

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name		CODB: 10,890		CODB: 10,890		CODB: 10,890	
PROJECT OPEN HAND		Add'l Meals: 56,188		Add'l Meals: 10,890		Add'l Meals: 10,890	
(Check One) New _____ Renewal _____ Modification <u> X </u>		67,078		10,890		10,890	
If modification, Effective Date of Mod. 12/7/22 No. of Mod. 1							
Program: Congregate meals for (X) older adults or () adults with disabilities							
Budget Reference Page No.(s)			Modification	Total		Modification	Total
Program Term	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223		43,223
DAS Expenditures							
Salaries & Benefits	\$178,114	\$177,109	\$26,575	\$203,684	\$177,109	\$9,900	\$187,008
Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976		\$66,976
Subtotal	\$305,387	\$244,084	\$60,980	\$305,064	\$244,084	\$9,900	\$253,984
Indirect Percentage (%)		10.00%	10.00%		10.00%	10.00%	10.00%
Indirect Cost	\$30,541	\$24,409	\$6,098	\$30,507	\$24,409	\$990	\$25,399
NCQA Expenditures	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934
Total DAS Expenditures	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317
Non DAS Expenditures							
Salaries & Benefits	\$62,898	\$62,898	(\$33,432)	\$29,466	\$63,903	(\$3,109)	\$60,795
Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$119,475		\$119,666
Capital/Subcontractor Expenditures							
NCQA Expenditures	\$879	\$879		\$879	\$879		\$879
Total Non DAS Expenditures	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,339
TOTAL DAS AND NON DAS EXPEDITURES	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,466
DAS Revenues							
Meals- General Fund	\$335,928	\$268,493		\$268,493			\$268,493
Meals- State Fund							
Meals- Federal Fund							
CODB			\$10,890	\$10,890	\$10,890		\$10,890
Additional Funding			\$56,188	\$56,188			
NCQA Fund	\$3,934	\$3,934		\$3,934			\$3,934
Total DAS Revenue	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317
PER MEAL COST, DAS	\$6.14			\$6.42			\$6.46
PER MEAL COST (with NCQA), DAS	\$6.21			\$6.50			\$6.55
Non DAS Revenues							
Project Income							
Agency Cash- Fundraising	\$71,831	\$107,178	(\$65,575)	\$41,603	\$117,252	(\$3,109)	\$114,144
Agency In-kind Volunteer	\$15,070	\$15,070		\$15,070			\$15,070
Agency Property	\$51,936	\$51,936		\$51,936	\$51,936		\$51,936
NCQA Revenue							
Total Non DAS Revenue	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,339
PER MEAL COST, Non DAS	\$2.54			\$2.08			\$4.20
PER MEAL COST (with NCQA), Non DAS	\$2.54			\$2.08			\$4.20
TOTAL DAS AND NON DAS REVENUE	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,657
PER MEAL COST, Total	\$8.68			\$8.50			\$10.66
PER MEAL COST (with NCQA), Total	\$8.75			\$8.58			\$10.75
Full Time Equivalent (FTE)							28.33
Prepared by: Darin Raffaelli, Project Open Hand			Date: 12/2/2021				
HSA-CO Review Signature:							
HSA #1			10/25/2016				

Salaries & Benefits Detail

DAB Salaries & Benefits

Salaries & Benefits		Agency Totals			HSA Program			FY 2022			HSA Program			FY 2023			FY 2023			FY 2024			FY 2024			FY 2025			FY 2025			Total		
Position Title	Name	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	AD COORD FTE funded by HSA (Max 100%)	Adjusted COORD FTE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted COORD FTE	FY 2022 COORD & ADJUST FTE	FY 2022 COORD	FY 2023	FY 2023	FY 2023	FY 2024	FY 2024	FY 2024	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	FY 2025	Total				
Program Staff:																																		
Area Manager		\$67,450	0.05	100.00%	0.05	100.00%	0.05	\$3,371	\$66,000	0.05	100.00%	0.05	\$3,371	(\$121)	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$3,250	\$3,371	\$13,768			
Area Manager		\$66,624	0.05	100.00%	0.05	100.00%	0.05	\$3,411	\$66,000	0.05	100.00%	0.05	\$3,411	\$69	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$3,342	\$3,411	\$13,604			
CNF Assistant		\$47,433	0.05	100.00%	0.05	100.00%	0.05	\$2,372	\$46,000	0.05	100.00%	0.05	\$2,372	\$131	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$2,241	\$2,372	\$9,604			
Manager, Community Nutrition Program, Data		\$65,759	0.05	100.00%	0.05	100.00%	0.05	\$3,288	\$70,000	0.05	100.00%	0.05	\$3,288	\$212	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$3,000	\$3,288	\$13,758			
Area Director, Community Nutrition Program		\$68,572	0.05	100.00%	0.05	100.00%	0.05	\$3,339	\$69,000	0.05	100.00%	0.05	\$3,339	(\$130)	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$3,209	\$3,339	\$13,508			
Regional Liaison Coordinator								\$2,750	\$2,750	0.05	100.00%	0.05	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$11,000			
Senior Director, Programs								\$4,950	\$4,950	0.05	100.00%	0.05	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$4,950	\$19,800			
Community Nutrition Site Coordinator																																		
Community Nutrition Site Coordinator		\$39,416	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$43,264	0.15	100.00%	0.15	\$7,883	(\$1,393)	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$6,490	\$7,883	\$31,544			
Community Nutrition Site Coordinator		\$39,416	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$43,264	0.18	100.00%	0.18	\$7,883	(\$95)	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$7,788	\$7,883	\$31,566			
Community Nutrition Site Coordinator		\$39,416	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$46,747	0.14	100.00%	0.14	\$7,883	(\$2,178)	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$5,705	\$7,883	\$30,300			
Community Nutrition Site Coordinator		\$39,416	0.20	100.00%	0.20	100.00%	0.20	\$7,883	\$46,747	0.18	100.00%	0.18	\$7,883	(\$546)	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$7,334	\$7,883	\$31,566			
Community Nutrition Site Coordinator		\$39,416	0.10	100.00%	0.10	100.00%	0.10	\$4,129	\$43,264	0.13	100.00%	0.13	\$4,129	\$1,279	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$4,129	\$5,408	\$18,200		
Community Nutrition Site Coordinator		\$39,416	0.10	100.00%	0.10	100.00%	0.10	\$4,129				\$4,129	(\$4,129)		\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$4,129	\$16,512			
Operations-Backend-Coordinator																																		
Community Nutrition Site Coordinator		\$39,416	0.05	100.00%	0.05	100.00%	0.05	\$1,971				\$1,971	(\$1,971)		\$1,971	\$1,118	\$2,089	\$1,971	\$1,118	\$2,089	\$1,971	\$1,118	\$2,089	\$1,971	\$1,118	\$2,089	\$1,971	\$1,118	\$2,089	\$8,166				
Community Nutrition Site Coordinator		\$39,416	0.03	100.00%	0.03	100.00%	0.03	\$895				\$895	(\$895)		\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$5,593			
Community Nutrition Site Coordinator		\$39,416	0.03	100.00%	0.03	100.00%	0.03	\$895				\$895	(\$895)		\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$504	\$1,400	\$895	\$5,593			
Community Nutrition Site Coordinator		\$39,416	0.10	100.00%	0.10	100.00%	0.10	\$1,947				\$1,947	(\$1,947)		\$1,947	\$1,179	\$3,142	\$1,947	\$1,179	\$3,142	\$1,947	\$1,179	\$3,142	\$1,947	\$1,179	\$3,142	\$1,947	\$1,179	\$3,142	\$12,588				
Kitchen Staff:																																		
Cook I		\$37,513	0.10	56.10%	0.06	61.11%	0.06	\$2,372	\$41,725	0.10	56.10%	0.06	\$2,372	\$1,397	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$3,774	\$2,372	\$10,985			
Cook I		\$37,513	0.10	56.10%	0.06	61.11%	0.06	\$2,372	\$40,500	0.09	56.10%	0.05	\$2,372	(\$12)	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$2,360	\$9,461			
Cook I		\$37,513	0.05	56.10%	0.03	61.11%	0.03	\$1,147	\$38,333	0.01	56.10%	0.01	\$1,132	(\$654)	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$1,132	\$438	\$4,541		
Cook II		\$39,720	0.10	56.10%	0.06	61.11%	0.06	\$2,429	\$43,000	0.10	56.10%	0.06	\$2,367	\$1,421	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$3,789	\$2,367	\$10,508			
Cook II		\$39,720	0.10	56.10%	0.06	61.11%	0.06	\$2,429	\$41,648	0.10	56.10%	0.06	\$2,367	\$1,309	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$3,707	\$2,367	\$10,286			
Cook II		\$39,720	0.05	56.10%	0.03	61.11%	0.03	\$1,214	\$21,424	0.01	56.10%	0.01	\$1,199	(\$1,199)	\$0	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$1,199	\$49	\$4,710		
Lead Cook		\$44,005	0.10	56.10%	0.06	61.11%	0.06	\$2,691	\$46,635	0.10	56.10%	0.06	\$2,691	\$1,404	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$4,161	\$2,691	\$12,573			
Lead Cook		\$47,518	0.05	56.10%	0.03	61.11%	0.03	\$1,493	\$50,124	0.03	56.10%	0.02	\$1,434	\$4,557	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$4,557	\$1,434	\$5,447			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$10,635			
Porter I		\$37,578	0.10	56.10%	0.06	61.11%	0.06	\$2,208	\$40,615	0.10	56.10%	0.06	\$2,208	\$1,347	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555	\$2,208	\$3,555									

Operating Expense Detail								
	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	FY 24/25	Total	
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	43,223	193,467	
DAS Operating Expenses								
Expenditure Category								
Rental of Property (see table at right)	\$ -			\$ -		\$ -		
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,330	\$8,580	\$ 5,018.25	\$ 13,599	\$8,580	\$8,580	\$39,089	
Office Supplies, Postage	\$385	\$385	\$ 229.73	\$ 615	\$385	\$385	\$1,771	
Building Maintenance Supplies and Repair	\$2,554	\$2,554	\$ 1,522.78	\$ 4,076	\$2,554	\$2,554	\$11,737	
Printing and Reproduction				\$ -				
Insurance	\$1,617	\$1,617	\$964	\$ 2,581	\$1,617	\$1,617	\$7,431	
Staff Training	\$323	\$323	\$193	\$ 516	\$323	\$323	\$1,487	
Staff Travel-(Local & Out of Town)	\$361	\$361	\$216	\$ 577	\$361	\$361	\$1,661	
Rental of Equipment				\$ -				
				\$ -				
				\$ -				
Food Cost				\$ -				
Raw Food	per meal ##### # ##### #	\$95,273	\$37,607	\$21,172	\$ 58,779	\$37,607	\$37,607	\$229,267
Cong Food Svc Supplies	per meal ##### #	\$13,688	\$10,806	\$2,262	\$ 13,068	\$10,806	\$10,806	\$48,368
Catered Meals	per meal			\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
Consultant		\$ -		\$ -	\$ -		\$ -	
				\$ -				
				\$ -				
				\$ -				
				\$ -				
				\$ -				
Other	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Vehicle Fees (Fuel, Maintenance,Parking)	\$1,913	\$1,913	\$1,141	\$ 3,054	\$1,913	\$1,913	\$8,794	
Data Communication, Licenses, Dues	\$1,554	\$1,554	\$927	\$ 2,481	\$1,554	\$1,554	\$7,145	
Other Supplies (Janitorial, Facilities)	\$1,274	\$1,274	\$760	\$ 2,033	\$1,274	\$1,274	\$5,855	

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total DAS NCQA Expenditure			\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Non DAS NCQA Expenditure	Unit price	Unit					Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure			\$879	\$879	\$879	\$879	\$3,516
Total DAS and Non DAS NCQA Expenditure			\$4,813	\$4,813	\$4,813	\$4,813	\$19,252
HSA #4							10/25/2016