

CITY AND COUNTY OF SAN FRANCISCO

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

THIS AMENDMENT (this “Amendment”) is made as of **June 1, 2017**, in San Francisco, California, by and between **MEALS ON WHEELS OF SAN FRANCISCO, 1375 FAIRFAX AVENUE, SAN FRANCISCO, CA 94124**, hereinafter referred to as “Grantee”, and the City and County of San Francisco,

RECITALS

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

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the service units and the grant amount for the Home Delivered Meal grant** and,

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

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

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

a. Agreement. The term “Agreement” shall mean the Agreement dated **July 1, 2017** between Grantee and City.

First amendment, dated **October 4, 2017**

b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

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

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

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

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

Contingent amount: Up to Two Million, Twenty-Eight Thousand, Two Hundred and Twenty dollars (\$2,028,220) for the period from **July 1, 2019 to June 30, 2020 (Y3), 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 **Twenty-Two Million, Three Hundred Ten Thousand, Four Hundred and Twenty-Five dollars (\$22,310,425)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty-Two Million, Six Hundred Ten Thousand, Eight Hundred and Thirty-Three dollars (\$22,610,833)** for the period from **July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to Five Hundred Twenty-Five Thousand, Nine Hundred and Eighty-Five dollars (\$525,985) for the period from **July 1, 2019 to June 30, 2020 (Y3), 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 **Twenty Three Million, One Hundred Thirty-Six Thousand, Eight Hundred and Eighteen Dollars (\$23,136,818)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

- b. Appendix A3.** Appendix A3, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety to include **Appendix A4**, pp. 1-9, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- c. Appendix B1.** Appendix B1, Calculation of Charges, pp.1-6 of the Agreement displays the original total amount of **\$15,147,192**.

Such section is hereby replaced in its entirety by **Appendix B5**, Calculation of Charges, pp. 1-6, which displays the budget as herein modified.

- d. Appendix B4.** Appendix B4, Calculation of Charges, pp.1-3 of the Agreement displays the original total amount of **\$2,962,113**.

Such section is hereby replaced in its entirety by **Appendix B6**, Calculation of Charges, pp. 1-5, which displays the budget as herein modified.

- e. Article 17.6. Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

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

Appendix A, Services to be Provided – Emergency HDM
Appendix A1, Services to be Provided – ENP HDM
Appendix A4, Services to be Provided – AWD HDM
Appendix B, Budget – Emergency HDM
Appendix B2, Budget – ENP HDM Nutrition Compliance
Appendix B5, Budget – ENP HDM
Appendix B6, Budget – AWD HDM
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F, Federal Award Information
Appendix G, Federal Requirements for Subrecipients

- 3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **June 1, 2018**.
- 4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

GRANTEE

Recommended by:

MEALS ON WHEELS SAN FRANCISCO

Trent Rhorer
Executive Director
Human Services Agency

Ashley McCumber
CEO
1375 Fairfax Avenue
San Francisco, CA 94124
(415) 920-1111

Approved as to Form:

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

By: _____
David Ries
Deputy City Attorney

Appendix A4 – Services to be Provided

MEALS ON WHEELS OF SAN FRANCISCO

Home-Delivered Meals for Adults with Disabilities (HDM-AWD) Effective July 1, 2017-June 30, 2020

I. Purpose

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

II. Definitions

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
AWD	Adults with Disabilities are adults age 18-59 with disability.
CARBON	Human Service Agency’s Contracts Administration Reporting and Billing On-line (CARBON) system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Aging and Adult Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.

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

Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
IADL	Instrumental Activities of Daily Living: activities related to

independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.

Low-Income	200% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.

Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

III. Target Population

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

IV. Eligibility for Services

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

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and

that the consumers lacks the ability to obtain safe, healthy meals.

- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

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

6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.

7. Service units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	490	490	490	1,470
#Meals	240,525	237,843	237,843	716,211

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

- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

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

VII. Outcome Objectives

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

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies

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

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

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI, Service Objectives.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be

required at other points in the fiscal year if necessary to meet state requirements.

- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. Grantee will provide other reports as requested. Apart from the on-line reporting via Ca-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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

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

BUDGET FORMS

Appendix B5
Document Date: 6/1/2018

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

BUDGET PROPOSAL FORMS

Grantee's Name: Meals on Wheels San Francisco

Grant Term

(Check One) New Renewal Modification

Effective Date of Mod: 6/1/18

No. of Mod: 2

7/1/17 to 6/30/20

Average cost/me

Program: HDM (ENP)	HDM (ENP)		TOTAL	TOTAL	TOTAL	TOTAL	
Annual #Meals Contracted	1,543,281		1,543,281	1,537,586	1,537,586	4,618,453	
Program Term	17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total	
DAAS Expenditures							
Salaries & Benefits	\$1,456,225		\$1,456,225	\$1,476,994	\$1,476,994	\$4,410,214	\$0.94
Operating Expense	\$4,115,022		\$4,115,022	\$4,196,700	\$4,196,700	\$12,508,421	\$2.67
Subtotal	\$5,571,247		\$5,571,247	\$5,673,694	\$5,673,694	\$16,918,636	\$3.61
Indirect Percentage (max 10%) Gen.Guidance regarding indirect exclusion)							
Capital Expenditure		\$67,600	\$67,600			\$67,600	\$0.04
TOTAL DAAS EXPENDITURES	\$5,571,247	\$67,600	\$5,638,847	\$5,673,694	\$5,673,694	\$16,986,236	\$3.65
Non-DAAS Expenditures							
Salaries & Benefits	\$1,187,873		\$1,187,873	\$1,187,873	\$1,187,873	\$3,563,620	\$0.77
Operating Expense	\$2,577,351		\$2,577,351	\$2,577,351	\$2,577,351	\$7,732,053	\$1.67
Indirect Expense	\$765,386		\$765,386	\$765,386	\$765,386	\$2,296,158	\$0.50
Capital Expenditure							
TOTAL Non-DAAS EXPENDITURES	\$4,530,610		\$4,530,610	\$4,530,610	\$4,530,610	\$13,591,831	\$2.94
TOTAL DAAS & Non-DAAS EXPENDITURES	\$10,101,858	\$67,600	\$10,169,458	\$10,204,304	\$10,204,304	\$30,578,067	\$6.59
HSA-DAAS Revenues							
Meals, Local Funds	\$3,621,326	\$67,600	\$3,688,926	\$3,750,708	\$3,750,708	\$11,190,342	
Meals: Federal funds	\$1,696,609		\$1,696,609	\$1,669,807	\$1,669,807	\$5,036,223	
Meals: State funds	\$253,312		\$253,312	\$253,179	\$253,179	\$759,670	
TOTAL HSA-DAAS REVENUES	\$5,571,247	\$67,600	\$5,638,847	\$5,673,694	\$5,673,694	\$16,986,235	
PER MEAL COST, HSA-DAAS	\$3.61		\$3.61	\$3.69	\$3.69	\$3.66	
Per MEAL & COMPLIANCE COST	\$3.61		\$3.61	\$3.69	\$3.69	\$3.66	
Non-DAAS Revenues							
Project Income	\$238,979		\$238,979	\$238,979	\$238,979	\$716,938	\$0.15
Agency Cash - Fundraising	\$3,418,195		\$3,418,195	\$3,418,195	\$3,418,195	\$10,254,584	\$2.21
Agency In-Kind Volunteer	\$873,436		\$873,436	\$873,436	\$873,436	\$2,620,309	\$0.57
TOTAL NON HSA-DAAS REVENUES	\$4,530,610		\$4,530,610	\$4,530,610	\$4,530,610	\$13,591,831	
PER MEAL COST, NON HSA-DAAS	\$2.94		\$2.94	\$2.95	\$2.95	\$2.94	
TOTAL REVENUES	\$10,101,858	\$67,600	\$10,169,458	\$10,204,304	\$10,204,304	\$30,578,066	
PER MEAL COST, TOTAL	\$6.55		\$6.55	\$6.64	\$6.64	\$6.61	
Full Time Equivalent (FTE)							
Prepared by: Patrick Schmalz Phone No.: 415-343-1270							
HSA-CO Review Signature: _____ Date: _____							
HSA #1 Form Rev. 12/22/16							

Program Name:

Document Date: 6/1/2018

HDM (ENP)

Salaries & Benefits Detail

TOTAL

H.S.A-DAAS POSITION TITLE and NAME	Agency Totals		or DAAS Nutritio		17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjuste d Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$588,650		\$588,650	\$597,045	\$597,045	\$1,782,740
Programs Mgr, Mark Liddle	\$70,380	100%	49%	49%	\$37,250		\$37,250	\$37,781	\$37,781	\$112,812
Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	49%	\$40,694		\$40,694	\$41,275	\$41,275	\$123,243
Wait List Mgr, Crystal Booth	\$61,118	100%	49%	49%	\$32,349		\$32,349	\$32,810	\$32,810	\$97,969
Office Mgr, Harviann Brantley	\$56,030	100%	39%	39%	\$23,427		\$23,427	\$23,761	\$23,761	\$70,949
Support Lead, Philip Duarte	\$43,231	100%	49%	49%	\$22,881		\$22,881	\$23,208	\$23,208	\$69,296
Support Lead, Ivoga Suesue	\$56,594	100%	49%	49%	\$29,954		\$29,954	\$30,381	\$30,381	\$90,715
Chief Prog Off, David Linnell	\$139,725	100%	44%	44%	\$66,554		\$66,554	\$67,503	\$67,503	\$201,561
Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	36%	\$53,106		\$53,106	\$53,863	\$53,863	\$160,832
Fleet & Facilities Dir, John Shee	\$81,765	100%	29%	29%	\$25,533		\$25,533	\$25,897	\$25,897	\$77,328
Maintenance, Derek Cook	\$43,748	100%	29%	29%	\$13,661		\$13,661	\$13,856	\$13,856	\$41,373
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	41%	\$27,390		\$27,390	\$27,781	\$27,781	\$82,952
Volunteer Mgr, TBD	\$62,100	100%	41%	41%	\$27,390		\$27,390	\$27,781	\$27,781	\$82,952
Volunteer Director, Meredith Te	\$87,975	100%	41%	41%	\$38,803		\$38,803	\$39,356	\$39,356	\$117,515
HR Manager, Ronald Ayotte	\$77,625	100%	22%	22%	\$18,490		\$18,490	\$18,754	\$18,754	\$55,998
HR Associate, David C Smith	\$43,056	100%	22%	22%	\$10,256		\$10,256	\$10,402	\$10,402	\$31,060
Communications Director, Karl	\$119,025	100%	7%	7%	\$9,450		\$9,450	\$9,585	\$9,585	\$28,620
Digital Marketing Manager, Kate	\$61,926	100%	7%	7%	\$4,916		\$4,916	\$4,987	\$4,987	\$14,889
CEO, Ashley McCumber	\$212,175	100%								
TOTALS	\$1,491,045	1800%	604%	604%	\$1,070,754		\$1,070,754	\$1,086,025	\$1,086,025	\$3,242,805
FRINGE BENEFIT RATE	36.0%									
EMPLOYEE FRINGE BENEFITS	\$536,776				\$385,471		\$385,471	\$390,969	\$390,969	\$1,167,410
TOTAL DAAS SALARIES & BENEFITS	\$2,027,822				\$1,456,225		\$1,456,225	\$1,476,994	\$1,476,994	\$4,410,214
Non - DAAS										
	Agency Totals	For DAAS Meal					TOTAL	TOTAL	TOTAL	TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjuste d Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$469,320		\$469,320	\$469,320	\$469,320	\$1,407,961
Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$24,728		\$24,728	\$24,728	\$24,728	\$74,184
Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$27,014		\$27,014	\$27,014	\$27,014	\$81,042
Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%	\$21,473		\$21,473	\$21,473	\$21,473	\$64,419
Office Mgr, Harviann Brantley	\$ 56,030	100%	3%	3%	\$15,552		\$15,552	\$15,552	\$15,552	\$46,656
Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$15,189		\$15,189	\$15,189	\$15,189	\$45,567
Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$19,883		\$19,883	\$19,883	\$19,883	\$59,649
Chief Prog Off, David Linnell	\$ 139,725	100%	3%	3%	\$44,180		\$44,180	\$44,180	\$44,180	\$132,540
Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%	\$35,252		\$35,252	\$35,252	\$35,252	\$105,756
Fleet & Facilities Dir, John Shee	\$ 81,765	100%	2%	2%	\$16,949		\$16,949	\$16,949	\$16,949	\$50,847
Maintenance, Derek Cook	\$ 43,748	100%	2%	2%	\$9,069		\$9,069	\$9,069	\$9,069	\$27,207
Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	3%	3%	\$18,182		\$18,182	\$18,182	\$18,182	\$54,546
Volunteer Mgr, TBD	\$ 62,100	100%	3%	3%	\$18,182		\$18,182	\$18,182	\$18,182	\$54,546
Volunteer Director, Meredith Te	\$ 87,975	100%	3%	3%	\$25,757		\$25,757	\$25,757	\$25,757	\$77,271
HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$12,274		\$12,274	\$12,274	\$12,274	\$36,822
HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$6,808		\$6,808	\$6,808	\$6,808	\$20,424
Communications Director, Karl	\$ 119,025	100%	0%	0%	\$6,273		\$6,273	\$6,273	\$6,273	\$18,819
Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%	\$3,264		\$3,264	\$3,264	\$3,264	\$9,792
CEO, Ashley McCumber	\$ 212,175	100%	6%	6%	\$84,087		\$84,087	\$84,087	\$84,087	\$252,261
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$873,436		\$873,436	\$873,436	\$873,436	\$2,620,309
FRINGE BENEFIT RATE	36.0%									
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$314,437		\$314,437	\$314,437	\$314,437	\$943,311
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822				\$1,187,873		\$1,187,873	\$1,187,873	\$1,187,873	\$3,563,620
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644				\$2,644,099		\$2,644,099	\$2,664,868	\$2,664,868	\$7,973,835

HSA #2

Form Rev. 12/22/16

HDM (ENP)								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budgeted Salary	Non DAAS %	Non Daas
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp							
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	86.1%	86.1%	47.9%	\$15,424	38.2%	\$12,298
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	86.1%	86.1%	47.9%	\$25,516	38.2%	\$20,344
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	86.1%	86.1%	47.9%	\$15,473	38.2%	\$12,336
Fleming	James	1,248	1.00	Driver	\$32,601			100%	86.1%	86.1%	47.9%	\$15,618	38.2%	\$12,452
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	86.1%	86.1%	47.9%	\$16,807	38.2%	\$13,400
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	86.1%	86.1%	47.9%	\$17,729	38.2%	\$14,135
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	86.1%	86.1%	47.9%	\$17,117	38.2%	\$13,647
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	86.1%	86.1%	47.9%	\$15,740	38.2%	\$12,549
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	86.1%	86.1%	47.9%	\$17,196	38.2%	\$13,710
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	86.1%	86.1%	47.9%	\$16,389	38.2%	\$13,067
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	86.1%	86.1%	47.9%	\$16,218	38.2%	\$12,930
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	86.1%	86.1%	47.9%	\$17,960	38.2%	\$14,319
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	86.1%	86.1%	47.9%	\$18,491	38.2%	\$14,742
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	86.1%	86.1%	47.9%	\$14,988	38.2%	\$11,949
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	86.1%	86.1%	47.9%	\$22,205	38.2%	\$17,703
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	86.1%	86.1%	47.9%	\$18,324	38.2%	\$14,609
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	86.1%	86.1%	47.9%	\$19,091	38.2%	\$15,221
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	86.1%	86.1%	47.9%	\$16,728	38.2%	\$13,337
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	86.1%	86.1%	47.9%	\$22,405	38.2%	\$17,863
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	86.1%	86.1%	47.9%	\$16,879	38.2%	\$13,458
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	86.1%	86.1%	47.9%	\$17,702	38.2%	\$14,114
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	86.1%	86.1%	47.9%	\$20,639	38.2%	\$16,455
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	86.1%	86.1%	47.9%	\$23,582	38.2%	\$18,801
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	86.1%	86.1%	47.9%	\$18,022	38.2%	\$14,369
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	86.1%	86.1%	47.9%	\$20,950	38.2%	\$16,703
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	86.1%	86.1%	47.9%	\$17,745	38.2%	\$14,148
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	86.1%	86.1%	47.9%	\$22,200	38.2%	\$17,699
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	86.1%	86.1%	47.9%	\$17,935	38.2%	\$14,299
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$14,666
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$14,666
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$14,666
New in 17/18		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$14,666
Total Original Approved Budget			32.00		\$1,228,769							\$588,650		\$469,320

HDM (ENP)

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	1,543,281	\$1,543,281	\$1,537,586	\$1,537,586	\$4,618,453	
Expenditure Category	Term:	17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
FOOD COSTS							
Raw Food <i>per meal</i> \$ -							
Cong Food Svc Supplie <i>per meal</i> \$ -							
HDM Food Svc Supplie <i>per meal</i> \$ -							
Catered Meals <i>per meal</i> \$ 2.67		\$4,115,022		\$4,115,022	\$4,196,700	\$4,196,700	\$12,508,421
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance							
Staff Training & Travel							
Rental of Equipment							
Small equipment & Supplies							
Delivery Cost							
Kitchen Costs							
Fees, dues, advertising							
Outside Services							
Grant, Volunteer and Client Costs							
Other Operating							
Fundraising							
TOTAL DAAS OPERATING EXPENSE		\$4,115,022		\$4,115,022	\$4,196,700	\$4,196,700	\$12,508,421
Non-DAAS				TOTAL	TOTAL	TOTAL	TOTAL
Expenditure Category							
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$32,193		\$32,193	\$32,193	\$32,193	\$96,579
Office Supplies, Postage		\$24,197		\$24,197	\$24,197	\$24,197	\$72,591
Building Maintenance Supplies and Repair		\$46,291		\$46,291	\$46,291	\$46,291	\$138,873
FOOD COSTS							
Raw Food <i>per meal</i> \$ -							
Cong Food Svc Supplie <i>per meal</i> \$ -							
HDM Food Svc Supplie <i>per meal</i> \$ -							
Catered Meals <i>per meal</i> \$ 0.35		\$545,142		\$545,142	\$545,142	\$545,142	\$1,635,426
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance		\$35,350		\$35,350	\$35,350	\$35,350	\$106,050
Staff Training & Travel		\$26,564		\$26,564	\$26,564	\$26,564	\$79,692
Rental of Equipment							
Small equipment & Supplies		\$17,885		\$17,885	\$17,885	\$17,885	\$53,655
Delivery Cost		\$269,430		\$269,430	\$269,430	\$269,430	\$808,290
Kitchen Costs		\$140,181		\$140,181	\$140,181	\$140,181	\$420,543
Fees, dues, advertising		\$18,937		\$18,937	\$18,937	\$18,937	\$56,811
Outside Services		\$65,228		\$65,228	\$65,228	\$65,228	\$195,684
Grant, Volunteer and Client Costs		\$171,099		\$171,099	\$171,099	\$171,099	\$513,297
Other Operating		\$56,336		\$56,336	\$56,336	\$56,336	\$169,008
Fundraising		\$1,128,518		\$1,128,518	\$1,128,518	\$1,128,518	\$3,385,554
TOTAL Non-DAAS OPERATING EXPENSE		\$2,577,351		\$2,577,351	\$2,577,351	\$2,577,351	\$7,732,053
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$6,692,373		\$6,692,373	\$6,774,051	\$6,774,051	\$20,240,474

Program Name:

Document Date: 6/1/2018

HDM (ENP)

**Capital Expenditure Detail
(Equipment and Remodeling Cost)**

H.S.A-DAAS		17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	18/20 Total	18/20 Total
No.	ITEM/DESCRIPTION						
1	Refrigerated Delivery Van		\$50,900	\$50,900			\$50,900
1	Refrigerator Conversion		\$13,700	\$13,700			\$13,700
30	Insulated Delivery Bags		\$3,000	\$3,000			\$3,000
TOTAL DAAS-OOA EQUIPMENT & REMODELING COST			\$67,600	\$67,600			\$67,600
Non-DAAS							
No.	ITEM/DESCRIPTION						
TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST							
TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE			\$67,600	\$67,600			\$67,600

(Equipment and Remodeling Cost)

HSA #4 Form Rev. 12/22/16

HDM (ENP)

Indirect Cost Detail

1. Salaries and Benefits

Position Title	FTE	17/18 as of 6/15/18	FTE	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
		SALARIES		SALARIES	Total	Total	Total	Total
Office Mgr, Harviann Brantley	0.15	\$8,526			\$8,526	\$8,526	\$8,526	\$25,578
Chief Gov Off, Anne Quaintance	0.14	\$19,637			\$19,637	\$19,637	\$19,637	\$58,911
Fleet & Facilities Dir, John Sheehan	0.23	\$18,358			\$18,358	\$18,358	\$18,358	\$55,074
Maintenance, Derek Cook	0.23	\$9,822			\$9,822	\$9,822	\$9,822	\$29,466
Volunteer Mgr, Kathleen Stirling	0.12	\$7,494			\$7,494	\$7,494	\$7,494	\$22,482
Volunteer Mgr, TBD	0.12	\$7,494			\$7,494	\$7,494	\$7,494	\$22,482
Volunteer Director, Meredith Terrell	0.12	\$10,616			\$10,616	\$10,616	\$10,616	\$31,848
HR Manager, Ronald Ayotte	0.37	\$28,109			\$28,109	\$28,109	\$28,109	\$84,327
HR Associate, David C Smith	0.37	\$15,591			\$15,591	\$15,591	\$15,591	\$46,773
CEO, Ashley McCumber	0.37	\$76,834			\$76,834	\$76,834	\$76,834	\$230,502
CFO, Patrick Schmalz	0.72	\$101,211			\$101,211	\$101,211	\$101,211	\$303,633
IT, David Smith	0.72	\$96,038			\$96,038	\$96,038	\$96,038	\$288,114
Sr. Accountant, TBD	0.72	\$58,477			\$58,477	\$58,477	\$58,477	\$175,431
Sr Accountant, Xiaohong (Grace) Tu	0.72	\$61,476			\$61,476	\$61,476	\$61,476	\$184,428
Finance Clerk, Tina Ming Xu	0.43	\$13,578			\$13,578	\$13,578	\$13,578	\$40,734
Total	5.51	\$533,261			\$533,261	\$533,261	\$533,261	\$1,599,783
EMPLOYEE FRINGE BENEFITS	36%	\$191,974	36%		\$191,974	\$191,974	\$191,974	\$575,922
TOTAL SALARIES & BENEFITS		\$725,235			\$725,235	\$725,235	\$725,235	\$2,175,705

2. Operating Cost

Expenditure Category								
Supplies, Travel, Fees and Other		\$19,849			\$19,849	\$19,849	\$19,849	\$59,547
Building Costs		\$5,756			\$5,756	\$5,756	\$5,756	\$17,268
Outside Services		\$8,111			\$8,111	\$8,111	\$8,111	\$24,333
Utilities		\$2,039			\$2,039	\$2,039	\$2,039	\$6,117
Insurance		\$4,396			\$4,396	\$4,396	\$4,396	\$13,188
TOTAL OPERATING COST		\$40,151			\$40,151	\$40,151	\$40,151	\$120,453
TOTAL INDIRECT COST								
(Salaries & Benefits + Operating Cost)		\$765,386			\$765,386	\$765,386	\$765,386	\$2,296,158
HSA# 5								

BUDGET FORMS

Appendix B6

6/1/2018

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

BUDGET PROPOSAL FORMS

Grantee's Name: Meals on Wheels San Francisco

Grant Term

(Check One) New Renewal Modification

Effective Date of Mod: 6/1/18

No. of Mod: 2

7/1/17 to 6/30/20

Average cost/me

Program: HDM-AWD	HDM-AWD		TOTAL	TOTAL	TOTAL	TOTAL	
Annual #Meals Contracted	237,433	3,091	240,525	237,843	237,843	716,211	
Program Term	17/18 @ 2/18/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total	
DAAS Expenditures							
Salaries & Benefits	\$277,855	\$3,615	\$281,470	\$283,317	\$283,317	\$848,103	\$1.17
Operating Expense	\$804,844	\$10,483	\$815,327	\$827,412	\$827,412	\$2,470,151	\$3.39
Subtotal	\$1,082,699	\$14,097	\$1,096,796	\$1,110,729	\$1,110,729	\$3,318,253	\$4.56
Indirect Percentage (max 10%)							
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)							
Capital Expenditure							
TOTAL DAAS EXPENDITURES	\$1,082,699	\$14,097	\$1,096,796	\$1,110,729	\$1,110,729	\$3,318,253	\$4.56
Non-DAAS Expenditures							
Salaries & Benefits	\$182,376	\$2,376	\$184,752	\$136,780	\$136,780	\$458,313	\$0.77
Operating Expense	\$261,633	\$3,492	\$265,125	\$266,776	\$266,776	\$798,677	\$1.10
Indirect Expense	\$117,800	\$1,532	\$119,332	\$119,535	\$119,535	\$358,401	\$0.50
Capital Expenditure							
TOTAL Non-DAAS EXPENDITURES	\$561,809	\$7,400	\$569,209	\$523,091	\$523,091	\$1,615,391	\$2.37
TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,644,508	\$21,497	\$1,666,005	\$1,633,820	\$1,633,820	\$4,933,644	\$6.93
HSA-DAAS Revenues							
Meals	\$1,082,699	\$14,097	\$1,096,796	\$1,110,729	\$1,110,729	\$3,318,253	
TOTAL HSA-DAAS REVENUES	\$1,082,699	\$14,097	\$1,096,796	\$1,110,729	\$1,110,729	\$3,318,253	
PER MEAL COST, HSA-DAAS	\$4.56	\$4.56	\$4.56	\$4.67	\$4.67	\$4.63	
Per MEAL & COMPLIANCE COST	\$4.56	\$4.56	\$4.56	\$4.67	\$4.67	\$4.63	
Non-DAAS Revenues							
Project Income							
Agency Cash - Fundraising	\$427,709	\$5,653	\$433,362	\$422,518	\$422,518	\$1,278,398	\$1.80
Agency In-Kind Volunteer	\$134,100	\$1,747	\$135,847	\$100,573	\$100,573	\$336,993	\$0.56
Nutrition Compliance Revenues							
TOTAL NON HSA-DAAS REVENUES	\$561,809	\$7,400	\$569,209	\$523,091	\$523,091	\$1,615,391	
PER MEAL COST, NON HSA-DAAS	\$2.37	\$2.39	\$2.37	\$2.20	\$2.20	\$2.26	
TOTAL REVENUES	\$1,644,508	\$21,497	\$1,666,005	\$1,633,820	\$1,633,820	\$4,933,644	
PER MEAL COST, TOTAL	\$6.93	\$6.95	\$6.93	\$6.87	\$6.87	\$6.89	
Full Time Equivalent (FTE)							
Prepared by: Patrick Schmalz	Phone No.: 415-343-1270					Date: 6/15/2018	
HSA-CO Review Signature:	Date:						
HSA #1	Form Rev. 12/22/16						

Program Name:

6/1/2018

HDM-AWD

Salaries & Benefits Detail

H.S.A-DAAS	Agency Totals		or DAAS Nutritio		17/18 @ 2/18/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjuste d Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME										
Drivers	See Driver Tab				\$112,317	\$1,462	\$113,779	\$114,525	\$114,525	\$342,829
Programs Mgr, Mark Liddle	\$70,380	100%	9%	9%	\$7,108	\$93	\$7,201	\$7,248	\$7,248	\$21,697
Ops Mgr, Gustavo Lopez	\$76,888	100%	9%	9%	\$7,765	\$101	\$7,866	\$7,918	\$7,918	\$23,702
Wait List Mgr, Crystal Booth	\$61,118	100%	9%	9%	\$6,172	\$80	\$6,252	\$6,294	\$6,294	\$18,840
Office Mgr, Harviann Brantley	\$56,030	100%	7%	7%	\$4,468	\$58	\$4,526	\$4,556	\$4,556	\$13,638
Support Lead, Philip Duarte	\$43,231	100%	9%	9%	\$4,367	\$57	\$4,424	\$4,453	\$4,453	\$13,330
Support Lead, Ivoga Suesue	\$56,594	100%	9%	9%	\$5,716	\$74	\$5,790	\$5,828	\$5,828	\$17,446
Chief Prog Off, David Linnell	\$139,725	100%	8%	8%	\$12,692	\$165	\$12,857	\$12,942	\$12,942	\$38,741
Chief Gov Off, Anne Quaintance	\$135,585	100%	7%	7%	\$10,131	\$132	\$10,263	\$10,330	\$10,330	\$30,923
Fleet & Facilities Dir, John Shee	\$81,765	100%	6%	6%	\$4,868	\$63	\$4,931	\$4,963	\$4,963	\$14,857
Maintenance, Derek Cook	\$43,748	100%	6%	6%	\$2,604	\$34	\$2,638	\$2,655	\$2,655	\$7,948
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	8%	8%	\$5,227	\$68	\$5,295	\$5,330	\$5,330	\$15,955
Volunteer Mgr, TBD	\$62,100	100%	8%	8%	\$5,227	\$68	\$5,295	\$5,330	\$5,330	\$15,955
Volunteer Director, Meredith Ter	\$87,975	100%	8%	8%	\$7,404	\$96	\$7,500	\$7,550	\$7,550	\$22,600
HR Manager, Ronald Ayotte	\$77,625	100%	4%	4%	\$3,530	\$46	\$3,576	\$3,600	\$3,600	\$10,776
HR Associate, David C Smith	\$43,056	100%	4%	4%	\$1,958	\$25	\$1,983	\$1,997	\$1,997	\$5,977
Communications Director, Karl f	\$119,025	100%	1%	1%	\$1,809	\$24	\$1,833	\$1,844	\$1,844	\$5,521
Digital Marketing Manager, Kate	\$61,926	100%	1%	1%	\$941	\$12	\$953	\$959	\$959	\$2,871
CEO, Ashley McCumber	\$212,175	100%								
TOTALS	\$ 1,491,045	1800%	115%	115%	\$204,305	\$2,658	\$206,963	\$208,322	\$208,322	\$623,607
FRINGE BENEFIT RATE	36.0%									
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$73,550	\$957	\$74,507	\$74,996	\$74,996	\$224,498
TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822				\$277,855	\$3,615	\$281,470	\$283,318	\$283,318	\$848,105
Non - DAAS										
	Agency Totals	For DAAS Meal					TOTAL	TOTAL	TOTAL	TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjuste d Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
POSITION TITLE and NAME										
Drivers	See Driver Tab				\$89,692	\$1,168	\$90,860	\$55,293	\$55,293	\$201,446
Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$2,431	\$32	\$2,463	\$2,479	\$2,479	\$7,421
Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$2,656	\$35	\$2,691	\$2,708	\$2,708	\$8,107
Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%	\$2,112	\$27	\$2,139	\$2,153	\$2,153	\$6,445
Office Mgr, Harviann Brantley	\$ 56,030	100%	3%	3%	\$1,529	\$20	\$1,549	\$1,559	\$1,559	\$4,667
Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$1,493	\$19	\$1,512	\$1,523	\$1,523	\$4,558
Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$1,954	\$25	\$1,979	\$1,993	\$1,993	\$5,965
Chief Prog Off, David Linnell	\$ 139,725	100%	3%	3%	\$4,342	\$57	\$4,399	\$4,427	\$4,427	\$13,253
Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%	\$3,466	\$45	\$3,511	\$3,534	\$3,534	\$10,579
Fleet & Facilities Dir, John Shee	\$ 81,765	100%	2%	2%	\$1,666	\$22	\$1,688	\$1,698	\$1,698	\$5,084
Maintenance, Derek Cook	\$ 43,748	100%	2%	2%	\$891	\$12	\$903	\$908	\$908	\$2,719
Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	3%	3%	\$1,787	\$23	\$1,810	\$1,822	\$1,822	\$5,454
Volunteer Mgr, TBD	\$ 62,100	100%	3%	3%	\$1,787	\$23	\$1,810	\$1,822	\$1,822	\$5,454
Volunteer Director, Meredith Ter	\$ 87,975	100%	3%	3%	\$2,533	\$33	\$2,566	\$2,582	\$2,582	\$7,730
HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$1,207	\$16	\$1,223	\$1,231	\$1,231	\$3,685
HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$669	\$9	\$678	\$682	\$682	\$2,042
Communications Director, Karl f	\$ 119,025	100%	0%	0%	\$618	\$8	\$626	\$630	\$630	\$1,886
Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%	\$322	\$4	\$326	\$328	\$328	\$982
CEO, Ashley McCumber	\$ 212,175	100%	6%	6%	\$12,946	\$169	\$13,115	\$13,201	\$13,201	\$39,517
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$134,100	\$1,747	\$135,847	\$100,573	\$100,573	\$336,993
FRINGE BENEFIT RATE	36.0%									
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$48,276	\$629	\$48,905	\$36,206	\$36,206	\$121,317
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822				\$182,376	\$2,376	\$184,752	\$136,779	\$136,779	\$458,311
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644				\$460,231	\$5,991	\$466,222	\$420,097	\$420,097	\$1,306,415

HDM-AWD								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budgeted Salary	Non DAAS %	Non Daas
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				55.6%		44.4%	
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	16.4%	16.4%	9.1%	\$2,943	7.3%	\$2,350
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	16.4%	16.4%	9.1%	\$4,869	7.3%	\$3,888
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	16.4%	16.4%	9.1%	\$2,952	7.3%	\$2,358
Fleming	James	1,248	1.00	Driver	\$32,601			100%	16.4%	16.4%	9.1%	\$2,980	7.3%	\$2,380
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	16.4%	16.4%	9.1%	\$3,207	7.3%	\$2,561
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	16.4%	16.4%	9.1%	\$3,383	7.3%	\$2,701
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	16.4%	16.4%	9.1%	\$3,266	7.3%	\$2,608
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	16.4%	16.4%	9.1%	\$3,003	7.3%	\$2,398
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	16.4%	16.4%	9.1%	\$3,281	7.3%	\$2,620
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	16.4%	16.4%	9.1%	\$3,127	7.3%	\$2,497
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	16.4%	16.4%	9.1%	\$3,094	7.3%	\$2,471
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	16.4%	16.4%	9.1%	\$3,427	7.3%	\$2,736
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	16.4%	16.4%	9.1%	\$3,528	7.3%	\$2,817
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	16.4%	16.4%	9.1%	\$2,860	7.3%	\$2,284
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	16.4%	16.4%	9.1%	\$4,237	7.3%	\$3,383
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	16.4%	16.4%	9.1%	\$3,496	7.3%	\$2,792
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	16.4%	16.4%	9.1%	\$3,643	7.3%	\$2,909
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	16.4%	16.4%	9.1%	\$3,192	7.3%	\$2,549
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	16.4%	16.4%	9.1%	\$4,275	7.3%	\$3,414
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	16.4%	16.4%	9.1%	\$3,221	7.3%	\$2,572
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	16.4%	16.4%	9.1%	\$3,378	7.3%	\$2,697
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	16.4%	16.4%	9.1%	\$3,938	7.3%	\$3,145
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	16.4%	16.4%	9.1%	\$4,500	7.3%	\$3,593
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	16.4%	16.4%	9.1%	\$3,439	7.3%	\$2,746
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	16.4%	16.4%	9.1%	\$3,997	7.3%	\$3,192
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	16.4%	16.4%	9.1%	\$3,386	7.3%	\$2,704
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	16.4%	16.4%	9.1%	\$4,236	7.3%	\$3,383
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	16.4%	16.4%	9.1%	\$3,422	7.3%	\$2,733
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
New in 17/18		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Total Original Approved Budget			32.00		\$1,228,769							\$112,317		\$89,692

HDM-AWD

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	237,433	3,091	240,525	237,843	237,843	716,211
Expenditure Category	Term:	17/18 @ 2/18/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$8,763	\$8,880	\$17,643	\$8,935	\$8,935	\$35,513
Office Supplies, Postage		\$6,588	\$1,603	\$8,191	\$6,718	\$6,718	\$21,627
Building Maintenance Supplies and Repair		\$12,602		\$12,602	\$12,850	\$12,850	\$38,302
FOOD COSTS							
Raw Food	per meal \$ -						
Cong Food Svc Supplie:	per meal \$ -						
HDM Food Svc Supplie:	per meal \$ -						
Catered Meals	per meal \$ 2.95	\$709,497		\$709,497	\$730,191	\$730,191	\$2,169,879
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance		\$5,047		\$5,047	\$5,146	\$5,146	\$15,339
Staff Training & Travel		\$3,793		\$3,793	\$3,868	\$3,868	\$11,529
Rental of Equipment							
Small equipment & Supplies		\$2,554		\$2,554	\$2,604	\$2,604	\$7,762
Delivery Cost		\$38,472		\$38,472	\$39,228	\$39,228	\$116,928
Kitchen Costs		\$17,528		\$17,528	\$17,873	\$17,873	\$53,274
Fees, dues, advertising							
Outside Services							
Grant, Volunteer and Client Costs							
Other Operating							
Fundraising							
TOTAL DAAS OPERATING EXPENSE		\$804,844	\$10,483	\$815,327	\$827,413	\$827,413	\$2,470,153
Non-DAAS				TOTAL	TOTAL	TOTAL	TOTAL
Expenditure Category							
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
FOOD COSTS							
Raw Food	per meal \$ -						
Cong Food Svc Supplie:	per meal \$ -						
HDM Food Svc Supplie:	per meal \$ -						
Catered Meals	per meal \$ -						
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance							
Staff Training & Travel							
Rental of Equipment							
Small equipment & Supplies							
Delivery Cost							
Kitchen Costs		\$2,683	\$36	\$2,719	\$2,736	\$2,736	\$8,191
Fees, dues, advertising		\$2,913	\$39	\$2,952	\$2,970	\$2,970	\$8,892
Outside Services		\$10,036	\$134	\$10,170	\$10,233	\$10,233	\$30,636
Grant, Volunteer and Client Costs		\$26,324	\$351	\$26,675	\$26,841	\$26,841	\$80,357
Other Operating		\$8,478	\$113	\$8,591	\$8,645	\$8,645	\$25,881
Fundraising		\$211,199	\$2,819	\$214,018	\$215,351	\$215,351	\$644,720
TOTAL Non-DAAS OPERATING EXPENSE		\$261,633	\$ 3,492.00	\$265,125	\$266,776	\$266,776	\$798,677
TOTAL DAAS & Non-DAAS OPERATING EXPENS		\$1,066,477	\$13,975	\$1,080,452	\$1,094,189	\$1,094,189	\$3,268,830

HDM-AWD

Indirect Cost Detail

1. Salaries and Benefits

Position Title	FTE	17/18 @ 2/18/18	FTE	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
		SALARIES		SALARIES	Total	Total	Total	Total
Office Mgr, Harviann Brantley	0.02	\$1,312	0.00	\$17	\$1,329	\$1,338	\$1,338	\$4,005
Chief Gov Off, Anne Quaintance	0.02	\$3,025	0.00	\$39	\$3,064	\$3,084	\$3,084	\$9,232
Fleet & Facilities Dir, John Sheehan	0.03	\$2,826	0.00	\$37	\$2,863	\$2,882	\$2,882	\$8,627
Maintenance, Derek Cook	0.03	\$1,513	0.00	\$20	\$1,533	\$1,543	\$1,543	\$4,619
Volunteer Mgr, Kathleen Stirling	0.01	\$1,154	0.00	\$15	\$1,169	\$1,177	\$1,177	\$3,523
Volunteer Mgr, TBD	0.01	\$1,154	0.00	\$15	\$1,169	\$1,177	\$1,177	\$3,523
Volunteer Director, Meredith Terrell	0.01	\$1,637	0.00	\$21	\$1,658	\$1,669	\$1,669	\$4,996
HR Manager, Ronald Ayotte	0.04	\$4,330	0.00	\$56	\$4,386	\$4,415	\$4,415	\$13,216
HR Associate, David C Smith	0.04	\$2,403	0.00	\$31	\$2,434	\$2,450	\$2,450	\$7,334
CEO, Ashley McCumber	0.04	\$11,836	0.00	\$154	\$11,990	\$12,069	\$12,069	\$36,128
CFO, Patrick Schmalz	0.09	\$15,571	0.00	\$203	\$15,774	\$15,877	\$15,877	\$47,528
IT, David Smith	0.09	\$14,774	0.00	\$192	\$14,966	\$15,064	\$15,064	\$45,094
Sr. Accountant, TBD	0.09	\$8,996	0.00	\$117	\$9,113	\$9,173	\$9,173	\$27,459
Sr Accountant, Xiaohong (Grace) Tu	0.09	\$9,457	0.00	\$123	\$9,580	\$9,643	\$9,643	\$28,866
Finance Clerk, Tina Ming Xu	0.05	\$2,087	0.00	\$27	\$2,114	\$2,128	\$2,128	\$6,370
Total	0.64	\$82,075	0.01	\$1,067	\$83,142	\$83,688	\$83,689	\$250,520
EMPLOYEE FRINGE BENEFITS	36%	\$29,547	36%	\$384	\$29,931	\$29,547	\$29,547	\$89,024
TOTAL SALARIES & BENEFITS		\$111,622		\$1,451	\$113,073	\$113,235	\$113,236	\$339,544

2. Operating Cost

Expenditure Category

Supplies, Travel, Fees and Other		\$3,053		\$40	\$3,093	\$3,113	\$3,113	\$9,319
Building Costs		\$886		\$12	\$898	\$903	\$903	\$2,704
Outside Services		\$1,248		\$16	\$1,264	\$1,273	\$1,273	\$3,810
Utilities		\$314		\$4	\$318	\$320	\$320	\$958
Insurance		\$677		\$9	\$686	\$690	\$690	\$2,066
TOTAL OPERATING COST		\$6,178		\$81	\$6,259	\$6,299	\$6,299	\$18,857
TOTAL INDIRECT COST								
(Salaries & Benefits + Operating Cost)		\$117,800		\$1,532	\$119,332	\$119,534	\$119,535	\$358,402