

**CITY AND COUNTY OF SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**FIRST AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**PROJECT OPEN HAND**

**Grant ID #1000022507**

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This **AMENDMENT** of the, **JULY 1, 2021** Grant Agreement (the "Agreement") is dated as of **MARCH 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **PROJECT OPEN HAND, 730 Polk St, San Francisco, CA 94109, CA** ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

**WHEREAS**, the Agreement was competitively procured as required through Request for Proposals #920, competitively bid in March 2021, and this modification is consistent therewith; and

**WHEREAS**, the City's Board of Supervisors approved this Agreement by 23-0012 on February 28, 2023;

**WHEREAS**, the Grant is funded with Federal dollars, CFDA #93.045 and

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

**WHEREAS**, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the grant amount** and,

**WHEREAS**, the City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to provide grant funding for infrastructure, equipment, and vehicle purchases (Purchases) to support the California Department of Aging "Home and Community Based Services (HCBS) program"; and,

**WHEREAS**, the City and the HCBS program intend for Grantee to own and/or retain title to all Purchases during and after expiration of the Grant Agreement; and,

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

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

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

**a. Agreement.** The term “Agreement” shall mean the Agreement dated **July 1, 2021** between Grantee and City.

**2. Modifications to the Agreement.** The Grant 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 **Eight Million, Six Hundred Eighty Eight Thousand, Five Hundred Ninety Two Dollars (\$8,688,592)** for the period from **July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**”

**Contingent amount:** Up to **Eight Hundred Sixty Eight Thousand, Eight Hundred Fifty Nine Thousand Dollars (\$868,859)** for the period from **July 1, 2024 to June 30, 2025, 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 **Nine Million, Five Hundred Fifty Seven Thousand, Four Hundred Fifty One Dollars (\$9,557,451)** for the period from **July 1, 2021 to June 30, 2025.**

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.”

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

“The amount of the Grant Funds disbursed hereunder shall not exceed **Ten Million, Seven Hundred Eleven Thousand, One Hundred Twelve Dollars (\$10,711,112)** for the period from **July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**”

**Contingent amount:** Up to **One Million, Seventy One Thousand, One Hundred Eleven Dollars (\$1,071,111)** may be available, in the City’s sole

**discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Eleven Million, Seven Hundred Eighty Two Thousand, Two Hundred Twenty Three Dollars (\$11,782,223)** for the period from **July 1, 2021 to June 30, 2025.**

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 Appendices **B-2 and B-3**, and is not available to Grantee without a revision to the Program Budgets of Appendices **B-2 and B-3** 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.

These additional funds may be used by Grantee for infrastructure, equipment, and vehicle purchases (Purchases) to support the California Department of Aging "Home and Community Based Services (HCBS) program." The City and the HCBS program intend for Grantee to own and/or retain title to all Purchases during and after expiration of the Grant Agreement."

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

Such section is hereby superseded in its entirety by Appendix A-1, pp. **1-12**, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c) **Appendix B.** Appendix B, Calculation of Charges, pp. **1-6** of the Aforesaid Agreement displays the original total amount of **\$7,594,003**.

Such section is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. **1-6**, which displays the budget as herein modified to **\$9,465,111**.

- (d) **Appendix B-1.** Appendix B-1, Calculation of Charges, pp. **1-6** of the Aforesaid Agreement displays the original total amount of **\$1,094,589**.

Such section is hereby superseded in its entirety by Appendix B-3, Calculation of Charges, pp. **1-4**, which displays the budget as herein modified to **\$1,246,001**.

- (e) **Appendix F.** Appendix F, of the aforesaid agreement describes the site chart.

Such section is hereby superseded in its entirety by Appendix F-1, pp. **1-4**, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (f) **Appendix G.** Additional Federal Funding Award Information Appendix.

Appendix G is hereby added in its entirety, which describes the federal funding award information.

- (g) **Appendix H.** Additional Federal Requirements Subrecipients Appendix

Appendix H is hereby added in its entirety, which describes the federal requirements for subrecipients.

- (h) **Article 16.23 Protection of Private Information.** Article 16.23 is hereby added to the agreement and reads as follows:

**16.23 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against the Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Grantee.

- (i) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided  
Appendix B-2, Budget (Lunch)  
Appendix B-3, Budget (Breakfast)  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subgrantees  
Appendix F-1, Site Chart  
Appendix G, Federal Award Information  
Appendix H, Federal Requirements Subrecipients

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

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

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

**CITY**  
HUMAN SERVICES AGENCY

By: DocuSigned by:  
Trent Rhorer 4/3/2023  
Trent Rhorer  
Executive Director  
Human Services Agency

**GRANTEE:**  
**PROJECT OPEN HAND**

By: DocuSigned by:  
Paul Hepfer 3/30/2023  
Paul Hepfer  
Date

Name: Paul Hepfer  
Title: Executive Director  
Address: 730 Polk St  
City, State ZIP: San Francisco, CA 94109

E-Mail: [phepfer@openhand.org](mailto:phepfer@openhand.org)  
Phone: (408)537-3559

City Vendor Number: 0000012810

**Approved as to Form:**

David Chiu  
City Attorney

By: DocuSigned by:  
Louise Simpson 4/3/2023  
Louise Simpson  
Deputy City Attorney

**Appendix A-2 - Services to be Provided**  
**Project Open Hand**  
 Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

**I. Purpose**

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

**II. Definitions**

Grantee	Project Open Hand
Adult with a Disability	A person 18-59 years of age living with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CCR-Title 22	California Code of Regulations, Title 22, Social Security, Division 1.8. California Department of Aging

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. <a href="http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf">http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf</a>
DGA/Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)

HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for enrollment and/or participation is not means tested. Consumers self-report income status.
Menu Planning and Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)



Nutrition Education Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
OCNP	Older Californians Nutrition Program (previously known as Elderly Nutrition Program, ENP) - Title III C1 and C2. A program that provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and is provided in accordance with the provision of CCR Title 22, Chapter 4, Article 5, Sec. 7630.
Older Adult	A person who is 60 years of age or older, used interchangeably with the term “senior”.

Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older; used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Unduplicated Consumer (UDC)	An individual who participates in congregate nutrition services and their participation is reflected in CA-GetCare by the grantee.

### III. Target Populations

This program is designed to serve all ethnicities and populations, with focused expertise to promote unique cultural needs, which have been identified as demonstrating the greatest economic and social need:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

#### **IV. Eligibility for Services**

1. A person who is 60 years of age or older (older adult).
2. The spouse or domestic partner of an older adult, regardless of age.
3. A person with a disability, under the age of 60 who resides in housing facilities occupied primarily by older adults at which congregate nutrition services are provided.
4. A disabled individual who resides at home with and accompanies an older adult who participates in the program.

#### **V. Location and Time of Services**

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

#### **VI. Description of Services and Program Requirements**

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA OCNP, and DAS OCP.
2. Grantee will provide congregate nutrition services for older adults. The provision of services will include the following:
  - i. Enrollment of consumers in the program and the provision of congregate meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
  - ii. Provision of congregate meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must individually meet one-third of the DRIs.
  - iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will post at each meal site a notice that informs consumers about the suggested voluntary contribution for a meal and a guest fee for individuals who are not eligible to enroll as a consumer in congregate nutrition services. The grantee's board of directors must approve the suggested contribution and guest fee per meal.

The grantee will ensure its policy and procedures for the suggested meal contribution and guest fee comply with DAS OCP policy memoranda.

4. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
  - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
  - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
  - iii. Provide a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
  - iv. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of quarterly congregate site monitoring reports.
  - v. Conduct and document an on-site HACCP safety and sanitation monitoring of each congregate meal site at least once per quarter and a minimum of four (4) times during the fiscal year. The RD on staff, consultant RD, or a qualified staff member must conduct and document the results of the HACCP safety and sanitation monitoring for each site.
  - vi. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
    - (1) Food safety, prevention of foodborne illness, and HACCP principles.
    - (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
  - vii. Provide in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between DAS OCP and

the grantee. At minimum, the completed number of surveys per meal site shall be a sample size of the average number of meals served daily.

6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possess a food safety manager certification and has the required qualifications as described in the CCR Title 22 Regulations Sec. 7636.3 and DAS OCP policy memoranda.
7. Grantee will ensure there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the consumers.
8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services

## VII. Service Objectives

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

<b>Table A - Breakfast</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	150	150	150	150
Modification 2		+28	0	0
Revised		178	150	150
Number of Meals (UOS)	54,750	43,223	43,223	43,223
Modification 2		+9,048	0	0
Revised		52,271	43,223	43,223

<b>Table B – Lunch/Dinner</b>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
Number of Unduplicated Consumers (UDC)	4,440	4,043	4,043	4,043
Modification 1	0	0	0	0
Revised	4,440	4,043	4,043	4,043
Modification 2		0	0	0
Revised		4,043	4,043	4,043
Number of Meals (UOS)	218,640	199,117	199,117	199,117
Modification 1	+18,475	0	0	0
Revised	237,115	199,117	199,117	199,117
Modification 2	+9,150			
Revised	246,265			
Modification 3		+32,794	+26,847	+26,847
Revised		231,911	225,964	225,964

### **VIII. Outcome Objectives**

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

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

### **IX. Reporting and Other Requirements**

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS OCP approved congregate intake form, which includes the annual nutrition risk screening, and the food security screening into the CA-GetCare database in accordance to DAS OCP policy memorandum.
2. Grantee will enter into the CA-GetCare Service Unit section all service objectives by the 5th working day of the month for the preceding month.
3. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of unduplicated consumers served
  - Number of meals prepared and served
  - Number nutrition compliance units provided

4. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
5. Grantee will enter the annual outcome objective metrics identified in Section VIII of the Appendix A in the CARBON database by the 15th of the month following the end of the program year.
6. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF-HSA no later than July 31 each grant year. The grantee must submit the report in the CARBON system.
7. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
8. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
9. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training on an annual basis. The grantee will maintain evidence of staff completion of this training.
10. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
11. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
12. Grantee will assure that services delivered are consistent with professional standards for this service.
13. Pursuant to California Department of Aging Requirement, Grantor reserves the right to reduce funding available for this contract in the event that actual costs are below funding levels initially budgeted for the delivery of services.
14. Through the Older Americans Act Area Plan development process, the City of San Francisco identifies “Focal Points” which are designed to help older adults and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O’Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585

Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Leah Walton  
Nutritionist  
DAS OCP  
email: leah.walton@sfgov.org

and

Tara Alvarez  
Contract Manager  
HSA OCM  
email: tara.alvarez@sfgov.org

#### **I. Monitoring Activities**

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



statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name		CDA Capital:	88,678									
PROJECT OPEN HAND		COBB:	77,181		COBB:	77,181		COBB:	77,181			
		Add'l Meals:	313,511		Add'l Meals:	256,659		Add'l Meals:	256,659			
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>			479,370			333,840			333,840			
If modification, Effective Date of Mod. 12/7/2022 No. of Mod. 1												
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>												
Budget Reference Page No.(s)												
Program Term	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total	
Annual # Meals Contracted	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	930,104	
<b>DAS Expenditures</b>												
Salaries & Benefits	\$1,392,274	\$1,242,071	\$232,255	\$1,474,326	\$1,242,071	\$235,947	\$1,478,018	\$1,242,070	\$235,947	\$1,478,017	\$5,822,635	
Operating Expenses	\$736,055	\$487,752	\$122,919	\$610,671	\$487,752	\$67,544	\$555,296	\$487,752	\$67,544	\$555,296	\$2,457,317	
<b>Subtotal</b>	<b>\$2,128,329</b>	<b>\$1,729,823</b>	<b>\$355,174</b>	<b>\$2,084,997</b>	<b>\$1,729,823</b>	<b>\$303,491</b>	<b>\$2,033,314</b>	<b>\$1,729,822</b>	<b>\$303,491</b>	<b>\$2,033,313</b>	<b>\$8,279,952</b>	
Indirect Percentage (%)		10.00%	10.00%		10.00%	10.00%		10.00%	10.00%		10.00%	
Indirect Cost	\$212,833	\$172,982	\$35,518	\$208,500	\$172,982	\$30,349	\$203,331	\$172,983	\$30,349	\$203,332	\$827,996	
Capital & Subcontractor Detail	\$18,400		\$88,678	\$88,678							\$107,078	
One Time Only Expenses	\$143,900										\$143,900	
NCQA Expenditures	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,184	
<b>Total DAS Expenditures</b>	<b>\$2,530,008</b>	<b>\$1,929,351</b>	<b>\$479,370</b>	<b>\$2,408,721</b>	<b>\$1,929,351</b>	<b>\$333,840</b>	<b>\$2,263,191</b>	<b>\$1,929,351</b>	<b>\$333,840</b>	<b>\$2,263,191</b>	<b>\$9,465,111</b>	
<b>Non DAS Expenditures</b>												
Salaries & Benefits	\$454,877	\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$1,732,711	
Operating Expenses	\$424,655	\$579,899	(\$20,946)	\$558,953	\$565,853		\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,789	
One Time Only Expenses											\$23,736	
NCQA Expenditures	\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$23,736	
<b>Total Non DAS Expenditures</b>	<b>\$885,467</b>	<b>\$1,243,562</b>	<b>(\$252,731)</b>	<b>\$990,832</b>	<b>\$1,229,516</b>	<b>(\$231,785)</b>	<b>\$997,732</b>	<b>\$1,231,534</b>	<b>(\$299,328)</b>	<b>\$932,206</b>	<b>\$3,806,236</b>	
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$3,415,475</b>	<b>\$3,172,913</b>	<b>\$226,639</b>	<b>\$3,399,553</b>	<b>\$3,158,867</b>	<b>\$102,055</b>	<b>\$3,260,922</b>	<b>\$3,160,885</b>	<b>\$34,511</b>	<b>\$3,195,396</b>	<b>\$13,271,346</b>	
<b>DAS Revenues</b>												
Meals- General Fund	\$2,503,462	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$8,211,877	
Meals- State Fund												
Meals- Federal Fund												
COBB			\$77,181	\$77,181		\$77,181	\$77,181		\$77,181	\$77,181	\$231,543	
Additional Funding			\$402,189	\$402,189		\$256,659	\$256,659		\$256,659	\$256,659	\$915,507	
NCQA Fund	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,184	
<b>Total DAS Revenue</b>	<b>\$2,530,008</b>	<b>\$1,929,351</b>	<b>\$479,370</b>	<b>\$2,408,721</b>	<b>\$1,929,351</b>	<b>\$333,840</b>	<b>\$2,263,191</b>	<b>\$1,929,351</b>	<b>\$333,840</b>	<b>\$2,263,191</b>	<b>\$9,465,111</b>	
PER MEAL COST, DAS	\$9.51	\$9.56		\$9.89	\$9.90		\$9.90	\$9.90		\$9.90	\$9.91	
PER MEAL COST (with NCQA), DAS	\$10.27	\$9.69		\$10.39	\$10.02		\$10.02	\$10.02		\$10.02	\$10.18	
<b>Non DAS Revenues</b>												
Project Income	\$43,728	\$39,823		\$39,823	\$39,823		\$39,823	\$39,823		\$39,823	\$163,198	
Agency Cash- Fundraising	\$245,432	\$774,316	(\$252,731)	\$521,586	\$760,271	(\$231,785)	\$528,486	\$762,288	(\$299,328)	\$462,960	\$1,758,464	
Agency In-kind Volunteer	\$97,952	\$97,952		\$97,952	\$97,952		\$97,952	\$97,952		\$97,952	\$391,810	
Agency Property	\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$1,302,144	
NCQA Revenue	\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$11,868	
<b>Total Non DAS Revenue</b>	<b>\$718,583</b>	<b>\$1,243,562</b>	<b>(\$252,731)</b>	<b>\$984,898</b>	<b>\$1,229,516</b>	<b>(\$231,785)</b>	<b>\$991,798</b>	<b>\$1,231,534</b>	<b>(\$299,328)</b>	<b>\$932,206</b>	<b>\$3,627,484</b>	
PER MEAL COST, Non DAS	\$2.89			\$4.25	\$4.39		\$4.39	\$4.10		\$4.10	\$3.89	
PER MEAL COST (with NCQA), Non DAS	\$2.92			\$4.25	\$4.39		\$4.39	\$4.13		\$4.13	\$3.90	
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$3,248,591</b>	<b>\$3,172,913</b>	<b>\$226,639</b>	<b>\$3,393,619</b>	<b>\$3,158,867</b>	<b>\$102,055</b>	<b>\$3,254,989</b>	<b>\$3,195,397</b>	<b>\$34,512</b>	<b>\$3,195,397</b>	<b>\$13,092,595</b>	
PER MEAL COST, Total	\$12.40			\$14.14	\$14.29		\$14.29	\$14.00		\$14.00	\$13.80	
PER MEAL COST (with NCQA), Total	\$13.19			\$14.64	\$14.41		\$14.41	\$14.15		\$14.15	\$14.08	
Full Time Equivalent (FTE)											177.96	
Prepared by: Darin Raffaelli, Project Open Hand												Date: 6/21/22
HSA-CO Review Signature:												
HSA #1												10/26/2016








Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

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 Document Date: November 2022

Operating Expense Detail											
Annual # Meals Contracted	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total
	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	815,991
<b>DAS Operating Expenses</b>											
<b>Expenditure Category</b>											
Rental of Property (see table at right)	\$ 7,200	\$ 7,200		\$ 7,200	\$ 7,200		\$ 7,200	\$ 7,200		\$ 7,200	\$ 28,800
Utilities (Elec, Water, Gas, Phone, Garbage)	\$54,376	\$ 32,661	\$ 10,412	\$ 43,073	\$27,915		\$32,661	\$32,661		\$32,661	\$162,772
Office Supplies, Postage	\$2,658	\$ 1,510	\$ 406	\$ 1,916	\$ 1,290		\$ 1,510	\$ 1,510		\$ 1,510	\$ 7,594
Building Maintenance Supplies and Repair	\$17,626	\$ 10,011	\$ 2,695	\$ 12,706	\$8,557		\$10,011	\$10,011		\$10,011	\$50,355
Printing and Reproduction	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Insurance	\$10,533	\$ 6,337	\$ 1,706	\$8,043	\$5,416		\$6,337	\$6,337		\$6,337	\$31,250
Staff Training	\$2,232	\$ 1,268	\$ 341	\$ 1,609	\$ 1,083		\$ 1,268	\$ 1,268		\$ 1,268	\$6,376
Staff Travel-(Local & Out of Town)	\$2,494	\$ 1,416	\$ 381	\$ 1,798	\$ 1,211		\$ 1,416	\$ 1,416		\$ 1,416	\$ 7,124
Rental of Equipment	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
<b>Food Cost</b>											
Raw Food <i>per meal</i> \$2.09 \$1.52 \$2.94	\$533,028	\$ 340,460	\$96,414	\$436,874	\$302,855	\$60,832	\$401,291	\$340,460	\$60,832	\$401,291	\$ 1,772,485
Cong Food Svc Supplies <i>per meal</i> \$0.25	\$54,660	\$ 49,779	\$8,199	\$57,978	\$49,779	\$6,712	\$56,491	\$49,779	\$6,712	\$56,491	\$225,619
Catered Meals <i>per meal</i>	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
<b>Consultant</b>											
Pest Control (AP & DSC) & Staffing (AP)-see table at right	\$4,140	\$ 4,140	(\$4,140)	\$ -	\$4,140		\$4,140	\$4,140		\$4,140	\$12,420
Janitorial & Shared Utilities (VVCC)-see table at right	\$6,900	\$ 6,900	\$ 1,500	\$8,400	\$6,900		\$6,900	\$6,900		\$6,900	\$29,100
Security at VVCC-see table at right	\$7,488	\$ 7,488		\$7,488	\$7,488		\$7,488	\$7,488		\$7,488	\$29,952
<b>Other</b>											
Vehicle Fees (Fuel, Maintenance, Parking)	\$13,205	\$ 7,500	\$2,019	\$9,519	\$6,410		\$7,500	\$7,500		\$7,500	\$37,724
Data Communication, Licenses, Dues	\$10,726	\$ 6,092	\$1,640	\$7,732	\$5,207		\$6,092	\$6,092		\$6,092	\$30,641
Other Supplies (Janitorial, Facilities)	\$8,789	\$ 4,992	\$1,344	\$6,336	\$4,266		\$4,992	\$4,992		\$4,992	\$25,107
<b>Total DAS Operating Expenses</b>											
	\$ 736,055	\$487,753	\$122,919	\$610,672	\$439,718	\$67,544	\$555,296	\$487,753	\$67,544	\$555,296	\$2,457,320
<b>Non DAS Operating Expenses</b>											
<b>Expenditure Category</b>											
Occupancy of Property	\$ 325,536	\$ 325,536		\$ 325,536	\$325,536		\$ 325,536	\$ 325,536		\$ 325,536	\$1,302,144
Utilities (Elec, Water, Gas, Phone, Garbage)	\$36,624	\$60,541	(\$10,412)	\$50,128	\$67,245		\$62,499	\$64,517		\$64,517	\$214,068
Office Supplies, Postage	\$1,563	\$2,711	(\$406)	\$2,305	\$2,931		\$2,711	\$2,711		\$2,711	\$9,290
Building Maintenance Supplies and Repair	\$10,364	\$17,979	(\$2,695)	\$15,284	\$19,433		\$17,979	\$17,979		\$17,979	\$61,605
Printing and Reproduction	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Insurance	\$7,185	\$11,381	(\$1,706)	\$9,675	\$12,302		\$11,381	\$11,381		\$11,381	\$39,622
Staff Training	\$1,312	\$2,276	(\$341)	\$1,935	\$2,461		\$2,276	\$2,276		\$2,276	\$7,800
Staff Travel-(Local & Out of Town)	\$1,466	\$2,544	(\$381)	\$2,162	\$2,749		\$2,544	\$2,544		\$2,544	\$8,716
Rental of Equipment	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
<b>Food Cost</b>											
Raw Food <i>per meal</i> \$0.16 \$0.73	\$21,068	\$123,558		\$123,558	\$145,158		\$107,554	\$107,554	(\$60,832)	\$46,722	\$298,901
Cong Food Svc Supplies <i>per meal</i>	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	(\$6,712)	(\$6,712)	(\$6,712)
Catered Meals <i>per meal</i>	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
<b>Consultant</b>											
Consultant A	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
<b>Other</b>											
Vehicle Fees (Fuel, Maintenance, Parking)	\$7,764	\$13,469	(\$2,019)	\$11,450	\$14,559		\$13,469	\$13,469		\$13,469	\$48,152
Data Communication, Licenses, Dues	\$6,306	\$10,940	(\$1,640)	\$9,300	\$11,825		\$10,940	\$10,940		\$10,940	\$37,487
Other Supplies (Janitorial, Facilities)	\$5,167	\$8,964	(\$1,344)	\$7,620	\$9,690		\$8,964	\$8,964		\$8,964	\$30,717
<b>Total Non DAS Operating Expenses</b>											
	\$ 424,655	\$579,899	(\$20,946)	\$558,953	\$613,888		\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,789
<b>Total DAS and Non DAS Operating Expenses</b>											
	\$1,160,710	\$1,067,652	\$101,973	\$1,169,625	\$1,053,606	\$67,544	\$1,121,150	\$1,055,624		\$1,055,624	\$4,507,109
HSA #3											10/25/2016

Program: Congregate meals for (X) older adults or ( ) adults with disabilities (Same as Line 11 on HSA #1)					Appendix B-2, Page 4 Document Date: November 2022
<b>Capital &amp; Subcontractor Expenditure Detail</b>					
<b>DAS Capital Expenditure</b>					
<u>Equipment (Qty)</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
16 Electric Cambros \$1,000/ea + \$4,000 for electrical upgrade to power units (HCBS eligible) ~92% used for this program \$20,000 x 92% = \$18,400	\$18,400				\$18,400
Mobile Cold Storage/Refrigeration (HCBS eligible)		\$10,000			
Combi Oven (HCBS eligible)		\$48,678			
Tray Sealer/Food Packaging Machine (HCBS eligible)		\$30,000			
<b>Total Equipment Cost</b>	<b>\$18,400</b>	<b>\$88,678</b>			<b>\$107,078</b>
<u>Remodeling</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Total Remodeling Cost</b>					
<u>Subcontractor</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Total Subcontractor Cost</b>					
<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$18,400</b>	<b>\$88,678</b>			<b>\$107,078</b>
<b>Non DAS Capital Expenditure</b>					
<u>Equipment (Qty)</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Total Equipment Cost</b>					
<u>Remodeling</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Total Remodeling Cost</b>					
<u>Subcontractor</u>	<b>FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Total Subcontractor Cost</b>					
<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					
<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$18,400</b>	<b>\$88,678</b>			<b>\$107,078</b>
<b>HSA #4</b>					<b>10/25/2016</b>

Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

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 Document Date: November 2022

**One Time Only Expenses**

**DAS OTO Expenditure**

<u>Staffing</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Bilingual Linkage Coordinator (\$55,000 salary + 38% fringe)	\$75,900				\$75,900
<b>Total Staffing Cost</b>	<b>\$75,900</b>				<b>\$75,900</b>
<u>Software/IT</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
New Client Database: Migration & CAGetCare Integration	\$33,000				\$33,000
IT Support for New Client Database	\$10,000				\$10,000
Foodservice Software License (1/4 of \$20,000 annual fee)	\$5,000				\$5,000
<b>Total Software/IT Cost</b>	<b>\$48,000</b>				<b>\$48,000</b>
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
DEI Training \$5,000/session x 4 sessions (quarterly)	\$20,000				\$20,000
<b>Total Subcontractor Cost</b>	<b>\$20,000</b>				<b>\$20,000</b>
<b>Total DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$143,900</b>				<b>\$143,900</b>

**Non DAS Capital Expenditure**

<u>Equipment (Qty)</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
<b>Total Equipment Cost</b>					
<u>Remodeling</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
<b>Total Remodeling Cost</b>					
<u>Subcontractor</u>	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
<b>Total Subcontractor Cost</b>					
<b>Total Non DAS Capital &amp; Subcontractor Expenditure</b>					

<b>Total DAS and Non DAS Capital &amp; Subcontractor Expenditure</b>	<b>\$143,900</b>				<b>\$143,900</b>
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**HSA #4** 10/25/2016

Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

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 Document Date: November 2022

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Kitchen and food service monitoring	\$616.91	4.00	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$9,872
Congregate site monitoring	\$263.67	48.00	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$50,624
Nutrition education	\$131.42	48.00	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$25,232
Nutrition counseling (optional)	/hour									
In-service training	\$295.05 /training	4.00	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$4,720
<b>Total DAS NCQA Expenditure</b>			<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$26,546</b>	<b>\$106,184</b>
<b>Non DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring	\$137.88	4.00	\$552	\$552	\$552	\$552	\$552	\$552	\$552	\$2,208
Congregate site monitoring	\$58.93	48.00	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$2,829	\$11,316
Nutrition education	\$29.37	48.00	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$1,410	\$5,640
Nutrition counseling (optional)	/hour									
In-service training	\$65.94 /training	4.00	\$264	\$264	\$264	\$264	\$264	\$264	\$264	\$1,056
<b>Total Non DAS NCQA Expenditure</b>			<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$5,934</b>	<b>\$23,736</b>
<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$32,480</b>	<b>\$129,920</b>
<b>HSA #4</b>										<b>10/25/2016</b>

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name	CODB: 10,890		CODB: 10,890		CODB: 10,890						
PROJECT OPEN HAND	Add'l Meals: 56,188		Add'l Meals: 10,890		Add'l Meals: 10,890						
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X	67,078		10,890		10,890						
If modification, Effective Date of Mod. 12/7/22 No. of Mod. 1											
<b>Program: Congregate meals for (X) older adults or ( ) adults with disabilities</b>											
Budget Reference Page No.(s)											
Program Term	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	Modification FY 23/24	Total FY 23/24	Modification FY 24/25	Total FY 24/25	Total		
<b>Annual # Meals Contracted</b>	54,750	43,223	9,048	52,271	43,223	43,223	43,223	43,223	193,467		
<b>DAS Expenditures</b>											
Salaries & Benefits	\$178,114	\$177,109	\$26,575	\$203,684	\$177,109	\$9,900	\$187,008	\$177,109	\$9,900	\$187,008	\$755,814
Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976		\$66,976	\$66,976		\$66,976	\$362,604
<b>Subtotal</b>	<b>\$305,387</b>	<b>\$244,084</b>	<b>\$60,980</b>	<b>\$305,064</b>	<b>\$244,084</b>	<b>\$9,900</b>	<b>\$253,984</b>	<b>\$244,084</b>	<b>\$9,900</b>	<b>\$253,984</b>	<b>\$1,118,419</b>
Indirect Percentage (%)	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Indirect Cost	\$30,541	\$24,409	\$6,098	\$30,507	\$24,409	\$990	\$25,399	\$24,409	\$990	\$25,399	\$111,846
NCOA Expenditures	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$15,736
<b>Total DAS Expenditures</b>	<b>\$339,862</b>	<b>\$272,427</b>	<b>\$67,078</b>	<b>\$339,505</b>	<b>\$272,427</b>	<b>\$10,890</b>	<b>\$283,317</b>	<b>\$272,427</b>	<b>\$10,890</b>	<b>\$283,317</b>	<b>\$1,246,001</b>
<b>Non DAS Expenditures</b>											
Salaries & Benefits	\$62,898	\$62,898	(\$33,432)	\$29,466	\$63,903	(\$3,109)	\$60,795	\$63,903	(\$3,109)	\$60,795	\$213,953
Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$119,475		\$119,475	\$119,666		\$119,666	\$392,465
Capital/Subcontractor Expenditures											
NCOA Expenditures	\$879	\$879		\$879	\$879		\$879	\$879		\$879	\$3,516
<b>Total Non DAS Expenditures</b>	<b>\$138,837</b>	<b>\$174,184</b>	<b>(\$65,575)</b>	<b>\$108,609</b>	<b>\$184,258</b>	<b>(\$3,109)</b>	<b>\$181,149</b>	<b>\$184,448</b>	<b>(\$3,109)</b>	<b>\$181,339</b>	<b>\$609,934</b>
<b>TOTAL DAS AND NON DAS EXPEDITURES</b>	<b>\$478,698</b>	<b>\$446,611</b>	<b>\$1,503</b>	<b>\$448,114</b>	<b>\$456,685</b>	<b>\$7,781</b>	<b>\$464,466</b>	<b>\$456,875</b>	<b>\$7,781</b>	<b>\$464,656</b>	<b>\$1,855,935</b>
<b>DAS Revenues</b>											
Meals- General Fund	\$335,928	\$268,493		\$268,493	\$268,493		\$268,493	\$268,493		\$268,493	\$1,141,407
Meals- State Fund											
Meals- Federal Fund											
CODB			\$10,890	\$10,890		\$10,890	\$10,890		\$10,890	\$10,890	\$32,670
Additional Funding			\$56,188	\$56,188							\$56,188
NCOA Fund	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$15,736
<b>Total DAS Revenue</b>	<b>\$339,862</b>	<b>\$272,427</b>	<b>\$67,078</b>	<b>\$339,505</b>	<b>\$272,427</b>	<b>\$10,890</b>	<b>\$283,317</b>	<b>\$272,427</b>	<b>\$10,890</b>	<b>\$283,317</b>	<b>\$1,246,001</b>
PER MEAL COST, DAS	\$6.14			\$6.42			\$6.46			\$6.46	\$6.36
PER MEAL COST (with NCOA), DAS	\$6.21			\$6.50			\$6.55			\$6.55	\$6.44
<b>Non DAS Revenues</b>											
Project Income											
Agency Cash- Fundraising	\$71,831	\$107,178	(\$65,575)	\$41,603	\$117,252	(\$3,109)	\$114,144	\$117,442	(\$3,109)	\$114,334	\$341,912
Agency In-kind Volunteer	\$15,070	\$15,070		\$15,070	\$15,070		\$15,070	\$15,070		\$15,070	\$60,278
Agency Property	\$51,936	\$51,936		\$51,936	\$51,936		\$51,936	\$51,936		\$51,936	\$207,744
NCOA Revenue											
<b>Total Non DAS Revenue</b>	<b>\$138,837</b>	<b>\$174,184</b>	<b>(\$65,575)</b>	<b>\$108,609</b>	<b>\$184,258</b>	<b>(\$3,109)</b>	<b>\$181,149</b>	<b>\$184,448</b>	<b>(\$3,109)</b>	<b>\$181,339</b>	<b>\$609,934</b>
PER MEAL COST, Non DAS	\$2.54			\$2.08			\$4.19			\$4.20	\$3.15
PER MEAL COST (with NCOA), Non DAS	\$2.54			\$2.08			\$4.19			\$4.20	\$3.15
<b>TOTAL DAS AND NON DAS REVENUE</b>	<b>\$478,698</b>	<b>\$446,611</b>	<b>\$1,503</b>	<b>\$448,114</b>	<b>\$456,685</b>	<b>\$7,781</b>	<b>\$464,466</b>	<b>\$456,875</b>	<b>\$7,781</b>	<b>\$464,657</b>	<b>\$1,855,935</b>
PER MEAL COST, Total	\$8.68			\$8.50			\$10.65			\$10.66	\$9.51
PER MEAL COST (with NCOA), Total	\$8.75			\$8.58			\$10.74			\$10.75	\$9.59
Full Time Equivalent (FTE)											28.33
Prepared by: Darin Raffaelli, Project Open Hand	Date: 12/2/2021										
HSA-CO Review Signature:											
HSA #1	10/25/2016										





Program: Congregate meals for (X) older adults or ( ) adults with disabilities (Same as Line 11 on HSA #1)				\$0.47		Appendix B-3, Page 3 Document Date: November 2022	
<b>Operating Expense Detail</b>							
			Modification		Total		
	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	43,223	193,467
<b>DAS Operating Expenses</b>							
<b>Expenditure Category</b>							
Rental of Property (see table at right)	\$ -			\$ -		\$ -	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,330	\$8,580	\$ 5,018.25	\$ 13,599	\$8,580	\$8,580	\$39,089
Office Supplies, Postage	\$385	\$385	\$ 229.73	\$ 615	\$385	\$385	\$1,771
Building Maintenance Supplies and Repair	\$2,554	\$2,554	\$ 1,522.78	\$ 4,076	\$2,554	\$2,554	\$11,737
Printing and Reproduction				\$ -			
Insurance	\$1,617	\$1,617	\$964	\$ 2,581	\$1,617	\$1,617	\$7,431
Staff Training	\$323	\$323	\$193	\$ 516	\$323	\$323	\$1,487
Staff Travel-(Local & Out of Town)	\$361	\$361	\$216	\$ 577	\$361	\$361	\$1,661
Rental of Equipment				\$ -			
				\$ -			
				\$ -			
<b>Food Cost</b>				\$ -			
Raw Food <i>per meal \$1.62 \$0.70 \$2.34</i>	\$95,273	\$37,607	\$21,172	\$ 58,779	\$37,607	\$37,607	\$229,267
Cong Food Svc Supplies <i>per meal \$0.25</i>	\$13,688	\$10,806	\$2,262	\$ 13,068	\$10,806	\$10,806	\$48,368
Catered Meals <i>per meal</i>				\$ -			
				\$ -			
				\$ -			
<b>Consultant</b>		\$ -		\$ -	\$ -		\$ -
				\$ -			
				\$ -			
				\$ -			
				\$ -			
<b>Other</b>	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,913	\$1,913	\$1,141	\$ 3,054	\$1,913	\$1,913	\$8,794
Data Communication, Licenses, Dues	\$1,554	\$1,554	\$927	\$ 2,481	\$1,554	\$1,554	\$7,145
Other Supplies (Janitorial, Facilities)	\$1,274	\$1,274	\$760	\$ 2,033	\$1,274	\$1,274	\$5,855
<b>Total DAS Operating Expenses</b>	<b>\$127,273</b>	<b>\$66,976</b>	<b>\$34,405</b>	<b>\$101,381</b>	<b>\$66,976</b>	<b>\$66,976</b>	<b>\$362,604</b>
<b>Non DAS Operating Expenses</b>							
<b>Expenditure Category</b>							
Occupancy of Property	\$51,936	\$51,936		\$51,936	\$51,936	\$51,936	\$207,744
Utilities (Elec, Water, Gas, Phone, Garbage)	\$5,292	\$5,451	(\$5,018)	\$433	\$5,636	\$5,826	\$17,187
Office Supplies, Postage	\$245	\$245	(\$230)	\$15	\$245	\$245	\$749
Building Maintenance Supplies and Repair	\$1,622	\$1,622	(\$1,523)	\$100	\$1,622	\$1,622	\$4,967
Printing and Reproduction							
Insurance	\$1,027	\$1,027	(\$964)	\$63	\$1,027	\$1,027	\$3,145
Staff Training	\$206	\$206	(\$193)	\$13	\$206	\$206	\$629
Staff Travel-(Local & Out of Town)	\$230	\$230	(\$216)	\$14	\$230	\$230	\$703
Rental of Equipment							
<b>Food Cost</b>							
Raw Food <i>per meal \$0.33 \$1.25</i>	\$11,489	\$46,678	(\$21,172)	\$25,506	\$46,678	\$46,678	\$130,351
Cong Food Svc Supplies <i>per meal</i>							
Catered Meals <i>per meal</i>							
<b>Consultant</b>		\$ -	\$ -	\$ -	\$ -		\$ -
Consultant A							
<b>Other</b>	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,216	\$1,216	(\$1,141)	\$75	\$1,216	\$1,216	\$3,722
Data Communication, Licenses, Dues	\$988	\$988	(\$927)	\$61	\$988	\$988	\$3,023
Other Supplies (Janitorial, Facilities)	\$809	\$809	(\$760)	\$50	\$809	\$809	\$2,477
<b>Total Non DAS Operating Expenses</b>	<b>\$75,060</b>	<b>\$110,407</b>	<b>(\$32,143)</b>	<b>\$78,264</b>	<b>\$110,592</b>	<b>\$110,782</b>	<b>\$374,697</b>
<b>Total DAS and Non DAS Operating Expenses</b>	<b>\$202,333</b>	<b>\$177,382</b>	<b>\$2,262</b>	<b>\$179,644</b>	<b>\$177,567</b>	<b>\$177,758</b>	<b>\$737,302</b>
<b>HSA #3</b>							<b>10/25/2016</b>

Program: Congregate meals for (X) older adults or ( ) adults with disabilities  
 (Same as Line 11 on HSA #1)

Appendix B-3, Page 4  
 Document Date: November 2022

**NCQA Expenditure Detail**

<b>DAS NCQA Expenditure</b>	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$15,736
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
<b>Total DAS NCQA Expenditure</b>			<b>\$3,934</b>	<b>\$3,934</b>	<b>\$3,934</b>	<b>\$3,934</b>	<b>\$15,736</b>

<b>Non DAS NCQA Expenditure</b>	Unit price	Unit					Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
<b>Total Non DAS NCQA Expenditure</b>			<b>\$879</b>	<b>\$879</b>	<b>\$879</b>	<b>\$879</b>	<b>\$3,516</b>

<b>Total DAS and Non DAS NCQA Expenditure</b>			<b>\$4,813</b>	<b>\$4,813</b>	<b>\$4,813</b>	<b>\$4,813</b>	<b>\$19,252</b>
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HSA #4 10/25/2016

APPENDIX F-1 ANNUAL SITE CHART - CONGREGATE MEALS												OFFICE OF COMMUNITY PARTNERSHIPS		FY 2021- 2022
Date: <b>4/1/2021</b>														
AGENCY: Project Open Hand														
MAILING ADDRESS: 730 Polk St SF CA 94109														
DIRECTOR: Erika Molina EMAIL: <a href="mailto:Emolina@openhand.org">Emolina@openhand.org</a> PHONE NO.: 415-447-2300														
PROGRAM MANAGER: Erika Wong / Raymond Chong EMAIL: <a href="mailto:EWong@openhand.org">EWong@openhand.org</a> / <a href="mailto:Rchong@openhand.org">Rchong@openhand.org</a> PHONE NO.: 415-447-2310														
Congregate A10-N30 Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites	
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitation Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford			
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O Farrell SF, CA 94102	446 Randolph St SF CA 94132	1290 5th St SF CA 94121	600 Lombard St SF CA 94133	66 Rayond St SF CA 94134	800 Presidio Ave SF CA 94115	207 skyline blvd SF CA 94132	890 Beach St SF CA 94109	250 Kearny SF CA 94102			
Phone Number	415-447-2310	415-292-1086	415-447-2310	415-447-2310	415-752-6444	415-421-6443	415-447-2300	415-928-6596	415-665-4100	415-447-2310	415-447-2310			
Alternate Phone Number														
Neighborhood	Castro	Tenderloin	Tenderloin	IngleSide	Richmond	North Beach	Visitation Valley	Lower Pac Heights	Outer Sunset	North Beach	Financial District			
Supervisorial District No.	8	6	6	11	1	3	10	2	7	2	3			
Bus Line #	k,l,m,24,33	31	38,27	M	38	30,42,45	56, 8X	38	Lbus	19,49,47,42	Powell Bart			
Site Manager/Coordinator	Raymond Chong/ Scott Schoverling	Erika Wong, Juan Camilo Dave Gesek, Eduardo Cruz	Erika Wong, Daniel Ambrosio	Raymond Chong, Hong Nguyen	Erika Wong, Helen Wong	Raymond Chong, Raymond Cheung	Raymond Chong, Pilar Dexter	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong			
Site Hours Open	1	2	1	1	1	1	1	1	1	1	1			
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA			
Hours of Scheduled Programming (for OCP-funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA			
Days Open for Meal Service	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun			
Hours of Meal Service	11:45am-12:45pm	10:30a-12:30p	11am-12pm	11:30am-12:30om	11am-12pm	11:30am-12:30pm	11am-12pm	11:30am-12:30pm	11am-12pm	11:15am-12:15pm	11:30am-12:30pm			
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot			
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no			
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	NA	American			
# Unduplicated Consumers	350	1,300	500	350	450	300	400	100	40	500	150		4,440	
Number of Meals	14,000	75,000	32,000	20,000	22,190	20,575	16,500	7,000	8,000	16,000	15,000		246,265	
# Service Days	247	365	365	247	247	247	365	249	249	250	365			
Average # meals per day	56	205	87	80	89	83	45	28	32	64	41			
# Nutrition Education Units. 1 unit = #consumer x #session	224	820	348	320	356	332	180	112	128	256	164		3,240	
Days Closed (list holidays closed between)	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None			
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
Site Status Note: (start date for a new site, closure date, or temp closure, etc)									Open only to Pomeroy clients not public site. Closed during Covid	Closed during Covid				

s, etc., go to Tools, and select "Protection", "unprotect". No password need

**Instructions:**

\*AWD\* (Adults with Disabilities) for program services proposed for  
 20: Hours the site or center is open  
 1 site include all programs whether it is funded by DAS or not  
 1 site include all programs (i.e. start & end time) for OCP-funded programs on

APPENDIX F-1 ANNUAL SITE CHART - CONGREGATE MEALS												OFFICE OF COMMUNITY PARTNERSHIPS		FY 2022-2023	
Date: <b>9/30/2022</b>															
AGENCY: Project Open Hand															
MAILING ADDRESS: 730 Polk St SF CA 94109															
DIRECTOR: Erika Wong EMAIL: ewong@openhand.org PHONE NO.: 415-447-2437															
PROGRAM MANAGER: Miriam Aguilar / Raymond Chong EMAIL: maguilar@openhand.org / rchong@openhand.org PHONE NO.: 415-447-2482 / 415-447-2310															
Congregate A10-N30 Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites	
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitation Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to Plowshares Stanford				
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O'Farrell St SF, CA 94102	446 Randolph St SF, CA 94132	6221 Geary Blvd SF, CA 94121	660 Lombard St SF, CA 94133	66 Raymond St SF, CA 94134	800 Presidio Ave SF, CA 94115	207 Skyline Blvd SF, CA 94132	890 Beach St SF, CA 94109	250 Kearny St SF, CA 94108				
Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-928-6596	415-447-2379	415-447-2379	415-447-2379				
Alternate Phone Number															
Neighborhood	Castro	Tenderloin	Tenderloin	Ingliside	Richmond	North Beach	Visitation Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District				
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3				
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45				
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong				
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5				
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
Hours of Scheduled Programming (for OCP-funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
Days Open for Meal Service	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun		
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm				
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot				
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no				
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American				
# Unduplicated Consumers	200	1,500	700	250	300	300	250	41	460	42	4,043				
Number of Meals	9,200	62,100	21,900	9,900	30,000	18,750	42,411	16,000	12,500	9,150	231,911				
# Service Days	260	365	365	247	260	247	365	249	249	250	365				
Average # meals per day	35	170	60	40	115	75	116	0	64	50	25				
# Nutrition Education Units. 1 unit = #consumer x #session	140	680	240	160	460	300	464	0	256	200	100			3,000	
Days Closed (list holidays closed between)	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None			
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
Site Status Note: (start date for a new site, closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid	Closed during Covid	Open only to Stanford clients, not public during Covid				

s, etc., go to Tools, and select "Protection", "unprotect". No password need

**Instructions:**

\*AWD\* (Adults with Disabilities) for program services proposed for  
 20: Hours the site or center is open  
 t site include all programs whether it is funded by DAS or n  
 luded programs (i.e. start & end time) for OCP-funded programs on

APPENDIX F-1 ANNUAL SITE CHART - CONGREGATE MEALS												OFFICE OF COMMUNITY PARTNERSHIPS	FY 2023-2024
Date: 9/30/2022													
AGENCY: Project Open Hand													
MAILING ADDRESS: 730 Polk St SF CA 94109													
DIRECTOR: Erika Wong EMAIL: ewong@openhand.org PHONE NO.: 415-447-2437													
PROGRAM MANAGER: Miriam Aguilar / Raymond Chong EMAIL: maguillar@openhand.org / rchong@openhand.org PHONE NO.: 415-447-2482 / 415-447-2310													
Congregate A10-N30 Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitation Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford		
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O'Farrell St SF, CA 94102	446 Randolph St SF, CA 94132	6221 Geary Blvd SF, CA 94121	660 Lombard St SF, CA 94133	66 Raymond St SF, CA 94134	800 Presidio Ave SF, CA 94115	207 Skyline Blvd SF, CA 94132	890 Beach St SF, CA 94109	250 Kearny St SF, CA 94108		
Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-928-6596	415-447-2379	415-447-2379	415-447-2379		
Alternate Phone Number													
Neighborhood	Castro	Tenderloin	Tenderloin	Ingliside	Richmond	North Beach	Visitation Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District		
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3		
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45		
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong		
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5		
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Hours of Scheduled Programming (for OCP-funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Days Open for Meal Service	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun		
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm		
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot		
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no		
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American		
# Unduplicated Consumers	200	1,500	700	250	300	300	250	7,000	41	460	42	4,043	
Number of Meals	11,464	66,000	25,750	11,250	17,500	20,000	18,250	7,000	22,500	16,750	16,500	225,964	
# Service Days	247	365	365	247	247	247	365	249	249	250	365		
Average # meals per day	46	180	70	45	70	80	50	28	90	67	45		
# Nutrition Education Units. 1 unit = #consumer x #session	184	720	280	180	280	320	200		360	268	180	2,972	
Days Closed (list holidays closed between)	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Site Status Note: (start date for a new site, closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid	Closed during Covid	Open only to Stanford clients, not public during Covid		

s, etc., go to Tools, and select "Protection", "unprotect". No password need

**Instructions:**

\*AWD\* (Adults with Disabilities) for program services proposed for  
 20: Hours the site or center is open  
 1 site include all programs whether it is funded by DAS or not  
 1 site include all programs (i.e. start & end time) for OCP-funded programs on

APPENDIX F-1 ANNUAL SITE CHART - CONGREGATE MEALS												OFFICE OF COMMUNITY PARTNERSHIPS	FY 2024-2025
Date: 9/30/2022													
AGENCY: Project Open Hand													
MAILING ADDRESS: 730 Polk St SF CA 94109													
DIRECTOR: Erika Wong EMAIL: ewong@openhand.org PHONE NO.: 415-447-2437													
PROGRAM MANAGER: Miriam Aguilar / Raymond Chong EMAIL: maguilar@openhand.org / rchong@openhand.org PHONE NO.: 415-447-2482 / 415-447-2310													
Congregate A10-N30 Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitation Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford		
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O'Farrell St SF, CA 94102	446 Randolph St SF, CA 94132	6221 Geary Blvd SF, CA 94121	660 Lombard St SF, CA 94133	66 Raymond St SF, CA 94134	800 Presidio Ave SF, CA 94115	207 Skyline Blvd SF, CA 94132	890 Beach St SF, CA 94109	250 Kearny St SF, CA 94108		
Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-928-6596	415-447-2379	415-447-2379	415-447-2379		
Alternate Phone Number													
Neighborhood	Castro	Tenderloin	Tenderloin	Ingliside	Richmond	North Beach	Visitation Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District		
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3		
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45		
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong		
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5		
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Hours of Scheduled Programming (for OCP-funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Days Open for Meal Service	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun	x_Mon x_Tues x_Wed x_Thurs x_Fri x_Sat x_Sun		
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm		
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot		
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no		
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American		
# Unduplicated Consumers	200	1,500	700	250	300	300	250	41	460	42	4,043		
Number of Meals	11,464	66,000	25,750	11,250	17,500	20,000	18,250	22,500	16,750	16,500	225,964		
# Service Days	247	365	365	247	247	247	365	249	249	365			
Average # meals per day	46	180	70	45	70	80	50	0	90	67	45		
# Nutrition Education Units. 1 unit = #consumer x #session	184	720	280	180	280	320	200	0	360	268	180	2,972	
Days Closed (list holidays closed between)	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Site Status Note: (start date for a new site, closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid	Closed during Covid	Open only to Stanford clients, not public during Covid		

s, etc., go to Tools, and select "Protection", "unprotect". No password need

**Instructions:**

\*AWD\* (Adults with Disabilities) for program services proposed for  
 20: Hours the site or center is open  
 1 site include all programs whether it is funded by DAS or not  
 1 site include all programs (i.e. start & end time) for OCP-funded programs on

Appendix G - Federal Award Information for Subrecipients

	E	F	G	H	I	J	K	L	M	N	O	P
	Service	Assistance Listing (CFDA)	Assistance Listing (CFDA) Program Title	Other Name, if any	Federal awarding agency	Known (and anticipated) Federal Prime Award Numbers and Award periods	Known Federal Award Date	Federal Award Project Description (from Pass-Through)	Pass-Through Agency (from Federal to CCSF), if applicable	Known (and anticipated) Pass-Through Award Identifying Information and Award periods	Federal award amount, Actual (and Anticipated) to CCSF*	Research & Development Award?
8	ENP Congregate Meals (Project Open Hand, Self-Help for the Elderly)	93.045	Special Programs for the Aging - Title III, Part C - Nutrition Services		Department of Health and Human Services Administration for Community Living	17AACAT3CM for 10/1/2016 - 9/30/2017 18AACAT3CM for 10/1/2017 - 9/30/2018 1901CAOACM-01 for 10/1/2018 - 9/30/2019 2001CAOACM-00 for 10/1/2019 - 9/30/2020  21AACAT3CM for 10/1/2020 - 9/30/2021 22AACAT3CM for 10/1/2021 - 9/30/2022	Not available at this time	This program is to provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.	California Department of Aging	AP-1617-06 for 7/1/2016 - 6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020 AP-2021-06 for 7/1/2020 - 6/30/2021  AP-2122-06 for 7/1/2021 - 6/30/2022	\$1,030,612 for 7/1/2015 - 6/30/2016 \$1,107,370 for 7/1/2016 - 6/30/2017 \$1,053,733 for 7/1/2017 - 6/30/2018 \$1,056,668 for 7/1/2018 - 6/30/2019 \$1,043,387 for 7/1/2019 - 6/30/2020 \$1,165,077 for 7/1/2020 - 6/30/2021  Anticipating similar amount in future years	No
109												



## Appendix H

### Federal Requirements for Subrecipients: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

#### I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Grant Amendment, and Professional Services Agreement documents.

**A. City** means the City and County of San Francisco.

**B. Subaward** means an award provided by a pass-through entity (e.g. the City) to a **Subrecipient** for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.92). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient

- i. Has programmatic decision-making responsibility within the Scope of Services of the agreement
- ii. May determine client eligibility for the federal program
- iii. In accordance with its agreement, uses the Federal funds to carry out all or part of Federal a program, as opposed to providing goods or services to help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

**C. Third Party Subaward** means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

**D. Contract and/or Subcontract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.22). Characteristics of Subcontracts, as opposed to Subawards, include but are not limited that to a **Subcontractor**

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Contract
- ii. Does not determine client eligibility for the federal program
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

**E. Third Party Subcontract** means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

## **II. Federal Changes**

- A.** Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation those listed directly or by reference in the Master Agreement between the City and the Federal awarding agency or in the Grant Program Guidelines, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this agreement.

## **III. Requirements for Pass-Through Entities (2 CFR §200.331)**

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this agreement the Subrecipient shall include
- i. Federal award information as specified in 2 CFR §200.331(a)(1) to the best of its knowledge.
  - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward.
  - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or. If no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f);
  - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part; and
  - v. Appropriate terms and conditions concerning closeout of the Subaward.
- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this agreement, the Subrecipient agrees to
- i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (iii) of this section,
  - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.207 Specific conditions.
  - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.331(d) and (e) for specific requirements.

- iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements.
- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.338 Remedies for noncompliance of this part and in program regulations.

**IV. Procurement Compliance** (2 CFR §200.318 through .326)

- A.** Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following
- B.** General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding contracts only to responsible contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; and maintaining records sufficient to detail the history of procurements.
- C.** Providing full and open competition as per 2 CFR § 200.319
- D.** Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

**V. Cost Principles Compliance** (2 CFR §200 Subpart E)

- A.** Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this agreement with the City. This includes but is not limited to compliance with the following
- B.** §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they
  - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
  - ii. Be incorporated into the official records of the Subrecipient;
  - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100% of compensated activities;

- iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
- v. Comply with the established accounting policies and practices of the Subrecipient;
- vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii)).
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100% on the same Federal program, or equivalent documentation as supporting documentation.

**VI. Equal Employment Opportunity Compliance** *(applicable to all construction agreements awarded in excess of \$10,000 by grantees and their contractors or subgrantees; 2 CFR §200 Appendix II(c))*  
Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

**VII. Davis-Bacon Act Compliance** *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*  
Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

**VIII. Copeland Anti-Kickback Act Compliance** *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*

Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

**IX. Contract Work Hours and Safety Standards** *(applicable to all agreements awarded by grantees and subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(e))*

- A. Compliance:** Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.
- B. Overtime:** No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- C. Violation; liability for unpaid wages; liquidated damages:** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph B.
- D. Withholding for unpaid wages and liquidated damages:** The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

**X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests** *(2 CFR §200 Appendix II(f) and 2 CFR §200.315)*

- A.** Title to intangible property (see 2 CFR §200.59 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed

elsewhere in this agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 Equipment paragraph (e).

- B.** The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C.** The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements.”
- D.** The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E.** The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal government to the City.

**XI. Debarment and Suspension** *(applicable to all contracts and subcontracts; 2 CFR §200 Appendix II(h))*

- A.** Subrecipient represents and warrants that it is not
  - (1) Debarred nor suspended from federal financial assistance programs and activities
  - (2) Proposed for debarment
  - (3) Declared ineligible
  - (4) Voluntarily excluded from participation in covered transactions by any federal department or agency.
- B.** Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any third party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs as specified above. 2 CFR §180.220.
  - (1) Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and/or including such a clause in their contracts/agreements with the lower level entities. It is also required to check those entities’ status at the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov) under Search Records prior to awarding the funds and/or establishing the agreement and also on a regular, but at least annual, basis. To ensure accuracy of the verification, Subrecipient should use the lower level entity’s exact name and Unique Entity Identifier (UEI, formerly

known as Data Universal Numbering System number) or Social Security Number or Tax Identification Number (TIN) to perform the query. A copy of the query should be printed and kept on file in case of a review by county staff or funding agencies.

**XII. Byrd Anti-Lobbying Certification** *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(i) and by inclusion, 45 CFR Part 93)*

**A. Subrecipient hereby certifies**, to the best of his or her knowledge and belief, that

- i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or contract, the making of any Federal grant or contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- iii. The person signing this agreement shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

**B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by section 1352, title 31, U.S. Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**XIII. Single Audit Requirements**

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

Subrecipient shall, upon request of the Human Services Agency, submit a copy of the Single Audit within thirty (30) days after receipt of the Auditor's report, or nine (9) months after the

end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the cognizant or oversight federal agency.

**XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies**

- A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause City to be in violation of the Federal awarding agency's terms and conditions.
- B. Further, all provisions of each Federal Awarding Agency's incorporation of the Uniform Guidance are also hereby incorporated as reference.
  - i. US Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions)
  - ii. US Department of Housing and Urban Development: (no exceptions or additions)
  - iii. US Department of Education: (no exceptions).
  - iv. US Department of Agriculture: 2 CFR Part 400

**XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts**

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude Requirements for Pass-Through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.