

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT TO THE GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

Self-Help for the Elderly

This **AMENDMENT** of the, **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **April 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **SELF-HELP FOR THE ELDERLY, 731 SANSOME STREET, SUITE 100, SAN FRANCISCO, CA 94111** ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposal (RFP) **#920 issued on March 8, 2021** and this modification is consistent therewith; and

WHEREAS, the City's Disability and Aging Services Commission approved this Amendment on **April 6, 2022**; 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 to **provide Home-Delivered Meal Nutrition Services for older adults**; 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.

- b. Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.
- c. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

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

- a. Article 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 **Four Million, Four Hundred Twenty Seven Thousand, Five Hundred Sixty Five Dollars (\$4,427,565)** 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 Four Hundred Forty two Thousand, Seven Hundred Fifty Seven Dollars (\$442,757) for the period from July 1, 2024 to June 30, 2025 (Y4), 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 **Four Million, Eight Hundred Seventy Thousand, Three Hundred Twenty Two Dollars (\$4,870,322)** for the period **from July 1, 2021 to June 30, 2025 (Y1 to Y4).**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not 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 **Six Million, Six Hundred Ninety Nine Thousand, Two Hundred Sixty Four Dollars (\$6,699,264)** 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 Six Hundred Sixty Nine Thousand, Nine Hundred Twenty Six Dollars (\$669,926) 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 **Seven Million, Three Hundred Sixty Nine Thousand, One Hundred Ninety Dollars (\$7,369,190)** 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 be used in Program Budgets attached to this Agreement as Appendix **B-1**, and is not available to Grantee without a revision to the Program Budgets of Appendix **B-1** specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 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 A1, 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. **1-3** of the Aforesaid Agreement displays the original total amount of **\$4,427,565**.

Such section is hereby superseded in its entirety by Appendix B1, Calculation of Charges, pp. **1-5**, which displays the budget as herein modified to **\$6,699,264**.

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

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

Appendix A1, Services to be Provided
Appendix B1, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F1 Site Chart
Appendix G, HIPAA BAA
Appendix H, Federal Award Information
Appendix I, Federal Requirements for Subrecipients
Appendix J, Fema Emergency & Exigency Contracts Requirements

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

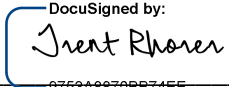
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

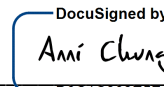
CITY

GRANTEE:

HUMAN SERVICES AGENCY

SELF HELP FOR THE ELDERLY

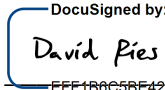
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Trent Rhorer Date
Executive Director
Human Services Agency

By:  5/4/2022
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Anni Chung Date

Approved as to Form:

David Chiu
City Attorney

Print Name: Anni Chung
Title: Executive Director
Address: 731 Sansome Street, Suite 100
City, State ZIP: San Francisco, CA 94111
Phone: 415-677-7600

By:  5/17/2022
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David Ries Date
Deputy City Attorney

Federal Tax ID #: 94-1750717
City Supplier Number: 0000011273
DUNS Number : 051409951

Appendix A1– Services to be Provided
Self Help for the Elderly
Home-Delivered Nutrition Services for Older Adults

July 1, 2021 - June 30, 2025
Modification #1: April 6, 2022

I. Purpose

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

II. Definitions

Grantee	Self Help for the Elderly
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) or 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.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov/vi/home/documents/DetermineNutritionChecklist.pdf
DGA/ Dietary Guidelines for Americans	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).
DRI/ Dietary Reference Intakes	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment. (CCR Title 22 Sec. 7630)
HACCP	Hazard Analysis of Critical Control Point. A systematic approach to the identification, evaluation, and control of food safety hazards. (CCR Title 22 Sec. 7630)

Home-Delivered Nutrition Services/HDM Nutrition Services	The procurement, preparation, transporting and delivery of meals that meet nutrition requirements to eligible consumers who are homebound by reason of illness, disability, or are otherwise isolated, and have no safe, healthy alternative for meals. Home-delivered nutrition services also include initial assessments, annual assessments, and reassessments of consumer edibility, nutrition education, health promotion, and nutrition risk screening.
HDM Nutrition Services Assessment (Initial and Annual)	An assessment conducted by a qualified staff member in the home of an individual within two weeks of beginning meal service and annually thereafter that documents the need for service and the type of meal appropriate for the participant in their living environment. The assessment covers physiological, socioeconomic, and psychological factors including acute or chronic disease, syndromes or conditions, family/support system and functional ability including activities of daily living (ADL) and instrumental activities of daily living (IADL) which contribute to an individual's need for meals and other related services. (CCR Title 22 Sec. 7638.3)
LGBTQ+	An acronym/term used to refer to persons who self-identify as non - heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
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 program enrollment and participation is not means tested. Consumers self-report income status.
Menu Planning and Nutrient Analysis	The development of a menu cycle that adheres to DAS OCP and CDA menu standards and the nutrition requirements of meals. A Registered Dietitian conducts the menu analysis, and the analysis will demonstrate adherence to the menu standards and nutrition requirements of the meals. (CDA Program Memo 12-17 as amended)
Modified Diet	A menu approved by a registered dietitian (RD) that meets the current DGA and adjusts the typical home-delivered meal components to control the intake of certain foods, food textures, and/or nutrients to meet the dietary needs of individuals. Examples include, but are not limited to, low sodium diet, diabetic diet, and mechanical soft diets.

NCQA	Nutrition Compliance and Quality Assurance are components of congregate and home-delivered nutrition services that are programmatically required and include, but are not limited to, actions that ensure food safety, certify menu compliance, provide nutrition education, confirm consumer eligibility, and assess consumers' physiological, socioeconomic, and psychological well-being as well as need for nutrition and other supportive services. NCQA also includes nutrition counseling performed by a registered dietitian, when feasible and appropriate.
Nutrition Counseling	Provision of individualized advice and guidance to individuals who are at nutritional risk because of their health or nutritional history, dietary intake, medications use, or chronic illnesses about options and methods for improving their nutritional status, performed by a registered dietitian in accordance with Sections 2585 and 2586, Business and Professions Code. (CCR Title 22 Sec. 7630)
Nutrition Education	Informing recipients of congregate and home-delivered meals about current nutrition facts and information, which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. (CCR Title 22 Sec. 7630 & 7638.11)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)
Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
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”.
Reassessment	A reassessment conducted quarterly by qualified staff that documents the need for service. Such reassessment shall be done in the home of the participant at least every six months. (CCR Title 22 Sec. 7638.3) Initial and annual assessments count towards the quarterly reassessment requirement.
Registered Dietitian (RD) Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration.
Senior	A person who is 60 years of age or older, used interchangeably with the term “older adult”.
SF-HSA	Human Services Agency of the City and County of San Francisco.
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 Population

The target population is older adults living in the City and County of San Francisco who are homebound due to illness or disability, or are otherwise isolated, lack a support network, and have no safe, healthy alternative for meals. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons with low income
2. Persons who are socially isolated
3. Persons with limited English-speaking proficiency
4. Persons from communities of color
5. Persons who identify as LGBTQ+
6. Persons at risk of institutionalization

IV. Eligibility for Services

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

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

Grantee shall give priority to an eligible older adult.

V. Location and Time of Services

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

VI. Description of Services and Program Requirements

1. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC), CCR Title 22, CDA, and DAS OCP. Policies and procedures shall also include consumer assessment and reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for older adults and individuals who are determined eligible by the grantee. The provision of services will include the following:
 - i. Enrollment of consumers in home-delivered nutrition services and the delivery of meals to those consumers as indicated in Table A below and in the various neighborhoods and/or districts as indicated in the DAS OCP approved site chart.
 - ii. Provision of home-delivered meals that meet nutritional standards by adhering to the current DGA and offering a minimum of one-third of the DRIs if the grantee provides one meal per day. If the grantee provides two meals per day, the meals must contain at least two-thirds of the DRIs. If the grantee provides three meals per day, the meals must contain 100% of the DRIs. The grantee may not count fractions of meals or snacks cumulatively. Each meal must

- individually meet one-third of the DRIs. Meals offered may be hot, chilled, or frozen, and be regular or modified meals as approved by DAS OCP.
- iii. Annual nutrition screenings for each consumer and documentation of individual responses in CA-GetCare within one month of obtaining them. Required screenings include a nutritional risk screening using the DETERMINE Checklist and a food security screening. The grantee will refer clients screened at high nutritional risk to the DAS funded citywide nutrition counseling and education program.
3. Grantee will conduct Nutrition Compliance-Quality Assurance (NCQA) as follows:
 - i. Submit for review and approval by DAS OCP, at least one month in advance of use, a minimum of a five-week cycle menu with the required corresponding menu analysis. The registered dietitian (RD) on staff or consultant RD must participate in menu planning and complete the corresponding nutrient analysis. The grantee may seek approval to submit a cycle menu with fewer weeks. DAS OCP will review requests for exceptions and approve if appropriate.
 - ii. Document menu substitutions. The RD on staff or consultant RD must review and approve menu substitutions in advance of their use.
 - iii. Provide nutrition education to consumers enrolled and participating in services at least quarterly. The total units of nutrition education will be, at minimum, as shown on the DAS OCP approved site chart. The grantee will report in CA-GetCare the number of nutrition education units provided in the applicable month. One unit of nutrition education is one set of nutrition education material given to each consumer.
 - iv. Conduct end-of-route home-delivered meal temperature checks every other week per route to ensure the meals maintain temperatures that meet food safety standards during the timeframe of the route. The grantee will document, and keep on file the temperatures for quarterly review by the registered dietitian.
 - v. Monitor the food safety and sanitation of the HDM routes including but not limited to the packing, transporting, and delivery of meals. A qualified staff member, trained by a food safety manager or RD, may monitor routes, and document and submit the results to the agency within two weeks of the monitoring. The grantee will monitor each HDM route, at minimum, two (2) times per year.
 - vi. Conduct and document an on-site HACCP safety and sanitation monitoring of the production kitchen at least once per quarter and a minimum of four times during the fiscal year. The RD on staff or consultant RD must conduct and document the results of the HACCP safety and sanitation monitoring. HACCP monitoring must also include, but is not limited to the review of HDM route temperature checks and monitoring reports.
 - vii. Provide orientation and training to all new staff, paid and volunteers, to perform their assigned responsibilities and tasks as described in the CCR Title 22 Regulations Sec. 7636.5. Training, at a minimum, shall include:
 - (1) Food safety, prevention of foodborne illness, and HACCP principles.

- (2) Accident prevention, instruction on fire safety, first aid, choking, earthquake preparedness, and other emergency procedures.
- viii. Provide a minimum of four (4) hours annually of in-service trainings for nutrition program staff (e.g. food service and delivery workers) as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
 - ix. Conduct initial in-home assessments by qualified staff to evaluate a consumer's eligibility for program enrollment within two weeks of starting meal service. During the assessment, the grantee will provide participants with a welcome packet and program information as described in DAS OCP policy memoranda. The welcome packet will include at minimum, the following information: a meal delivery schedule, sample menu, written instructions for handling and reheating meals, voluntary contribution policy and collection procedures, directions on how to request a change in meal delivery, grievance policy, and information on how to request assistance, if needed. The welcome packet at minimum must be available in the language of the majority of the program participants.
 - x. Conduct in-home assessments annually to evaluate a consumer's eligibility for continued program enrollment. Qualified staff must complete the annual assessment, document the need for service, and evaluate function and ability as described in DAS OCP policy memoranda.
 - xi. Conduct quarterly reassessments to determine a consumer's eligibility for continued program enrollment. The grantee shall conduct quarterly reassessments as described in DAS OCP policy memoranda. The grantee must conduct at least one quarterly assessment in the home of the consumer. A trained HDM program driver or volunteer may complete a quarterly reassessment in person or by phone.
4. Grantee will ensure the suggested voluntary contribution per meal complies with DAS OCP policy memoranda including an approval by the grantee's board of directors.
 5. Grantee will administer an annual consumer satisfaction survey using a survey tool approved by DAS OCP. The grantee will share the survey results with DAS OCP by March 15 each grant year or on a mutually agreed upon date between OCP and the grantee. At minimum, the completed number of surveys shall be a sample size of at least forty percent (40%) of the enrolled unduplicated consumer.
 6. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the nutrition program. The grantee will ensure the manager on staff possesses a food safety manager certification and has the required qualifications as described in CCR Title 22 Sec. 7636.3 and DAS OCP policy memoranda.
 7. Grantee will ensure there is a sufficient number of qualified staff, paid and/or volunteer, with the appropriate education, experience, and cultural competency to

carry out the requirements of the program and deliver quality services to meet the needs of the consumers.

8. Grantee will attend in-service trainings and nutrition meetings coordinated and provided by DAS OCP, and share the information with their staff and volunteers as needed.
9. Grantee shall follow guidance or instructions from the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and local health departments related to the provision of services in the community. If there are contradictory requirements between the most current CDC, CDPH, and local health department guidance or health orders, providers should follow the strictest requirements. The grantee shall follow the requirements with the intent to maximize the health and safety of their staff and clients receiving services.

VII. Service Objectives

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

Table A	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	486	371	371	371
Modification	494	276	276	276
Revised UDC	980	647	647	647
Number of Meals	146,000	111,361	111,361	111,361
Modification	70,361	36,818	36,818	36,818
Revised Number of Meals	216,361	148,179	148,179	148,179

VIII. Outcome Objectives

1. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Consumers feel less worried about getting enough food to meet their needs. Target: 85%.
3. Consumers rate the quality of meals they received as excellent or good. Target: 85%.

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

IX. Reporting and Other Requirements

1. Grantee will enroll eligible consumers into the program funded through this grant agreement by entering the consumer data obtained from consumers using the DAS

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

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

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

Tiffany Kearney, RD
Lead Nutritionist
DAS OCP
Tiffany.Kearney@sfgov.org

and

Tahir Shaikh
Contract Manager
HSA OCM
Tahir.Shaikh@sfgov.org

X. Monitoring Activities

1. Nutrition Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections VI and VII, the log of service units which are based on the hours of scheduled activities; sign-in sheets of consumers

who participated in each activity; documentation that shows reported units of service are based on scheduled activities at the site, not activities that are always available at the facility such as cards or pool; translation and social services are based on staff hours.

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

5/3/2022

5/3/2022

5/3/2022

5/3/2022

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Name														
SELF-HELP FOR THE ELDERLY														
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>														
If modification, Effective Date of Mod. No. of Mod. 2														
Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency														
Budget Reference Page No.(s)	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Budget	Modification	REV BUDGET	Total	cost/meal
Program Term	FY 21/22	FY 21/22	FY 21/22	FY 22/23	Adjustment	FY 22/23	FY 23/24	Adjustment	FY 23/24	FY 24/25	Adjustment	FY 24/25	FY 21/25	
Annual # Meals Contracted	146,000	70,361	216,361	111,361	36,818	148,179	111,361	36,818	148,179	111,361	36,818	148,179	660,898	
DAS Expenditures														
Salaries & Benefits	\$550,084	\$33,101	\$583,185	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$2,019,150	\$3
Operating Expenses	\$487,844	\$561,066	\$1,048,910	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$3,025,529	\$5
NCOA Expenditures	\$1,037,928	\$594,167	\$1,632,095	\$791,676	\$345,852	\$1,137,528	\$791,676	\$345,852	\$1,137,528	\$791,676	\$345,852	\$1,137,528	\$5,044,679	\$8
Subtotal														
Indirect Percentage (%)	10.00%	10.00%		10.00%			10.00%			10.00%				10.00%
Indirect Cost	\$103,792	\$59,417	\$163,209	\$79,167	\$34,585	\$113,752	\$79,167	\$34,585	\$113,752	\$79,167	\$34,585	\$113,752	\$504,465	\$1
Capital/Subcontractor Expenditures	\$100,000	\$199,656	\$299,656		\$174,300	\$174,300							\$473,956	\$1
NCOA Expenditures	\$143,329	\$102,848	\$246,177	\$143,329		\$143,329	\$143,329			\$143,329	\$143,329		\$143,329	\$1
Total DAS Expenditures	\$1,385,049	\$956,088	\$2,341,137	\$1,014,172	\$554,737	\$1,568,909	\$1,014,172	\$380,437	\$1,394,609	\$1,014,172	\$380,437	\$1,394,609	\$6,699,264	\$10
Non DAS Expenditures														
Salaries & Benefits	\$77,058	\$200,661	\$277,719	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$1,222,815	\$2
Operating Expenses	\$343,471	(\$85,959)	\$257,512	\$274,193	\$15,448	\$289,641	\$274,193	\$37,675	\$311,868	\$274,193	\$61,383	\$335,576	\$1,194,597	\$2
Capital/Subcontractor Expenditures														
NCOA Expenditures														
Total Non DAS Expenditures	\$420,529	\$114,702	\$555,231	\$398,418	\$206,255	\$604,673	\$398,418	\$228,482	\$626,900	\$398,418	\$252,190	\$650,608	\$2,417,412	\$4
TOTAL DAS AND NON DAS EXPENDITURES	\$1,805,578	\$1,070,790	\$2,876,368	\$1,412,590	\$760,992	\$2,173,582	\$1,412,590	\$608,919	\$2,021,509	\$1,412,590	\$632,627	\$2,045,217	\$9,116,676	\$14
DAS Revenues														
Meals- General Fund	\$1,141,720		\$1,141,720	\$870,843		\$870,843	\$870,843		\$870,843	\$870,843		\$870,843	\$3,754,249	\$6
Meals- State Fund														
Meals- Federal Fund														
OTO	\$100,000		\$100,000										\$100,000	\$0
CODB 21/22		\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$61,994		\$61,994	\$61,994	\$247,976	
MCO 21/22		\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$7,697		\$7,697	\$7,697	\$30,788	
Dignity Fund & Allocation Plan 21/22		\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$252,000		\$252,000	\$252,000	\$1,008,000	\$2
OTO Meals FY 21/22		\$331,893	\$331,893										\$331,893	
OTO 3/17/22		\$199,656	\$199,656		\$174,300	\$174,300		\$58,746	\$58,746		\$58,746	\$58,746	\$176,238	
Additional Meals FY22/23-FY24-25					\$58,746	\$58,746								
NCOA Fund	\$143,329	\$102,848	\$246,177	\$143,329		\$143,329	\$143,329		\$143,329	\$143,329		\$143,329	\$676,164	\$1
Total DAS Revenue	\$1,805,049	\$956,088	\$2,341,137	\$1,014,172	\$554,737	\$1,568,909	\$1,014,172	\$380,437	\$1,394,609	\$1,014,172	\$380,437	\$1,394,609	\$6,699,264	\$10
PER MEAL COST, DAS	\$7.82	\$9.29	\$8.30	\$7.82	\$10.33	\$8.44	\$7.82	\$10.33	\$8.44	\$7.82	\$10.33	\$8.44	\$8.96	
PER MEAL COST (with NCOA), DAS	\$9.49	\$13.59	\$10.82	\$9.11	\$15.07	\$10.59	\$9.11	\$10.33	\$9.41	\$9.11	\$10.33	\$9.41	\$10.14	
Non DAS Revenues														
Project Income	\$146,000	(\$110,728)	\$35,272	\$113,361	(\$85,017)	\$28,344	\$113,361	(\$85,017)	\$28,344	\$113,361	(\$85,017)	\$28,344	\$120,304	\$0
Agency Cash- Fundraising	\$274,529	\$225,430	\$499,959	\$285,057	\$291,272	\$576,329	\$285,057	\$313,499	\$598,556	\$285,057	\$337,207	\$622,264	\$2,297,107	\$3
Agency In-kind Volunteer														
NCOA Revenue														
Total Non DAS Revenue	\$420,529	\$114,702	\$555,231	\$398,418	\$206,255	\$604,673	\$398,418	\$228,482	\$626,900	\$398,418	\$252,190	\$650,608	\$2,417,412	\$4
PER MEAL COST, Non DAS	\$3	\$2	\$2	\$4	\$6	\$4	\$4	\$6	\$4	\$4	\$7	\$4	\$4	
PER MEAL COST (with NCOA), Non DAS	\$3	\$2	\$2	\$4	\$6	\$4	\$4	\$6	\$4	\$4	\$7	\$4	\$4	
TOTAL DAS AND NON DAS REVENUE	\$1,805,578	\$1,070,790	\$2,876,368	\$1,412,590	\$760,992	\$2,173,582	\$1,412,590	\$608,919	\$2,021,509	\$1,412,590	\$632,627	\$2,045,217	\$9,116,676	\$14
PER MEAL COST, Total	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$13	
PER MEAL COST (with NCOA), Total	\$12	\$12	\$12	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$13	\$14	
Full Time Equivalent (FTE)	47.50			47.50			47.50			47.50			190.00	
Prepared by: Leny Nair														
HSA-CO Review Signature:														
HSA #1														10/25/2016

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Budgeted Salary	Modification	Revised Budgeted Salary	Total
Nutrition Director	\$97,182	1.00	10.00%	0.10	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$4,635	\$5,483	\$10,118	\$40,472
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$2,999		\$2,999	\$11,996
Community Outreach Worker	\$45,780	1.00	20.00%	0.20	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$9,152		\$9,152	\$36,608
HDM Coordinator	\$49,920	1.00	5.00%	0.05	\$2,496		\$2,496	\$2,496		\$2,496	\$2,496		\$2,496	\$2,496		\$2,496	\$9,984
HDM Supervisor	\$39,520	1.00	65.00%	0.65	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$13,832	\$11,700	\$25,532	\$102,128
Nutrition Manager	\$72,100	1.00	25.00%	0.25	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$7,210	\$10,918	\$18,128	\$72,512
Transportation Dispatcher	\$47,840	1.00	36.00%	0.36	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$12,438	\$5,000	\$17,438	\$69,752
HDM Driver	\$39,520	1.00	75.00%	0.75	\$29,640		\$29,640	\$29,640		\$29,640	\$29,640		\$29,640	\$29,640		\$29,640	\$118,560
HDM Driver	\$45,032	1.00	100.00%	1.00	\$45,032		\$45,032	\$45,032		\$45,032	\$45,032		\$45,032	\$45,032		\$45,032	\$180,128
HDM Driver	\$38,480	1.00	100.00%	1.00	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$38,480		\$38,480	\$153,920
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$76,960
HDM Driver	\$38,480	1.00	50.00%	0.50	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$19,240		\$19,240	\$76,960
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$72,800
HDM Driver	\$36,400	1.00	50.00%	0.50	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$18,200		\$18,200	\$72,800
HDM Driver	\$38,400	1.00	50.00%	0.50	\$19,200		\$19,200	\$19,200		\$19,200	\$19,200		\$19,200	\$19,200		\$19,200	\$76,800
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$17,732		\$17,732	\$70,928
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732	\$8,155		\$8,155	\$8,155		\$8,155	\$8,155		\$8,155	\$42,192
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$35,484	1.00	50.00%	0.50	\$17,732		\$17,732										\$17,732
HDM Worker	\$36,464	1.00	50.00%	0.50	\$18,232		\$18,232	\$12,058		\$12,058	\$12,058		\$12,058	\$12,058		\$12,058	\$48,528
HDM Driver	\$36,400	0.75	100.00%	0.75	\$27,300		\$27,300	\$26,028		\$26,028	\$26,028		\$26,028	\$26,028		\$26,028	\$98,064
Totals	\$1,079,077	24.75	1225.00%	12.00	\$413,908	\$33,101	\$447,009	\$315,671	\$59,129	\$374,800	\$315,671	\$59,129	\$374,800	\$315,671	\$59,129	\$374,800	\$1,571,409
Fringe Benefits Rate	30.00%						30%			28%			28%			28%	
Employee Fringe Benefits	\$323,723				\$136,176		\$136,176	\$103,855		\$103,855	\$103,855		\$103,855	\$103,855		\$103,855	\$447,741
Total DAS Salaries and Benefits	\$1,402,800				\$550,084	\$33,101	\$583,185	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$419,526	\$59,129	\$478,655	\$2,019,150

Position Title	Agency Totals		HSA Program		FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 21/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary	Adjustment	Revised Budgeted Salary	Budgeted Salary
HDM Driver	\$38,480	1.00	12.50%	0.13	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$4,810		\$4,810	\$19,240
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Driver	\$36,400	1.00	12.50%	0.13	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$4,550		\$4,550	\$18,200
HDM Worker	\$35,484	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$18,720
HDM Worker	\$37,440	1.00	12.50%	0.13	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$4,680		\$4,680	\$18,720
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$17,732
Nutrition Director	\$92,700	1.00	10.00%	0.10	\$9,270		\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$9,270		\$9,270	\$37,080
Contracts Manager	\$59,987	1.00	5.00%	0.05	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$2,999	\$24,000	\$26,999	\$107,996
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433	\$10,002	\$14,435	\$4,433	\$10,002	\$14,435	\$4,433	\$10,002	\$14,435	\$4,433	\$10,002	\$14,435	\$53,307
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Worker	\$36,067	1.00	12.50%	0.13	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$4,433		\$4,433	\$13,299
HDM Program Assistant	\$45,760	1.00	100.00%	1.00	\$45,760		\$45,760	\$45,760		\$45,760	\$45,760		\$45,760	\$45,760		\$45,760	\$183,040
Program Coordinator	\$48,880	1.00	100.00%	1.00	\$48,880		\$48,880	\$48,880		\$48,880	\$48,880		\$48,880	\$48,880		\$48,880	\$195,520
HDM Worker	\$36,067	0.75	100.00%	0.75	\$27,050		\$27,050	\$20,288		\$20,288	\$20,288		\$20,288	\$20,288		\$20,288	\$87,914
Totals	\$938,488	22.75	540.00%	5.15	\$57,938	\$155,692	\$213,630	\$93,402	\$148,930	\$242,332	\$93,402	\$148,930	\$242,332	\$93,402	\$148,930	\$242,332	\$940,626
Fringe Benefits Rate	30.00%						30%			30%			30%			30%	
Employee Fringe Benefits	\$281,546				\$19,120	\$44,969	\$64,089	\$30,823	\$41,877	\$72,700	\$30,823	\$41,877	\$72,700	\$30,823	\$41,877	\$72,700	\$282,189
Total Non DAS Salaries and Benefits	\$1,220,034				\$77,058	\$200,661	\$277,719	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$124,225	\$190,807	\$315,032	\$1,222,815
Total DAS and Non DAS Salaries and Benefits	\$2,622,834				\$627,142	\$233,762	\$860,904	\$543,751	\$249,936	\$793,687	\$543,751	\$249,936	\$793,687	\$543,751	\$249,936	\$793,687	\$3,241,965

	Operating Expense Detail												Total
	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	
	FY 21/22	FY 21/22	FY 21/22	FY 22/23	FY 21/22	FY 22/23	FY 23/24	FY 21/22	FY 23/24	FY 24/25	FY 21/22	FY 24/25	
Annual # Meals Contracted	146,000	70,361	216,361	111,361	36,818	148,179	111,361	36,818	148,179	111,361	36,818	148,179	660,898
DAS Operating Expenses													
Expenditure Category													
Rental of Property		\$7,886	\$7,886		\$42,000	\$42,000		\$42,000	\$42,000		\$42,000	\$42,000	\$133,886
Utilities (Elec. Water, Gas, Phone, Garbage)	\$204		\$204	\$204	\$282	\$486	\$204	\$282	\$486	\$204	\$282	\$486	\$1,662
Office Supplies, Postage													
Building Maintenance Supplies and Repair													
Printing and Reproduction													
Insurance				\$4,000	\$4,000		\$4,000	\$4,000		\$4,000	\$4,000		\$12,000
Staff Training													
Staff Travel-Local & Out of Town													
Rental of Equipment													
Food Cost													
Raw Food <i>per meal #####</i>	\$14,600	\$46,503	\$61,103	\$11,136	\$30,354	\$41,490	\$11,136	\$30,354	\$41,490	\$11,136	\$30,354	\$41,490	\$185,573
HDM Food Svc Supplies <i>per meal #####</i>	\$20,440	\$40,663	\$61,103	\$15,591	\$30,354	\$45,945	\$15,591	\$30,354	\$45,945	\$15,591	\$30,354	\$45,945	\$198,938
Catered Meals <i>per meal #####</i>	\$452,600	\$456,765	\$909,365	\$345,219	\$179,733	\$524,952	\$345,219	\$179,733	\$524,952	\$345,219	\$179,733	\$524,952	\$2,484,221
Consultant													
Consultant A													
Other													
Vehicle Expenses		\$9,249	\$9,249										\$9,249
Total DAS Operating Expenses	\$487,844	\$561,066	\$1,048,910	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$372,150	\$286,723	\$658,873	\$3,025,529
Non DAS Operating Expenses													
Expenditure Category													
Rental of Property	\$22,584	\$20,000	\$42,584	\$22,584		\$22,584	\$22,584		\$22,584	\$22,584		\$22,584	\$110,336
Utilities (Elec. Water, Gas, Phone, Garbage)	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$1,200		\$1,200	\$4,800
Office Supplies, Postage	\$500		\$500	\$500		\$500	\$500		\$500	\$500		\$500	\$2,000
Building Maintenance Supplies and Repair													
Printing and Reproduction													
Insurance	\$7,000		\$7,000	\$7,000		\$7,000	\$7,000		\$7,000	\$7,000		\$7,000	\$28,000
Staff Training	\$250		\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000
Staff Travel-Local & Out of Town	\$250		\$250	\$250		\$250	\$250		\$250	\$250		\$250	\$1,000
Rental of Equipment													
Food Cost													
Raw Food <i>per meal</i>	\$7,300	(\$7,300)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		
HDM Food Svc Supplies <i>per meal</i>	\$7,300	(\$7,300)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		\$5,568	(\$5,568)		
Catered Meals <i>per meal #####</i>	\$277,400	(\$104,859)	\$172,541	\$211,586	\$26,584	\$238,170	\$211,586	\$48,811	\$260,397	\$211,586	\$72,510	\$284,105	\$955,213
Consultant													
Consultant A													
Other													
Recruitment Exp	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$2,000		\$2,000	\$8,000
Auto & General Insurance	\$10,000	\$7,000	\$17,000	\$10,000		\$10,000	\$10,000		\$10,000	\$10,000		\$10,000	\$47,000
Vehicle Expenses	\$7,500	\$6,500	\$14,000	\$7,500		\$7,500	\$7,500		\$7,500	\$7,500		\$7,500	\$36,500
Bank Charges	\$187		\$187	\$187		\$187	\$187		\$187	\$187		\$187	\$748
Total Non DAS Operating Expenses	\$343,471	(\$85,959)	\$257,512	\$274,193	\$15,448	\$289,641	\$274,193	\$37,675	\$311,868	\$274,193	\$61,383	\$335,576	\$1,194,597
Total DAS and Non DAS Operating Expenses	\$831,315	\$475,107	\$1,306,422	\$646,343	\$302,171	\$948,514	\$646,343	\$324,398	\$970,741	\$646,343	\$348,106	\$994,449	\$4,220,126
HSA #3													10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency (Same as Line 11 on HSA #1)				Appendix B-1, Page 4 Document Date: 3/24/2022			
Capital & Subcontractor Expenditure Detail							
DAS Capital Expenditure	Budget	Modification	Revised Budget	Budget	Budget	Budget	Total
Equipment (Qty)	FY 21/22	OTO	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 21/25
TOYOTA SIENNA HYBRID (2 @ \$50,000)	\$100,000		\$100,000				\$100,000
Thermal Bags		\$6,300	\$6,300				\$6,300
Foldable Carts		\$420	\$420				\$420
Stainless Steel Food Carts		\$1,400	\$1,400				\$1,400
Work Gloves		\$350	\$350				\$350
Back Support Belts		\$900	\$900				\$900
Rain Jackets		\$1,500	\$1,500				\$1,500
Vacuum Cleaner		\$320	\$320				\$320
Car Dash Cam		\$1,400	\$1,400				\$1,400
Car Seat Covers		\$1,750	\$1,750				\$1,750
Back-up Jump Battery		\$100	\$100				\$100
Desktop Computer		\$2,400	\$2,400				\$2,400
Monitor		\$600	\$600				\$600
Laptop		\$4,000	\$4,000				\$4,000
Heated Cabinet (warmer)		\$8,000	\$8,000				\$8,000
Utility Cart		\$600	\$600				\$600
File Cabinet		\$1,400	\$1,400				\$1,400
Walk-in Freezer							
Walk-in Refrigerator		\$8,000	\$8,000				\$8,000
Rent		\$45,900	\$45,900	\$91,800			\$137,700
Refrigerator / Freezer Thermometers		\$16	\$16				\$16
Work Tables		\$1,400	\$1,400				\$1,400
Steam table		\$5,000	\$5,000				\$5,000
3-Compartment Sink w/plumbing and Grease		\$9,800	\$9,800				\$9,800
Reception and Office Desk with chairs		\$4,500	\$4,500				\$4,500
Internet Setup		\$1,600	\$1,600				\$1,600
Signage		\$500	\$500				\$500
Microwave		\$600	\$600				\$600
All-in-one printer		\$400	\$400				\$400
Security Cameras		\$8,000	\$8,000				\$8,000
new vehicles		\$82,500	\$82,500	\$82,500			\$165,000
Total Equipment Cost	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost							
Total DAS Capital & Subcontractor Expenditure	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956
Non DAS Capital Expenditure	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Equipment (Qty)							
Total Equipment Cost							
Remodeling	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Remodeling Cost							
Subcontractor	FY 21/22			FY 22/23	FY 23/24	FY 24/25	FY 21/25
Total Subcontractor Cost							
Total Non DAS Capital & Subcontractor Expenditure							
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$100,000	\$199,656	\$299,656	\$174,300			\$473,956
HSA #4							10/25/2016

Program: Home-delivered meals for (X) older adults, () adults with disabilities or () emergency
(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	Unit price	Unit	Budget		Revised Budget	Budget			Total
			FY 21/22	Modification	FY 21/22	FY 22/23	FY 23/24	FY 24/25	
Menu planning and nutrition analysis	\$673.64 /set	2.00	\$1,347		\$1,347	\$1,347	\$1,347	\$1,347	\$5,388
Kitchen and food service monitoring	\$630.17	4.00	\$2,521		\$2,521	\$2,521	\$2,521	\$2,521	\$10,084
HDM Route Monitoring	\$389.53 /route	36.00	\$14,023		\$14,023	\$14,023	\$14,023	\$14,023	\$56,092
Nutrition education	\$39.81	4.00	\$159		\$159	\$159	\$159	\$159	\$636
Nutrition counseling (optional)	/hour								
In-service training	\$79.82 /training	4.00	\$319		\$319	\$319	\$319	\$319	\$1,276
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$257.12 /assessment	486.00	\$124,960	\$102,848	\$227,808	\$124,960	\$124,960	\$124,960	\$602,688
Annual Assessment for the HDM program for Adults with Disabilities (optional)	/annual assessment								
Total DAS NCQA Expenditure			\$143,329	\$102,848	\$246,177	\$143,329	\$143,329	\$143,329	\$676,164
Non DAS NCQA Expenditure									
Menu planning and nutrition analysis	/set								
Kitchen and food service monitoring									
HDM Route Monitoring	/route								
Nutrition education									
Nutrition counseling (optional)	/hour								
In-service training	/training								
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	/assessment								
Annual Assessment for HDM program for Adults with Disabilities (optional)	/annual assessment								
Total Non DAS NCQA Expenditure									
Total DAS and Non DAS NCQA Expenditure			\$143,329	\$102,848	\$246,177	\$143,329	\$143,329	\$143,329	\$676,164
HSA #4									10/25/2016

ANNUAL SITE CHART - HOME-DELIVERED MEALS																					OFFICE OF COMMUNITY PARTNERSHIPS									
Appendix F1																		FY 2023												
AGENCY		Self-Help for the Elderly																												
MAILING ADDRESS		721 Barrows Street, Suite 100, San Francisco, CA 94111																												
DIRECTOR		Email: info@selfhelpfortheelderly.org PHONE NO.: (415) 677-7800																												
PROGRAM MANAGER		Email: pd@selfhelpfortheelderly.org PHONE NO.: (415) 677-7805																												
Home Program Type (SNF or AHS)	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	SNF	Total of Delivery Points									
Address and City (Home visit on weekend only marked)	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	1485 Mission St SF, CA 94133	30									
Phone Number	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866	(415) 677-7866										
Meal/Delivery Name																														
Neighborhood/Geographic Delivery Service Area	Triunfo Point Campus	South Beach, San Francisco	North Beach, San Francisco	North Beach, San Francisco	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown	Chinatown, Chinatown									
Supervision District #	6	6	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3										
City Code Service	04107	04107 04107	04108 04109	04108 04109	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110	04108 04109 04110									
Meal/Delivery Days	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S	M W T F S S										
Office Hours	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm	9:00am-5:00pm										
Type of Meal (SNF, Older Adult)	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen	Meals/Frozen										
SNF Type (Regular, Vegetarian, Mosaic, Special, or Diabetic)	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium	Regular, Low sodium										
Diabetic Type (Select from list)	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American	Chinese & American										
Frequency of Deliveries (once weekly on anniversary day)	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	607									
Number of Meals on Person	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	1801									
Population Education Status	112	99	90	92	119	120	124	128	125	144	90	94	92	89	94	89	90	91	129	120	1272									
Annual # of Comprehensive Assessment (CAs)																					617									
Annual # Nutrition Counseling (NCs)																					0									
Annual # Supplemental Nutrition Assistance Certificates																					0									
# of Meals Shipped (1/1/2019-6/30/2022)	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	250	373									
Average # meals per day	30	32	33	33	33	30	4	33	33	34	33	33	34	33	33	33	33	33	33	33	477									

