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

#### FIRST AMENDMENT TO GRANT AGREEMENT

#### BETWEEN

#### CITY AND COUNTY OF SAN FRANCISCO

#### AND

#### PROJECT OPEN HAND

#### Grant ID #1000022507

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

#### RECITALS

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

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

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

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

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

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

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

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

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

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

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

- 2. Modifications to the Agreement. The Grant Agreement is hereby modified as follows:
  - (a) Article 5.1 <u>Maximum Amount of Grant Funds</u> of the Agreement currently reads as follows:

"The amount of the Grant Funds disbursed hereunder shall not exceed **Eight Million, Six Hundred Eighty Eight Thousand, Five Hundred Ninety Two Dollars (\$8,688,592)** for the period **from July 1, 2021 to June 30, 2025, <u>plus</u>** <u>any contingent amount authorized by City and certified as available by</u> <u>the Controller.</u>

**Contingent amount:** Up to **Eight Hundred Sixty Eight Thousand, Eight Hundred Fifty Nine Thousand Dollars** (\$868,859) for the period from July 1, 2024 to June 30, 2025, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Nine Million, Five Hundred Fifty Seven Thousand, Four Hundred Fifty One Dollars (\$9,557,451) for the period from July 1, 2021 to June 30, 2025.

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

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

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

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

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

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

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendices **<u>B-2 and B-3</u>**, and is not available to Grantee without a revision to the Program Budgets of Appendices **<u>B-2 and B-3</u>** specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

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

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

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

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

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

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

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

(g) Appendix H. Additional Federal Requirements Subrecipients Appendix

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

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

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

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

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

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

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

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

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

#### CITY

HUMAN SERVICES AGENCY

DocuSigned by: Irent Rhorer

4/3/2023

Date

By: Trent Rhorer Executive Director Human Services Agency **GRANTEE:** 

#### **PROJECT OPEN HAND**

DocuSigned by: aul Hepter By: 0CD90AE02024E7.

Date

3/30/2023

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

E-Mail: <u>phepfer@openhand.org</u> Phone: (408)537-3559

City Vendor Number: 0000012810

#### Approved as to Form:

David Chiu City Attorney

DocuSigned by: 4/3/2023 Louise Simpson By:

Louise Simpson Deputy City Attorney

# Appendix A-2 - Services to be Provided Project Open Hand

Congregate Nutrition Services for Older Adults

July 1, 2021 – June 30, 2025

#### I. Purpose

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

#### II. Definitions

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

CDA	California Department of Aging.
City	City and County of San Francisco, a municipal corporation.
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
Congregate Nutrition Services	The procurement, preparation, transporting and serving of meals that meet nutrition requirements to eligible consumers in a group setting. Congregate nutrition services also include nutrition education, health promotion, and nutrition risk screening.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
DAS	Department of Disability and Aging Services.
DETERMINE Your Nutritional Health Checklist / DETERMINE Checklist	A screening tool published by the Nutrition Screening Initiative used to identify individuals at nutritional risk. All grantees must use the DETERMINE Checklist to evaluate the nutrition risk status of congregate and home-delivered meal nutrition services participants. http://www.dhs.gov.vi/home/documents/DetermineNutritionChec klist.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)

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

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

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

#### **III.** Target Populations

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

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

#### IV. Eligibility for Services

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

#### V. Location and Time of Services

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

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

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

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

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

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

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

#### VII. Service Objectives

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

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

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

#### VIII. Outcome Objectives

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

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

#### IX. Reporting and Other Requirements

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

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

Name	Address	Phone
Western Addition Senior Center	1390 1/2 Turk St, San Francisco, 94115	415-921-7805
Bayview Senior Connections	1753 Carroll Ave, San Francisco, 94124	415-647-5353
OMI Senior Center	65 Beverly St, San Francisco, 94132	415-334-5558
Richmond Senior Center	6221 Geary Blvd, San Francisco, 94121	415.404.2938
Mission Neighborhood Centers	362 Capp St, San Francisco, 94110	415-653-5750
30th Street Senior Center	225 30th St, San Francisco, 94131	415-550-2225
Openhouse Bob Ross LGBT Senior	65 Laguna St, San Francisco, 94102	415-347-8509
Center		
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	825 Howard Street, San Francisco, 94103	415 543-6222
San Francisco		
DAS Benefits and Resource Hub	2 Gough St, San Francisco, 94103	415-355-6700

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

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

and

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

#### I. Monitoring Activities

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

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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.

											pendix B-2, Page te: November 202
										Document Da	.e. November 202
			HUMAN		NCY BUDGET	SUMMARY					
		CDA Capital:	88,678								
Name		CODB:	77,181		CODB:	77,181		CODB:	77,181		
PROJECT OPEN HAND		Add'l Meals:	313,511		Add'l Meals:	256,659 333,840		Add'l Meals:	256,659 333,840		-
(Check One) New Renewal Moo If modification, Effective Date of Mod. 12/7/2022 No	dificationX		479,370			333,840			333,840		
Program: Congregate meals for (X) older adults	or () adults with dis	sabilities		-			<b>T</b> .(.)				
Budget Reference Page No.(s) Program Term	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total
Annual # Meals Contracted	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	930,104
DAS Expenditures		,			,	.,	.,	,	.,.		
Salaries & Benefits	\$1,392,274	\$1,242,071	\$232,255	\$1,474,326	\$1,242,071	\$235,947	\$1,478,018	\$1,242,070	\$235,947	\$1,478,017	\$5,822,63
Operating Expenses	\$736,055	\$487,752	\$122,919	\$610,671	\$487,752	\$67,544	\$555,296	\$487,752	\$67,544	\$555,296	\$2,457,31
Subtotal	\$2,128,329	\$1,729,823	\$355,174	\$2,084,997	\$1,729,823	\$303,491	\$2,033,314	\$1,729,822	\$303,491	\$2,033,313	\$8,279,95
Indirect Percentage (%) Indirect Cost	\$212,833	10.00% \$172,982	10.00% \$35,518	\$208,500	10.00% \$172,982	10.00% \$30,349	\$203,331	10.00% \$172,983	10.00% \$30,349	\$203,332	10.00 \$827,99
Capital & Subcontractor Detail	\$18,400	\$172,302	\$88,678	\$88,678	\$172,302	\$30,543	\$200,001	\$172,303	\$00,043	φ205,552	\$107,07
One Time Only Expenses	\$143,900										\$143,90
NCQA Expenditures	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,18
Total DAS Expenditures	\$2,530,008	\$1,929,351	\$479,370	\$2,408,721	\$1,929,351	\$333,840	\$2,263,191	\$1,929,351	\$333,840	\$2,263,191	\$9,465,11
Non DAS Expenditures											
Salaries & Benefits	\$454,877	\$657 729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425 944	\$657.729	(\$231.785)	\$425 944	\$1.732.71
Operating Expenses	\$424,655	\$579,899	(\$20,946)	\$558,953	\$565,853	(+== (), ==)	\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,78
One Time Only Expenses											
NCQA Expenditures	\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$5,934		\$5,934	\$23,73
	\$885.467	\$1,243,562	(\$252,731)	4000 000	\$1,229,516	(0004 707)	4007 700		(0000 000)		\$3,806,23
Total Non DAS Expenditures	\$885,467	\$1,243,562	(\$252,731)	\$990,832	\$1,229,516	(\$231,785)	\$997,732	\$1,231,534	(\$299,328)	\$932,206	\$3,806,23
TOTAL DAS AND NON DAS EXPEDITURES	\$3,415,475	\$3,172,913	\$226,639	\$3,399,553	\$3,158,867	\$102,055	\$3,260,922	\$3,160,885	\$34,511	\$3,195,396	\$13,271,34
DAS Revenues											1
Meals- General Fund	\$2,503,462	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$1,902,805		\$1,902,805	\$8,211,87
Meals- State Fund											
Meals- Federal Fund											
CODB			\$77,181	\$77,181		\$77,181	\$77,181		\$77,181	\$77,181	\$231,54
Additional Funding			\$402,189	\$402,189		\$256,659	\$256,659		\$256,659	\$256,659	\$915,50
NCQA Fund	\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$26,546		\$26,546	\$106,18
Hodperand	\$20,010	\$20,010		\$20,010	\$20,010		\$20,010	\$20,010		\$20,010	¢ 100, 10
Total DAS Revenue	\$2,530,008	\$1,929,351	\$479,370	\$2,408,721	\$1,929,351	\$333,840	\$2,263,191	\$1,929,351	\$333,840	\$2,263,191	\$9,465,11
PER MEAL COST, DAS	\$9.51	\$9.56		\$9.89			\$9.90			\$9.90	\$9.9
PER MEAL COST (with NCQA), DAS	\$10.27	\$9.69		\$10.39			\$10.02			\$10.02	\$10.1
New DAG Devenues											
Non DAS Revenues Project Income	\$43,728	\$39,823		\$39,823	\$39,823		\$39,823	\$39,823		\$39,823	\$163,19
Agency Cash- Fundraising	\$245,432	\$774,316	(\$252,731)	\$521,586	\$760,271	(\$231,785)	\$528,486	\$762,288	(\$299,328)	\$462,960	\$1,758,46
Agency In-kind Volunteer	\$97,952	\$97,952	<u> </u>	\$97,952	\$97,952		\$97,952	\$97,952		\$97,952	\$391,81
Agency Property	\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$325,536		\$325,536	\$1,302,14
NCOA Devenue					AC 05 -			AF 05 -		05.05.1	A
NCQA Revenue	\$5,934	\$5,934			\$5,934			\$5,934		\$5,934	\$11,86
Total Non DAS Revenue	\$718,583	\$1,243,562	(\$252,731)	\$984,898	\$1,229,516	(\$231,785)	\$991,798	\$1,231,534	(\$299,328)	\$932,206	\$3,627,48
PER MEAL COST, Non DAS	\$2.89			\$4.25			\$4.39			\$4.10	\$3.8
PER MEAL COST (with NCQA), Non DAS	\$2.92			\$4.25			\$4.39			\$4.13	\$3.9
TOTAL DAS AND NON DAS REVENUE	\$3,248,591	\$3,172,913	\$226,639	\$3,393,619		\$102,055	\$3,254,989		\$34,512	\$3,195,397	\$13,092,59
PER MEAL COST, Total	\$12.40	÷=,2,010	,,	\$14.14		÷ .02,000	\$14.29		¥01,012	\$14.00	\$13.8
PER MEAL COST (with NCQA), Total	\$13.19			\$14.64			\$14.41			\$14.15	\$14.0
Full Time Equivalent (FTE)	-										177.
Prepared by: Darin Raffaelli, Project Open Hand											Date: 6/21/22
HSA-CO Review Signature:											
HSA #1											10/25/20







Note         Note        Note        Note        Note        Not	Program: Congregate meals for (X) older adults or ( ) adults (Same as Line 11 on HSA #1)	with disabilities						Hally	0.35	0.25	0.07				\$0.00					pendix B-2, Page 2 te: November 2022
No.         No.        No.         No.        No.        No.        No.        No.        No.        No.     <	Salaries & Benefits Detail DAS Salaries & Benefits		Agency Totals			FY 21/22			HSA Program		FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
Desc         Desc <thdesc< th="">        Desc        Desc        Des</thdesc<>					% FTE funded		Annual Full Time Salary for FTF	Total FTE	% FTE funded	FTE 11 2022										
Share         Share <th< td=""><td>Program Staff;</td><td>Name</td><td>Salary for FTE</td><td></td><td>(Max 100%)</td><td></td><td>FY23</td><td>&amp; Add Funding</td><td>11.2022 CODB</td><td>CODB</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Budgeted Salary</td></th<>	Program Staff;	Name	Salary for FTE		(Max 100%)		FY23	& Add Funding	11.2022 CODB	CODB										Budgeted Salary
Set of the	Sites Manager		\$68,624	0.70	100.00%	\$48,037	\$69,992	0.70	100.00%	0.70	\$48,037	\$957	\$48,994	\$48,037	\$2,917	\$50,954	\$48,037	\$2,917	\$50,954	\$187,334 \$198,940
	Manager, Community Nutrition Program, Data		\$65,759	0.65	100.00%	\$42,744	\$70,000	0.65	100.00%	0.65	\$42,744		\$45,500	\$42,744		\$47,320	\$42,744		\$47,320	\$131,052 \$182,884
Normal interpart         Normal interpart<	Bilingual Linkage Coordinator		\$55,000			\$36,272	\$55,000	0.70	100.00%	0.70	\$55,272		\$38,500		\$1,888		\$30,212	\$1,888		\$216,432 \$118,579
	Aquatic Park Soniar Center	1	\$39,416	0.35	100.00%	\$13,796					\$13,796			\$13,796	\$13,201	\$26,997	\$13,796	\$13,201	\$26,997	\$93,748
Subset in the set in	Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416	0.35	100.00%	\$13,796	\$40,747	0.32	100.00%	0.32	\$13,796	(\$757)	\$13,039	\$13,796	(\$235)	\$13,581	\$13,796	(\$235)	\$13,561	\$53,956 \$73,525
	Community Nutrition Site Coordinator	4	\$39,416	0.35	100.00%	\$13,796	\$43,264	0.72	100.00%	0.72	\$13,796	\$17,354	\$31,150	\$13,796	\$18,600	\$32,396	\$13,796	\$18,600	\$32,396	\$109,738
Image: Section of the sectio	Community Nutrition Site Coordinator		\$39,416		100.00%	\$13,796	\$43,264		100.00%			\$3,510	\$17,306	\$13,796	\$4,202		\$13,796		\$17,998	\$67,097 \$67,097
	Curry Senior Center	7										\$3,510								\$127,475
	Community Nutrition Site Coordinator		\$39,416	0.80	100.00%	\$31,533	\$40,747	0.52	100.00%	0.52	\$31,533	(\$10,344) (\$22,880)	\$21,189	\$31,533	(\$9,497) (\$22,534)	\$22,038	\$31,533	(\$9,497) (\$22,534)	\$22,038	\$96,794 \$58,184
			\$39,416 \$39,416		100.00%	\$31,533 \$31,533	\$40,747 \$40,747		100.00%		\$31,533 \$31,533	(\$8,715) (\$5,862)		\$31,533 \$31,533	(\$7,802) (\$4,835)	\$23,731 \$26,698	\$31,533 \$31,533	(\$7,802) (\$4,835)	\$23,731 \$26,698	\$101,814 \$110,599
	Community Nutrition Site Coordinator																			\$77,882 \$65,967
BACH CONSIGNATION         DI         DI        DI        DI        DI        DI         DI	Community Nutrition Site Coordinator		\$39,416	0.35	100.00%	\$13,796	\$40,747	0.24	100.00%	0.24	\$13,796	(\$4,017)	\$9,779	\$13,796	(\$3,625)	\$10,171		(\$3,625)	\$10,171	\$43,916 \$43,112
Image         Image <th< td=""><td>Community Nutrition Site Coordinator</td><td>16</td><td>\$39,416</td><td>0.18</td><td>100.00%</td><td>\$6,898</td><td>\$40,747</td><td>0.40</td><td>100.00%</td><td>0.40</td><td>\$6,898</td><td></td><td>\$16,299</td><td>\$6,898</td><td></td><td>\$16,951</td><td>\$6,898</td><td></td><td>\$16,951</td><td>\$57,099 \$37,018</td></th<>	Community Nutrition Site Coordinator	16	\$39,416	0.18	100.00%	\$6,898	\$40,747	0.40	100.00%	0.40	\$6,898		\$16,299	\$6,898		\$16,951	\$6,898		\$16,951	\$57,099 \$37,018
Designed interpart         Designe	IT Bookman																			\$63,997
Image         Image <th< td=""><td>Community Nutrition Site Coordinator Richmond Sonier Conter</td><td>19</td><td>\$39,416</td><td>0.35</td><td>100.00%</td><td>\$13,796</td><td>\$40,747</td><td>0.40</td><td>100.00%</td><td>0.40</td><td>\$13,796</td><td>\$2,503</td><td>\$16,299</td><td>\$13,796</td><td>\$3,155</td><td>\$16,951</td><td>\$13,796</td><td>\$3,155</td><td>\$16,951</td><td>\$63,997</td></th<>	Community Nutrition Site Coordinator Richmond Sonier Conter	19	\$39,416	0.35	100.00%	\$13,796	\$40,747	0.40	100.00%	0.40	\$13,796	\$2,503	\$16,299	\$13,796	\$3,155	\$16,951	\$13,796	\$3,155	\$16,951	\$63,997
Image         Image <th< td=""><td>Community Nutrition Site Coordinator</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$65,560 \$67,097</td></th<>	Community Nutrition Site Coordinator																			\$65,560 \$67,097
Image         Image <th< td=""><td>Community Nutrition Site Coordinator</td><td></td><td>\$39,416</td><td></td><td>100.00%</td><td></td><td>\$39,520</td><td>0.40</td><td></td><td>0.40</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$62,485</td></th<>	Community Nutrition Site Coordinator		\$39,416		100.00%		\$39,520	0.40		0.40										\$62,485
Sector         Sector<	Community Nutrition Site Coordinator		\$39,416	0.18	100.00%	\$6,898					\$6,898	\$5,132 (\$3,437) (\$6,809)		\$6,898	\$5,889 (\$3,298) (\$6,809)		\$6,898	\$5,889 (\$3,298) (\$6,80%)		\$72,094 \$17,558 \$6,898
Second         Second<	Tolograph Hill Neighberhood Center											(\$13.798)			(\$13.798)			(\$13.795)		\$13,796
Control         Contro <thcontrol< th=""> <thcontrol< th=""> <thco< td=""><td>Visitation Valley Community Center Community Nutrition Site Coordinator</td><td></td><td>\$39,416</td><td>0.35</td><td>100.00%</td><td>\$13,796</td><td>-</td><td>-</td><td></td><td></td><td>\$13,796</td><td>(\$13,796)</td><td></td><td>\$13,796</td><td>(\$13,796)</td><td></td><td>\$13,796</td><td>(\$13,796)</td><td></td><td>\$13,796</td></thco<></thcontrol<></thcontrol<>	Visitation Valley Community Center Community Nutrition Site Coordinator		\$39,416	0.35	100.00%	\$13,796	-	-			\$13,796	(\$13,796)		\$13,796	(\$13,796)		\$13,796	(\$13,796)		\$13,796
Control         Contro <thcontrol< th=""> <thcontro< th=""> <thcon< td=""><td>Community Nutrition Site Coordinator</td><td></td><td>\$39,416 \$39,416</td><td>0.18</td><td>100.00%</td><td>\$13,796 \$6,898</td><td></td><td></td><td></td><td></td><td>\$13,796 \$6,898</td><td></td><td></td><td>\$6,898</td><td></td><td></td><td>\$13,796 \$6,898</td><td></td><td></td><td>\$13,796 \$6,898</td></thcon<></thcontro<></thcontrol<>	Community Nutrition Site Coordinator		\$39,416 \$39,416	0.18	100.00%	\$13,796 \$6,898					\$13,796 \$6,898			\$6,898			\$13,796 \$6,898			\$13,796 \$6,898
	Kitchen Staff:											(\$6,898)			(\$6,898)			(\$6,898)		\$6,898
Name	Cook I		\$37,513	0.65	30.57%	\$13,529	\$40,503	0.41	58.00%	0.24	\$7,454	\$8,276 \$2,089 (\$1,970)	\$9,543	\$7,454	\$8,276 \$2,089	\$9,543	\$7,454	\$8,276 \$2,089 (\$1,97*)	\$9,543	\$62,847 \$42,159 \$12,325
Control         Control <t< td=""><td>Cook II</td><td></td><td>\$39,720 \$39,720</td><td>0.65</td><td>30.57%</td><td>\$14,326</td><td>\$42,906</td><td>0.65</td><td>58.00% 58.00%</td><td>0.38</td><td>\$7,893</td><td>\$7,808</td><td>\$16,176</td><td>\$7,893 \$7,893</td><td>\$8,283 \$7,808</td><td>\$16,176 \$15,701</td><td>\$7,893 \$7,893</td><td>\$8,283 \$7,808</td><td>\$16,176 \$15,701</td><td>\$12,325 \$62,853 \$61,430</td></t<>	Cook II		\$39,720 \$39,720	0.65	30.57%	\$14,326	\$42,906	0.65	58.00% 58.00%	0.38	\$7,893	\$7,808	\$16,176	\$7,893 \$7,893	\$8,283 \$7,808	\$16,176 \$15,701	\$7,893 \$7,893	\$8,283 \$7,808	\$16,176 \$15,701	\$12,325 \$62,853 \$61,430
Subb         Subb <th< td=""><td>Cook II</td><td></td><td>\$39,720 \$39,720</td><td></td><td>30.57% 30.57%</td><td></td><td></td><td>0.33</td><td>58.00%</td><td>0.19</td><td>\$3,946</td><td>(\$3,946)</td><td></td><td></td><td>(\$3,946)</td><td></td><td></td><td>(\$3,946)</td><td></td><td>\$73,625 \$7,162</td></th<>	Cook II		\$39,720 \$39,720		30.57% 30.57%			0.33	58.00%	0.19	\$3,946	(\$3,946)			(\$3,946)			(\$3,946)		\$73,625 \$7,162
Sector			\$44,005			\$15,870	\$50,982	0.65	58.00%	0.38	\$8,744	\$10,476	\$19,220		\$10,476	\$19,220	\$8,744	\$10,478	\$19,220	\$73,532
			\$37,578	0.65	30.57%	\$13,553	\$40,615	0.65	58.00%	0.38	\$7,467	\$7,845	\$15,312	\$7,467	\$7,845	\$15,312	\$7,467	\$7,845	\$15,312	\$39,741 \$59,488 \$59,488
	Porter I		\$37,578	0.65	30.57%	\$13,553	\$40,615	0.65	58.00%	0.38	\$7,467	\$7,845	\$15,312	\$7,467	\$7,845	\$15,312	\$7,467	\$7,845	\$15,312	\$59,488 \$59,488 \$59,488
	Porter I		\$37,578	0.26	30.57%	\$5,421	\$40,615	0.26	58.00%	0.15	\$2,987		\$8,125	\$2,987		\$6,125	\$2,987		\$6,125	\$23,796 \$10,823
	Porter I Porter I		\$37,578	0.15	30.57%	\$3,218		0.15	58.00%	0.09	\$1,773 \$1,773	(\$1,773)		\$1,773 \$1,773	(\$1,773) (\$1,773)		\$1,773 \$1,773	(\$1,773)		\$3,218 \$3,218
Charlow			\$50,211		30.57%	\$12,676	\$54,273	0.46	58.00%	0.26	\$6,984	\$7,339	\$14,323	\$6,984	(\$6,966) \$7,339	\$14,323	\$6,984	\$7,339	\$14,323	\$12,643 \$55,644
Image         Image <th< td=""><td></td><td></td><td>\$93,330</td><td></td><td>30.57%</td><td>\$16,830</td><td>\$97,995</td><td>0.33</td><td>58.00%</td><td>0.19</td><td>\$9,273</td><td>\$9,199</td><td>\$18,472</td><td>\$9,273</td><td>\$9,199</td><td>\$18,472</td><td>\$9,273</td><td>\$9,199</td><td>\$18,472</td><td>\$101,824 \$72,247 \$57,530</td></th<>			\$93,330		30.57%	\$16,830	\$97,995	0.33	58.00%	0.19	\$9,273	\$9,199	\$18,472	\$9,273	\$9,199	\$18,472	\$9,273	\$9,199	\$18,472	\$101,824 \$72,247 \$57,530
Sinterplane       Image	Kitchen Operations Coordinator II		\$40,560	0.39	30.57%	\$8,777	\$41,244	0.39	58.00%	0.23	\$4,836	\$4,493	\$9,329	\$4,838	\$4,493	\$9,329	\$4,838	\$4,493	\$9,329	\$36,765 \$30,638
Introde control         Intro          Intro         Intro          Intro	Kitchen Operations Coordinator II						\$43,805	0.33	58.00%	0.19		\$8,257	\$8,257		\$8,257	\$8.257		\$8,257	\$8,257	\$25,723
Set bit	Inventory Operations Coordinator II Inventory Operations Coordinator II		\$41,475 \$41,475	0.26	30.57% 30.57%	\$5,984 \$4,487	\$44,845 \$44,838		58.00% 58.00%	0.15	\$3,297 \$2,472		\$6,763 \$6,782	\$3,297 \$2,472	\$3,466 \$4,290	\$6,763 \$6,762	\$3,297 \$2,472	\$3,466 \$4,290	\$6,763 \$6,762	\$26,272 \$24,771
Dat       Dist       Dist      <			\$42,453				\$45,766					\$4,960			\$4,960					\$37,728 \$36,387
Substrat       Image       Subs       Subs <td></td> <td></td> <td>\$41,392</td> <td>0.37</td> <td>30.57%</td> <td>\$8,396</td> <td>\$44,728</td> <td>0.37</td> <td>58.00%</td> <td>0.21</td> <td>\$4,626</td> <td>\$4,859</td> <td>\$9,485</td> <td>\$4,626</td> <td>\$4,859</td> <td>\$9,485</td> <td>\$4,626</td> <td>\$4,859</td> <td>\$9,485</td> <td>\$36,850 \$12,113</td>			\$41,392	0.37	30.57%	\$8,396	\$44,728	0.37	58.00%	0.21	\$4,626	\$4,859	\$9,485	\$4,626	\$4,859	\$9,485	\$4,626	\$4,859	\$9,485	\$36,850 \$12,113
Indicational Image Im	Director, Distribution		\$82,347	0.07	30.57%	\$2,969	\$86,466	0.07	58.00%	0.04	\$1,636	\$1,624	\$3,260		\$1,624	\$3,260	\$1,636	\$1,624	\$3,260	\$12,749
			\$78,021 \$84,469		30.57% 30.57%	\$1,541 \$4,067	\$81,923 \$94,500			0.02	\$954 \$2,518		\$1,901 \$5,344	\$954 \$2,518	\$947 \$2,826	\$1,901 \$5,344	\$954 \$2,518	\$947 \$2,826	\$1,901 \$5,344	\$7,243 \$20,099
Charler frame         Label         Label <thlabel< th="">         Label</thlabel<>	Totais		\$3,218,391	28.66	4639.38%	\$1,008,893	\$3,200,742	27.76	5188.00%	22.13	\$861,829	\$168,301	\$1,068,350	\$900,051	\$170,976	\$1,071,027	\$861,899	\$170,976	\$1,071,026	\$4,219,296
1 A 100	Fringe Benefits Rate		38.00%				38.00%													
	Employee Fringe Benefits		\$1,222,989			\$383,380	\$1,216,282				\$327,522	\$63,954	\$405,976	\$342,020	\$64,971	\$406,991	\$327,521	\$84,971	\$406,990	\$1,603,337
	Total DAS Salaries and Benefits		\$4,441,380			\$1,392,273	\$4,417,024				\$1,189,421	\$232,255		\$1,242,071	\$235,947	\$1,478,018	\$1,189,420	\$235,947	\$1,478,016	\$5,822,633
	Non DAS Salaries & Benefits		Agency Totals			FY 21/22			HSA Program		FY 22/23	FY 22/23		FY 23/24		FY 23/24	FY 24/25		FY 24/25	Total
Babe       Image			Annual Full Time			Posterio 11	Salary for FTE	Total FTE 11.2022 CODB	% FTE funded by HSA	FTE 11.2022				Defect 11			Partici - 1			Particul 11
Chi       C		Neame		0						0008					-					Budgeted Salary
Cont         Cont <th< td=""><td></td><td></td><td>\$37,513</td><td>0.65</td><td>69.43%</td><td>\$10,855</td><td>\$40,503</td><td>0.65</td><td>42.00%</td><td></td><td>\$16,930</td><td>(\$8,276) (\$2,089) \$1,879</td><td>\$14,841</td><td>\$16,930</td><td>(\$8,276) (\$2,089) \$1,879</td><td>\$14,841</td><td>\$16,930</td><td>(\$8,276) (\$2,089) \$1,873</td><td>\$14,841</td><td>\$34,689 \$55,377 \$36,443</td></th<>			\$37,513	0.65	69.43%	\$10,855	\$40,503	0.65	42.00%		\$16,930	(\$8,276) (\$2,089) \$1,879	\$14,841	\$16,930	(\$8,276) (\$2,089) \$1,879	\$14,841	\$16,930	(\$8,276) (\$2,089) \$1,873	\$14,841	\$34,689 \$55,377 \$36,443
Cash         BB22         680         9402         1102         1402         11725<	Cook II Cook II		\$39,720 \$39,720	0.65	69.43% 69.43%	\$11,492 \$11,492	\$42,906 \$41,648	0.65	42.00% 42.00%	0.27	\$17,925 \$17,925	(\$8,283) (\$7,808)	\$9,642 \$10,117	\$17,925 \$17,925	(\$8,283)	\$9,642 \$10,117	\$17,925 \$17,925	(\$8,283) (\$7,808)	\$9,642 \$10,117	\$40,419 \$41,842
Lab         Lab <thlab< th=""> <thlab< th=""> <thlab< th=""></thlab<></thlab<></thlab<>	Cook II	_	\$39,720 \$39,720		69.43% 69.43%	\$11,492 \$5,747	\$52,431	0.65	42.00%	0.27	\$17,925 \$8,963	(\$11,873)	\$6,052 \$8,963	\$17,925 \$8,963	(\$11,873)	\$6,052 \$8,963	\$17,925 \$8,953	(\$11,873)	\$6,052 \$8,963	\$29,647 \$32,636
Invir         Open         Open <t< td=""><td>Lead Cook</td><td></td><td>\$44,005</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>(\$10,476)</td><td></td><td></td><td>(\$10,476)</td><td></td><td>\$19,859</td><td>(\$10,476)</td><td>\$9,383</td><td>\$40,880</td></t<>	Lead Cook		\$44,005									(\$10,476)			(\$10,476)		\$19,859	(\$10,476)	\$9,383	\$40,880
Print         PD20         Odd         PD20         PD20 <th< td=""><td>Porter I</td><td></td><td>\$37,578</td><td>0.65</td><td>69.43%</td><td>\$10,873</td><td>\$40,615</td><td>0.65</td><td>42.00%</td><td>0.27</td><td>\$16,959</td><td>(\$5,670) (\$7,845)</td><td>\$9,114</td><td>\$16,959</td><td>(\$5,670) (\$7,845)</td><td>\$9,114</td><td>\$16,959</td><td>(\$5,670) (\$7,845)</td><td>\$9,114</td><td>\$22,031 \$38,216 \$38,216</td></th<>	Porter I		\$37,578	0.65	69.43%	\$10,873	\$40,615	0.65	42.00%	0.27	\$16,959	(\$5,670) (\$7,845)	\$9,114	\$16,959	(\$5,670) (\$7,845)	\$9,114	\$16,959	(\$5,670) (\$7,845)	\$9,114	\$22,031 \$38,216 \$38,216
Internation         9303         0.20	Porter I		\$37,578 \$37,578	0.65	69.43% 69.43%	\$10,873 \$10,873	\$40,615 \$40,615	0.65	42.00% 42.00%	0.27	\$16,959 \$16,959		\$9,154 \$9,114	\$16,959 \$16,959	(\$7,845) (\$7,845)	\$9,114 \$9,114	\$16,959 \$16,959	(\$7,845) (\$7,845)	\$9,114 \$9,114	\$38,216 \$38,216
Inter         Displant         01/01	Porter I Porter I		\$37,578 \$37,578	0.26	69.43% 69.43%	\$4,349 \$4,349	\$40,615	0.26	42.00% 42.00%	0.11	\$6,783 \$6,783	(\$3,138)	\$3,645 \$7,969	\$6,783 \$6,783	(\$3,138)	\$3,645 \$7,969	\$6,783 \$6,783	(\$3,138) \$1,186	\$3,645 \$7,969	\$15,284 \$28,257
Share One Association         BB22         Odd         Head         Head<	Porter I Porter I	-	\$37,578 \$37,578	0.15	69.43% 69.43%	\$2,583 \$2,583		0.15	42.00%	0.06	\$4,028 \$4,028		\$4,028 \$4,028	\$4,028 \$4,028		\$4,028 \$4,028	\$4,028 \$4,028		\$4,028 \$4,028	\$14,667 \$14,667
Income of M         P038         0.83         0.83         0.84         0.108         <	Kitchen Office Administrator		\$50,211	0.46	69.43%	\$10,170	\$54,273	0.46	42.00%	0.19	\$15,862		\$8,523	\$15,862	(\$7,339)	\$8,523	\$15,862	(\$7,339)	\$8,523	\$57,611 \$35,740 \$55,732
Interface Constrait	Executive Chef		\$93,330	0.33	69.43%	\$13,503	\$97,995	0.33	42.00%	0.14	\$21,060		\$11,861	\$21,060	(\$14,616) (\$9,199) (\$7,624)	\$11,861	\$21.050	(\$14,616) (\$9,199) (\$7,624)	\$11,861	\$55,732 \$49,085 \$36,678
Inter-Operation (and the inter-Operating of t	Kitchen Operations Coordinator II Kitchen Operations Coordinator II		\$40,580	0.39	69.43%	\$7,042	\$41,244 \$41,244	0.39	42.00%	0.16	\$10,983	(\$4,493) (\$3,744)	\$6,490	\$10,983	(\$4,493) (\$3,744)	\$6,490	\$10,983	(\$4,493) (\$3,744)	\$6,490	\$26,511 \$22,090
$ \begin{array}{                                     $	Kitchen Operations Coordinator II Manager, Inventory Operations		\$49,962	0.13	69.43%	\$2,891	\$43,805 \$78,225	0.13	42.00%	0.05	\$4,510	(\$5,387)	(\$877)	\$4,510	(\$5,387)	(\$877)	\$4,510	(\$5,387)	(\$877)	\$261
Diam         Diam         Open         Open <th< td=""><td>Inventory Operations Coordinator II</td><td>_</td><td></td><td></td><td>69.43%</td><td></td><td></td><td></td><td></td><td></td><td></td><td>(\$3,466) (\$4,290)</td><td></td><td></td><td>(\$3,466) (\$4,290)</td><td></td><td></td><td>(\$3,486) (\$4,290)</td><td></td><td>\$16,864 \$7,577</td></th<>	Inventory Operations Coordinator II	_			69.43%							(\$3,466) (\$4,290)			(\$3,466) (\$4,290)			(\$3,486) (\$4,290)		\$16,864 \$7,577
Operation         94.30         0.21         0.90         14.78         0.417         <	Driver		\$42,453		69.43%	\$6,910	\$45,786	0.37	42.00%		\$10,777	(\$4,960)	\$5,817	\$10,777	(\$4,960)	\$5,817	\$10,777	(\$4,960)	\$5,817	\$24,360 \$20,805
Observation	Driver		\$41,392	0.37	69.43%	\$6,738	\$44,728	0.37	42.00%	0.15	\$10,508	(\$5,114) (\$4,859) (\$1,549)	\$5,649	\$10,508	(\$5,114) (\$4,859) (\$1.549)	\$5,649	\$10,508	(\$5,114) (\$4,859) (\$1.54%	\$5,649	\$20,805 \$23,686 \$8,219
Shorth Marger         91020         0.04         0.04         1.08         94.00         0.04         0.05         92.07         0.05         92.02         92.00         0.120         92.00         0.120         92.00         0.120         92.00         0.120         92.00         <	Director, Distribution		\$82,347		69.43%	\$2,383	\$88,466	0.07	42.00%		\$3,716	(\$1,624)		\$3,716	(\$1,624)	\$2,092	\$3,716	(\$1,624)	\$2,092	\$8,659
BX64         Solution         Solution <th< td=""><td>Security Manager Director, Operations</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>(\$947) (\$2,826)</td><td></td><td></td><td>(\$947) (\$2,826)</td><td>\$1,220 \$2,892</td><td></td><td>(\$947) (\$2,826)</td><td>\$1,220 \$2,892</td><td>\$5,241 \$12,845</td></th<>	Security Manager Director, Operations											(\$947) (\$2,826)			(\$947) (\$2,826)	\$1,220 \$2,892		(\$947) (\$2,826)	\$1,220 \$2,892	\$5,241 \$12,845
State         State <th< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>3.75</td><td></td><td>2.44</td><td></td><td></td><td></td><td>\$70,980</td><td></td><td>\$70,980</td><td></td><td></td><td></td><td>\$283,920</td></th<>								3.75		2.44				\$70,980		\$70,980				\$283,920
Employer Fringe Bandha         9191,114         (981,255)         (981,255)         (981,255)         (981,255)         (981,255)         (981,255)         (981,255)         (981,255)	Totals	1	\$1,674,223			\$329,621		16.73	1493.00%	7.89	\$476,615	(\$167,960)	\$308,655	\$476,615	(\$167,960)	\$308,655	\$476,615	(\$167,960)	\$308,655	\$1,255,588
						\$125.252					\$181 11.4	(\$63.825)	\$117.290	\$181 114	(\$89.825)	\$117.290	\$181 114	(\$63.825)	\$117.280	\$477,123
Tatal Intel DAS Salarina and Benefitas         1932/17/8         193         1932/17/8         1932/17/8         1932/17/8         1932/17/8         1932/17/8         1932/17/8         1932/17/8         1932/17/8         19												(443,643)								
	Total Non DAS Salaries and Benefits		\$2,310,428			\$454,877					\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$657,729	(\$231,785)	\$425,944	\$1,732,711
			<i></i>											<i></i>						
			\$6,751,808			\$1,847,150					\$1,847,150	\$470	\$1,900,270	\$1,899,800	\$4,162	\$1,903,962	\$1,847,149	\$4,162	\$1,903,960	\$7,555,343

Program: Congregate meals for (X) older adults or () adults with disabilities (Same as Line 11 on HSA #1)											ppendix B-2, Page ate: November 202
										Document	ate. November 202
			Operating	Expense Detail							
			Modification	Total		Modification	Total		Modification	Total	
	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
Annual # Meals Contracted	246,265	199,117	32,794	231,911	199,117	26,847	225,964	199,117	26,847	225,964	815,991
DAS Operating Expenses			Add'l Meal Funds			Add'l Meal Funds			Add'l Meal Funds		
Expenditure Category											
Rental of Property (see table at right)	\$ 7,200		\$	7,200	\$7,200	\$	7,200		s	7,200	\$ 28,800
Utilities (Elec, Water, Gas, Phone, Garbage)	\$54,376	\$ 32,661	\$ 10,412 \$	43,073	\$27,915		\$32,661	\$32,661		\$32,661	\$162,772
Office Supplies, Postage Building Maintenance Supplies and Repair	\$2,658	\$ 1,510 \$ 10,011		\$1,916 \$12,706	\$1,290 \$8,557		\$1,510 \$10,011	\$1,510 \$10,011		\$1,510 \$10,011	\$7,59
Printing and Reproduction	317,020	s -	φ 2,055	\$12,700	\$0,557		310,011	\$10,011		\$10,011	400,00
Insurance	\$10,533	\$ 6,337		\$8,043	\$5,416		\$6,337	\$6,337		\$6,337	\$31,250
Staff Training	\$2,232	\$ 1,268		\$1,609	\$1,083		\$1,268	\$1,268		\$1,268	\$6,376
Staff Travel-(Local & Out of Town) Rental of Equipment	\$2,494	\$ 1,416 ¢	\$ 381	\$1,798	\$1,211		\$1,416	\$1,416		\$1,416	\$7,124
Nental of Equipment		s -									-
Food Cost		\$ -									
Raw Food per meal \$2.09 \$1.52 \$2.94	\$533,028	\$ 340,460	\$96,414	\$436,874	\$302,855	\$60,832	\$401,291	\$340,460	\$60,832	\$401,291	\$1,772,485
Cong Food Svc Supplies per meal \$0.25 Catered Meals per meal	\$54,660	\$ 49,779	\$8,199	\$57,978	\$49,779	\$6,712	\$56,491	\$49,779	\$6,712	\$56,491	\$225,619
Catered Meals per meal		ə -									
		s -									
		ş -									
Consultant	s	<u>s</u> -	s	-		s	-	s -	s	-	s -
Pest Control (AP & DSC) & Staffing (AP)-see table at right	\$4,140	\$ 4,140	(\$4,140)	60.400	\$4,140		\$4,140	\$4,140		\$4,140	\$12,420
Janitorial & Shared Utilities (VVCC)-see table at right Security at VVCC-see table at right	\$6,900 \$7,488	\$ 6,900 \$ 7,488	\$ 1,500	\$8,400 \$7,488	\$6,900 \$7,488		\$6,900 \$7,488	\$6,900 \$7,488		\$6,900 \$7,488	\$29,100
,		\$ -		0.,	÷.,400		\$1,100			\$1,100	÷=3,001
Other	s -	s -	s	-		s		s -	s	-	\$-
Vehicle Fees (Fuel, Maintenance, Parking)	\$13,205	\$ 7,500	\$2,019	\$9,519	\$6,410		\$7,500	\$7,500		\$7,500	\$37,724
Data Communication, Licenses, Dues	\$10,726 \$8,789	\$ 6,092 \$ 4,992	\$1,640 \$1,344	\$7,732 \$6,336	\$5,207 \$4,266		\$6,092 \$4,992	\$6,092		\$6,092 \$4,992	\$30,641
Other Supplies (Janitorial, Facilities)	\$8,789	\$ 4,992	\$1,344	\$6,336	\$4,200		\$4,992	\$4,992		\$4,992	\$25,107
Total DAS Operating Expenses	\$ 736,055	\$487,753	\$122,919	\$610,672	\$439,718	\$67.544	\$555,296	\$487,753	\$67.544	\$555,296	\$2,457,320
	<u> </u>	*	*****		<b>1</b> ,					****,=**	
Non DAS Operating Expenses											
Expenditure Category Occupancy of Property	\$ 325,536	\$ 325,536		325,536	\$325,536		325,536	\$ 325.536		325,536	\$1,302,144
Utilities (Elec, Water, Gas, Phone, Garbage)	\$36,924	\$60,541	(\$10,412)	\$50,128	\$67,245	J	\$62,499		3	\$64,517	\$214,068
Office Supplies, Postage	\$1,563	\$2,711	(\$406)	\$2,305	\$2,931		\$2,711	\$2,711		\$2,711	\$9,290
Building Maintenance Supplies and Repair	\$10,364	\$17,979	(\$2,695)	\$15,284	\$19,433		\$17,979	\$17,979		\$17,979	\$61,605
Printing and Reproduction	\$7,185	\$11,381	(\$1,706)	\$9,675	\$12,302		\$11,381	\$11,381		\$11,381	\$39,622
Insurance Staff Training	\$1,312	\$11,381 \$2,276	(\$1,706) (\$341)	\$9,675 \$1,935	\$12,302 \$2,461		\$11,381 \$2,276	\$11,381 \$2,276		\$11,381 \$2,276	\$39,622 \$7,800
Staff Travel-(Local & Out of Town)	\$1,466	\$2,544	(\$381)	\$2,162	\$2,749		\$2,544	\$2,544		\$2,544	\$8,716
Rental of Equipment											
Food Cost Raw Food per meal \$0.16 \$0.73	\$21,068	\$123,558		\$123,558	\$145,158		\$107,554	\$107,554	(\$60,832)	\$46,722	\$298,901
Cong Food Svc Supplies per meal	321,000	\$125,555		\$123,330	\$145,150		\$107,554	3107,334	(\$6,712)	(\$6,712)	(\$6,712
Catered Meals per meal											
Consultant	s -		s			s - s		s -	s - s		\$-
Consultant A	•		\$			• • •		÷ -	• • •		• -
Other	s -		s			s - s		s -	s - s		s -
Other Vehicle Fees (Fuel, Maintenance,Parking)	s - \$7,764	\$13,469	(\$2.019)	- \$11,450	\$14,559	- 5	- \$13,469	\$ - \$13,469	- 5	- \$13,469	\$ - \$46,152
Data Communication, Licenses, Dues	\$6,306	\$10,940	(\$1,640)	\$9,300	\$11,825		\$10,940			\$10,940	\$37,487
Other Supplies (Janitorial, Facilities)	\$5,167	\$8,964	(\$1,344)	\$7,620	\$9,690		\$8,964	\$8,964		\$8,964	\$30,717
Total Non DAS Operating Expenses	\$ 424,655	\$579,899	(\$20,946)	\$558,953	\$613,888		\$565,853	\$567,871	(\$67,544)	\$500,327	\$2,049,789
	\$1,160,710	\$1,067,652	\$101,973	\$1,169,625	\$1.053.606	\$67.544	\$1,121,150	\$1.055.624		\$1,055,624	\$4,507,109
Total DAS and Non DAS Operating Expenses	\$1,160,710										
Total DAS and Non DAS Operating Expenses	\$1,160,710	01,001,002	\$101,010	01,100,020	\$1,000,000	307,044	\$1,121,100			\$1,000,024	

Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B-2, Page 4 (Same as Line 11 on HSA #1) Document Date: November 2022 **Capital & Subcontractor Expenditure Detail** DAS Capital Expenditure Equipment (Qty) FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total 16 Electric Cambros \$1,000/ea + \$4,000 for \$18,400 \$18,400 electrical upgrade to power units (HCBS eligible) ~92% used for this program \$20,000 x 92% = \$18,400 Mobile Cold Storage/Refrigeration (HCBS eligible) \$10,000 Combi Oven (HCBS eligible) \$48,678 Tray Sealer/Food Packaging Machine (HCBS eligible) \$30,000 \$18,400 \$88,678 \$107,078 Total Equipment Cost FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Remodeling Total Remodeling Cost FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Subcontractor Total Subcontractor Cost Total DAS Capital & Subcontractor Expenditure \$18,400 \$88,678 \$107,078 Non DAS Capital Expenditure Equipment (Qty) FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Total Equipment Cost Remodeling FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Total Remodeling Cost FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Subcontractor Total Subcontractor Cost Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor Expenditure \$18,400 \$88,678 \$107,078 HSA #4 10/25/2016 Program: Congregate meals for (X) older adults or () adults with disabilities Appendix B-2, Page 5 (Same as Line 11 on HSA #1) Document Date: November 2022 **One Time Only Expenses** DAS OTO Expenditure FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Staffing Bilingual Linkage Coordinator (\$55,000 salary + 38% fringe) \$75,<u>9</u>00 \$75,900 Total Staffing Cost \$75,900 \$75,900 FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Software/IT New Client Database: Migration & CAGetCare Integration \$33,000 \$33,000 IT Support for New Client Database \$10,000 \$10,000 Foodservice Software License (1/4 of \$20,000 annual fee) \$5,000 \$5,000 Total Software/IT Cost \$48,000 \$48,000 FY 21/22 FY 22/23 FY 24/25 FY 23/24 Total Subcontractor DEI Training \$5,000/session x 4 sessions (quarterly) \$20,000 \$20,000 \$20,000 \$20,000 Total Subcontractor Cost Total DAS Capital & Subcontractor Expenditure \$143,900 \$143,900 Non DAS Capital Expenditure Equipment (Qty) FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Total Equipment Cost Remodeling FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Total Remodeling Cost FY 21/22 FY 22/23 FY 23/24 FY 24/25 Total Subcontractor Total Subcontractor Cost Total Non DAS Capital & Subcontractor Expenditure Total DAS and Non DAS Capital & Subcontractor Expenditure \$143,900 \$143,900 HSA #4 10/25/2016

	or () adults with disabilities								Appe	ndix B-2, Page
Same as Line 11 on HSA #1)	. ,								Document Date:	November 20
,										
			NCC	A Expenditure	Detail					
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$3,934	\$15,73
Kitchen and food service monitoring	\$616.91	4.00	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$2,468	\$9,87
Congregate site monitoring	\$263.67	48.00	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$12,656	\$50,62
Nutrition education	\$131.42	48.00	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$6,308	\$25,23
Nutrition counseling (optional)	/hour									
In-service training	\$295.05 /training	4.00	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$1,180	\$4,72
Total DAS NCQA Expenditure			\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$26,546	\$106,18
Non DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$879	\$879		
Kitchen and food service monitoring					4019	4019	ψ013	\$0/9	\$879	\$3,51
Kitchen and lood service monitoring	\$137.88	4.00	\$552	\$552	\$552	\$552	\$552	\$552	\$879 \$552	
Congregate site monitoring	\$137.88 \$58.93	4.00 48.00	\$552 \$2,829	\$552 \$2,829						\$2,20
					\$552	\$552	\$552	\$552	\$552	\$2,20 \$11,31
Congregate site monitoring	\$58.93	48.00	\$2,829	\$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$2,20 \$11,31
Congregate site monitoring Nutrition education	\$58.93 \$29.37	48.00	\$2,829	\$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$552 \$2,829	\$2,20 \$11,31 \$5,64
Congregate site monitoring Nutrition education Nutrition counseling (optional)	\$58.93 \$29.37 /hour	48.00 48.00	\$2,829 \$1,410	\$2,829 \$1,410	\$552 \$2,829 \$1,410	\$552 \$2,829 \$1,410	\$552 \$2,829 \$1,410	\$552 \$2,829 \$1,410	\$552 \$2,829 \$1,410	\$2,20 \$11,31 \$5,64 \$1,05
Congregate site monitoring Nutrition education Nutrition counseling (optional) In-service training	\$58.93 \$29.37 /hour	48.00 48.00	\$2,829 \$1,410 \$264	\$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$2,20 \$11,3 \$5,64 \$1,05
Congregate site monitoring Nutrition education Nutrition counseling (optional) In-service training	\$58.93 \$29.37 /hour	48.00 48.00	\$2,829 \$1,410 \$264	\$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$2,20 \$11,3 \$5,64 \$1,05
Congregate site monitoring Nutrition education Nutrition counseling (optional) In-service training	\$58.93 \$29.37 /hour	48.00 48.00	\$2,829 \$1,410 \$264	\$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$552 \$2,829 \$1,410 \$264	\$2,20 \$11,31 \$5,64 \$1,05 \$23,73
Congregate site monitoring Nutrition education Nutrition counseling (optional) In-service training Total Non DAS NCQA Expenditure	\$58.93 \$29.37 /hour	48.00 48.00	\$2,829 \$1,410 \$264 \$5,934	\$2,829 \$1,410 \$264 \$5,934	\$552 \$2,829 \$1,410 \$264 \$5,934	\$552 \$2,829 \$1,410 \$264 \$5,934	\$552 \$2,829 \$1,410 \$264 \$5,934	\$552 \$2,829 \$1,410 \$264 \$5,934	\$552 \$2,829 \$1,410 \$264 \$5,934	\$3,51 \$2,20 \$11,31 \$5,64 \$1,05 \$23,73 \$129,92

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Name PROJECT OPEN HAND		CODB: Add'l Meals:	10,890 56,188		CODB: Add'l Meals:	10,890		CODB: Add'l Meals:	10,890		
	dification _X	ridd i miodio.	67,078		ridd i modio.	10,890		ridd i modio.	10,890		
If modification, Effective Date of Mod. 12/7/22 No. o											
Program: Congregate meals for (X) older adults	or () adults with dis	sabilities		_			_			_	
Budget Reference Page No.(s) Program Term	FY 21/22	FY 22/23	Modification FY 22/23	Total FY 22/23	FY 23/24	Modification FY 23/24	Total FY 23/24	FY 24/25	Modification FY 24/25	Total FY 24/25	Total
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	F1 23/24	43,223	43,223	F1 24/23	43,223	193,467
DAS Expenditures	,	,	2,0.0	,			,	,===			100,101
Salaries & Benefits	\$178,114	\$177,109	\$26,575	\$203,684	\$177,109	\$9,900	\$187,008	\$177,109	\$9,900	\$187,008	\$755,8
Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976		\$66,976	\$66,976		\$66,976	\$362,60
Subtotal	\$305,387	\$244,084	\$60,980	\$305,064	\$244,084	\$9,900	\$253,984	\$244,084	\$9,900	\$253,984	\$1,118,41
Indirect Percentage (%)	-	10.00%	10.00%		10.00%	10.00%		10.00%	10.00%		10.00
Indirect Cost	\$30,541 \$3,934	\$24,409 \$3,934	\$6,098	\$30,507	\$24,409 \$3,934	\$990	\$25,399	\$24,409 \$3,934	\$990	\$25,399	\$111,84
NCQA Expenditures	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$15,73
Total DAS Expenditures	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317	\$272,427	\$10,890	\$283,317	\$1,246,00
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			,500	,,,,,,		,500	,,,,,	÷.,=.0,00
Non DAS Expenditures											
Salaries & Benefits	\$62,898	\$62,898	(\$33,432)	\$29,466	\$63,903	(\$3,109)	\$60,795	\$63,903	(\$3,109)	\$60,795	\$213,95
Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$119,475		\$119,475	\$119,666		\$119,666	\$392,46
Capital/Subcontractor Expenditures											
NCQA Expenditures	\$879	\$879		\$879	\$879		\$879	\$879		\$879	\$3,51
Total Non DAS Expenditures	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,149	\$184,448	(\$3,109)	\$181,339	\$609,93
TOTAL DAS AND NON DAS EXPEDITURES	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,466	\$456,875	\$7,781	\$464,656	\$1,855,93
DAS Revenues											
Meals- General Fund	\$335,928	\$268,493		\$268,493	\$268,493		\$268,493	\$268,493		\$268,493	\$1,141,40
Meals- State Fund											
Meals- Federal Fund											
CODB	-		\$10,890	\$10,890		\$10,890	\$10,890		\$10,890	\$10,890	\$32,67
Additional Funding			\$56,188	\$56,188							\$56,18
NCQA Fund	\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$3,934		\$3,934	\$15,73
Noterrand	\$0,001	<i>40,001</i>		\$0,001	40,001		\$0,004	\$0,001		\$0,001	¢10,70
Total DAS Revenue	\$339,862	\$272,427	\$67,078	\$339,505	\$272,427	\$10,890	\$283,317	\$272,427	\$10,890	\$283,317	\$1,246,00
PER MEAL COST, DAS	\$6.14			\$6.42			\$6.46			\$6.46	\$6.3
PER MEAL COST (with NCQA), DAS	\$6.21			\$6.50			\$6.55			\$6.55	\$6.4
Non DAS Revenues											
Project Income	¢74.004	6407 470	(\$65,575)	644.000	6447.050	(62,400)	6444 444	6447.440	(62,400)	6444.004	6244.04
Agency Cash- Fundraising Agency In-kind Volunteer	\$71,831 \$15,070	\$107,178 \$15,070	(\$00,075)	\$41,603 \$15,070	\$117,252 \$15,070	(\$3,109)	\$114,144 \$15,070	\$117,442 \$15,070	(\$3,109)	\$114,334 \$15,070	\$341,91 \$60,27
Agency Property	\$51,936	\$15,070		\$13,070	\$15,070		\$15,070	\$13,070		\$15,070	\$207,74
- <u>g</u> ,											
NCQA Revenue											
Total Non DAS Revenue	\$138,837	\$174,184	(\$65,575)	\$108,609	\$184,258	(\$3,109)	\$181,149	\$184,448	(\$3,109)	\$181,339	\$609,93
PER MEAL COST, Non DAS	\$2.54		(111,110)	\$2.08	,,	(+-,=)	\$4.19		(,0)	\$4.20	\$3.1
PER MEAL COST (with NCQA), Non DAS	\$2.54			\$2.08			\$4.19			\$4.20	\$3.1
TOTAL DAS AND NON DAS REVENUE	\$478,698	\$446,611	\$1,503	\$448,114	\$456,685	\$7,781	\$464,466	\$456,875	\$7,781	\$464,657	\$1,855,93
PER MEAL COST, Total	\$8.68			\$8.50			\$10.65			\$10.66	\$9.5
PER MEAL COST (with NCQA), Total	\$8.75			\$8.58			\$10.74			\$10.75	\$9.5
Full Time Equivalent (FTE)	+										28
-uii Time Equivalent (+TE) Prepared by: Darin Raffaelli, Project Open Hand	1	·			1						28 Date: 12/2/2021

#### Appendix B-3, Page 1

Program: Congregate meals for (X) older adults or ( ) adults (Same as Line 11 on HSA #1)	s with disabilities											\$0			\$1				A Document D	ppandix B-3, Page 2 ate: November 2022
Salaries & Benefits Detail																				
DAS Salaries & Benefits	1	Agency		A4.00086		FY 21/22			HSA Program		FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
During The		Annual Full Time Salary for FTE	% FTE funder by HSA Total FTE (Max 100%)	d FTE funded by HSA Adjusted FTE (Max 100%)	Adjusted CODB FTE	3	Annual Full Time Salary for FTE FY23	Total FTE 11.2025 CODB & Add Funding	2 % FTE funded by HSA 11.2022 CODB	FTE 11.2022 CODB		Ma difference of	Tetal		Ma differentian	<b>V</b> - 1 - 1		Ma differente a		Budgeted Selary
Position Title Program Staff:	Name									0.05		Modification	Total		Modification	Total		Modification	Total	\$13,768
Sites Manager Sites Manager CNP Assistant		\$67,420 \$68,624 \$47,433	0.05 100.00 0.05 100.00 0.05 100.00		0.05	5 \$3,431	\$65,000 \$69,992 \$50,066	0.05	5 100.00%	0.05	\$3,371 \$3,431 \$2,372	(\$121) \$69 \$131	\$3,250 \$3,500 \$2,503	\$3,371 \$3,431 \$2,372	\$202 \$206 \$142	\$3,573 \$3,637 \$2,514	\$3,371 \$3,431 \$2,372	\$202 \$206 \$142	\$3,573 \$3,637 \$2,514	\$14,204
Manager, Community Nutrition Program, Data		\$65,759	0.05 100.00	% 0.05 100.00%	0.05	5 \$3,288	\$70,000	0.05	5 100.00%	0.05	\$3,288	\$212	\$3,500	\$3,288	\$197	\$3,485	\$3,288	\$197	\$3,485	\$9,904 \$13,759
Assoc Director, Community Nutrition Program Bilingual Linkage Coordinator		\$86,572	0.05 100.00	% 0.05 100.00%	0.05	5 \$4,329	\$80,000 \$55,000	0.05	5 100.00%	0.05	\$4,329	(\$329) \$2,750	\$4,000 \$2,750	\$4,329	\$260 \$165	\$4,589 \$165	\$4,329	\$260 \$165	\$4,589 \$165	\$17,506 \$3,080
Serior Director, Programs Curry Senior Center							\$99,000	0.05		0.05		\$4,950	\$4,950		\$297	\$297		\$297	\$297	\$5,544
Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416 \$39,416	0.20 100.00 0.20 100.00	% 0.20 100.00%	0.20	\$7,883	\$43,264 \$43,264	0.15	8 100.00%	0.15	\$7,883 \$7,883	(\$1,393) (\$96)	\$6,490 \$7,788	\$7,883 \$7,883	\$473 \$473	\$8,356 \$8,356	\$7,883 \$7,883	\$473 \$473	\$8,356 \$8,356	\$32,382
Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416 \$39,416	0.20 100.00 0.20 100.00	6 0.20 100.00%	0.20	\$7,883	\$43,264 \$40,747	0.18		0.18	\$7,883 \$7,883	(\$95) (\$2,178)	\$7,788 \$5,705	\$7,883 \$7,883	\$473 \$473	\$8,356 \$8,356	\$7,883 \$7,883	\$473 \$473	\$8,356 \$8,356	\$32,382 \$30,300
Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416 \$39,416	0.20 100.00 0.10 100.00	% 0.20 100.00% % 0.10 100.00%	0.20		\$40,747 \$43,264	0.18	8 100.00% 3 100.00%	0.18	\$7,883 \$4,129	(\$549) \$1,279	\$7,334 \$5,408	\$7,883 \$4,129	\$473 \$248	\$8,356 \$4,377	\$7,883 \$4,129	\$473 \$248	\$8,356 \$4,377	\$31,929 \$18,290
Community Nutrition Site Coordinator Downtown Senior Conter		\$39,416	0.10 100.00		0.10						\$4,129	(\$4,129)		\$4,129	\$248	\$4,377	\$4,129	\$248	\$4,377	\$12,882
Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416 \$39,416	0.05 100.00	% 0.05 100.00%	0.05	\$1,971					\$1,971 \$1,971	(\$1,971) (\$1,971)		\$1,971 \$1,971	\$118 \$118	\$2,089 \$2,089	\$1,971 \$1,971	\$118 \$118	\$2,089	\$8,150 \$8,150
Community Nutrition Site Coordinator Community Nutrition Site Coordinator		\$39,416 \$39,416	0.03 100.00	% 0.03 100.00% % 0.03 100.00%	0.03						\$985 \$985	(\$985) (\$985)		\$985 \$985	\$59 \$59	\$1,044 \$1,044	\$985 \$985	\$59 \$59	\$1,044 \$1,044	\$3,073 \$3,073
Community Nutrition Site Coordinator Kitchen Staff:		\$39,416	0.10 100.00		0.10	\$3,942					\$3,942	(\$3,942)		\$3,942	\$237	\$4,179	\$3,942	\$237	\$4,179	\$12,299
Cook I Cook I		\$37,513 \$37,513	0.10 56.10 0.10 56.10		0.06		\$41,725 \$40,503	0.10		0.09	\$2,317 \$2,265	\$1,397	\$3,714 \$2,253	\$2,317 \$2,265	\$133 \$93	\$2,450 \$2,358	\$2,317 \$2,265	\$133 \$93	\$2,450 \$2,358	\$10,985 \$9,263
Cook I Cook I		\$37,513 \$39,720	0.05 56.10 0.10 56.10	% 0.03 61.15%	0.03	\$1,147	\$39,333 \$42,906	0.01	1 89.00%	0.01	\$1,132 \$2,397	(\$694) \$1,421	\$438 \$3,819	\$1,132 \$2,397	\$46 \$98	\$1,178 \$2,496	\$1,132 \$2,397	\$46 \$98	\$1,178 \$2,496	\$3,941
Cook II Cook II		\$39,720	0.10 56.10 0.10 56.10		0.06	\$2,429	\$41,648 \$52,431	0.10	0 89.00%	0.09	\$2,397 \$2,397	\$1,309	\$3,707	\$2,397	\$16	\$2,496 \$2,496	\$2,397 \$2,397	\$16 \$18 \$18	\$2,496 \$2,496	
Cook II	-	\$39,720	0.05 58.10	% 0.03 61.15%	0.03	\$1,214					\$1,199	\$2,269 (\$1,199)	\$4,686	\$1,199	\$49	\$1,248	\$1,199	\$49	\$1,248	\$3,710
Lead Cook Lead Cook		\$44,005	0.10 58.10		0.06		\$46,635 \$50,982	0.10		0.09	\$2,657	\$1,494 \$4,537	\$4,151 \$4,537	\$2,657	\$109	\$2,766	\$2,657	\$109	\$2,786	\$12,373 \$4,537
Sous Chef Porter I		\$47,518 \$37,578	0.05 58.10	% 0.06 61.15%	0.03	\$2,298	\$55,124 \$40,615	0.03	0 89.00%	0.02	\$1,434 \$2,268	(\$208) \$1,347	\$1,227 \$3,615	\$1,434 \$2,268	\$59 \$93	\$1,493 \$2,361	\$1,434 \$2,268	\$59 \$93	\$1,493 \$2,361	\$5,666 \$10,635
Porter I Porter I	1	\$37,578 \$37,578	0.10 56.10 0.10 56.10	% 0.06 61.15%	0.06	\$2,298	\$40,615 \$40,615	0.10	0 89.00%	0.09	\$2,268 \$2,268	\$1,347 \$1,347	\$3,615 \$3,615	\$2,268 \$2,268	\$93 \$93	\$2,361 \$2,361	\$2,268 \$2,268	\$93 \$93	\$2,361 \$2,361	\$10,635 \$10,635
Porter I Porter I	1	\$37,578 \$37,578	0.10 56.10 0.04 56.10	% 0.02 61.15%	0.06	2 \$919	\$40,615 \$40,615	0.10	4 89.00%	0.09	\$2,268 \$907	\$1,347 \$539	\$3,615 \$1,446	\$2,268 \$907	\$93 \$37	\$2,361 \$944	\$2,268 \$907	\$93 \$37	\$2,361 \$944	\$10,635 \$4,253
Porter I Porter I		\$37,578 \$37,578	0.04 56.10 0.02 56.10	% 0.01 61.15%	0.02	2 \$919 1 \$546	\$38,210	0.01	1 89.00%	0.01	\$907 \$539	(\$482) (\$539)	\$425	\$907 \$539	\$37 \$22	\$944 \$561	\$907 \$539	\$37 \$22	\$944 \$561	\$3,232 \$1,668
Porter I Kitchen Administrative Manager		\$37,578 \$70,116	0.02 56.10 0.05 56.10	% 0.01 61.15% % 0.03 61.15%	0.01	1 \$546 3 \$2,144					\$539 \$2,116	(\$2,116)		\$539 \$2,116	\$22 \$87	\$561 \$2,203	\$539 \$2,116	\$22 \$87	\$561 \$2,203	\$1,668 \$6,551
Kitchen Office Administrator Director, Kitchen Operations		\$50,211 \$86,570	0.07 56.10 0.07 56.10	% 0.04 61.15% % 0.04 61.15%	0.04	4 \$2,149 4 \$3,706	\$54,273 \$101,010	0.07	7 86.25%	0.06	\$2,122 \$3,658	\$1,259 \$2,440	\$3,381 \$6,098	\$2,122 \$3,658	\$87 \$150	\$2,209 \$3,808	\$2,122 \$3,658	\$87 \$150	\$2,209 \$3,808	\$9,948 \$17,421
Executive Chef Purchasing Supervisor		\$93,330 \$60,389	0.05 56.10	% 0.03 61.15%	0.03	\$2,854	\$97,995 \$65.520	0.05	5 89.00%	0.04	\$2,817 \$2,188	\$1,544 \$1,311	\$4,361 \$3,499	\$2,817 \$2,188	\$115 \$90	\$2,932 \$2,277	\$2,817 \$2,188	\$115 \$90	\$2,932 \$2,277	\$13,079 \$10,269
Kitchen Operations Coordinator II Kitchen Operations Coordinator II		\$40,560	0.06 56.10		0.04	4 \$1,488	\$41,244 \$41,244	0.06	6 89.00%	0.05	\$1,469 \$1,224	\$734	\$2,202 \$1,835	\$1,469 \$1,224	\$60 \$50	\$1,529 \$1,275	\$1,469 \$1,224	\$60	\$1,529 \$1,275	\$6,748 \$5,625
Kitchen Operations Coordinator in Kitchen Operations Coordinator II Manager, Inventory Operations		\$49,962	0.02 56.10		0.01		\$43,805 \$78,225	0.05	5 89.00%	0.04	\$1,224	\$1,949 \$1,137	\$1,030 \$1,949 \$1,741	\$1,224	\$20	\$1,275	\$1,229	\$25	\$628	\$5,625 \$1,949 \$3,609
Manager, invertory Operations Invertory Operations Coordinator II Invertory Operations Coordinator II		\$49,952 \$41,475 \$41,475	0.02 56.10 0.04 56.10 0.03 56.10	% 0.02 61.15%	0.02	\$1,015	\$78,225 \$44,845 \$44,838	0.04	4 89.00%	0.02	\$604 \$1,002 \$751	\$596	\$1,741 \$1,596 \$1,596	\$604 \$1,002 \$751	\$25 \$41 \$31	\$628 \$1,043 \$782	\$504 \$1,002 \$751	\$25 \$41 \$31	\$628 \$1,043 \$782	\$4,697
Distribution Staff: Driver	1	\$41,4/5	0.03 56.10		0.02		\$44,838	0.04		0.04	\$/51 \$1.442	\$845	\$1,595	\$/51 \$1,442	\$31	\$782 \$1,501	\$/51 \$1,442	\$31	\$782	\$3,921 \$6.754
Driver	-	\$39,104	0.06 56.10	% 0.03 61.15%	0.03	\$1,345	\$44,726	0.06	6 89.00%	0.05	\$1,328	\$911	\$2,239	\$1,328	\$54	\$1,382	\$1,328	\$54	\$1,382	\$8,349
Driver Driver		\$41,392 \$39,104	0.08 58.10	% 0.01 61.15%	0.03	1 \$479	\$44,726 \$41,080	0.06	2 89.00%	0.05	\$1,405 \$472	\$834 \$259	\$2,239 \$731	\$1,405 \$472	\$58 \$19	\$1,463 \$492	\$1,405 \$472	\$58 \$19	\$1,463 \$492	\$6,588 \$2,193
Director, Distribution Operations Staff:		\$82,347	0.01 56.10		0.01		\$86,466	0.01	1 89.00%	0.01	\$497	\$272	\$770	\$497	\$20	\$517	\$497	\$20	\$517	\$2,308
Director, Operations		\$84,469	0.02 56.10	0.01 61.15%	0.01	1 \$775	\$94,500	0.02	2 89.00%	0.01	\$765	\$497	\$1,262	\$765	\$31	\$796	\$765	\$31	\$796	\$3,629
	1					1														
Totais	1	\$2,375,882	3.70 3551.30	% 2.83		\$129,067	\$2,366,441	3.19	4056%	2.98	\$128,339	\$19,257	\$147,598	\$128,339	\$7,174	\$135,512	\$128,339	\$7,174	\$135,512	\$547,687
Fringe Benefits Rate		38.00%																		
Employee Fringe Benefits		\$902,835				\$49,045					\$48,789	\$7,318	\$56,086	\$48,769	\$2,726	\$51,495	\$48,769	\$2,726	\$51,495	\$208,121
Total DAS Salaries and Benefits		\$3,278,717				\$178,112					\$177,108	\$26,575	\$203,684	\$177,108	\$9,950	\$187,007	\$177,108	\$9,900	\$187,007	\$755,810
Non DAS Salaries & Benefits		Agency	Totals HSA % FTE funde	Program		FY 21/22					FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	Total
Position Title	Name	Annual Full Time Salary for FTE	% FTE funder by HSA Total FTE (Max 100%)	Adjusted FTE	[															Budgeted Salary
Kitchen Staff: Cook I		\$37,513	0.10 43.90	% 0.04 38.89%		\$1,380	\$41,725	0.10	0 11.00%	0.01	\$1,380	(\$921)	\$459	\$1,435	(\$133)	\$1,302	\$1,435	(\$133)	\$1,302	\$4,444
Cook I Cook I	+	\$37,513 \$37,513	0.10 43.90 0.05 43.90	% 0.04 38.85%		\$1,458 \$728	\$40,503 \$30,333	0.06	6 11.00%	0.01	\$1,458 \$728	(\$1,179)	\$278 \$54	\$1,487 \$743	(\$93)	\$1,394 \$697	\$1,487 \$743	(\$93)	\$1,304 \$607	\$4,524 \$2,176
Cook II Cook II	-	\$39,720 \$39,720	0.10 43.90 0.10 43.90 0.10 43.90	% 0.04 38.85%		\$1,543 \$1,543	\$42,906 \$41,648	0.10	0 11.00%	0.01	\$1,543 \$1,543	(\$1,072)	\$472 \$458	\$1,575	(818)	\$1,476 \$1,476	\$1,575 \$1,575	(\$98)	\$1,476 \$1,476	\$4,968 \$4,954
Cook II	1	\$39,720 \$39,720 \$39,720	0.10 43.90 0.10 43.90 0.05 43.90	% 0.04 38.85%		\$1,543 \$1,543 \$772	\$52,431	0.10	0 11.00%	0.01	\$1,543	(\$967)	\$577	\$1,575 \$1,575 \$787	(812)	\$1,476 \$1,476 \$738	\$1,575 \$1,575 \$787	(\$98)	\$1,476 \$1,476 \$738	\$5,073
Cook II Lead Cook Lead Cook		\$39,720	0.05 43.90			\$1,710	\$46,635 \$50,982	0.10	0 11.00%	0.01	\$772 \$1,710	(\$259)	\$513 \$561	\$787 \$1,744	(\$109)	\$738 (\$109) \$1,744	\$787 \$1,744	(\$109)	\$738 (\$109) \$1,744	\$2,248 \$295 \$5,759
Sous Chef		\$44,005 \$47,518 \$37,578	0.05 43.90	6 0.02 38.85%		\$1,710 \$923 \$1,460	\$55,124	0.03	3 11.00%	0.01	\$1,/10 \$923 \$1,460	(\$771)	\$152	\$1,/44 \$942 \$1,490	(\$59)	\$1,744 \$883 \$1,397	\$1,/44 \$942 \$1,490	(\$59)	\$1,744 \$883 \$1,397	\$2,840
Porter I Porter I Porter I	1	\$37,578 \$37,578 \$37,578	0.10 43.90 0.10 43.90 0.10 43.90	% 0.04 38.85%		\$1,460 \$1,460 \$1,460	\$40,615 \$40,615 \$40,615	0.10	0 11.00%	0.01	\$1,460 \$1,460 \$1,460	(\$1,014)	\$447 \$447 \$447	\$1,490 \$1,490 \$1,490	(893)	\$1,397 \$1,397 \$1,397	\$1,490 \$1,490 \$1,490	(\$93)	\$1,397 \$1,397 \$1,397	\$4,701 \$4,701 \$4,701
Porter I	1	\$37,578 \$37,578 \$37,578	0.10 43.90 0.10 43.90 0.04 43.90	% 0.04 38.85%		\$1,460 \$1,460 \$584	\$40,615 \$40,615 \$40,615	0.10	0 11.00%	0.01	\$1,460 \$1,460 \$584	(\$1,014) (\$1,014)	\$447	\$1,490	(Std) (Std)	\$1,397	\$1,490	(\$93) (\$93)	\$1,397	\$4,701
Porter I Porter I	1	\$37,578	0.04 43.90	% 0.02 38.85%		\$584 \$584 \$347	\$40,615 \$38,210	0.04		0.00	\$584 \$584 \$347	(\$405) (\$532)	\$179 \$53	\$596 \$596 \$354	(\$37) (\$37)	\$559 \$559	\$596	(\$37) (\$37)	\$559	\$1,880 \$1,754
Porter I Porter I	1	\$37,578 \$37,578	0.02 43.90	% 0.01 38.85%		\$347					\$347	(\$347) (\$347)		\$354	(\$22) (\$22)	\$332 \$332	\$354 \$354	(\$22) (\$22)	\$332 \$332	\$1,011 \$1,011
Kitchen Administrative Manager Kitchen Office Administrator	1	\$70,116 \$50,211	0.05 43.90 0.07 43.90	% 0.03 38.85%		\$1,362 \$1,366	\$54,273	0.07		0.01	\$1,382 \$1,388	(\$1,362) (\$948)	\$418	\$1,390 \$1,393	(\$87) (\$87)	\$1,303 \$1,308	\$1,390 \$1,393	(\$87) (\$87)	\$1,303 \$1,306	\$3,967 \$4,396
Director, Kitchen Operations Executive Chef		\$86,570 \$93,330	0.07 43.90 0.05 43.90			\$2,354 \$1,813	\$101,010 \$97,995	0.07		0.01	\$2,354 \$1,813	(\$1,381) (\$1,274)	\$973 \$539	\$2,402 \$1,850	(\$150) (\$115)	\$2,252 \$1,735	\$2,402 \$1,850	(\$150) (\$115)	\$2,252 \$1,735	\$7,830 \$5,821
Purchasing Supervisor Kitchen Operations Coordinator II		\$60,389 \$40,560	0.06 43.90	% 0.03 38.85% % 0.03 38.85%		\$1,408 \$945	\$65,520 \$41,244		6 11.00% 6 11.00%	0.01	\$1,408 \$945		\$432 \$272	\$1,436 \$964	(\$90) (\$60)	\$1,347 \$904	\$1,438 \$964	(\$90) (\$60)	\$1,347 \$904	\$4,534 \$3,025
Kitchen Operations Coordinator II Kitchen Operations Coordinator II		\$40,560	0.05 43.90	% 0.02 38.85%		\$788	\$41,244 \$43,805	0.05	5 11.00% 5 11.00%	0.01	\$788 \$389	(\$561) (\$148)	\$227 \$241	\$804	(\$50)	\$753	\$804	(\$50)	\$753	\$2,521 \$241
Manager, Inventory Operations Inventory Operations Coordinator II	-	\$49,962 \$41,475	0.02 43.90			\$389 \$644	\$78,225 \$44,845	0.03		0.00	\$644 \$483		\$215 \$197	\$396 \$657	(\$25)	\$372 \$616	\$396 \$857	(\$25) (\$41)	\$372 \$616	\$1,347 \$2,074
Invertory Operations Coordinator II Distribution Staff:		\$41,475	0.03 43.90	% 0.01 38.85%		\$483	\$44,838	0.04		0.00	9.20	\$197	\$197	\$493	(\$31)	\$462	\$493	(\$31)	\$462	\$1,605
Driver Driver	-	\$42,453 \$39,104	0.06 43.90			\$927 \$855	\$45,766 \$44,726	0.06		0.01	\$927 \$855	(\$844)	\$283 \$277	\$946 \$872	(\$59)	\$887 \$818	\$946 \$872	(\$59)	\$887 \$818	
Driver Driver	1	\$41,392 \$39,104	0.06 43.90 0.08 43.90 0.02 43.90	% 0.02 38.85%		\$000 \$904 \$303	\$44,726 \$44,726 \$41,080	0.06	6 11.00%	0.01 0.01 0.00	\$900 \$904 \$303	(\$628)	\$277 \$277 \$90	\$923 \$310	(\$58)	\$865 \$290	\$923 \$310	(\$58)	\$885 \$290	\$2,767 \$2,911 \$974
Director, Distribution	1	\$39,104 \$82,347	0.02 43.90 0.01 43.90	% 0.01 38.85% % 0.004 38.85%		\$303 \$320	\$41,080 \$86,466	0.05		0.00	\$303 \$320	(\$213) (\$225)	\$90 \$95	\$310 \$327	(\$19) (\$20)	\$290 \$307	\$310 \$327	(\$19) (\$20)	\$290 \$307	
Operations Staff: Director, Operations	1	\$84,469	0.02 43.90	% 0.007 38.85%		\$492	\$94,500	0.05	2 11.00%	0.00	\$492	(\$336)	\$156	\$502	(\$31)	\$471	\$502	(\$31)	\$471	\$1,589
In-Kind Kitchen Volunteers	1	\$29,120	3.75 10.00	% 0.38		\$10,920					\$10,920		\$10,920	\$10,920		\$10,920	\$10,920		\$10,920	\$43,680
Totals	1	\$1,596,202	5.74 1458.70	% 1.25		\$45,578					\$45,578	(\$24,226)	\$21,352	\$46,306	(\$2,253)	\$44,054	\$46,306	(\$2,253)	\$44,064	\$155,037
Fringe Benefits Rate		38.00%																		
Employee Fringe Benefits		\$606,557				\$17,320		1	1   1		\$17,320	(\$9,206)	\$8,114	\$17,596	(\$856)	\$16,740	\$17,596	(\$856)	\$16,740	\$58,914
Total Non DAS Salaries and Benefits		\$2,202,759				\$62,898					\$62,898	(\$33,432)	\$29,466	\$63,902	(\$3,109)	\$60,794	\$63,902	(\$3,109)	\$60,794	\$213,951
Total DAS and Non DAS Salaries and Benefits		\$5,481,478				\$241,010						(\$6,857)	\$233,149	\$241,010	\$6,791	\$247,801	\$241,010	\$6,791	\$247,801	\$969,761
HSA #2																				10/25/2016

Program: Congregate meals for (X) older adults or () adults with disabilities Same as Line 11 on HSA #1)			\$0.47				ppendix B-3, Pag ate: November 20
	Operat	ing Expense De	tail				
	operat		Modification	Total			
	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 24/25	Total
Annual # Meals Contracted	54,750	43,223	9,048	52,271	43,223	43,223	193,467
NAO O							
DAS Operating Expenses Expenditure Category							
Rental of Property (see table at right)	s -		s	_		\$-	
Utilities (Elec, Water, Gas, Phone, Garbage)	\$8,330	\$8,580			\$8,580	\$8,580	\$39,0
Office Supplies, Postage	\$385	\$385			\$385	\$385	\$1,7
Building Maintenance Supplies and Repair	\$2,554	\$2,554			\$2,554	\$2,554	\$11,7
Printing and Reproduction			\$	-			
Insurance	\$1,617	\$1,617	\$964 \$	2,581	\$1,617	\$1,617	\$7,4
Staff Training	\$323	\$323	\$193 \$	516	\$323	\$323	\$1,4
Staff Travel-(Local & Out of Town)	\$361	\$361	\$216 \$		\$361	\$361	\$1,6
Rental of Equipment			\$				
Food Cost Raw Food per meal \$1.62 \$0.70 \$2.34	¢05 070	\$27.607	\$21,172		¢27.607	\$27 607	\$229,2
Raw Food         per meal         \$1.62         \$0.70         \$2.34           Cong Food Svc Supplies         per meal         \$0.25	\$95,273 \$13,688	\$37,607 \$10,806	\$21,172 \$		\$37,607 \$10,806	\$37,607 \$10,806	\$229,2 \$48,3
Catered Meals per meal	φ10,000	φ10,000	\$2,202		φ10,000	ψ10,000	φ <del>4</del> 0,3
			ŝ				
			\$				
			\$				
Consultant		\$-	\$	-	\$-		\$
			\$				
			s				
			\$				
			\$				
<u>Other</u>		\$ -	\$		\$ -	\$ -	\$
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,913	\$1,913	\$1,141 \$		\$1,913	\$1,913	\$8,7
Data Communication, Licenses, Dues	\$1,554	\$1,554	\$927 \$		\$1,554	\$1,554	\$7,1
Other Supplies (Janitorial, Facilities)	\$1,274	\$1,274	\$760 \$	2,033	\$1,274	\$1,274	\$5,8
Total DAS Operating Expenses	\$127,273	\$66,976	\$34,405	\$101,381	\$66,976	\$66,976	\$362,6
Non DAS Operating Expenses							
Expenditure Category							
Occupancy of Property	\$51,936	\$51,936	(05.040)	\$51,936	\$51,936	\$51,936	\$207,7
Utilities (Elec, Water, Gas, Phone, Garbage)	\$5,292	\$5,451	(\$5,018) (\$230)	\$433	\$5,636	\$5,826	\$17,1
Office Supplies, Postage	\$245 \$1,622	\$245 \$1,622	(\$230)	\$15 \$100	\$245 \$1,622	\$245 \$1,622	\$7
Building Maintenance Supplies and Repair Printing and Reproduction	\$1,022	\$1,022	(\$1,323)	\$100	\$1,022	\$1,022	
Insurance	\$1,027	\$1,027	(\$964)	\$63	\$1,027	\$1,027	\$3,1
Staff Training	\$206	\$206	(\$193)	\$13	\$206	\$206	\$6
Staff Travel-(Local & Out of Town)	\$230	\$230	(\$216)	\$14	\$230	\$230	\$7
Rental of Equipment			(+)				
							-
Food Cost							
Raw Food per meal \$0.33 \$1.25	\$11,489	\$46,678	(\$21,172)	\$25,506	\$46,678	\$46,678	\$130,3
Cong Food Svc Supplies per meal							
Catered Meals per meal							
							-
Concultant		e	e -		\$-		¢
Consultant Consultant A		\$-	\$-\$	-	Ψ -		\$
<u>Other</u>	\$ -	\$-	\$	-	\$-	\$-	\$
Vehicle Fees (Fuel, Maintenance, Parking)	\$1,216	\$1,216	(\$1,141)	\$75	\$1,216	\$1,216	\$3,7
Data Communication, Licenses, Dues	\$988	\$988	(\$927)	\$61	\$988	\$988	\$3,0
Other Supplies (Janitorial, Facilities)	\$809	\$809	(\$760)	\$50	\$809	\$809	\$2,4
atal Non DAS Operating Expenses	\$75 AAA	\$440 40 <del>7</del>	(600 4 40)	£70 004	6440 F00	£440 700	****
otal Non DAS Operating Expenses	\$75,060	\$110,407	(\$32,143)	\$78,264	\$110,592	\$110,782	\$374,
		6477 000	\$2.262	\$179,644	\$177,567	\$177,758	\$737,3
otal DAS and Non DAS Operating Expenses	\$202.333	\$1//.382	32.202				
otal DAS and Non DAS Operating Expenses	\$202,333	\$177,382	\$2,262	\$113,044	<i>•••••••••••••••••••••••••••••••••••••</i>	•••••	

Program: Congregate meals for (X) older adul	ts or ( ) adults with disabilities					Арре	ndix B-3, Page
(Same as Line 11 on HSA #1)						Document Date:	November 202
		NCQA Expe	enditure Detail				
DAS NCQA Expenditure	Unit price	Unit	FY 21/22	FY 22/23	FY 23/24	FY 24/25	Total
Menu planning and nutrition analysis	\$1,967.03 /set	2.00	\$3,934	\$3,934	\$3,934	\$3,934	\$15,73
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total DAS NCQA Expenditure			\$3,934	\$3,934	\$3,934	\$3,934	\$15,730
Non DAS NCQA Expenditure	Unit price	Unit					Total
Menu planning and nutrition analysis	\$439.62 /set	2.00	\$879	\$879	\$879	\$879	\$3,516
Kitchen and food service monitoring							
Congregate site monitoring							
Nutrition education							
Nutrition counseling (optional)	/hour						
In-service training	/training						
Total Non DAS NCQA Expenditure			\$879	\$879	\$879	\$879	\$3,510
Total DAS and Non DAS NCQA Expenditure	)		\$4,813	\$4,813	\$4,813	\$4,813	\$19,25
HSA #4							10/25/20 <sup>-</sup>

	APPENDIX F-1 ANNUAL SITE CHART - CO	NGREGATE MEALS	OFFICE OF COMMUNI	TY PARTNERSHIPS	FY 2021-2022	
Date:	4/1/2021					
AGENCY:			Project Open Hand			
MAILING ADDRESS:			730 Polk St SF CA 94109			
DIRECTOR:	Erika Molina	EMAIL:	Emolina@openhand.org	PHONE NO .:	415-447-2300	
PROGRAM MANAGER:	Erika Wong / Raymond Chong	EMAIL:	Ewong@openhand,org / Rchong@openhand,org	PHONE NO .:	415-447-2310	

Congregate A10:N30Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitacion Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford	
Address and Zip	110 Diamond St	333 Turlk St	481 O Farrell	446 Randolph St	1290 5th St	600 Lombard St	66 Rayond St	800 Presidio Ave	207 skyline blvd	890 Beach St	250 Kearny	
-	SF, CA 94114	SF, CA 94102 415-292-1086	SF, CA 94102	SF CA 94132	SF CA 94121	SF CA 94133	SF CA 94134	SF CA 94115	SF CA 94132	SF CA 94109	SF CA 94102	
Phone Number	415-447-2310	415-292-1080	415-447-2310	415-447-2310	415-752-6444	415-421-6443	415-447-2300	415-928-6596	415-665-4100	415-447-2310	415-447-2310	
Alternate Phone Number												
Neighborhood	Castro	Tenderloin	Tenderloin	Ingleside	Richmond	North Beach	Visitacion Valley	Lower Pac Heights	Outer Sunset	North Beach	Financial District	
Supervisorial District No.	8	6	6	11	1	3	10	2	7	2	3	
Bus Line #	k,l,m,24,33	31	38,27	м	38	30,42,45	56, 8X	38	Lbus	19,49,47,42	Powell Bart	
Site Manager/Coordinator	Raymond Chong/ Scott Schoverling	Enka wong, Juna Canua, Dave Gesek, Eduardo	Erika Wong, Daniel Ambrosio	Raymond Chong, Hong Nguyen	Erika Wong, Helen Wong	Raymond Chong, Raymond Cheung	Raymond Chong, Pilar Dexter	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong	
Site Hours Open	1	2	1	1	1	1	1	1	1	1	1	
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	246,265
Hours of Scheduled Programming (for OCP- funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Days Open for Meal Service	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri Sat	<u>X</u> Mon <u>X</u> Tues <u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>X</u> Fri <u>x</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>X</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>_x_</u> Mon <u>_x_</u> Tues <u>x_</u> Wed <u>_X_</u> Thurs x_FriSat	X_Mon x_Tues x_Wed x_Thurs x_FriSat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>X</u> Sat	<u>_x_Mon_x_Tues</u> <u>_X_Wed_x_Thurs</u> <u>_x_FriSat</u>	<u>X_Mon_x_Tues</u> <u>x_Wed_x_Thurs</u> <u>x_FriSat</u>	<u>X_Mon_x_Tues</u> <u>x_Wed_x_Thurs</u> <u>X_FriSat</u>	<u>x Web x</u> Thure <u>X</u> Fri <u>x</u> Sat	
Hours of Meal Service	Sun 11:45am-12:45pm	XSun 10:30a-12:30p	<u>x</u> Sun 11am-12pm	Sun 111:30am-12:30om	Sun 11am-12pm	Sun 11:30am-12:30pm	<u>x</u> Sun 11am-12pm	Sun 11:30am-12:30pm	Sun 11am-12pm	XSun 11:15am-12:15pm	_xSun 11:30am-12:30pm	
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no	
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	NA	American	
# Unduplicated Consumers	350	1,300	500	350	450	300	400	100	40	500	150	4,440
Number of Meals	14,000	75,000	32,000	20,000	22,190	20,575	16,500	7,000	8,000	16,000	15,000	246,265
# Service Days	247	365	365	247	247	247	365	249	249	250	365	
Average # meals per day	56	205	87	80	89	83	45	28	32	64	41	
# Nutrition Education Units. 1 unit = #consumer x #session	224	820	348	320	356	332	180	112	128	256	164	3,240
	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th ol July, Labor Day		Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Site Status Note: (start date for a new site , closure date, or temp closure, etc)									Open ony to Pomeroy clients not public site Closed during Covid	Closed during Covid		

Instructions: "AWD"( Adults with Disabilities) for program services proposed fc 20: Hours the site or center is oper t site include all programs whether it is funded by DAS or ni fuled programs (i.e. start & end time) for OCP-funded programs on

	APPENDIX F-1 ANNUAL SITE CHART - COM	IGREGATE MEALS	OFFICE OF COMMUN	OFFICE OF COMMUNITY PARTNERSHIPS FY 2022-2023				
Date:	9/30/2022							
AGENCY:			Project Open Hand					
MAILING ADDRESS:			730 Polk St SF CA 94109					
DIRECTOR:	Erika Wong	EMAIL:	ewong@openhand.org	PHONE NO .:	415-447-2437			
PROGRAM MANAGER:	Miriam Aguilar / Raymond Chong	EMAIL:	maguilar@openhand.org / rchong@openhand.org	PHONE NO .:	415-447-2482	/ 415-447-2310		

Congregate A10:N30Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitacion Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to Plowshares Stanford	
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O'Farrell St SF, CA 94102	446 Randolph St SF, CA 94132	6221 Geary Blvd SF, CA 94121	660 Lombard St SF, CA 94133	66 Raymond St SF, CA 94134	800 Presidio Ave SF CA 94115	207 Skyline Blvd SF, CA 94132	890 Beach St SF, CA 94109	250 Kearny St SF, CA 94108	
Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-928-6596	415-447-2379	415-447-2379	415-447-2379	
	415-447-2379	410-447-2379	410-447-2379	415-447-2379	410-447-2379	415-447-2379	410-447-2379	410-928-0090	415-447-2379	410-447-2379	410-447-2379	
Alternate Phone Number												
Neighborhood	Castro	Tenderloin	Tenderloin	Ingleside	Richmond	North Beach	Visitacion Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District	
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3	
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45	
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong	
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5	
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Hours of Scheduled Programming (for OCP- funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
	<u>x</u> Mon <u>x</u> Tues	<u>X</u> Mon <u>X</u> Tues	<u>x Mon x</u> Tues	<u>x</u> Mon <u>x</u> Tues	<u>x</u> Mon <u>x</u> Tues	<u>X</u> Mon <u>x</u> Tues	<u>x</u> Mon <u>x</u> Tues	<u>x</u> Mon <u>x</u> Tues	X Mon x Tues	X Mon x Tues		
Days Open for Meal	<u>x</u> Wed <u>x</u> Thurs	X Wed X Thurs	<u>x</u> Wed <u>x</u> Thurs	<u>x</u> Wed X Thurs	<u>x</u> Wed <u>X</u> Thurs	<u>x</u> Wed <u>x</u> Thurs	<u>x</u> Wed <u>x</u> Thurs	X Wed x Thurs	<u>x</u> Wed <u>x</u> Thurs	<u>x</u> Wed <u>x</u> Thurs	Thurs	
Service	<u>x</u> Fri Sat	<u>X</u> Fri <u>X</u> Sat	<u>X</u> Fri <u>x</u> Sat	<u>x</u> Fri Sat		<u>x</u> Fri Sat	<u>x</u> Fri <u>X</u> Sat	<u>x</u> Fri Sat	_x_FriSat	<u>X</u> Fri Sat	<u>X</u> Fri <u>x</u> Sat	
	Sun	<u>X</u> _Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm	
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no	
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American	
# Unduplicated Consumers	200	1,500	700	250	300	300	250		41	460	42	4,043
Number of Meals	9,200	62,100	21,900	9,900	30,000	18,750	42,411		16,000	12,500	9,150	231,911
# Service Days	260	365	365	247	260	247	365	249	249	250	365	
Average # meals per day	35	170	60	40	115	75	116	0	64	50	25	
# Nutrition Education Units. 1 unit = #consumer x #session	140	680	240	160	460	300	464	0	256	200	100	3,000
Days Closed (list holidays closed between	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day		None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorial Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Site Status Note: (start date for a new site , closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid		Open only to Stanford clients, not public during Covid	

Instructions: 'WOD' (Adults with Disabilities) for program services proposed fc 20: Hours the site or center is oper 1 site include all programs whether it is funded by DAS or ni fulled programs (i.e. start & end time) for OCP-funded programs on

	APPENDIX F-1 ANNUAL SITE CHART - CO	IGREGATE MEALS	OFFICE OF COMMUN	OFFICE OF COMMUNITY PARTNERSHIPS FY 2023-2024			
Date:	9/30/2022						
AGENCY:			Project Open Hand				
MAILING ADDRESS:			730 Polk St SF CA 94109				
DIRECTOR:	Erika Wong	EMAIL:	ewong@openhand.org	PHONE NO .:	415-447-2437		
PROGRAM MANAGER:	Miriam Aguilar / Raymond Chong	EMAIL:	maguilar@openhand.org / rchong@openhand.org	PHONE NO .:	415-447-2482	/ 415-447-2310	

Congregate A10:N30Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitacion Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford	
Address and Zip	110 Diamond St	333 Turk St	481 O'Farrell St	446 Randolph St	6221 Geary Blvd	660 Lombard St	66 Raymond St	800 Presidio Ave	207 Skyline Blvd	890 Beach St	250 Kearny St	
Phone Number	SF, CA 94114 415-447-2379	SF, CA 94102 415-447-2379	SF, CA 94102 415-447-2379	SF, CA 94132 415-447-2379	SF, CA 94121 415-447-2379	SF, CA 94133 415-447-2379	SF, CA 94134 415-447-2379	SF CA 94115 415-928-6596	SF, CA 94132 415-447-2379	SF, CA 94109 415-447-2379	SF, CA 94108 415-447-2379	
Alternate Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	410-928-0090	415-447-2379	415-447-2379	415-447-2379	
Neighborhood	Castro	Tenderloin	Tenderloin	Ingleside	Richmond	North Beach	Visitacion Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District	
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3	
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45	
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong	
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5	
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Hours of Scheduled Programming (for OCP- funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Days Open for Meal Service	<u>x_</u> Mon <u>x</u> _Tues <u>x_</u> Wed <u>x</u> Thurs <u>x_</u> FriSat	X_Mon X_Tues X_Wed X_Thurs X_Fri X_Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>X</u> Fri <u>x</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>X</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>X</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>X</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>X</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>X</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>_X_Mon _x_Tues</u> <u>_x_Wed _x_Thurs</u> <u>_x_FriSat</u>	<u>X</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>X</u> Fri Sat	<u>X_Mon</u> <u>X_Weu</u> X_FriX_Sat	
	Sun	<u>X</u> Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm	
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no	
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American	
# Unduplicated Consumers	200	1,500	700	250	300	300	250		41	460	42	4,043
Number of Meals	11,464	66,000	25,750	11,250	17,500	20,000	18,250	7,000	22,500	16,750	16,500	225,964
# Service Days	247	365	365	247	247	247	365	249	249	250	365	
Average # meals per day	46	180	70	45	70	80	50	28	90	67	45	
# Nutrition Education Units. 1 unit = #consumer x #session	184	720	280	180	280	320	200		360	268	180	2,972
Days Closed (list holidays closed between	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Site Status Note: (start date for a new site , closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid	Closed during Covid	Open only to Stanford clients, not public during Covid	
s etc. do to Tools and select	Destantion Research and	the second second		1	1			1	1		۱	

Instructions: "AWD"( Adults with Disabilities) for program services proposed fc 20: Hours the site or center is oper t site include all programs whether it is funded by DAS or ni fuled programs (i.e. start & end time) for OCP-funded programs on

	APPENDIX F-1 ANNUAL SITE CHART - CO	IGREGATE MEALS	OFFICE OF COMMUN	OFFICE OF COMMUNITY PARTNERSHIPS FY 2024-2025				
Date:	9/30/2022							
AGENCY:			Project Open Hand					
MAILING ADDRESS:			730 Polk St SF CA 94109					
DIRECTOR:	Erika Wong	EMAIL:	ewong@openhand.org	PHONE NO .:	415-447-2437			
PROGRAM MANAGER:	Miriam Aguilar / Raymond Chong	EMAIL:	maguilar@openhand.org / rchong@openhand.org	PHONE NO .:	415-447-2482	/ 415-447-2310		

Congregate A10:N30Program Type (ENP or AWD)	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	ENP Lunch	Total ALL Sites
Name of Site	Castro	Curry	Downtown Senior Center (DSC)	IT Bookman	Richmond Senior Center	Telegraph Hill	Visitacion Valley	Booker T Washington	Pomeroy	Aquatic Park	Swords to plowshares Stanford	
Address and Zip	110 Diamond St SF, CA 94114	333 Turk St SF, CA 94102	481 O'Farrell St SF, CA 94102	446 Randolph St SF, CA 94132	6221 Geary Blvd SF, CA 94121	660 Lombard St SF, CA 94133	66 Raymond St SF, CA 94134	800 Presidio Ave SF CA 94115	207 Skyline Blvd SF, CA 94132	890 Beach St SF, CA 94109	250 Kearny St SF, CA 94108	
Phone Number	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-447-2379	415-928-6596	415-447-2379	415-447-2379	415-447-2379	
Alternate Phone Number	410 447 2010	410 417 2010	410 411 2010	410 447 2010	410 441 2010	410 411 2010	410 447 2010	410 020 0000	410 447 2010	410 441 2010	410 447 2010	
Neighborhood	Castro	Tenderloin	Tenderloin	Ingleside	Richmond	North Beach	Visitacion Valley	Lower Pac Heights	Lakeshore	Fisherman's Wharf	Financial District	
Supervisorial District No.	8	5	5	11	1	3	10	2	7	2	3	
Bus Line #	28, 33, 35, F, KT, L, M	5, 5R, 9, 19, 27, 31	27, 31, 38, 38R	28, 57, M	1, 29, 31, 38, 38R	8, 30, 39, PM	8, 9, 9R, 56, KT	38	18, 58	19, 28, 30, 49	2, 8, 30, 45	
Site Manager/Coordinator	Raymond Chong	Erika Wong	Erika Wong	Raymond Chong	Erika Wong	Raymond Chong	Raymond Chong	Raymond Chong, Mary Smith	Raymond Chong	Erika Wong	Erika Wong	
Site Hours Open	1	2	1	1	1.5	1	1.5	1	1	1	1.5	
Additional Programming Offered at the Site	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Hours of Scheduled Programming (for OCP- funded programs)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Days Open for Meal Service	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>X</u> Mon <u>X</u> Tues <u>X</u> Wed <u>X</u> Thurs <u>X</u> Fri <u>X</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>X</u> Fri <u>x</u> Sat	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>X</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>X</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>X</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>Sat</u>	<u>x</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>x</u> Fri <u>X</u> Sat	<u>_x_Mon_x_Tues</u> <u>_X_Wed_x_Thurs</u> <u>_x_FriSat</u>	<u>_X</u> Mon <u>_x_</u> Tues <u>_x_</u> Wed <u>_x_</u> Thurs <u>_x_</u> Fri <u></u> Sat	<u>X</u> Mon <u>x</u> Tues <u>x</u> Wed <u>x</u> Thurs <u>X</u> Fri Sat	<u>X_Weux</u> 	
	Sun	<u>X</u> Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	Sun	Sun	Sun	<u>x</u> Sun	
Hours of Meal Service	11:30am - 12:30pm	10:30a-12:30p	11:00am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am - 12:30pm	10:30am - 12:00pm	11:30am-12:30pm	11:30am - 12:30pm	11:30am - 12:30pm	10:30am - 12:00pm	
Type of Meal (hot, frozen)	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	Hot	
Vegetarian meal option available (Yes or No)	no	no	no	no	no	no	no	no	no	no	no	
Cuisine Type (select from list)	American	American	American	American	American	American	American	American	American	American	American	
# Unduplicated Consumers	200	1,500	700	250	300	300	250		41	460	42	4,043
Number of Meals	11,464	66,000	25,750	11,250	17,500	20,000	18,250		22,500	16,750	16,500	225,964
# Service Days	247	365	365	247	247	247	365	249	249	250	365	
Average # meals per day	46	180	70	45	70	80	50	0	90	67	45	
# Nutrition Education Units. 1 unit = #consumer x #session	184	720	280	180	280	320	200	0	360	268	180	2,972
Days Closed (list holidays closed between	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th ol July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	Thanksgiving, Christmas Eve and NYE, New Years Day, Memorail Day, 4th of July, Labor Day	None	
ADA Accessible	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Site Status Note: (start date for a new site , closure date, or temp closure, etc)									Open only to Pomeroy clients not public site, closed during Covid	Closed during Covid	Open only to Stanford clients, not public during Covid	
etc. do to Tools, and selec	t "Drotection", "upprotect"	No possiverd pood								•		

Instructions: "AWD"( Adults with Disabilities) for program services proposed fc 20: Hours the site or center is oper t site include all programs whether it is funded by DAS or ni fuled programs (i.e. start & end time) for OCP-funded programs on

#### Appendix G - Federal Award Information for Subrecipients

	E	F	G	Н	I	J	K	L	М	Ν	0	Р
8	Service	се	Assistance Listing (CFDA) Program Title	Other Name, if any	awarding	Known ( <i>and anticipated</i> ) Federal Prime Award Numbers and Award periods	Known Federal Award Date	Federal Award Project Description (from Pass- Through)	Pass-Through Agency (from Federal to CCSF), if applicable	Known ( <i>and anticipated</i> ) Pass-Through Award Identifying Information and Award periods	Federal award amount, Actual <i>(and Anticipated)</i> to CCSF*	Research & Development Award?
109	ENP Congregate Meals (Project Open Hand, Self-Help for the Elderly)		Special Programs for the Aging - Title III, Part C - Nutrition Services		Health and Human Services Administration for Community Living	17AACAT3CM for 10/1/2016 - 9/30/2017 18AACAT3CM for 10/1/2017 - 9/30/2018 1901CAOACM-01 for 10/1/2018 - 9/30/2019 2001CAOACM-00 for 10/1/2019 - 9/30/2020 21AACAT3CM for 10/1/2020 - 9/30/2021 22AACAT3CM for 10/1/2021 - 9/30/2022			Department of Aging	6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020 AP-2021-06 for 7/1/2020 - 6/30/2021 AP-2122-06 for 7/1/2021 - 6/30/2022	6/30/2017	No

### Appendix H

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

### I. Definitions

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

- A. City means the City and County of San Francisco.
- **B.** Subaward means an award provided by a pass-through entity (e.g. the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.92). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient
  - i. Has programmatic decision-making responsibility within the Scope of Services of the agreement
  - ii. May determine client eligibility for the federal program
  - iii. In accordance with its agreement, uses the Federal funds to carry out all or part of Federal a program, as opposed to providing goods or services to help the City administer the Federal program.
  - iv. See 2 CFR §200.330 for more guidance.
- **C. Third Party Subaward** means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.
- D. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.22). Characteristics of Subcontracts, as opposed to Subawards, include but are not limited that to a Subcontractor
  - i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Contract
  - ii. Does not determine client eligibility for the federal program
  - iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
  - iv. See 2 CFR §200.330 for more guidance.
- **E.** Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

### II. Federal Changes

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

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

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

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

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

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

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

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

- iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
- v. Comply with the established accounting policies and practices of the Subrecipient;
- vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii)).
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100% on the same Federal program, or equivalent documentation as supporting documentation.
- VI. Equal Employment Opportunity Compliance (applicable to all construction agreements awarded in excess of \$10,000 by grantees and their contractors or subgrantees; 2 CFR §200 Appendix II(c))
   Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- VII. Davis-Bacon Act Compliance (applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))
   Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).
- VIII. Copeland Anti-Kickback Act Compliance (applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))

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

- IX. Contract Work Hours and Safety Standards (applicable to all agreements awarded by grantees and subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(e))
  - **A. Compliance:** Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.
  - **B.** Overtime: No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
  - **C. Violation; liability for unpaid wages; liquidated damages:** In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for his unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of forty hours without payment of the overtime wages required by paragraph B.
  - **D.** Withholding for unpaid wages and liquidated damages: The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.
- X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests (2 CFR §200 Appendix II(f) and 2 CFR §200.315)
  - **A.** Title to intangible property (see 2 CFR §200.59 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed

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

- **B.** The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."
- **D.** The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- **E.** The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal government to the City.
- **XI.** Debarment and Suspension (applicable to all contracts and subcontracts; 2 CFR §200 Appendix II(h))
  - A. Subrecipient represents and warrants that it is not
    - (1) Debarred nor suspended from federal financial assistance programs and activities
    - (2) Proposed for debarment
    - (3) Declared ineligible
    - (4) Voluntarily excluded from participation in covered transactions by any federal department or agency.
  - **B.** Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any third party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs as specified above. 2 CFR §180.220.
    - (1) Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and/or including such a clause in their contracts/agreements with the lower level entities. It is also required to check those entities' status at the System for Award Management (SAM) at <u>www.sam.gov</u> under Search Records prior to awarding the funds and/or establishing the agreement and also on a regular, but at least annual, basis. To ensure accuracy of the verification, Subrecipient should use the lower level entity's exact name and Unique Entity Identifier (UEI, formerly

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

- XII. Byrd Anti-Lobbying Certification (applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR \$200 Appendix II(i) and by inclusion, 45 CFR Part 93)
  - A. Subrecipient hereby certifies, to the best of his or her knowledge and belief, that
    - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or contract, the making of any Federal grant or contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
    - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Actitivities," in accordance with its instructions.
  - iii. The person signing this agreement shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, and cooperative agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.
  - **B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by section 1352, title 31, U.S. Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### XIII. Single Audit Requirements

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

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

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

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

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

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

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