

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT TO THE GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

MEALS ON WHEELS OF SAN FRANCISCO

Grant #1000022185

This **AMENDMENT** of the, August 1, 2021 Grant Agreement (the "Agreement") is dated as of April 1, 2022 and is made in the City and County of San Francisco, State of California, by and between MEALS ON WHEELS OF SAN FRANCISCO, 1375 FAIRFAX STREET, SAN FRANCISCO, CA 94124 ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposal (RFP) #920 issued in March 2021 and this modification is consistent therewith; and

WHEREAS, the City's Board of Supervisors approved this Amendment by 89-22 on March 15, 2022;

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to extend the grant by three years and to increase the grant amount, and,

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. **Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - a. **Agreement.** The term "Agreement" shall mean the Agreement dated August 1, 2021 between Grantee and City.
 - b. **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the

Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

- c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

- a. **Article 3.2. Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) July 1 2021 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2022.

Such section is hereby superseded in its entirety to read as follows:

The term of this Agreement shall commence on the later of (a) July 1 2021 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2025.

- b. **Article 5.1. Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

“The amount of the Grant Funds disbursed hereunder shall not exceed **Seven Million, Seven Hundred Ninety Two Thousand, Five Hundred Thirty Six Dollars (\$7,792,536)** for the period **from July 1, 2021 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.**”

Contingent amount: Up to Seven Hundred Seventy Nine Thousand, Two Hundred Fifty Four Dollars (\$779,254) for the period from July 1, 2021 to June 30, 2022 (Y1), may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eight Million, Five Hundred Seventy One Thousand, Seven Hundred Ninety Dollars (\$8,571,790)** for the period **from July 1, 2021 to June 30, 2022 (Y1)**.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.”

Such section is hereby superseded in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty Eight Million, Six Hundred Eighteen Thousand, Five Hundred and Fifty Four Dollars**

(\$28,618,554) for the period from July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Two Million, Eight Hundred Sixty One Thousand, Eight Hundred and Fifty-Five Dollars (\$2,861,855) for the period from July 1, 2024 to June 30, 2025 (Y4), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Thirty One Million, Four Hundred Eighty Thousand, Four Hundred and Nine Dollars (\$31,480,409)** for the period from July 1, 2021 to June 30, 2025 (Y1-Y4).

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B-1, and is not available to Grantee without a revision to the Program Budgets of Appendix B-1 specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- c. Appendix A.** Appendix A, of the Aforesaid Agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-1, pp. 1-10, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- d. Appendix B.** Appendix B, Calculation of Charges, pp. 1-7 of the Aforesaid Agreement displays the original total amount of \$7,792,536.

Such section is hereby superseded in its entirety by Appendix B-1, Calculation of Charges, pp. 1-6, which displays the budget as herein modified to \$28,618,554.

- e. Appendix F.** Appendix F, of the Aforesaid Agreement displays the Annual Site Chart.

Such section is hereby superseded in its entirety by Appendix F-1, Annual Site Chart, pp. 1-2, which displays site locations, operating time and deliverables in this Modification Agreement.

- f. Appendix H.** Appendix H, of the Aforesaid Agreement displays the Federal Award Information for Subrecipients.

Such section is hereby superseded in its entirety by Appendix H-1, Federal Award Information for Subrecipients, pp. 1, which displays detail of federal award information applicable to this Modification Agreement.

- g. 17.6 Entire agreement.** Section 17.6 is hereby replaced in its entirety to read as follows:

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written

provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A-1 Services to be Provided
- Appendix B-1 Budget
- Appendix C Method of Payment
- Appendix D Interests in Other City Grants
- Appendix E Permitted Subgrantees
- Appendix F-1 Site Chart
- Appendix G HIPPA Business Associate Addendum
- Appendix H-1 Federal Award Information
- Appendix I Federal Requirement for Subrecipients
- Appendix J FEMA Emergency & Exigency Contracts Requirements

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.
4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY

GRANTEE:

HUMAN SERVICES AGENCY

MEALS ON WHEELS OF SAN FRANCISCO

DocuSigned by:
Trent Rhorer 4/18/2022
By: 9753A8870BB74EE...
Trent Rhorer Date
Executive Director
Human Services Agency

DocuSigned by:
Ashley McCumber 4/8/2022
By: 829D1A32AE06408... Date

Print Name: Ashley McCumber
Title: Executive Director
Address: 1375 Fairfax Street
City, State ZIP: San Francisco, CA 94124

Phone: (415) 269-1242

Federal Tax ID #: 94-1741155
City Vendor Number: 0000015426
DUNS Number: 071866057

Approved as to Form:

David K. Ries
City Attorney

DocuSigned by:
David Ries 4/15/2022
By: EFF1B6C5BE4244A...
Deputy City Attorney Date

Appendix A-1 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025

I. Purpose

The purpose of this grant is to provide home-delivered nutrition services for older adults living in the City and County of San Francisco. Home-delivered nutrition services include the provision of nutritious meals, nutrition education, and nutrition risk screening. Home-delivered 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	Meals on Wheels of San Francisco
Adult with a Disability	A person 18-59 years of age living with a disability.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
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
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. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
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)
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others. (CCR Title 22 Sec. 7119)
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)
Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.

Menu Planning and Nutrient 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)
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. (CCR Title 22 Sec. 7130)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.
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 Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (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)
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
OCP	Office of Community Partnerships.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
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.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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 receives home-delivered nutrition services and the grantee reflects their participation in CA-GetCare through program enrollment.

III. Target Population

The target population is older adults living in the City and County of San Francisco who are frail and homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals, and with particular attention to the following individuals:

1. Low income
2. Limited or no English speaking proficiency
3. Minority populations
4. Frail
5. LGBTQ+

IV. Eligibility for Services

To participate in home-delivered nutrition services, an individual must meet one of the following criteria:

1. An older adult living in the City and County of San Francisco who is homebound due to illness or disability, or is otherwise isolated.
2. A spouse or domestic partner of an older adult enrolled in the program if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.
3. An individual with a disability who resides at home with an enrolled older adult, if an assessment by the grantee's social worker or assessment staff concludes that it is in the best interest of the enrolled older adult.

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

The grantee will provide home-delivered nutrition services in the City and County of San Francisco. The grantee, with approval from DAS OCP, will determine the service and delivery times for the provision of home-delivered nutrition services.

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered 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. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
 - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. 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 to submit a

cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.

- ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
- iii. 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 report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
- iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
- v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
- vi. 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 HDM route temperature checks and monitoring reports.
- vii. 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:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.
 - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings 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 trainings 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.
- ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.

- x. Conduct in-home assessments annually to evaluate a consumer’s eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer’s eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee’s board of directors.
 5. 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 OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 6. 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 staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or 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.
 8. 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.
 9. 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 to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

1. Grantee will enroll at minimum the number of unduplicated consumers and provide the units of service detailed in Table A below:

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,600	3,200	3,200	3,200
*Number of Great Plates Delivered SF Transition Home Delivered Meals	43,544			
Number of Home Delivered Meals	1,572,592	1,446,658	1,446,658	1,446,658
Total Number of Meals	1,616,136	1,446,658	1,446,658	1,446,658

*Great Plates Delivered SF (GPDSF) was an emergency food assistance program for seniors sheltering in place due to the COVID-19 pandemic. GPDSF transition home delivered meals are those meals delivered by MOW between July 1, 2021 and October 31, 2021 to eligible consumers who were enrolled in the GPDSF program and required ongoing home delivered nutrition support when the program ended.

VIII. Outcome 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 received as excellent or good. Target: 85%.

Based on a consumer survey and a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.

IX. Reporting and Other Requirements

1. 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 HDM intake form, which includes the annual nutrition risk screening and the food security screening, into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
 - Number of unduplicated consumers served
 - Number of meals prepared and delivered
 - Number nutrition compliance units provided
4. 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.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. 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. Grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.

12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults connect to services throughout the City. These Focal Points are:

Designated Community Focal Points		
Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	5600 3rd St, San Francisco, 94124	415-647-5353
OMI Senior Center (CCCYO)	65 Beverly St, San Francisco, 94132	415-335-5558
Richmond Senior Center (GGSS)	6221 Geary Blvd, San Francisco, 94121	415-404-2938
30th Street Senior Center (On Lok)	225 30th St, San Francisco, 94131	415-550-2221
Openhouse	1800 Market St, San Francisco, 94102	415-347-8509
SF Senior Center (SFSC)	481 O’Farrell St, San Francisco, 94102	415-202-2983
Aquatic Park Senior Center (SFSC)	890 Beach St, San Francisco, 94109	415-202-2983
South Sunset Senior Center (SHE)	2601 40th Ave , San Francisco, 94116	415-566-2845
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center (SHE)	777 Stockton St, San Francisco, 94108	415-438-9804
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
DAS Benefits and Resources Hub	2 Gough St, San Francisco, 94103	415-355-6700

15. For assistance with reporting and contract requirements, please contact:

Sarah Chan
 Nutritionist
 DAS OCP
 email: Sarah.Chan@sfgov.org

and

Ella Lee
 Contract Manager
 HSA OCM
 email: Ella.Lee@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all 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.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Meals on Wheel of San Francisco
(Please enter agency name here)

(Check One) New Renewal Modification
If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for older adults

Budget Reference Page No.(s)						
Program Term	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total	Average cost/meal
Annual # Meals Contracted	1,572,592	1,446,658	1,446,658	1,446,658	5,912,566	
# Great Plates transition meals	43,544				43,544	
DAS Expenditures						
Salaries & Benefits	\$3,414,394	\$3,049,048	\$3,049,048	\$3,049,048	\$12,561,538	\$2.12
Operating Expenses	\$3,341,006	\$2,983,516	\$2,983,516	\$2,983,516	\$12,291,554	\$2.08
Subtotal	\$6,755,400	\$6,032,564	\$6,032,564	\$6,032,564	\$24,853,092	\$4.20
Indirect Percentage (%)						
Indirect Cost						
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$1,037,136	\$909,442	\$909,442	\$909,442	\$3,765,462	\$0.64
Total DAS Expenditures	\$7,792,536	\$6,942,006	\$6,942,006	\$6,942,006	\$28,618,554	\$4.84
Non DAS Expenditures						
Salaries & Benefits	\$1,149,086	\$1,026,136	\$1,026,136	\$1,026,136	\$4,227,494	\$0.72
Operating Expenses	\$1,468,807	\$1,313,748	\$1,313,748	\$1,313,748	\$5,410,051	\$0.92
Capital/Subcontractor Expenditures						
NCQA Expenditures	\$919,952	\$806,566	\$806,566	\$806,566	\$3,339,650	\$0.56
Total Non DAS Expenditures	\$3,537,845	\$3,146,450	\$3,146,450	\$3,146,450	\$12,977,195	\$2.19
TOTAL DAS AND NON DAS EXPEDITURES	\$11,330,381	\$10,088,456	\$10,088,456	\$10,088,456	\$41,595,749	\$7.04
DAS Revenues						
Meals- General Fund	\$5,403,633	\$4,813,844	\$4,813,844	\$4,813,844	\$19,845,165	\$3.36
Meals- State Fund	\$485,156	\$432,203	\$432,203	\$432,203	\$1,781,765	\$0.30
Meals- Federal Fund	\$1,903,747	\$1,695,959	\$1,695,959	\$1,695,959	\$6,991,624	\$1.18
Total DAS Revenue	\$7,792,536	\$6,942,006	\$6,942,006	\$6,942,006	\$28,618,554	\$4.84
PER MEAL COST, DAS	\$4.17	\$4.17	\$4.17	\$4.17	\$4.20	
PER MEAL COST (with NCQA), DAS	\$4.83	\$4.80	\$4.80	\$4.80	\$4.84	
PER GREAT PLATE TRANSITION MEALS COSTS	\$4.54					
Non DAS Revenues						
Project Income	\$100,722	\$100,722	\$100,722	\$100,722	\$402,888	\$0.07
Agency Cash- Fundraising	\$3,425,123	\$3,033,728	\$3,033,728	\$3,033,728	\$12,526,307	\$2.12
Agency In-kind Volunteer	\$12,000	\$12,000	\$12,000	\$12,000	\$48,000	\$0.01
Total Non DAS Revenue	\$3,537,845	\$3,146,450	\$3,146,450	\$3,146,450	\$12,977,195	\$2.19
PER MEAL COST (with NCQA), Non DAS	\$2.25	\$2.17	\$2.17	\$2.17	\$2.19	
TOTAL DAS AND NON DAS REVENUE	\$11,330,381	\$10,088,456	\$10,088,456	\$10,088,456	\$41,595,749	\$7.04
PER MEAL COST (with NCQA), Total	\$7.08	\$6.97	\$6.97	\$6.97	\$7.03	
Full Time Equivalent (FTE)						
Prepared by: Patrick Schmalz						Date: 6/8/21
HSA-CO Review Signature:	_____					
HSA #1						10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Appendix B-1, Page 2
Document Date: April 2022

Salaries & Benefits Detail

DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Drivers (28)	\$46,823	28.00	58.44%	16.36	\$766,188	\$684,205	\$684,205	\$684,205	\$2,818,803
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	60.91%	0.61	\$40,779	\$36,416	\$36,416	\$36,416	\$150,027
Customer Service Lead	\$68,855	1.00	60.91%	0.61	\$41,940	\$37,452	\$37,452	\$37,452	\$154,296
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	60.91%	0.61	\$35,585	\$31,777	\$31,777	\$31,777	\$130,916
Senior HDM Driver Manager	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$196,211
Senior HDM Client Waitlist & Comm	\$84,542	1.00	60.91%	0.61	\$51,495	\$45,985	\$45,985	\$45,985	\$189,450
Senior HDM Operations Manager 20	\$87,560	1.00	60.91%	0.61	\$53,333	\$47,626	\$47,626	\$47,626	\$196,211
Client Support Specialist	\$49,276	1.00	60.91%	0.61	\$30,014	\$26,802	\$26,802	\$26,802	\$110,420
HDM Safety Board Lead	\$53,560	1.00	56.50%	0.57	\$30,261	\$27,023	\$27,023	\$27,023	\$111,330
HDM Lead Intake Coordinator	\$58,460	1.00	60.91%	0.61	\$35,608	\$31,798	\$31,798	\$31,798	\$131,002
Chief Prog Off	\$155,752	1.00	35.91%	0.36	\$55,931	\$49,946	\$49,946	\$49,946	\$205,769
SalesForce Administrator	\$110,624	1.00	51.47%	0.51	\$56,938	\$50,846	\$50,846	\$50,846	\$209,476
SalesForce Analyst	\$63,865	1.00	51.47%	0.51	\$32,871	\$29,354	\$29,354	\$29,354	\$120,933
Chief Food & Operations Officer: Sp	\$167,553	1.00	45.68%	0.46	\$76,538	\$68,348	\$68,348	\$68,348	\$281,582
Food Safety/Compliance Manager	\$87,550	1.00	49.14%	0.49	\$43,022	\$38,419	\$38,419	\$38,419	\$158,279
Assistant Food Service Director	\$101,700	1.00	49.14%	0.49	\$49,975	\$44,628	\$44,628	\$44,628	\$183,859
Chef	\$99,386	1.00	49.14%	0.49	\$48,838	\$43,612	\$43,612	\$43,612	\$179,674
Food Service Director	\$108,150	1.00	49.14%	0.49	\$53,145	\$47,458	\$47,458	\$47,458	\$195,519
Procurement/Purchasing Manager	\$108,150	1.00	49.14%	0.49	\$53,145	\$47,458	\$47,458	\$47,458	\$195,519
Warehouse Manager	\$56,650	1.00	39.90%	0.40	\$22,603	\$20,184	\$20,184	\$20,184	\$83,155
Kitchen Staff (37)	\$42,572	37.00	44.82%	16.58	\$705,942	\$630,405	\$630,405	\$630,405	\$2,597,157
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Fleet & Facilities Manager	\$82,400	1.00	39.90%	0.40	\$32,878	\$29,360	\$29,360	\$29,360	\$120,958
Maintenance Associate	\$39,634	1.00	39.90%	0.40	\$15,814	\$14,122	\$14,122	\$14,122	\$58,180
Sr. Administrative Assistant	\$66,950	1.00	39.90%	0.40	\$26,713	\$23,855	\$23,855	\$23,855	\$98,278
Maintenance Technician Supervisor	\$72,100	1.00	39.90%	0.40	\$28,768	\$25,690	\$25,690	\$25,690	\$105,838
Director of Fleet & Facilities	\$118,775	1.00	39.90%	0.40	\$47,391	\$42,320	\$42,320	\$42,320	\$174,351
Volunteer Program Manager	\$66,886	1.00	10.47%	0.10	\$7,000	\$6,251	\$6,251	\$6,251	\$25,753
Volunteer Program Manager	\$63,865	1.00							
Volunteer Program Manager	\$64,890	1.00							
Director of Volunteer Programs & C	\$100,114	1.00	14.50%	0.14	\$14,512	\$12,959	\$12,959	\$12,959	\$53,389
Totals	\$2,479,209	94.00	1381.53%	45.73	\$2,526,374	\$2,256,047	\$2,256,047	\$2,256,047	\$9,294,515
Fringe Benefits Rate	35.15%								
Employee Fringe Benefits	\$871,442				\$888,020	\$793,001	\$793,001	\$793,001	\$3,267,023
Total DAS Salaries and Benefits	\$3,350,651				\$3,414,394	\$3,049,048	\$3,049,048	\$3,049,048	\$12,561,538

Non DAS Salaries & Benefits	Agency Totals		HSA Program		FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary				
Drivers (28)	\$46,823	28.00							
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	22.00%	0.22	\$14,729	\$13,153	\$13,153	\$13,153	\$54,188
Customer Service Lead	\$68,855	1.00	22.00%	0.22	\$15,148	\$13,527	\$13,527	\$13,527	\$55,729
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	22.00%	0.22	\$12,853	\$11,478	\$11,478	\$11,478	\$47,287
Senior HDM Driver Manager	\$87,560	1.00	22.00%	0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Senior HDM Client Waitlist & Comm	\$84,542	1.00	22.00%	0.22	\$18,599	\$16,609	\$16,609	\$16,609	\$68,426
Senior HDM Operations Manager 20	\$87,560	1.00	22.00%	0.22	\$19,263	\$17,202	\$17,202	\$17,202	\$70,869
Client Support Specialist	\$49,276	1.00	22.00%	0.22	\$10,841	\$9,681	\$9,681	\$9,681	\$39,884
HDM Safety Board Lead	\$53,560	1.00	22.00%	0.22	\$11,783	\$10,522	\$10,522	\$10,522	\$43,349
HDM Lead Intake Coordinator	\$58,460	1.00	22.00%	0.22	\$12,861	\$11,485	\$11,485	\$11,485	\$47,316
Chief Prog Off	\$155,752	1.00	23.18%	0.23	\$36,103	\$32,240	\$32,240	\$32,240	\$132,823
SalesForce Administrator	\$110,624	1.00	19.00%	0.19	\$21,019	\$18,770	\$18,770	\$18,770	\$77,329
SalesForce Analyst	\$63,865	1.00	19.00%	0.19	\$12,134	\$10,836	\$10,836	\$10,836	\$44,642
Chief Food & Operations Officer: Sp	\$167,553	1.00	19.61%	0.20	\$32,857	\$29,341	\$29,341	\$29,341	\$120,880
Food Safety/Compliance Manager	\$87,550	1.00	20.00%	0.20	\$17,510	\$15,636	\$15,636	\$15,636	\$64,418
Assistant Food Service Director	\$101,700	1.00	19.90%	0.20	\$20,238	\$18,073	\$18,073	\$18,073	\$74,457
Chef	\$99,386	1.00	19.90%	0.20	\$19,778	\$17,662	\$17,662	\$17,662	\$72,764
Food Service Director	\$108,150	1.00	19.90%	0.20	\$21,522	\$19,219	\$19,219	\$19,219	\$79,179
Procurement/Purchasing Manager	\$108,150	1.00	19.90%	0.20	\$21,522	\$19,219	\$19,219	\$19,219	\$79,179
Warehouse Manager	\$56,650	1.00	29.49%	0.29	\$16,709	\$14,921	\$14,921	\$14,921	\$61,472
Kitchen Staff (37)	\$42,572	37.00	21.62%	8.00	\$340,576	\$304,134	\$304,134	\$304,134	\$1,252,978
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576
Fleet & Facilities Manager	\$82,400	1.00	29.49%	0.29	\$24,303	\$21,703	\$21,703	\$21,703	\$89,412
Maintenance Associate	\$39,634	1.00	30.57%	0.31	\$12,116	\$10,820	\$10,820	\$10,820	\$44,576
Sr. Administrative Assistant	\$66,950	1.00	30.57%	0.31	\$20,467	\$18,277	\$18,277	\$18,277	\$75,298
Maintenance Technician Supervisor	\$72,100	1.00	30.57%	0.31	\$22,041	\$19,683	\$19,683	\$19,683	\$81,090
Director of Fleet & Facilities	\$118,775	1.00	29.49%	0.29	\$35,032	\$31,284	\$31,284	\$31,284	\$128,884
Volunteer Program Manager	\$66,886	1.00	12.44%	0.12	\$8,321	\$7,431	\$7,431	\$7,431	\$30,614

Volunteer Program Manager	\$63,865	1.00							
Volunteer Program Manager	\$64,890	1.00	12.44%	0.12	\$8,072	\$7,208	\$7,208	\$7,208	\$29,696
Director of Volunteer Programs & C	\$100,114	1.00	12.44%	0.12	\$12,454	\$11,121	\$11,121	\$11,121	\$45,817
Totals	\$2,479,209	94.00	648.10%	14.26	\$850,230	\$759,257	\$759,257	\$759,257	\$3,128,001
Fringe Benefits Rate	35.15%								
Employee Fringe Benefits	\$871,442				\$298,856	\$266,879	\$266,879	\$266,879	\$1,099,493
Total Non DAS Salaries and Benefits	\$3,350,651				\$1,149,086	\$1,026,136	\$1,026,136	\$1,026,136	\$4,227,494
Total DAS and Non DAS Salaries and Benefits	\$6,701,302				\$4,563,480	\$4,075,184	\$4,075,184	\$4,075,184	\$16,789,032
HSA #2									10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Appendix B-1, Page 3
Document Date: April 2022

Operating Expense Detail

	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	1,572,592	1,446,658	1,446,658	1,446,658	5,912,566
# Great Plates transition meals	43,544				43,544
DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property	\$1,257	\$1,122	\$1,122	\$1,122	\$4,623
Utilities (Elec, Water, Gas, Phone, Garbage)	\$88,396	\$78,938	\$78,938	\$78,938	\$325,210
Office Supplies, Postage	\$113,559	\$101,410	\$101,410	\$101,410	\$417,789
Building Maintenance Supplies and Repair	\$107,024	\$95,572	\$95,572	\$95,572	\$393,740
Printing and Reproduction	\$4,273	\$3,816	\$3,816	\$3,816	\$15,721
Insurance	\$39,003	\$34,830	\$34,830	\$34,830	\$143,493
Staff Training	\$6,047	\$5,400	\$5,400	\$5,400	\$22,247
Staff Travel-(Local & Out of Town)	\$3,771	\$3,367	\$3,367	\$3,367	\$13,872
Rental of Equipment	\$2,011	\$1,796	\$1,796	\$1,796	\$7,399
<u>Food Cost</u>					
Raw Food <i>per meal \$1.67</i>	\$2,705,400	\$2,415,919	\$2,415,919	\$2,415,919	\$9,953,157
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					
<u>Consultant</u>					
Consultants-Temp Employees	\$81,904	\$73,140	\$73,140	\$73,140	\$301,324
Consultants-IT Operations	\$46,104	\$41,171	\$41,171	\$41,171	\$169,617
Consultants-Audit	\$21,932	\$19,585	\$19,585	\$19,585	\$80,687
Consultants-Payroll Service	\$8,936	\$7,980	\$7,980	\$7,980	\$32,876
Consultants-Legal	\$12,570	\$11,225	\$11,225	\$11,225	\$46,245
Consultants-Other	\$4,525	\$4,041	\$4,041	\$4,041	\$16,648
<u>Other</u>					
Delivery Costs	\$64,934	\$57,986	\$57,986	\$57,986	\$238,892
Volunteer and Client Costs	\$29,360	\$26,218	\$26,218	\$26,218	\$108,014
Total DAS Operating Expenses	\$3,341,006	\$2,983,516	\$2,983,516	\$2,983,516	\$12,291,554
Non DAS Operating Expenses					
<u>Expenditure Category</u>					
Rental of Property	\$990	\$884	\$884	\$884	\$3,642
Utilities (Elec, Water, Gas, Phone, Garbage)	\$50,485	\$45,083	\$45,083	\$45,083	\$185,734
Office Supplies, Postage	\$90,186	\$80,536	\$80,536	\$80,536	\$331,794
Building Maintenance Supplies and Repair	\$85,030	\$75,932	\$75,932	\$75,932	\$312,826
Printing and Reproduction	\$3,366	\$3,006	\$3,006	\$3,006	\$12,384
Insurance	\$30,720	\$27,433	\$27,433	\$27,433	\$113,019
Staff Training	\$4,763	\$4,253	\$4,253	\$4,253	\$17,522
Staff Travel-(Local & Out of Town)	\$2,970	\$2,652	\$2,652	\$2,652	\$10,926
Rental of Equipment	\$1,584	\$1,415	\$1,415	\$1,415	\$5,829
<u>Food Cost</u>					
Raw Food <i>per meal \$0.61</i>	\$985,843	\$882,461	\$882,461	\$882,461	\$3,633,226
HDM Food Svc Supplies <i>per meal</i>					
Catered Meals <i>per meal</i>					

Consultant					
Consultants-Temp Employees	\$64,510	\$57,607	\$57,607	\$57,607	\$237,331
Consultants-IT Operations	\$36,314	\$32,428	\$32,428	\$32,428	\$133,598
Consultants-Audit	\$17,274	\$15,426	\$15,426	\$15,426	\$63,552
Consultants-Payroll Service	\$7,038	\$6,285	\$6,285	\$6,285	\$25,893
Consultants-Legal	\$9,900	\$8,841	\$8,841	\$8,841	\$36,423
Consultants-Other	\$3,564	\$3,183	\$3,183	\$3,183	\$13,113
Other					
Delivery Costs	\$51,144	\$45,672	\$45,672	\$45,672	\$188,160
Volunteer and Client Costs	\$23,126	\$20,651	\$20,651	\$20,651	\$85,079
Total Non DAS Operating Expenses	\$1,468,807	\$1,313,748	\$1,313,748	\$1,313,748	\$5,410,051
Total DAS and Non DAS Operating Expenses	\$4,809,813	\$4,297,264	\$4,297,264	\$4,297,264	\$17,701,605
HSA #3					10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Appendix B-1, Page 5
Document Date: April 2022

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$589.76 /set	2.00	2.00	\$1,180	\$1,180	\$1,180	\$1,180	\$4,720
Kitchen and food service monitoring	\$655.64	4.00	4.00	\$2,623	\$2,623	\$2,623	\$2,623	\$10,492
HDM Route Monitoring	\$202.15 /route	84.00	84.00	\$16,981	\$16,981	\$16,981	\$16,981	\$67,924
Nutrition education	\$178.48	4.00	4.00	\$714	\$714	\$714	\$714	\$2,856
Nutrition counseling (optional)	\$118.25 /hour	1550.00	1350.00	\$183,288	\$159,638	\$159,638	\$159,638	\$682,202
In-service training	/training							
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$260.11 /assessment	3200.00	2800.00	\$832,350	\$728,306	\$728,306	\$728,306	\$3,017,268
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment							
Total DAS NCQA Expenditure				\$1,037,136	\$909,442	\$909,442	\$909,442	\$3,765,462
Non DAS NCQA Expenditure	Unit price	FY21/22 Unit	FY22/25 Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$482.00 /set	2.00	2.00	\$964	\$964	\$964	\$964	\$3,856
Kitchen and food service monitoring	\$542.75	4.00	4.00	\$2,171	\$2,171	\$2,171	\$2,171	\$8,684
HDM Route Monitoring	\$167.19 /route	84.00	84.00	\$14,044	\$14,044	\$14,044	\$14,044	\$56,176
Nutrition education	\$144.33	4.00	4.00	\$577	\$577	\$577	\$577	\$2,308
Nutrition counseling (optional)	\$97.86 /hour	1550.00	1350.00	\$151,676	\$132,105	\$132,105	\$132,105	\$547,991
In-service training	/training							
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$234.54 /assessment	3200.00	2800.00	\$750,520	\$656,705	\$656,705	\$656,705	\$2,720,635
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment							
Total Non DAS NCQA Expenditure				\$919,952	\$806,566	\$806,566	\$806,566	\$3,339,650
Total DAS and Non DAS NCQA Expenditure				\$1,957,088	\$1,716,008	\$1,716,008	\$1,716,008	\$7,105,112
HSA #4								10/25/2016

ANNUAL SITE CHART - HOME-DELIVERED MEALS- FY21/22 OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Meals on Wheels San Francisco
 MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124
 DIRECTOR: Ashley McCumber
 PROGRAM MANAGER: Meredith Terrell
 EMAIL: amccumber@mowssf.org PHONE NO.: 415-920-1111
 EMAIL: mtterrell@mowssf.org PHONE NO.: 415-920-1111

HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency	Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4	42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	
Phone Number	415-920-1111	415-920-1111	415-920-1111	
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287	
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide	
Super/isorial District No.	All districts served	All districts served	All districts served	
Zip Codes Served	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	
Meal Delivery Days	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	
Type of Meal (hot, chill or frozen)	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	
DIET Type (Regular, Vegetarian, Modified- specify, e.g. Diabetic)	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Hot, Chill, Frozen Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	
Cuisine Type (Select from list)	American	American	American	
# Unduplicated Consumers	3,600	570	325	4,495
Maximum # of consumers served on route/delivery day	36	5	5	
Total annual # meals	1,616,136	276,000	36,681	1,928,817
# Nutrition Education Units (# Sessions x # Clients)	8,856	1,512	Included with ENP	10,368
Annual # Comprehensive Assessment Units	3,200	NA	Included with ENP	
Annual # Nutrition Counseling HOURS	1,550	NA	Included with ENP	
Annual # Nutrition Counseling SESSIONS	2,066	NA	Included with ENP	
Annual # Unduplicated Nutrition Counseling Consumers	1,800	NA	Included with ENP	
# Service Days	365	365	365	365
Average # meals per day	4,428	756	100	1,761
Route Note: (if a route is added during the fiscal year, please indicate the date.)				
Holidays (list holidays - no delivery)	MOWSSF is closed on all major holidays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.			

ANNUAL SITE CHART - HOME-DELIVERED MEALS- FY22/23 - FY24/25 OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Meals on Wheels San Francisco
 MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124
 DIRECTOR: Ashley McCumber
 PROGRAM MANAGER: Meredith Terrell
 EMAIL: amccumber@mowssf.org PHONE NO.: 415-920-1111
 EMAIL: mtterrell@mowssf.org PHONE NO.: 415-920-1111

HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency	Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4	42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	
Phone Number	415-920-1111	415-920-1111	415-920-1111	
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287	
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide	
Super/isorial District No.	All districts served	All districts served	All districts served	
Zip Codes Served	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	All zip codes served x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat Sun	
Meal Delivery Days	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	
Type of Meal (hot, chill or frozen)	Hot, Chill, Frozen	Hot, Chill, Frozen	Hot, Chill, Frozen	
DIET Type (Regular, Vegetarian, Modified- specify, e.g. Diabetic)	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased American	
Cuisine Type (Select from list)	American	American	American	
# Unduplicated Consumers	3,200	450	325	3,975
Maximum # of consumers served on route/delivery day	36	5	5	
Total annual # meals	1,446,658	201,024	36,681	1,684,363
# Nutrition Education Units (# Sessions x # Clients)	7,927	1,102	201	9,229
Annual # Comprehensive Assessment Units	3,500	NA	Included with ENP	
Annual # Nutrition Counseling HOURS	1,350	NA	Included with ENP	
Annual # Nutrition Counseling SESSIONS	1,800	NA	Included with ENP	
Annual # Unduplicated Nutrition Counseling Consumers	1,600	NA	Included with ENP	
# Service Days	365	365	365	365
Average # meals per day	3,963	551	100	1,538
Route Note: (if a route is added during the fiscal year, please indicate the date.)				
Holidays (list holidays - no delivery)				

MOWSF is closed on all major holidays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.

Appendix H-1 - Federal Award Information for Subrecipients

Service	Assistance Listing (CFDA)	Other Name, if any	Federal awarding agency	Known Federal Award Date	Federal Award Project Description (from Pass-Through)	Pass-Through Agency (from Federal to CCSF, if applicable)	Known (and anticipated) Pass-Through Award periods	Federal award amount, Actual (and Anticipated) to CCSF*	Research & Development Award?
Nutrition Compliance / Assessment	93.778	Medi-Cal	Department of Health and Human Services	Not available at this time	This program provides financial assistance to States for payments of medical assistance on behalf of cash assistance recipients, children, pregnant women, and the aged who meet income and resource requirements, and other categorical/eligible groups.	Ca Dept of Health Care Services to Ca Dept of Social Services	N/A; Annual subvention funding	Anticipating estimated \$75,000,000 annually	No
ENP or AWD or ER Congregate or Home Delivered Nutrition Expansion due to COVID-19 (multiple agencies)	97.036 or 97.036	Emergency Protective Measures	Department of Homeland Security Federal Emergency Management Agency (FEMA)	(under research)	To assist State, Tribal and local governments and eligible private non-profits in responding to and recovering from the devastating effects of disasters by providing assistance for debris removal, emergency protective measures and the repair, restoration, reconstruction or replacement of public facilities or infrastructure	California Governor's Office of Emergency Services	(none)	ibid	No
ENP Home Delivered Nutrition Expansion due to COVID-19 (Meals on Wheels)	93.042	Special Programs for the Aging - Title VII, Chapter 2 - Long Term Care Ombudsman Services for Older Individuals	Department of Health and Human Services - Administration for Community Living	4/20/2020	In response to the COVID-19 crisis, the US Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act, H.R. 748. Under the provisions of the Stafford Act and the Major Disaster Declaration (#DR-4482), AAAs have flexibility to spend the funding on disaster relief activities outside of the originally specified categories for older individuals or family caregivers served under the Older Americans Act (OAAA).	California Department of Aging	4/1/2020 - 9/30/2021	\$23,145	No
ENP Home Delivered Nutrition Expansion due to COVID-19 (Meals on Wheels)	93.044	Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers	Department of Health and Human Services - Administration for Community Living	4/20/2020	In response to the COVID-19 crisis, the US Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act, H.R. 748. Under the provisions of the Stafford Act and the Major Disaster Declaration (#DR-4482), AAAs have flexibility to spend the funding on disaster relief activities outside of the originally specified categories for older individuals or family caregivers served under the Older Americans Act (OAAA).	California Department of Aging	4/1/2020 - 9/30/2021	\$500,325	No
ENP HDM Meals (Meals on Wheels)	93.045	Special Programs for the Aging - Title III, Part C - Nutrition Services	Department of Health and Human Services - Administration for Community Living	Not available at this time	This program is to provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.	California Department of Aging	AP-1617-06 for 7/1/2016 - 6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020 AP-2021-06 for 7/1/2020 - 6/30/2021 AP-2122-06 for 7/1/2021 - 6/30/2022	\$518,137 for 7/1/2015 - 6/30/2016 \$575,389 for 7/1/2016 - 6/30/2017 \$525,465 for 7/1/2017 - 6/30/2018 \$640,871 for 7/1/2018 - 6/30/2019 \$653,100 for 7/1/2019 - 6/30/2020 \$513,461 for 7/1/2020 - 6/30/2021	No
ENP HDM Meals (Meals on Wheels)	93.053	Nutrition Services Incentive Program	Department of Health and Human Services - Administration for Community Living	Not available at this time	This program is to reward effective performance by States and Tribes in the efficient delivery of nutritious meals to older adults through the use of cash or USDA Foods.	California Department of Aging	AP-1617-06 for 7/1/2016 - 6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020 AP-2021-06 for 7/1/2020 - 6/30/2021 AP-2122-06 for 7/1/2021 - 6/30/2022	\$1,037,732 for 7/1/2015 - 6/30/2016 \$1,160,264 for 7/1/2016 - 6/30/2017 \$1,171,144 for 7/1/2017 - 6/30/2018 \$1,323,210 for 7/1/2018 - 6/30/2019 \$1,431,040 for 7/1/2019 - 6/30/2020 \$1,378,733 for 7/1/2020 - 6/30/2021	No
ENP Home Delivered Meals Nutrition Expansion due to COVID-19, funded by CAA (Meals on Wheels)	93.045	Special Programs for the Aging - Title III, Part C - Nutrition Services	Department of Health and Human Services - Administration for Community Living	Not available at this time	The funds were allocated to the purposes of Title IIC-2, ENP Home Delivered Meals, however they are available for full flexibility under California's Major Disaster Declaration (#DR-4482) of the Stafford Act (the Act). As such, the CAA Section 732 permits states to use any portion of the funds for disaster relief for older individuals. These COVID-19 funds were authorized via the Consolidated Appropriations Act (CAA) HR.133.	California Department of Aging	AP-2122-06 for 7/1/2021 - 9/30/2022	Anticipating similar amount in future years \$427,980	No