

**BUDGET FORMS**

Appendix B-9, pg. 1  
 Document Date: August 2020

**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES  
 BUDGET PROPOSAL FORMS**

Grantee's Name: Meals on Wheels San Francisco  
 (Check One) New  Renewal  Modification   
 Effective Date of Mod: No. of Mod:

<b>Program: Emergency HDM</b>					Grant Term	cost/me
<b>Annual #Meals Contracted</b>	39,873	39,873	47,100	20,016	146,862	
Program Term	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-12/31/20	7/1/17-12/31/20	
<b>DAAS Expenditures</b>						
Salaries & Benefits	\$40,969	\$41,993	\$87,046	\$47,445	\$217,453	\$1.85
Operating Expense	\$116,531	\$119,095	\$108,948	\$35,819	\$380,393	\$2.31
<b>Subtotal</b>	<b>\$157,500</b>	<b>\$161,088</b>	<b>\$195,994</b>	<b>\$83,265</b>	<b>\$597,847</b>	<b>\$4.16</b>
Indirect Percentage (max 10%)						
Indirect Cost						
Capital Expenditure						
COVID OTO			\$57,024		\$57,024	
<b>TOTAL DAAS EXPENDITURES</b>	<b>\$157,500</b>	<b>\$161,088</b>	<b>\$253,018</b>	<b>\$83,265</b>	<b>\$654,871</b>	<b>\$5.37</b>
<b>Non-DAAS Expenditures</b>						
Salaries & Benefits	\$28,250	\$28,956	\$22,543	\$11,276	\$91,025	\$0.48
Operating Expense	\$58,196	\$59,652	\$62,140	\$31,075	\$211,063	\$1.32
Indirect Expense	\$19,758	\$20,130			\$39,888	
Capital Expenditure						
<b>TOTAL Non-DAAS EXPENDITURES</b>	<b>\$106,204</b>	<b>\$108,738</b>	<b>\$84,683</b>	<b>\$42,351</b>	<b>\$341,976</b>	<b>\$1.80</b>
<b>TOTAL DAAS &amp; Non-DAAS EXPENDITURES</b>	<b>\$263,704</b>	<b>\$269,826</b>	<b>\$337,701</b>	<b>\$125,616</b>	<b>\$996,847</b>	<b>\$7.17</b>
<b>HSA-DAAS Revenues</b>						
Meals, Local Funds	\$157,500	\$161,088	\$195,994	\$83,265	\$597,847	
COVID OTO			\$57,024		\$57,024	

<b>TOTAL HSA-DAAS REVENUES</b>	\$157,500	\$161,088	\$253,018	\$83,265	\$654,871	
<i>PER MEAL COST, HSA-DAAS</i>	\$3.95	\$4.04	\$4.16	\$4.16	\$4.07	
<i>Per MEAL &amp; COMPLIANCE COST</i>	\$3.95	\$4.04	\$5.37	\$4.16	\$4.46	
<b>Non-DAAS Revenues</b>						
Project Income						
Agency Cash - Fundraising	\$85,432	\$87,445	\$63,392	\$31,701	\$267,970	\$2.14
Agency In-Kind Volunteer	\$20,772	\$21,293	\$21,291	\$10,650	\$74,006	\$0.52
Nutrition Compliance Revenues						
<b>TOTAL NON HSA-DAAS REVENUES</b>	\$106,204	\$108,738	\$84,683	\$42,351	\$341,976	
<i>PER MEAL COST, NON HSA-DAAS</i>	\$2.66	\$2.73	\$1.80	\$2.12	\$2.33	
<b>TOTAL REVENUES</b>	\$263,704	\$269,826	\$337,701	\$125,616	\$996,847	
<b>PER MEAL COST, TOTAL</b>	\$6.61	\$6.77	\$7.17	\$6.28	\$6.79	
Full Time Equivalent (FTE)						
Prepared by: Patrick Schmalz				Date: 8/3/20		
HSA-CO Review Signature: _____						
<b>HSA #1</b>	Form Rev. 12/22/16					

**Salaries & Benefits Detail**

H.S.A-DAAS POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		DAAS Program				
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-12/31/20	7/1/17-12/31/20
Drivers (35)	\$39,634	3300%			\$16,561	\$16,975	\$24,454	\$15,885	\$73,875
Driver Mgr	\$82,601	100%	1.15%	0.01	\$1,048	\$1,074	\$2,164	\$950	\$5,236
Sr. Ops Mgr	\$95,000	100%	1.15%	0.01	\$1,145	\$1,174	\$2,489	\$1,093	\$5,901
Wait List Mgr	\$77,134	100%	1.15%	0.01	\$910	\$933	\$2,021	\$887	\$4,751
Customer Service Lead	\$60,569	100%	1.95%	0.02	\$661	\$678	\$1,351	\$1,181	\$3,871
Client Starts Lead	\$77,134	100%	1.15%	0.01	\$644	\$660	\$2,021	\$887	\$4,212
Special Delivery Lead	\$51,002	100%	1.15%	0.01	\$843	\$864	\$1,336	\$587	\$3,630
Safety Board Lead	\$50,000	100%	1.15%	0.01			\$1,310	\$575	\$1,885
Chief Prog Off	\$140,400	100%	1.15%	0.01	\$1,869	\$1,916	\$2,948	\$1,615	\$8,348
SalesForce Administrator	\$100,000	100%	0.97%	0.01			\$2,230	\$970	\$3,200
Chief Gov Off	\$144,427	100%	0.68%	0.01	\$1,492	\$1,529	\$2,744	\$982	\$6,747
Fleet & Facilities Dir	\$110,880	100%	0.68%	0.01	\$717	\$735	\$2,107	\$754	\$4,313
Maintenance	\$55,000	100%	0.68%	0.01	\$384	\$394	\$1,045	\$374	\$2,197
Maintenance	\$39,520	100%	0.68%	0.01			\$751	\$269	\$1,020
Maintenance	\$39,520	100%	0.68%	0.01			\$751	\$269	\$1,020
Volunteer Mgr	\$62,946	100%	1.95%	0.02	\$772	\$791	\$1,404	\$1,227	\$4,194
Volunteer Coordinator	\$52,749	100%	1.95%	0.02	\$772	\$791	\$1,176	\$1,029	\$3,768
Volunteer Coordinator	\$50,000	100%	1.95%	0.02			\$1,115	\$975	\$2,090
Volunteer Director	\$93,555	100%	1.95%	0.02	\$1,095	\$1,122	\$2,086	\$1,824	\$6,127
HR Manager	\$80,500	100%	0.68%	0.01			\$1,529	\$547	\$2,076
HR Manager	\$81,120	100%	0.68%	0.01	\$519	\$532	\$1,541	\$552	\$3,144
HR Director	\$108,832	100%	0.68%	0.01	\$288	\$295	\$2,068	\$740	\$3,391
Communications Director	\$105,000	100%	0.68%	0.01	\$265	\$272	\$1,995	\$714	\$3,246
Digital Marketing Manager	\$72,000	100%			\$139	\$142	\$1,368		\$1,649
CEO	\$205,000	100%							
<b>TOTALS</b>	<b>\$2,074,522</b>	<b>5700%</b>	<b>25%</b>	<b>0.25</b>	<b>\$30,124</b>	<b>\$30,877</b>	<b>\$64,004</b>	<b>\$34,886</b>	<b>\$159,891</b>
FRINGE BENEFIT RATE	36.0%				36%	36%	36%		
EMPLOYEE FRINGE BENEFITS	\$746,849				\$10,845	\$11,116	\$23,042	\$12,559	\$57,562
<b>TOTAL DAAS SALARIES &amp; BENEFITS</b>	<b>\$2,821,371</b>				<b>\$40,969</b>	<b>\$41,993</b>	<b>\$87,046</b>	<b>\$47,445</b>	<b>\$217,453</b>

Non - DAAS	Agency Totals		For DAAS Nutrition		Non-DAAS				
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-12/31/20	7/1/17-12/31/20
POSITION TITLE and NAME									
Drivers (35)	\$39,634	3300%			\$11,418	\$11,703	\$11,890	\$5,945	\$40,956
Driver Mgr	\$82,601	100%			\$554	\$568			\$1,122
Sr. Ops Mgr	\$95,000	100%			\$606	\$621			\$1,227
Wait List Mgr	\$77,134	100%			\$482	\$494			\$976
Customer Service Lead	\$60,569	100%	0.39%	0.00	\$350	\$359	\$236	\$118	\$1,063
Client Starts Lead	\$77,134	100%			\$341	\$350			\$691
Special Delivery Lead	\$51,002	100%			\$447	\$458			\$905
Safety Board Lead	\$50,000	100%							
Chief Prog Off	\$140,400	100%			\$990	\$1,015			\$2,005
SalesForce Administrator	\$100,000	100%							
Chief Gov Off	\$144,427	100%	0.33%	0.00	\$790	\$810	\$477	\$239	\$2,316
Fleet & Facilities Dir	\$110,880	100%	0.33%	0.00	\$380	\$390	\$366	\$183	\$1,319
Maintenance	\$55,000	100%	0.33%	0.00	\$204	\$209	\$181	\$91	\$685
Maintenance	\$39,520	100%	0.33%	0.00			\$130	\$65	\$195
Maintenance	\$39,520	100%	0.33%	0.00			\$130	\$65	\$195
Volunteer Mgr	\$62,946	100%	0.39%	0.00	\$409	\$419	\$245	\$123	\$1,196
Volunteer Coordinator	\$52,749	100%	0.39%	0.00	\$409	\$419	\$206	\$103	\$1,137
Volunteer Coordinator	\$50,000	100%	0.39%	0.00			\$195	\$98	\$293
Volunteer Director	\$93,555	100%	0.39%	0.00	\$580	\$595	\$365	\$183	\$1,723
HR Manager	\$80,500	100%	0.33%	0.00			\$266	\$133	\$399
HR Manager	\$81,120	100%	0.33%	0.00	\$275	\$282	\$268	\$134	\$959
HR Director	\$108,832	100%	0.33%	0.00	\$153	\$157	\$359	\$180	\$849
Communications Director	\$105,000	100%	0.33%	0.00	\$141	\$145	\$347	\$174	\$807
Digital Marketing Manager	\$72,000	100%	0.33%	0.00	\$73	\$75	\$238	\$119	\$505
CEO	\$205,000	100%	0.33%	0.00	\$2,170	\$2,224	\$677	\$339	\$5,410
<b>TOTAL NON-DAAS</b>	\$2,074,522	5700%	5.58%	0.06	\$20,772	\$21,293	\$16,576	\$8,292	\$66,933
FRINGE BENEFIT RATE	36.0%				36%	36%	36%		
EMPLOYEE FRINGE BENEFITS	\$746,729				\$7,478	\$7,663	\$5,967	\$2,984	\$24,092
<b>TOTAL Non-DAAS SALARIES &amp; BENEFITS</b>	\$2,821,251				\$28,250	\$28,956	\$22,543	\$11,276	\$91,025
<b>TOTAL DAAS &amp; Non-DAAS SALARIES &amp; BENEFITS</b>	\$5,642,623				\$69,219	\$70,949	\$109,589	\$58,721	\$308,479
HSA #2	#REF!								

NOTE: Green highlighted cells have formulas that link data to Budget Summary page

Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.

Grantee's Name: Meals on Wheels San Francisco  
 Program: Emergency HDM

Appendix B-9, pg. 3  
 Document Date: August 2020

**Operating Expense Detail**

Annual #Meals Contracted:	<u>39,873</u>	<u>39,873</u>	<u>47,100</u>	<u>20,016</u>	<u>146,862</u>
Term:	<u>7/1/17-6/30/18</u>	<u>7/1/18-6/30/19</u>	<u>7/1/19-6/30/20</u>	<u>7/1/20-12/31/20</u>	<u>7/1/17-12/31/20</u>
<b>H.S.A-DAAS</b>					
<u>EXPENDITURE CATEGORY</u>					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)			\$2,995	\$191	\$3,186
Office Supplies, Postage			\$1,638		\$1,638
Building & Kitchen			\$1,300		\$1,300
<u>FOOD COSTS</u>					
Raw Food <i>per lunch</i> \$ -					
HDM Food Svc Supplies <i>per lunch</i> \$ -					
Catered Meals <i>per lunch</i> \$ 1.78	\$116,531	\$119,095	\$101,265	\$35,628	\$372,519
<u>CONSULTANT (Descriptive Title)</u>					
Registered Dietitian					
<u>OTHER COSTS:</u>					
Insurance			\$650		\$650
Staff Training & Travel			\$711		\$711
Rental of Equipment					
Small equipment & Supplies					
Delivery Cost					
Fees, dues, advertising			\$79		\$79
Outside Services			\$310		\$310
Grant, Volunteer and Client Costs					
Other Operating					
Fundraising					
<b>TOTAL DAAS OPERATING EXPENSE</b>	\$116,531	\$119,095	\$108,948	\$35,819	\$380,393

<b>Non-DAAS</b>					
<u>EXPENDITURE CATEGORY</u>					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$833	\$854	\$952	\$476	\$3,115
Office Supplies, Postage	\$626	\$642	\$521	\$261	\$2,050
Building & Kitchen	\$4,822	\$4,943	\$413	\$207	\$10,385
<b>FOOD COSTS</b>					
Raw Food <i>per lunch</i>	\$ -				
HDM Food Svc Supplies <i>per lunch</i>	\$ -				
Catered Meals <i>per lunch</i>	\$ 1.07	\$4,209	\$4,314	\$42,861	\$21,431
<u>CONSULTANT (Descriptive Title)</u>					
Registered Dietitian					
<b>OTHER COSTS:</b>					
Insurance	\$914	\$937	\$207	\$104	\$2,162
Staff Training & Travel	\$686	\$703	\$226	\$113	\$1,728
Rental of Equipment					
Small equipment & Supplies	\$462	\$474			\$936
Delivery Cost	\$6,967	\$7,141	\$2,993	\$1,497	\$18,598
Fees, dues, advertising	\$490	\$502	\$295	\$148	\$1,435
Outside Services	\$1,686	\$1,728	\$3,615	\$1,808	\$8,837
Grant, Volunteer and Client Costs	\$4,424	\$4,535	\$3,177	\$1,589	\$13,725
Other Operating	\$1,502	\$1,540	\$375	\$188	\$3,605
Fundraising	\$30,575	\$31,339	\$6,505	\$3,253	\$71,672
<b>TOTAL Non-DAAS OPERATING EXPENSE</b>	<b>\$58,196</b>	<b>\$59,652</b>	<b>\$62,140</b>	<b>\$31,075</b>	<b>\$211,063</b>
<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>	<b>\$174,727</b>	<b>\$178,747</b>	<b>\$171,088</b>	<b>\$66,894</b>	<b>\$591,456</b>
<b>HSA #3</b>	<u>          </u>	<b>#REF!</b>			

	A	B	C	D	E	F
1	Grantee's Name: Meals on Wheels San Francisco				Appendix B, Page	
2	Program Name:				Document Date:	ment Date: August
3	#REF!					
4						
5						
6						
7						TOTAL
8	<b>H.S.A-DAAS</b>		#REF!	#REF!	#REF!	7/1/17-6/30/18
9	No.	ITEM/DESCRIPTION				
10						
11						
12						
13						
14						
15						
16						
17						
18	<b>TOTAL DAAS-OOA EQUIPMENT &amp; REMODELING COST</b>					
19						
20	<b>Non-DAAS</b>					
21	No.	ITEM/DESCRIPTION				
22						
23						
24						
25						
26						
27	<b>TOTAL NON DAAS-OOA EQUIPMENT &amp; REMODELING COST</b>					
28						
29	<b>TOTAL DAAS &amp; NON-DAAS CAPITAL EXPENDITURE</b>					
30	(Equipment and Remodeling Cost)					

	A	B	C	D	E	F
31	HSA #4	#REF!				
32						
33	<b>Allocation Methodology:</b> <i>(If you have multiple programs, describe how you allocate among shared program costs.)</i>					
34	Indicate DAAS and non-DAAS-OOA funding above.					
35	<b>NOTE:</b> Green highlighted cells have formulas that link data to Budget Summary page					
36	Equipment is defined as \$5000 or more a unit					
37	<b>NOTE:</b> Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pass					
38						
39						
40						

The Budget Narrative should provide detailed information and calculations supporting the amount allocated for each budget line item. Please detail all mathematical computations for each line item. Show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the FTE, the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the contract term, etc. For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the full-time equivalent (FTE), the percentage of FTE allocated to the activity, the salary per month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

Salaries and Benefits, Operating Expense and Capital Expenditure are direct costs and must be clearly and easily attributable to a specific program.

The Cost Allocation Plan is required. Respondents must follow the City's cost allocation guidelines for nonprofit contractors, which largely follow those described by Generally Accepted Accounting Principles (GAAP) and in Federal OMB Circular A-122. The plan should include how indirect costs were calculated.

Indirect rates are not allowable on subcontractor indirect expenditures, capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a client (i.e., security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list. If an organization is uncertain whether indirect costs can be applied to a particular expense, it should consult with the HSA Contract Manager.

If applicable, attach a separate detailed Subcontracting budget using the standard HSA format if there is a Subcontractor arrangement made under the terms of the contract. Provide a brief explanation of the subcontracting arrangement, as well as a budget breakdown. Please note, the total subcontractor budget amount should appear on the Operating Expense Detail sheet under the Subcontractor section.

No contract funds should be used for anyone that is lobbying.

Project income is donation from participants for services rendered. Project income must be used to enhance the programs from which it was derived. Nutrition program donations are to be expended for food costs first, then other nutrition program operating costs.

Volunteers: For food service volunteers use San Francisco's minimum wage \$14 per hour (effective July 2017) to calculate their market value. For professionals, use the market rate for calculation.

Budget Summary page, Nutrition Compliance (row 30): Enter total amount requested in the Nutrition Compliance budget submitted by your agency. Leave blank if your agency is planning to meet Nutrition Compliance through DAAS contracted nutrition consultant and explain this in the budget narrative.

Cells with Red color triangle (top right corner) has notes/instructions. Hover over the cell with your mouse to read the notes.

**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES  
BUDGET NARRATIVE**

<b>Grantee's Name:</b>	7/1/17 - 6/30/20
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