

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND MEALS ON WHEELS OF SAN FRANCISCO

THIS AMENDMENT (this "Amendment") is made as of **October 4, 2017**, in San Francisco, California, by and between **Meals on Wheels of San Francisco, 1375 Fairfax Ave., San Francisco, CA 94124** hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the contract amount by \$645,171 for Home-Delivered Meals for Adults with Disabilities**, and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

a. Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2017** 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 Agreement is hereby modified as follows:

(a) 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 **Nineteen Million, Six Hundred Thirty Seven Thousand, Thirty Four Dollars (\$19,637,034)** for the period from **July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to One Million, Nine Hundred Sixty Three Thousand, Seven Hundred Three Dollars (\$1,963,703) for the period from **July 1, 2019 to June 30, 2020 (Y3), may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twenty One Million, Six Hundred Thousand, Seven Hundred Thirty Seven Dollars (\$21,600,737)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty Million, Two Hundred Eighty Two Thousand, Two Hundred Five Dollars (\$20,282,205)** for the period from **July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Two Million, Twenty Eight Thousand, Two Hundred Twenty dollars (\$2,028,220) for the period from **July 1, 2019 - June 30, 2020, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twenty Two Million, Three Hundred Ten Thousand, Four Hundred Twenty Five Dollars (\$22,310,425)** for the period from **July 1, 2017 to June 30, 2020.**

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, and is not available to Grantee without a revision to the Program Budgets of Appendix B 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.

- (b) **Appendix A.** Appendix A2, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety to include **Appendix A3**, pp. 1-7, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c) **Appendix B.** Appendix B3, Calculation of Charges, pp. 1-3 of the Agreement displays the original total amount of **\$2,316,942.**

Such section is hereby replaced in its entirety by **Appendix B4**, Calculation of Charges, pp.1-3, which displays the budget as herein modified **\$2,962,113.**

- (d) **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, Services to be Provided – Emergency HDM
Appendix A1, Services to be Provided – ENP HDM
Appendix A3, Services to be Provided – HDM AWD
Appendix B, Budget – Emergency HDM
Appendix B1, Budget – ENP HDM
Appendix B2, Budget – ENP HDM Nutrition Compliance
Appendix B4, Budget – HDM AWD
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F, Federal Award Information
Appendix G, Federal Requirements for Subrecipients

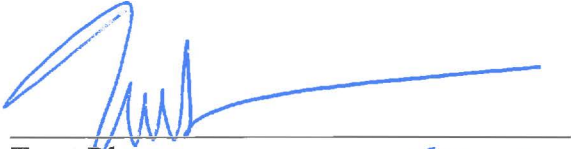
3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after **July 1, 2017**

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY


Recommended by:



Trent Rhorer
Executive Director
Human Services Agency

5/15/18

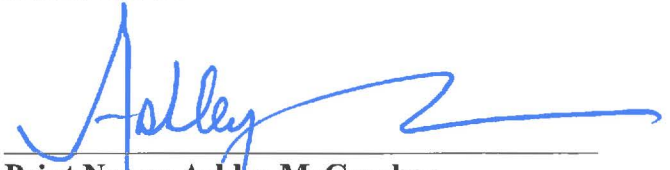
Approved as to Form:

By: 
Anne Pearson
Deputy City Attorney

David K. Pies

GRANTEE

MEALS ON WHEELS OF SAN FRANCISCO



Print Name: Ashley McCumber
Title: CEO
Address: 1375 Fairfax Avenue
City, State ZIP: San Francisco, CA 94124
Phone: (415) 920-1111

City vendor number: 12183
Federal Employer ID number: 94-1741155
DUNS Number: 07-186-6057

Appendix A – Services to be Provided
Meals on Wheels of San Francisco

Emergency Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist frail homebound seniors and adults with disabilities with critical or emergency needs living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

II. Definitions-

Grantee	Meals on Wheels of San Francisco (MOWSF)
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
AWD	Adult with Disability age 18 to 59
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	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Adult and Aging Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p>Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.</p>

Emergency Home-Delivered Meals	Emergency Home-delivered meals are provided to eligible homebound individuals with a critical or emergency need and approved by DAAS Integrated Intake staff to meet the emergency eligibility requirements. An individual may be homebound by reason of illness, incapacitating disability, isolation, and lack of support network and have no safe, healthy alternative for meals. Home-delivered meal service consists of the procurement, preparation, service and delivery of meals. Meals are provided within 2-5 days of referral.
Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
HSA	Human Services Agency of the City and County of San Francisco
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.
Low-Income	At or below 200 % of federal poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by

the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

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. Source: California Code of Regulation Sec. 7130.

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.

Nutrition Education

Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.

OOA

Office on the Aging

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. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

Senior

An individual age 60 or above

SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which 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 (Chapter 104, Sections 104.1 through 104.9).
Transitional Care	Short-term (4 to 6 weeks) Coaching and Care Coordination services focused on consumers discharged from an acute hospital

III. Target Population

The target population is residents of City and County of San Francisco, age 18 and above, with critical or emergency need and who are frail and homebound by reason of illness, disability, isolation, lack of support network, have no safe and healthy alternative for meals, and approved by DAAS Integrated Intake staff to qualify for Emergency HDM or Transitional Care (TC) home-delivered meals.

IV. Services to be Provided

- A. Provide home-delivered meal services, which include:
 - Provide Western -American-style meals as regular or modified, hot, chilled or frozen meals seven days a week, at 2-meals per consumer a day. The type of meal provided will be based on assessment of the consumer's needs. Service provision:
 1. Meal service shall be provided within 5 days from DAAS emergency meals referrals or within 48 hours from DAAS Transitional Care referrals.
 2. A total of 36,364 meals will be provided annually.
 3. Emergency meals will not exceed 60 days per participant.
- B. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most current California Retail Food Code (CRFC).
- C. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees all the safety and sanitation components of the program. A safety and sanitation monitoring must be conducted on site and documented at least quarterly at each production kitchen by a RD.
- D. The Grantee will comply with the City's food service waste reduction ordinance (File#06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- E. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- F. For TC referrals from DAAS Intake staff to MOWSF, the following procedure will be followed:
 - a. DAAS Integrated Intake will provide the estimated date and time of the patient's discharge from a hospital. MOWSF will expedite delivery of two meals per day to the patient's home, at the earliest possible time after client returns home, or prior to his or her discharge, if someone is available at home to receive the home delivered meals. For referrals made by 12 noon, delivery will begin the next day. Service start date shall be within 48 hours after the estimated date and time of the patient's discharge from a hospital.

b. Driver will ring doorbell/knock at the client's residence. If the client (or someone on their behalf) is home, the driver will give the meals directly to them. If the client is not at home, the meals will not be left and a delivery may be rescheduled. If the patient requests assistance, the driver will bring the meals inside and/or put the meals in the refrigerator or freezer (if applicable and per request). If the client (or someone on their behalf) does not answer the door, MOWSF will provide a courtesy call to the client. If the client does not answer the call, MOWSF will contact DAAS Integrated Intake staff to report outcome. DAAS Integrated Intake staff will provide a safety follow-up and determine if MOWSF will deliver the following day.

G. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share relevant information with their staff and volunteers.

H. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

I. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

V. Outcome Objective

A. Meals will be delivered to eligible clients within 2-5 days of referral.

VI. Monitoring Activities

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

B. 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.

VII. Reporting Requirements

A. Grantee will enter into CA-GetCare service start date and all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.

B. Grantee will provide a monthly report of number of meals served as described in Section IV – Services to be Provided. Grantee will include the CAGetCare Variance Report with the total number of meals provided in CARBON database by the 15th of the following month.

- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
 - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted into the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh
Contracts Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Tahir.Shaikh@sfgov.org

Sarah Chan
Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Sarah.Chan@sfgov.org

**Appendix A1 – Services to be Provided
Meals on Wheels of San Francisco
Elderly Nutrition Program (ENP), Home-Delivered Meals
Effective July 1, 2017-June 30, 2020**

I. Purpose

The purpose of this grant is to assist older homebound individuals living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

II. Definitions-

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
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.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

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

ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.
Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	At or below 100% of federal poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for all calculated nutrients.

(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.

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. Source: California Code of Regulation Sec. 7130.

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.

Nutrition
Education

Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.

Nutrition
Screening

The completion of a nutrition screening checklist by eligible consumers 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.

OOA

Office on the Aging

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. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which 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 (*Chapter 104, Sections 104.1 through 104.9*).

Title 22
Regulations

Refers to Barclay's official California Code of Regulations. Title 22 Social Security; Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program.
http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.
- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.

5. A nutrition screening using the “Determine Your Health” checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer’s nutrition risk screening.
6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.
7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	3,200	3,200	3,200	9,600
#Meals	1,434,393	1,434,393	1,434,393	4,303,179

- C. Ensure central kitchen (or caterer kitchen) and the home-delivered meal routes meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee’s budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.
- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA’s nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist as defined by OOA policy memoranda. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City’s food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency’s meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.
- C. Grantee will provide nutrition compliance units as indicated in Appendix B.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as “Excellent or Good” in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee’s average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the “Determine Your Nutritional Health” checklist will be connected to additional and appropriate resources.
- E. At least 65% of consumers that are identified as “lonely” as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. 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.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.

- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI, Service Objectives.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. Grantee will provide other reports as requested. Apart from the on-line reporting via Ca-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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**Appendix A3 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
Effective July 1, 2017-June 30, 2020**

I. Purpose

The purpose of this grant is to assist adults with disabilities living in San Francisco and identified by Grantee as its target population to live independently, by promoting better health through improved nutrition, and reduced isolation through accessible and appropriate meals services.

II. Definitions-

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
AWD	Adults with Disabilities are adults age 18-59 with disability.
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
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.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Aging and Adult Services
Disability	<p>A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down’s syndrome, traumatic brain injury, learning disabilities, etc.</p>

Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	200% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

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. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
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. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which 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>).

III. Target Population

The target population is residents of San Francisco County, between the ages of 18-59 who have a disability as defined in Section II, Definitions.. OOA targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are lesbian/gay/bisexual/transgender.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria: A consumer, between the age of 18-59 who has *substantial* mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. Substantial impairments include one or more of the following:

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumers lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. . Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
 2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Documenting, tracking and reporting consumers’ condition changes to citywide HDM Assessment contractor that would affect the consumer’s eligibility to continue receiving HDM services.
 4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation.. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
 5. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.
 6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.
 7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	471	471	471	1,413
#Meals	220,888	220,888	220,888	662,664

- C. Ensure central kitchen (or caterer kitchen) and the home-delivered meal routes meet the standards described in the most recent California Retail Food Code (CRFC).
- D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation monitoring for the production kitchen must be conducted on site and

documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist as defined by OOA policy memoranda. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

- A. Grantee will serve the total number of unduplicated consumers as indicated in Table A in Section V.
- B. Grantee will provide the total number of meals as indicated in Table A, Section V.

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.
- B. At least 75% of the consumers will report that the meal service helps maintain their independence based on the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served daily.
- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by a reported change from previous baseline data in the Nutrition Risk Screening Tool or other appropriate evaluation data.
- D. At least 65% of consumers with a high nutrition risk score as defined by the "Determine Your Nutritional Health" checklist will be connected to additional and appropriate resources.

- E. At least 65% of consumers that are identified as "lonely" as evidenced by the DAAS adopted loneliness screening tool will be connected to additional and appropriate resources.

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. 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.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI, Service Objectives.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. 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 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.

- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. Grantee will provide other reports as requested. Apart from the on-line reporting via Ca-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

Tahir Shaikh
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	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B, pg. 1
2						Document Date: 5/10/2017
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco				Grant Term	
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-Emergency			TOTAL	Average cost/meal
9	Annual #Meals Contracted	36,364	36,364	36,364	109,092	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$37,243	\$37,243	\$37,243	\$111,729	\$1.02
13	Operating Expense	\$102,757	\$102,757	\$102,757	\$308,271	\$2.83
14	Subtotal	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$25,678	\$25,678	\$25,678	\$77,035	\$0.71
22	Operating Expense	\$52,904	\$52,904	\$52,904	\$158,713	\$1.45
23	Indirect Expense	\$17,964	\$17,964	\$17,964	\$53,891	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$96,546	\$96,546	\$96,546	\$289,639	\$2.66
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$236,546	\$236,546	\$236,546	\$709,639	\$6.50
28						
29	HSA-DAAS Revenues					
30	Meals	\$140,000	\$140,000	\$140,000	\$420,000	
31	Nutrition Compliance (if your agency is requesting funds)					
32						
33						
34						
35	TOTAL HSA-DAAS REVENUES	\$140,000	\$140,000	\$140,000	\$420,000	
36	PER MEAL COST, HSA-DAAS	\$3.85	\$3.85	\$3.85	\$3.85	
37	Per MEAL & COMPLIANCE COST	\$3.85	\$3.85	\$3.85	\$3.85	
38	Non-DAAS Revenues					
39	Project Income					
40	Agency Cash - Fundraising	\$77,665	\$77,665	\$77,665	\$232,996	\$2.14
41	Agency In-Kind Volunteer	\$18,881	\$18,881	\$18,881	\$56,644	\$0.52
42	Nutrition Compliance Revenues					
43						
44	TOTAL NON HSA-DAAS REVENUES	\$96,546	\$96,546	\$96,546	\$289,639	
45	PER MEAL COST, NON HSA-DAAS	\$2.66	\$2.66	\$2.66	\$2.66	
46	TOTAL REVENUES	\$236,546	\$236,546	\$236,546	\$709,639	
47	PER MEAL COST, TOTAL	\$6.50	\$6.50	\$6.50	\$6.50	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270		Date: 5/10/17		
51	HSA-CO Review Signature:				Date: _____	
52	HSA #1	Form Rev. 12/22/16				

	A	B	C	D	E	F	G	H	I	J	
1	Grantee's Name: Meals on Wheels San Francisco							Appendix B, page 2			
2	Program Name:							Date: 5/10/17			
3	HDM-Emergency										
4											
5											
6											
7											
8	H.S.A-DAAS							Salaries & Benefits Detail		TOTAL	
9	POSITION TITLE and NAME	Agency Totals	For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20			
10	Drivers	See Driver Tab									
11	Programs Mgr, Mark Liddle	\$70,380	100%	1%	1%	\$953	\$953	\$953	\$2,858		
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	1%	1%	\$1,041	\$1,041	\$1,041	\$3,122		
13	Wait List Mgr, Crystal Booth	\$61,118	100%	1%	1%	\$827	\$827	\$827	\$2,482		
14	Office Mgr, Harviann Brantley	\$56,030	100%	1%	1%	\$601	\$601	\$601	\$1,802		
15	Support Lead, Philip Duarte	\$43,231	100%	1%	1%	\$585	\$585	\$585	\$1,755		
16	Support Lead, Ivoga Suesue	\$56,594	100%	1%	1%	\$766	\$766	\$766	\$2,298		
17	Chief Prog Off, David Linnell	\$139,725	100%	1%	1%	\$1,699	\$1,699	\$1,699	\$5,098		
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	1%	1%	\$1,356	\$1,356	\$1,356	\$4,069		
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	1%	1%	\$652	\$652	\$652	\$1,957		
20	Maintenance, Derek Cook	\$43,748	100%	1%	1%	\$349	\$349	\$349	\$1,047		
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107		
22	Volunteer Mgr, TBD	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107		
23	Volunteer Director, Meredith Te	\$87,975	100%	1%	1%	\$995	\$995	\$995	\$2,985		
24	HR Manager, Ronald Ayotte	\$77,625	100%	1%	1%	\$472	\$472	\$472	\$1,416		
25	HR Associate, David C Smith	\$43,056	100%	1%	1%	\$262	\$262	\$262	\$785		
26	Communications Director, Karl	\$119,025	100%	0%	0%	\$241	\$241	\$241	\$724		
27	Digital Marketing Manager, Kate	\$61,926	100%	0%	0%	\$126	\$126	\$126	\$377		
28	CEO, Ashley McCumber	\$212,175	100%								
29	TOTALS	\$ 1,491,045	1800%	17%	17%	\$27,385	\$27,385	\$27,385	\$82,155		
30											
31	FRINGE BENEFIT RATE	36.0%									
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$9,858	\$9,858	\$9,858	\$29,574		
33											
34											
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,821				\$37,243	\$37,243	\$37,243	\$111,729		
36											
37											
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	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
40	Drivers	See Driver Tab				\$10,380	\$10,380	\$10,380	\$31,141		
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	1%	1%	\$504	\$504	\$504	\$1,513		
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	1%	1%	\$551	\$551	\$551	\$1,653		
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	1%	1%	\$438	\$438	\$438	\$1,314		
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	1%	1%	\$318	\$318	\$318	\$954		
45	Support Lead, Philip Duarte	\$ 43,231	100%	1%	1%	\$310	\$310	\$310	\$929		
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	1%	1%	\$406	\$406	\$406	\$1,217		
47	Chief Prog Off, David Linnell	\$ 139,725	100%	1%	1%	\$900	\$900	\$900	\$2,699		
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	1%	1%	\$718	\$718	\$718	\$2,154		
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	0%	0%	\$345	\$345	\$345	\$1,036		
50	Maintenance, Derek Cook	\$ 43,748	100%	0%	0%	\$185	\$185	\$185	\$554		
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116		
52	Volunteer Mgr, TBD	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116		
53	Volunteer Director, Meredith Te	\$ 87,975	100%	1%	1%	\$527	\$527	\$527	\$1,581		
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	0%	0%	\$250	\$250	\$250	\$750		
55	HR Associate, David C Smith	\$ 43,056	100%	0%	0%	\$139	\$139	\$139	\$416		

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	0%	0%		\$128	\$128	\$128	\$383
57	Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%		\$66	\$66	\$66	\$199
58	CEO, Ashley McCumber	\$ 212,175	100%	1%	1%		\$1,973	\$1,973	\$1,973	\$5,920
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	10%	10%		\$18,881	\$18,881	\$18,881	\$56,644
60										
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$6,797	\$6,797	\$6,797	\$20,392
63										
64										
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$25,678	\$25,678	\$25,678	\$77,035
66										
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,643					\$62,922	\$62,922	\$62,922	\$188,765
68	HSA #2									

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HDM-Emergency											DAAS Budgeted Salary	Non DAAS %	Non DAAS		
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %				
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	2.1%	2.1%	1.2%	\$49	0.8%	\$47	
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	2.1%	2.1%	1.2%	\$65	0.8%	\$450	
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	2.1%	2.1%	1.2%	\$39	0.8%	\$73	
Fleming	James	1,248	1.00	Driver	\$32,601			100%	2.1%	2.1%	1.2%	\$39	0.8%	\$73	
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	2.1%	2.1%	1.2%	\$43	0.8%	\$26	
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	2.1%	2.1%	1.2%	\$45	0.8%	\$19	
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	2.1%	2.1%	1.2%	\$43	0.8%	\$30	
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	2.1%	2.1%	1.2%	\$40	0.8%	\$72	
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	2.1%	2.1%	1.2%	\$40	0.8%	\$16	
Ishida	Philip	2,080	1.00	Driver	\$34,211			100%	2.1%	2.1%	1.2%	\$45	0.8%	\$26	
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	2.1%	2.1%	1.2%	\$45	0.8%	\$28	
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	2.1%	2.1%	1.2%	\$49	0.8%	\$17	
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	2.1%	2.1%	1.2%	\$47	0.8%	\$20	
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	2.1%	2.1%	1.2%	\$33	0.8%	\$16	
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	2.1%	2.1%	1.2%	\$56	0.8%	\$96	
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	2.1%	2.1%	1.2%	\$46	0.8%	\$32	
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	2.1%	2.1%	1.2%	\$48	0.8%	\$37	
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	2.1%	2.1%	1.2%	\$42	0.8%	\$49	
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	2.1%	2.1%	1.2%	\$57	0.8%	\$36	
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	2.1%	2.1%	1.2%	\$43	0.8%	\$78	
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	2.1%	2.1%	1.2%	\$45	0.8%	\$12	
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	2.1%	2.1%	1.2%	\$52	0.8%	\$61	
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	2.1%	2.1%	1.2%	\$60	0.8%	\$18	
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	2.1%	2.1%	1.2%	\$46	0.8%	\$16	
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	2.1%	2.1%	1.2%	\$59	0.8%	\$69	
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	2.1%	2.1%	1.2%	\$49	0.8%	\$13	
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	2.1%	2.1%	1.2%	\$56	0.8%	\$99	
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	2.1%	2.1%	1.2%	\$45	0.8%	\$16	
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%	\$47	0.8%	\$32	
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%	\$47	0.8%	\$32	
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%	\$47	0.8%	\$32	
New in 17/18		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%	\$47	0.8%	\$32	
Total Original Approved Budget			32.00		\$1,228,769							\$15,055		\$10,380	\$25,436

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B, page 3
2	Program Name:							Date: 5/10/17
3	HDM-Emergency							
4	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	36,364	36,364	36,364	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal \$	-					
15	Cong Food Svc Supplies	per meal \$	-					
16	HDM Food Svc Supplies	per meal \$	-					
17	Catered Meals	per meal \$	2.93	\$102,757	\$102,757	\$102,757	\$308,271	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE			\$102,757	\$102,757	\$102,757	\$308,271	
35	Non-DAAS							TOTAL
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$757	\$757	\$757	\$2,271		
39	Office Supplies, Postage		\$569	\$569	\$569	\$1,707		
40	Building Maintenance Supplies and Repair		\$1,088	\$1,088	\$1,088	\$3,264		
41	FOOD COSTS							
42	Raw Food	per meal \$	-					
43	Cong Food Svc Supplies	per meal \$	-					
44	HDM Food Svc Supplies	per meal \$	-					
45	Catered Meals	per meal \$	2.93	\$3,826	\$3,826	\$3,826	\$11,479	
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$831	\$831	\$831	\$2,493		
51	Staff Training & Travel		\$624	\$624	\$624	\$1,872		
52	Rental of Equipment							
53	Small equipment & Supplies		\$420	\$420	\$420	\$1,260		
54	Delivery Cost		\$6,334	\$6,334	\$6,334	\$19,002		
55	Kitchen Costs		\$3,295	\$3,295	\$3,295	\$9,885		
56	Fees, dues, advertising		\$445	\$445	\$445	\$1,335		
57	Outside Services		\$1,533	\$1,533	\$1,533	\$4,599		
58	Grant, Volunteer and Client Costs		\$4,022	\$4,022	\$4,022	\$12,066		
59	Other Operating		\$1,365	\$1,365	\$1,365	\$4,095		

	A	B	C	D	E	F	G	H
60	Fundraising				\$27,795	\$27,795	\$27,795	\$83,385
62	TOTAL Non-DAAS OPERATING EXPENSE				\$52,904	\$ 52,904.48	\$52,904	\$158,713
63								
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$155,661	\$155,661	\$155,661	\$466,984
69	HSA #3				Form Rev. 12/22/16			

	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B1, pg. 1
2	Document Date:					5/10/2017
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco				Grant Term	
6	(Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-ENP			TOTAL	Average cost/meal
9	Annual #Meals Contracted	1,434,393	1,434,393	1,434,393	4,303,179	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089	\$0.94
13	Operating Expense	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	\$2.58
14	Subtotal	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765	\$0.79
22	Operating Expense	\$2,389,987	\$2,389,987	\$2,389,987	\$7,169,960	\$1.87
23	Indirect Expense	\$709,746	\$709,746	\$709,746	\$2,129,239	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$4,231,655	\$4,231,655	\$4,231,655	\$12,694,964	\$2.95
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$9,280,719	\$9,280,719	\$9,280,719	\$27,842,156	\$6.47
28						
29	HSA-DAAS Revenues					
30	Meals, Local Funds	\$3,126,078	\$3,126,078	\$3,126,078	\$9,378,234	
31	Meals: Federal funds	\$1,669,807	\$1,669,807	\$1,669,807	\$5,009,421	
32	Meals: State funds	\$253,179	\$253,179	\$253,179	\$759,537	
33						
34	Nutrition Compliance (if your agency is r	\$584,300	\$584,300	\$584,300	\$1,752,900	
35	TOTAL HSA-DAAS REVENUES	\$5,633,364	\$5,633,364	\$5,633,364	\$16,900,092	
36	PER MEAL COST, HSA-DAAS	\$2.76	\$2.76	\$2.76	\$2.76	
37	Per MEAL & COMPLIANCE COST	\$3.93	\$3.93	\$3.93	\$3.93	
38	Non-DAAS Revenues					
39	Project Income	222,000	222,000	222,000	\$666,000	\$0.15
40	Agency Cash - Fundraising	\$5,100,345	\$5,100,345	\$5,100,345	\$15,301,036	\$3.56
41	Agency In-Kind Volunteer	\$832,295	\$832,295	\$832,295	\$2,496,886	\$0.58
42	Nutrition Compliance Revenues	\$1,223,178	\$1,223,178	\$1,223,178	\$3,669,534	
43						
44	TOTAL NON HSA-DAAS REVENUES	\$7,377,819	\$7,377,819	\$7,377,819	\$22,133,456	
45	PER MEAL COST, NON HSA-DAAS	\$5.14	\$5.14	\$5.14	\$5.14	
46	TOTAL REVENUES	\$13,011,184	\$13,011,184	\$13,011,184	\$39,033,548	
47	PER MEAL COST, TOTAL	\$9.07	\$9.07	\$9.07	\$9.07	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz		Phone No.: 415-343-1270		Date: 5/10/17	
51	HSA-CO Review Signature: _____				Date: _____	
52	HSA #1					

	A	B	C	D	E	F	G	H	I	J	
1	Grantee's Name: Meals on Wheels San Francisco							Appendix B1, page 2			
2	Program Name:							Date: 5/10/17			
3	HDM-ENP										
4											
5											
6											
7											
8	H.S.A-DAAS							TOTAL			
		Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
10	Drivers	See Driver Tab				\$545,857	\$545,857	\$545,857	\$1,637,570		
11	Programs Mgr, Mark Liddle	\$70,380	100%	49%	49%	\$34,542	\$34,542	\$34,542	\$103,627		
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	49%	\$37,736	\$37,736	\$37,736	\$113,209		
13	Wait List Mgr, Crystal Booth	\$61,118	100%	49%	49%	\$29,997	\$29,997	\$29,997	\$89,990		
14	Office Mgr, Harviann Brantley	\$56,030	100%	39%	39%	\$21,724	\$21,724	\$21,724	\$65,172		
15	Support Lead, Philip Duarte	\$43,231	100%	49%	49%	\$21,218	\$21,218	\$21,218	\$63,653		
16	Support Lead, Ivoga Suesue	\$56,594	100%	49%	49%	\$27,776	\$27,776	\$27,776	\$83,329		
17	Chief Prog Off, David Linnell	\$139,725	100%	44%	44%	\$61,716	\$61,716	\$61,716	\$185,147		
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	36%	\$49,245	\$49,245	\$49,245	\$147,734		
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	29%	29%	\$23,677	\$23,677	\$23,677	\$71,031		
20	Maintenance, Derek Cook	\$43,748	100%	29%	29%	\$12,668	\$12,668	\$12,668	\$38,005		
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197		
22	Volunteer Mgr, TBD	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197		
23	Volunteer Director, Meredith Te	\$87,975	100%	41%	41%	\$35,982	\$35,982	\$35,982	\$107,945		
24	HR Manager, Ronald Ayotte	\$77,625	100%	22%	22%	\$17,146	\$17,146	\$17,146	\$51,437		
25	HR Associate, David C Smith	\$43,056	100%	22%	22%	\$9,510	\$9,510	\$9,510	\$28,530		
26	Communications Director, Karl	\$119,025	100%	7%	7%	\$8,763	\$8,763	\$8,763	\$26,290		
27	Digital Marketing Manager, Kate	\$61,926	100%	7%	7%	\$4,559	\$4,559	\$4,559	\$13,678		
28	CEO, Ashley McCumber	\$212,175	100%								
29	TOTALS	\$ 1,491,045	1800%	604%	604%	\$992,914	\$992,914	\$992,914	\$2,978,742		
30											
31	FRINGE BENEFIT RATE	36.0%									
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$357,449	\$357,449	\$357,449	\$1,072,347		
33											
34											
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822				\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089		
36											
37											
38	Non - DAAS							TOTAL			
		Agency Totals		For DAAS Meal							
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary		
40	Drivers	See Driver Tab				\$457,556	\$457,556	\$457,556	\$1,372,669		
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	33%	33%	\$22,930	\$22,930	\$22,930	\$68,790		
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	33%	33%	\$25,050	\$25,050	\$25,050	\$75,150		
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	33%	33%	\$19,912	\$19,912	\$19,912	\$59,737		
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	26%	26%	\$14,421	\$14,421	\$14,421	\$43,262		
45	Support Lead, Philip Duarte	\$ 43,231	100%	33%	33%	\$14,085	\$14,085	\$14,085	\$42,254		
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	33%	33%	\$18,438	\$18,438	\$18,438	\$55,315		
47	Chief Prog Off, David Linnell	\$ 139,725	100%	29%	29%	\$40,968	\$40,968	\$40,968	\$122,904		
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	24%	24%	\$32,689	\$32,689	\$32,689	\$98,068		
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	19%	19%	\$15,717	\$15,717	\$15,717	\$47,152		
50	Maintenance, Derek Cook	\$ 43,748	100%	19%	19%	\$8,410	\$8,410	\$8,410	\$25,229		
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581		
52	Volunteer Mgr, TBD	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581		
53	Volunteer Director, Meredith Te	\$ 87,975	100%	27%	27%	\$23,885	\$23,885	\$23,885	\$71,656		
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	15%	15%	\$11,382	\$11,382	\$11,382	\$34,145		
55	HR Associate, David C Smith	\$ 43,056	100%	15%	15%	\$6,313	\$6,313	\$6,313	\$18,939		

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	5%	5%		\$5,817	\$5,817	\$5,817	\$17,452
57	Digital Marketing Manager, Kate	\$ 61,926	100%	5%	5%		\$3,027	\$3,027	\$3,027	\$9,080
58	CEO, Ashley McCumber	\$ 212,175	100%	37%	37%		\$77,974	\$77,974	\$77,974	\$233,923
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	438%	438%		\$832,295	\$832,295	\$832,295	\$2,496,886
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$299,626	\$299,626	\$299,626	\$898,879
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644					\$2,482,284	\$2,482,284	\$2,482,284	\$7,446,854
68	HSA #2									

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HDM-ENP											DAAS Budgeted \$/Emp	Non DAAS %	Non DAAS		
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %				
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	81.7%	81.7%	44.4%	\$14,303	37.2%	\$11,993	
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	81.7%	81.7%	44.4%	\$23,561	37.2%	\$19,704	
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	81.7%	81.7%	44.4%	\$14,398	37.2%	\$11,993	
Fleming	James	1,248	1.00	Driver	\$32,601			100%	81.7%	81.7%	44.4%	\$14,482	37.2%	\$11,993	
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	81.7%	81.7%	44.4%	\$15,585	37.2%	\$12,905	
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	81.7%	81.7%	44.4%	\$16,400	37.2%	\$13,780	
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	81.7%	81.7%	44.4%	\$15,373	37.2%	\$12,905	
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	81.7%	81.7%	44.4%	\$14,555	37.2%	\$11,993	
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	81.7%	81.7%	44.4%	\$15,946	37.2%	\$13,367	
Ishida	Philip	2,080	1.00	Driver	\$34,211			100%	81.7%	81.7%	44.4%	\$15,191	37.2%	\$12,739	
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	81.7%	81.7%	44.4%	\$15,039	37.2%	\$12,606	
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	81.7%	81.7%	44.4%	\$16,651	37.2%	\$13,950	
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	81.7%	81.7%	44.4%	\$17,146	37.2%	\$14,379	
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	81.7%	81.7%	44.4%	\$13,898	37.2%	\$11,550	
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	81.7%	81.7%	44.4%	\$20,591	37.2%	\$17,360	
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	81.7%	81.7%	44.4%	\$16,997	37.2%	\$14,293	
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	81.7%	81.7%	44.4%	\$17,709	37.2%	\$14,839	
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	81.7%	81.7%	44.4%	\$15,511	37.2%	\$13,002	
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	81.7%	81.7%	44.4%	\$20,776	37.2%	\$17,415	
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	81.7%	81.7%	44.4%	\$15,652	37.2%	\$13,120	
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	81.7%	81.7%	44.4%	\$16,315	37.2%	\$13,761	
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	81.7%	81.7%	44.4%	\$19,138	37.2%	\$16,042	
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	81.7%	81.7%	44.4%	\$21,868	37.2%	\$18,334	
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	81.7%	81.7%	44.4%	\$16,712	37.2%	\$14,009	
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	81.7%	81.7%	44.4%	\$19,427	37.2%	\$16,384	
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	81.7%	81.7%	44.4%	\$16,451	37.2%	\$13,793	
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	81.7%	81.7%	44.4%	\$20,586	37.2%	\$17,296	
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	81.7%	81.7%	44.4%	\$16,631	37.2%	\$13,941	
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	81.7%	81.7%	44.4%	\$17,058	37.2%	\$14,290	
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	81.7%	81.7%	44.4%	\$17,058	37.2%	\$14,290	
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	81.7%	81.7%	44.4%	\$17,058	37.2%	\$14,290	
New in 17/18		2,080	1.00	Driver	\$38,399			100%	81.7%	81.7%	44.4%	\$17,058	37.2%	\$14,290	
Total Original Approved Budget			32.00		\$1,228,769							\$545,857		\$457,556	\$1,003,413

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B1, page
2	Program Name:							Date: 5/10/17
3	HDM-ENP							
4	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	1,434,393	1,434,393	1,434,393	TOTAL		
8	<u>Expenditure Category</u>	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal \$ -						
15	Cong Food Svc Supplies	per meal \$ -						
16	HDM Food Svc Supplies	per meal \$ -						
17	Catered Meals	per meal \$ 2.93	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103		
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE		\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103		
35	Non-DAAS					TOTAL		
36	<u>Expenditure Category</u>							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$29,853	\$29,853	\$29,853	\$89,559		
39	Office Supplies, Postage		\$22,438	\$22,438	\$22,438	\$67,314		
40	Building Maintenance Supplies and Repair		\$42,926	\$42,926	\$42,926	\$128,778		
41	FOOD COSTS							
42	Raw Food	per meal \$ -						
43	Cong Food Svc Supplies	per meal \$ -						
44	HDM Food Svc Supplies	per meal \$ -						
45	Catered Meals	per meal \$ 2.93	\$505,512	\$505,512	\$505,512	\$1,516,535		
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$32,780	\$32,780	\$32,780	\$98,340		
51	Staff Training & Travel		\$24,633	\$24,633	\$24,633	\$73,899		
52	Rental of Equipment							
53	Small equipment & Supplies		\$16,585	\$16,585	\$16,585	\$49,755		
54	Delivery Cost		\$249,843	\$249,843	\$249,843	\$749,529		
55	Kitchen Costs		\$129,990	\$129,990	\$129,990	\$389,970		
56	Fees, dues, advertising		\$17,560	\$17,560	\$17,560	\$52,680		
57	Outside Services		\$60,486	\$60,486	\$60,486	\$181,458		
58	Grant, Volunteer and Client Costs		\$158,661	\$158,661	\$158,661	\$475,983		
59	Other Operating		\$52,241	\$52,241	\$52,241	\$156,723		

	A	B	C	D	E	F	G	H
60	Fundraising				\$1,046,479	\$1,046,479	\$1,046,479	\$3,139,437
62	TOTAL Non-DAAS OPERATING EXPENSE				\$2,389,987	\$ 2,389,986.62	\$2,389,987	\$7,169,960
63								
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$6,088,688	\$6,088,688	\$6,088,688	\$18,266,063
69	HSA #3				Form Rev. 12/22/16			

**HUMAN SERVICES AGENCY BUDGET SUMMARY
 BY PROGRAM**

	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
4											
5	Contractor Name:			Term							
6	Meals on Wheels San Francisco			July 1, 2017 to June 30, 2020							
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>										
8	If modification, Effective Date of Mod.			No. of Mod.							
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:			
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Year 2	H.S.A.-DAAS	Non-HSA-DAAS	Year 3	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11	Program Term	7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			7/1/17 to 6/30/20
12	Expenditures										
13	Nutrition Education										
14	Salaries & Benefits	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
15	Operating Expense										
16	Subtotal Direct	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
17	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
18	Indirect Expense	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$4,612
19	Total Nutrition Education	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$50,984
20	Nutrition Counseling										
21	Salaries & Benefits	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
22	Operating Expense	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
23	Subtotal Direct	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$581,546
24	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
25	Indirect Expense	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$57,842
26	Total Nutrition Counseling	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$639,389
27	HACCP Kitchen Monitoring										
28	Salaries & Benefits	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
29	Operating Expense										
30	Subtotal Direct	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
31	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
32	Indirect Expense	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$18,449
33	Total HACCP Kitchen Monitoring	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$203,935
34	Site/Route Monitoring										
35	Salaries & Benefits	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
36	Operating Expense										
37	Subtotal Direct	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
38	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
39	Indirect Expense	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$4,612
40	Total Site/Route Monitoring	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$50,984
41	Menu Planning										
42	Salaries & Benefits	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
43	Operating Expense										
44	Subtotal Direct	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
45	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
46	Indirect Expense	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$18,449
47	Total Menu Planning	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$203,935
48	HDM Assessments										
49	Salaries & Benefits	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
50	Operating Expense	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$510,348
51	Subtotal Direct	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$3,570,111
52	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
53	Indirect Expense	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$355,087
54	Total HDM Assessments	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$3,925,497
55	Other Nutrition Compliance										
56	Salaries & Benefits										
57	Operating Expense										
58	Subtotal Direct										
59	Indirect Percentage										
60	Indirect Expense										
61	Total Other Nutrition Compliance										
62	GRAND Total Expenditures	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$6,074,424
63	HSA Revenues	\$584,300			\$584,300			\$584,300			\$1,752,900
64											
65											
66	Other Non-H.S.A.-DAAS Revenues	\$584,300			\$584,300			\$584,300			\$1,752,900
67	Other Non-H.S.A.-DAAS Revenues	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
68											
69											
70											
71	Total Revenues	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
72	Full Time Equivalent (FTE)	16.40			16.40			16.40			
74	Prepared by:	Patrick Schmalz	Telephone No.: 415-343-1270							Date 5/10/17	
75	HSA-CO Review Signature:										
76	HSA #1										

Program: Nutrition Compliance (ENR) Indicate HDM or Congregate
 (Same as Line 9 on HSA #1)

Nutrition Education Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

11	12	Agency Totals		For HSA Program		For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation			Total Revenue
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$14,223
14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$9,373
15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$9,355
16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$4	\$101	\$105	\$4	\$101	\$105	\$4	\$101	\$314
17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$2	\$49	\$51	\$2	\$49	\$51	\$2	\$49	\$153
18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
19	Facility Director	\$81,765	2%	5%	0%	\$61	\$2	\$59	\$61	\$2	\$59	\$61	\$2	\$59	\$184
20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$98
21	HR Manager	\$77,625	1%	5%	0%	\$22	\$1	\$21	\$22	\$1	\$21	\$22	\$1	\$21	\$65
22	Communications Director	\$119,025	1%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$100
23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$1	\$16	\$17	\$1	\$16	\$17	\$1	\$16	\$52
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$34,097
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$12,275
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$46,372													
38	HSA #2														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
 (Same as Line 9 on HSA #1)

Nutrition Counseling Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

11	12	7/1/17-6/30/18				7/1/18-6/30/19			7/1/19-6/30/20			7/1/17 to 6/30/17			
		Agency Totals		Program		Program REVENUE Cost Allocation			Program REVENUE Cost Allocation			Program REVENUE Cost Allocation		Revenue	
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
13	Director of Nutrition	\$94,823	100%	50%	50%	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$142,234
14	Registered Dietician	\$62,488	100%	50%	50%	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$93,732
15	Registered Dietician	\$62,369	100%	50%	50%	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$93,554
16	Chief Program Officer	\$139,725	2%	50%	1%	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$3,144
17	Chief Government Officer	\$135,585	1%	50%	0%	\$508	\$188	\$320	\$508	\$188	\$320	\$508	\$188	\$320	\$1,525
18	Chief Executive Officer	\$212,175	1%	50%	0%	\$594		\$594	\$594		\$594	\$594		\$594	\$1,782
19	Facility Director	\$81,765	2%	50%	1%	\$613	\$226	\$387	\$613	\$226	\$387	\$613	\$226	\$387	\$1,840
20	Maintenance Worker	\$43,748	2%	50%	1%	\$328	\$121	\$207	\$328	\$121	\$207	\$328	\$121	\$207	\$984
21	HR Manager	\$77,625	1%	50%	0%	\$217	\$80	\$137	\$217	\$80	\$137	\$217	\$80	\$137	\$652
22	Communications Director	\$119,025	1%	50%	0%	\$333	\$123	\$211	\$333	\$123	\$211	\$333	\$123	\$211	\$1,000
23	Digital Marketing Manager	\$61,926	1%	50%	0%	\$173	\$64	\$109	\$173	\$64	\$109	\$173	\$64	\$109	\$520
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	550%	154%	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$340,967
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$122,748
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
37	HSA #4														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
 (Same as Line 9 on HSA #1)

Nutrition Counseling Operating Expense Detail

TERM: July 1, 2017 to June 30, 2020

12 Expenditure Category	Year 1 7/1/17 to 6/30/18			Year 2 7/1/18 to 6/30/19			Year 3 7/1/19 to 6/30/20			TOTAL REVENUE 7/1/17 to 6/30/20
	REVENUE	Cost Allocation:		REVENUE	Cost Allocation:		REVENUE	Cost Allocation:		
	H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		
13 Rental of Property										
14 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$7,611
15 Office Supplies, Postage	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$5,721
16 Building Maintenance Supplies and Repair	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$10,944
17 Printing and Reproduction										
18 Insurance	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$8,358
19 Staff Training	\$643	\$131	\$512	\$643	\$131	\$512	\$643	\$131	\$512	\$1,929
20 Staff Travel	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$4,353
21 Small Equipment (under \$5,000/item)	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$4,227
22 Rental of Equipment										
23										
24 SUBCONTRACTORS Descriptive Title										
25 a										
26 b										
27 c										
28 d										
29 e										
30 OTHER										
31 Outside Services	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$15,420
32 Grant, Volunteer and Client Costs	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$40,452
33 Telephone	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$3,732
34 Fees, Dues, Advertising	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$4,476
35 Other Operating Costs	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$10,608
36										
37 TOTAL OPERATING EXPENSE	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
38 TOTAL OPERATING EXPENSE x3yrs	\$117,831									
39 HSA #5										

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

HACCP Kitchen Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

11	Agency Totals	7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/17 to 6/30/20	
		Program	REVENUE	Cost Allocation	Program	REVENUE	Cost Allocation	Program	REVENUE	Cost Allocation	Program	REVENUE	Cost Allocation		Revenue
12	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revenue	
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$56,894
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$37,493
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$37,421
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$3	\$242	\$245	\$3	\$242	\$245	\$3	\$242	\$736
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	3.07	220%	61%	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$136,387
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$49,099
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486													
38	HSA #6														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Site or Route Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

11	12	7/1/17-6/30/18				7/1/18-6/30/19			7/1/19-6/30/20			7/1/17 to 6/30/17				
		Agency Totals		For HSA Program		REVENUE Cost Allocation		REVENUE Cost Allocation		REVENUE Cost Allocation		Total Revenue				
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS		
	13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$14,223
	14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$9,373
	15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$9,355
	16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$22	\$83	\$105	\$22	\$83	\$105	\$22	\$83	\$314
	17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$11	\$40	\$51	\$11	\$40	\$51	\$11	\$40	\$153
	18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
	19	Facility Director	\$81,765	2%	5%	0%	\$61	\$13	\$48	\$61	\$13	\$48	\$61	\$13	\$48	\$184
	20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$98
	21	HR Manager	\$77,625	1%	5%	0%	\$22	\$5	\$17	\$22	\$5	\$17	\$22	\$5	\$17	\$65
	22	Communications Director	\$119,025	1%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$100
	23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$4	\$13	\$17	\$4	\$13	\$17	\$4	\$13	\$52
	24															
	25															
	26															
	27															
	28															
	29															
	30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$34,097
	31															
	32	FRINGE BENEFIT RATE	36%													
	33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$12,275
	34															
	35															
	36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
	37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$46,372													
	38	HSA #8														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Menu Planning Salaries & Benefits Detail

TERM
July 1, 2017 to June 30, 2020

11	Agency Totals		For HSA Program		7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			7/1/17 to 6/30/20	
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	REVENUE Cost Allocation		Budgeted Salary	REVENUE Cost Allocation		Budgeted Salary	REVENUE Cost Allocation		Total Revenue	
						H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		
12	POSITION TITLE														
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$56,894
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$37,493
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$37,421
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$4	\$241	\$245	\$4	\$241	\$245	\$4	\$241	\$736
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	220%	61%	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$136,387
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$49,099
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486													
38	HSA #10														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

TERM
July 1, 2017 to June 30, 2020

11	12	7/1/17-6/30/18				7/1/18-6/30/19			7/1/19-6/30/20			15			
		Agency Totals		For HSA Program		REVENUE Cost Allocation		For HSA Program		REVENUE Cost Allocation			Total Revenue		
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS			Budgeted Salary	H.S.A.- DAAS
13	Director of Social Workers	\$103,879	100%	100%	100%	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$311,638
14	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
15	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
16	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
17	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
18	Social Worker	\$54,377	100%	100%	100%	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$163,132
19	Social Worker	\$50,715	100%	100%	100%	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$152,145
20	Social Worker	\$51,750	100%	100%	100%	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$155,250
21	Social Worker	\$54,855	100%	100%	100%	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$164,566
22	Social Worker	\$67,275	100%	100%	100%	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$201,825
23	Social Worker	\$48,081	100%	100%	100%	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$144,244
24	Social Worker	\$29,867	100%	100%	100%	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$89,602
25	Social Worker	\$51,077	100%	100%	100%	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$153,232
26	Chief Program Officer	\$139,725	7%	100%	7%	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$27,246
27	Chief Government Officer	\$135,585	3%	100%	3%	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$13,220
28	Chief Executive Officer	\$212,175	2%	100%	2%	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	
29	Facility Director	\$81,765	7%	100%	7%	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	
30	Maintenance Worker	\$43,748	7%	100%	7%	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	
31	HR Manager	\$77,625	2%	100%	2%	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	
32	Communications Director	\$119,025	2%	100%	2%	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	
33	Digital Marketing Manager	\$61,926	2%	100%	2%	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$4,533
34															
35	TOTALS	\$1,588,382	1333%	2100%	1333%	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$2,249,825
36															
37	FRINGE BENEFIT RATE	36%													
38	EMPLOYEE FRINGE BENEFIT	\$571,818				\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$809,937
39															
40															
41	TOTAL SALARIES & BENEFIT	\$2,160,200				\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
42	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,059,763													

HDM Assessment Operating Expense Detail

9 TERM
 10 01/01/2017 to 06/30/2020

13 Expenditure Category	Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL REVENUE
	7/1/17-6/30/19	H.S.A.-DAAS	Non-HSA-DAAS	7/1/18-6/30/19	H.S.A.-DAAS	Non-HSA-DAAS	7/1/19-6/30/20	H.S.A.-DAAS	Non-HSA-DAAS	7/1/17 to 6/30/20
14 Rental of Property										
15 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,994	\$4,251	\$6,743	\$10,994	\$4,251	\$6,743	\$10,994	\$4,251	\$6,743	\$32,982
16 Office Supplies, Postage	\$8,263	\$3,195	\$5,068	\$8,263	\$3,195	\$5,068	\$8,263	\$3,195	\$5,068	\$24,789
17 Building Maintenance Supplies and Repair	\$15,808	\$6,113	\$9,695	\$15,808	\$6,113	\$9,695	\$15,808	\$6,113	\$9,695	\$47,424
18 Printing and Reproduction										
19 Insurance	\$12,071	\$4,668	\$7,403	\$12,071	\$4,668	\$7,403	\$12,071	\$4,668	\$7,403	\$36,213
20 Staff Training	\$6,287	\$2,431	\$3,856	\$6,287	\$2,431	\$3,856	\$6,287	\$2,431	\$3,856	\$18,861
21 Staff Travel	\$2,784	\$1,077	\$1,707	\$2,784	\$1,077	\$1,707	\$2,784	\$1,077	\$1,707	\$8,352
22 Small Equipment (under \$5,000/item)	\$6,108	\$2,362	\$3,746	\$6,108	\$2,362	\$3,746	\$6,108	\$2,362	\$3,746	\$18,324
23 Rental of Equipment										
24										
25 SUBCONTRACTORS Descriptive Title										
26 a										
27 b										
28 c										
29 d										
30 e										
31 OTHER										
32 Outside Services	\$22,275	\$8,614	\$13,661	\$22,275	\$8,614	\$13,661	\$22,275	\$8,614	\$13,661	\$66,825
33 Grant, Volunteer and Client Costs	\$58,429	\$22,594	\$35,835	\$58,429	\$22,594	\$35,835	\$58,429	\$22,594	\$35,835	\$175,287
34 Telephone	\$5,389	\$2,084	\$3,305	\$5,389	\$2,084	\$3,305	\$5,389	\$2,084	\$3,305	\$16,167
35 Fees, Dues, Advertising	\$6,467	\$2,501	\$3,966	\$6,467	\$2,501	\$3,966	\$6,467	\$2,501	\$3,966	\$19,401
36 Other Operating Costs	\$15,241	\$4,993	\$10,248	\$15,241	\$4,993	\$10,248	\$15,241	\$4,993	\$10,248	\$45,723
37										
38 TOTAL OPERATING EXPENSE	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$510,348
39 TOTAL OPERATING EXPENSE x3yrs	\$510,348									
40										
41 HSA #13										

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	BUDGET FORMS												Appendix B4, pg. 1
2	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES												Document Date: 9/15/2017
3	BUDGET PROPOSAL FORMS												
4	Grantee's Name: Meals on Wheels San												Grant Term
5	(Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification												
6	Effective Date of Mod: _____ No. of Mod: _____												7/1/17 to 6/30/20
7	Program: Senior + Prog CNCT												
8	(e.g. Cong-ENP, HDM-ENP)	HDM-AWD	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
9	Annual #Meals Contracted	172,777	48,111	220,888	172,777	48,111	220,888	172,777	48,111	220,888	518,331	144,333	662,664
10	Program Term	17/18 Original	7/18 Add Back	17/18 Total	18/19 Original	18/19 Add Back	18/19 Total	19/20 Original	19/20 Add Back	19/20 Total	17/18-19/20 Original	17/18-19/20 Add Back	17/18-19/20 Total
11	DAAS Expenditures												
12	Salaries & Benefits	\$201,717	\$56,172	\$257,889	\$201,717	\$56,172	\$257,889	\$201,717	\$56,172	\$257,889	\$605,150	\$168,516	\$773,667
13	Operating Expense	\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$1,711,791	\$476,655	\$2,188,446
14	Subtotal	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$2,316,941	\$645,171	\$2,962,113
15	Indirect Percentage (max 10%)												
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)												
17	Capital Expenditure												
18	TOTAL DAAS EXPENDITURES	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$2,316,941	\$645,171	\$2,962,113
19	Non-DAAS Expenditures												
20	Salaries & Benefits	\$97,389	\$27,117	\$124,506	\$97,389	\$27,117	\$124,506	\$97,389	\$27,117	\$124,506	\$292,166	\$81,351	\$373,517
21	Operating Expense	\$189,945	\$52,892	\$242,837	\$189,945	\$52,892	\$242,837	\$189,945	\$52,892	\$242,837	\$569,835	\$158,676	\$728,511
22	Indirect Expense	\$86,523	\$23,814	\$109,337	\$86,523	\$23,814	\$109,337	\$86,523	\$23,814	\$109,337	\$256,568	\$71,443	\$328,011
23	Capital Expenditure												
24	TOTAL Non-DAAS EXPENDITURE	\$372,856	\$103,824	\$476,680	\$372,856	\$103,824	\$476,680	\$372,856	\$103,824	\$476,680	\$1,118,569	\$311,471	\$1,430,039
25	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,145,170	\$318,881	\$1,464,050	\$1,145,170	\$318,881	\$1,464,050	\$1,145,170	\$318,881	\$1,464,050	\$3,435,509	\$956,642	\$4,392,152
26	HSA-DAAS Revenues												
27	Meals	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$2,316,941	\$645,171	\$2,962,112
28	Nutrition Compliance (if your agency is requesting funds)												
29	TOTAL HSA-DAAS REVENUES	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$772,314	\$215,057	\$987,371	\$2,316,941	\$645,171	\$2,962,112
30	PER MEAL COST, HSA-DAAS	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47
31	Per MEAL & COMPLIANCE COS	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47	\$4.47
32	Non-DAAS Revenues												
33	Project Income												
34	Agency Cash - Fundraising	\$301,247	\$83,865	\$385,131	\$301,247	\$83,865	\$385,131	\$301,247	\$83,865	\$385,131	\$903,741	\$251,854	\$1,155,394
35	Agency In-Kind Volunteer	\$71,809	\$19,939	\$91,548	\$71,809	\$19,939	\$91,548	\$71,809	\$19,939	\$91,548	\$214,828	\$59,817	\$274,645
36	Nutrition Compliance Revenues												
37	TOTAL NON HSA-DAAS REVEN	\$372,856	\$103,824	\$476,680	\$372,856	\$103,824	\$476,680	\$372,856	\$103,824	\$476,680	\$1,118,569	\$311,471	\$1,430,039
38	PER MEAL COST, NON HSA-DA	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16	\$2.16
39	TOTAL REVENUES	\$1,145,170	\$318,881	\$1,464,050	\$1,145,170	\$318,881	\$1,464,050	\$1,145,170	\$318,881	\$1,464,050	\$3,435,509	\$956,642	\$4,392,151
40	PER MEAL COST, TOTAL	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63	\$6.63
41	Full Time Equivalent (FTE)												
42	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270		Date: 9/15/17									
43	HSA-CO Review Signature:	Date:											
44	HSA #1	Form Rev. 12/22/16											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Grantee's Name: Meals on Wheels San Francisco																	Appendix B4, page 2
2	Program Name: HDM-AWD																	Date: 9/15/17
3	Salaries & Benefits Detail																	TOTAL
4	H.S.A-DAAS																	
5	Agency Totals																	
6	For DAAS Nutrition																	
7	17/18 Original																	
8	17/18 Add Back																	
9	17/18 Total																	
10	18/19 Original																	
11	18/19 Add Back																	
12	18/19 Total																	
13	19/20 Original																	
14	19/20 Add Back																	
15	19/20 Total																	
16	17/18-19/20 Original																	
17	17/18-19/20 Add Back																	
18	17/18-19/20 Total																	
19	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
20	Drivers	See Driver Tab				\$81,542	\$22,706	\$104,248	\$81,542	\$22,706	\$104,248	\$81,542	\$22,706	\$104,248	\$81,542	\$22,706	\$104,248	\$81,542
21	Programs Mgr, Mark Liddle	\$70,380	100%	7%	7%	\$5,160	\$1,437	\$6,597	\$5,160	\$1,437	\$6,597	\$5,160	\$1,437	\$6,597	\$5,160	\$1,437	\$6,597	\$5,160
22	Ops Mgr, Gustavo Lopez	\$76,888	100%	7%	7%	\$5,837	\$1,570	\$7,407	\$5,837	\$1,570	\$7,407	\$5,837	\$1,570	\$7,407	\$5,837	\$1,570	\$7,407	\$5,837
23	Wait List Mgr, Crystal Booth	\$61,118	100%	7%	7%	\$4,481	\$1,248	\$5,729	\$4,481	\$1,248	\$5,729	\$4,481	\$1,248	\$5,729	\$4,481	\$1,248	\$5,729	\$4,481
24	Office Mgr, Harviann Brantley	\$56,030	100%	6%	6%	\$3,244	\$903	\$4,147	\$3,244	\$903	\$4,147	\$3,244	\$903	\$4,147	\$3,244	\$903	\$4,147	\$3,244
25	Support Lead, Philip Duarte	\$43,231	100%	7%	7%	\$3,170	\$883	\$4,053	\$3,170	\$883	\$4,053	\$3,170	\$883	\$4,053	\$3,170	\$883	\$4,053	\$3,170
26	Support Lead, Ivoga Suesue	\$56,594	100%	7%	7%	\$4,150	\$1,155	\$5,305	\$4,150	\$1,155	\$5,305	\$4,150	\$1,155	\$5,305	\$4,150	\$1,155	\$5,305	\$4,150
27	Chief Prog Off, David Linnell	\$139,725	100%	7%	7%	\$9,214	\$2,566	\$11,780	\$9,214	\$2,566	\$11,780	\$9,214	\$2,566	\$11,780	\$9,214	\$2,566	\$11,780	\$9,214
28	Chief Gov Off, Anne Quaintanc	\$135,585	100%	5%	5%	\$7,355	\$2,048	\$9,403	\$7,355	\$2,048	\$9,403	\$7,355	\$2,048	\$9,403	\$7,355	\$2,048	\$9,403	\$7,355
29	Fleet & Facilities Dir, John She	\$81,765	100%	4%	4%	\$3,534	\$984	\$4,518	\$3,534	\$984	\$4,518	\$3,534	\$984	\$4,518	\$3,534	\$984	\$4,518	\$3,534
30	Maintenance, Derek Cook	\$43,748	100%	4%	4%	\$1,891	\$526	\$2,417	\$1,891	\$526	\$2,417	\$1,891	\$526	\$2,417	\$1,891	\$526	\$2,417	\$1,891
31	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	6%	6%	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794
32	Volunteer Mgr, TBD	\$62,100	100%	6%	6%	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794	\$1,057	\$4,851	\$3,794
33	Volunteer Director, Meredith Te	\$87,975	100%	6%	6%	\$5,375	\$1,497	\$6,872	\$5,375	\$1,497	\$6,872	\$5,375	\$1,497	\$6,872	\$5,375	\$1,497	\$6,872	\$5,375
34	HR Manager, Ronald Ayotte	\$77,625	100%	3%	3%	\$2,562	\$714	\$3,276	\$2,562	\$714	\$3,276	\$2,562	\$714	\$3,276	\$2,562	\$714	\$3,276	\$2,562
35	HR Associate, David C Smith	\$43,056	100%	3%	3%	\$1,421	\$396	\$1,817	\$1,421	\$396	\$1,817	\$1,421	\$396	\$1,817	\$1,421	\$396	\$1,817	\$1,421
36	Communications Director, Karl	\$119,025	100%	1%	1%	\$1,313	\$368	\$1,681	\$1,313	\$368	\$1,681	\$1,313	\$368	\$1,681	\$1,313	\$368	\$1,681	\$1,313
37	Digital Marketing Manager, Kat	\$61,926	100%	1%	1%	\$683	\$190	\$873	\$683	\$190	\$873	\$683	\$190	\$873	\$683	\$190	\$873	\$683
38	CEO, Ashley McCumber	\$212,175	100%															
39	TOTALS	\$ 1,491,045	1800%	90%	90%	\$148,321	\$41,303	\$189,624	\$148,321	\$41,303	\$189,624	\$148,321	\$41,303	\$189,624	\$148,321	\$41,303	\$189,624	\$148,321
40	FRINGE BENEFIT RATE	36.0%																
41	EMPLOYEE FRINGE BENEFITS	\$ 536,776																
42	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822																
43	Non - DAAS	Agency Totals																
44	For DAAS Meal																	
45	TOTAL																	
46	TOTAL																	
47	TOTAL																	
48	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
49	Drivers	See Driver Tab				\$39,369	\$10,962	\$50,331	\$39,369	\$10,962	\$50,331	\$39,369	\$10,962	\$50,331	\$39,369	\$10,962	\$50,331	\$39,369
50	Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$1,765	\$481	\$2,246	\$1,765	\$481	\$2,246	\$1,765	\$481	\$2,246	\$1,765	\$481	\$2,246	\$1,765
51	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$1,928	\$537	\$2,465	\$1,928	\$537	\$2,465	\$1,928	\$537	\$2,465	\$1,928	\$537	\$2,465	\$1,928
52	Wait List Mgr, Crystal Booth	\$ 81,118	100%	3%	3%	\$1,533	\$427	\$1,960	\$1,533	\$427	\$1,960	\$1,533	\$427	\$1,960	\$1,533	\$427	\$1,960	\$1,533
53	Office Mgr, Harviann Brantley	\$ 56,030	100%	2%	2%	\$1,110	\$309	\$1,419	\$1,110	\$309	\$1,419	\$1,110	\$309	\$1,419	\$1,110	\$309	\$1,419	\$1,110
54	Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$1,084	\$302	\$1,386	\$1,084	\$302	\$1,386	\$1,084	\$302	\$1,386	\$1,084	\$302	\$1,386	\$1,084
55	Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$1,419	\$395	\$1,814	\$1,419	\$395	\$1,814	\$1,419	\$395	\$1,814	\$1,419	\$395	\$1,814	\$1,419
56	Chief Prog Off, David Linnell	\$ 139,725	100%	2%	2%	\$3,152	\$878	\$4,030	\$3,152	\$878	\$4,030	\$3,152	\$878	\$4,030	\$3,152	\$878	\$4,030	\$3,152
57	Chief Gov Off, Anne Quaintanc	\$ 135,585	100%	2%	2%	\$2,518	\$701	\$3,219	\$2,518	\$701	\$3,219	\$2,518	\$701	\$3,219	\$2,518	\$701	\$3,219	\$2,518
58	Fleet & Facilities Dir, John She	\$ 81,765	100%	1%	1%	\$1,209	\$337	\$1,546	\$1,209	\$337	\$1,546	\$1,209	\$337	\$1,546	\$1,209	\$337	\$1,546	\$1,209
59	Maintenance, Derek Cook	\$ 43,748	100%	1%	1%	\$647	\$180	\$827	\$647	\$180	\$827	\$647	\$180	\$827	\$647	\$180	\$827	\$647
60	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	2%	2%	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298
61	Volunteer Mgr, TBD	\$ 62,100	100%	2%	2%	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298	\$361	\$1,659	\$1,298
62	Volunteer Director, Meredith Te	\$ 87,975	100%	2%	2%	\$1,839	\$512	\$2,351	\$1,839	\$512	\$2,351	\$1,839	\$512	\$2,351	\$1,839	\$512	\$2,351	\$1,839
63	HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$876	\$244	\$1,120	\$876	\$244	\$1,120	\$876	\$244	\$1,120	\$876	\$244	\$1,120	\$876
64	HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$486	\$135	\$621	\$486	\$135	\$621	\$486	\$135	\$621	\$486	\$135	\$621	\$486
65	Communications Director, Karl	\$ 119,025	100%	0%	0%	\$449	\$125	\$574	\$449	\$125	\$574	\$449	\$125	\$574	\$449	\$125	\$574	\$449
66	Digital Marketing Manager, Kat	\$ 61,926	100%	0%	0%	\$234	\$65	\$299	\$234	\$65	\$299	\$234	\$65	\$299	\$234	\$65	\$299	\$234
67	CEO, Ashley McCumber	\$ 212,175	100%	4%	4%	\$9,399	\$2,617	\$12,016	\$9,399	\$2,617	\$12,016	\$9,399	\$2,617	\$12,016	\$9,399	\$2,617	\$12,016	\$9,399
68	TOTAL NON-DAAS	\$ 1,491,045	1800%	35%	35%	\$71,609	\$19,938	\$91,548	\$71,609	\$19,938	\$91,548	\$71,609	\$19,938	\$91,548	\$71,609	\$19,938	\$91,548	\$71,609
69	FRINGE BENEFIT RATE	38.0%																
70	EMPLOYEE FRINGE BENEFITS	\$ 336,778																
71	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822																
72	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: Meals on Wheels San Francisco															Appendix B4, page 3
2	Program Name:															Date: 9/15/17
3	HDM-AWD															
4	Operating Expense Detail															
7	H.S.A-DAAS	Annual #Meals Contracted:	172,777	48,111	TOTAL	172,777	48,111	TOTAL	172,777	48,111	TOTAL	518,331	144,333	TOTAL		
8	Expenditure Category	Term:	17/18 Original	17/18 Add Back	17/18 Total	18/19 Original	18/19 Add Back	18/19 Total	19/20 Original	19/20 Add Back	19/20 Total	17/18-19/20 Original	17/18-19/20 Add Back	17/18-19/20 Total		
9	Rental of Property															
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,596	\$1,001	\$4,597	\$3,596	\$1,001	\$4,597	\$3,596	\$1,001	\$4,597	\$10,788	\$3,003	\$13,791		
11	Office Supplies, Postage		\$2,703	\$753	\$3,456	\$2,703	\$753	\$3,456	\$2,703	\$753	\$3,456	\$8,109	\$2,259	\$10,368		
12	Building Maintenance Supplies and Repair		\$5,171	\$1,440	\$6,611	\$5,171	\$1,440	\$6,611	\$5,171	\$1,440	\$6,611	\$15,513	\$4,320	\$19,833		
13	FOOD COSTS															
14	Raw Food	per meal \$ -														
15	Cong Food Svc Supplies	per meal \$ -														
16	HDM Food Svc Supplies	per meal \$ -														
17	Catered Meals	per meal \$ 2.93	\$506,410	\$141,014	\$647,424	\$506,410	\$141,014	\$647,424	\$506,410	\$141,014	\$647,424	\$1,519,230	\$423,042	\$1,942,272		
18	CONSULTANT/SUBCONTRACTOR Descriptive Title															
19	Registered Dietitian															
20																
21	OTHER COSTS:															
22	Insurance		\$3,948	\$1,099	\$5,047	\$3,948	\$1,099	\$5,047	\$3,948	\$1,099	\$5,047	\$11,844	\$3,297	\$15,141		
23	Staff Training & Travel		\$2,967	\$828	\$3,793	\$2,967	\$828	\$3,793	\$2,967	\$828	\$3,793	\$8,901	\$2,478	\$11,379		
24	Rental of Equipment															
25	Small equipment & Supplies		\$1,998	\$556	\$2,554	\$1,998	\$556	\$2,554	\$1,998	\$556	\$2,554	\$5,994	\$1,668	\$7,662		
26	Delivery Cost		\$30,094	\$8,378	\$38,472	\$30,094	\$8,378	\$38,472	\$30,094	\$8,378	\$38,472	\$90,282	\$25,134	\$115,416		
27	Kitchen Costs		\$13,710	\$3,818	\$17,528	\$13,710	\$3,818	\$17,528	\$13,710	\$3,818	\$17,528	\$41,130	\$11,454	\$52,584		
28	Fees, dues, advertising															
29	Outside Services															
30	Grant, Volunteer and Client Costs															
31	Other Operating															
32	Fundraising															
33	TOTAL DAAS OPERATING EXPENSE		\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$1,711,791	\$476,655	\$2,188,446		
35	Non-DAAS				TOTAL			TOTAL			TOTAL			TOTAL		
36	Expenditure Category															
37	Rental of Property															
38	Utilities(Elec, Water, Gas, Phone, Scavenger)															
39	Office Supplies, Postage															
40	Building Maintenance Supplies and Repair															
41	FOOD COSTS															
42	Raw Food	per meal \$ -														
43	Cong Food Svc Supplies	per meal \$ -														
44	HDM Food Svc Supplies	per meal \$ -														
45	Catered Meals	per meal \$ 2.93														
46	CONSULTANT/SUBCONTRACTOR Descriptive Title															
47	Registered Dietitian															
48																
49	OTHER COSTS:															
50	Insurance															
51	Staff Training & Travel															
52	Rental of Equipment															
53	Small equipment & Supplies															
54	Delivery Cost															
55	Kitchen Costs		\$1,948	\$542	\$2,490	\$1,948	\$542	\$2,490	\$1,948	\$542	\$2,490	\$5,844	\$1,626	\$7,470		
56	Fees, dues, advertising		\$2,115	\$589	\$2,704	\$2,115	\$589	\$2,704	\$2,115	\$589	\$2,704	\$6,345	\$1,767	\$8,112		
57	Outside Services		\$7,286	\$2,029	\$9,315	\$7,286	\$2,029	\$9,315	\$7,286	\$2,029	\$9,315	\$21,858	\$6,087	\$27,945		
58	Grant, Volunteer and Client Costs		\$19,111	\$5,322	\$24,433	\$19,111	\$5,322	\$24,433	\$19,111	\$5,322	\$24,433	\$57,333	\$15,966	\$73,299		
59	Other Operating		\$6,155	\$1,714	\$7,869	\$6,155	\$1,714	\$7,869	\$6,155	\$1,714	\$7,869	\$18,465	\$5,142	\$23,607		
60	Fundraising		\$153,330	\$42,896	\$196,226	\$153,330	\$42,896	\$196,226	\$153,330	\$42,896	\$196,226	\$459,990	\$128,088	\$588,078		
62	TOTAL Non-DAAS OPERATING EXPENSE		\$189,945	\$52,892.00	\$242,837	\$189,945	\$52,892.00	\$242,837	\$189,945	\$52,892.00	\$242,837	\$569,835	\$158,676.00	\$728,511		
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$760,542	\$211,777	\$972,319	\$760,542	\$211,777	\$972,319	\$760,542	\$211,777	\$972,319	\$2,281,626	\$635,331	\$2,916,957		



CERTIFICATE OF LIABILITY INSURANCE

7/1/2018

DATE (MM/DD/YYYY)

6/28/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

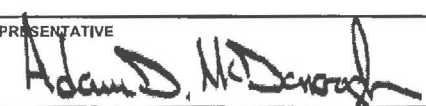
PRODUCER Lockton Insurance Brokers, LLC CA License #OF15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED 1395375 Meals on Wheels of San Francisco, Inc. a California Corporation Patrick B Schmalz 1375 Fairfax Avenue San Francisco CA 94124	INSURER A: Nonprofits' Ins Alliance of California	
	INSURER B: Zenith Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES MEAWH01 **CERTIFICATE NUMBER:** 13482815 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Incl. Liquor Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	2017-01047	7/1/2017	7/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp. Ded. \$500 Coll. Ded. \$500	Y	N	2017-01047	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	N	N	2017-01047-UMB- NPO	7/1/2017	7/1/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Z127263203	7/1/2017	7/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability	N	N	2017-01047 (PL)	7/1/2017	7/1/2018	\$1,000,000 Each Occurrence \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City and County of San Francisco Grant Agreement. The City and County of San Francisco, its officers, agents, and employees and the State of California Department of Aging & Long Term Care are additional insureds on the General Liability and Automobile policies as required by written contract. See attached endorsement

CERTIFICATE HOLDER 13482815 City and County of San Francisco Human Services Agency 1650 Mission Street, Suite 300 San Francisco CA 94103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA (NIAC)

www.insurancefornonprofits.org

COMMERCIAL GENERAL LIABILITY EXTENSION OF DECLARATIONS

Schedule L

POLICY NUMBER: 2017-01047-NPO

Page 1

NAME OF INSURED: Meals on Wheels of San Francisco, Inc.

PREMISES LOC/BLDG

DESIGNATED PREMISES ADDRESS, CITY, STATE, ZIP

ADDITIONAL INSURED AND OTHER INTERESTS

1

1375 Fairfax Avenue San Francisco, CA 94124

LOCATION: N/A

ADDITIONAL INSURED - CG 20 26 City And County Of San Francisco, Officer, Employee's, and Agents 1650 Mission Street, Suite 300 San Francisco, CA 94103 ADDITIONAL INSURED - CG 20 26 Crespo Equipment Rentals & Affiliates 318 Stealth Ct. Livermore, CA 94551 ADDITIONAL INSURED - CG 20 26 First Republic Bank (or any successor leasehold mortgagee) 101 Pine St. San Francisco, CA 94111 ADDITIONAL INSURED - CG 20 26 Licensor, Fort Mason Center, FMC Pier 2 Sublessor, LLC, FMC Pier 2 Lessor, LP 2 Marina Blvd. San Francisco, CA 94123 ADDITIONAL INSURED - CG 20 26 The United States, Department of Interior, National Parks Service and its officers, officials, employees, attorneys, contractors and agents 1849 C St. N.W. Washington, DC 20240

COUNTERSIGNED: 06/23/2017 NIAC - SCHEDULE L - NPO

BY

Handwritten signature of Pamela C. Q.

(AUTHORIZED REPRESENTATIVE)

(02061)

**BLANKET WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against any person or organization with whom you have a written contract that requires you to obtain this agreement from us.

The additional premium for this endorsement shall be 2.00% of the California workers compensation premium otherwise due.

Minimum Premium: \$0

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 07/01/2017
Insured MEALS ON WHEELS OF SAN FRANCISCO, INC [A CORP]
Policy No. Z127263203
Policy Period 07/01/2017 To 07/01/2018
Issued On 07/07/2017

ZENITH INSURANCE COMPANY - 13145



PRESIDENT

At Pleasanton, CA