



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**MEMORANDUM**

**TO:** DISABILITY AND AGING SERVICES COMMISSION

**THROUGH:** KELLY DEARMAN, EXECUTIVE DIRECTOR

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

**DATE:** APRIL 2, 2025

**SUBJECT:** GRANT MODIFICATION: **EPISCOPAL COMMUNITY SERVICES** (NONPROFIT) FOR PROVISION OF AWD Congregate Meals Program

DS  
EE

	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	7/1/21- 6/30/25	4/1/25- 6/30/25	7/1/21- 6/30/25		
<b>GRANT AMOUNT:</b>	\$452,748	\$109,491	\$562,239	\$56,224	\$618,463
<b>MODIFIED ANNUAL AMOUNT:</b>	<u>FY 21-22</u> \$69,760	<u>FY 22-23</u> \$124,549	<u>FY 23-24</u> \$129,220	<u>FY 24-25</u> \$238,711	
<b>FUNDING SOURCE:</b>	<u>County</u> \$562,239	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$56,224	<u>Total</u> \$618,463
<b>PERCENTAGE:</b>	100%				100%

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with Episcopal Community Services for the period of April 1, 2025 through June 30, 2025, in the additional amount of \$109,491 plus a 10% contingency for a revised total amount not to exceed \$618,463. The purpose of this modification is to increase funding to provide additional congregate meals for adults with disabilities.



## Background

The Department of Disability and Aging Services (DAS) provides a range of community-based nutrition services, including congregate, home-delivered, and to-go meal programs, to support older adults and adults with disabilities. These services aim to enhance quality of life, promote health, and foster independence.

Older adults and adults with disabilities face heightened risks of food insecurity due to factors such as fixed incomes, mobility limitations, and rising healthcare costs. To address these challenges and mitigate this risk of food insecurity, DAS funds nutrition programs that provide nutritious, culturally relevant meals, helping to prevent malnutrition and reduce health risks. Congregate nutrition services also offer opportunities for social engagement, which are critical for mental and emotional well-being.

Through continued investment, DAS is committed to addressing food insecurity and promoting the health and independence of adults with disabilities by providing accessible, balanced meals and connecting participants to additional community resources.

This modification reallocates funding from the grantee's congregate nutrition service grant for older adults to their congregate nutrition service grant for adults with disabilities, where they are currently overserving. This reallocation better aligns funding with the grantee's projected service levels for each program.

## Services to be Provided

The grantee will provide congregate nutrition services to adults with disabilities residing in the City and County of San Francisco. These services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Program participants may choose to consume their meals at the grantee's communal dining sites or take them to-go.

## Location

Services will be provided at the locations listed in the DAS-approved site chart, within the City and County of San Francisco, as attached.

## Selection

The grantee was selected through RFP #920 issued in March, 8, 2021.

## Funding

Funding for this grant is provided through County General Funds.

## ATTACHMENTS

Appendix A-2, Scope of Services

Appendix B-2, Budget

Site Chart

## Appendix A-2 – Services to be Provided

### Episcopal Community Services

#### Congregate Nutrition Services for Adults with Disabilities

July 1, 2021 – June 30, 2025

#### I. Purpose

The purpose of this grant is to provide congregate nutrition services for adults with disabilities living in the City and County of San Francisco. Congregate nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Congregate nutrition services support individuals to live independently in their own homes and communities, help ensure health and well-being through improved nutrition and reduced isolation and serve as an access point for other home and community-based services.

#### II. Definitions

Grantee	Episcopal Community Services
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing On-line System
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging.
CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements for eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening

CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a>
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQIA+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means-tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)

NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current <a href="#">Dietary Guidelines for Americans</a> (DGA) and provide a minimum of one-third of the <a href="#">Dietary Reference Intakes</a> (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency

Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and the grantee reflects consumer participation in SF DAS GetCare through program enrollment.

### III. Target Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, the grantee shall ensure that program services are accessible to:

1. Persons with low to moderate income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color or communities that have historically been under-served
5. Members of the LGBTQIA+ community
6. Persons at risk of institutionalization

### IV. Eligibility for Services Description of Services

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

### V. Description of Services

Grantee shall provide the following services during the term of this grant:

1. Grantee will develop and maintain nutrition policies and procedures that follow and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP.
2. Grantee will provide congregate nutrition services for adults with disabilities. The provision of services will include the following:
  - a) Enrollment process that includes eligibility verification, collection of required consumer data, including SOGI data and completion of the nutrition risk and food security screenings. The grantee will document consumer enrollment in their congregate nutrition program within SF DAS GetCare, ensuring that all collected data is accurately recorded.
  - b) Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day,

the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.

- c) Annual completion of nutrition risk and food security screenings for consumers enrolled in congregate nutrition services. The grantee must document individual responses in SF DAS GetCare within one month of obtaining them.
3. Grantee may offer to-go meals to eligible consumers as an additional service option within their congregate nutrition program. However, to-go meals cannot replace the traditional congregate service model, where meals are consumed on-site in a group setting. The grantee may provide to-go meals using one of the following service models:
- a) Grantee provides planned person-to-person interactions for consumers receiving to-go meals, either picked up by the consumer, a designated proxy, or delivered by the grantee. The meal is consumed off-site, and the grantee organizes in-person or virtual interaction on the day the meal is intended to be consumed. Tracking consumer attendance at the activity is not required. Meals provided through this model are reported in SF DAS GetCare as congregate meals.
  - b) Grantee does not organize in-person or virtual interaction for consumers receiving to-go meals. The to-go meal is either picked up by the consumer, a designated proxy, or delivered by the grantee, and is consumed off-site. Meals provided through this model are reported in SF DAS GetCare as congregate to-go meals. Additional documentation, as described below, is required for this service model.
  - c) Grantee will conduct an initial assessment that confirms a consumer's need for congregate to-go meals without organized in-person or virtual interaction by reason of illness or disability, or otherwise isolated. The term "otherwise isolated" may be interpreted as isolation related to not being comfortable with dining in a group setting. The initial assessment must be completed within two (2) weeks from the start of service. The initial assessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the initial assessment must be completed in the consumer's home by the grantee.
  - d) Grantee will conduct quarterly reassessments that confirm a consumer's continued need for to-go meals without organized in-person or virtual interaction. The quarterly reassessment may be completed in-person at the time of pick up or via telephone when a consumer or consumer proxy picks up the meal from the congregate meal site. If the grantee delivers the meal(s) to a consumer, the grantee must complete quarterly reassessments in the consumer's home every other quarter. (i.e., initial assessment conducted in the home; quarter 2 reassessment over the phone; quarter 3 reassessment conducted in the home; quarter 4 reassessment over the phone; quarter 5 reassessment in the home, quarter 6 reassessment over the phone, etc.).



4. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee as well as the acceptance and handling of program income comply with DAS OCP policy memoranda.
5. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
  - a) Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval for a cycle with fewer weeks. DAS OCP will review requests for exceptions and approve them if appropriate.
  - b) Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
  - c) Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will record the number of nutrition education units provided in the applicable month in SF DAS GetCare. One unit of nutrition education is one consumer observing the nutrition education presentation.
  - d) Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include but is not limited to the review of quarterly congregate site monitoring reports.
  - e) Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - f) Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
    - i. Food safety, prevention of foodborne illness, and HACCP principles.
    - ii. Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
  - g) Provide a minimum of four (4) hours annually of in-service training for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service training in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.

6. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
7. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.
8. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on the staff possesses a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
9. Grantee will ensure there is enough qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
10. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening and the food security screening, into the SF DAS GetCare.
11. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
12. Grantee will ensure that all program staff, regardless of position, receive initial training on elder abuse and mandated reporting. Program staff who interact with consumers must complete this training annually, in accordance with the DAS OCP Policy Memorandum.
13. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
14. Grantee will ensure that services delivered are consistent with professional standards for this service.
15. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP and share the information with their staff and volunteers as needed.
16. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest

requirements. The grantee shall follow the requirements with the intent of maximizing the health and safety of their staff and clients receiving services.

17. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-822-1444 x1200
Canon Kip Senior Center	705 Natoma, St San Francisco, 94103	415-487-3300
Chi Sing Community Center	3133 Taraval St, San Francisco, 94116	415-533-6859
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
Geneva Community Center	5050 Mission St., Suite C, San Francisco 94112	
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415-405-4672
Self-Help for the Elderly Social Services Department	829 Kearney St, San Francisco, 94133	415-677-7585
Toolworks	22 Battery St. Suite 300, San Francisco, 94111	415-733-0990
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828

## VI. Location and Time of Services

The grantee will provide congregate nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the location(s) and time(s) for the provision of congregate nutrition services.

## VII. Service Objectives

On an annual basis, the grantee shall meet the following service objectives:

<b>Table A</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	215	215	215	215
Modification 1	0	45	45	45
Revised	215	260	260	260
<b>Modification 2</b>				<b>+15</b>

<b>Revised UDC</b>				<b>275</b>
Number of Meals	8,078	8,078	8,078	8,078
Modification 1	0	5,787	5,787	+5,787
Revised	8,078	13,865	13,865	13,865
<b>Modification 2</b>				<b>+11,000</b>
<b>Revised Number of Meals</b>				<b>24,865</b>

### VIII. Outcome Objectives

On an annual basis, the grantee will meet the following service objectives:

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they receive as excellent or good. Target: 85%.
4. Consumers feel a greater sense of connection to their community. Target: 85%.
5. Consumers feel safe and welcomed by program staff. Target: 85%.

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

### IX. Data Collection and Reporting Requirements

1. Grantee will provide a monthly report of activities, referencing the tasks described in Section VII & VIII- Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
2. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Section VII & VIII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
3. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. The grantee must submit the report in the CARBON system.
4. Grantee will provide Ad Hoc reports as required by the Department.

For assistance with reporting requirements or submission of reports, contact:

Emmy.Miller@sfgov.org  
Contract Manager, Office of Contract Management, SFHSA

or

Tiffany.Kearney@sfgov.org  
Lead Nutritionist and Program Analyst, DAS OCP

## **X. Monitoring Activities**

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.
1. Fiscal Compliance and Contract Monitoring: 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.

HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM

Name

EPISCOPAL COMMUNITY SERVICES OF SF

(Check One)    New    Renewal    Modification    ☒ X

If modification, Effective Date of Mod.    No. of Mod.

Program: Congregate meals for ( ) older adults or (X) adults with disabilities

Budget Reference Page No.(s)

					OTO	Reallocation	CODB	Revised	
Program Term	Revised FY21/22	Revised FY22/23	Revised FY23-24	Current FY24/25 Budget	FY24-25				Total
Annual # Meals Contracted	8,078	13,865	13,865	13,865		11,000		24,865	60,673
DAS Expenditures									
Salaries & Benefits	\$36,674	\$36,674	\$36,674	\$36,674				\$36,674	\$146,696
Operating Expenses	\$26,741	\$76,550	\$80,795	\$80,795		\$93,200	\$2,937	\$176,932	\$361,018
Subtotal	\$63,415	\$113,224	\$117,469	\$117,469		\$93,200	\$2,937	\$213,606	\$507,714
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Indirect Cost	\$6,345	\$11,324	\$11,751	\$11,747		\$9,320	\$294	\$21,361	\$50,771
Capital/Subcontractor Expenditures					\$3,740			\$3,740	\$3,740
NCQA Expenditures									
Total DAS Expenditures	\$69,760	\$124,549	\$129,220	\$129,220	\$3,740	\$102,520	\$3,231	\$238,711	\$562,240
Non DAS Expenditures									
Salaries & Benefits	\$34,678	\$34,678	\$34,678	\$34,678				\$34,678	\$138,712
Operating Expenses	\$25,923	\$40,848	\$40,848	\$40,848				\$40,848	\$148,467
Capital/Subcontractor Expenditures									
NCQA Expenditures									
Total Non DAS Expenditures	\$60,601	\$75,526	\$75,526	\$75,526				\$75,526	\$287,179
TOTAL DAS AND NON DAS EXPEDITURES	\$130,361	\$200,075	\$204,744	\$204,744				\$204,744	\$739,924
DAS Revenues									
Meals- General Fund	\$65,755	\$65,755	\$65,755	\$65,755				\$65,755	\$263,020
Meals- State Fund									
Meals- Federal Fund									
CODB FY22-23		\$4,790	\$4,790	\$4,790				\$4,790	\$14,370
CODB FY23-FY24			\$4,671	\$4,671				\$4,671	\$9,342
CODB FY21-22	\$2,032	\$2,032	\$2,032	\$2,032				\$2,032	\$8,128
CODB FY24-25							\$3,231	\$3,231	\$3,231
Reallocation from ENP						\$102,520		\$102,520	\$102,520
Adj baseline 20/21 CODB	\$1,973	\$1,972	\$1,972	\$1,972				\$1,972	\$7,889
Additional Funds \$50K		\$50,000	\$50,000	\$50,000				\$50,000	\$150,000
OTO FY25					\$3,740			\$3,740	\$3,740
NCQA Fund									
Total DAS Revenue	\$69,760	\$124,549	\$129,220	\$129,220	\$3,740	\$102,520	\$3,231	\$238,711	\$562,240
PER MEAL COST, DAS	\$ 8.64	\$ 8.98	\$ 9.32	\$ 9.32		\$ 9.32		\$ 9.60	\$ 9.27
PER MEAL COST (with NCQA), DAS	\$ 8.64	\$ 8.98	\$ 9.32	\$ 9.32		\$ 9.32		\$ 9.60	\$ 9.27
Non DAS Revenues									
Project Income	\$400	\$400	\$400	\$400				\$400	\$1,600
Agency Cash- Fundraising	\$60,202	\$60,202	\$60,202	\$60,202				\$60,202	\$240,808
Agency In-kind Volunteer									
NCQA Revenue									
Total Non DAS Revenue	\$60,602	\$60,602	\$60,602	\$60,602				\$60,602	\$242,408
PER MEAL COST, Non DAS	7.50	4.37	4.37	4.37				2.44	4.00
PER MEAL COST (with NCQA), Non DAS	7.50	4.37	4.37	4.37				2.44	4.00
TOTAL DAS AND NON DAS REVENUE	\$130,362	\$185,151	\$189,822	\$189,822				\$299,313	\$804,648
PER MEAL COST, Total	\$16.14	\$13.35	\$13.69	\$13.69		\$9.32		\$12.04	\$13.27
PER MEAL COST (with NCQA), Total	\$16.14	\$13.35	\$13.69	\$13.69		\$9.32		\$12.04	\$13.27

Prepared by:

HSA-CO Review Signature:

Date: 5/10/18

HSA #1

10/25/2016

Program: Congregate meals for ( ) older adults or (X) adults with disabilities (Same as Line 11 on HSA #1)													Appendix B-2, Page 2 Document Date: April 2025
Salaries & Benefits Detail													
DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25				Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	OTO	Reallocation	CODB	Revised Salary
Chef and Culinary Training Instructor	Beasley/C	\$78,191	0.51	0.15	0.08	\$6,029	\$6,029	\$6,029	\$6,029				\$6,029
Director of Impact and Analytics	Hersher/M	\$154,302	0.51	0.03	0.02	\$2,379	\$2,379	\$2,379	\$2,379				\$2,379
Assistant Chef	Aviles/M	\$64,855	0.51	0.15	0.08	\$5,000	\$5,000	\$5,000	\$5,000				\$5,000
Database/Compliance Specialist	Sutlie/N	\$77,516	0.51	0.03	0.02	\$1,195	\$1,195	\$1,195	\$1,195				\$1,195
Culinary Training Manager	Brew/M	\$91,729	0.51	0.15	0.08	\$7,072	\$7,072	\$7,072	\$7,072				\$7,072
Part-Time Cook	TBD	\$44,396	0.51	0.12	0.06	\$2,738	\$2,738	\$2,738	\$2,738				\$2,738
Part-Time Delivery Driver	TBD	\$44,396	0.51	0.07	0.04	\$1,597	\$1,597	\$1,597	\$1,597				\$1,597
Totals		\$555,385	3.60	70.00%	0.36	\$26,010	\$26,010	\$26,010	\$26,010				\$26,010
Fringe Benefits Rate		41.00%											41%
Employee Fringe Benefits		\$227,708				\$10,664	\$10,664	\$10,664	\$10,664				\$10,664
Total DAS Salaries and Benefits		\$783,093				\$36,674	\$36,674	\$36,674	\$36,674				\$36,674
Non DAS Salaries & Benefits		Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25				Total
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary				Budgeted Salary
Chef and Culinary Training Instructor	Beasley/C	\$78,191	0.49	0.15	0.07	\$5,700	\$5,700	\$5,700	\$5,700				\$5,700
Director of Impact and Analytics	Hersher/M	\$154,302	0.49	0.03	0.01	\$2,250	\$2,250	\$2,250	\$2,250				\$2,250
Assistant Chef	Aviles/M	\$64,855	0.49	0.15	0.07	\$4,728	\$4,728	\$4,728	\$4,728				\$4,728
Database/Compliance Specialist	Sutlie/N	\$77,516	0.49	0.03	0.01	\$1,130	\$1,130	\$1,130	\$1,130				\$1,130
Culinary Training Manager	Brew/M	\$91,729	0.49	0.15	0.07	\$6,687	\$6,687	\$6,687	\$6,687				\$6,687
Part-Time Cook	TBD	\$44,396	0.49	0.12	0.06	\$2,589	\$2,589	\$2,589	\$2,589				\$2,589
Part-Time Delivery Driver	TBD	\$44,396	0.49	0.07	0.03	\$1,510	\$1,510	\$1,510	\$1,510				\$1,510
Totals		\$555,385	3.40	70.00%	0.34	\$24,594	\$24,594	\$24,594	\$24,594				\$24,594
Fringe Benefits Rate		41.00%											41%
Employee Fringe Benefits		\$227,708				\$10,084	\$10,084	\$10,084	\$10,084				\$10,084
Total Non DAS Salaries and Benefits		\$783,093				\$34,678	\$34,678	\$34,678	\$34,678				\$34,678
Total DAS and Non DAS Salaries and Benefits		\$1,566,186				\$71,352	\$71,352	\$71,352	\$71,352				\$71,352

Operating Expense Detail										
Annual # Meals Contracted	FY24/25									
	Revised FY21/22	Revised FY22/23 Budget	New Revised FY23/24 Budget	FY 24/25	Current FY24/25 Budget	FY24/25 OTO	FY24/25 Reallocation	FY24/25 CODB	Revised FY24/25	Total
		13,865	13,865	13,865	13,865		11,000		24,865	60,673
<b>DAS Operating Expenses</b>										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	31	31	31	31	31				\$31	\$155
Building Maintenance Supplies and Repair	4812	9166	9166	9166	9166				\$9,166	\$41,476
Printing and Reproduction	67	67	67	67	67				\$67	\$335
Insurance	1054	1054	1054	1054	1054				\$1,054	\$5,270
Staff Recruitment	33	33	33	33	33				\$33	\$165
Auto/Gas/Oil Maintenance: Van	984	984	984	984	984				\$984	\$4,920
IT Equipment	41	41	41	41	41				\$41	\$205
<b>Food Cost</b>										
Raw Food <i>per meal \$4.40</i>	18283	62465	66711	62465	66711		\$93,200	\$2,937	\$162,848	\$372,772
Cong Food Svc Supplies <i>per meal \$0.22</i>	913	2186	2186	2186	2186				\$2,186	\$9,657
Catered Meals <i>per meal</i>										
<b>Consultant</b>										
Consultant A										
<b>Other</b>										
Equipment Repairs	463	463	463	463	463				\$463	\$2,315
Program Supplies	59	59	59	59	59				\$59	\$295
	\$ -									
<b>Total DAS Operating Expenses</b>	\$ 26,741	\$ 76,549	\$ 80,795	\$ 76,549	\$ 80,795	\$ -	\$ 93,200	\$ 2,937	\$ 176,932	\$ 437,566
<b>Non DAS Operating Expenses</b>										
<u>Expenditure Category</u>										
Rental of Property										
Utilities (Elec, Water, Gas, Phone, Garbage)										
Office Supplies, Postage	\$29	\$29	\$29	\$29	\$29				29	\$116
Building Maintenance Supplies and Repair	\$1,111	\$111	\$111	\$111	\$111				111	\$1,444
Printing and Reproduction	\$63	\$63	\$63	\$63	\$63				63	\$252
Insurance	\$996	\$996	\$996	\$996	\$996				996	\$3,984
Staff Recruitment	\$32	\$32	\$32	\$32	\$32				32	\$128
Auto/Gas/Oil Maintenance: Van	\$931	\$931	\$931	\$931	\$931				931	\$3,724
IT Equipment	\$39	\$39	\$39	\$39	\$39				39	\$156
<b>Food Cost</b>										
Raw Food <i>per meal \$5.44</i>	\$21,366	\$36,672	\$36,672	\$36,672	\$36,672				36672	\$131,382
Cong Food Svc Supplies <i>per meal \$0.22</i>	\$864	\$1,482	\$1,482	\$1,482	\$1,482				1482	\$5,310
Catered Meals <i>per meal</i>										
<b>Consultant</b>										
Consultant A										
<b>Other</b>										
Equipment Repairs	\$437	\$437	\$437	437	\$437				437	\$1,748
Program Supplies	\$56	\$56	\$56	56	\$56				56	\$224
<b>Total Non DAS Operating Expenses</b>	\$25,924	40848	\$40,848	\$40,848	\$40,848				40848	\$148,468
<b>Total DAS and Non DAS Operating Expenses</b>	\$52,665	\$117,397	\$121,643	\$117,397	\$121,643				121,643	\$409,710
<b>HSA #3</b>										10/25/2016



Program: Congregate meals for ( ) older adults or (X ) adults with disabilities (Same as Line 11 on HSA #1)					Appendix B-2, Page 4 Document Date: April 2025				
Capital & Subcontractor Expenditure Detail									
DAS Capital Expenditure					FY24/25				
Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY24/25 current	OTO	Reallocation	CODB	Revised	Total
Steamer & Security Equipment					3,740			\$3,740	\$3,740
Total Equipment Cost					\$3,740			\$3,740	\$3,740
Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25					Total
Total Remodeling Cost									
Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25					Total
Total Subcontractor Cost									
Total DAS Capital & Subcontractor Expenditure					\$3,740			\$3,740	\$3,740
Non DAS Capital Expenditure									
Equipment (Qty)	FY 21/22	FY 22/23	FY 23/24	FY 24/25					Total
Total Equipment Cost									
Remodeling	FY 21/22	FY 22/23	FY 23/24	FY 24/25					Total
Total Remodeling Cost									
Subcontractor	FY 21/22	FY 22/23	FY 23/24	FY 24/25					Total
Candace Tang (Registered Dietician)									
Total Subcontractor Cost									
Total Non DAS Capital & Subcontractor Expenditure									
Total DAS and Non DAS Capital & Subcontractor Expenditure									
					\$3,740			\$3,740	\$3,740
HSA #4									
					10/25/2016				

FY 2024/2025	ANNUAL SITE CHART - CONGREGATE MEALS		OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY: Episcopal Community Services				
MAILING ADDRESS: 165 8th Street, San Francisco, CA 94103				
DIRECTOR: Liz Tarzon		EMAIL: <a href="mailto:etarzon@ecs-sf.org">etarzon@ecs-sf.org</a>	PHONE NO.: 415-487-3300 x6211	
PROGRAM MANAGER: Teresa Tan (Canon Kip), Liz Tarzon (Granada)		EMAIL: <a href="mailto:mtan@ecs-sf.org">mtan@ecs-sf.org</a>	PHONE NO.: 415-487-3300 x6213	

Congregate Program Type (ENP or Adults with Disabilities program)	AWD	AWD	AWD					Total ALL Sites
Name of Site	Canon Kip Senior Center	The Granada Hotel	1064/ 1068 Mission					
Address and Zip	705 Natoma St SF, CA 94103	1000 Sutter Street SF, CA 94103	1064 Mission Street SF, CA 94103					
Phone Number	415-487-3300	415-487-3300	415-487-3300					
Alternate Phone Number								
Neighborhood	SoMa	Lower Nob Hill	SoMa					
Supervisory District No.	9	3	6					
Bus Line #	19	19	14					
Site Manager/Coordinator	Teresa Tan	Liz Tarzon	Liz Tarzon					
Site Hours Open	8:30am-5:00pm	9am-5pm	9am-5pm					
Additional Programming Offered at the Site	Case Management Community Services Translation Services	None	Nutritional Education					
Hours of Scheduled Programming (for OCP-funded programs)	9am-3pm	11:30am-1:30pm	12pm-1pm					
Days Open for Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Hours of Meal Service	11am-12:15pm	12:30-1:30pm	12-1pm					
Type of Meal (hot, cold)	Hot	Hot	Hot, reheatable					
Vegetarian meal option available (Yes or No)	No	Yes	Yes					
Cuisine Type (American, American-Latinx, Chinese, Japanese, Kosher, Russian, etc.)	Multicultural/International	Multicultural/International	Multicultural/International					
# Unduplicated Consumers	110	45	120					275
Total Number of Meals (Congregate and To-Go)	8,512	2,877	13,476					24,865
# Service Days	262	365	365					
Average # meals per day	32	8	37					77
Days Closed (list holidays closed)	None	None	None					
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Status Note: (start date for a new site, closure date, or temp closure, etc.)								