

CITY AND COUNTY OF SAN FRANCISCO
HUMAN SERVICES AGENCY

SECOND AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

MEALS ON WHEELS OF SAN FRANCISCO
Grant #1000022185

This **AMENDMENT** of the, August 1, 2021 Grant Agreement (the "Agreement") is dated as of February 28, 2023 and is made in the City and County of San Francisco, State of California, by and between MEALS ON WHEELS OF SAN FRANCISCO, 1375 FAIRFAX STREET, SAN FRANCISCO, CA 94124 ("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 in March 2021 and this modification is consistent therewith; and,

WHEREAS, the City's Board of Supervisors approved this Agreement by Resolution No. 79-23 on February 28, 2023; and,

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

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the grant amount and update standard grant clauses; and,

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

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

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

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

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

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

First amendment, dated April 1, 2022.

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 **Twenty Eight Million, Six Hundred Eighteen Thousand, Five Hundred and Fifty Four Dollars (\$28,618,554)** 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 Two Million, Eight Hundred Sixty One Thousand, Eight Hundred and Fifty-Five Dollars (\$2,861,855) for the period from July 1, 2024 to June 30, 2025 (Y4), 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 **Thirty One Million, Four Hundred Eighty Thousand, Four Hundred and Nine Dollars (\$31,480,409)** for the period **from July 1, 2021 to June 30, 2025 (Y1-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 to 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.

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Thirty-Two Million, Four Hundred Twelve Thousand, Five Hundred and Eight Dollars (\$32,412,508)** 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 Three Million, Two Hundred Forty-One Thousand, Two Hundred and Fifty-One Dollars (\$3,241,251), 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 **Thirty-Five Million, Six Hundred Fifty-Three Thousand, Seven Hundred and Fifty-Nine Dollars (\$35,653,759)** for the period **from July 1, 2021 to June 30, 2025 (Y1-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 to be used in Program Budgets attached to this Agreement as Appendix B-2, and is not available to Grantee without a revision to the Program Budgets of Appendix B-2 specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

- b. **Appendix A.** Appendix A-1, of the aforesaid agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-2, pp. 1-12, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- c. **Appendix B.** Appendix B-1, Calculation of Charges, pp. 1-6 of the Aforesaid Agreement displays the original total amount of \$28,618,554.

Such section is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. 1-9, which displays the budget as herein modified to \$32,412,508.

- d. **Appendix F.** Appendix F-1, of the Aforesaid Agreement displays the Annual Site Chart.

Such section is hereby superseded in its entirety by Appendix F-2, Annual Site Chart, pp. 1-4, which displays site locations, operating time and deliverables in this Modification Agreement.

- e. **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-2 Services to be Provided

Appendix B-2	Budget
Appendix C	Method of Payment
Appendix D	Interests in Other City Grants
Appendix E	Permitted Subgrantees
Appendix F-2	Site Chart
Appendix G	HIPPA Business Associate Addendum
Appendix H-1	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 Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY

HUMAN SERVICES AGENCY

GRANTEE:

MEALS ON WHEELS OF SAN FRANCISCO

DocuSigned by:
Trent Rhorer 3/27/2023
By: 9753A8870BB74EE...
Trent Rhorer Date
Executive Director
Human Services Agency

DocuSigned by:
David Linnell 3/21/2023
By: 1622B0A72AE4414...
Date

Print Name: David Linnell
Title: Acting CEO
Address: 1375 Fairfax Street
City, State ZIP: San Francisco, CA 94124
Phone: (240) 357-2771
Email: dlinnell@mowsf.org
Federal Tax ID #: 94-1741155
City Vendor Number: 0000015426
DUNS Number: 071866057

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Louise Simpson 3/27/2023
By: BD54168A4C3B452...
Louise Simpson Date
Deputy City Attorney

Appendix A-2 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Nutrition Services for Adults with Disabilities

July 1, 2021 - June 30, 2025

I. Purpose

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

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
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 eligibility, 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 before the 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 Session	An intervention targeting participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian. (CDA Program Memo 21-23)
Nutrition Requirements of Meals	Each meal provided through congregate and home-delivered nutrition services shall adhere to the current Dietary Guidelines for Americans (DGA) and provide a minimum of one-third of the Dietary Reference Intakes (DRI). (CCR Title 22 Sec. 7638.5)
Nutrition Screening	Completion of a nutrition screening checklist by eligible individuals to determine if they are at nutrition risk. A nutrition screening checklist is a federal public information collection requirement in the National Aging Program Information System (NAPIS), found in the Federal Register, Volume 59, No. 188, September 29, 1994. (CCR Title 22 Sec. 7630)

Nutrition Services	The procurement, preparation, transport, and service of meals, nutrition education, nutrition screening, and nutrition counseling, to eligible individuals at congregate sites or in their homes. (CCR Title 22 Sec. 7630)
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
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.
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 home-delivered nutrition services and their participation is reflected in CA-GetCare by the grantee.

III. Target Populations

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

- Persons with low income
- Persons who are socially isolated
- Persons with limited English- speaking proficiency

- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

IV. Eligibility for Services

A person 18-59 years of age living with a disability in the City and County of San Francisco and is homebound by reason of illness, disability, or isolation.

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 reassessment guidelines.
2. Grantee will provide home-delivered nutrition services for adults with disabilities. 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 a nutrition education session at least once per quarter and a minimum of four (4) times during the fiscal year to consumers participating in services. The grantee may deliver a session in person or via video, audio, online, or the distribution of hardcopy materials. The grantee must report nutrition education sessions in CA-GetCare and include the estimated number of participants.
- iv. Conduct 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 in-service training for nutrition program staff (e.g. food service and delivery workers) at least once per quarter and a minimum four (4) times during the fiscal year as described in the CCR-Title 22 Regulations Sec. 7636.5 and DAS OCP policy memoranda. The grantee will also document, schedule, and conduct in-service trainings in a timely manner

when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.

- ix. Conduct quarterly meetings with the agency designated by DAS OCP to conduct initial and annual assessments for consumers enrolled in home-delivered nutrition services to review services, utilization, and condition change documentation. Grantee must establish a policy and procedure to communicate with the designated assessment agency, as needed, to discuss any issues.
 - x. 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 provide consumers 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.
 5. 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.
 6. 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.
 7. 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.
 8. 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.
 9. 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.

10. 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	Modification	Revised FY 21/22	FY 22/23	Modification	Revised FY 22/23	FY 23/24	FY 24/25
Number of Unduplicated Consumers (UDC)	3,600	0	3,600	3,200	0	3,200	3,200	3,200
Number of Meals	1,620,000	-43,804	1,576,196	1,446,658	+42,204	1,488,862	1,446,658	1,446,658

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 and adults with disabilities connect to services throughout the City. These Focal Points are:

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225

Openhouse Bob Ross LGBT Senior Center	65 Laguna St, San Francisco, 94102	415-347-8509
Downtown SF Senior Center	481 O'Farrell St, San Francisco, 94102	415-202-2982
Aquatic Park Senior Center	890 Beach St, San Francisco, 94109	415-202-2982
Self-Help for the Elderly	601 Jackson St, San Francisco, 94133	415-677-7585
Geen Mun Activity Center	777 Stockton St, San Francisco, 94108	415-438-9804
South Sunset Activity Center	2601 40th Ave, San Francisco, 94116	415-566-2845
West Portal Clubhouse	131 Lenox Way, San Francisco, 94127	628-502-0828
Toolworks	25 Kearny St, San Francisco, 94108	415-733-0990
Independent Living Resource Center San Francisco	825 Howard Street, San Francisco, 94103	415 543-6222
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

Tiffany Kearney
Program Analyst and Lead Nutritionist
DAS OCP
email: Tiffany.Kearney@sfgov.org

and

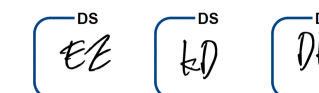
Ella Lee
Contract Manager
HSA OCM
email: Ella.Lee@sfgov.org

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.



HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Meals on Wheel San Francisco
(Please enter agency name here)

(Check One) New Renewal Modification

If modification, Effective Date of Mod. No. of Mod.

Program: Home-delivered meals for older adults

Budget Reference Page No.(s)												
Program Term	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total	Average cost/meal
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised		
Annual # Meals Contracted	1,576,196	1,446,658	42,204	1,488,862	1,446,658		1,446,658	1,446,658		1,446,658	5,958,374	
# Great Plates transition meals	43,544											
DAS Expenditures												
Salaries & Benefits	\$3,555,728	\$3,216,746	\$409,806	\$3,626,552	\$3,216,746	\$149,251	\$3,365,997	\$3,216,746	\$149,251	\$3,365,997	\$13,914,274	\$2.34
Operating Expenses	\$3,592,660	\$3,147,610	\$400,793	\$3,548,403	\$3,147,610	\$145,829	\$3,293,439	\$3,147,610	\$145,829	\$3,293,439	\$13,727,941	\$2.30
Subtotal	\$7,148,388	\$6,364,356	\$810,599	\$7,174,955	\$6,364,356	\$295,080	\$6,659,436	\$6,364,356	\$295,080	\$6,659,436	\$27,642,215	\$4.64
Indirect Percentage (%)												
Indirect Cost												
Capital/Subcontractor Expenditures	\$384,369		\$253,000	\$253,000							\$637,369	\$0.11
NCQA Expenditures	\$1,094,998	\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642	\$4,132,924	\$0.69
Total DAS Expenditures	\$8,627,755	\$7,376,998	\$1,063,599	\$8,440,597	\$7,376,998	\$295,080	\$7,672,078	\$7,376,998	\$295,080	\$7,672,078	\$32,412,508	\$5.44
Non DAS Expenditures												
Salaries & Benefits	\$618,438	\$1,026,136	(\$373,683)	\$652,453	\$1,026,136	(\$93,408)	\$932,728	\$1,026,136	(\$93,408)	\$932,728	\$3,136,347	\$0.53
Operating Expenses	\$1,322,425	\$1,313,748	(\$400,793)	\$912,955	\$1,178,940	(\$145,829)	\$1,033,111	\$1,178,940	(\$145,829)	\$1,033,111	\$4,301,602	\$0.72
Capital/Subcontractor Expenditures												
NCQA Expenditures	\$919,952	\$806,566		\$806,566	\$806,566		\$806,566	\$806,566		\$806,566	\$3,339,650	\$0.56
Total Non DAS Expenditures	\$2,860,815	\$3,146,450	(\$774,476)	\$2,371,974	\$3,011,642	(\$239,237)	\$2,772,405	\$3,011,642	(\$239,237)	\$2,772,405	\$10,777,599	\$1.81
TOTAL DAS AND NON DAS EXPEDITURES	\$11,488,570	\$10,523,448	\$289,123	\$10,812,571	\$10,388,640	\$55,843	\$10,444,483	\$10,388,640	\$55,843	\$10,444,483	\$43,190,107	\$7.25
DAS Revenues												
Meals- General Fund	\$5,210,895	\$4,813,844		\$4,813,844	\$4,813,844		\$4,813,844	\$4,813,844		\$4,813,844	\$19,652,427	\$3.30
Meals- State Fund	\$485,156	\$432,203		\$432,203	\$432,203		\$432,203	\$432,203		\$432,203	\$1,781,765	\$0.30
Meals- Federal Fund	\$1,903,747	\$1,695,959		\$1,695,959	\$1,695,959		\$1,695,959	\$1,695,959		\$1,695,959	\$6,991,624	\$1.17
MCO	\$11,868	\$11,868		\$11,868	\$11,868		\$11,868	\$11,868		\$11,868	\$47,472	\$0.01
CODB	\$423,124	\$423,124	\$295,080	\$718,204	\$423,124	\$295,080	\$718,204	\$423,124	\$295,080	\$718,204	\$2,577,736	\$0.43
OTO	\$592,965		\$515,519	\$515,519							\$1,108,484	\$0.19
CDA Infrastructure			\$253,000	\$253,000								
Total DAS Revenue	\$8,627,755	\$7,376,998	\$1,063,599	\$8,440,597	\$7,376,998	\$295,080	\$7,672,078	\$7,376,998	\$295,080	\$7,672,078	\$32,412,508	\$5.44
PER MEAL COST, DAS	\$4.40	\$4.39		\$4.81	\$4.39		\$4.60	\$4.39		\$4.60	\$4.75	
PER MEAL COST (with NCQA), DAS	\$5.10	\$5.09		\$5.49	\$5.09		\$5.30	\$5.09		\$5.30	\$5.44	
PER GREAT PLATE TRANSITION MEALS COSTS	\$4.54											

Non DAS Revenues												
Project Income	\$100,722	\$100,722		\$100,722	\$100,722		\$100,722	\$100,722		\$100,722	\$402,888	\$0.07
Agency Cash- Fundraising	\$2,748,093	\$3,033,728	(\$774,476)	\$2,259,252	\$2,898,920	(\$239,237)	\$2,659,683	\$2,898,920	(\$239,237)	\$2,659,683	\$10,326,711	\$1.73
Agency In-kind Volunteer	\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$12,000		\$12,000	\$48,000	\$0.01
Total Non DAS Revenue	\$2,860,815	\$3,146,450	(\$774,476)	\$2,371,974	\$3,011,642	(\$239,237)	\$2,772,405	\$3,011,642	(\$239,237)	\$2,772,405	\$10,777,599	\$1.81
<i>PER MEAL COST (with NCQA), Non DAS</i>	\$1.82	\$2.17		\$1.59	\$2.08		\$1.92	\$2.08		\$1.92	\$1.81	
TOTAL DAS AND NON DAS REVENUE	\$11,488,570	\$10,523,448	\$289,123	\$10,812,571	\$10,388,640	\$55,843	\$10,444,483	\$10,388,640	\$55,843	\$10,444,483	\$43,190,107	\$7.25
<i>PER MEAL COST (with NCQA), Total</i>	\$6.92			\$7.08			\$7.22			\$7.22	\$7.25	
Full Time Equivalent (FTE)	188.00			188.00			188.00			188.00	752.00	
Prepared by: Patrick Schmalz											Date: 11/21/22	
HSA-CO Review Signature:	_____											
HSA #1											10/25/2016	

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Salaries & Benefits Detail

Position Title	Agency Totals		HSA Program		FY 21/22		Agency Totals		HSA Program		FY 22/23		Agency Totals		HSA Program		FY 23/24		FY 24/25		Total		
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary		Modification	Revised Salary
Drivers (28)	\$46,823	28.00	60.79%	17.02	\$797,014	\$49,398	28.00	58.84%	16.47	\$721,836	\$91,962	\$813,798	\$49,398	28.00	52.19%	14.61	\$721,836	\$33,493	\$755,329	\$721,836	\$33,493	\$755,329	\$3,121,470
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	63.36%	0.63	\$42,420	\$70,632	1.00	61.32%	0.61	\$38,419	\$4,894	\$43,313	\$70,632	1.00	54.39%	0.54	\$38,419	\$1,782	\$40,201	\$38,419	\$1,782	\$40,201	\$166,135
Customer Service Lead	\$68,855	1.00	63.36%	0.63	\$43,627	\$72,642	1.00	61.32%	0.61	\$39,512	\$5,034	\$44,546	\$72,642	1.00	54.39%	0.54	\$39,512	\$1,833	\$41,345	\$39,512	\$1,833	\$41,345	\$170,863
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	63.36%	0.63	\$37,017	\$61,636	1.00	61.32%	0.61	\$33,526	\$4,271	\$37,797	\$61,636	1.00	54.39%	0.54	\$33,526	\$1,556	\$35,082	\$33,526	\$1,556	\$35,082	\$144,978
Senior HDM Driver Manager	\$87,560	1.00	63.36%	0.63	\$55,478	\$92,376	1.00	61.32%	0.61	\$50,246	\$6,401	\$56,647	\$92,376	1.00	54.39%	0.54	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$217,279
Senior HDM Client Waitlist & Comm	\$84,542	1.00	66.83%	0.67	\$56,499	\$89,192	1.00	61.32%	0.61	\$48,514	\$6,180	\$54,694	\$89,192	1.00	54.39%	0.54	\$48,514	\$2,251	\$50,765	\$48,514	\$2,251	\$50,765	\$212,723
Senior HDM Operations Manager 20	\$87,560	1.00	63.36%	0.63	\$55,478	\$92,376	1.00	61.32%	0.61	\$50,246	\$6,401	\$56,647	\$92,376	1.00	54.39%	0.54	\$50,246	\$2,331	\$52,577	\$50,246	\$2,331	\$52,577	\$217,279
Client Support Specialist	\$49,276	1.00	63.36%	0.63	\$31,222	\$51,986	1.00	61.32%	0.61	\$28,277	\$3,602	\$31,879	\$51,986	1.00	54.39%	0.54	\$28,277	\$1,312	\$29,589	\$28,277	\$1,312	\$29,589	\$122,279
HDM Safety Board Lead	\$53,560	1.00	58.77%	0.59	\$31,479	\$56,506	1.00	56.88%	0.57	\$28,510	\$3,632	\$32,142	\$56,506	1.00	50.45%	0.50	\$28,510	\$1,323	\$29,833	\$28,510	\$1,323	\$29,833	\$123,287
HDM Lead Intake Coordinator	\$58,460	1.00	63.36%	0.63	\$37,041	\$61,675	1.00	61.32%	0.61	\$33,547	\$4,273	\$37,820	\$61,675	1.00	54.39%	0.54	\$33,547	\$1,556	\$35,103	\$33,547	\$1,556	\$35,103	\$145,067
Chief Prog Off	\$155,752	1.00	37.35%	0.37	\$58,181	\$164,318	1.00	36.15%	0.36	\$52,693	\$6,713	\$59,406	\$164,318	1.00	32.07%	0.32	\$52,693	\$2,445	\$55,138	\$52,693	\$2,445	\$55,138	\$227,863
SalesForce Administrator	\$110,624	1.00	53.54%	0.54	\$59,229	\$116,708	1.00	51.82%	0.52	\$53,642	\$6,834	\$60,476	\$116,708	1.00	45.96%	0.46	\$53,642	\$2,489	\$56,131	\$53,642	\$2,489	\$56,131	\$231,967
SalesForce Analyst	\$63,865	1.00	53.54%	0.54	\$34,194	\$67,378	1.00	51.82%	0.52	\$30,969	\$3,945	\$34,914	\$67,378	1.00	45.96%	0.46	\$30,969	\$1,437	\$32,406	\$30,969	\$1,437	\$32,406	\$133,920
Chief Food & Operations Officer: Sp	\$167,553	1.00	47.52%	0.48	\$79,618	\$176,768	1.00	45.99%	0.46	\$72,108	\$9,186	\$81,294	\$176,768	1.00	40.79%	0.41	\$72,108	\$3,345	\$75,453	\$72,108	\$3,345	\$75,453	\$311,818
Food Safety/Compliance Manager	\$87,550	1.00	51.12%	0.51	\$44,753	\$92,365	1.00	49.47%	0.49	\$40,532	\$5,163	\$45,695	\$92,365	1.00	43.88%	0.44	\$40,532	\$1,880	\$42,412	\$40,532	\$1,880	\$42,412	\$175,272
Assistant Food Service Director	\$101,700	1.00	51.12%	0.51	\$51,986	\$107,294	1.00	49.47%	0.49	\$47,082	\$5,999	\$53,081	\$107,294	1.00	43.88%	0.44	\$47,082	\$2,185	\$49,267	\$47,082	\$2,185	\$49,267	\$203,601
Chef	\$99,386	1.00	51.12%	0.51	\$50,803	\$104,852	1.00	49.47%	0.49	\$46,011	\$5,862	\$51,873	\$104,852	1.00	43.88%	0.44	\$46,011	\$2,135	\$48,146	\$46,011	\$2,135	\$48,146	\$198,968
Food Service Director	\$108,150	1.00	51.12%	0.51	\$55,283	\$114,098	1.00	49.47%	0.49	\$50,069	\$6,378	\$56,447	\$114,098	1.00	43.88%	0.44	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$216,514
Procurement/Purchasing Manager	\$108,150	1.00	51.12%	0.51	\$55,283	\$114,098	1.00	49.47%	0.49	\$50,069	\$6,378	\$56,447	\$114,098	1.00	43.88%	0.44	\$50,069	\$2,323	\$52,392	\$50,069	\$2,323	\$52,392	\$216,514
Warehouse Manager	\$66,650	1.00	41.51%	0.42	\$23,513	\$59,766	1.00	40.17%	0.40	\$21,295	\$2,713	\$24,008	\$59,766	1.00	35.63%	0.36	\$21,295	\$988	\$22,283	\$21,295	\$988	\$22,283	\$92,087
Kitchen Staff (37)	\$42,572	37.00	46.62%	17.25	\$734,343	\$44,913	37.00	45.12%	16.69	\$665,077	\$84,731	\$749,808	\$44,913	37.00	40.02%	14.81	\$665,077	\$30,860	\$695,937	\$665,077	\$30,860	\$695,937	\$2,876,025
Maintenance Associate	\$39,634	1.00	41.51%	0.42	\$16,450	\$41,814	1.00	40.17%	0.40	\$14,899	\$1,898	\$16,797	\$41,814	1.00	35.63%	0.36	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$64,427
Fleet & Facilities Manager	\$82,400	1.00	41.51%	0.42	\$34,200	\$86,932	1.00	40.17%	0.40	\$30,974	\$3,947	\$34,921	\$86,932	1.00	35.63%	0.36	\$30,974	\$1,438	\$32,412	\$30,974	\$1,438	\$32,412	\$133,945
Maintenance Associate	\$39,634	1.00	41.51%	0.42	\$16,450	\$41,814	1.00	40.17%	0.40	\$14,899	\$1,898	\$16,797	\$41,814	1.00	35.63%	0.36	\$14,899	\$691	\$15,590	\$14,899	\$691	\$15,590	\$64,427
Sr. Administrative Assistant	\$66,950	1.00	41.51%	0.42	\$27,788	\$70,632	1.00	40.17%	0.40	\$25,167	\$3,206	\$28,373	\$70,632	1.00	35.63%	0.36	\$25,167	\$1,167	\$26,334	\$25,167	\$1,167	\$26,334	\$108,829
Maintenance Technician Supervisor	\$72,100	1.00	41.51%	0.42	\$29,925	\$76,066	1.00	40.17%	0.40	\$27,103	\$3,453	\$30,556	\$76,066	1.00	35.63%	0.36	\$27,103	\$1,257	\$28,360	\$27,103	\$1,257	\$28,360	\$117,201
Director of Fleet & Facilities	\$118,775	1.00	41.51%	0.42	\$49,298	\$125,308	1.00	40.17%	0.40	\$44,648	\$5,688	\$50,336	\$125,308	1.00	35.63%	0.36	\$44,648	\$2,072	\$46,720	\$44,648	\$2,072	\$46,720	\$193,074
Volunteer Program Manager	\$66,886	1.00	10.89%	0.11	\$7,281	\$70,565	1.00	10.54%	0.11	\$6,595	\$840	\$7,435	\$70,565	1.00	9.35%	0.09	\$6,595	\$306	\$6,901	\$6,595	\$306	\$6,901	\$28,518
Volunteer Program Manager	\$63,865	1.00			\$67,378		1.00			\$67,378				1.00									
Volunteer Program Manager	\$64,890	1.00			\$68,459		1.00			\$68,459				1.00									
Director of Volunteer Programs & Co	\$100,114	1.00	15.08%	0.15	\$15,096	\$105,620	1.00	14.59%	0.15	\$13,672	\$1,742	\$15,414	\$105,620	1.00	12.94%	0.13	\$13,672	\$634	\$14,306	\$13,672	\$634	\$14,306	\$59,122
Totals	\$2,479,209	94.00	1440.58%	47.60	\$2,630,949	\$2,615,565	94.00	1390.88%	46.04	\$2,380,137	\$303,224	\$2,683,361	\$2,615,565	94.00	1233.71%	40.84	\$2,380,137	\$110,434	\$2,490,571	\$2,380,137	\$110,434	\$2,490,571	\$10,295,452
Fringe Benefits Rate	35%							35%									35%						
Employee Fringe Benefits	\$871,442				\$924,779	\$919,361				\$836,609	\$106,582	\$943,191	\$919,361				\$836,609	\$38,817	\$875,426	\$836,609	\$38,817	\$875,426	\$3,618,822
Total DAS Salaries and Benefits	\$3,350,651				\$3,555,728	\$3,534,926				\$3,216,746	\$409,806	\$3,626,552	\$3,534,926				\$3,216,746	\$149,251	\$3,365,997	\$3,216,746	\$149,251	\$3,365,997	\$13,914,274

Position Title	Agency Totals		HSA Program		FY 21/22		Agency Totals		HSA Program		FY 22/23		Agency Totals		HSA Program		FY 23/24		FY 24/25		Total		
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary	Modification	Revised Salary	Budgeted Salary		Modification	Revised Salary
Drivers (28)	\$46,823	28.00			\$49,398	28.00				\$49,398		\$49,398	\$49,398	28.00			\$49,398		\$49,398	\$49,398		\$49,398	\$13,282
HDM Supervisor/Lead/ Driver (PM)	\$66,950	1.00	9.65%	0.10	\$6,463	\$70,632	1.00	9.65%	0.10	\$13,153	(\$6,334)	\$6,819	\$70,632	1.00	18.62%	0.19	\$13,153	(\$13,153)	\$11,745	\$13,153	(\$13,153)	\$11,745	\$13,282
Customer Service Lead	\$68,855	1.00	9.65%	0.10	\$6,647	\$72,642	1.00	9.65%	0.10	\$13,527	(\$6,515)	\$7,012	\$72,642	1.00	18.62%	0.19	\$13,527	(\$1,782)	\$11,745	\$13,527	(\$1,782)	\$11,745	\$37,149
HDM Supervisor/Driver Lead/AM	\$58,423	1.00	9.66%	0.10	\$5,641	\$61,636	1.00	9.66%	0.10	\$11,478	(\$5,527)	\$5,951	\$61,636	1.00	18.62%	0.19	\$11,478	(\$1,833)	\$9,645	\$11,478	(\$1,833)	\$9,645	\$30,882
Senior HDM Driver Manager	\$87,560	1.00	9.65%	0.10	\$8,453	\$92,376	1.00	9.65%	0.10	\$17,202	(\$8,284)	\$8,918	\$92,376	1.00	18.62%	0.19	\$17,202	(\$1,556)	\$15,646	\$17,202	(\$1,556)	\$15,646	\$48,663
Senior HDM Client Waitlist & Comm	\$84,542	1.00	6.18%	0.06	\$5,228	\$89,192	1.00	6.18%	0.06	\$16,609	(\$11,093)	\$5,516	\$89,192	1.00	18.62%	0.19	\$16,609	(\$2,331)	\$14,278	\$16,609	(\$2,331)	\$14,278	\$39,300
Senior HDM Operations Manager 20	\$87,560	1.00	9.65%	0.10	\$8,453	\$92,376	1.00	9.65%	0.10	\$17,202	(\$8,284)	\$8,918	\$92,376	1.00	18.62%	0.19	\$17,202	(\$2,251)	\$14,951				

Totals	\$2,479,209	94.00	350.31%	7.72	\$457,594	\$2,615,565	94.00	350.31%	7.72	\$759,257	(\$276,495)	\$482,762	\$2,615,565	94.00	548.58%	12.07	\$759,257	(\$69,114)	\$690,143	\$759,257	(\$69,114)	\$690,143	\$2,320,642
Fringe Benefits Rate	35%					35%				35%			35%				35%						
Employee Fringe Benefits	\$871,442				\$160,844	\$919,361				\$266,879	(\$97,188)	\$169,691	\$919,361				\$266,879	(\$24,294)	\$242,585	\$266,879	(\$24,294)	\$242,585	\$815,705
Total Non DAS Salaries and Benefits	\$3,350,651				\$618,438	\$3,534,926				\$1,026,136	(\$373,683)	\$652,453	\$3,534,926				\$1,026,136	(\$93,408)	\$932,728	\$1,026,136	(\$93,408)	\$932,728	\$3,136,347
Total DAS and Non DAS Salaries and Benefits	\$6,701,302				\$4,174,166	\$7,069,852				\$4,242,882	\$36,123	\$4,279,005	\$7,069,852				\$4,242,882	\$55,843	\$4,298,725	\$4,242,882	\$55,843	\$4,298,725	\$17,050,621
HSA #2																							10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

Operating Expense Detail

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Annual # meals Contracted	1,576,196	1,446,658	42,204	1,488,862	1,446,658		1,446,658	1,446,658		1,446,658	5,958,374
# Great Plates transition meals	43,544										
DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property	\$1,456	\$1,184	\$151	\$1,335	\$1,184	\$55	\$1,239	\$1,184	\$55	\$1,239	\$5,269
Utilities (Elec, Water, Gas, Phone, Garbage)	\$102,419	\$83,280	\$10,609	\$93,889	\$83,280	\$3,864	\$87,144	\$83,280	\$3,864	\$87,144	\$370,596
Office Supplies, Postage	\$131,900	\$106,988	\$13,418	\$120,406	\$106,988	\$4,742	\$111,730	\$106,988	\$4,742	\$111,730	\$475,766
Building Maintenance Supplies and Repair	\$124,002	\$100,828	\$12,846	\$113,674	\$100,828	\$4,679	\$105,507	\$100,828	\$4,679	\$105,507	\$448,690
Printing and Reproduction	\$4,951	\$4,026	\$513	\$4,539	\$4,026	\$187	\$4,213	\$4,026	\$187	\$4,213	\$17,916
Insurance	\$45,190	\$36,746	\$4,681	\$41,427	\$36,746	\$1,705	\$38,451	\$36,746	\$1,705	\$38,451	\$163,519
Staff Training	\$7,006	\$5,697	\$726	\$6,423	\$5,697	\$264	\$5,961	\$5,697	\$264	\$5,961	\$25,351
Staff Travel-(Local & Out of Town)	\$4,369	\$3,552	\$453	\$4,005	\$3,552	\$165	\$3,717	\$3,552	\$165	\$3,717	\$15,808
Rental of Equipment	\$2,330	\$1,895	\$241	\$2,136	\$1,895	\$88	\$1,983	\$1,895	\$88	\$1,983	\$8,432
Food Cost											
Raw Food <i>per meal</i>	FY 21/22 \$1.76	FY 22/23 \$1.93	FY 23/25 \$1.84	\$2,855,903	\$2,548,795	\$324,716	\$2,873,511	\$2,548,795	\$118,264	\$2,667,059	\$11,063,532
HDM Food Svc Supplies <i>per meal</i>											
Catered Meals <i>per meal</i>											
Consultant											
Consultants-Temp Employees	\$94,897	\$77,163	\$9,830	\$86,993	\$77,163	\$3,580	\$80,743	\$77,163	\$3,580	\$80,743	\$343,376
Consultants-IT Operations	\$53,418	\$43,435	\$5,534	\$48,969	\$43,435	\$2,016	\$45,451	\$43,435	\$2,016	\$45,451	\$193,289
Consultants-Audit	\$25,411	\$20,662	\$2,633	\$23,295	\$20,662	\$959	\$21,621	\$20,662	\$959	\$21,621	\$91,948
Consultants-Payroll Service	\$10,354	\$8,419	\$1,072	\$9,491	\$8,419	\$391	\$8,810	\$8,419	\$391	\$8,810	\$37,465
Consultants-Legal	\$14,564	\$11,842	\$1,509	\$13,351	\$11,842	\$550	\$12,392	\$11,842	\$550	\$12,392	\$52,699
Consultants-Other	\$5,243	\$4,263	\$543	\$4,806	\$4,263	\$198	\$4,461	\$4,263	\$198	\$4,461	\$18,971
Other											
Delivery Costs	\$75,235	\$61,175	\$7,794	\$68,969	\$61,175	\$2,839	\$64,014	\$61,175	\$2,839	\$64,014	\$272,232
Volunteer and Client Costs	\$34,012	\$27,660	\$3,524	\$31,184	\$27,660	\$1,283	\$28,943	\$27,660	\$1,283	\$28,943	\$123,082
Total DAS Operating Expenses	\$3,592,660	\$3,147,610	\$400,793	\$3,548,403	\$3,147,610	\$145,829	\$3,293,439	\$3,147,610	\$145,829	\$3,293,439	\$13,727,941
Non DAS Operating Expenses											
<u>Expenditure Category</u>											
Rental of Property	\$990	\$884	(\$151)	\$733	\$884	(\$55)	\$829	\$884	(\$55)	\$829	\$3,381
Utilities (Elec, Water, Gas, Phone, Garbage)	\$50,485	\$45,083	(\$10,609)	\$34,474	\$45,083	(\$3,864)	\$41,219	\$45,083	(\$3,864)	\$41,219	\$167,397
Office Supplies, Postage	\$90,186	\$80,536	(\$13,418)	\$67,118	\$80,536	(\$4,742)	\$75,794	\$80,536	(\$4,742)	\$75,794	\$308,892
Building Maintenance Supplies and Repair	\$85,030	\$75,932	(\$12,846)	\$63,086	\$75,932	(\$4,679)	\$71,253	\$75,932	(\$4,679)	\$71,253	\$290,622
Printing and Reproduction	\$3,366	\$3,006	(\$513)	\$2,493	\$3,006	(\$187)	\$2,819	\$3,006	(\$187)	\$2,819	\$11,497
Insurance	\$30,720	\$27,433	(\$4,681)	\$22,752	\$27,433	(\$1,705)	\$25,728	\$27,433	(\$1,705)	\$25,728	\$104,928
Staff Training	\$4,763	\$4,253	(\$726)	\$3,527	\$4,253	(\$264)	\$3,989	\$4,253	(\$264)	\$3,989	\$16,268
Staff Travel-(Local & Out of Town)	\$2,970	\$2,652	(\$453)	\$2,199	\$2,652	(\$165)	\$2,487	\$2,652	(\$165)	\$2,487	\$10,143
Rental of Equipment	\$1,584	\$1,415	(\$241)	\$1,174	\$1,415	(\$88)	\$1,327	\$1,415	(\$88)	\$1,327	\$5,412
Food Cost											
Raw Food <i>per meal</i>	FY 21/22 \$0.52	FY 22/23 \$0.37	FY 23/25 \$0.44	\$839,461	\$882,461	(\$324,716)	\$557,745	\$747,653	(\$118,264)	\$629,389	\$2,655,984
HDM Food Svc Supplies <i>per meal</i>											

Catered Meals	<i>per meal</i>										
Consultant											
Consultants-Temp Employees	\$64,510	\$57,607	(\$9,830)	\$47,777	\$57,607	(\$3,580)	\$54,027	\$57,607	(\$3,580)	\$54,027	\$220,341
Consultants-IT Operations	\$36,314	\$32,428	(\$5,534)	\$26,894	\$32,428	(\$2,016)	\$30,412	\$32,428	(\$2,016)	\$30,412	\$124,032
Consultants-Audit	\$17,274	\$15,426	(\$2,633)	\$12,793	\$15,426	(\$959)	\$14,467	\$15,426	(\$959)	\$14,467	\$59,001
Consultants-Payroll Service	\$7,038	\$6,285	(\$1,072)	\$5,213	\$6,285	(\$391)	\$5,894	\$6,285	(\$391)	\$5,894	\$24,039
Consultants-Legal	\$9,900	\$8,841	(\$1,509)	\$7,332	\$8,841	(\$550)	\$8,291	\$8,841	(\$550)	\$8,291	\$33,814
Consultants-Other	\$3,564	\$3,183	(\$543)	\$2,640	\$3,183	(\$198)	\$2,985	\$3,183	(\$198)	\$2,985	\$12,174
Other											
Delivery Costs	\$51,144	\$45,672	(\$7,794)	\$37,878	\$45,672	(\$2,839)	\$42,833	\$45,672	(\$2,839)	\$42,833	\$174,688
Volunteer and Client Costs	\$23,126	\$20,651	(\$3,524)	\$17,127	\$20,651	(\$1,283)	\$19,368	\$20,651	(\$1,283)	\$19,368	\$78,989
Total Non DAS Operating Expenses	\$1,322,425	\$1,313,748	(\$400,793)	\$912,955	\$1,178,940	(\$145,829)	\$1,033,111	\$1,178,940	(\$145,829)	\$1,033,111	\$4,301,602
Total DAS and Non DAS Operating Expenses	\$4,915,085	\$4,461,358		\$4,461,358	\$4,326,550		\$4,326,550	\$4,326,550		\$4,326,550	\$18,029,543
HSA #3											10/25/2016

Program: Home-delivered meals for older adults
 (Same as Line 11 on HSA #1)

Capital & Subcontractor Expenditure Detail

DAS Capital Expenditure

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
<u>Equipment (Qty)</u>	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
22 cooler bags at \$4 each	\$88										\$88
6 hard sided coolers at \$30 each	\$180										\$180
44 microwaves at \$87.68 each (new price)	\$3,850										\$3,850
40 refrigerators at \$161.80 each (new price)	\$6,490										\$6,490
Meal label printer <i>(HCBS Eligible for printer purchased in FY22/23)</i>	\$37,900		\$40,000	\$40,000							\$77,900
3 EV delivery vans with refrigeration <i>(HCBS Eligible)</i>			\$213,000	\$213,000							\$213,000
Total Equipment Cost	\$48,508		\$253,000	\$253,000							\$301,508
Remodeling											
Total Remodeling Cost											
Other											
Gas and food cost increases for 819,173 meals at \$	\$335,861										\$335,861
Total Subcontractor Cost	\$335,861										\$335,861
Total DAS Capital & Subcontractor Expenditure	\$384,369		\$253,000	\$253,000							\$637,369

Non DAS Capital Expenditure

	FY 21/22	FY 22/23			FY 23/24			FY 24/25			Total
<u>Equipment (Qty)</u>	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	
Total Equipment Cost											
Remodeling											

Total Remodeling Cost											
Other											
Total Subcontractor Cost											
Total Non DAS Capital & Subcontractor Expenditure											
Total DAS and Non DAS Capital & Subcontractor Expenditure	\$384,369		\$253,000	\$253,000							\$637,369
HSA #4											10/25/2016

Program: Home-delivered meals for older adults
(Same as Line 11 on HSA #1)

NCQA Expenditure Detail

DAS NCQA Expenditure	FY 21/22 Unit price		FY 21/22 Unit	FY 21/22 Revised	FY 22/25 Unit price			FY 22/25 Unit			FY 22/23			FY 23/24			FY 24/25			Total	
	Revised		Revised		Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised	Budget	Modification	Revised		
Menu planning and nutrition analysis	\$622.67	/set	2.00	\$1,245	\$656.50		\$656.50	/set	2.00		2.00		\$1,313		\$1,313	\$1,313		\$1,313		\$1,313	\$5,184
Kitchen and food service monitoring	\$692.22		4.00	\$2,769	\$730.00		\$730.00		4.00		4.00		\$2,920		\$2,920	\$2,920		\$2,920		\$2,920	\$11,529
HDM Route Monitoring	\$213.43	/route	84.00	\$17,928	\$225.10		\$225.10	/route	84.00		84.00		\$18,908		\$18,908	\$18,908		\$18,908		\$18,908	\$74,652
Nutrition education	\$188.44		4.00	\$754	\$198.75		\$198.75		4.00		4.00		\$795		\$795	\$795		\$795		\$795	\$3,139
Nutrition counseling (optional)	\$124.85	/hour	1550.00	\$193,518	\$131.67		\$131.67	/hour	1350.00		1350.00		\$177,757		\$177,757	\$177,757		\$177,757		\$177,757	\$726,789
In-service training		/training						/training													
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$274.62	/assessment	3200.00	\$878,784	\$289.62		\$289.62	/assessment	2800.00		2800.00		\$810,949		\$810,949	\$810,949		\$810,949		\$810,949	\$3,311,631
Annual Assessment for the HDM program for Adults with Disabilities (optional)		/annual assessment						/annual assessment													
Total DAS NCQA Expenditure				\$1,094,998									\$1,012,642		\$1,012,642	\$1,012,642		\$1,012,642		\$1,012,642	\$4,132,924
Non DAS NCQA Expenditure																					
Menu planning and nutrition analysis	\$482.00	/set	2.00	\$964	\$482.00		\$482.00	/set	2.00		2.00		\$964		\$964	\$964		\$964		\$964	\$3,856
Kitchen and food service monitoring	\$542.75		4.00	\$2,171	\$542.75		\$542.75		4.00		4.00		\$2,171		\$2,171	\$2,171		\$2,171		\$2,171	\$8,684
HDM Route Monitoring	\$167.19	/route	84.00	\$14,044	\$167.19		\$167.19	/route	84.00		84.00		\$14,044		\$14,044	\$14,044		\$14,044		\$14,044	\$56,176
Nutrition education	\$144.33		4.00	\$577	\$144.33		\$144.33		4.00		4.00		\$577		\$577	\$577		\$577		\$577	\$2,308
Nutrition counseling (optional)	\$97.86	/hour	1550.00	\$151,676	\$97.86		\$97.86	/hour	1350.00		1350.00		\$132,105		\$132,105	\$132,105		\$132,105		\$132,105	\$547,991
In-service training		/training						/training													
HDM Assessment for ENP/C2 nutrition program (Initial and annual)	\$234.54	/assessment	3200.00	\$750,520	\$234.54		\$234.54	/assessment	2800.00		2800.00		\$656,705		\$656,705	\$656,705		\$656,705		\$656,705	\$2,720,635
Annual Assessment for HDM program for Adults with Disabilities (optional)		/annual assessment						/annual assessment													
Total Non DAS NCQA Expenditure				\$919,952									\$806,566		\$806,566	\$806,566		\$806,566		\$806,566	\$3,339,650
Total DAS and Non DAS NCQA Expenditure				\$2,014,950									\$1,819,208		\$1,819,208	\$1,819,208		\$1,819,208		\$1,819,208	\$7,472,574

HSA #4

Appendix F-2 Site Chart

ANNUAL SITE CHART - HOME-DELIVERED MEALS, FY 21-22								OFFICE OF COMMUNITY PARTNERSHIPS
AGENCY: Meals on Wheels San Francisco								
MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124								
DIRECTOR: Ashley McCumber				EMAIL: amccumber@mowfsf.org		PHONE NO.: 415-920-1111		
PROGRAM MANAGER: Meredith Terrell				EMAIL: mterrell@mowfsf.org		PHONE NO.: 415-920-1111		
HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency					Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4					42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide					
Supervisory District No.	All districts served	All districts served	All districts served					
Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Type of Meal (hot, chill or frozen)	Hot, Chill, Frozen	Hot, Chill, Frozen	Hot, Chill, Frozen					
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased	Regular, Low-Sodium, Diabetic, Mechanical Soft, Renal friendly, Plantbased					
Cuisine Type (Select from list)	American	American	American					
# Unduplicated Consumers	3,600	570	325					4,495
Maximum # of consumers served on route/delivery day	36	5	5					
Total annual # meals	1,576,196	249,097	29,796					1,855,089
Breakfast Meals - ER Only			11,747					
# Nutrition Education Units (# Sessions x # Clients)	8,637	1,365	Included with ENP					10,002
Annual # Comprehensive Assessment Units	3,200	NA	Included with ENP					
Annual # Nutrition Counseling HOURS	1,550	NA	Included with ENP					
Annual # Nutrition Counseling SESSIONS	2,066	NA	Included with ENP					
Annual # Unduplicated Nutrition Counseling Consumers	1,800	NA	Included with ENP					
# Service Days	365	365	365					365
Average # meals per day	4,318	682	82					1,694
Route Note: (if a route is added during the fiscal year, please indicate the date.)								
Holidays (list holidays - no delivery)	MOWSF is closed on all major holidays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Appendix F-2 Site Chart

ANNUAL SITE CHART - HOME-DELIVERED MEALS, FY 22-23				OFFICE OF COMMUNITY PARTNERSHIPS				
AGENCY: Meals on Wheels San Francisco								
MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124								
DIRECTOR: David Linnell			EMAIL: dlinnell@mowsf.org			PHONE NO.: 415-920-1111		
PROGRAM MANAGER: Nancy Wong			EMAIL: nywong@mowsf.org			PHONE NO.: 415-920-1111		
HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency					Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4					42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide					
Supervisory District No.	All districts served	All districts served	All districts served					
Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Type of Meal (hot, chill or frozen)	Frozen, Hot	Frozen, Hot	Frozen, Hot					
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare					
Cuisine Type (Select from list)	American	American	American					
# Unduplicated Consumers	3,200	450	325					3,975
Maximum # of consumers served on route/delivery day	36	5	5					
Total annual # meals	1,488,862	201,024	36,681					1,726,567
Annual # Comprehensive Assessment Units	2,800	NA	Included with ENP					
Annual # Nutrition Counseling HOURS	1,350	NA	Included with ENP					
Annual # Nutrition Counseling SESSIONS	1,800	NA	Included with ENP					
Annual # Unduplicated Nutrition Counseling Consumers	1,600	NA	Included with ENP					
# Service Days	365	365	365					365
Average # meals per day	4,079	551	100					4,730
Meals Delivered Per Week per client	14	14	14					
Route Note: (if a route is added during the fiscal year, please indicate the date.)								
Holidays (list holidays - no delivery)	MOWSF is closed on all major holidays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Appendix F-2 Site Chart

ANNUAL SITE CHART - HOME-DELIVERED MEALS, FY 23-24							OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY: Meals on Wheels San Francisco								
MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124								
DIRECTOR: David Linnell				EMAIL: dlinnell@mowsf.org			PHONE NO.: 415-920-1111	
PROGRAM MANAGER: Nancy Wong				EMAIL: nywong@mowsf.org			PHONE NO.: 415-920-1111	
HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency					Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4					42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide					
Supervisory District No.	All districts served	All districts served	All districts served					
Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	_x_Mon _x_Tues _x_Wed _x_Thurs _x_Fri _x_Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun	__Mon __Tues __Wed __Thurs __Fri __Sat __Sun
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
Type of Meal (hot, chill or frozen)	Frozen, Hot	Frozen, Hot	Frozen, Hot					
DIET Type (Regular, Vegetarian, Modified-specify, e.g. Diabetic)	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare	Regular, Low-Sodium, Diabetic, Dental Soft, Vegetarian, Asian Flare					
Cuisine Type (Select from list)	American	American	American					
# Unduplicated Consumers	3,200	450	325					3,975
Maximum # of consumers served on route/delivery day	36	5	5					
Total annual # meals	1,446,658	201,024	36,681					1,684,363
Annual # Comprehensive Assessment Units	2,800	NA	Included with ENP					
Annual # Nutrition Counseling HOURS	1,350	NA	Included with ENP					
Annual # Nutrition Counseling SESSIONS	1,800	NA	Included with ENP					
Annual # Unduplicated Nutrition Counseling Consumers	1,600	NA	Included with ENP					
# Service Days	365	365	365					365
Average # meals per day	3,963	551	100					4,615
Meals Delivered Per Week per client	14	14	14					
Route Note: (if a route is added during the fiscal year, please indicate the date.)								
Holidays (list holidays - no delivery)	MOWSF is closed on all major holidays, except for Thanksgiving Day. Clients receive meals in advance of all holidays that Meals on Wheels is closed.							

Appendix F-2 Site Chart

ANNUAL SITE CHART - HOME-DELIVERED MEALS, FY 24-25							OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY: Meals on Wheels San Francisco								
MAILING ADDRESS: 1375 Fairfax Ave San Francisco, CA 94124								
DIRECTOR: David Linnell				EMAIL: dlinnell@mowsf.org		PHONE NO.: 415-920-1111		
PROGRAM MANAGER: Nancy Wong				EMAIL: nywong@mowsf.org		PHONE NO.: 415-920-1111		
HDM Program Type (ENP or Adults with Disabilities program)	ENP	AWD	Emergency					Total # of Delivery Routes
Name of Delivery Route (e.g. Route 1, Route B, Excelsior Route, etc.)	33	5	4					42
Address and Zip (where meals are produced and/or packed)	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121	2230 Jerrold Ave SF, CA 94121					
Phone Number	415-920-1111	415-920-1111	415-920-1111					
Alternate Phone Number	415-343-1287	415-343-1287	415-343-1287					
Neighborhood/ Geographic Delivery Service Area	Citywide	Citywide	Citywide					
Supervisory District No.	All districts served	All districts served	All districts served					
Zip Codes Served	All zip codes served	All zip codes served	All zip codes served					
Meal Delivery Days	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Office Hours	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm	Monday-Friday 8:30 am - 4:30 pm					
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