPENDITURES HSA-DAAS Revenues Meals  TOTAL HSA-DAAS REVENUES PER MEAL COST, HSA-DAAS Project Income Agency Cash - Fundraising Agency In-Kind Volunteer Dutrition Compliance/Quality Assurance  TOTAL NON HSA-DAAS REVENUES PER MEAL COST, NON HSA-DAAS OTAL REVENUES ER MEAL COST, TOTAL ull Time Equivalent (FTE)	\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$1.17 \$140,583 \$5.02	one No.:		\$107,791 \$107,791 \$3.85 \$0 \$32,793 \$32,793 \$32,793 \$1.17 \$140,583	\$5.02					

MOW\_Emergency HDM 16-17 Appx B2.docx.xlsx: Budget Summary

1	A		В	Тс	I D	ΤE	TE	G	Тн	1 1	TJT	к	Tr	м	I N
1	1 Grantee's Name: Meals on Wheels of	San Fra					<u> </u>			<u>.                                    </u>	191	K	1-		B2, page 2
1	2 Program Name:													Date	
	3 HDM-ER														
F	4 5														
F				Sala	ries & B	enefits l	Detail								
F	8 H.S.A-DAAS	Г	Agency	Totals	T	T	Ford	DAAS Nutrition		7/1/16 to 6/30/11	7		11		TOTAL
F		H	rigeney	T	1	1	1			1			++		TOTAL
	· · · · · · · · · · · · · · · · · · ·		Annual Full		Actual hours fo	or									
			Time Salary	Total	ER	Charge	e % Nut	Adjusted		Budgeted		Budgeted		Budgeted	
	9 POSITION TITLE and NAME		for FTE		Program			) Nutr FTE		Salary		Salary		Salary	7/1/16 to 6/30/17
-	10 Drivers	3	and the second se		Drivers'			1		\$20,111	_		$\square$		\$20,111
	11 Chief Govt Officer 12 HDM Director	\$					_	_	_	\$0	_		$\square$		\$0
-	13 HDM Program Manger	\$				_			_	\$1,694			$\vdash$		\$1,694
_	14 HDM Dispatch Manger	\$	the second s							\$0			$\vdash$		\$0 \$0
	15 HDM Client Relations and Office Manag			100%		-			+ +	\$0 \$0			+		\$0
	16 HDM Client Relations	\$		100%		0%				\$0			+		\$0
	17 HDM Assistant	\$		100%	-	0%	_			\$0			+		\$0
1	18 Facility Director	\$	Contraction in a local division of the	100%	1.90%	0%			_	\$0	+		-+		\$0
1	19 Maintenance Worker	\$	36,956	100%	1.90%	0%				\$0			+		\$0
	20 TOTALS	1			1		-	1					1		
2		\$	659,191	900%	I		2%	1.6%	•	\$21,805			1		\$21,805
	22 FRINGE BENEFIT RATE		35.64%												1
1-			33.04 78	The Second	T. S. S. C. S.		The second		1	T	T		-		
2	3 EMPLOYEE FRINGE BENEFITS	s	234,936						12	\$7,771					\$7,771
2	24	Ŀ					Lot of challenge					· · · · ·			
-	. <del></del>			deres in the second	Rectanged and	No.									
24	TOTAL DAAS SALADIES & DENERITS														
20		\$	894,127	A BARAN	and the state				STAR S	\$29,576					\$29,576
28								*							
29	and set set and a set of the set	杨紫	Agency To				Earth	AS Meal		1		T	-	1	TOTAL
120		1000	Agency to	lais	1. F. 19	and the second	FOI UI	uno meai					+		TOTAL
	1				Actual									1	1
			nual Full			Charge									
20				Total %		to Non-	% Nutr	Adjusted		Budgeted		dgeted	E	ludgeted	
30				FTE (a) I	Program	DAAS	Prog (b)	Nutr FTE		Salary	+	Salary	+	Salary	7/1/13 to 6/30/16
31		\$	37,270							\$0			+-		\$0
32		\$	128,543	100%	1.90%	100%	1.9%	1.9%		\$2,442	-		-		\$2,442
33		\$	108,150	100%	1.90%	18%	0.3%	0.3%		\$361	-				\$361
34		\$	72,872	100%	1.90%	100%	1.9%	1.9%		\$1,385					\$1,385
35	HDM Dispatch Manger	\$	63,308	100%	1.90%	100%	1.9%	1.9%		\$1,203					\$1,203
36	HDM Client Relations and Office Manager	\$	55,652	100%	1.90%	100%	1.9%	1.9%	T	\$1,057					\$1,057
37		\$	48,547	100%	1.90%	100%	1.9%	1.9%		\$922	1				\$922
38		\$	32,909		1.90%	100%	1.9%	1.9%		\$625	1		1		\$625
39		\$	74,984		1.90%	100%	1.9%	1.9%		\$1,425	1		1		\$1,425
	Maintenance Worker	\$				100%	1.9%	1.9%		\$702	1		1-		\$702
41			659,191	100 /6	1.30 %	100 /8	1.370	1.570		\$10,122			-		\$10,122
42								1		VIV,122	1			l	
43	FRINGE BENEFIT RATE		35.64%		the state of the second second										
44	EMPLOYEE FRINGE BENEFITS	\$	234,936		a t	and a fe	and a		1	\$3,608					\$3,608
10	7		10.00	and the second second		10000	and the second second								
47	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 8	894,127		Secolar Se			is the set		\$13,730					\$13,730
48				State State	Sector Sector		and the second		a ad	#13,130 ]				L_	\$15,750
	TOTAL DAAS & Non-DAAS SALARIES &			100	1.	51									
1 49	BENEFITS	\$ 1,7	788,254		4	28.9	The first of	and the second for		\$43,306					\$43,306