	A	E	M	Y	Z	AA
1	**BUDGET FORMS**					Appendix B, pg. 1
2						7/31/2020
3	**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES**					
4						
5	Grantee's Name: SELF-HELP FOR THE ELDERLY					Grant Term
6	(Check One) New ☐ Renewal ___ Modification X____					
7	Effective Date of Mod: 7/1/20	No. of Mod:				**7/1/17 to 12/31/20**
8	**Program**: HDM-ENP	Revised Budget	Revised Budget	Revised Budget	Budget	TOTAL
9	**Annual #Meals Contracted**	**70,791**	**70,014**	**84,663**	**46,680**	272,148
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/20 to 12/31/20	7/1/17 to12/31/20
11	**DAAS Expenditures**					
12	Salaries & Benefits	$274,361	$294,076	$361,607	$104,634	$1,034,678
13	Operating Expense	$173,618	$161,650	$223,497	$217,882	$776,647
14	***Subtotal***	$447,979	$455,726	$585,104	$322,516	$1,811,325
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	$44,784	$45,572	$58,511	$32,252	$181,119
17	Capital Expenditure	$34,779	$107,830			$142,609
18	**TOTAL DAAS EXPENDITURES**	**$527,542**	**$609,128**	**$643,615**	**$354,768**	**$2,135,053**
19						
20	**Non-DAAS Expenditures**					
21	Salaries & Benefits	$149,803	$164,176	$147,763	$81,238	$542,980
22	Operating Expense	$171,470	$157,851	$160,722	$8,656	$498,699
23	Capital Expenditure					
24	**TOTAL Non-DAAS EXPENDITURES**	**$321,272**	**$322,027**	**$308,485**	**$89,894**	**$1,041,679**
25						
26	**TOTAL DAAS & Non-DAAS EXPENDITURES**	**$848,814**	**$931,155**	**$952,100**	**$444,662**	**$3,176,732**
27						
28	**HSA-DAAS Revenues**					
29	*Meals*	$494,542	$501,298	$643,614	$354,768	$1,994,222
30	Add-Back-Vehicle	$30,000				$30,000
31	OTO (Local Gen. funds)	$3,000	$107,830			$110,830
32	**TOTAL HSA-DAAS REVENUES**	**$527,542**	**$609,128**	$643,614	$354,768	**$2,135,052**
33	*PER MEAL COST, HSA-DAAS*	*$6.99*	*$7.16*	*$7.60*	*$7.60*	*$7.33*
34	*Per MEAL & COMPLIANCE COST*	*$7.45*	*$8.70*	*$7.60*	*$7.60*	*$7.85*
35	**Non-DAAS Revenues**					
36	Project Income	$81,545	31,828	$40,144	$20,000	$173,516
37	Agency Cash - Fundraising	$204,867	255,340	$233,482	$52,554	$746,243
38	Agency In-Kind Volunteer	$34,860	34,860	$34,860	$17,340	$121,920
39	Nutrition Compliance Revenues					
40						
41	**TOTAL NON HSA-DAAS REVENUES**	**$321,272**	**$322,027**	**$308,486**	**$89,894**	**$1,041,679**
42	*PER MEAL COST, NON HSA-DAAS*	*$4.54*	*$4.60*	*$3.64*	*$1.93*	*$3.83*
43	**TOTAL REVENUES**	$848,814	$931,155	$952,100	$444,662	$3,176,731
44	PER MEAL COST, TOTAL					$11.67
45	Full Time Equivalent (FTE)					
47	Prepared by: Leny Nair					Date: 7/31/2020
48	HSA-CO Review Signature:					
49	**HSA #1**					

	A	B	C	D	E	F	J	R	AD	AE	AF
1	Grantee's Name: SELF-HELP FOR THE ELDERLY										
2	Program Name:										7/31/20
3	**HDM-ENP**										
4											
5				**Salaries & Benefits Detail**							**TOTAL**
8	**H.S.A-DAAS**	Agency Totals		For DAAS Nutrition			7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-12/31/20	7/1/17 to12/31/20
9	POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE		Revised Budget Salary	Revised Budget Salary	Revised Budget Salary	Budgeted Salary	Budgeted Salary
10	Nutrition Director/AT	$90,000	100%	5%	5%		$1,268		$5,445	$4,209	$10,922
11	Contracts Manager/FC	$55,120	100%	4%	4%		$18,000	$17,075	$11,024	$2,134	$48,233
12	Outreach Worker/TC	$43,680	100%				$3,759	$18,619	$22,412		$44,789
13	HDM Supervisor/LY	$39,000	100%	25%	25%		$13,065	$13,718	$27,300	$9,750	$63,834
14	HDM Driver/FC	$35,360	50%	5%	3%		$11,895	$12,675	$15,675	$3,572	$43,817
15	HDM Driver/FH/RZ	$35,360	50%	4%	2%		$15,050	$12,675	$15,675	$2,996	$46,396
16	HDM Driver/PH	$35,360	88%	7%	6%		$19,793	$21,158	$24,158	$2,870	$67,978
17	HDM Driver/QL	$35,360	100%	8%	8%		$21,840	$23,400	$26,400	$2,870	$74,510
18	HDM Driver/JL/SL	$35,360	100%	8%	8%		$5,655	$13,863	$14,496	$2,688	$36,702
19	HDM Driver/KL/XZ	$35,360	77%	14%	11%		$14,929	$15,959	$19,747	$6,600	$57,235
20	HDM Driver/YL	$35,360	50%	5%	3%		$11,310	$14,090	$15,090	$3,536	$44,026
21	HDM Worker/XC/YC	$35,360	50%	10%	5%		$10,920	$13,700	$14,700	$7,072	$46,392
22	HDM Worker/SL	$35,360	50%	10%	5%		$10,920	$13,700	$14,700	$7,072	$46,392
23	HDM Worker/JD	$35,360	50%	5%	3%		$10,920	$12,845	$14,700	$3,536	$42,001
24	HDM Worker/KF	$35,360	50%	3%	1%		$10,920	$11,700	$14,700	$1,804	$39,124
25	HDM Worker/XL	$35,360	100%	12%	12%		$23,400	$9,434	$20,000	$4,243	$57,077
26	Nutrition Manager/WS	$60,000	100%	3%	3%		$7,636	$491	$0	$1,821	$9,949
27	HDM Coordinator/SN	$47,216	100%	7%	7%					$3,402	$3,402
28	HDM Dispatcher/AW	$46,280	100%	25%	25%					$11,570	$11,570
29	TOTALS	$ 805,616	1515%	160%	136%		$211,280	$225,102	$276,221	$81,745	$794,348
30											
31	FRINGE BENEFIT RATE	28.0%									
32	EMPLOYEE FRINGE BENEFITS						$63,081	$68,974	$85,386	$22,889	$240,330
33											
35	**TOTAL DAAS SALARIES & BENEFITS**						**$274,361**	**$294,076**	**$361,607**	**$104,634**	**$1,034,678**
38	**Non - DAAS**	Agency Totals		For DAAS Meal							TOTAL
39	POSITION TITLE and NAME	Annual Full TimeSalary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE		Revised Budget Salary	Revised Budget Salary			Budgeted Salary
40	On Call HDM Worker	$35,360	75%	11%	8%		$16,380	$17,550	$17,550	$5,304	$56,784
41	On Call HDM Worker	$35,360	75%	11%	8%		$16,380	$17,550	$17,550	$5,304	$56,784
42	On Call HDM Worker	$35,360	25%	4%	1%		$5,460	$5,850	$5,850	$5,304	$22,464
43	On Call HDM Worker	$35,360	25%	4%	1%		$5,460	$5,850	$5,850	$5,304	$22,464
44	HDM Worker/LQ	$35,360	50%	10%	5%		$10,920	$11,700	$14,700	$7,280	$44,600
45	HDM Worker/GY	$35,360	50%	10%	5%		$10,920	$11,700	$14,700	$7,072	$44,392
46	HDM Worker/CZ	$35,360	50%	10%	5%			$7,800	$10,800	$7,072	$25,672
47	Outreach Worker/TC	$43,680	100%				$6,989	$14,290	$6,989		$28,267
48	HDM Worker/XZ	$35,360	100%	21%	21%			$7,566	$19,094	$7,280	$33,940
49	Volunteers						$34,680	$34,680	$34,680	$17,340	$121,380
50	Program Coordinator						$19,136				$19,136
51											
52											
53											
54											
55											
56	**TOTAL NON-DAAS**	$ 326,560	550%	81%	54%		**$126,325**	**$134,536**	**$147,763**	**$67,260**	**$475,884**
58	FRINGE BENEFIT RATE	28.0%									
59	EMPLOYEE FRINGE BENEFITS						$23,478	$29,640		$13,978	$67,096
62	**TOTAL Non-DAAS SALARIES & BENEFITS**						**$149,803**	**$164,176**	**$147,763**	**$81,238**	**$542,980**
64	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS						$424,164	$458,252	$509,371	$185,872	$1,577,658
65	**HSA #2**	Form Rev. 12/22/16									

	A	B	C	D	H	P	AB	AC	AD
1	Grantee's Name: SELF-HELP FOR								Appendix B, page 3
2	Program Name:								7/31/20
3	**HDM-ENP**								
4					**Operating Expense Detail**				
5									
7	**H.S.A-DAAS**	Annual #Meals Contracted:			70,791	70,014	84,663	46,680	**TOTAL**
8	Expenditure Category			Term:	7/1/17 to 6/30/18	7/1/18-6/30/19	7/1/19 to 6/30/20	7/1/20-12/31/20	7/1/17 to12/31/20
9	Rental of Property							$1,660	$1,660
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							$115	$115
11	Office Supplies, Postage				$520	$376	$374	$400	$1,670
12	Building Maintenance Supplies and Repair								
13	FOOD COSTS								
14	Raw Food	*per meal*	$ 0.16			$584	$2,616	$5,000	$8,200
15	Cong Food Svc Supplies	*per meal*	$ -						
16	HDM Food Svc Supplies	*per meal*	$ 0.30			$1,095	$4,905	$8,500	$14,500
17	Catered Meals	*per meal*	$ 2.27		$160,696	$158,932	$195,676	$186,432	$701,736
18	CONSULTANT/SUBCONTRACTOR Descriptive Title								
19	Registered Dietitian								
20									
21	OTHER COSTS:								
22	Insurance							$2,775	$2,775
23	Staff Training & Travel								
24	Rental of Equipment								
25	Small equipment & Supplies								
26	Auto - Fuel & Insurance				$12,403	$663	$19,926	$12,000	$44,991
27	Repair/Maintenance							$1,000	$1,000
28									
29									
30	**TOTAL DAAS OPERATING EXPENSE**				**$173,618**	**$161,650**	**$223,497**	**$217,882**	**$776,647**
32	**Non-DAAS**								TOTAL
33	Expenditure Category								
34	Rental of Property						$1,634		$1,634
35	Utilities(Elec, Water, Gas, Phone, Scavenger)						$104		$104
36	Office Supplies, Postage				$300	$300	$300		$900
37	Building Maintenance Supplies and Repair								
38	FOOD COSTS								
39	Raw Food	*per meal*	$ 0.16		$11,327	$9,994	$12,026	$2,000	$35,347
40	Cong Food Svc Supplies	*per meal*							
41	HDM Food Svc Supplies	*per meal*	$ 0.30		$21,237	$18,739	$22,549	$4,000	$66,525
42	Catered Meals	*per meal*	$ 1.54		$108,714	$95,926	$115,428	$1,876	$321,944
43	CONSULTANT/SUBCONTRACTOR Descriptive Title								
44	Registered Dietitian								
45									
46	OTHER COSTS:								
47	Insurance				$3,818	$3,818	$5,818		$13,454
48	Staff Training & Travel				$400	$400	$400	$100	$1,300
49	Communications (Phone & Internet)				$1,600	$1,600	$1,000	$450	$4,650
50	Rental of Equipment						$163	$110	$273
51	Small equipment & Supplies								
52	Auto - Fuel & Insurance				$15,774	$15,774			$31,548
53	Repair/Maintenance-Vehicle				$8,000	$11,000	$1,000		$20,000
54	Recruitment				$300	$300	$300	$120	$1,020
56	**TOTAL Non-DAAS OPERATING EXPENSE**				**$171,470**	**$157,851**	**$160,722**	**$8,656**	**$498,699**
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				$345,088	$319,501	$384,219	$226,538	$1,275,346
63	**HSA #3**	Form Rev. 12/22/16							

	A	B	C	F	G	H
1	Grantee's Name: SELF-HELP FOR THE ELDERLY				Appendix B, Page	
2	Program Name:				Document Date:	7/31/20
3	**HDM-ENP**					
4						
5			**Capital Expenditure Detail**			
6			**(Equipment and Remodeling Cost)**			
7						TOTAL
8	**H.S.A-DAAS**		7/1/17 to 6/30/18	7/1/18-6/30/19	7/1/19 to 6/30/20	7/1/17 to12/31/20
9	No.	ITEM/DESCRIPTION				
10	1	2017 Toyota Prius V	$31,750			$31,750
11	2	Commercial Car Camera-BackVue DR750S	$3,029			$3,029
12	3	Temperature Controlled Vehicle		$54,330		$54,330
13	2	Laptops for the Center Coordinators		$2,670		$2,670
14		Work Safety Supplies (work gloves, back support belts		$2,550		$2,550
15		Food Safety Supplies(warmer box, food pan)		$8,100		$8,100
16		Freezer		$2,000		$2,000
17		New Van		$35,000		$35,000
18		Vehicle Improvement		$3,180		$3,180
19	**TOTAL DAAS-OOA EQUIPMENT & REMODELING COST**		**$34,779**	**$107,830**		**$142,609**
20						
21	**Non-DAAS**					
22	No.	ITEM/DESCRIPTION				
23						
24						
25						
26						
27						
28	**TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST**					
29						
30	**TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE**		$34,779	$107,830		$142,609
31	(Equipment and Remodeling Cost)					
32	**HSA #4** Form Rev. 12/22/16					
33						
34	**Allocation Methodology:** *(If you have multiple programs, describe how you allocate among shared program costs.)*					
35	Indicate DAAS and non-DAAS-OOA funding above.					
36	**NOTE**: Green highlighted cells have formulas that link data to Budget Summary page					
37	Equipment is defined as $5000 or more a unit					
38	**NOTE:** Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pas					
39						
40						
41						