

CITY AND COUNTY OF SAN FRANCISCO

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

THIS AMENDMENT (this “Amendment”) is made as of **1st day of January, 2019**, in San Francisco, California, by and between **Meals on Wheels of San Francisco, 1375 Fairfax Avenue, San Francisco, CA 94124**, hereinafter referred to as “Grantee”, and the City and County of San Francisco,

RECITALS

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

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the grant amount and add additional service units to the Home-Delivered Meals for the Elderly Nutrition Program (ENP) and the Adult with Disability (AWD) program, and add a HIPAA Business Associates Agreement (BAA)**, and,

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

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

1. **Definitions.** The following definitions shall apply to this Amendment:
 - a. **Agreement.** The term “Agreement” shall mean the Agreement dated **July 1, 2017** between Grantee and City.
 - b. **Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.
 - c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.
2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

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

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

Contingent amount: Up to **Five Hundred Twenty-Five Thousand, Nine Hundred and Eight-Five Dollars (\$525,985)** for the period from **July 1, 2019 to June 30, 2020 (Y3)** may be available, **in the City's sole discretion as a contingency 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 **Twenty-Three Million, One Hundred Thirty-Six Thousand, Eight Hundred and Eighteen Dollars (\$23,136,818)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty-Three Million, Eight Hundred Eighty-Six Thousand, Eight Hundred and Fifty-One Dollars (\$23,886,851)** for the period **from July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to **Two Million, Three Hundred Forty Thousand, Seven Hundred and Seventeen Dollars (\$2,340,717)** for the period **from July 1, 2019 to June 30, 2020 (Y3)** 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 **Twenty-Six Million, Two Hundred Twenty-Seven Thousand, Five Hundred and Sixty-Eight Dollars (\$26,227,568)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

agrees to fully comply with these laws, regulations, and policies/procedures.

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

Such section is hereby replaced in its entirety by Appendix A-7, Services to be Provided: Elderly Nutrition Program (ENP), Home-Delivered Meals, pp. 1-8.

- c. Appendix A.** Appendix A-4, of the agreement describes the services to be provided.

Such section is hereby replaced in its entirety by Appendix A-8, Services to be Provided: Home-Delivered Meals for Adults with Disabilities (HDM-AWD), pp. 1-8.

- d. Appendix B.** Appendix B-5, Calculation of Charges, pp. 1-6 of the Agreement displays the original total amount of \$16,986,236.

Such section is hereby replaced in its entirety by Appendix B-7a, Calculation of Charges, pp. 1-4, which displays the budget as herein modified.

- e. Appendix B.** Appendix B-2, Calculation of Charges, pp. 1-9 of the Agreement displays the original total amount of \$1,752,900.

Such section is hereby replaced in its entirety by Appendix B-7b, Calculation of Charges, pp. 1-10, which displays the budget as herein modified.

- f. Appendix B.** Appendix B-6, Calculation of Charges, pp. 1-5 of the Agreement displays the original total amount of \$3,318,253.

Such section is hereby replaced in its entirety by Appendix B-8, Calculation of Charges, pp. 1-3, which displays the budget as herein modified.

- g. Appendix H.** Appendix H, HIPAA Business Associate Agreement.

Appendix H is hereby added in its entirety, which describes requirements with respect to the use and disclosure of Protected Health Information (PHI) which are contained in this Agreement.

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

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

following appendices are attached to and a part of this Agreement:

Appendix A,	Services to be Provided: Emergency HDM
Appendix A-7,	Services to be Provided: ENP HDM
Appendix A-8,	Services to be Provided: HDM-AWD
Appendix B,	Budget: Emergency HDM
Appendix B-7a,	Budget: ENP HDM
Appendix B-7b,	Budget: ENP HDM Nutrition Compliance
Appendix B-8,	Budget: HDM-AWD
Appendix C,	Method of Payment
Appendix D,	Interests in Other City Grants
Appendix E,	Permitted Subgrantees
Appendix F,	Federal Award Information
Appendix G,	Federal Requirement for Subrecipients
Appendix H,	HIPAA Business Associate Agreement

- 3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **January 1, 2019**.
- 4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

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

CITY

GRANTEE

Recommended by:

MEALS ON WHEELS OF SAN FRANCISCO

Trent Rhorer Date
Executive Director
Human Services Agency

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

Approved as to Form:

City vendor number: 0000015426
Federal Employer ID number: 94-1741155
DUNS Number: 071866057

David Ries Date
Deputy City Attorney

Appendix A-7 – Services to be Provided
Meals on Wheels of San Francisco
Elderly Nutrition Program (ENP), Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

I. Purpose

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

II. Definitions-

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, transferring in and out bed / chair, and walking
CARBON	Contracts Administration, Reporting and Billing On-line system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CDA	California Department of Aging
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of Adult and Aging Services
Disability	A condition attributable to mental or physical impairment, or a combination of mental and physical impairments including hearing and visual impairments, that results in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
ENP	Elderly Nutrition Program (ENP), a program which provides nutrition services, as authorized by the Older Americans Act of 1965, as amended, and which shall be provided in accordance with Title 22 regulations.

Elderly Nutrition Program (ENP) Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.
Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices and taking corrective actions when failure to meet critical limits is detected.
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, shopping for personal items, medication management, managing money, using the telephone, doing heavy housework, doing light housework, and transportation ability (transportation ability refers to the individual's ability to make use of available transportation without assistance).
Low-Income	For ENP programs, at or below 100% of federal poverty level. This is only to be used by consumers to self- identify their income status, not to be used as a means test to qualify for the program.

Menu Analysis	<p>A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the DRI for all calculated nutrients.</p> <p>(c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12.</p>
Minority	<p>An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.</p>
Nutrition Counseling	<p>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.</p>
Nutrition Education	<p>Providing nutrition program consumers current facts and information which will promote improved food selection, eating habits, nutrition, health promotion, and disease prevention practices. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. Nutrition education plan and services shall be approved by a Registered Dietitian. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.</p>
Nutrition Screening	<p>The completion of a nutrition screening checklist by eligible consumers 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.</p>

OOA	Office on the Aging
Older Adult	Person who is 60 years or older, used interchangeably with 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. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
Senior	Person who is 60 years or older, used interchangeably with Older Adult.
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>).
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.
Title 22 Regulations	Refers to Barclay’s official California Code of Regulations. Title 22 Social Security, Division 1.8. California Department of Aging. Chapter 4 (1) Title III Programs – program and service provider requirements. Article 5. Title III C- Elderly Nutrition Program. http://www.aging.ca.gov/ProgramsProviders/AAA/Nutrition/Code_of_Regulations/

III. Target Population

The target population is resident of San Francisco County, age 60 and older. OOA targets individuals who have the greatest economic and social need such as living on low-income, are minorities, possessing non- or limited-English skills, or are LGBTQ+.

IV. Eligibility for Services

To participate in Home-Delivered Meals, the consumer must meet the following criteria:

- A senior, age 60 or above, who is frail and homebound by reason of illness, disability, isolation, lack of support network and has no safe, healthy alternative for meals.

- Spouse or domestic partner of an eligible senior regardless of age or condition, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- An individual with a disability who resides at home with the eligible senior, if an assessment by the HDM provider's social worker or assessment staff concludes that it is in the best interest of the eligible senior.
- Priority shall be given to the eligible senior.

V. Services to be Provided

- A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by Title 22 Regulations, CDA, and OOA Policies and include nutrition education methods for HDM consumers. The HDM program policy and procedures shall also include initial, annual, and quarterly reassessment guidelines. Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.
- B. Provide home-delivered meal services, which include:
 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
 2. Provide the total number of ENP meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the CDA and OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
 3. Conduct annual in-home comprehensive assessment and quarterly reassessments of each consumer to evaluate the consumer's eligibility for enrollment in the HDM program. The assessment shall be conducted according to the OOA Policy Memoranda. At least one quarterly assessment per year must be completed in the home of the consumer.
 4. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.
 5. A nutrition screening using the "Determine Your Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
 6. A suggested donation per meal requested of each participant must be approved by the Grantee's Board of Directors and OOA in advance.

7. Service units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	3,450	3,534	3,534
#Meals	1,543,244	1,581,419	1,581,419

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

VI. Service Objectives

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

VII. Outcome Objectives

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

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC, CDA nutrition service standards, and DAAS policies. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee’s organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare the consumer data obtained from consumers using the HDM intake form, which includes the annual Nutrition Risk Screening, the loneliness screening, and the food security questions for all enrolled consumers by the due date as specified by OOA policy and in accordance to OOA Nutrition program guidelines.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI, Service Objectives.
- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. Grantee will provide other reports as requested. Apart from the on-line reporting via Ca-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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

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

Appendix A-8 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
Effective July 1, 2017-June 30, 2020

I. Purpose

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

II. Definitions-

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

Frail	An individual determined to be functionally impaired in one or both of the following areas: (a) unable to perform two or more activities of daily living (such as bathing, toileting, dressing, eating, and transferring) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) due to a cognitive or other mental impairment, requires substantial supervision because the individual behaves in a manner that poses a serious health or safety hazard to the individuals or others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
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.
Low-Income	At or below 300% of federal poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.

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

Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by the annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity; <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>).

III. Target Population

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

IV. Eligibility for Services

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

- Self-Care: ADL and IADL, especially grocery shopping and meal preparation and that the consumer lacks the ability to obtain safe, healthy meals.
- Capacity for independent living and self-direction
- Cognitive functioning and emotional adjustment

V. Services to be Provided

A. Develop and maintain HDM program policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by the most recent California Retail Food Code and OOA Policies and include nutrition education for HDM consumers. . Policy and procedures shall ensure the provision of quality meals, adequate access to sound nutrition information enabling consumers to reduce incidence of chronic diseases and maintain independent living.

B. Provide home-delivered meal services, which include:

1. Enroll the number of unduplicated consumers annually as indicated in Table A, and in the various neighborhood and/or districts as indicated in the DAAS-OOA approved Site Chart.
2. Provide the total number of AWD meals annually as indicated in Table A. The meals will be delivered to neighborhoods and/or districts as indicated on the DAAS-OOA approved Site Chart. Each meal shall meet the OOA menu requirements. Meals offered may be hot, chilled or frozen, regular or modified meals as approved by DAAS-OOA, and as determined appropriate for the population served.
3. Documenting, tracking and reporting consumers’ condition changes to citywide HDM Assessment contractor that would affect the consumer’s eligibility to continue receiving HDM services.
4. Meet with the citywide HDM-AWD assessment contractor at least on a quarterly basis to review services, utilization, and condition change documentation. Grantee must also establish a policy & procedure to communicate with the HDM-AWD assessment provider, as needed, to discuss any issues that may arise pertaining to the HDM-AWD consumer or the service provided.
5. Provide at least one set of nutrition education material to consumers on a quarterly basis. The total units of nutrition education will be as indicated on the OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided.
6. A suggested donation per meal requested of each participant must be approved by the Grantee’s Board of Directors and OOA in advance.
7. Service units:

Table A	FY 17-18	FY 18-19	FY 19-20
#Unduplicated Consumers	490	557	557
#Meals	240,525	279,043	279,043

C. Ensure central kitchen (or caterer kitchen) and the home-delivered meal routes meet the standards described in the most recent California Retail Food Code (CRFC).

D. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees the safety and sanitation components of the program. A HACCP safety and sanitation

monitoring for the production kitchen must be conducted on site and documented by a R.D. based on the number of monitoring approved in the Grantee's budget. Grantee with four or more delivery routes will conduct a HDM route monitoring at least once a month. In-service training to address any monitoring findings and/or to reinforce best practices will be scheduled and conducted in a timely manner to bring the program into compliance. The HACCP monitoring reports for the production kitchen and HDM routes shall be sent to OOA on a timely basis and no later than once per quarter.

- E. Ensure that the cycle menu and a nutrient analysis is approved by a Registered Dietitian and submitted to OOA for review approval in accordance to OOA's nutrition standards. Menu substitutions must be approved by a R.D. and documented.
- F. Conduct consumer satisfaction survey yearly for each funded program and provide results to OOA Nutritionist as defined by OOA policy memoranda. The survey tool will be provided by OOA.
- G. The Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- H. Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers and to meet all the nutrition program standards.
- I. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA, and share the information with their staff and volunteers.
- J. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- K. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
- L. Grantee will develop and provide each consumer with a welcome packet that includes at minimum, the following information: the agency's meal delivery schedule, sample menu, donation policy and collection procedures, procedures to change meal delivery request, grievance policy, and how to request assistance, if needed.

VI. Service Objectives

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

VII. Outcome Objectives

- A. At least 85% of consumers will report being satisfied with the meal quality as defined as "Excellent or Good" in the DAAS annual consumer satisfaction survey, with a minimum sample size of the Grantee's average number of meals served at each congregate meal site.

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

VIII. Monitoring Activities

- A. Nutrition Program Monitoring: Program monitoring will include review of kitchen facility and HDM routes in accordance with CRFC and DAAS policies and nutrition standards. This includes project income policies, nutrition education policies, consumer eligibility and targeted mandates, documentation of the units of service and all reporting, and progress of service and outcome objectives; how consumer records are collected and maintained; consumer data entry on CA-GetCare; reporting performance including monthly service unit reports on CA-GetCare, maintenance of service unit logs; agency and organization standards related to the nutrition program operation, current organizational chart in the nutrition service department, grievance policies and procedures, verification that hours of operation are reflected in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA Nutrition standards.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

IX. Reporting Requirements

- A. Grantee will enter into CA-GetCare any updates in the consumer's demographic data obtained from consumers when conducting a quarterly assessment or any other time a consumer may provide new information.
- B. Grantee will enter into CA-GetCare all the consumer level service units in the Service Recording Tool and data for monthly service reporting by the 5th working day of the month for the preceding month.
- C. Grantee will provide a monthly report of number of meals served as described in Section VI, Service Objectives.

- D. Grantee will enter the following monthly metrics in the CARBON database by the 15th of the following month: Number of meals served and number of nutrition compliance units provided.
- E. Grantee will enter the annual Outcome Objective metrics identified in Section VII of this appendix A in the CARBON database by the 15th of the month following the end of the program year.
- F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 (or as amended) each grant year. This report must be submitted to the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- G. Grantee will develop and maintain its OOA approved Site Chart. The site chart may be updated with the approval of OOA. A copy of the updated Site Chart will be kept in OOA's contractor program.
- H. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- I. Grantee will provide other reports as requested. Apart from the on-line reporting via Ca-GetCare, and reports requested to be sent via e-mail to the Nutritionist and/or Contract Manager, Monthly and Annual Reports will be entered into CARBON system. For assistance with reporting requirements or submission of reports, contact:

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

Sarah Chan
Nutritionist/OOA
1650 Mission Street, 5th Floor
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BUDGET FORMS

Appendix B-7a, pg. 1
Document Date: 11/14/2018

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

Grantee's Name: Meals on Wheels San Francisco Grant Term
(Check One) New Renewal Modification
Effective Date of Mod: 7/1/18 No. of Mod: 1

Program: ENP HDM									
Annual #Meals Contracted	1,543,244	1,537,586	43,833	1,581,419	1,537,586	43,833	1,581,419	4,706,081	
Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20	
DAAS Expenditures									
Salaries & Benefits	\$1,456,225	\$1,476,994	\$42,104	\$1,519,098	\$1,476,994	\$42,104	\$1,519,098	\$4,494,422	\$0.96
Operating Expense	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697	\$2.73
Subtotal	\$5,571,247	\$5,673,694	\$161,742	\$5,835,436	\$5,673,694	\$161,742	\$5,835,436	\$17,242,119	\$3.69
Indirect Percentage (max 10%)									
Gen.Guidance regarding indirect exclusion)									
Capital Expenditure	\$67,600		\$51,000	\$51,000				\$118,600	\$0.03
TOTAL DAAS EXPENDITURES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	\$3.72
Non-DAAS Expenditures									
Salaries & Benefits	\$1,187,873	\$1,187,873	\$77,425	\$1,265,298	\$1,187,873	\$77,425	\$1,265,298	\$3,718,469	\$0.80
Operating Expense	\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003	\$1.68
Indirect Expense	\$765,386	\$765,386	\$22,363	\$787,749	\$765,386	\$22,363	\$787,749	\$2,340,884	\$0.50
Capital Expenditure									
TOTAL Non-DAAS EXPENDITURES	\$4,530,610	\$4,530,610	\$173,263	\$4,703,873	\$4,530,610	\$173,263	\$4,703,873	\$13,938,356	\$2.97
TOTAL DAAS & Non-DAAS EXPENDITURES	\$10,169,457	\$10,204,304	\$386,005	\$10,590,309	\$10,204,304	\$335,005	\$10,539,309	\$31,299,075	\$6.70
HSA-DAAS Revenues									
Meals, Local Funds	\$3,621,326	\$3,606,424	(\$56,448)	\$3,549,976	\$3,606,424	(\$56,448)	\$3,549,976	\$10,721,278	
Meals: Federal funds	\$525,465	\$700,621	\$140,250	\$840,871	\$700,621	\$140,250	\$840,871	\$2,207,207	
Meals: State funds	\$253,312	\$195,505	(\$74,126)	\$121,379	\$195,505	(\$74,126)	\$121,379	\$496,070	
Meals: NSIP funds	\$1,171,144	\$1,171,144	\$152,066	\$1,323,210	\$1,171,144	\$152,066	\$1,323,210	\$3,817,564	
OTO Equipment	\$67,600		\$51,000	\$51,000				\$118,600	
TOTAL HSA-DAAS REVENUES	\$5,638,847	\$5,673,694	\$212,742	\$5,886,436	\$5,673,694	\$161,742	\$5,835,436	\$17,360,719	
PER MEAL COST, HSA-DAAS	\$3.61	\$3.69		\$3.69	\$3.69		\$3.69	\$3.66	
Per MEAL & COMPLIANCE COST	\$3.61	\$3.69		\$3.69	\$3.69		\$3.69	\$3.66	
Non-DAAS Revenues									
Project Income	\$238,979	\$238,979	\$6,784	\$245,763	\$238,979	\$6,784	\$245,763	\$730,506	\$0.16
Agency Cash - Fundraising	\$3,418,195	\$3,418,195	\$109,548	\$3,527,743	\$3,418,195	\$109,548	\$3,527,743	\$10,473,681	\$2.23
Agency In-Kind Volunteer	\$873,436	\$873,436	\$56,930	\$930,366	\$873,436	\$56,930	\$930,366	\$2,734,169	\$0.59
TOTAL NON HSA-DAAS REVENUES	\$4,530,610	\$4,530,610	\$173,263	\$4,703,873	\$4,530,610	\$173,263	\$4,703,873	\$13,938,356	
PER MEAL COST, NON HSA-DAAS	\$2.94	\$2.95		\$2.97	\$2.95		\$2.97	\$2.96	
TOTAL REVENUES	\$10,169,457	\$10,204,304		\$10,590,309	\$10,204,304		\$10,539,309	\$31,299,075	
PER MEAL COST, TOTAL	\$6.59	\$6.64		\$6.70	\$6.64		\$6.66	\$6.65	
Full Time Equivalent (FTE)									
Prepared by: Patrick Schmalz	Phone No.: 415-343-1270		Date: 11/14/18						
HSA-CO Review Signature:			Date:						
HSA #1	Form Rev. 12/22/16								

Operating Expense Detail

Annual #Meals Contracted:	1,543,244	1,537,586	43,833	1,581,419	1,537,586	43,833	1,581,419	4,706,081
Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20
H.S.A-DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec. Water, Gas, Phone, Scavenger)								
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
FOOD COSTS								
Raw Food <i>per meal</i> \$ -								
Cong Food Svc Supplies <i>per meal</i> \$ -								
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i> \$ 2.73	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS:								
Insurance								
Staff Training & Travel								
Rental of Equipment								
Small equipment & Supplies								
Delivery Cost								
Kitchen Costs								
Fees, dues, advertising								
Outside Services								
Grant, Volunteer and Client Costs								
Other Operating								
Fundraising								
TOTAL DAAS OPERATING EXPENSE	\$4,115,022	\$4,196,700	\$119,638	\$4,316,338	\$4,196,700	\$119,638	\$4,316,338	\$12,747,697
Non-DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$32,193	\$32,193	\$918	\$33,111	\$32,193	\$918	\$33,111	\$98,415
Office Supplies, Postage	\$24,197	\$24,197	\$690	\$24,887	\$24,197	\$690	\$24,887	\$73,971
Building Maintenance Supplies and Repair	\$46,291	\$46,291	\$1,320	\$47,611	\$46,291	\$1,320	\$47,611	\$141,513
FOOD COSTS								
Raw Food <i>per meal</i> \$ -								
Cong Food Svc Supplies <i>per meal</i> \$ -								
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i> \$ 0.35	\$545,142	\$545,142	\$15,541	\$560,683	\$545,142	\$15,541	\$560,683	\$1,666,508
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS:								
Insurance	\$35,350	\$35,350	\$1,008	\$36,358	\$35,350	\$1,008	\$36,358	\$108,066
Staff Training & Travel	\$26,564	\$26,564	\$757	\$27,321	\$26,564	\$757	\$27,321	\$81,206
Rental of Equipment								
Small equipment & Supplies	\$17,885	\$17,885	\$510	\$18,395	\$17,885	\$510	\$18,395	\$54,675
Delivery Cost	\$269,430	\$269,430	\$7,681	\$277,111	\$269,430	\$7,681	\$277,111	\$823,652
Kitchen Costs	\$140,181	\$140,181	\$3,996	\$144,177	\$140,181	\$3,996	\$144,177	\$428,535
Fees, dues, advertising	\$18,937	\$18,937	\$540	\$19,477	\$18,937	\$540	\$19,477	\$57,891
Outside Services	\$65,228	\$65,228	\$1,859	\$67,087	\$65,228	\$1,859	\$67,087	\$199,402
Grant, Volunteer and Client Costs	\$171,099	\$171,099	\$4,878	\$175,977	\$171,099	\$4,878	\$175,977	\$523,053
Other Operating	\$56,336	\$56,336	\$1,606	\$57,942	\$56,336	\$1,606	\$57,942	\$172,220
Fundraising	\$1,128,518	\$1,128,518	\$32,171	\$1,160,689	\$1,128,518	\$32,171	\$1,160,689	\$3,449,896
TOTAL Non-DAAS OPERATING EXPENSE	\$2,577,351	\$2,577,351	\$73,475	\$2,650,826	\$2,577,351	\$73,475	\$2,650,826	\$7,879,003
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$6,692,373	\$6,774,051	\$193,113	\$6,967,164	\$6,774,051	\$193,113	\$6,967,164	\$20,626,700

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

H.S.A-DAAS		7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	revised	7/1/17 to 6/30/20
No.	ITEM/DESCRIPTION								
1	Refrigerated Delivery Van	\$50,900							\$50,900
1	Refrigerator Conversion	\$13,700							\$13,700
30	Insulated Deliver Bags	\$3,000							\$3,000
1	Vehicle			\$51,000	\$51,000				\$51,000
TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		\$67,600		\$51,000	\$51,000				\$118,600
Non-DAAS									
No.	ITEM/DESCRIPTION								
TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST									
TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		\$67,600		\$51,000	\$51,000				\$118,600

(Equipment and Remodeling Cost)
 HSA #4 Form Rev. 12/22/16

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Contractor Name: Meals on Wheels San Francisco
 (Check One) New Renewal Modification X
 If modification, Effective Date of Mod. 7/1/18 No. of Mod. 1
 Term: July 1, 2017 to June 30, 2020

Program Term	REVENUE Cost Allocation:				REVENUE Cost Allocation:				REVENUE Cost Allocation:				Total H.S.A.	
	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised		Revised Non-H.S.A.-DAAS
Program: Nutrition Compliance for ENP-HDM														
Budget Reference Page No.(s)	7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					7/1/17 to 6/30/20
Expenditures														
Nutrition Education														
Salaries & Benefits	\$15,844	\$559	\$15,285	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$8,585
Operating Expense														
Subtotal Direct	\$15,844	\$559	\$15,285	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$8,585
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$1,576	\$56	\$1,520	\$11,351	\$57	\$342	\$399	\$10,952	\$11,351	\$57	\$342	\$399	\$10,952	\$854
Total Nutrition Education	\$17,420	\$615	\$16,805	\$125,474	\$629	\$3,783	\$4,412	\$121,062	\$125,474	\$629	\$3,783	\$4,412	\$121,062	\$9,439
Nutrition Counseling														
Salaries & Benefits	\$158,436	\$58,159	\$100,277	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$177,387
Operating Expense	\$40,258	\$9,151	\$31,107	\$41,265	\$9,380	\$0	\$9,380	\$31,885	\$41,265	\$9,380	\$0	\$9,380	\$31,885	\$27,911
Subtotal Direct	\$198,694	\$67,310	\$131,384	\$203,660	\$68,994	\$0	\$68,994	\$134,666	\$203,660	\$68,994	\$0	\$68,994	\$134,666	\$205,298
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$19,763	\$6,695	\$13,068	\$20,256	\$6,862	\$0	\$6,862	\$13,394	\$20,256	\$6,862	\$0	\$6,862	\$13,394	\$20,419
Total Nutrition Counseling	\$218,457	\$74,005	\$144,452	\$223,916	\$75,856	\$0	\$75,856	\$148,060	\$223,916	\$75,856	\$0	\$75,856	\$148,060	\$225,717
HACCP Kitchen Monitoring														
Salaries & Benefits	\$63,375	\$839	\$62,536	\$64,958	\$858	\$0	\$858	\$64,100	\$64,958	\$858	\$0	\$858	\$64,100	\$2,555
Operating Expense														
Subtotal Direct	\$63,375	\$839	\$62,536	\$64,958	\$858	\$0	\$858	\$64,100	\$64,958	\$858	\$0	\$858	\$64,100	\$2,555
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$6,303	\$83	\$6,220	\$6,461	\$85	\$0	\$85	\$6,376	\$6,461	\$85	\$0	\$85	\$6,376	\$253
Total HACCP Kitchen Monitoring	\$69,678	\$922	\$68,756	\$71,419	\$943	\$0	\$943	\$70,476	\$71,419	\$943	\$0	\$943	\$70,476	\$2,803
Site/Route Monitoring														
Salaries & Benefits	\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$10,235
Operating Expense														
Subtotal Direct	\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$10,235
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$1,576	\$334	\$1,242	\$1,615	\$342	\$0	\$342	\$1,273	\$1,615	\$342	\$0	\$342	\$1,273	\$1,018
Total Site/Route Monitoring	\$17,420	\$3,691	\$13,729	\$17,852	\$3,781	\$0	\$3,781	\$14,071	\$17,852	\$3,781	\$0	\$3,781	\$14,071	\$11,253
Menu Planning														
Salaries & Benefits	\$63,376	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
Operating Expense														
Subtotal Direct	\$63,376	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$6,304	\$93	\$6,211	\$6,461	\$95	\$0	\$95	\$6,366	\$6,461	\$95	\$0	\$95	\$6,366	\$283
Total Menu Planning	\$69,680	\$1,024	\$68,656	\$71,419	\$1,048	\$0	\$1,048	\$70,371	\$71,419	\$1,048	\$0	\$1,048	\$70,371	\$3,120
HDM Assessments														
Salaries & Benefits	\$1,045,420	\$405,226	\$640,194	\$1,315,755	\$415,363	\$226,865	\$642,228	\$673,527	\$1,255,563	\$415,363	\$170,950	\$586,313	\$669,250	\$1,633,767
Operating Expense	\$174,371	\$66,505	\$107,866	\$276,347	\$68,167	\$37,231	\$105,398	\$170,949	\$252,287	\$68,167	\$28,052	\$96,219	\$156,068	\$268,122
Subtotal Direct	\$1,219,791	\$471,731	\$748,060	\$1,592,102	\$483,530	\$264,096	\$747,626	\$844,476	\$1,507,850	\$483,530	\$199,002	\$682,532	\$825,318	\$1,901,889
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$121,324	\$46,920	\$74,404	\$158,355	\$48,093	\$26,268	\$74,361	\$83,994	\$149,976	\$48,093	\$19,794	\$67,887	\$82,089	\$189,168
Total HDM Assessments	\$1,341,115	\$518,651	\$822,464	\$1,750,457	\$531,623	\$290,364	\$821,987	\$928,470	\$1,657,826	\$531,623	\$218,796	\$750,419	\$907,407	\$2,091,057
Other Nutrition Compliance														
Salaries & Benefits														
Operating Expense	\$118,903	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0
Subtotal Direct	\$118,903	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0
Indirect Percentage														
Indirect Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Other Nutrition Compliance	\$118,903	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0
GRAND Total Expenditures	\$1,852,673	\$598,908	\$1,253,765	\$2,379,440	\$613,880	\$294,147	\$908,027	\$1,471,413	\$2,286,809	\$613,880	\$222,579	\$836,459	\$1,450,350	\$2,343,394
HSA Revenues	\$598,908			\$908,027					\$836,459					\$0
														\$0
TOTAL HSA REVENUES	\$598,908			\$908,027					\$836,459					\$0
Other Non-H.S.A.-DAAS Revenues	\$1,253,765			\$1,471,413					\$1,450,350					\$0
														\$0
TOTAL OTHER REVENUES	\$1,253,765			\$1,471,413					\$1,450,350					\$0
Full Time Equivalent (FTE)	16.40			#REF!					#REF!					

Prepared by: Patrick Schmalz Telephone No.: 415-343-1270
 HSA-CO Review Signature: _____
 HSA #1

Nutrition Education Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
	Director of Nutrition	\$94,823	100%	37%	0.37	\$4,860	\$172	\$4,688	\$35,009	\$176	\$1,061	\$1,237	\$33,772	\$35,009	\$176	\$1,061	\$1,237	\$33,772
Registered Dietician	\$62,488	100%	37%	0.37	\$3,203	\$113	\$3,090	\$23,075	\$116	\$699	\$815	\$22,260	\$23,075	\$116	\$699	\$815	\$22,260	\$1,743
Registered Dietician	\$62,369	100%	37%	0.37	\$3,196	\$113	\$3,083	\$23,025	\$116	\$699	\$815	\$22,210	\$23,025	\$116	\$699	\$815	\$22,210	\$1,743
Chief Program Officer	\$139,725	2%	37%	0.01	\$107	\$4	\$103	\$773	\$4	\$24	\$28	\$745	\$773	\$4	\$24	\$28	\$745	\$60
Chief Government Officer	\$135,585	1%	37%	0.00	\$52	\$2	\$50	\$373	\$2	\$12	\$14	\$359	\$373	\$2	\$12	\$14	\$359	\$30
Chief Executive Officer	\$212,175	1%	37%	0.00	\$61		\$61	\$436		\$0	\$0	\$436	\$436	\$0	\$0	\$0	\$436	\$0
Facility Director	\$81,765	2%	37%	0.01	\$63	\$2	\$61	\$450	\$2	\$12	\$14	\$436	\$450	\$2	\$12	\$14	\$436	\$30
Maintenance Worker	\$43,748	2%	36%	0.01	\$34	\$1	\$33	\$239	\$1	\$6	\$7	\$232	\$239	\$1	\$6	\$7	\$232	\$15
HR Manager	\$77,625	1%	37%	0.00	\$22	\$1	\$21	\$162	\$1	\$6	\$7	\$155	\$162	\$1	\$6	\$7	\$155	\$15
Communications Director	\$119,025	1%	37%	0.00	\$34	\$1	\$33	\$246	\$1	\$6	\$7	\$239	\$246	\$1	\$6	\$7	\$239	\$15
Digital Marketing Manager	\$61,926	1%	36%	0.00	\$18	\$1	\$17	\$127	\$1	\$6	\$7	\$120	\$127	\$1	\$6	\$7	\$120	\$15
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
TOTALS	\$1,091,254	307%	404%	1.13	\$11,650	\$410	\$11,240	\$83,915	\$420	\$2,531	\$2,951	\$80,964	\$83,915	\$420	\$2,531	\$2,951	\$80,964	\$6,312
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$392,840				\$4,194	\$149	\$4,045	\$30,208	\$152	\$910	\$1,062	\$29,146	\$30,208	\$152	\$910	\$1,062	\$29,146	\$2,273
TOTAL SALARIES & BENEFITS	\$1,484,094				\$15,844	\$559	\$15,285	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$114,123	\$572	\$3,441	\$4,013	\$110,110	\$8,585
H.S.A Program x3yrs	#REF!																	
HSA #2																		#REF!

Nutrition Counseling Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
	Director of Nutrition	\$94,823	100%	53%	0.53	\$48,596	\$17,932	\$30,664	\$49,812	\$18,381	\$0	\$18,381	\$31,431	\$49,812	\$18,381	\$0	\$18,381	\$31,431
Registered Dietician	\$62,488	100%	53%	0.53	\$32,025	\$11,817	\$20,208	\$32,826	\$12,113	\$0	\$12,113	\$20,713	\$32,826	\$12,113	\$0	\$12,113	\$20,713	\$36,043
Registered Dietician	\$62,369	100%	53%	0.53	\$31,964	\$11,795	\$20,169	\$32,763	\$12,090	\$0	\$12,090	\$20,673	\$32,763	\$12,090	\$0	\$12,090	\$20,673	\$35,975
Chief Program Officer	\$139,725	2%	53%	0.01	\$1,074	\$397	\$677	\$1,101	\$407	\$0	\$407	\$694	\$1,101	\$407	\$0	\$407	\$694	\$1,211
Chief Government Officer	\$135,585	1%	53%	0.00	\$521	\$193	\$328	\$534	\$197	\$0	\$197	\$337	\$534	\$197	\$0	\$197	\$337	\$587
Chief Executive Officer	\$212,175	1%	53%	0.00	\$609		\$609	\$624		\$0	\$0	\$624	\$624	\$0	\$0	\$0	\$624	\$0
Facility Director	\$81,765	2%	53%	0.01	\$629	\$232	\$397	\$644	\$238	\$0	\$238	\$406	\$644	\$238	\$0	\$238	\$406	\$708
Maintenance Worker	\$43,748	2%	53%	0.01	\$336	\$124	\$213	\$345	\$127	\$0	\$127	\$218	\$345	\$127	\$0	\$127	\$218	\$378
HR Manager	\$77,625	1%	52%	0.00	\$223	\$82	\$140	\$228	\$84	\$0	\$84	\$144	\$228	\$84	\$0	\$84	\$144	\$250
Communications Director	\$119,025	1%	53%	0.00	\$342	\$126	\$216	\$350	\$129	\$0	\$129	\$221	\$350	\$129	\$0	\$129	\$221	\$384
Digital Marketing Manager	\$61,926	1%	52%	0.00	\$178	\$66	\$112	\$182	\$68	\$0	\$68	\$114	\$182	\$68	\$0	\$68	\$114	\$202
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
TOTALS	\$1,091,254	307%	578%	1.62	\$116,497	\$42,764	\$73,733	\$119,409	\$43,834	\$0	\$43,834	\$75,575	\$119,409	\$43,834	\$0	\$43,834	\$75,575	\$130,432
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$392,840				\$41,939	\$15,395	\$26,544	\$42,986	\$15,780	\$0	\$15,780	\$27,206	\$42,986	\$15,780	\$0	\$15,780	\$27,206	\$46,955
TOTAL SALARIES & BENEFITS	\$1,484,094				\$158,436	\$58,159	\$100,277	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$162,395	\$59,614	\$0	\$59,614	\$102,781	\$177,387
HSA #4																		#REF!

Nutrition Counseling Operating Expense Detail

TERM:
 July 1, 2017 to June 30, 2020

EXPENDITURE CATEGORY	Year 1 Revenue Cost Allocation			Year 2 Revised Revenue Cost Allocation				Year 3 Revised Revenue Cost Allocation				Total H.S.A.		
	7/1/17-6/30/18	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	7/1/18-6/30/19	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	7/1/19-6/30/20	H.S.A.-DAAS Budget	Modification		Revised	Revised Non-H.S.A.-DAAS
Rental of Property				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,600	\$532	\$2,068	\$2,665	\$545	\$0	\$545	\$2,120	\$2,665	\$545	\$0	\$545	\$2,120	\$1,622
Office Supplies, Postage	\$1,955	\$400	\$1,555	\$2,004	\$410	\$0	\$410	\$1,594	\$2,004	\$410	\$0	\$410	\$1,594	\$1,220
Building Maintenance Supplies and Repair	\$3,739	\$765	\$2,974	\$3,833	\$784	\$0	\$784	\$3,049	\$3,833	\$784	\$0	\$784	\$3,049	\$2,333
Printing and Reproduction				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
Insurance	\$2,856	\$583	\$2,272	\$2,927	\$598	\$0	\$598	\$2,329	\$2,927	\$598	\$0	\$598	\$2,329	\$1,779
Staff Training	\$659	\$134	\$525	\$676	\$138	\$0	\$138	\$538	\$676	\$138	\$0	\$138	\$538	\$410
Staff Travel	\$1,487	\$304	\$1,183	\$1,524	\$312	\$0	\$312	\$1,212	\$1,524	\$312	\$0	\$312	\$1,212	\$928
Small Equipment (under \$5,000/item)	\$1,444	\$295	\$1,149	\$1,481	\$303	\$0	\$303	\$1,178	\$1,481	\$303	\$0	\$303	\$1,178	\$901
Rental of Equipment				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
SUBCONTRACTORS (Descriptive Title)														
a				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
b				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
c				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
d				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
e				\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	\$0
OTHER						\$0								
Outside Services	\$5,269	\$1,077	\$4,191	\$5,400	\$1,104	\$0	\$1,104	\$4,296	\$5,400	\$1,104	\$0	\$1,104	\$4,296	\$3,285
Grant, Volunteer and Client Costs	\$13,821	\$2,825	\$10,996	\$14,167	\$2,896	\$0	\$2,896	\$11,271	\$14,167	\$2,896	\$0	\$2,896	\$11,271	\$8,617
Telephone	\$1,275	\$260	\$1,015	\$1,307	\$267	\$0	\$267	\$1,040	\$1,307	\$267	\$0	\$267	\$1,040	\$794
Fees, Dues, Advertising	\$1,529	\$313	\$1,217	\$1,567	\$320	\$0	\$320	\$1,247	\$1,567	\$320	\$0	\$320	\$1,247	\$953
Other Operating Costs	\$3,624	\$1,663	\$1,962	\$3,714	\$1,703	\$0	\$1,703	\$2,011	\$3,714	\$1,703	\$0	\$1,703	\$2,011	\$5,069
TOTAL OPERATING EXPENSE	\$40,258	\$9,151	\$31,107	\$41,265	\$9,380	\$0	\$9,380	\$31,885	\$41,265	\$9,380	\$0	\$9,380	\$31,885	\$0
TOTAL OPERATING EXPENSE x3yrs	\$122,790													\$27,911

HSA #5

#REF!

HACCP Kitchen Monitoring Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
	Director of Nutrition	\$94,823	100%	21%	0.21	\$19,439	\$259	\$19,180	\$19,925	\$265	\$0	\$265	\$19,660	\$19,925	\$265	\$0	\$265	\$19,660
Registered Dietician	\$62,488	100%	21%	0.21	\$12,810	\$170	\$12,640	\$13,130	\$174	\$0	\$174	\$12,956	\$13,130	\$174	\$0	\$174	\$12,956	\$518
Registered Dietician	\$62,369	100%	21%	0.21	\$12,786	\$170	\$12,616	\$13,105	\$174	\$0	\$174	\$12,931	\$13,105	\$174	\$0	\$174	\$12,931	\$518
Chief Program Officer	\$139,725	2%	21%	0.00	\$430	\$6	\$424	\$440	\$6	\$0	\$6	\$434	\$440	\$6	\$0	\$6	\$434	\$18
Chief Government Officer	\$135,585	1%	21%	0.00	\$208	\$3	\$205	\$214	\$3	\$0	\$3	\$211	\$214	\$3	\$0	\$3	\$211	\$9
Chief Executive Officer	\$212,175	1%	21%	0.00	\$244		\$244	\$250		\$0	\$0	\$250	\$250		\$0	\$0	\$250	\$0
Facility Director	\$81,765	2%	21%	0.00	\$251	\$3	\$248	\$258	\$3	\$0	\$3	\$255	\$258	\$3	\$0	\$3	\$255	\$9
Maintenance Worker	\$43,748	2%	21%	0.00	\$135	\$2	\$133	\$138	\$2	\$0	\$2	\$136	\$138	\$2	\$0	\$2	\$136	\$6
HR Manager	\$77,625	1%	21%	0.00	\$89	\$1	\$88	\$91	\$1	\$0	\$1	\$90	\$91	\$1	\$0	\$1	\$90	\$3
Communications Director	\$119,025	1%	21%	0.00	\$137	\$2	\$135	\$140	\$2	\$0	\$2	\$138	\$140	\$2	\$0	\$2	\$138	\$6
Digital Marketing Manager	\$61,926	1%	21%	0.00	\$71	\$1	\$70	\$73	\$1	\$0	\$1	\$72	\$73	\$1	\$0	\$1	\$72	\$3
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
TOTALS	\$1,091,254	3.07	231%	0.65	\$46,600	\$617	\$45,983	\$47,764	\$631	\$0	\$631	\$47,133	\$47,764	\$631	\$0	\$631	\$47,133	\$1,879
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$392,840				\$16,775	\$222	\$16,553	\$17,194	\$227	\$0	\$227	\$16,967	\$17,194	\$227	\$0	\$227	\$16,967	\$676
TOTAL SALARIES & BENEFITS	\$1,484,094				\$63,375	\$839	\$62,536	\$64,958	\$858	\$0	\$858	\$64,100	\$64,958	\$858	\$0	\$858	\$64,100	\$2,555
H.S.A Program x3yrs	#REF!																	
HSA #6																		

Site or Route Monitoring Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
Director of Nutrition	\$94,823	100%	5%	0.05	\$4,860	\$1,035	\$3,825	\$4,981	\$1,061	\$0	\$1,061	\$3,920	\$4,981	\$1,061	\$0	\$1,061	\$3,920	\$3,157
Registered Dietician	\$62,488	100%	5%	0.05	\$3,203	\$682	\$2,520	\$3,283	\$699	\$0	\$699	\$2,584	\$3,283	\$699	\$0	\$699	\$2,584	\$2,080
Registered Dietician	\$62,369	100%	5%	0.05	\$3,196	\$680	\$2,516	\$3,276	\$697	\$0	\$697	\$2,579	\$3,276	\$697	\$0	\$697	\$2,579	\$2,074
Chief Program Officer	\$139,725	2%	5%	0.00	\$107	\$23	\$85	\$110	\$23	\$0	\$23	\$87	\$110	\$23	\$0	\$23	\$87	\$69
Chief Government Officer	\$135,585	1%	5%	0.00	\$52	\$11	\$41	\$53	\$12	\$0	\$12	\$41	\$53	\$12	\$0	\$12	\$41	\$35
Chief Executive Officer	\$212,175	1%	5%	0.00	\$61		\$61	\$62		\$0	\$0	\$62	\$62		\$0	\$0	\$62	\$0
Facility Director	\$81,765	2%	5%	0.00	\$63	\$13	\$49	\$64	\$14	\$0	\$14	\$50	\$64	\$14	\$0	\$14	\$50	\$41
Maintenance Worker	\$43,748	2%	5%	0.00	\$34	\$7	\$26	\$34	\$7	\$0	\$7	\$27	\$34	\$7	\$0	\$7	\$27	\$21
HR Manager	\$77,625	1%	5%	0.00	\$22	\$5	\$17	\$23	\$5	\$0	\$5	\$18	\$23	\$5	\$0	\$5	\$18	\$15
Communications Director	\$119,025	1%	5%	0.00	\$34	\$7	\$27	\$35	\$7	\$0	\$7	\$28	\$35	\$7	\$0	\$7	\$28	\$21
Digital Marketing Manager	\$61,926	1%	5%	0.00	\$18	\$4	\$14	\$18	\$4	\$0	\$4	\$14	\$18	\$4	\$0	\$4	\$14	\$12
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
TOTALS	\$1,091,254	307%	58%	0.16	\$11,650	\$2,468	\$9,182	\$11,939	\$2,529	\$0	\$2,529	\$9,410	\$11,939	\$2,529	\$0	\$2,529	\$9,410	\$7,526
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$392,840				\$4,194	\$889	\$3,305	\$4,298	\$910	\$0	\$910	\$3,388	\$4,298	\$910	\$0	\$910	\$3,388	\$2,709
TOTAL SALARIES & BENEFITS	\$1,484,094				\$15,844	\$3,357	\$12,487	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$16,237	\$3,439	\$0	\$3,439	\$12,798	\$10,235
HAS Program x3yrs	#REF!																	
HSA #8																		#REF!

Menu Planning Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
	Director of Nutrition	\$94,823	100%	21%	0.21	\$19,439	\$287	\$19,152	\$19,925	\$294	\$0	\$294	\$19,631	\$19,925	\$294	\$0	\$294	\$19,631
Registered Dietician	\$62,488	100%	21%	0.21	\$12,810	\$189	\$12,621	\$13,130	\$194	\$0	\$194	\$12,936	\$13,130	\$194	\$0	\$194	\$12,936	\$577
Registered Dietician	\$62,369	100%	21%	0.21	\$12,786	\$189	\$12,597	\$13,105	\$194	\$0	\$194	\$12,911	\$13,105	\$194	\$0	\$194	\$12,911	\$577
Chief Program Officer	\$139,725	2%	21%	0.00	\$430	\$6	\$424	\$440	\$6	\$0	\$6	\$434	\$440	\$6	\$0	\$6	\$434	\$18
Chief Government Officer	\$135,585	1%	21%	0.00	\$208	\$3	\$205	\$214	\$3	\$0	\$3	\$211	\$214	\$3	\$0	\$3	\$211	\$9
Chief Executive Officer	\$212,175	1%	21%	0.00	\$244		\$244	\$250		\$0	\$0	\$250	\$250		\$0	\$0	\$250	\$0
Facility Director	\$81,765	2%	21%	0.00	\$251	\$4	\$247	\$258	\$4	\$0	\$4	\$254	\$258	\$4	\$0	\$4	\$254	\$12
Maintenance Worker	\$43,748	2%	21%	0.00	\$135	\$2	\$133	\$138	\$2	\$0	\$2	\$136	\$138	\$2	\$0	\$2	\$136	\$6
HR Manager	\$77,625	1%	21%	0.00	\$89	\$1	\$88	\$91	\$1	\$0	\$1	\$90	\$91	\$1	\$0	\$1	\$90	\$3
Communications Director	\$119,025	1%	21%	0.00	\$137	\$2	\$135	\$140	\$2	\$0	\$2	\$138	\$140	\$2	\$0	\$2	\$138	\$6
Digital Marketing Manager	\$61,926	1%	21%	0.00	\$71	\$1	\$70	\$73	\$1	\$0	\$1	\$72	\$73	\$1	\$0	\$1	\$72	\$3
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
				0.00														\$0
TOTALS	\$1,091,254	307%	231%	0.65	\$46,600	\$684	\$45,916	\$47,764	\$701	\$0	\$701	\$47,063	\$47,764	\$701	\$0	\$701	\$47,063	\$2,086
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$392,840				\$16,776	\$247	\$16,529	\$17,194	\$252	\$0	\$252	\$16,942	\$17,194	\$252	\$0	\$252	\$16,942	\$751
TOTAL SALARIES & BENEFITS	\$1,484,094				\$63,376	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
H.S.A Program x3yrs	#REF!																	
HSA #10																		#REF!

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

TERM:
 July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:				7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:				Total Revenue		
	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Year 1	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	Year 2 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Year 3 Revised	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	Total H.S.A.
	Director of Social Workers	\$109,138	100%	100%	1.00	\$106,475	\$41,559	\$64,916	\$109,138	\$42,600		\$42,600	\$66,538	\$109,138	\$42,600		\$42,600	\$66,538
Social Worker	\$51,108	100%	100%	1.00	\$49,861	\$19,462	\$30,399	\$51,108	\$19,948		\$19,948	\$31,160	\$51,108	\$19,948		\$19,948	\$31,160	\$59,358
Social Worker	\$56,545	100%	100%	1.00	\$55,166	\$21,532	\$33,634	\$56,545	\$22,071		\$22,071	\$34,474	\$56,545	\$22,071		\$22,071	\$34,474	\$65,674
Social Worker	\$51,108	100%	100%	1.00	\$49,861	\$19,462	\$30,399	\$51,108	\$19,948		\$19,948	\$31,160	\$51,108	\$19,948		\$19,948	\$31,160	\$59,358
Social Worker	\$56,545	100%	100%	1.00	\$55,166	\$21,532	\$33,634	\$56,545	\$22,071		\$22,071	\$34,474	\$56,545	\$22,071		\$22,071	\$34,474	\$65,674
Social Worker	\$57,130	100%	100%	1.00	\$55,737	\$21,755	\$33,982	\$57,130	\$22,300		\$22,300	\$34,830	\$57,130	\$22,300		\$22,300	\$34,830	\$66,355
Social Worker	\$53,282	100%	100%	1.00	\$51,983	\$20,290	\$31,693	\$53,282	\$20,797		\$20,797	\$32,485	\$53,282	\$20,797		\$20,797	\$32,485	\$61,884
Social Worker	\$54,370	100%	100%	1.00	\$53,044	\$20,703	\$32,341	\$54,370	\$21,221		\$21,221	\$33,149	\$54,370	\$21,221		\$21,221	\$33,149	\$63,145
Social Worker	\$57,632	100%	100%	1.00	\$56,227	\$21,946	\$34,281	\$57,632	\$22,495		\$22,495	\$35,137	\$57,632	\$22,495		\$22,495	\$35,137	\$66,936
Social Worker	\$70,681	100%	100%	1.00	\$68,957	\$26,915	\$42,042	\$70,681	\$27,588		\$27,588	\$43,093	\$70,681	\$27,588		\$27,588	\$43,093	\$82,091
Social Worker	\$50,516	100%	100%	1.00	\$49,284	\$19,236	\$30,048	\$50,516	\$19,717		\$19,717	\$30,799	\$50,516	\$19,717		\$19,717	\$30,799	\$58,670
Social Worker	\$31,379	100%	100%	1.00	\$30,614	\$11,949	\$18,665	\$31,379	\$12,248		\$12,248	\$19,131	\$31,379	\$12,248		\$12,248	\$19,131	\$36,445
Social Worker	\$53,663	100%	100%	1.00	\$52,354	\$20,435	\$31,919	\$53,663	\$20,948		\$20,948	\$32,715	\$53,663	\$20,948		\$20,948	\$32,715	\$62,331
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000	\$0	\$100,000
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000	\$0	\$100,000
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000	\$0	\$100,000
Social Worker	\$10,552	100%	100%	1.00				\$10,552		\$10,552	\$0	\$0	\$10,552	\$0	\$10,552	\$10,552	\$0	\$21,104
Chief Program Officer	\$139,725	11%	100%	0.11	\$9,309	\$3,633	\$5,676	\$14,754	\$3,724	\$2,034	\$5,758	\$8,996	\$13,469	\$3,724	\$1,533	\$5,257	\$8,212	\$14,648
Chief Government Officer	\$135,585	5%	100%	0.05	\$4,517	\$1,763	\$2,754	\$7,159	\$1,807	\$987	\$2,794	\$4,365	\$6,536	\$1,807	\$744	\$2,551	\$3,985	\$7,108
Chief Executive Officer	\$212,175	4%	100%	0.04	\$5,306		\$5,306	\$8,410		\$0	\$0	\$8,410	\$7,678	\$0	\$0	\$0	\$7,678	\$0
Facility Director	\$81,765	11%	100%	0.11	\$5,448	\$2,126	\$3,322	\$8,634	\$2,179	\$1,190	\$3,369	\$5,265	\$7,882	\$2,179	\$897	\$3,076	\$4,806	\$8,571
Maintenance Worker	\$43,748	11%	100%	0.11	\$2,915	\$1,137	\$1,778	\$4,620	\$1,166	\$637	\$1,803	\$2,817	\$4,218	\$1,166	\$480	\$1,646	\$2,572	\$4,586
HR Manager	\$77,625	4%	100%	0.04	\$1,941	\$758	\$1,183	\$3,077	\$777	\$424	\$1,201	\$1,876	\$2,809	\$777	\$319	\$1,096	\$1,713	\$3,055
Communications Director	\$119,025	4%	100%	0.04	\$2,977	\$1,162	\$1,815	\$4,717	\$1,191	\$651	\$1,842	\$2,875	\$4,306	\$1,191	\$491	\$1,682	\$2,624	\$4,686
Digital Marketing Manager	\$61,926	4%	100%	0.04	\$1,549	\$605	\$944	\$2,454	\$620	\$339	\$959	\$1,495	\$2,240	\$620	\$256	\$876	\$1,364	\$2,440
TOTALS	\$1,785,223	1753%	2500%	17.53	\$768,691	\$297,960	\$470,731	\$967,474	\$305,416	\$166,814	\$472,230	\$495,244	\$923,215	\$305,416	\$125,700	\$431,116	\$492,099	\$1,201,306
FRINGE BENEFIT RATE	36%																	
EMPLOYEE FRINGE BENEFITS	\$642,662				\$276,729	\$107,266	\$169,463	\$348,281	\$109,947	\$60,051	\$169,998	\$178,283	\$332,348	\$109,947	\$45,250	\$155,197	\$177,151	\$432,461
TOTAL SALARIES & BENEFITS	\$2,427,885				\$1,045,420	\$405,226	\$640,194	\$1,315,755	\$415,363	\$226,865	\$642,228	\$673,527	\$1,255,563	\$415,363	\$170,950	\$586,313	\$669,250	\$1,633,767
H.S.A Program x3yrs	#REF!																	#REF!

HDM Assessment Operating Expense Detail

TERM:
 July 1, 2017 to June 30, 2020

EXPENDITURE CATEGORY	Year 1 Revenue Cost Allocation			Year 2 Revised Revenue Cost Allocation				Year 3 Revised				Total H.S.A.		
	7/1/17-6/30/18	H.S.A.-D.A.A.S	Non H.S.A.-D.A.A.S	7/1/18-6/30/19	H.S.A.-DAAS Budget	Modification	Revised	Revised Non-H.S.A.-DAAS	7/1/19-6/30/20	H.S.A.-DAAS Budget	Modification		Revised	Revised Non-H.S.A.-DAAS
Rental of Property				\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$11,269	\$4,357	\$6,912	\$17,860	\$4,466	\$2,439	\$6,905	\$10,955	\$16,305	\$4,466	\$1,838	\$6,304	\$10,001	\$17,566
Office Supplies, Postage	\$8,470	\$3,275	\$5,195	\$13,422	\$3,357	\$1,834	\$5,191	\$8,231	\$12,253	\$3,357	\$1,382	\$4,739	\$7,514	\$13,205
Building Maintenance Supplies and Repair	\$16,203	\$6,266	\$9,937	\$25,679	\$6,422	\$3,508	\$9,930	\$15,749	\$23,443	\$6,422	\$2,643	\$9,065	\$14,378	\$25,261
Printing and Reproduction				\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$12,373	\$4,785	\$7,588	\$19,609	\$4,904	\$2,678	\$7,582	\$12,026	\$17,902	\$4,904	\$2,018	\$6,922	\$10,980	\$19,289
Staff Training	\$6,444	\$2,492	\$3,952	\$10,213	\$2,554	\$1,395	\$3,949	\$6,264	\$9,324	\$2,554	\$1,051	\$3,605	\$5,719	\$10,046
Staff Travel	\$2,854	\$1,104	\$1,750	\$4,523	\$1,132	\$618	\$1,750	\$2,773	\$4,130	\$1,132	\$466	\$1,598	\$2,532	\$4,452
Small Equipment (under \$5,000/item)	\$6,261	\$2,421	\$3,840	\$9,922	\$2,482	\$1,356	\$3,838	\$6,084	\$9,058	\$2,482	\$1,022	\$3,504	\$5,554	\$9,763
Rental of Equipment				\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBCONTRACTORS (Descriptive Title)														
a				\$0										
b				\$0		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
c				\$0		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
d				\$0		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
e				\$0		\$0	\$0	\$0		\$0	\$0	\$0	\$0	\$0
OTHER														
Outside Services	\$22,832	\$8,829	\$14,003	\$36,185	\$9,050	\$4,943	\$13,993	\$22,193	\$33,036	\$9,050	\$3,725	\$12,775	\$20,261	\$35,597
Grant, Volunteer and Client Costs	\$59,890	\$23,159	\$36,731	\$94,916	\$23,738	\$12,965	\$36,703	\$58,212	\$86,652	\$23,738	\$9,769	\$33,507	\$53,145	\$93,369
Telephone	\$5,524	\$2,136	\$3,388	\$8,754	\$2,190	\$1,196	\$3,386	\$5,369	\$7,993	\$2,190	\$901	\$3,091	\$4,902	\$8,613
Fees, Dues, Advertising	\$6,629	\$2,564	\$4,065	\$10,505	\$2,628	\$1,435	\$4,063	\$6,442	\$9,590	\$2,628	\$1,081	\$3,709	\$5,881	\$10,336
Other Operating Costs	\$15,622	\$5,117	\$10,505	\$24,759	\$5,244	\$2,864	\$8,108	\$16,651	\$22,601	\$5,244	\$2,156	\$7,400	\$15,201	\$20,625
TOTAL OPERATING EXPENSE	\$174,371	\$66,505	\$107,866	\$276,347	\$68,167	\$37,231	\$105,398	\$170,949	\$252,287	\$68,167	\$28,052	\$96,219	\$156,068	\$268,122
TOTAL OPERATING EXPENSE x3yrs	\$531,824													

HSA #13

#REF!

Other Nutrition Compliance Operating Expense Detail

TERM:
 July 1, 2017 to June 30, 2020

Expenditure Category	Year 1	Revenue Cost Allocation		Year 2 Revised	Revenue Cost Allocation				Year 3 Revised	Revenue Cost Allocation				Total H.S.A.
	7/1/17-6/30/18	H.S.A.-D.A.A.S	Non H.S.A.- D.A.A.S	7/1/18-6/30/19	H.S.A.-DAAS Budget	Modification	Revised	Revised Non- H.S.A.-DAAS	7/1/19-6/30/20	H.S.A.-DAAS Budget	Modification	Revised	Revised Non- H.S.A.-DAAS	
Rental of Property				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies, Postage				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Maintenance Supplies and Repair				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing and Reproduction				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Training				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Travel				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Equipment (under \$5,000/item)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental of Equipment				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBCONTRACTORS (Descriptive Title)														
a				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
b				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
c				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
d				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
e				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER														
Fundraising Expense Nutrition	\$15,945	\$0	\$15,945	\$15,945	\$0	\$0	\$0	\$15,945	\$15,945	\$0	\$0	\$0	\$15,945	\$0
Fundraising Expense Assessments	\$102,958	\$0	\$102,958	\$102,958	\$0	\$0	\$0	\$102,958	\$102,958	\$0	\$0	\$0	\$102,958	\$0
x				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
w				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
v				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENSE	\$118,903	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0
TOTAL OPERATING EXPENSE x3yrs	\$356,709													

HSA #15

#REF!

BUDGET FORMS

Appendix B-8, pg. 1
Document Date: 11/12/2018

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

Grantee's Name: Meals on Wheels San Francisco Grant Term
(Check One) New Renewal Modification
Effective Date of Mod: 7/1/18 No. of Mod: 1 7/1/17 to 6/30/20

Program	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20	
Program: AWD Home Delivered Meals									
Annual #Meals Contracted	240,525	237,843	41,200	279,043	237,843	41,200	279,043	798,611	
DAAS Expenditures									
Salaries & Benefits	\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259	\$1.19
Operating Expense	\$815,327	\$827,411	\$143,327	\$970,738	\$827,411	\$143,327	\$970,738	\$2,756,803	\$3.48
Subtotal	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
Indirect Percentage (max 10%)									
Gen.Guidance regarding indirect									
Capital Expenditure									
TOTAL DAAS EXPENDITURES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	\$4.67
Non-DAAS Expenditures									
Salaries & Benefits	\$184,752	\$136,779	\$23,693	\$160,472	\$136,779	\$23,693	\$160,472	\$505,696	\$0.58
Operating Expense	\$265,125	\$266,776	\$46,212	\$312,988	\$266,776	\$46,212	\$312,988	\$891,101	\$1.12
Indirect Expense	\$119,332	\$119,534	\$20,806	\$140,340	\$119,534	\$20,806	\$140,340	\$400,012	\$0.50
Capital Expenditure									
TOTAL Non-DAAS EXPENDITURES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	\$2.20
TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,666,005	\$1,633,818	\$283,115	\$1,916,933	\$1,633,818	\$283,115	\$1,916,933	\$5,499,871	\$6.87
HSA-DAAS Revenues									
Meals	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	
TOTAL HSA-DAAS REVENUES	\$1,096,796	\$1,110,729	\$192,404	\$1,303,133	\$1,110,729	\$192,404	\$1,303,133	\$3,703,062	
PER MEAL COST, HSA-DAAS	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	
Per MEAL & COMPLIANCE COST	\$4.56	\$4.67		\$4.67	\$4.67		\$4.67	\$4.64	
Non-DAAS Revenues									
Project Income									
Agency Cash - Fundraising	\$433,362	\$422,516	\$73,290	\$495,806	\$422,516	\$73,290	\$495,806	\$1,424,974	\$1.78
Agency In-Kind Volunteer	\$135,847	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,835	\$0.42
Nutrition Compliance Revenues									
TOTAL NON HSA-DAAS REVENUES	\$569,209	\$523,089	\$90,711	\$613,800	\$523,089	\$90,711	\$613,800	\$1,796,809	
PER MEAL COST, NON HSA-DAAS	\$2.37	\$2.20		\$2.20	\$2.20		\$2.20	\$2.25	
TOTAL REVENUES	\$1,666,005	\$1,633,818		\$1,916,933	\$1,633,818		\$1,916,933	\$5,499,871	
PER MEAL COST, TOTAL	\$6.93	\$6.87		\$6.87	\$6.87		\$6.87	\$6.89	
Full Time Equivalent (FTE)									
Prepared by: Patrick Schmalz					Phone No.: 415-343-1270			Date: 11/12/2018	
HSA-CO Review Signature:								Date:	
HSA #1									Form Rev. 12/22/16

Operating Expense Detail

Annual #Meals Contracted: Term:	240,525	237,843	41,200	\$279,043	237,843	41,200	\$279,043	\$798,611
	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Modification	Revised	7/1/19 to 6/30/20	Modification	Revised	7/1/17 to 6/30/20
H.S.A-DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$17,643	\$8,935	\$10,483	\$19,418	\$8,935	\$10,483	\$19,418	\$56,479
Office Supplies, Postage	\$8,191	\$6,718	\$7,882	\$14,600	\$6,718	\$7,882	\$14,600	\$37,391
Building Maintenance Supplies and Repair	\$12,602	\$12,850	\$15,076	\$27,926	\$12,850	\$15,076	\$27,926	\$68,454
FOOD COSTS								
Raw Food <i>per meal</i> \$ -								
Cong Food Svc Supplies <i>per meal</i> \$ -								
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i> \$ 3.01	\$709,497	\$730,189	\$109,886	\$840,075	\$730,189	\$109,886	\$840,075	\$2,389,647
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS:								
Insurance	\$5,047	\$5,146		\$5,146	\$5,146		\$5,146	\$15,339
Staff Training & Travel	\$3,793	\$3,868		\$3,868	\$3,868		\$3,868	\$11,529
Rental of Equipment								
Small equipment & Supplies	\$2,554	\$2,604		\$2,604	\$2,604		\$2,604	\$7,762
Delivery Cost	\$38,472	\$39,228		\$39,228	\$39,228		\$39,228	\$116,928
Kitchen Costs	\$17,528	\$17,873		\$17,873	\$17,873		\$17,873	\$53,274
Fees, dues, advertising								
Outside Services								
Grant, Volunteer and Client Costs								
Other Operating								
Fundraising								
TOTAL DAAS OPERATING EXPENSE	\$815,327	\$827,411	\$143,327	\$970,738	\$827,411	\$143,327	\$970,738	\$2,756,803
Non-DAAS								
EXPENDITURE CATEGORY								
Rental of Property								
Utilities(Elec, Water, Gas, Phone, Scavenger)								
Office Supplies, Postage								
Building Maintenance Supplies and Repair								
FOOD COSTS								
Raw Food <i>per meal</i> \$ -								
Cong Food Svc Supplies <i>per meal</i> \$ -								
HDM Food Svc Supplies <i>per meal</i> \$ -								
Catered Meals <i>per meal</i>								
CONSULTANT (Descriptive Title)								
Registered Dietitian								
OTHER COSTS:								
Insurance								
Staff Training & Travel								
Rental of Equipment								
Small equipment & Supplies								
Delivery Cost								
Kitchen Costs	\$2,719	\$2,736	\$474	\$3,210	\$2,736	\$474	\$3,210	\$9,139
Fees, dues, advertising	\$2,952	\$2,970	\$514	\$3,484	\$2,970	\$514	\$3,484	\$9,920
Outside Services	\$10,170	\$10,233	\$1,773	\$12,006	\$10,233	\$1,773	\$12,006	\$34,182
Grant, Volunteer and Client Costs	\$26,675	\$26,841	\$4,649	\$31,490	\$26,841	\$4,649	\$31,490	\$89,655
Other Operating	\$8,591	\$8,645	\$1,498	\$10,143	\$8,645	\$1,498	\$10,143	\$28,877
Fundraising	\$214,018	\$215,351	\$37,304	\$252,655	\$215,351	\$37,304	\$252,655	\$719,328
TOTAL Non-DAAS OPERATING EXPENSE	\$265,125	\$266,776	\$ 46,212	\$312,988	\$266,776	\$ 46,212	\$312,988	\$891,101
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$1,080,452	\$1,094,187	\$189,539	\$1,283,726	\$1,094,187	\$189,539	\$1,283,726	\$3,647,904

HSA #3