

File No. 190283

Committee Item No. 5

Board Item No. 11

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 3, 2019

Board of Supervisors Meeting

Date April 9, 2019

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER

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Completed by: Linda Wong

Date March 28, 2019

Completed by: Linda Wong

Date April 4, 2019

1 [Grant Agreement and Subsequent Amendments - Retroactive - Meals on Wheels of San
2 Francisco - Nutrition Programs Services - Not to Exceed \$26,227,568]

3 Resolution retroactively approving a grant agreement, authorizing the Executive
4 Director of the Human Services Agency to execute a grant agreement between the City
5 and County of San Francisco, by and through its Human Services Agency, and the non-
6 profit Meals on Wheels of San Francisco for the provision of Nutrition Programs
7 services to older adults and adults with disabilities for the period of July 1, 2017,
8 through June 30, 2020, in an amount not to exceed \$21,600,737; retroactively approving
9 Amendment No. 1 to increase the grant agreement amount by \$709,688 for a total not to
10 exceed amount of \$22,310,425; retroactively approving Amendment No. 2 to increase
11 the grant agreement amount by \$826,393 for a total not to exceed amount of
12 \$23,136,818; and retroactively approving Amendment No. 3 to increase the agreement
13 amount by \$3,090,750 for a total not to exceed amount of \$26,227,568, each amendment
14 with no change to the length of term through June 30, 2020.
15

16 WHEREAS, The City and County of San Francisco, by and through its Human Services
17 Agency, wishes to administer the Nutrition Programs services to increase availability and
18 accessibility of meal services to eligible residents in underserved areas within the City and
19 County of San Francisco; and

20 WHEREAS, Meals on Wheels of San Francisco will assist program participants in
21 maintaining their independence, quality of life, self-sufficiency and developing a sense of Self-
22 esteem and self-reliance; and

23 WHEREAS, Meals on Wheels of San Francisco will develop and maintain nutrition
24 policies and procedures that are in compliance with and meet the nutrition and food service
25 standards set forth by Title 22 Regulations, CDA, and OOA Policies to ensure the provision of

1 quality meals and sound nutrition information enabling consumers to reduce incidences of
2 chronic diseases and maintain independent living; and

3 WHEREAS, Meals on Wheels of San Francisco was selected through RFP #715
4 issued in January 2017; and

5 WHEREAS, Meals on Wheels of San Francisco entered into a grant agreement with
6 the City and County of San Francisco on July 1, 2017 for a total not to exceed amount of
7 \$21,600,737; and

8 WHEREAS, The Aging and Adult Services Commission approved this certification of
9 the Meals on Wheels of San Francisco grant agreement at its meeting of June 7, 2017; and

10 WHEREAS, Meals on Wheels amended the grant agreement, Amendment No. 1, with
11 the City and County of San Francisco, effective on and after July 1, 2017 to increase the grant
12 agreement amount by \$709,688, for a revised not to exceed amount of \$22,310,425 to
13 expand the Nutrition Program services; and

14 WHEREAS, The Aging and Adult Services Commission approved this certification of
15 the Meals on Wheels of San Francisco Amendment No. 1 at its meeting of October 4, 2017;
16 and

17 WHEREAS, Meals on Wheels amended the grant agreement, Amendment No. 2, with
18 the City and County of San Francisco, effective on and after June 1, 2018 to increase the
19 grant agreement amount by \$826,393, for a revised not to exceed amount of \$23,136,818 to
20 fund cost of doing business adjustments and to expand the Nutrition Program services; and

21 WHEREAS, The Aging and Adult Services Commission approved the cost of doing
22 business adjustment of the Meals on Wheels of San Francisco Amendment No. 2 at its
23 meeting of November 1, 2017; and

24 WHEREAS, Meals on Wheels amended the grant agreement, Amendment No. 3, with
25 the City and County of San Francisco, effective on and after January 1, 2019 to increase the

1 grant agreement amount by \$3,090,750 for a revised not to exceed amount of \$26,227,568 to
2 expand the Nutrition Program services; and

3 WHEREAS, The Aging and Adult Services Commission approved this certification of
4 the Meals on Wheels of San Francisco Amendment No. 3 at its meeting of December 5, 2018;
5 now; therefore, be it

6 RESOLVED, That the Board of Supervisors hereby retroactively authorizes the original
7 grant agreement between the City and County of San Francisco and Meals and Wheels of
8 San Francisco to provide Nutrition Program services to older adults and adults with disabilities
9 during the period of July 1, 2017, to June 30, 2020, for a total not to exceed amount of
10 \$21,600,737; and, be it

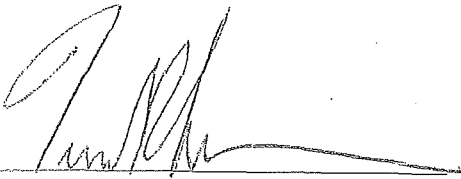
11 FURTHER RESOLVED, That the Board of Supervisors hereby retroactively authorizes
12 Amendment No. 1 to the grant agreement increasing the total not to exceed amount to
13 \$22,310,425 to expand the Nutrition Program services; and, be it

14 FURTHER RESOLVED, That the Board of Supervisors hereby retroactively authorizes
15 Amendment No. 2 to the grant agreement increasing the total not to exceed amount of
16 \$23,136,818 to fund cost of doing business and to expand Nutrition Program services; and, be
17 it

18 FURTHER RESOLVED, That the Board of Supervisors hereby retroactively authorizes
19 Amendment No. 3 to the grant agreement increasing the total not to exceed amount of
20 \$26,227,568 to expand the Nutrition Program services; and, be it
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1 FURTHER RESOLVED, That within thirty (30) days of the modification being fully
2 executed by all parties, the Human Services Agency shall provide the final grant agreement to
3 the Clerk of the Board for inclusion into the official file.
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5 APPROVED:
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10 Trent Rhorer

11 Executive Director, Human Services Agency
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Human Services Agency

BOARD OF SUPERVISORS

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3/1/2019

Item 5 File 19-0283	Department: Human Services Agency (HSA)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p>	
<p>The proposed resolution (1) retroactively approves a grant agreement, between the Human Services Agency ("HSA"), and the non-profit Meals on Wheels of San Francisco for the provision of nutrition programs services to older adults and adults with disabilities for the period of July 1, 2017 through June 30, 2020, in an amount not to exceed \$21,600,737; (2) retroactively approves Amendment No. 1 to increase the agreement to a total not to exceed amount of \$22,310,425; (3) retroactively approves Amendment No. 2 to increase the agreement to a total not to exceed amount of \$23,136,818; and (4) retroactively approves Amendment No. 3 to increase the agreement to a total not to exceed amount of \$26,227,568.</p>	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • The Human Services Agency (HSA) administers nutrition services programs to eligible residents in underserved areas within the City and County of San Francisco. In January 2017, HSA issued a request for proposals for seven separate services within nutrition services. Meals on Wheels San Francisco submitted proposals for three service categories: Home-Delivered Meals and Nutrition Compliance, Home-Delivered Meals, and Emergency Home-Delivered Meals. • In June 2017, the Aging and Adult Services Commission approved the original agreement with Meals and Wheels San Francisco for a three year period of July 1, 2017 through June 30, 2020, in an amount not to exceed \$21,600,737. The agreement was subsequently amended three times, increasing the total not to exceed amount to \$26,227,568. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • HSA paid Meals on Wheels San Francisco the full contract amount of \$7,492,051 in FY 2017-18, and as of February 1, 2019, HSA has paid Meals on Wheels San Francisco \$4,564,545, or approximately 55.3 percent of the FY 2018-19 contract amount of \$8,258,684. Approximately 68 percent of the funding comes from General Funds, and approximately 32 percent comes from federal funding. 	
<p style="text-align: center;">Policy Consideration</p>	
<ul style="list-style-type: none"> • The Human Services Agency did not obtain Board of Supervisors approval for the original agreement in June 2017. Subsequent to Board of Supervisors retroactive approval of the grant agreement with Tenderloin Housing Clinic in January 2019 (File 18-1224), the HSA Executive Director directed staff to undertake a review of approvals on all of HSA's existing contracts and grants. As part of this effort, staff found that the subject grant between HSA and Meals on Wheels had not been submitted in 2017 as required by the City Charter. 	
<p style="text-align: center;">Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed resolution. 	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

The Human Services Agency (HSA) administers nutrition services programs to increase availability and accessibility of meal services to eligible residents in underserved areas within the City and County of San Francisco. In January 2017, HSA issued a request for proposals for seven separate services within nutrition services:

1. Congregate Meals- Elderly Nutrition Program
2. Congregate Meals- Choosing Healthy Appetizing Meal Plan Solutions for Seniors
3. Congregate Meals- Adults with Disabilities
4. Home-Delivered Meals- Elderly Nutrition Program
5. Home-Delivered Meals- Adults with Disabilities
6. Emergency Home-Delivered Meals
7. Home-Delivered Groceries

Respondents were able to propose programs within one or more of the seven service areas. In February 2017, HSA received proposals from 18 unique agencies. Meals on Wheels San Francisco submitted proposals for three service categories: Home-Delivered Meals and Nutrition Compliance (Elderly Nutrition), Home-Delivered Meals (Adults with Disabilities), and Emergency Home-Delivered Meals. A panel of seven experience professionals within the nutrition field, including five nutritionists, an intake supervisor from HSA, and a child nutrition coordinator from the Department of Children, Youth and their Families. The proposals were scored based on organizational capacity, service design and program approach, and fiscal capacity, with the maximum score being 100, as shown in Table 1 below.

Table 1: Proposals and Scores

Home-Delivered Meals- Elderly Nutrition program		
Rank	Proposer	Score
1	Meals on Wheels	91.5
2	On Lok Day Services	91.3
3	Self Help for the Elderly	88.3
4	Jewish Family and Children's Services	87.3
5	Centro Latino de San Francisco	84.3
6	Kimochi, Inc.	82.1
7	Candice Tang	82.0
8	Russian American Community Services	74.6
Home-Delivered Meals- Adults with Disabilities		
Rank	Proposer	Score
1	Institute on Aging	90.6
2	Meals on Wheels	90.0
3	Self Help for the Elderly	89.6
4	Candice Tang	83.3
5	Project Open Hand	81.8
Emergency Home Delivered Meals		
Rank	Proposer	Score
1	Meals on Wheels	91.0

According to Ms. Elizabeth Leone, Senior Contracts Manager for the HSA, all vendors were awarded contracts, but not necessarily in every service area of their submitted proposal. Applicants to the request for proposals were required to demonstrate three years of experience providing nutrition services to a low-income population and serving the senior or adults with disabilities population. Any proposal that scored less than 60 points was disqualified automatically.

On June 7, 2017, the Aging and Adult Services Commission ("Commission") approved the original agreement with Meals and Wheels San Francisco for a three year period of July 1, 2017 through June 30, 2020, in an amount not to exceed \$21,600,737. The contract awarded grants to Meals on Wheels San Francisco for three service categories.

On October 4, 2017, the Commission approved Amendment No. 1 to increase the grant agreement by \$709,688 for a total not to exceed amount of \$22,310,425, just three months after the initial contract commenced. According to Ms. Leone, the San Francisco Food Security Task Force presented an updated needs assessment report to the Board of Supervisors in June 2017, around the time that the contract with Meals on Wheels was approved by the Commission and had been routed for final signature. As a result of the Task Force's recommendations, the Board of Supervisors provided HSA with additional ongoing and one-time-only funding for the period of July 1, 2017 through June 30, 2018. The nutrition agreements were amended to reflect this additional funding and Board priorities.

On November 1, 2017, the Commission approved Amendment No. 2, which provided for a cost of doing business adjustment and additional one-time only addback funds appropriated by the Board of Supervisors, increasing the total not to exceed amount by \$826,393 for a new total amount of \$23,136,818.

On December 5, 2018, the Commission approved Amendment No. 3 to increase the agreement amount by \$3,090,750 for a total not to exceed amount of \$26,227,568. According to Ms. Leone, the grant was amended a third time because the finalized addback and one-time-funding in 2017 exceeded the available contingency for the two Home-Delivered Meals programs over their not to exceed amounts.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution (1) retroactively approves a grant agreement, between the Human Services Agency ("HSA"), and the non-profit Meals on Wheels of San Francisco for the provision of nutrition programs services to older adults and adults with disabilities for the period of July 1, 2017 through June 30, 2020, in an amount not to exceed \$21,600,737; (2) retroactively approves Amendment No. 1 to increase the grant agreement amount by \$709,688 for a total not to exceed amount of \$22,310,425; (3) retroactively approves Amendment No. 2 to increase the grant agreement amount by \$826,393 for a total not to exceed amount of \$23,136,818; and (4) retroactively approves Amendment No. 3 to increase the grant agreement amount by \$3,090,750 for a total not to exceed amount of \$26,227,568. The contract end date of June 30, 2020 would not change.

Retroactive Approval of the Agreement

The Human Services Agency did not obtain Board of Supervisors approval for the original agreement in June 2017. In January 2019, the Board of Supervisors retroactively approved another grant agreement between the Tenderloin Housing Clinic and the Department of Homelessness and Supportive Housing, which had been implemented by HSA in 2014 without obtaining Board of Supervisors approval and transferred to the Department of Homeless and Supportive Housing in 2016 (File 18-1224). Subsequent to Board of Supervisors retroactive approval of the grant agreement with Tenderloin Housing Clinic, the HSA Executive Director directed staff to undertake a review of approvals on all of HSA's existing contracts and grants. As part of this effort, staff found that the subject grant between HSA and Meals on Wheels had not been submitted in 2017 as required by the City Charter.

According to Ms. Leone, HSA has taken steps to ensure that agreements over \$10 million are submitted for Board of Supervisors approval in accordance with City Charter requirements. Some of these steps include (a) requiring the Director of Contracts to approve any contract, grant or modification; (b) ensuring concurrent approval process of the Board of Supervisors and Commission; and (c) noting the need for Board approval in the HSA Contract Division's automated workflow system.

According to Ms. Leone, the Tenderloin Housing Clinic and Meals on Wheels are the only two grant agreements that needed retroactive approval.

FISCAL IMPACT

The proposed resolution would retroactively approve the grant between HSA and the non-profit Meals on Wheels San Francisco, and all three grant amendments, for a total grant amount of \$26,277,568 for the period of July 1, 2017 through June 30, 2020. The \$26,277,568 will fund three programs administered by Meals on Wheels San Francisco: Home-Delivered Meals and Nutrition Compliance (Elderly Nutrition), Home-Delivered Meals (Adults with Disabilities), and Emergency Home-Delivered Meals. The budget for each of these programs by fiscal year is shown in Table 1 below.

Table 1: Proposed Spending Budget for Nutrition Services Grant

	FY 17 – 18	FY 18 – 19	FY 19 – 20	Contingency*	Program Total
Home-Delivered Meals and Nutrition Compliance (Elderly Nutrition)	\$6,237,755	\$6,794,463	\$6,671,895	\$1,970,411	\$21,674,524
Home-Delivered Meals (Adults with Disabilities)	1,096,796	1,303,133	1,303,133	370,306	4,073,368
Emergency Home-Delivered Meals	157,500	161,088	161,088	\$0	479,676
Term Total	\$7,492,051	\$8,258,684	\$8,136,116	\$2,340,717	\$26,227,568

*The contingency must be approved by the Human Services Commission, which normally approves a ten percent contingency. The Commission did not approve contingency for the Emergency Home-Delivered Meals program.

HSA paid Meals on Wheels San Francisco the full contract amount of \$7,492,051 in FY 2017-18, and as of February 1, 2019, HSA has paid Meals on Wheels San Francisco \$4,564,545, or approximately 55.3 percent of the FY 2018-19 contract amount of \$8,258,684. According to Ms. Leone, approximately 68 percent of the funding comes from General Funds, and approximately 32 percent comes from federal funding.

POLICY CONSIDERATION

As noted above, HSA did not submit the original grant agreement with Meals on Wheels San Francisco to the Board of Supervisors for approval, as required by Charter 9.118(b). According to Ms. Leone and as noted above, HSA has made changes to the contract tracking systems, internal approval forms and review processes to address the issue.

HSA monitors its nonprofit providers both programmatically and for fiscal and contract compliance. The Contracts staff visits each vendor once a year. The results of FY 2018-19 monitoring are not yet available at this time. Meals on Wheels has either met or exceeded their outcome objectives in all programs for FY 2017-18.

RECOMMENDATION

Approve the proposed resolution

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

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

- b. **Appendix 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

Recommended by:

Trent Rhorer
Executive Director
Human Services Agency

Date

Approved as to Form:

David Ries
Deputy City Attorney

Date

GRANTEE

**MEALS ON WHEELS OF SAN
FRANCISCO**

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

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

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
San Francisco, CA 94103
Sarah.Chan@sfgov.org

BUDGET FORMS

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

Salaries & Benefits Detail

H.S.A-DAAS	Agency Totals		For DAAS Nutrition		DAAS Program							
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	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
POSITION TITLE and NAME												
Drivers (33)	\$38,399	3300%	48%	15.99	\$588,650	\$597,045	\$17,020	\$614,065	\$597,045	\$17,020	\$614,065	\$1,816,780
Programs Mgr, Mark Liddle	\$76,982	100%	50%	0.50	\$37,250	\$37,781	\$1,077	\$38,858	\$37,781	\$1,077	\$38,858	\$114,966
Ops Mgr, Gustavo Lopez	\$84,100	100%	50%	0.50	\$40,684	\$41,275	\$1,177	\$42,452	\$41,275	\$1,177	\$42,452	\$125,598
Wait List Mgr, Crystal Booth	\$66,851	100%	50%	0.50	\$32,349	\$32,810	\$935	\$33,745	\$32,810	\$935	\$33,745	\$99,839
Office Mgr, Harviann Brantley	\$61,285	100%	40%	0.40	\$23,427	\$23,761	\$677	\$24,438	\$23,761	\$677	\$24,438	\$72,303
Support Lead, Philip Duarte	\$47,286	100%	50%	0.50	\$22,881	\$23,208	\$662	\$23,870	\$23,208	\$662	\$23,870	\$70,621
Support Lead, Ivoga Suesue	\$61,902	100%	50%	0.50	\$29,954	\$30,381	\$866	\$31,247	\$30,381	\$866	\$31,247	\$92,448
Chief Prog Off, David Linnell	\$152,831	100%	45%	0.45	\$66,554	\$67,503	\$1,924	\$69,427	\$67,503	\$1,924	\$69,427	\$205,408
Chief Gov Off, Anne Quaintance	\$148,303	100%	37%	0.37	\$53,106	\$53,863	\$1,535	\$55,398	\$53,863	\$1,535	\$55,398	\$163,902
Fleet & Facilities Dir, John Sheehan	\$89,435	100%	30%	0.30	\$25,533	\$25,897	\$738	\$26,635	\$25,897	\$738	\$26,635	\$78,803
Maintenance, Derek Cook	\$47,852	100%	30%	0.30	\$13,661	\$13,856	\$395	\$14,251	\$13,856	\$395	\$14,251	\$42,163
Volunteer Mgr, Kathleen Stirling	\$67,925	100%	42%	0.42	\$27,390	\$27,781	\$792	\$28,573	\$27,781	\$792	\$28,573	\$84,536
Volunteer Mgr, TBD	\$67,925	100%	42%	0.42	\$27,390	\$27,781	\$792	\$28,573	\$27,781	\$792	\$28,573	\$84,536
Volunteer Director, Meredith Terrell	\$96,227	100%	42%	0.42	\$38,803	\$39,356	\$1,122	\$40,478	\$39,356	\$1,122	\$40,478	\$119,759
HR Manager, Ronald Ayotte	\$84,906	100%	23%	0.23	\$18,490	\$18,754	\$535	\$19,289	\$18,754	\$535	\$19,289	\$57,068
HR Associate, David C Smith	\$47,095	100%	23%	0.23	\$10,256	\$10,402	\$297	\$10,699	\$10,402	\$297	\$10,699	\$31,654
Communications Director, Karl Robill	\$130,189	100%	8%	0.08	\$9,450	\$9,585	\$273	\$9,858	\$9,585	\$273	\$9,858	\$29,165
Digital Marketing Manager, Kate Cod	\$67,735	100%	8%	0.08	\$4,916	\$4,987	\$142	\$5,129	\$4,987	\$142	\$5,129	\$15,173
CEO, Ashley McCumber	\$212,175	100%										
TOTALS	\$ 1,649,403	5100%	670%	22.21	\$1,070,754	\$1,086,025	\$30,959	\$1,116,984	\$1,086,025	\$30,959	\$1,116,984	\$3,304,723
FRINGE BENEFIT RATE	36.0%											
EMPLOYEE FRINGE BENEFITS	\$ 593,785				\$385,471	\$390,969	\$11,145	\$402,114	\$390,969	\$11,145	\$402,114	\$1,189,699
TOTAL DAAS SALARIES & BENEFITS	\$ 2,243,188				\$1,456,225	\$1,476,994	\$42,104	\$1,519,098	\$1,476,994	\$42,104	\$1,519,098	\$4,494,422
Non - DAAS												
Non - DAAS	Agency Totals		For DAAS Meal									
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	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
POSITION TITLE and NAME												
Drivers (33)	\$ 38,399	3300%	38%	12.57	\$469,320	\$469,320	\$45,411	\$514,731	\$469,320	\$45,411	\$514,731	\$1,498,783
Programs Mgr, Mark Liddle	\$ 76,982	100%	33%	0.33	\$24,728	\$24,728	\$705	\$25,433	\$24,728	\$705	\$25,433	\$75,594
Ops Mgr, Gustavo Lopez	\$ 84,100	100%	33%	0.33	\$27,014	\$27,014	\$770	\$27,784	\$27,014	\$770	\$27,784	\$82,582
Wait List Mgr, Crystal Booth	\$ 66,851	100%	33%	0.33	\$21,473	\$21,473	\$612	\$22,085	\$21,473	\$612	\$22,085	\$65,643
Office Mgr, Harviann Brantley	\$ 61,285	100%	26%	0.26	\$15,552	\$15,552	\$443	\$15,995	\$15,552	\$443	\$15,995	\$47,542
Support Lead, Philip Duarte	\$ 47,286	100%	33%	0.33	\$15,189	\$15,189	\$433	\$15,622	\$15,189	\$433	\$15,622	\$46,433
Support Lead, Ivoga Suesue	\$ 61,902	100%	33%	0.33	\$19,883	\$19,883	\$567	\$20,450	\$19,883	\$567	\$20,450	\$60,783
Chief Prog Off, David Linnell	\$ 152,831	100%	30%	0.30	\$44,180	\$44,180	\$1,259	\$45,439	\$44,180	\$1,259	\$45,439	\$135,058
Chief Gov Off, Anne Quaintance	\$ 148,303	100%	24%	0.24	\$35,252	\$35,252	\$1,005	\$36,257	\$35,252	\$1,005	\$36,257	\$107,766
Fleet & Facilities Dir, John Sheehan	\$ 89,435	100%	19%	0.19	\$16,949	\$16,949	\$483	\$17,432	\$16,949	\$483	\$17,432	\$51,813
Maintenance, Derek Cook	\$ 47,852	100%	19%	0.19	\$9,069	\$9,069	\$259	\$9,328	\$9,069	\$259	\$9,328	\$27,725
Volunteer Mgr, Kathleen Stirling	\$ 67,925	100%	28%	0.28	\$18,182	\$18,182	\$518	\$18,700	\$18,182	\$518	\$18,700	\$55,582
Volunteer Mgr, TBD	\$ 67,925	100%	28%	0.28	\$18,182	\$18,182	\$518	\$18,700	\$18,182	\$518	\$18,700	\$55,582
Volunteer Director, Meredith Terrell	\$ 96,227	100%	28%	0.28	\$25,757	\$25,757	\$734	\$26,491	\$25,757	\$734	\$26,491	\$78,739
HR Manager, Ronald Ayotte	\$ 84,906	100%	15%	0.15	\$12,274	\$12,274	\$350	\$12,624	\$12,274	\$350	\$12,624	\$37,522
HR Associate, David C Smith	\$ 47,095	100%	15%	0.15	\$6,808	\$6,808	\$194	\$7,002	\$6,808	\$194	\$7,002	\$20,812
Communications Director, Karl Robill	\$ 130,189	100%	5%	0.05	\$6,273	\$6,273	\$179	\$6,452	\$6,273	\$179	\$6,452	\$19,177
Digital Marketing Manager, Kate Cod	\$ 67,735	100%	5%	0.05	\$3,264	\$3,264	\$93	\$3,357	\$3,264	\$93	\$3,357	\$9,978
CEO, Ashley McCumber	\$ 212,175	100%	41%	0.41	\$84,087	\$84,087	\$2,397	\$86,484	\$84,087	\$2,397	\$86,484	\$257,055
TOTAL Non-DAAS	\$ 1,649,403	5100%	486%	17.05	\$873,436	\$873,436	\$56,930	\$930,366	\$873,436	\$56,930	\$930,366	\$2,734,169
FRINGE BENEFIT RATE	36.0%											
EMPLOYEE FRINGE BENEFITS	\$ 593,785				\$314,437	\$314,437	\$20,495	\$334,932	\$314,437	\$20,495	\$334,932	\$984,301
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,243,188				\$1,187,873	\$1,187,873	\$77,425	\$1,265,298	\$1,187,873	\$77,425	\$1,265,298	\$3,718,469
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,486,375				\$2,644,098	\$2,664,867	\$119,529	\$2,784,396	\$2,664,867	\$119,529	\$2,784,396	\$8,212,891

HSA #2 Form Rev. 12/22/16

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

Appendix B-7a, page 3

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 \$ 2.73</i>	\$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	\$24,187	\$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	\$141,613
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 \$ 0.35</i>	\$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	\$2,677,361	\$2,677,361	\$73,475	\$2,650,826	\$2,677,361	\$73,475	\$2,650,826	\$7,879,003
TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$6,692,373	\$6,774,061	\$193,113	\$6,967,164	\$6,774,061	\$193,113	\$6,967,164	\$20,626,700

HSA #3

Form Rev. 12/22/16

antee's Name: Meals on Wheels San Francisco
ogram: ENP HDM

Appendix B-7a, Page 4

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														Term July 1, 2017 to June 30, 2020
(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input checked="" type="checkbox"/> If modification, Effective Date of Mod. 7/1/18 No. of Mod. 1														
Program: Nutrition Compliance for ENP-HDM														
Budget Reference Page No.(s)	Year 1 7/1/17-6/30/18	H.S.A.-DAAS	Non H.S.A.- DAAS	Year 2 Revised 7/1/18-6/30/19	H.S.A.-DAAS Budget	Modification	Revised	Revised Non- H.S.A.-DAAS	Year 3 Revised 7/1/19-6/30/20	H.S.A.-DAAS Budget	Modification	Revised	Revised Non- H.S.A.-DAAS	Total H.S.A.
Program Term	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	\$1,578	\$56	\$1,520	\$11,351	\$57	\$342	\$399	\$10,952	\$11,351	\$57	\$342	\$399	\$10,952	\$854
Total Nutrition Education	\$17,422	\$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	\$168,438	\$58,159	\$100,277	\$182,395	\$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	\$41,285	\$9,380	\$0	\$9,380	\$31,885	\$41,285	\$9,380	\$0	\$9,380	\$31,885	\$27,911
Subtotal Direct	\$198,694	\$67,310	\$131,384	\$203,680	\$68,994	\$0	\$68,994	\$134,666	\$203,680	\$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	\$216,457	\$74,005	\$144,452	\$223,936	\$75,856	\$0	\$75,856	\$148,060	\$223,936	\$75,856	\$0	\$75,856	\$148,060	\$225,717
HACCP Kitchen Monitoring														
Salaries & Benefits	\$63,375	\$939	\$62,436	\$64,958	\$658	\$0	\$658	\$64,100	\$64,958	\$658	\$0	\$658	\$64,100	\$2,555
Operating Expense														
Subtotal Direct	\$63,375	\$939	\$62,436	\$64,958	\$658	\$0	\$658	\$64,100	\$64,958	\$658	\$0	\$658	\$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	\$6,309	\$93	\$6,220	\$6,461	\$65	\$0	\$65	\$6,376	\$6,461	\$65	\$0	\$65	\$6,376	\$253
Total HACCP Kitchen Monitoring	\$69,684	\$992	\$68,656	\$71,419	\$723	\$0	\$723	\$70,476	\$71,419	\$723	\$0	\$723	\$70,476	\$2,808
Site/Route Monitoring														
Salaries & Benefits	\$15,844	\$3,357	\$12,487	\$18,237	\$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	\$18,237	\$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	\$1,578	\$334	\$1,242	\$1,816	\$342	\$0	\$342	\$1,273	\$1,816	\$342	\$0	\$342	\$1,273	\$1,018
Total Site/Route Monitoring	\$17,422	\$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	\$63,375	\$931	\$62,445	\$64,958	\$953	\$0	\$953	\$64,005	\$64,958	\$953	\$0	\$953	\$64,005	\$2,837
Operating Expense														
Subtotal Direct	\$63,375	\$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	\$226,866	\$642,228	\$673,527	\$1,255,583	\$415,363	\$170,950	\$586,313	\$689,250	\$1,633,767
Operating Expense	\$174,371	\$86,605	\$107,868	\$276,347	\$68,167	\$37,231	\$105,398	\$170,949	\$252,287	\$68,167	\$28,052	\$95,219	\$158,068	\$268,122
Subtotal Direct	\$1,219,791	\$471,731	\$748,062	\$1,592,102	\$483,530	\$264,096	\$747,626	\$844,476	\$1,507,870	\$483,530	\$199,002	\$681,532	\$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	\$82,088	\$189,168
Total HDM Assessments	\$1,341,115	\$518,651	\$822,466	\$1,750,457	\$531,623	\$290,364	\$821,987	\$928,470	\$1,657,846	\$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	\$1,862,873	\$698,008	\$1,164,865	\$2,378,440	\$613,880	\$294,147	\$908,027	\$1,474,143	\$2,286,005	\$613,880	\$222,579	\$836,459	\$1,460,360	\$2,343,394
HSA Revenues	\$598,008			\$908,027					\$836,459					\$0
														\$0
TOTAL HSA REVENUES	\$598,008			\$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!					\$0
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		For HSA Program REVENUE Cost Allocation: 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					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	\$2,648
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	\$
Maintenance Worker	\$43,748	2%	36%	0.01	\$34	\$1	\$33	\$239	\$1	\$6	\$7	\$232	\$239	\$1	\$6	\$7	\$232	\$1
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
				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!

1243

Nutrition Counseling Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals				For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation					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	
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	\$54,894
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	\$6
Facility Director	\$81,765	2%	53%	0.01	\$629	\$232	\$397	\$644	\$238	\$0	\$238	\$406	\$644	\$238	\$0	\$238	\$406	\$7
Maintenance Worker	\$43,748	2%	53%	0.01	\$336	\$124	\$213	\$345	\$127	\$0	\$127	\$218	\$345	\$127	\$0	\$127	\$218	\$37
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	\$51,926	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
				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 HSA #4	\$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

#REF!

1244

Nutrition Counseling Operating Expense Detail

TERM:
July 1, 2017 to June 30, 2020

EXPENDITURE CATEGORY	Year 1 7/1/17-6/30/18			Year 2 Revised 7/1/18-6/30/19				Year 3 Revised 7/1/19-6/30/20				Total H.S.A.
	Revenue Cost Allocation		Non H.S.A.-	Revenue Cost Allocation		Revised	Revised Non-	Revenue Cost Allocation		Revised	Revised Non-	
	H.S.A.-D.A.A.S		D.A.A.S	H.S.A.-DAAS	Modification		H.S.A.-D.A.A.S	H.S.A.-DAAS	Modification		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	\$2,665	\$545	\$0	\$545	\$2,120
Office Supplies, Postage	\$1,855	\$400	\$1,555	\$2,004	\$410	\$0	\$410	\$2,004	\$410	\$0	\$410	\$1,594
Building Maintenance Supplies and Repair	\$3,739	\$765	\$2,974	\$3,833	\$784	\$0	\$784	\$3,833	\$784	\$0	\$784	\$3,049
Printing and Reproduction				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$2,856	\$583	\$2,272	\$2,927	\$598	\$0	\$598	\$2,927	\$598	\$0	\$598	\$2,329
Staff Training	\$659	\$134	\$525	\$676	\$138	\$0	\$138	\$676	\$138	\$0	\$138	\$538
Staff Travel	\$1,487	\$304	\$1,183	\$1,524	\$312	\$0	\$312	\$1,524	\$312	\$0	\$312	\$1,212
Small Equipment (under \$5,000/item)	\$1,444	\$295	\$1,149	\$1,481	\$303	\$0	\$303	\$1,481	\$303	\$0	\$303	\$1,178
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	\$5,400	\$1,104	\$0	\$1,104	\$4,296
Grant, Volunteer and Client Costs	\$13,821	\$2,825	\$10,996	\$14,167	\$2,896	\$0	\$2,896	\$14,167	\$2,896	\$0	\$2,896	\$11,271
Telephone	\$1,275	\$260	\$1,015	\$1,307	\$267	\$0	\$267	\$1,307	\$267	\$0	\$267	\$1,040
Fees, Dues, Advertising	\$1,529	\$313	\$1,217	\$1,567	\$320	\$0	\$320	\$1,567	\$320	\$0	\$320	\$1,247
Other Operating Costs	\$3,624	\$1,663	\$1,962	\$3,714	\$1,703	\$0	\$1,703	\$3,714	\$1,703	\$0	\$1,703	\$2,011
TOTAL OPERATING EXPENSE	\$40,258	\$9,151	\$31,107	\$41,265	\$9,380	\$0	\$9,380	\$41,265	\$9,380	\$0	\$9,380	\$31,885
TOTAL OPERATING EXPENSE x3yrs	\$122,790											
HSA #5												

#REF!

HACCP Kitchen Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

POSITION TITLE	7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				Total Revenue					
	Agency Totals		For HSA Program		For HSA Program REVENUE Cost Allocation:		For HSA Program REVENUE Cost Allocation:		For HSA Program REVENUE Cost Allocation:		For HSA Program REVENUE Cost Allocation:							
	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	\$789
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	\$0	\$250	\$0
Facility Director	\$81,765	2%	21%	0.00	\$251	\$3	\$248	\$258	\$3	\$0	\$3	\$255	\$258	\$3	\$0	\$3	\$255	\$0
Maintenance Worker	\$43,748	2%	21%	0.00	\$135	\$2	\$133	\$138	\$2	\$0	\$2	\$136	\$138	\$2	\$0	\$2	\$136	\$0
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	\$5
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	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																		

1246

Site or Route Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals				7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20			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	\$0	\$62	\$0
Facility Director	\$81,765	2%	5%	0.00	\$63	\$13	\$49	\$64	\$14	\$0	\$14	\$50	\$64	\$14	\$0	\$14	\$50	\$0
Maintenance Worker	\$43,748	2%	5%	0.00	\$34	\$7	\$26	\$34	\$7	\$0	\$7	\$27	\$34	\$7	\$0	\$7	\$27	\$20
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!																	#REF!
HSA #8																		

1247

Menu Planning Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals				7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					Total Revenue
	For HSA Program				For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation					For HSA Program REVENUE Cost Allocation					
	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	
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	\$875
Registered Dietician	\$82,488	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	\$82,369	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	\$0	\$250	\$0
Facility Director	\$81,765	2%	21%	0.00	\$251	\$4	\$247	\$258	\$4	\$0	\$4	\$254	\$258	\$4	\$0	\$4	\$254	\$0
Maintenance Worker	\$43,748	2%	21%	0.00	\$135	\$2	\$133	\$138	\$2	\$0	\$2	\$136	\$138	\$2	\$0	\$2	\$136	\$0
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	\$61,925	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	307%	231%	0.65	\$46,600	\$684	\$45,915	\$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!

1248

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

TERM:
JULY 1, 2017 to June 30, 2020

POSITION TITLE	Agency Totals				7/1/17-6/30/18			7/1/18-6/30/19					7/1/19-6/30/20					Total Revenue
	For HSA Program				For HSA Program REVENUE Cost Allocation:			For HSA Program REVENUE Cost Allocation:					For HSA Program REVENUE Cost Allocation:					
	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	
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	\$126,759
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	\$66,777
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
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	\$63,177
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	\$53,863	100%	100%	1.00	\$52,354	\$20,435	\$31,919	\$53,863	\$20,948		\$20,948	\$32,715	\$53,863	\$20,948		\$20,948	\$32,715	\$62,331
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$50,000	\$0	\$100,000
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$50,000	\$0	\$100,000
Social Worker	\$50,000	100%	100%	1.00				\$50,000		\$50,000	\$50,000	\$0	\$50,980	\$0	\$20,980	\$20,980	\$0	\$70,980
Social Worker	\$10,552	100%	100%	1.00				\$10,552		\$10,552	\$10,552	\$0						\$10,552
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
				0.00														\$0
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	\$107,268	\$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	\$405,228	\$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!
HSA #12																		#REF!

HDM Assessment Operating Expense Detail

TERM:
July 1, 2017 to June 30, 2020

EXPENDITURE CATEGORY	Year 1 7/1/17-6/30/18	Revenue Cost Allocation		Year 2 Revised 7/1/18-6/30/19	Revenue Cost Allocation		Revised Non- H.S.A.-DAAS	Year 3 Revised 7/1/19-6/30/20	Revenue Cost Allocation		Revised Non- H.S.A.-DAAS	Total H.S.A.
		H.S.A.-DAAS	Non H.S.A.- DAAS		H.S.A.-DAAS Budget	Modification			H.S.A.-DAAS Budget	Modification		
Rental of Property				\$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	\$10,855	\$16,305	\$4,466	\$1,838	\$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	\$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	\$25,261
Printing and Reproduction				\$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	\$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	\$10,046
Staff Travel	\$2,854	\$1,104	\$1,750	\$4,523	\$1,132	\$618	\$1,750	\$2,773	\$4,130	\$1,132	\$466	\$4,532
Small Equipment (under \$5,000/item)	\$6,261	\$2,421	\$3,840	\$9,922	\$2,482	\$1,356	\$3,838	\$6,084	\$9,059	\$2,482	\$1,022	\$10,554
Rental of Equipment				\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBCONTRACTORS (Descriptive Title)												
a				\$0								
b				\$0		\$0	\$0	\$0		\$0	\$0	\$0
c				\$0		\$0	\$0	\$0		\$0	\$0	\$0
d				\$0		\$0	\$0	\$0		\$0	\$0	\$0
e				\$0		\$0	\$0	\$0		\$0	\$0	\$0
OTHER												
Outside Services	\$22,832	\$8,829	\$14,003	\$36,185	\$9,050	\$4,843	\$13,893	\$22,193	\$33,036	\$9,050	\$3,725	\$35,597
Grant, Volunteer and Client Costs	\$59,890	\$23,159	\$36,731	\$94,916	\$23,738	\$12,865	\$36,703	\$56,212	\$86,652	\$23,738	\$9,769	\$93,369
Telephone	\$5,524	\$2,136	\$3,388	\$8,754	\$2,190	\$1,196	\$3,386	\$5,368	\$7,993	\$2,190	\$901	\$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	\$10,339
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	\$25,225
TOTAL OPERATING EXPENSE	\$174,371	\$66,505	\$107,866	\$276,347	\$68,167	\$37,231	\$105,398	\$170,948	\$252,287	\$68,167	\$28,052	\$256,122
TOTAL OPERATING EXPENSE x3yrs	\$531,824											

HSA #13

#REF!

1250

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.-DAAS	Non H.S.A.-DAAS	7/1/18-6/30/19	H.S.A.-DAAS Budget	Modification	Revised	7/1/19-6/30/20	H.S.A.-DAAS Budget	Modification	Revised	
Rental of Property				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utilities(Elec, Water, Gas, Phone, Scavenger)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies, Postage				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Building Maintenance Supplies and Repair				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing and Reproduction				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Training				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Travel				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Small Equipment (under \$5,000/item)				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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												
Fundraising Expense Nutrition	\$15,945	\$0	\$15,945	\$15,945	\$0	\$0	\$0	\$15,945	\$0	\$0	\$0	\$0
Fundraising Expense Assessments	\$102,958	\$0	\$102,958	\$102,958	\$0	\$0	\$0	\$102,958	\$0	\$0	\$0	\$0
x				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
w				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
v				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENSE	\$118,903	\$0	\$118,903	\$118,903	\$0	\$0	\$0	\$118,903	\$0	\$0	\$0	\$0
TOTAL OPERATING EXPENSE x3yrs	\$356,709											

HSA #16

#REF!

BUDGET FORMS

Appendix B-8, pg. 1
Document Date: 11/12/2018HUMAN 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: AWD Home Delivered Meals

Annual #Meals Contracted	240,525	237,843	41,200	279,043	237,843	41,200	279,043	798,611	
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	\$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	\$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		

Salaries & Benefits Detail

H.S.A-DAAS	Agency Totals		For DAAS Nutrition		DAAS Program							
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	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
POSITION TITLE and NAME												
Drivers (33)	\$1,267,168	3300%	16%	0.67	\$113,779	\$114,525	\$19,838	\$134,363	\$114,525	\$19,838	\$134,363	\$382,505
Programs Mgr, Mark Liddle	\$76,982	100%	11%	0.11	\$7,201	\$7,248	\$1,256	\$8,504	\$7,248	\$1,256	\$8,504	\$24,209
Ops Mgr, Gustavo Lopez	\$84,100	100%	11%	0.11	\$7,866	\$7,918	\$1,372	\$9,290	\$7,918	\$1,372	\$9,290	\$26,446
Wait List Mgr, Crystal Booth	\$66,851	100%	11%	0.11	\$6,252	\$6,294	\$1,090	\$7,384	\$6,294	\$1,090	\$7,384	\$21,020
Office Mgr, Harviann Brantley	\$61,285	100%	9%	0.09	\$4,526	\$4,556	\$789	\$5,345	\$4,556	\$789	\$5,345	\$15,216
Support Lead, Philip Duarte	\$47,286	100%	11%	0.11	\$4,424	\$4,453	\$771	\$5,224	\$4,453	\$771	\$5,224	\$14,872
Support Lead, Ivoga Suesue	\$61,902	100%	11%	0.11	\$5,790	\$5,828	\$1,010	\$6,838	\$5,828	\$1,010	\$6,838	\$19,466
Chief Prog Off, David Linnell	\$152,831	100%	10%	0.10	\$12,857	\$12,942	\$2,242	\$15,184	\$12,942	\$2,242	\$15,184	\$43,225
Chief Gov Off, Anne Quintance	\$148,303	100%	8%	0.08	\$10,263	\$10,330	\$1,789	\$12,119	\$10,330	\$1,789	\$12,119	\$34,501
Fleet & Facilities Dir, John Sheehan	\$89,435	100%	7%	0.07	\$4,931	\$4,963	\$860	\$5,823	\$4,963	\$860	\$5,823	\$16,577
Maintenance, Derek Cook	\$47,852	100%	7%	0.07	\$2,638	\$2,655	\$460	\$3,115	\$2,655	\$460	\$3,115	\$8,868
Volunteer Mgr, Kathleen Stirling	\$67,925	100%	9%	0.09	\$5,295	\$5,330	\$923	\$6,253	\$5,330	\$923	\$6,253	\$17,801
Volunteer Mgr, TBD	\$67,925	100%	9%	0.09	\$5,295	\$5,330	\$923	\$6,253	\$5,330	\$923	\$6,253	\$17,801
Volunteer Director, Meredith Terrell	\$96,227	100%	9%	0.09	\$7,500	\$7,550	\$1,308	\$8,858	\$7,550	\$1,308	\$8,858	\$25,216
HR Manager, Ronald Ayotte	\$84,906	100%	5%	0.05	\$3,576	\$3,600	\$624	\$4,224	\$3,600	\$624	\$4,224	\$12,024
HR Associate, David C Smith	\$47,095	100%	5%	0.05	\$1,983	\$1,997	\$346	\$2,343	\$1,997	\$346	\$2,343	\$6,669
Communications Director, Karl Robill	\$130,189	100%	2%	0.02	\$1,833	\$1,844	\$319	\$2,163	\$1,844	\$319	\$2,163	\$6,159
Digital Marketing Manager, Kate Cod	\$67,735	100%	2%	0.02	\$952	\$959	\$166	\$1,125	\$959	\$166	\$1,125	\$3,202
CEO, Ashley McCumber	\$212,175	100%										
TOTALS	\$ 2,878,172	5100%	136%	1.36	\$206,961	\$208,322	\$36,086	\$244,408	\$208,322	\$36,086	\$244,408	\$695,777
FRINGE BENEFIT RATE	36.0%											
EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$74,508	\$74,996	\$12,991	\$87,987	\$74,996	\$12,991	\$87,987	\$250,482
TOTAL DAAS SALARIES & BENEFITS	\$ 3,914,314				\$281,469	\$283,318	\$49,077	\$332,395	\$283,318	\$49,077	\$332,395	\$946,259
Non - DAAS												
	Agency Totals		For DAAS Meal								TOTAL	TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	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
POSITION TITLE and NAME												
Drivers (33)	\$ 1,267,168	3300%	16%	0.33	\$90,860	\$55,293	\$9,578	\$64,871	\$55,293	\$9,578	\$64,871	\$220,602
Programs Mgr, Mark Liddle	\$ 76,982	100%	4%	0.04	\$2,463	\$2,479	\$429	\$2,908	\$2,479	\$429	\$2,908	\$8,279
Ops Mgr, Gustavo Lopez	\$ 84,100	100%	4%	0.04	\$2,691	\$2,708	\$469	\$3,177	\$2,708	\$469	\$3,177	\$9,045
Wait List Mgr, Crystal Booth	\$ 66,851	100%	4%	0.04	\$2,139	\$2,153	\$373	\$2,526	\$2,153	\$373	\$2,526	\$7,191
Office Mgr, Harviann Brantley	\$ 61,285	100%	3%	0.03	\$1,549	\$1,559	\$270	\$1,829	\$1,559	\$270	\$1,829	\$5,207
Support Lead, Philip Duarte	\$ 47,286	100%	4%	0.04	\$1,512	\$1,523	\$264	\$1,787	\$1,523	\$264	\$1,787	\$5,086
Support Lead, Ivoga Suesue	\$ 61,902	100%	4%	0.04	\$1,979	\$1,993	\$345	\$2,338	\$1,993	\$345	\$2,338	\$6,655
Chief Prog Off, David Linnell	\$ 152,831	100%	3%	0.03	\$4,399	\$4,427	\$767	\$5,194	\$4,427	\$767	\$5,194	\$14,787
Chief Gov Off, Anne Quintance	\$ 148,303	100%	3%	0.03	\$3,511	\$3,534	\$612	\$4,146	\$3,534	\$612	\$4,146	\$11,803
Fleet & Facilities Dir, John Sheehan	\$ 89,435	100%	2%	0.02	\$1,688	\$1,698	\$294	\$1,992	\$1,698	\$294	\$1,992	\$5,672
Maintenance, Derek Cook	\$ 47,852	100%	2%	0.02	\$903	\$908	\$157	\$1,065	\$908	\$157	\$1,065	\$3,033
Volunteer Mgr, Kathleen Stirling	\$ 67,925	100%	3%	0.03	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
Volunteer Mgr, TBD	\$ 67,925	100%	3%	0.03	\$1,810	\$1,822	\$316	\$2,138	\$1,822	\$316	\$2,138	\$6,086
Volunteer Director, Meredith Terrell	\$ 96,227	100%	3%	0.03	\$2,566	\$2,582	\$447	\$3,029	\$2,582	\$447	\$3,029	\$8,624
HR Manager, Ronald Ayotte	\$ 84,906	100%	2%	0.02	\$1,223	\$1,231	\$213	\$1,444	\$1,231	\$213	\$1,444	\$4,111
HR Associate, David C Smith	\$ 47,095	100%	2%	0.02	\$678	\$682	\$118	\$800	\$682	\$118	\$800	\$2,278
Communications Director, Karl Robill	\$ 130,189	100%	1%	0.01	\$626	\$630	\$109	\$739	\$630	\$109	\$739	\$2,104
Digital Marketing Manager, Kate Cod	\$ 67,735	100%	1%	0.01	\$326	\$328	\$57	\$385	\$328	\$57	\$385	\$1,096
CEO, Ashley McCumber	\$ 212,175	100%	7%	0.07	\$13,115	\$13,201	\$2,287	\$15,488	\$13,201	\$2,287	\$15,488	\$44,091
TOTAL NON-DAAS	\$ 2,878,172	5100%	69%	0.87	\$135,848	\$100,573	\$17,421	\$117,994	\$100,573	\$17,421	\$117,994	\$371,836
FRINGE BENEFIT RATE	36.0%											
EMPLOYEE FRINGE BENEFITS	\$ 1,036,142				\$48,904	\$36,206	\$6,272	\$42,478	\$36,206	\$6,272	\$42,478	\$133,860
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 3,914,314				\$184,752	\$136,779	\$23,693	\$160,472	\$136,779	\$23,693	\$160,472	\$505,696
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 7,828,628				\$466,221	\$420,097	\$72,770	\$492,867	\$420,097	\$72,770	\$492,867	\$1,451,955

Operating Expense Detail

Annual #Meals Contracted: Term:	240,525 7/1/17 to 6/30/18	237,843 7/1/18 to 6/30/19	41,200 Modification	\$279,043 Revised	237,843 7/1/19 to 6/30/20	41,200 Modification	\$279,043 Revised	\$798,611 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 per meal \$ -								
Cong Food Svc Supplies per meal \$ -								
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal \$ 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 per meal \$ -								
Cong Food Svc Supplies per meal \$ -								
HDM Food Svc Supplies per meal \$ -								
Catered Meals per meal								
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	\$89,555
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								

**City and County of San Francisco
Business Associate Agreement**

This Business Associate Agreement (“BAA”) supplements and is made a part of the agreement by and between the City and County of San Francisco, the Covered Entity (“CE”), and Meals on Wheels of San Francisco (“Contractor”), the Business Associate (“BA”), dated July 1, 2017 (“Agreement”). To the extent that the terms of the Agreement are inconsistent with the terms of this BAA, the terms of this BAA shall control.

RECITALS

A. CE, by and through the Department of Aging and Adult Services (DAAS), wishes to disclose certain information to BA pursuant to the terms of the Agreement, some of which may constitute Protected Health Information (“PHI”) (defined below).

B. For purposes of the Agreement and this BAA, CE requires Contractor, even if Contractor is also a covered entity under HIPAA, to comply with the terms and conditions of this BAA as a BA of CE.

C. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).

D. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into an agreement containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this BAA.

E. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this BAA to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the corresponding Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

1. Definitions.

a. **Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such

information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

b. Breach Notification Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Part 164, Subpart D.

c. Business Associate is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, but other than in the capacity of a member of the workforce of such covered entity or arrangement, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

d. Covered Entity means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

e. Data Aggregation means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

f. Designated Record Set means a group of records maintained by or for a CE, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

g. Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this BAA, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.

h. Electronic Health Record means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

i. Health Care Operations shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

j. Privacy Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

k. Protected Health Information or PHI means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past,

present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this BAA, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.

l. Protected Information shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.

m. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.

n. Security Rule shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

o. Unsecured PHI means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

2. Obligations of Business Associate.

a. User Training. The BA shall provide, and shall ensure that BA subcontractors provide, training on PHI privacy and security, including HIPAA and HITECH and its regulations, to each employee or agent that will access, use or disclose Protected Information, upon hire and/or prior to accessing, using or disclosing Protected Information for the first time, and at least annually thereafter during the term of the Agreement. BA shall maintain, and shall ensure that BA subcontractors maintain, records indicating the name of each employee or agent and date on which the PHI privacy and security trainings were completed. BA shall retain, and ensure that BA subcontractors retain, such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.

b. Permitted Uses. BA may use, access, and/or disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2). and 164.504(e)(4)(i)].

c. Permitted Disclosures. BA shall disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2 (n) of this BAA, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].

d. Prohibited Uses and Disclosures. BA shall not use or disclose Protected Information other than as permitted or required by the Agreement and BAA, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Information solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Agreement.

e. Appropriate Safeguards. BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Agreement or this BAA, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).

f. Business Associate's Subcontractors and Agents. BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.f. above with respect

to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.

g. Accounting of Disclosures. Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.

h. Access to Protected Information. BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.

i. Amendment of Protected Information. Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

j. Governmental Access to Records. BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the

Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

k. Minimum Necessary. BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary" to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.

l. Data Ownership. BA acknowledges that BA has no ownership rights with respect to the Protected Information.

m. Notification of Breach. BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the BAA; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]

Notifications to CE shall be made to;

San Francisco Human Services Agency

Privacy Office: HSAPrivacyOffice@sfgov.org

Information Security Office: HSA.IT.Information.Security@sfgov.org

n. Breach Pattern or Practice by Business Associate's Subcontractors and Agents. Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Agreement or this BAA, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a

subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

3. Termination.

a. Material Breach. A breach by BA of any provision of this BAA, as determined by CE, shall constitute a material breach of the Agreement and this BAA and shall provide grounds for immediate termination of the Agreement and this BAA, any provision in the Agreement to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii).]

b. Judicial or Administrative Proceedings. CE may terminate the Agreement and this BAA, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

c. Effect of Termination. Upon termination of the Agreement and this BAA for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this BAA to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.

d. Civil and Criminal Penalties. BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).

e. Disclaimer. CE makes no warranty or representation that compliance by BA with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

4. Amendment to Comply with Law.

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected

Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the updated standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Agreement upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement or this BAA when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

5. Reimbursement for Fines or Penalties.

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days from City's written notice to BA of such fines, penalties or damages.

CITY AND COUNTY OF SAN FRANCISCO

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

Meals on Wheels of San Francisco

THIS GRANT AGREEMENT (this "Agreement") is made this 1st day of July, 2017, in the City and County of San Francisco, State of California, by and between **Meals on Wheels of San Francisco, 1375 Fairfax Avenue, San Francisco, CA 94124** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the Agency (as hereinafter defined),

WITNESSETH:

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined), for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows:

To provide Elderly Nutrition Program (ENP) Home-Delivered Meals, Emergency Home-Delivered Meals and Adults with Disabilities (AWD) Home-Delivered Meals; and

WHEREAS, the Grant is funded with Federal dollars, CFDA #93.778, 93.045, and 93.053; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein:

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto agree as follows:

**ARTICLE 1
DEFINITIONS**

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) "ADA" shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) "Agency" shall mean Human Services Agency or Department of Human Services

(c) "Application Documents" shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

(d) **"Budget"** shall mean either the budget attached hereto as part of Appendix B, B1, B2 and B3, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.

(e) **"Charter"** shall mean the Charter of City.

(f) **"Controller"** shall mean the Controller of City.

(g) **"Eligible Expenses"** shall have the meaning set forth in Appendix A, A1 and A2.

(h) **"Event of Default"** shall have the meaning set forth in Section 11.1.

(i) **"Fiscal Quarter"** shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.

(j) **"Fiscal Year"** shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.

(k) **"Funding Request"** shall have the meaning set forth in Section 5.3(a).

(l) **"Grant Funds"** shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

(m) **"Grant Plan"** shall have the meaning set forth in Appendices A, A1, A2, B, B1, B2 and, B3.

shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; provided, however, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.

(n) **"HRC"** shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean **"CMD"** or the Contract Monitoring Division of the City.

(o) **"Indemnified Parties"** shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.

(p) **"Losses"** shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(q) **"Publication"** shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

(r) **"Contractor"** shall mean "Grantee" as certain City Contracting requirements also apply to Grants of the City of San Francisco.

1.2 Additional Terms. The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Agency. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor" "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," herein or "hereto" refer to this Agreement as a whole.

ARTICLE 2

APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller; Guaranteed Maximum Costs. No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

2.3 Automatic Termination for Nonappropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any

Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

ARTICLE 3 TERM

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Agency has notified Grantee thereof in writing.

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) July 1, 2017 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on) June 30, 2020.

Grant term can be extended at the sole discretion of the Agency for an additional one year, subject to the performance of the contractor and the availability of funding.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

4.1 Implementation of Grant Plan; Cooperation with Monitoring. Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

4.2 Grantee's Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

4.3 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

4.4 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

(e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

**ARTICLE 5
USE AND DISBURSEMENT OF GRANT FUNDS**

5.1 Maximum Amount of Grant funds.

The amount of the Grant Funds disbursed hereunder shall not exceed Nineteen Million, Six Hundred Thirty Seven Thousand, Thirty Four Dollars (\$19,637,034) 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 One Million, Nine Hundred Sixty Three Thousand, Seven Hundred Three Dollars (\$1,963,703) 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 One Million, Six Hundred Thousand, Seven Hundred Thirty Seven Dollars (\$21,600,737) for the period from July 1, 2017 to June 30, 2020 (Y1-Y3).

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. 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 and procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

5.4 State or Federal Funds:

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Grantee under this Agreement or any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Single Audit Requirements.** Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F. Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

(c) **Grant Terms.** The funding for this agreement is provided in full or in part by a Federal or State grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements may be found in Appendices X and Y. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in state or federal assistance programs. Grantee acknowledges that this certification of eligibility to receive state or federal funds is a material term of the Agreement.

ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS

6.1 Regular Reports. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

6.2 Organizational Documents. If requested by City, on or before the date of this Agreement, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

6.3 Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

6.4 Financial Statements. Within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified

by a reputable accounting firm as accurately presenting the financial position of Grantee, and in compliance with 2 CFR Part 200 Subpart F, as applicable.

6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

6.6 Inspection and Audit. Grantee shall make available to City, its employees and authorized representatives, and its Federal and State funders, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

6.7 Submitting False Claims; Monetary Penalties. Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

6.8 Ownership of Results. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

6.9 Works for Hire. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Article 6.

ARTICLE 7 TAXES

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3. Earned Income Credit (EIC) Forms. Reserved

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

8.1 Organization; Authorization. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other

document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof).

8.6 Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

8.7 Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

9.1 Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

9.2 Duty to Defend; Notice of Loss. Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON GRANT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as additional insured City and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

10.9 Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

10.10 Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of

reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to Comply with Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 16.

(d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

(h) **Failure to Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

11.2 Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

- (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
- (2) Not placing any further orders or subgrants for materials, services, equipment or other items.
- (3) Terminating all existing orders and subgrants.
- (4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.
- (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.
- (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
- (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:

- (1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.
- (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to,

anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Grantee under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Grantee's final invoice; (2) any claim which City may have against Grantee in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

11.3 Remedies Upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.4 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12
DISCLOSURE OF INFORMATION AND DOCUMENTS

12.1 Protection of Private Information.

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

b. **Protected Social Service and Personal Health Information.** Contractor, all subgrantees, and all agents and employees of Contractor and any subgrantee shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subgrantees or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

c. **Proprietary and Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

12.2 Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that grants, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking grants, shall be open to inspection immediately after a grant has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefit until and unless that person or organization is awarded the grant or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee

acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

13.1 No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

13.2 Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

13.3 Subcontracting. If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantees or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subcontractor shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

13.4 Grantee Retains Responsibility. Grantee shall in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14
INDEPENDENT CONTRACTOR STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent grantee and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 Direction. Any terms in this Agreement referring to direction or instruction from the Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15
NOTICES AND OTHER COMMUNICATIONS

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City:	Human Services Agency Office of Contract Management, G- 000 P.O. Box 7988 San Francisco, CA 94120-7988 Facsimile No. 415-557-5679
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If to Grantee:

MEALS ON WHEELS OF SAN FRANCISCO
1375 FAIRFAX AVENUE
SAN FRANCISCO, CA 94124
Attn: ASHLEY MCCUMBER
amccumber@mowsf.org

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

15.3 Change of Address. From time to time any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

ARTICLE 16 COMPLIANCE

16.1 Local Business Enterprise Utilization; Liquidated Damages. Reserved.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Grant Agreement.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration; Nondiscrimination in Grants and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6 Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs require that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations

and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:

- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

16.8. Requiring Minimum Compensation for Covered Employees

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance.

The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the grant, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

16.9 Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the grant must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Contractor acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the grant; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or grant; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

16.10 First Source Hiring Program.

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the

grant or property grant. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. **Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;

(3) That the Contractor's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the Contractor to comply with the grant provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the Contractor from the first source hiring process, as determined by the FSHA during its first investigation of a Contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the Contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a Contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the Contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a Contractor to comply with its first source referral contractual obligations.

(6) That the failure of Contractors to comply with this Chapter, except property Contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

16.11 Prohibition on Political Activity with City Funds. In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City grant for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee

from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Supervision of Minors. Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its grant with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

16.14 Public Access to Meetings and Records. If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. The Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.15 Consideration of Criminal History in Hiring and Employment Decisions.

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/fco. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall

apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

(c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

(e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

(f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

(g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

(h) Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

16.16 Food Service Waste Reduction Requirements. Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200)

liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.17 Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

16.18 Slavery Era Disclosure. Reserved

16.19 Compliance with Other Laws. Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

16.20 Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

16.21 Compliance with California Department on Aging. If grant is in excess of \$100,000 in California Department of Aging Funding, grantee is required to complete and submit of Standard Form LLL, "Disclosure Form to Report Lobbying", Form LLL to be found at:
<http://www.adp.ca.gov/NNA/files/Documents1X.doc>

Section 16.22 Additional Requirements for Federally-Funded Awards

- 1) The Grantee shall establish a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier as per 2 CFR Part 25.
- 2) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if the Grantee
 - a. Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procures a commercial sex act during the period of time that the award is in effect; or
 - c. Uses forced labor in the performance of the award or sub-awards under the award.

**ARTICLE 17
MISCELLANEOUS**

17.1 No Waiver. No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Agency of any covenant, term or condition contained herein shall not be construed

as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of the Agency who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

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

- Appendix A, Services to be Provided – Emergency HDM
- Appendix A1, Services to be Provided – ENP HDM
- Appendix A2, Services to be Provided – HDM AWD
- Appendix B, Budget – Emergency HDM
- Appendix B1, Budget – ENP HDM
- Appendix B2, Budget – ENP HDM Nutrition Compliance
- Appendix B3, 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 Requirements for Subrecipients

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of

Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 6.4	Financial Statements.	Article 12	Disclosure of Information and Documents
Section 6.5	Books and Records.		
Section 6.6	Inspection and Audit.	Section 13.4	Grantee Retains Responsibility.
Section 6.7	Submitting False Claims; Monetary Penalties	Section 14.3	Consequences of Recharacterization.
Section 6.8	Ownership of Results.	This Article 17	Miscellaneous
Article 7	Taxes		
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure. The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

Step 1 The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve

and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

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

CITY

HUMAN SERVICES AGENCY

By: 

Trent Rhorer
Executive Director
Human Services Agency

Date

8/24/17

GRANTEE:

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 16.3, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

MEALS ON WHEELS OF SAN FRANCISCO

By: 

DATE

Print Name: Ashley McCumber

Approved as to Form:

Dennis J. Herrera
City Attorney

Title: Executive Director

Address: 1375 Fairfax Avenue

City, State ZIP: San Francisco, CA 94124

Phone: 415-920-1111

Federal Tax ID #: 94-1741155

City Vendor Number: 12183

DUNS Number: 07-186-6057

By: 

Anne Pearson


Date

Deputy City Attorney 8/24/17

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

CITY

HUMAN SERVICES AGENCY

By: 

Trent Rhorer
Executive Director
Human Services Agency

Date


8/24/17

GRANTEE:

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 16.3, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

MEALS ON WHEELS OF SAN FRANCISCO

By: 

DATE

Print Name: Ashley McCumber

Approved as to Form:

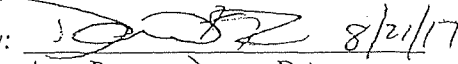
Dennis J. Herrera
City Attorney

Title: Executive Director

Address: 1375 Fairfax Avenue

City, State ZIP: San Francisco, CA 94124

Phone: 415-920-1111

By: 
Anne Pearson
Deputy City Attorney

Date

8/21/17

Federal Tax ID #: 94-1741155

City Vendor Number: 12183

DUNS Number: 07-186-6057

Appendix A2 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
Effective July 1, 2017-June 30, 2020

I. Purpose

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

II. Definitions-

Grantee	Meals on Wheels of San Francisco
ADL	Activities of Daily Living: the basic tasks of everyday life including eating, bathing, dressing, toileting, and transferring (i.e., getting in and out of a bed or chair).
AWD	Adults with Disabilities are adults age 18-59 with disability.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
DAAS	Department of 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.

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

Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result in no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	200% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<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 lesbian/gay/bisexual/transgender.

IV. Eligibility for Services

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

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

V. Services to be Provided

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

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	368	368	368	1,104
#Meals	172,777	172,777	172,777	518,331

- 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.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>
- 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 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:

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

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

Appendix A – Services to be Provided
Meals on Wheels of San Francisco

Emergency Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist frail homebound seniors and adults with disabilities with critical or emergency needs 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 (MOWSF)
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	Adult with Disability age 18 to 59
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
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	<p>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.</p> <p>Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>

Emergency Home-Delivered Meals

Emergency Home-delivered meals are provided to eligible homebound individuals with a critical or emergency need and approved by DAAS Integrated Intake staff to meet the emergency eligibility requirements. An individual may be homebound by reason of illness, incapacitating disability, isolation, and lack of support network and have no safe, healthy alternative for meals. Home-delivered meal service consists of the procurement, preparation, service and delivery of meals. Meals are provided within 2-5 days of referral.

Frail

A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

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.

HSA

Human Services Agency of the City and County of San Francisco

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.

Low-Income

At or below 200 % 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 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.

Nutrition Education

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 congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.

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.

Senior

An individual age 60 or above

SOGI

Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

Transitional Care

Short-term (4 to 6 weeks) Coaching and Care Coordination services focused on consumers discharged from an acute hospital

III. Target Population

The target population is residents of City and County of San Francisco, age 18 and above, with critical or emergency need and who are frail and homebound by reason of illness, disability, isolation, lack of support network, have no safe and healthy alternative for meals, and approved by DAAS Integrated Intake staff to qualify for Emergency HDM or Transitional Care (TC) home-delivered meals.

IV. Services to be Provided

- A. Provide home-delivered meal services, which include:
Provide Western -American-style meals as regular or modified, hot, chilled or frozen meals seven days a week, at 2-meals per consumer a day. The type of meal provided will be based on assessment of the consumer's needs. Service provision:
 - 1. Meal service shall be provided within 5 days from DAAS emergency meals referrals or within 48 hours from DAAS Transitional Care referrals.
 - 2. A total of 36,364 meals will be provided annually.
 - 3. Emergency meals will not exceed 60 days per participant.
- B. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most current California Retail Food Code (CRFC).
- C. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees all the safety and sanitation components of the program. A safety and sanitation monitoring must be conducted on site and documented at least quarterly at each production kitchen by a RD.
- D. 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.
- E. 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.
- F. For TC referrals from DAAS Intake staff to MOWSF, the following procedure will be followed:
 - a. DAAS Integrated Intake will provide the estimated date and time of the patient's discharge from a hospital. MOWSF will expedite delivery of two meals per day to the patient's home, at the earliest possible time after client returns home, or prior to his or her discharge, if someone is available at home to receive the home delivered meals. For referrals made by 12 noon, delivery will begin the next day. Service start date shall be within 48 hours after the estimated date and time of the patient's discharge from a hospital.

- b. Driver will ring doorbell/knock at the client's residence. If the client (or someone on their behalf) is home, the driver will give the meals directly to them. If the client is not at home, the meals will not be left and a delivery may be rescheduled. If the patient requests assistance, the driver will bring the meals inside and/or put the meals in the refrigerator or freezer (if applicable and per request). If the client (or someone on their behalf) does not answer the door, MOWSF will provide a courtesy call to the client. If the client does not answer the call, MOWSF will contact DAAS Integrated Intake staff to report outcome. DAAS Integrated Intake staff will provide a safety follow-up and determine if MOWSF will deliver the following day.
- G. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share relevant information with their staff and volunteers.
- H. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.
- I. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>

V. Outcome Objective

- A. Meals will be delivered to eligible clients within 2-5 days of referral.

VI. Monitoring Activities

- A. Emergency Home-Delivered Meal Program Monitoring: Program monitoring will include review of kitchen facility and home-delivered meal route in accordance with CRFC, maintenance of service unit logs, back up documentation for the units of service and all reporting, progress of service and outcome objectives, agency and organization policies and procedures relating to emergency home-delivered meal program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the Emergency Home-Delivered Meals 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.

VII. Reporting Requirements

- A. Grantee will enter into CA-GetCare service start date and all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.
- B. Grantee will provide a monthly report of number of meals served as described in Section IV – Services to be Provided. Grantee will include the CAGetCare Variance Report with the total number of meals provided in CARBON database by the 15th of the following month.

- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
 - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted into the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. 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.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, 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:

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

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

Appendix A1 – 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, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
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.

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

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	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, 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, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	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	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.

(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.

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 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.

Nutrition
Education

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 annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.

Nutrition
Screening

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.

OOA

Office on the Aging

Registered
Dietitian (RD) –
Registered
Dietitian
Nutritionist
(RDN)

Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9*).

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 lesbian/gay/bisexual/transgender.

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 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	3,200	3,200	3,200	9,600
#Meals	1,434,393	1,434,393	1,434,393	4,303,179

- 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.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>
- 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:

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

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

	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B, pg. 1 Document Date: 5/10/2017
2						
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco					Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod: No. of Mod: 7/1/17 to 6/30/20					
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-Emergency			TOTAL	Average cost/meal
9	Annual #Meals Contracted	36,364	36,364	36,364	109,092	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$37,243	\$37,243	\$37,243	\$111,729	\$1.02
13	Operating Expense	\$102,757	\$102,757	\$102,757	\$308,271	\$2.83
14	Subtotal	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$25,678	\$25,678	\$25,678	\$77,035	\$0.71
22	Operating Expense	\$52,904	\$52,904	\$52,904	\$158,713	\$1.45
23	Indirect Expense	\$17,964	\$17,964	\$17,964	\$53,891	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$96,546	\$96,546	\$96,546	\$289,639	\$2.66
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$236,546	\$236,546	\$236,546	\$709,639	\$6.50
28						
29	HSA-DAAS Revenues					
30	Meals	\$140,000	\$140,000	\$140,000	\$420,000	
31	Nutrition Compliance (if your agency is requesting funds)					
32						
33						
34						
35	TOTAL HSA-DAAS REVENUES	\$140,000	\$140,000	\$140,000	\$420,000	
36	PER MEAL COST, HSA-DAAS	\$3.85	\$3.85	\$3.85	\$3.85	
37	PER MEAL & COMPLIANCE COST	\$3.85	\$3.85	\$3.85	\$3.85	
38	Non-DAAS Revenues					
39	Project Income					
40	Agency Cash - Fundraising	\$77,665	\$77,665	\$77,665	\$232,996	\$2.14
41	Agency In-Kind Volunteer	\$18,881	\$18,881	\$18,881	\$56,644	\$0.52
42	Nutrition Compliance Revenues					
43						
44	TOTAL NON HSA-DAAS REVENUES	\$96,546	\$96,546	\$96,546	\$289,639	
45	PER MEAL COST, NON HSA-DAAS	\$2.66	\$2.66	\$2.66	\$2.66	
46	TOTAL REVENUES	\$236,546	\$236,546	\$236,546	\$709,639	
47	PER MEAL COST, TOTAL	\$6.50	\$6.50	\$6.50	\$6.50	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz Phone No.: 415-343-1270 Date: 5/10/17					
51	HSA-CO Review Signature: Date:					
52	HSA #1 Form Rev. 12/22/16					

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco								Appendix B, page 2	
2	Program Name:								Date: 5/10/17	
3	HDM-Emergency									
4										
5										
6										
7	Salaries & Benefits Detail								TOTAL	
8	H.S.A-DAAS	Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
10	Drivers	See Driver Tab				\$15,055	\$15,055	\$15,055	\$45,166	
11	Programs Mgr, Mark Liddle	\$70,380	100%	1%	1%	\$953	\$953	\$953	\$2,858	
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	1%	1%	\$1,041	\$1,041	\$1,041	\$3,122	
13	Wait List Mgr, Crystal Booth	\$61,118	100%	1%	1%	\$827	\$827	\$827	\$2,482	
14	Office Mgr, Harviann Brantley	\$56,030	100%	1%	1%	\$601	\$601	\$601	\$1,802	
15	Support Lead, Philip Duarte	\$43,231	100%	1%	1%	\$585	\$585	\$585	\$1,755	
16	Support Lead, Ivoga Suesue	\$56,594	100%	1%	1%	\$766	\$766	\$766	\$2,298	
17	Chief Prog Off, David Linnell	\$139,725	100%	1%	1%	\$1,699	\$1,699	\$1,699	\$5,098	
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	1%	1%	\$1,356	\$1,356	\$1,356	\$4,069	
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	1%	1%	\$652	\$652	\$652	\$1,957	
20	Maintenance, Derek Cook	\$43,748	100%	1%	1%	\$349	\$349	\$349	\$1,047	
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107	
22	Volunteer Mgr, TBD	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107	
23	Volunteer Director, Meredith Te	\$87,975	100%	1%	1%	\$995	\$995	\$995	\$2,985	
24	HR Manager, Ronald Ayotte	\$77,625	100%	1%	1%	\$472	\$472	\$472	\$1,416	
25	HR Associate, David C Smith	\$43,056	100%	1%	1%	\$262	\$262	\$262	\$785	
26	Communications Director, Karl	\$119,025	100%	0%	0%	\$241	\$241	\$241	\$724	
27	Digital Marketing Manager, Kate	\$61,926	100%	0%	0%	\$126	\$126	\$126	\$377	
28	CEO, Ashley McCumber	\$212,175	100%							
29	TOTALS	\$ 1,491,045	1800%	17%	17%	\$27,385	\$27,385	\$27,385	\$82,155	
30										
31	FRINGE BENEFIT RATE	36.0%								
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$9,858	\$9,858	\$9,858	\$29,574	
33										
34										
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,821				\$37,243	\$37,243	\$37,243	\$111,729	
36										
37										
38	Non - DAAS	Agency Totals		For DAAS Meal					TOTAL	
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
40	Drivers	See Driver Tab				\$10,380	\$10,380	\$10,380	\$31,141	
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	1%	1%	\$504	\$504	\$504	\$1,513	
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	1%	1%	\$551	\$551	\$551	\$1,653	
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	1%	1%	\$438	\$438	\$438	\$1,314	
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	1%	1%	\$318	\$318	\$318	\$954	
45	Support Lead, Philip Duarte	\$ 43,231	100%	1%	1%	\$310	\$310	\$310	\$929	
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	1%	1%	\$406	\$406	\$406	\$1,217	
47	Chief Prog Off, David Linnell	\$ 139,725	100%	1%	1%	\$900	\$900	\$900	\$2,699	
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	1%	1%	\$718	\$718	\$718	\$2,154	
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	0%	0%	\$345	\$345	\$345	\$1,036	
50	Maintenance, Derek Cook	\$ 43,748	100%	0%	0%	\$185	\$185	\$185	\$554	
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116	
52	Volunteer Mgr, TBD	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116	
53	Volunteer Director, Meredith Te	\$ 87,975	100%	1%	1%	\$527	\$527	\$527	\$1,581	
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	0%	0%	\$250	\$250	\$250	\$750	
55	HR Associate, David C Smith	\$ 43,056	100%	0%	0%	\$139	\$139	\$139	\$416	

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	0%	0%		\$128	\$128	\$128	\$383
57	Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%		\$66	\$66	\$66	\$199
58	CEO, Ashley McCumber	\$ 212,175	100%	1%	1%		\$1,973	\$1,973	\$1,973	\$5,920
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	10%	10%		\$18,881	\$18,881	\$18,881	\$56,644
60										
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$6,797	\$6,797	\$6,797	\$20,392
63										
64										
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$25,678	\$25,678	\$25,678	\$77,035
66										
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,643					\$62,922	\$62,922	\$62,922	\$188,765
68	HSA #2									

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	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B, page 3
2	Program Name:							Date: 5/10/17
3	HDM-Emergency							
4	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	36,364	36,364	36,364	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal	\$ -					
15	Cong Food Svc Supplies	per meal	\$ -					
16	HDM Food Svc Supplies	per meal	\$ -					
17	Catered Meals	per meal	\$ 2.93	\$102,757	\$102,757	\$102,757	\$308,271	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE			\$102,757	\$102,757	\$102,757	\$308,271	
35	Non-DAAS			TOTAL				
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$757	\$757	\$757	\$2,271		
39	Office Supplies, Postage		\$569	\$569	\$569	\$1,707		
40	Building Maintenance Supplies and Repair		\$1,088	\$1,088	\$1,088	\$3,264		
41	FOOD COSTS							
42	Raw Food	per meal	\$ -					
43	Cong Food Svc Supplies	per meal	\$ -					
44	HDM Food Svc Supplies	per meal	\$ -					
45	Catered Meals	per meal	\$ 2.93	\$3,826	\$3,826	\$3,826	\$11,479	
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$831	\$831	\$831	\$2,493		
51	Staff Training & Travel		\$624	\$624	\$624	\$1,872		
52	Rental of Equipment							
53	Small equipment & Supplies		\$420	\$420	\$420	\$1,260		
54	Delivery Cost		\$6,334	\$6,334	\$6,334	\$19,002		
55	Kitchen Costs		\$3,295	\$3,295	\$3,295	\$9,885		
56	Fees, dues, advertising		\$445	\$445	\$445	\$1,335		
57	Outside Services		\$1,533	\$1,533	\$1,533	\$4,599		
58	Grant, Volunteer and Client Costs		\$4,022	\$4,022	\$4,022	\$12,066		
59	Other Operating		\$1,365	\$1,365	\$1,365	\$4,095		

	A	B	C	D	E	F	G	H
60	Fundraising				\$27,795	\$27,795	\$27,795	\$83,385
62	TOTAL Non-DAAS OPERATING EXPENSE				\$52,904	\$ 52,904.48	\$52,904	\$158,713
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$155,661	\$155,661	\$155,661	\$466,984
69	HSA #3	Form Rev. 12/22/16						

	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B1, pg. 1 Document Date: 5/10/2017
2						
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco					Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod: No. of Mod: 7/1/17 to 6/30/20					
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-ENP			TOTAL	Average cost/meal
9	Annual #Meals Contracted	1,434,393	1,434,393	1,434,393	4,303,179	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089	\$0.94
13	Operating Expense	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	\$2.58
14	Subtotal	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765	\$0.79
22	Operating Expense	\$2,389,987	\$2,389,987	\$2,389,987	\$7,169,960	\$1.67
23	Indirect Expense	\$709,746	\$709,746	\$709,746	\$2,129,239	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$4,231,655	\$4,231,655	\$4,231,655	\$12,694,964	\$2.95
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$9,280,719	\$9,280,719	\$9,280,719	\$27,842,156	\$6.47
28						
29	HSA-DAAS Revenues					
30	Meals, Local Funds	\$3,126,078	\$3,126,078	\$3,126,078	\$9,378,234	
31	Meals: Federal funds	\$1,669,807	\$1,669,807	\$1,669,807	\$5,009,421	
32	Meals: State funds	\$253,179	\$253,179	\$253,179	\$759,537	
33						
34	Nutrition Compliance (if your agency is r	\$584,300	\$584,300	\$584,300	\$1,752,900	
35	TOTAL HSA-DAAS REVENUES	\$5,633,364	\$5,633,364	\$5,633,364	\$16,900,092	
36	PER MEAL COST, HSA-DAAS	\$2.76	\$2.76	\$2.76	\$2.76	
37	PER MEAL & COMPLIANCE COST	\$3.93	\$3.93	\$3.93	\$3.93	
38	Non-DAAS Revenues					
39	Project Income	222,000	222,000	222,000	\$666,000	\$0.15
40	Agency Cash - Fundraising	\$5,100,345	\$5,100,345	\$5,100,345	\$15,301,036	\$3.56
41	Agency In-Kind Volunteer	\$832,295	\$832,295	\$832,295	\$2,496,886	\$0.58
42	Nutrition Compliance Revenues	\$1,223,178	\$1,223,178	\$1,223,178	\$3,669,534	
43						
44	TOTAL NON HSA-DAAS REVENUES	\$7,377,819	\$7,377,819	\$7,377,819	\$22,133,456	
45	PER MEAL COST, NON-HSA-DAAS	\$5.14	\$5.14	\$5.14	\$5.14	
46	TOTAL REVENUES	\$13,011,184	\$13,011,184	\$13,011,184	\$39,033,548	
47	PER MEAL COST, TOTAL	\$9.07	\$9.07	\$9.07	\$9.07	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270			Date: 5/10/17	
51	HSA-CO Review Signature:				Date:	
52	HSA #1	Form Rev. 12/22/16				

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco								Appendix B1, page 2	
2	Program Name:								Date: 5/10/17	
3	HDM-ENP									
4										
5										
6										
7	Salaries & Benefits Detail								TOTAL	
8	H.S.A-DAAS									
		Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
10	Drivers	See Driver Tab				\$545,857	\$545,857	\$545,857	\$1,637,570	
11	Programs Mgr, Mark Liddle	\$70,380	100%	49%	49%	\$34,542	\$34,542	\$34,542	\$103,627	
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	49%	\$37,736	\$37,736	\$37,736	\$113,209	
13	Wait List Mgr, Crystal Booth	\$61,118	100%	49%	49%	\$29,997	\$29,997	\$29,997	\$89,990	
14	Office Mgr, Harviann Brantley	\$56,030	100%	39%	39%	\$21,724	\$21,724	\$21,724	\$65,172	
15	Support Lead, Philip Duarte	\$43,231	100%	49%	49%	\$21,218	\$21,218	\$21,218	\$63,653	
16	Support Lead, Ivoga Suesue	\$56,594	100%	49%	49%	\$27,776	\$27,776	\$27,776	\$83,329	
17	Chief Prog Off, David Linnell	\$139,725	100%	44%	44%	\$61,716	\$61,716	\$61,716	\$185,147	
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	36%	\$49,245	\$49,245	\$49,245	\$147,734	
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	29%	29%	\$23,677	\$23,677	\$23,677	\$71,031	
20	Maintenance, Derek Cook	\$43,748	100%	29%	29%	\$12,668	\$12,668	\$12,668	\$38,005	
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197	
22	Volunteer Mgr, TBD	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197	
23	Volunteer Director, Meredith Te	\$87,975	100%	41%	41%	\$35,982	\$35,982	\$35,982	\$107,945	
24	HR Manager, Ronald Ayotte	\$77,625	100%	22%	22%	\$17,146	\$17,146	\$17,146	\$51,437	
25	HR Associate, David C Smith	\$43,056	100%	22%	22%	\$9,510	\$9,510	\$9,510	\$28,530	
26	Communications Director, Karl	\$119,025	100%	7%	7%	\$8,763	\$8,763	\$8,763	\$26,290	
27	Digital Marketing Manager, Kate	\$61,926	100%	7%	7%	\$4,559	\$4,559	\$4,559	\$13,678	
28	CEO, Ashley McCumber	\$212,175	100%							
29	TOTALS	\$ 1,491,045	1800%	604%	604%	\$992,914	\$992,914	\$992,914	\$2,978,742	
30										
31	FRINGE BENEFIT RATE	36.0%								
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$357,449	\$357,449	\$357,449	\$1,072,347	
33										
34										
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822				\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089	
36										
37										
38	Non - DAAS								TOTAL	
		Agency Totals		For DAAS Meal						
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
40	Drivers	See Driver Tab				\$457,556	\$457,556	\$457,556	\$1,372,669	
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	33%	33%	\$22,930	\$22,930	\$22,930	\$68,790	
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	33%	33%	\$25,050	\$25,050	\$25,050	\$75,150	
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	33%	33%	\$19,912	\$19,912	\$19,912	\$59,737	
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	26%	26%	\$14,421	\$14,421	\$14,421	\$43,262	
45	Support Lead, Philip Duarte	\$ 43,231	100%	33%	33%	\$14,085	\$14,085	\$14,085	\$42,254	
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	33%	33%	\$18,438	\$18,438	\$18,438	\$55,315	
47	Chief Prog Off, David Linnell	\$ 139,725	100%	29%	29%	\$40,968	\$40,968	\$40,968	\$122,904	
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	24%	24%	\$32,689	\$32,689	\$32,689	\$98,068	
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	19%	19%	\$15,717	\$15,717	\$15,717	\$47,152	
50	Maintenance, Derek Cook	\$ 43,748	100%	19%	19%	\$8,410	\$8,410	\$8,410	\$25,229	
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581	
52	Volunteer Mgr, TBD	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581	
53	Volunteer Director, Meredith Te	\$ 87,975	100%	27%	27%	\$23,885	\$23,885	\$23,885	\$71,656	
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	15%	15%	\$11,382	\$11,382	\$11,382	\$34,145	
55	HR Associate, David C Smith	\$ 43,056	100%	15%	15%	\$6,313	\$6,313	\$6,313	\$18,939	

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	5%	5%		\$5,817	\$5,817	\$5,817	\$17,452
57	Digital Marketing Manager, Kate	\$ 61,926	100%	5%	5%		\$3,027	\$3,027	\$3,027	\$9,080
58	CEO, Ashley McCumber	\$ 212,175	100%	37%	37%		\$77,974	\$77,974	\$77,974	\$233,923
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	438%	438%		\$832,295	\$832,295	\$832,295	\$2,496,886
60										
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$299,626	\$299,626	\$299,626	\$898,879
63										
64										
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765
66										
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644					\$2,482,284	\$2,482,284	\$2,482,284	\$7,446,854
68	HSA #2	Form Rev. 12/22/16								

HDM-ENP									Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budget %	Non DAAS %	
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp								
Birch	Stephanie	2,080	1.00	Driver	\$32,197				100%	81.7%	81.7%	44.4%	54.4%	45.6%	
Chen	Daniel	2,080	1.00	Driver	\$53,263				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Fleming	James	1,248	1.00	Driver	\$32,601				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Gardner	Preston	2,080	1.00	Driver	\$35,083				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Gomez	Francisco	2,080	1.00	Driver	\$37,007				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Harrington	Gerald	2,080	1.00	Driver	\$35,731				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Hernandez	Waskar	2,080	1.00	Driver	\$32,855				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Huang	Xing	2,080	1.00	Driver	\$35,896				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Ishida	Philip	2,080	1.00	Driver	\$34,211				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Kelley	Sheila	2,080	1.00	Driver	\$33,853				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Kwong	Raymond	2,080	1.00	Driver	\$37,489				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Lee	Karmari	2,080	1.00	Driver	\$38,598				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Letuane	Fou	2,080	1.00	Driver	\$31,286				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Maher	Antoinette	2,080	1.00	Driver	\$46,351				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Maldonado	Michael	2,080	1.00	Driver	\$38,250				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Mejia	Fellipe Ernest	2,080	1.00	Driver	\$34,918				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Pomele	Alafale	2,080	1.00	Driver	\$46,769				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Price	Bianca	2,080	1.00	Driver	\$35,235				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Sandoval	Adrian	2,080	1.00	Driver	\$36,952				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Sefo	Viena	2,080	1.00	Driver	\$49,226				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Torres	Martha	2,080	1.00	Driver	\$37,620				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Torres	Rigoberto	2,080	1.00	Driver	\$43,731				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Vega	Rene	1,664	1.00	Driver	\$37,041				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Yee	Roland	2,080	1.00	Driver	\$46,340				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Zitsman	Mark	2,080	1.00	Driver	\$37,439				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
New in 17/18		2,080	1.00	Driver	\$38,399				100%	81.7%	81.7%	44.4%	54.4%	37.2%	
Total Original Approved Budget			32.00		\$1,228,768								\$545,957	\$457,558	\$1,003,413

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B1, page
2	Program Name:							Date: 5/10/17
3	HDM-ENP							
4								
5								
6	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	1,434,393	1,434,393	1,434,393	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal	\$ -					
15	Cong Food Svc Supplies	per meal	\$ -					
16	HDM Food Svc Supplies	per meal	\$ -					
17	Catered Meals	per meal	\$ 2.93	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE			\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	
35	Non-DAAS							TOTAL
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$29,853	\$29,853	\$29,853	\$89,559		
39	Office Supplies, Postage		\$22,438	\$22,438	\$22,438	\$67,314		
40	Building Maintenance Supplies and Repair		\$42,926	\$42,926	\$42,926	\$128,778		
41	FOOD COSTS							
42	Raw Food	per meal	\$ -					
43	Cong Food Svc Supplies	per meal	\$ -					
44	HDM Food Svc Supplies	per meal	\$ -					
45	Catered Meals	per meal	\$ 2.93	\$505,512	\$505,512	\$505,512	\$1,516,535	
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$32,780	\$32,780	\$32,780	\$98,340		
51	Staff Training & Travel		\$24,633	\$24,633	\$24,633	\$73,899		
52	Rental of Equipment							
53	Small equipment & Supplies		\$16,585	\$16,585	\$16,585	\$49,755		
54	Delivery Cost		\$249,843	\$249,843	\$249,843	\$749,529		
55	Kitchen Costs		\$129,990	\$129,990	\$129,990	\$389,970		
56	Fees, dues, advertising		\$17,560	\$17,560	\$17,560	\$52,680		
57	Outside Services		\$60,486	\$60,486	\$60,486	\$181,458		
58	Grant, Volunteer and Client Costs		\$158,661	\$158,661	\$158,661	\$475,983		
59	Other Operating		\$52,241	\$52,241	\$52,241	\$156,723		

	A	B	C	D	E	F	G	H
60	Fundraising				\$1,046,479	\$1,046,479	\$1,046,479	\$3,139,437
62	TOTAL Non-DAAS OPERATING EXPENSE				\$2,389,987	\$ 2,389,986.62	\$2,389,987	\$7,169,960
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$6,088,688	\$6,088,688	\$6,088,688	\$18,266,063
69	HSA #3							

Form Rev. 12/22/16

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B2, Page 1										
2	Document Date: 5/10/17										
3	HUMAN SERVICES AGENCY BUDGET SUMMARY										
4	BY PROGRAM										
5	Contractor Name:				Term						
6	Meals on Wheels San Francisco				July 1, 2017 to June 30, 2020						
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>										
8	If modification, Effective Date of Mod. No. of Mod.										
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate										
10	Budget Reference Page No.(s)	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Year 2	H.S.A.-DAAS	Non-HSA-DAAS	Year 3	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11	Program Term	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
12	Expenditures										
13	Nutrition Education										
14	Salaries & Benefits	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
15	Operating Expense										
16	Subtotal Direct	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
17	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
18	Indirect Expense	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$4,612
19	Total Nutrition Education	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$50,984
20	Nutrition Counseling										
21	Salaries & Benefits	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
22	Operating Expense	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
23	Subtotal Direct	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$581,546
24	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
25	Indirect Expense	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$57,842
26	Total Nutrition Counseling	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$639,389
27	HACCP Kitchen Monitoring										
28	Salaries & Benefits	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
29	Operating Expense										
30	Subtotal Direct	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
31	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
32	Indirect Expense	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$18,449
33	Total HACCP Kitchen Monitoring	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$203,935
34	Site/Route Monitoring										
35	Salaries & Benefits	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
36	Operating Expense										
37	Subtotal Direct	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
38	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
39	Indirect Expense	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$4,612
40	Total Site/Route Monitoring	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$50,984
41	Menu Planning										
42	Salaries & Benefits	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
43	Operating Expense										
44	Subtotal Direct	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
45	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
46	Indirect Expense	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$18,449
47	Total Menu Planning	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$203,935
48	HDM Assessments										
49	Salaries & Benefits	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
50	Operating Expense	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$510,348
51	Subtotal Direct	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$3,570,111
52	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
53	Indirect Expense	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$355,087
54	Total HDM Assessments	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$3,925,197
55	Other Nutrition Compliance										
56	Salaries & Benefits										
57	Operating Expense										
58	Subtotal Direct										
59	Indirect Percentage										
60	Indirect Expense										
61	Total Other Nutrition Compliance										
62	GRAND Total Expenditures	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$5,074,424
63	HSA Revenues	\$584,300			\$584,300			\$584,300			\$1,752,900
64											
65											
66	TOTAL HSA REVENUES	\$584,300			\$584,300			\$584,300			\$1,752,900
67	Other Non-H.S.A.-DAAS Revenues	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
68											
69											
70											
71	TOTAL OTHER REVENUES	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
72	Full Time Equivalent (FTE)	16.40			16.40			16.40			
74	Prepared by:	Patrick Schmalz	Telephone No.: 415-343-1270							Date 5/10/17	
75	HSA-CO Review Signature:										
76	HSA #1										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4	Program: Nutrition Compliance for ENP, Indicate HDM or Congregate														
5	(Same as Line 9 on HSA #1)														
6															
7															
8	Nutrition Education Salaries & Benefits Detail														
9	TERM: July 1, 2017 to June 30, 2020														
10															
11															
12															
13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$14,223
14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$9,373
15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$9,355
16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$4	\$101	\$105	\$4	\$101	\$105	\$4	\$101	\$314
17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$2	\$49	\$51	\$2	\$49	\$51	\$2	\$49	\$153
18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
19	Facility Director	\$81,765	2%	5%	0%	\$61	\$2	\$59	\$61	\$2	\$59	\$61	\$2	\$59	\$184
20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$98
21	HR Manager	\$77,625	1%	5%	0%	\$22	\$1	\$21	\$22	\$1	\$21	\$22	\$1	\$21	\$65
22	Communications Director	\$119,025	1%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$100
23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$1	\$16	\$17	\$1	\$16	\$17	\$1	\$16	\$52
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$34,097
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$12,275
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
37	TOTAL SALARIES & BENEFITS for H.S.A. Program x3yrs	\$46,372													
38	HSA #2														

Document Date: 5/10/17

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Nutrition Counseling Salaries & Benefits Detail

TERM: July 1, 2017 to June 30, 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revenue
13	Director of Nutrition	\$94,823	100%	50%	50%	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$142,234
14	Registered Dietician	\$62,488	100%	50%	50%	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$93,732
15	Registered Dietician	\$62,369	100%	50%	50%	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$93,554
16	Chief Program Officer	\$139,725	2%	50%	1%	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$3,144
17	Chief Government Officer	\$135,585	1%	50%	0%	\$508	\$188	\$320	\$508	\$188	\$320	\$508	\$188	\$320	\$1,525
18	Chief Executive Officer	\$212,175	1%	50%	0%	\$594		\$594	\$594		\$594	\$594		\$594	\$1,782
19	Facility Director	\$81,765	2%	50%	1%	\$613	\$226	\$387	\$613	\$226	\$387	\$613	\$226	\$387	\$1,840
20	Maintenance Worker	\$43,748	2%	50%	1%	\$328	\$121	\$207	\$328	\$121	\$207	\$328	\$121	\$207	\$984
21	HR Manager	\$77,625	1%	50%	0%	\$217	\$80	\$137	\$217	\$80	\$137	\$217	\$80	\$137	\$652
22	Communications Director	\$119,025	1%	50%	0%	\$333	\$123	\$211	\$333	\$123	\$211	\$333	\$123	\$211	\$1,000
23	Digital Marketing Manager	\$61,926	1%	50%	0%	\$173	\$64	\$109	\$173	\$64	\$109	\$173	\$64	\$109	\$520
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	550%	154%	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$340,967
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$122,748
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
37	HSA #4														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Nutrition Counseling Operating Expense Detail

TERM:
July 1, 2017, to June 30, 2020

	Year 1 7/1/17-6/30/18	REVENUE Cost Allocation: Non-HSA- H.S.A-DAAS DAAS		Year 2 7/1/18-6/30/19	REVENUE Cost Allocation: Non-HSA- H.S.A-DAAS DAAS		Year 3 7/1/19-6/30/20	REVENUE Cost Allocation: Non-HSA- H.S.A-DAAS DAAS		TOTAL REVENUE 7/1/17-6/30/20
12 Expenditure Category										
13 Rental of Property										
14 Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$7,611
15 Office Supplies, Postage	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$5,721
16 Building Maintenance Supplies and Repair	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$10,944
17 Printing and Reproduction										
18 Insurance	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$8,358
19 Staff Training	\$643	\$131	\$512	\$643	\$131	\$512	\$643	\$131	\$512	\$1,929
20 Staff Travel	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$4,353
21 Small Equipment (under \$5,000/item)	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$4,227
22 Rental of Equipment										
23										
24 SUBCONTRACTORS Descriptive Title										
25 a										
26 b										
27 c										
28 d										
29 e										
30 OTHER										
31 Outside Services	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$15,420
32 Grant, Volunteer and Client Costs	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$40,452
33 Telephone	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$3,732
34 Fees, Dues, Advertising	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$4,476
35 Other Operating Costs	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$10,608
36										
37 TOTAL OPERATING EXPENSE	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
38 TOTAL OPERATING EXPENSE x3yrs	\$117,831									
39 HSA #5										

Document Date: 5/10/17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B2, Page 5														
2	Document Date: 5/10/17														
3															
4	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate														
5	(Same as Line 9 on HSA #1)														
6															
7	HACCP Kitchen Monitoring Salaries & Benefits Detail														
8	TERM														
9	July 1, 2017 to June 30, 2020														
10															
11															
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revenue
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$56,894
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$37,493
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$37,421
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$3	\$242	\$245	\$3	\$242	\$245	\$3	\$242	\$736
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	3.07	220%	61%	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$136,387
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$49,099
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486													
38	HSA #6														

Document Date: 5/10/17

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Site or Route Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

	POSITION TITLE	7/1/17 to 6/30/18				7/1/18 to 6/30/19				7/1/19 to 6/30/20				7/1/20 to 6/30/21	
		Agency Totals	For HSA Program	on HSA Program	REVENUE Cost Allocation	For HSA Program	on HSA Program	REVENUE Cost Allocation	For HSA Program	on HSA Program	REVENUE Cost Allocation	For HSA Program	on HSA Program	Total Revenue	
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjust ed FTE	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	
13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$14,223
14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$9,373
15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$9,355
16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$22	\$83	\$105	\$22	\$83	\$105	\$22	\$83	\$314
17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$11	\$40	\$51	\$11	\$40	\$51	\$11	\$40	\$153
18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
19	Facility Director	\$81,765	2%	5%	0%	\$61	\$13	\$48	\$61	\$13	\$48	\$61	\$13	\$48	\$184
20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$98
21	HR Manager	\$77,825	1%	5%	0%	\$22	\$5	\$17	\$22	\$5	\$17	\$22	\$5	\$17	\$65
22	Communications Director	\$119,025	1%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$100
23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$4	\$13	\$17	\$4	\$13	\$17	\$4	\$13	\$52
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$34,097
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$12,275
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$46,372													
38	HSA #8														

Document Date: 5/10/17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1																Appendix B2, Page 7 Document Date: 5/10/17
2																
3																
4	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate															
5	(Same as Line 9 on HSA #1)															
6																
7	Menu Planning Salaries & Benefits Detail															
8	TERM															
9	July 1, 2017 to June 30, 2020															
10																
11																
12	POSITION TITLE	Agency Totals	For HSA Program	For HSA Program	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue	
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$56,894	
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$37,493	
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$37,421	
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258	
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610	
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713	
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$4	\$241	\$245	\$4	\$241	\$245	\$4	\$241	\$736	
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394	
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261	
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400	
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208	
24																
25																
26																
27																
28																
29																
30	TOTALS	\$1,091,254	307%	220%	61%	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$136,387	
31																
32	FRINGE BENEFIT RATE	36%														
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$49,099	
34																
35																
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486	
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486														
38	HSA #10														Document Date: 5/10/17	

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

TERM:
July 1, 2017 to June 30, 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
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7															
8															
9															
10															
11		Agency Totals	For HSA Program	For HSA Program	For HSA Program	REVENUE Cost Allocation	For HSA Program	REVENUE Cost Allocation	For HSA Program	REVENUE Cost Allocation	For HSA Program	REVENUE Cost Allocation	For HSA Program	REVENUE Cost Allocation	Total Revenue
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
13	Director of Social Workers	\$103,879	100%	100%	100%	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$311,638
14	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
15	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
16	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
17	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
18	Social Worker	\$54,377	100%	100%	100%	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$163,132
19	Social Worker	\$50,715	100%	100%	100%	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$152,145
20	Social Worker	\$51,750	100%	100%	100%	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$155,250
21	Social Worker	\$54,855	100%	100%	100%	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$164,566
22	Social Worker	\$67,275	100%	100%	100%	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$201,825
23	Social Worker	\$48,081	100%	100%	100%	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$144,244
24	Social Worker	\$29,867	100%	100%	100%	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$89,602
25	Social Worker	\$51,077	100%	100%	100%	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$153,232
26	Chief Program Officer	\$139,725	7%	100%	7%	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$27,246
27	Chief Government Officer	\$135,585	3%	100%	3%	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$13,220
28	Chief Executive Officer	\$212,175	2%	100%	2%	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	
29	Facility Director	\$81,765	7%	100%	7%	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	
30	Maintenance Worker	\$43,748	7%	100%	7%	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	
31	HR Manager	\$77,625	2%	100%	2%	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	
32	Communications Director	\$119,025	2%	100%	2%	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	
33	Digital Marketing Manager	\$61,926	2%	100%	2%	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$4,533
34															
35	TOTALS	\$1,588,382	1333%	2100%	1333%	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$2,249,825
36															
37	FRINGE BENEFIT RATE	36%													
38	EMPLOYEE FRINGE BENEFIT	\$571,818				\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$809,937
39															
40															
41	TOTAL SALARIES & BENEFIT	\$2,160,200				\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
42	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,059,763													
43	HSA #12														

Document Date: 5/10/17

HDM Assessment Operating Expense Detail

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
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	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B3, pg. 1 Document Date: 5/10/2017
2						
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco					Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod: No. of Mod:					7/1/17 to 6/30/20
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-AWD			TOTAL	Average cost/meal
9	Annual #Meals Contracted	172,777	172,777	172,777	518,331	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$201,717	\$201,717	\$201,717	\$605,151	\$1.17
13	Operating Expense	\$570,597	\$570,597	\$570,597	\$1,711,791	\$3.30
14	Subtotal	\$772,314	\$772,314	\$772,314	\$2,316,942	\$4.47
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$772,314	\$772,314	\$772,314	\$2,316,942	\$4.47
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$97,389	\$97,389	\$97,389	\$292,166	\$0.56
22	Operating Expense	\$189,945	\$189,945	\$189,945	\$569,835	\$1.10
23	Indirect Expense	\$85,523	\$85,523	\$85,523	\$256,568	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$372,856	\$372,856	\$372,856	\$1,118,569	\$2.16
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,145,170	\$1,145,170	\$1,145,170	\$3,435,510	\$6.63
28						
29	HSA-DAAS Revenues					
30	Meals	\$772,314	\$772,314	\$772,314	\$2,316,941	
31	Nutrition Compliance (if your agency is requesting funds)					
32						
33						
34						
35	TOTAL HSA-DAAS REVENUES	\$772,314	\$772,314	\$772,314	\$2,316,941	
36	PER MEAL COST, HSA-DAAS	\$4.47	\$4.47	\$4.47	\$4.47	
37	PER MEAL & COMPLIANCE COST	\$4.47	\$4.47	\$4.47	\$4.47	
38	Non-DAAS Revenues					
39	Project Income					
40	Agency Cash - Fundraising	\$301,247	\$301,247	\$301,247	\$903,741	\$1.74
41	Agency In-Kind Volunteer	\$71,609	\$71,609	\$71,609	\$214,828	\$0.41
42	Nutrition Compliance Revenues					
43						
44	TOTAL NON HSA-DAAS REVENUES	\$372,856	\$372,856	\$372,856	\$1,118,569	
45	PER MEAL COST, NON-HSA-DAAS	\$2.16	\$2.16	\$2.16	\$2.16	
46	TOTAL REVENUES	\$1,145,170	\$1,145,170	\$1,145,170	\$3,435,509	
47	PER MEAL COST, TOTAL	\$6.63	\$6.63	\$6.63	\$6.63	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz Phone No.: 415-343-1270 Date: 5/10/17					
51	HSA-CO Review Signature: Date:					
52	HSA #1 Form Rev. 12/22/16					

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco							Appendix B3, page 2		
2	Program Name:							Date: 5/10/17		
3	HDM-AWD									
4										
5										
6										
7										
8	H.S.A-DAAS							TOTAL		
	Agency Totals		For DAAS Nutrition				7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
9	POSITION TITLE and NAME									
10	Drivers	See Driver Tab					\$81,542	\$81,542	\$81,542	\$244,627
11	Programs Mgr, Mark Liddle	\$70,380	100%	7%	7%		\$5,160	\$5,160	\$5,160	\$15,481
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	7%	7%		\$5,637	\$5,637	\$5,637	\$16,912
13	Wait List Mgr, Crystal Booth	\$61,118	100%	7%	7%		\$4,481	\$4,481	\$4,481	\$13,444
14	Office Mgr, Harviann Brantley	\$56,030	100%	6%	6%		\$3,244	\$3,244	\$3,244	\$9,732
15	Support Lead, Philip Duarte	\$43,231	100%	7%	7%		\$3,170	\$3,170	\$3,170	\$9,509
16	Support Lead, Ivoga Suesue	\$56,594	100%	7%	7%		\$4,150	\$4,150	\$4,150	\$12,449
17	Chief Prog Off, David Linnell	\$139,725	100%	7%	7%		\$9,214	\$9,214	\$9,214	\$27,642
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	5%	5%		\$7,355	\$7,355	\$7,355	\$22,065
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	4%	4%		\$3,534	\$3,534	\$3,534	\$10,601
20	Maintenance, Derek Cook	\$43,748	100%	4%	4%		\$1,891	\$1,891	\$1,891	\$5,672
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	6%	6%		\$3,794	\$3,794	\$3,794	\$11,383
22	Volunteer Mgr, TBD	\$62,100	100%	6%	6%		\$3,794	\$3,794	\$3,794	\$11,383
23	Volunteer Director, Meredith Te	\$87,975	100%	6%	6%		\$5,375	\$5,375	\$5,375	\$16,126
24	HR Manager, Ronald Ayotte	\$77,625	100%	3%	3%		\$2,562	\$2,562	\$2,562	\$7,687
25	HR Associate, David C Smith	\$43,056	100%	3%	3%		\$1,421	\$1,421	\$1,421	\$4,264
26	Communications Director, Karl	\$119,025	100%	1%	1%		\$1,313	\$1,313	\$1,313	\$3,938
27	Digital Marketing Manager, Kate	\$61,926	100%	1%	1%		\$683	\$683	\$683	\$2,049
28	CEO, Ashley McCumber	\$212,175	100%							
29	TOTALS	\$ 1,491,045	1800%	90%	90%		\$148,321	\$148,321	\$148,321	\$444,963
30										
31	FRINGE BENEFIT RATE	36.0%								
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$53,396	\$53,396	\$53,396	\$160,188
33										
34										
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822					\$201,717	\$201,717	\$201,717	\$605,151
36										
37										
38	Non - DAAS		Agency Totals		For DAAS Meal					TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE			Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
39	POSITION TITLE and NAME									
40	Drivers	See Driver Tab					\$39,369	\$39,369	\$39,369	\$118,106
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%		\$1,765	\$1,765	\$1,765	\$5,295
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%		\$1,928	\$1,928	\$1,928	\$5,785
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%		\$1,533	\$1,533	\$1,533	\$4,598
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	2%	2%		\$1,110	\$1,110	\$1,110	\$3,329
45	Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%		\$1,084	\$1,084	\$1,084	\$3,253
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%		\$1,419	\$1,419	\$1,419	\$4,258
47	Chief Prog Off, David Linnell	\$ 139,725	100%	2%	2%		\$3,152	\$3,152	\$3,152	\$9,455
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%		\$2,516	\$2,516	\$2,516	\$7,547
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	1%	1%		\$1,209	\$1,209	\$1,209	\$3,626
50	Maintenance, Derek Cook	\$ 43,748	100%	1%	1%		\$647	\$647	\$647	\$1,940
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	2%	2%		\$1,298	\$1,298	\$1,298	\$3,894
52	Volunteer Mgr, TBD	\$ 62,100	100%	2%	2%		\$1,298	\$1,298	\$1,298	\$3,894
53	Volunteer Director, Meredith Te	\$ 87,975	100%	2%	2%		\$1,839	\$1,839	\$1,839	\$5,516
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%		\$876	\$876	\$876	\$2,629
55	HR Associate, David C Smith	\$ 43,056	100%	1%	1%		\$486	\$486	\$486	\$1,458

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	0%	0%		\$449	\$449	\$449	\$1,347
57	Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%		\$234	\$234	\$234	\$701
58	CEO, Ashley McCumber	\$ 212,175	100%	4%	4%		\$9,399	\$9,399	\$9,399	\$28,198
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	35%	35%		\$71,609	\$71,609	\$71,609	\$214,828
60										
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$25,779	\$25,779	\$25,779	\$77,338
63										
64										
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$97,389	\$97,389	\$97,389	\$292,166
66										
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644					\$299,105	\$299,105	\$299,105	\$897,317
68	HSA #2	Form Rev. 12/22/16								

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B3, page
2	Program Name:							Date: 5/10/17
3	HDM-AWD							
4	Operating Expense Detail							
5								
6								
7	H.S.A-DAAS	Annual #Meals Contracted:	172,777	172,777	172,777	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,596	\$3,596	\$3,596	\$10,788		
11	Office Supplies, Postage		\$2,703	\$2,703	\$2,703	\$8,109		
12	Building Maintenance Supplies and Repair		\$5,171	\$5,171	\$5,171	\$15,513		
13	FOOD COSTS							
14	Raw Food	per meal \$	-					
15	Cong Food Svc Supplies	per meal \$	-					
16	HDM Food Svc Supplies	per meal \$	-					
17	Catered Meals	per meal \$	2.93	\$506,410	\$506,410	\$506,410	\$1,519,230	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance		\$3,948	\$3,948	\$3,948	\$11,844		
23	Staff Training & Travel		\$2,967	\$2,967	\$2,967	\$8,901		
24	Rental of Equipment							
25	Small equipment & Supplies		\$1,998	\$1,998	\$1,998	\$5,994		
26	Delivery Cost		\$30,094	\$30,094	\$30,094	\$90,282		
27	Kitchen Costs		\$13,710	\$13,710	\$13,710	\$41,130		
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE		\$570,597	\$570,597	\$570,597	\$1,711,791		
35	Non-DAAS							TOTAL
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)							
39	Office Supplies, Postage							
40	Building Maintenance Supplies and Repair							
41	FOOD COSTS							
42	Raw Food	per meal \$	-					
43	Cong Food Svc Supplies	per meal \$	-					
44	HDM Food Svc Supplies	per meal \$	-					
45	Catered Meals	per meal \$	2.93					
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance							
51	Staff Training & Travel							
52	Rental of Equipment							
53	Small equipment & Supplies							
54	Delivery Cost							
55	Kitchen Costs		\$1,948	\$1,948	\$1,948	\$5,844		
56	Fees, dues, advertising		\$2,115	\$2,115	\$2,115	\$6,345		
57	Outside Services		\$7,286	\$7,286	\$7,286	\$21,858		
58	Grant, Volunteer and Client Costs		\$19,111	\$19,111	\$19,111	\$57,333		
59	Other Operating		\$6,155	\$6,155	\$6,155	\$18,465		

	A	B	C	D	E	F	G	H
60	Fundraising				\$153,330	\$153,330	\$153,330	\$459,990
62	TOTAL Non-DAAS OPERATING EXPENSE				\$189,945	\$ 189,945.00	\$189,945	\$569,835
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$760,542	\$760,542	\$760,542	\$2,281,626
69	HSA #3							

Form Rev. 12/22/16

Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSA within 15 days after the month of service to SFHSA's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSA via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: <http://www.sfgov.org/ach>
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
 - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
 - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 - C. Grantee shall notify SFHSA Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
 - A. The invoice supplied shall include the total dollar amount claimed for the month.
 - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant.
 - C. The invoice shall show by line item:
 1. Budgeted amount (per approved grant budget or modification)
 2. Expenses for invoice period
 3. Expenses year-to-date
 4. % of budget expended
 5. Remaining balance
 6. Adjustments, including advance payment recovery
 7. Program income when specified in the grant agreement.
 - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
 - E. With written approval from SFHSA Program/Contract Manager, Grantee may adjust items within the existing budget of the grant in accordance with SFHSA Office of Contract Management Policy for Budget Line Item Revisions.
 - F. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been

rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Medi-Cal, DHHS and DHHS

CFDA or other Identification #: 93.778 (Medi-Cal), 93.045 (DHHS) and 93.053 (DHHS)

1. _____
2. _____
3. _____
4. _____

- VI. Following SFHSA verification of submitted Invoice with required documentation of incurred expenses via CARBON, SFHSA will authorize payment within 10 business days after receipt of the invoice.
- VII. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSA, it will be submitted with the final report.
- VIII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

Once the grant is certified, the Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
 2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
 3. Final invoice from the preceding fiscal year must be received prior to advance distribution.
- IX. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.
- X. Timely and Complete Submission of Time Study- Failure to submit required time study by specified deadlines may result in withholding of grant payments.

Appendix D-Interests In Other City Grants

**Subgrantees must also list their interests in other City contracts

City Department or Commission	Date of Grant	Amount of Grant
SF Dept of Homelessness and Supportive Housing	9/1/17-6.30.20	\$3,942,000

Appendix E-Permitted Subcontractors

NONE

CFDA Listing for Contracts Appendix X

Updated: 1/18/2017 Still need to update Service categories

Subvention amount methodology:

Rounded FY1616 SEFA amounts

Except used FY1617 Allocations for 93,656, 93,645, and 93,674

Appendix F - Federal Award Information

CONTRACT MANAGERS: Filter for the Dept, Program, and Service. Go to Insert, Header & Footer to fill in the Appendix Letter. Print this Appendix. Also print out the appendices indicated in column D.

Dept	Fydg	Subrecipient or Subcontractor	Appendices to Include	Service	CFDA	CFDA Title	Other Name, if any	Federal awarding agency	Known (and anticipated) Federal Project Award Numbers and Award periods	Known Federal Award Date	Uniform Guidance Effective Date	Pass-Through Agency (from Federal to CCSS)	Known (and anticipated) Pass-Through Award Identifying Information and Award periods	Federal award amount Actual (and Anticipated) to CCSS	Research & Development Award P	Notes on discontinued lines
DAAS	00A	Subrecipient	X, Y1 Fed funding amt in App B (Commission)	ENP HDM Meals (Meals on Wheels)	93.045	Special Programs for the Aging - Title III, Part C - Nutrition Services		Department of Health and Human Services	15AACAT3HD for 10/1/2014 - 9/30/2015 16AACAT3HD for 10/1/2015 - 9/30/2016 17AACAT3HD for 10/1/2016 - 9/30/2017 18AACAT3HD for 10/1/2017 - 9/30/2018 19AACAT3HD for 10/1/2018 - 9/30/2019 20AACAT3HD for 10/1/2019 - 9/30/2020	10/22/2015 for period 10/1/2015 - 9/30/2016	7/1/2015	California Department of Aging	AP-1516-06 for 7/1/2015 - 6/30/2016 AP-1617-06 for 7/1/2016 - 6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020	\$318,137 for 7/1/2015 - 6/30/2016 \$575,389 for 7/1/2016 - 6/30/2017 Anticipating similar amount in future years	No	
DAAS	00A	Subrecipient	X, Y1 Fed funding amt in App B (Commission)	ENP HDM Meals (Meals on Wheels)	93.053	Nutrition Services Incentive Program		Department of Health and Human Services	15AACANSIP for 10/1/2014 - 9/30/2015 16AACANSIP for 10/1/2015 - 9/30/2016 17AACANSIP for 10/1/2016 - 9/30/2017 18AACANSIP for 10/1/2017 - 9/30/2018 19AACANSIP for 10/1/2018 - 9/30/2019 20AACANSIP for 10/1/2019 - 9/30/2020	10/28/2015 for period 10/1/2015 - 9/30/2016	7/1/2015	California Department of Aging	AP-1516-06 for 7/1/2015 - 6/30/2016 AP-1617-06 for 7/1/2016 - 6/30/2017 AP-1718-06 for 7/1/2017 - 6/30/2018 AP-1819-06 for 7/1/2018 - 6/30/2019 AP-1920-06 for 7/1/2019 - 6/30/2020	\$1,037,732 for 7/1/2015 - 6/30/2016 \$1,160,264 for 7/1/2016 - 6/30/2017 Anticipating similar amount in future years	No	
DAAS	00A	Subrecipient	X, Y1 Fed funding amt in App B (Commission)	Nutrition Compliance / Assessment	93.778	Medical Assistance Program	Medi-Cal	Department of Health and Human Services	Not available at this time	Not available at this time	Assumed to be 1/1/2015	California Department of Health Care Services	N/A: Annual subvention funding	Anticipating estimated \$68,000,000 annually	No	

* Federal award amounts are calculated per the following methodologies:

1) Grant awards: actual award amounts

2) Subvention funding (in order of preference): CY CDSS Fiscal Allocation letter, PY SEFA, PY SAQ. Note which used above in row 3.

Appendix G

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

I. Definitions

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

A. **City** means the City and County of San Francisco.

B. **Subaward** means an award provided by a pass-through entity (e.g. the City) to a **Subrecipient** for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.92). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient

- i. Has programmatic decision-making responsibility within the Scope of Services of the agreement
- ii. May determine client eligibility for the federal program
- iii. In accordance with its agreement, uses the Federal funds to carry out all or part of Federal a program, as opposed to providing goods or services to help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

C. **Third Party Subaward** means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. **Contract and/or Subcontract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.22). Characteristics of Subcontracts, as opposed to Subawards, include but are not limited that to a **Subcontractor**

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Contract
- ii. Does not determine client eligibility for the federal program
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.
- iv. See 2 CFR §200.330 for more guidance.

E. **Third Party Subcontract** means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes

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

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

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

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

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

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

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

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

- iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
- v. Comply with the established accounting policies and practices of the Subrecipient;
- vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.
- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii)).
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100% on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance *(applicable to all construction agreements awarded in excess of \$10,000 by grantees and their contractors or subgrantees; 2 CFR §200 Appendix II(c))*

Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*

Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3418) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance *(applicable to construction agreements in excess of \$2,000 awarded by grantees and subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(d))*

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

IX. Contract Work Hours and Safety Standards *(applicable to all agreements awarded by grantees and subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(e))*

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

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests *(2 CFR §200 Appendix II(f) and 2 CFR §200.315)*

- A. Title to intangible property (see 2 CFR §200.59 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 Equipment paragraph (e).
- B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."
- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal government to the City.

XI. Debarment and Suspension *(applicable to all contracts and subcontracts; 2 CFR §200 Appendix II(h))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any third party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR §180.220.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(i) and by inclusion, 45 CFR Part 93)*

- A. Subrecipient hereby certifies, to the best of his or her knowledge and belief, that

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

XIII. Single Audit Requirements

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

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

- A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail

to perform any act, or refuse to comply with any City requests that would cause City to be in violation of the Federal awarding agency's terms and conditions.

B. Further, all provisions of each Federal Awarding Agency's incorporation of the Uniform Guidance are also hereby incorporated as reference.

- i. US Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions)
- ii. US Department of Housing and Urban Development: (no exceptions or additions)
- iii. US Department of Education: (no exceptions).
- iv. US Department of Agriculture: 2 CFR Part 400

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

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

CITY AND COUNTY OF SAN FRANCISCO

FIRST 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 **October 4, 2017**, in San Francisco, California, by and between **Meals on Wheels of San Francisco, 1375 Fairfax Ave., 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 contract amount by \$645,171 for Home-Delivered Meals for Adults with Disabilities**, 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. 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 Nineteen Million, Six Hundred Thirty Seven Thousand, Thirty Four Dollars (\$19,637,034) 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 One Million, Nine Hundred Sixty Three Thousand, Seven Hundred Three Dollars (\$1,963,703) 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 One Million, Six Hundred Thousand, Seven Hundred Thirty Seven Dollars (\$21,600,737) 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 Million, Two Hundred Eighty Two Thousand, Two Hundred Five Dollars (\$20,282,205) for the period from July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.

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

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

- (b) **Appendix A.** Appendix A2, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety to include **Appendix A3**, pp. 1-7, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c) **Appendix B.** Appendix B3, Calculation of Charges, pp. 1-3 of the Agreement displays the original total amount of \$2,316,942.

Such section is hereby replaced in its entirety by **Appendix B4**, Calculation of Charges, pp.1-3, which displays the budget as herein modified \$2,962,113.

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

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

Appendix A, Services to be Provided – Emergency HDM
Appendix A1, Services to be Provided – ENP HDM
Appendix A3, Services to be Provided – HDM AWD *e A4*
Appendix B, Budget – Emergency HDM
Appendix B1, Budget – ENP HDM *e B5*
Appendix B2, Budget – ENP HDM Nutrition Compliance
Appendix B4, Budget – HDM AWD *e B6*
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees
Appendix F, Federal Award Information
Appendix G, Federal Requirements for Subrecipients

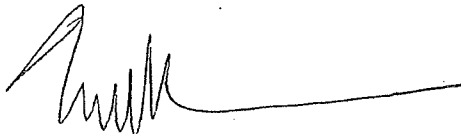
3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **July 1, 2017**

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

Recommended by:




Trent Rhorer
Executive Director
Human Services Agency

5/15/18

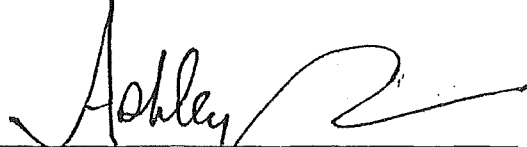
Approved as to Form:

By:


Anne Pearson
Deputy City Attorney

GRANTEE

**MEALS ON WHEELS OF SAN
FRANCISCO**



Print Name: Ashley McCumber
Title: CEO

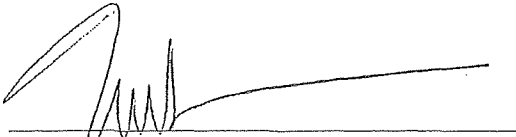
Address: 1375 Fairfax Avenue
City, State ZIP: San Francisco, CA 94124
Phone: (415) 920-1111

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

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

CITY

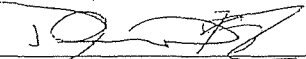
Recommended by:


Trent Rhorer
Executive Director
Human Services Agency

5/15/18

Approved as to Form:

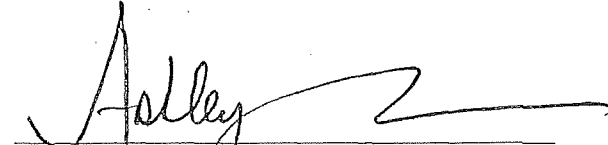
By:


Anne Pearson
Deputy City Attorney

David K. Ries

GRANTEE

**MEALS ON WHEELS OF SAN
FRANCISCO**


Print Name: Ashley McCumber
Title: CEO
Address: 1375 Fairfax Avenue
City, State ZIP: San Francisco, CA 94124
Phone: (415) 920-1111

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

Appendix A – Services to be Provided
Meals on Wheels of San Francisco

Emergency Home-Delivered Meals
Effective July 1, 2017-June 30, 2020

I. Purpose

The purpose of this grant is to assist frail homebound seniors and adults with disabilities with critical or emergency needs 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 (MOWSF)
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	Adult with Disability age 18 to 59
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
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	<p>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.</p> <p>Physical disability or mobile limitation includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. Chronic illness includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. Sensory disability includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. Mental disability includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. Cognitive disability includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>

Emergency Home-Delivered Meals

Emergency Home-delivered meals are provided to eligible homebound individuals with a critical or emergency need and approved by DAAS Integrated Intake staff to meet the emergency eligibility requirements. An individual may be homebound by reason of illness, incapacitating disability, isolation, and lack of support network and have no safe, healthy alternative for meals. Home-delivered meal service consists of the procurement, preparation, service and delivery of meals. Meals are provided within 2-5 days of referral.

Frail

A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.

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.

HSA

Human Services Agency of the City and County of San Francisco

IADL

Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone.

Low-Income

At or below 200 % 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 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.

Nutrition Education

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 congregate sites is defined as demonstrations, audiovisual presentations, lectures, or small group discussions. Nutrition education plan and services shall be approved by a Registered Dietitian. Dietetic students, interns, or technicians may provide nutrition education under the close supervision of a RD. Nutrition education services shall be based on the needs of the consumers as determined by annual consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. The nutrition education activities shall be provided on quarterly basis and documented.

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.

Senior

An individual age 60 or above

SOGI

Sexual Orientation and Gender Identity, a result of Ordinance No. 159-16 which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (Chapter 104, Sections 104.1 through 104.9).

Transitional Care

Short-term (4 to 6 weeks) Coaching and Care Coordination services focused on consumers discharged from an acute hospital

III. Target Population

The target population is residents of City and County of San Francisco, age 18 and above, with critical or emergency need and who are frail and homebound by reason of illness, disability, isolation, lack of support network, have no safe and healthy alternative for meals, and approved by DAAS Integrated Intake staff to qualify for Emergency HDM or Transitional Care (TC) home-delivered meals.

IV. Services to be Provided

- A. Provide home-delivered meal services, which include:
Provide Western -American-style meals as regular or modified, hot, chilled or frozen meals seven days a week, at 2-meals per consumer a day. The type of meal provided will be based on assessment of the consumer's needs. Service provision:
 - 1. Meal service shall be provided within 5 days from DAAS emergency meals referrals or within 48 hours from DAAS Transitional Care referrals.
 - 2. A total of 36,364 meals will be provided annually.
 - 3. Emergency meals will not exceed 60 days per participant.
- B. Ensure Central kitchen (or caterer kitchen) and the home-delivered meal routes meet the Standards described in the most current California Retail Food Code (CRFC).
- C. Ensure a Registered Dietitian or an individual with a valid food safety certification oversees all the safety and sanitation components of the program. A safety and sanitation monitoring must be conducted on site and documented at least quarterly at each production kitchen by a RD.
- D. 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.
- E. 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.
- F. For TC referrals from DAAS Intake staff to MOWSF, the following procedure will be followed:
 - a. DAAS Integrated Intake will provide the estimated date and time of the patient's discharge from a hospital. MOWSF will expedite delivery of two meals per day to the patient's home, at the earliest possible time after client returns home, or prior to his or her discharge, if someone is available at home to receive the home delivered meals. For referrals made by 12 noon, delivery will begin the next day. Service start date shall be within 48 hours after the estimated date and time of the patient's discharge from a hospital.

b. Driver will ring doorbell/knock at the client's residence. If the client (or someone on their behalf) is home, the driver will give the meals directly to them. If the client is not at home, the meals will not be left and a delivery may be rescheduled. If the patient requests assistance, the driver will bring the meals inside and/or put the meals in the refrigerator or freezer (if applicable and per request). If the client (or someone on their behalf) does not answer the door, MOWSF will provide a courtesy call to the client. If the client does not answer the call, MOWSF will contact DAAS Integrated Intake staff to report outcome. DAAS Integrated Intake staff will provide a safety follow-up and determine if MOWSF will deliver the following day.

G. The Grantee will attend the quarterly in-service training coordinated and provided by the OOA and share relevant information with their staff and volunteers.

H. The Grantee will be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules.

I. The Grantee will complete the California Department of Aging (CDA) Security Awareness Training annually during the term of the grant.

<https://www.aging.ca.gov/docs/Resourcecs/SecurityAwarenessTrng.pps>

V. Outcome Objective

A. Meals will be delivered to eligible clients within 2-5 days of referral.

VI. Monitoring Activities

A. Emergency Home-Delivered Meal Program Monitoring: Program monitoring will include review of kitchen facility and home-delivered meal route in accordance with CRFC, maintenance of service unit logs, back up documentation for the units of service and all reporting, progress of service and outcome objectives, agency and organization policies and procedures relating to emergency home-delivered meal program operation, current organizational chart in the food service department, grievance policies and procedures, employee resume and credentials, job description, and whether progress notes are maintained according to the Emergency Home-Delivered Meals 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.

VII. Reporting Requirements

A. Grantee will enter into CA-GetCare service start date and all the units of service in the Service Recording Tool by the 5th working day of the month for the preceding month.

B. Grantee will provide a monthly report of number of meals served as described in Section IV – Services to be Provided. Grantee will include the CAGetCare Variance Report with the total number of meals provided in CARBON database by the 15th of the following month.

- C. Grantee will enter the annual Outcome Objective metrics in the CARBON database by the 15th of the month following the end of the program year.
- The percentage of participants surveyed that have indicated excellent or good in rating the quality of meals they received.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
 - The percentage of participants surveyed who indicated that they benefited from participating in the nutrition program by improving their food security or overall health.
- D. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31st each grant year. This report must be submitted into the CARBON system. Additional reports may be required at other points in the fiscal year if necessary to meet state requirements.
- E. 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.
- F. Grantee will provide other reports as requested. Apart from the on-line reporting via CaGetCare, 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:

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

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

**Appendix A1 – 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, and transferring (i.e., getting in and out of a bed or chair).
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line (CARBON) system
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
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	<p>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.</p> <p><i>Physical disability or mobile limitation</i> includes wheelchair users, cane or walker users, limited reach ranges, limited hand movement, etc. <i>Chronic illness</i> includes HIV, lung disorders, heart disease/stroke, immune system disorders, diabetes, neurological disorders, etc. <i>Sensory disability</i> includes deaf, hard of hearing, blind, low vision, Aphasia, stuttering, etc. <i>Mental disability</i> includes psychiatric disabilities, depression, anxiety, obsessive-compulsive disorder, phobias, schizophrenia, bi-polar disorder, borderline personality disorder, etc. <i>Cognitive disability</i> includes Down's syndrome, traumatic brain injury, learning disabilities, etc.</p>

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	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, 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, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	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	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.

(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.

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 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.

Nutrition
Education

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 annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented.

Nutrition
Screening

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.

OOA

Office on the Aging

Registered
Dietitian (RD).—
Registered
Dietitian
Nutritionist
(RDN)

Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.

SOGI

Sexual Orientation and Gender Identity, a result of *Ordinance No. 159-16* which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*Chapter 104, Sections 104.1 through 104.9*).

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 lesbian/gay/bisexual/transgender.

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 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	3,200	3,200	3,200	9,600
#Meals	1,434,393	1,434,393	1,434,393	4,303,179

- 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.
<https://www.aging.ca.gov/docs/Resources/SecurityAwarenessTrng.pps>
- 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:

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

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

Appendix A3 – Services to be Provided
Meals on Wheels of San Francisco
Home-Delivered Meals for Adults with Disabilities (HDM-AWD)
Effective July 1, 2017-June 30, 2020

I. Purpose

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

II. Definitions-

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

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

Frail	A functionally impaired individual who is either: (a) unable to perform at least two ADL (Activities of Daily Living), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, or IADL (Instrumental Activities of Daily Living) without substantial human assistance, including verbal reminding, physical cueing or supervision; (b) having a cognitive or other mental impairment that requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others.
HSA	Human Services Agency of the City and County of San Francisco
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points
Home-Delivered Meals (HDM)	Home-delivered meals are provided to consumers who are frail and homebound by reason of illness, disability, isolation, lack of support network and have no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and nutrition counseling. This service requires an annual comprehensive assessment and quarterly re-evaluation of the HDM consumer. The HDM consumer must also have a home visit reassessment by their service providers at least every other quarter. Home Delivered Meals are provided to consumers who have substantial mental and/or physical impairments and lack a support network or resources that result is no safe, healthy alternative for meals. HDM programs consist of the procurement, preparation, service and delivery of meals, as well as nutrition education and counseling. This service requires quarterly reevaluation of the HDM consumer by the grantee and an annual comprehensive assessment by a DAAS approved service provider.
IADL	Instrumental Activities of Daily Living: activities related to independent living and include preparing meals, managing money, shopping for groceries or personal items, performing light or heavy housework, and using a telephone
Low-Income	200% of poverty level. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
Menu Analysis	A detailed nutritional analysis approved by a registered dietitian: (a) When utilizing computerized menu analysis, meals shall be analyzed on a weekly basis for a minimum of 2 weeks of the 5-week cycle menu. (b) Each average meal (a weekly average) shall meet no less than one-third of the Dietary Reference Intakes (DRI) (c) At a minimum, values must be determined for calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, potassium, vitamin A, vitamin C, vitamin D, and vitamin B12.
Menu Requirements	Meals shall comply with the current Dietary Guidelines for Americans (DGA), published by the U.S. Department of Health and Human Services and the U.S. Department of Agriculture; and shall provide to each participating older individual: (a) A minimum of one-third of the Dietary Reference Intakes (DRIs) as established by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences, if the grantee provides one meal per day; (b) At least two-thirds of the DRIs for the provision of 2 meals per day; (c) At least 100% of the DRIs if the grantee provides 3 meals per day; and (d) Fractions of meals or snacks may not be counted even when such snacks cumulatively equal one-third of the DRIs.

Minority	An ethnic person of color who is any of the following: a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
Nutrition Counseling	Provision of medical nutrition therapy counseling and referral to other appropriate service to consumers who are receiving special diets, or who are screened to be at high nutrition risk by DETERMINE Your Nutritional Health tool. This service is provided by a Registered Dietitian.
Nutrition Education	The service provider dietitian, consulting dietitian or OOA Nutritionist shall approve the nutrition education plans, and materials. The nutrition education for the HDM consumer may be written nutrition education material in a variety of forms, including but not limited to information sheets, brochures, and booklets. The nutrition education provided shall be based on the needs of the consumers as determined by annual the consumer satisfaction survey and/or results from DETERMINE Your Nutritional Health tool. Nutrition education shall be provided on a quarterly basis and documented. One set of materials is defined as one nutrition education unit provided to one consumer.
OOA	Office on the Aging
Registered Dietitian (RD) – Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist. An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through Grantee.
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<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 lesbian/gay/bisexual/transgender.

IV. Eligibility for Services

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

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

V. Services to be Provided

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

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	471	471	471	1,413
#Meals	220,888	220,888	220,888	662,664

- 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:

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

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

	A	B	C	D	E	F
1	BUDGET FORMS				Appendix B, pg. 1	
2					Document Date: 5/10/2017	
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco				Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-Emergency			TOTAL	Average cost/meal
9	Annual #Meals Contracted	36,364	36,364	36,364	109,092	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$37,243	\$37,243	\$37,243	\$111,729	\$1.02
13	Operating Expense	\$102,757	\$102,757	\$102,757	\$308,271	\$2.83
14	Subtotal	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$140,000	\$140,000	\$140,000	\$420,000	\$3.85
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$25,678	\$25,678	\$25,678	\$77,035	\$0.71
22	Operating Expense	\$52,904	\$52,904	\$52,904	\$158,713	\$1.45
23	Indirect Expense	\$17,964	\$17,964	\$17,964	\$53,891	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$96,546	\$96,546	\$96,546	\$289,639	\$2.66
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$236,546	\$236,546	\$236,546	\$709,639	\$6.50
28						
29	HSA-DAAS Revenues					
30	Meals	\$140,000	\$140,000	\$140,000	\$420,000	
31	Nutrition Compliance (if your agency is requesting funds)					
32						
33						
34						
35	TOTAL HSA-DAAS REVENUES	\$140,000	\$140,000	\$140,000	\$420,000	
36	PER MEAL COST, HSA-DAAS	\$3.85	\$3.85	\$3.85	\$3.85	
37	PER MEAL & COMPLIANCE COST	\$3.85	\$3.85	\$3.85	\$3.85	
38	Non-DAAS Revenues					
39	Project Income					
40	Agency Cash - Fundraising	\$77,665	\$77,665	\$77,665	\$232,996	\$2.14
41	Agency In-Kind Volunteer	\$18,881	\$18,881	\$18,881	\$56,644	\$0.52
42	Nutrition Compliance Revenues					
43						
44	TOTAL NON HSA-DAAS REVENUES	\$96,546	\$96,546	\$96,546	\$289,639	
45	PER MEAL COST, NON-HSA-DAAS	\$2.66	\$2.66	\$2.66	\$2.66	
46	TOTAL REVENUES	\$236,546	\$236,546	\$236,546	\$709,639	
47	PER MEAL COST, TOTAL	\$6.50	\$6.50	\$6.50	\$6.50	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz		Phone No.: 415-343-1270		Date: 5/10/17	
51	HSA-CO Review Signature:				Date:	
52	HSA #1					

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco								Appendix B, page 2	
2	Program Name:								Date: 5/10/17	
3	HDM-Emergency									
4										
5										
6	Salaries & Benefits Detail								TOTAL	
7										
8	H.S.A-DAAS	Agency Totals		For DAAS Nutrition		7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
10	Drivers	See Driver Tab				\$15,055	\$15,055	\$15,055	\$45,166	
11	Programs Mgr, Mark Liddle	\$70,380	100%	1%	1%	\$953	\$953	\$953	\$2,858	
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	1%	1%	\$1,041	\$1,041	\$1,041	\$3,122	
13	Wait List Mgr, Crystal Booth	\$61,118	100%	1%	1%	\$827	\$827	\$827	\$2,482	
14	Office Mgr, Harviann Brantley	\$56,030	100%	1%	1%	\$601	\$601	\$601	\$1,802	
15	Support Lead, Philip Duarte	\$43,231	100%	1%	1%	\$585	\$585	\$585	\$1,755	
16	Support Lead, Ivoga Suesue	\$56,594	100%	1%	1%	\$766	\$766	\$766	\$2,298	
17	Chief Prog Off, David Linnell	\$139,725	100%	1%	1%	\$1,699	\$1,699	\$1,699	\$5,098	
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	1%	1%	\$1,356	\$1,356	\$1,356	\$4,069	
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	1%	1%	\$652	\$652	\$652	\$1,957	
20	Maintenance, Derek Cook	\$43,748	100%	1%	1%	\$349	\$349	\$349	\$1,047	
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107	
22	Volunteer Mgr, TBD	\$62,100	100%	1%	1%	\$702	\$702	\$702	\$2,107	
23	Volunteer Director, Meredith Te	\$87,975	100%	1%	1%	\$995	\$995	\$995	\$2,985	
24	HR Manager, Ronald Ayotte	\$77,625	100%	1%	1%	\$472	\$472	\$472	\$1,416	
25	HR Associate, David C Smith	\$43,056	100%	1%	1%	\$262	\$262	\$262	\$785	
26	Communications Director, Karl	\$119,025	100%	0%	0%	\$241	\$241	\$241	\$724	
27	Digital Marketing Manager, Kate	\$61,926	100%	0%	0%	\$126	\$126	\$126	\$377	
28	CEO, Ashley McCumber	\$212,175	100%							
29	TOTALS	\$ 1,491,045	1800%	17%	17%	\$27,385	\$27,385	\$27,385	\$82,155	
30										
31	FRINGE BENEFIT RATE	36.0%								
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$9,858	\$9,858	\$9,858	\$29,574	
33										
34										
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,821				\$37,243	\$37,243	\$37,243	\$111,729	
36										
37										
38	Non - DAAS	Agency Totals		For DAAS Nutrition					TOTAL	
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	
40	Drivers	See Driver Tab				\$10,380	\$10,380	\$10,380	\$31,141	
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	1%	1%	\$504	\$504	\$504	\$1,513	
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	1%	1%	\$551	\$551	\$551	\$1,653	
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	1%	1%	\$438	\$438	\$438	\$1,314	
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	1%	1%	\$318	\$318	\$318	\$954	
45	Support Lead, Philip Duarte	\$ 43,231	100%	1%	1%	\$310	\$310	\$310	\$929	
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	1%	1%	\$406	\$406	\$406	\$1,217	
47	Chief Prog Off, David Linnell	\$ 139,725	100%	1%	1%	\$900	\$900	\$900	\$2,699	
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	1%	1%	\$718	\$718	\$718	\$2,154	
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	0%	0%	\$345	\$345	\$345	\$1,036	
50	Maintenance, Derek Cook	\$ 43,748	100%	0%	0%	\$185	\$185	\$185	\$554	
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116	
52	Volunteer Mgr, TBD	\$ 62,100	100%	1%	1%	\$372	\$372	\$372	\$1,116	
53	Volunteer Director, Meredith Te	\$ 87,975	100%	1%	1%	\$527	\$527	\$527	\$1,581	
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	0%	0%	\$250	\$250	\$250	\$750	
55	HR Associate, David C Smith	\$ 43,056	100%	0%	0%	\$139	\$139	\$139	\$416	

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	0%	0%		\$128	\$128	\$128	\$383
57	Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%		\$66	\$66	\$66	\$199
58	CEO, Ashley McCumber	\$ 212,175	100%	1%	1%		\$1,973	\$1,973	\$1,973	\$5,920
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	10%	10%		\$18,881	\$18,881	\$18,881	\$56,644
60										
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$6,797	\$6,797	\$6,797	\$20,392
63										
64	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$25,678	\$25,678	\$25,678	\$77,035
65										
66	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,643					\$62,922	\$62,922	\$62,922	\$188,765
67										
68	HSA #2									

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HDM-Emergency								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS %	Non DAAS %	
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				59.2%		40.8%	
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	2.1%	2.1%	1.2%		0.8%	
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	2.1%	2.1%	1.2%		0.8%	
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	2.1%	2.1%	1.2%		0.8%	
Fleming	James	1,248	1.00	Driver	\$32,601			100%	2.1%	2.1%	1.2%		0.8%	
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	2.1%	2.1%	1.2%		0.8%	
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	2.1%	2.1%	1.2%		0.8%	
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	2.1%	2.1%	1.2%		0.8%	
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	2.1%	2.1%	1.2%		0.8%	
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	2.1%	2.1%	1.2%		0.8%	
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	2.1%	2.1%	1.2%		0.8%	
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	2.1%	2.1%	1.2%		0.8%	
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	2.1%	2.1%	1.2%		0.8%	
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	2.1%	2.1%	1.2%		0.8%	
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	2.1%	2.1%	1.2%		0.8%	
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	2.1%	2.1%	1.2%		0.8%	
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	2.1%	2.1%	1.2%		0.8%	
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	2.1%	2.1%	1.2%		0.8%	
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	2.1%	2.1%	1.2%		0.8%	
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	2.1%	2.1%	1.2%		0.8%	
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	2.1%	2.1%	1.2%		0.8%	
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	2.1%	2.1%	1.2%		0.8%	
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	2.1%	2.1%	1.2%		0.8%	
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	2.1%	2.1%	1.2%		0.8%	
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	2.1%	2.1%	1.2%		0.8%	
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	2.1%	2.1%	1.2%		0.8%	
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	2.1%	2.1%	1.2%		0.8%	
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	2.1%	2.1%	1.2%		0.8%	
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	2.1%	2.1%	1.2%		0.8%	
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%		0.8%	
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%		0.8%	
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%		0.8%	
New in 17/18		2,080	1.00	Driver	\$38,399			100%	2.1%	2.1%	1.2%		0.8%	
Total Original Approved Budget												\$17,225,765	\$25,436	

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B, page 3
2	Program Name:							Date: 5/10/17
3	HDM Emergency							
4								
5	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	36,364	36,364	36,364			TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20			7/1/17 to 6/30/20
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal \$	-					
15	Cong Food Svc Supplies	per meal \$	-					
16	HDM Food Svc Supplies	per meal \$	-					
17	Catered Meals	per meal \$	2.93	\$102,757	\$102,757	\$102,757		\$308,271
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE			\$102,757	\$102,757	\$102,757		\$308,271
35	Non-DAAS							TOTAL
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$757	\$757	\$757			\$2,271
39	Office Supplies, Postage		\$569	\$569	\$569			\$1,707
40	Building Maintenance Supplies and Repair		\$1,088	\$1,088	\$1,088			\$3,264
41	FOOD COSTS							
42	Raw Food	per meal \$	-					
43	Cong Food Svc Supplies	per meal \$	-					
44	HDM Food Svc Supplies	per meal \$	-					
45	Catered Meals	per meal \$	2.93	\$3,826	\$3,826	\$3,826		\$11,479
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$831	\$831	\$831			\$2,493
51	Staff Training & Travel		\$624	\$624	\$624			\$1,872
52	Rental of Equipment							
53	Small equipment & Supplies		\$420	\$420	\$420			\$1,260
54	Delivery Cost		\$6,334	\$6,334	\$6,334			\$19,002
55	Kitchen Costs		\$3,295	\$3,295	\$3,295			\$9,885
56	Fees, dues, advertising		\$445	\$445	\$445			\$1,335
57	Outside Services		\$1,533	\$1,533	\$1,533			\$4,599
58	Grant, Volunteer and Client Costs		\$4,022	\$4,022	\$4,022			\$12,066
59	Other Operating		\$1,365	\$1,365	\$1,365			\$4,095

	A	B	C	D	E	F	G	H
60	Fundraising				\$27,795	\$27,795	\$27,795	\$83,385
62	TOTAL Non-DAAS OPERATING EXPENSE				\$52,904	\$ 52,904.48	\$52,904	\$158,713
63								
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$155,661	\$155,661	\$155,661	\$466,984
69	HSA #3							

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	A	B	C	D	E	F
1	BUDGET FORMS					Appendix B1, pg. 1
2	Document Date: 5/10/2017					
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES					
4	BUDGET PROPOSAL FORMS					
5	Grantee's Name: Meals on Wheels San Francisco				Grant Term	
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
7	Effective Date of Mod:		No. of Mod:		7/1/17 to 6/30/20	
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	HDM-ENP			TOTAL	Average cost/meal
9	Annual #Meals Contracted	1,434,393	1,434,393	1,434,393	4,303,179	
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures					
12	Salaries & Benefits	\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089	\$0.94
13	Operating Expense	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	\$2.58
14	Subtotal	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
15	Indirect Percentage (max 10%)					
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)					
17	Capital Expenditure					
18	TOTAL DAAS EXPENDITURES	\$5,049,064	\$5,049,064	\$5,049,064	\$15,147,192	\$3.52
19						
20	Non-DAAS Expenditures					
21	Salaries & Benefits	\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765	\$0.79
22	Operating Expense	\$2,389,987	\$2,389,987	\$2,389,987	\$7,169,960	\$1.67
23	Indirect Expense	\$709,746	\$709,746	\$709,746	\$2,129,239	\$0.49
24	Capital Expenditure					
25	TOTAL Non-DAAS EXPENDITURES	\$4,231,655	\$4,231,655	\$4,231,655	\$12,694,964	\$2.95
26						
27	TOTAL DAAS & Non-DAAS EXPENDITURES	\$9,280,719	\$9,280,719	\$9,280,719	\$27,842,156	\$6.47
28						
29	HSA-DAAS Revenues					
30	Meals, Local Funds	\$3,126,078	\$3,126,078	\$3,126,078	\$9,378,234	
31	Meals: Federal funds	\$1,669,807	\$1,669,807	\$1,669,807	\$5,009,421	
32	Meals: State funds	\$253,179	\$253,179	\$253,179	\$759,537	
33						
34	Nutrition Compliance (if your agency is r	\$584,300	\$584,300	\$584,300	\$1,752,900	
35	TOTAL HSA-DAAS REVENUES	\$5,633,364	\$5,633,364	\$5,633,364	\$16,900,092	
36	PER MEAL COST, HSA-DAAS	\$2.76	\$2.76	\$2.76	\$2.76	
37	PER MEAL & COMPLIANCE COST	\$3.93	\$3.93	\$3.93	\$3.93	
38	Non-DAAS Revenues					
39	Project Income	222,000	222,000	222,000	\$666,000	\$0.15
40	Agency Cash - Fundraising	\$5,100,345	\$5,100,345	\$5,100,345	\$15,301,036	\$3.56
41	Agency In-Kind Volunteer	\$832,295	\$832,295	\$832,295	\$2,496,886	\$0.58
42	Nutrition Compliance Revenues	\$1,223,178	\$1,223,178	\$1,223,178	\$3,669,534	
43						
44	TOTAL NON HSA-DAAS REVENUES	\$7,377,819	\$7,377,819	\$7,377,819	\$22,133,456	
45	PER MEAL COST, NON HSA-DAAS	\$5.14	\$5.14	\$5.14	\$5.14	
46	TOTAL REVENUES	\$13,011,184	\$13,011,184	\$13,011,184	\$39,033,548	
47	PER MEAL COST, TOTAL	\$9.07	\$9.07	\$9.07	\$9.07	
48	Full Time Equivalent (FTE)					
50	Prepared by: Patrick Schmalz	Phone No.: 415-343-1270		Date: 5/10/17		
51	HSA-CO Review Signature:			Date:		
52	HSA #1	Form Rev. 12/22/16				

	A	B	C	D	E	F	G	H	I	J
1	Grantee's Name: Meals on Wheels San Francisco							Appendix B1, page 2		
2	Program Name:							Date: 5/10/17		
3	HDM-ENP									
4										
5										
6										
7										
8	H.S.A-DAAS							TOTAL		
		Agency Totals		For DAAS Nutrition			7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
10	Drivers	See Driver Tab				\$545,857	\$545,857	\$545,857	\$1,637,570	
11	Programs Mgr, Mark Liddle	\$70,380	100%	49%	49%	\$34,542	\$34,542	\$34,542	\$103,627	
12	Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	49%	\$37,736	\$37,736	\$37,736	\$113,209	
13	Wait List Mgr, Crystal Booth	\$61,118	100%	49%	49%	\$29,997	\$29,997	\$29,997	\$89,990	
14	Office Mgr, Harviann Brantley	\$56,030	100%	39%	39%	\$21,724	\$21,724	\$21,724	\$65,172	
15	Support Lead, Philip Duarte	\$43,231	100%	49%	49%	\$21,218	\$21,218	\$21,218	\$63,653	
16	Support Lead, Ivoga Suesue	\$56,594	100%	49%	49%	\$27,776	\$27,776	\$27,776	\$83,329	
17	Chief Prog Off, David Linnell	\$139,725	100%	44%	44%	\$61,716	\$61,716	\$61,716	\$185,147	
18	Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	36%	\$49,245	\$49,245	\$49,245	\$147,734	
19	Fleet & Facilities Dir, John Shee	\$81,765	100%	29%	29%	\$23,677	\$23,677	\$23,677	\$71,031	
20	Maintenance, Derek Cook	\$43,748	100%	29%	29%	\$12,668	\$12,668	\$12,668	\$38,005	
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197	
22	Volunteer Mgr, TBD	\$62,100	100%	41%	41%	\$25,399	\$25,399	\$25,399	\$76,197	
23	Volunteer Director, Meredith Te	\$87,975	100%	41%	41%	\$35,982	\$35,982	\$35,982	\$107,945	
24	HR Manager, Ronald Ayotte	\$77,625	100%	22%	22%	\$17,146	\$17,146	\$17,146	\$51,437	
25	HR Associate, David C Smith	\$43,056	100%	22%	22%	\$9,510	\$9,510	\$9,510	\$28,530	
26	Communications Director, Karl	\$119,025	100%	7%	7%	\$8,763	\$8,763	\$8,763	\$26,290	
27	Digital Marketing Manager, Kate	\$61,926	100%	7%	7%	\$4,559	\$4,559	\$4,559	\$13,678	
28	CEO, Ashley McCumber	\$212,175	100%							
29	TOTALS	\$ 1,491,045	1800%	604%	604%	\$992,914	\$992,914	\$992,914	\$2,978,742	
30										
31	FRINGE BENEFIT RATE	36.0%								
32	EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$357,449	\$357,449	\$357,449	\$1,072,347	
33										
34										
35	TOTAL DAAS-SALARIES & BENEFITS	\$ 2,027,822				\$1,350,363	\$1,350,363	\$1,350,363	\$4,051,089	
36										
37										
38	Non - DAAS	Agency Totals		For DAAS Meal						TOTAL
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
40	Drivers	See Driver Tab				\$457,556	\$457,556	\$457,556	\$1,372,669	
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	33%	33%	\$22,930	\$22,930	\$22,930	\$68,790	
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	33%	33%	\$25,050	\$25,050	\$25,050	\$75,150	
43	Wait List Mgr, Crystal Booth	\$ 61,118	100%	33%	33%	\$19,912	\$19,912	\$19,912	\$59,737	
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	26%	26%	\$14,421	\$14,421	\$14,421	\$43,262	
45	Support Lead, Philip Duarte	\$ 43,231	100%	33%	33%	\$14,085	\$14,085	\$14,085	\$42,254	
46	Support Lead, Ivoga Suesue	\$ 56,594	100%	33%	33%	\$18,438	\$18,438	\$18,438	\$55,315	
47	Chief Prog Off, David Linnell	\$ 139,725	100%	29%	29%	\$40,968	\$40,968	\$40,968	\$122,904	
48	Chief Gov Off, Anne Quaintance	\$ 135,585	100%	24%	24%	\$32,689	\$32,689	\$32,689	\$98,068	
49	Fleet & Facilities Dir, John Shee	\$ 81,765	100%	19%	19%	\$15,717	\$15,717	\$15,717	\$47,152	
50	Maintenance, Derek Cook	\$ 43,748	100%	19%	19%	\$8,410	\$8,410	\$8,410	\$25,229	
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581	
52	Volunteer Mgr, TBD	\$ 62,100	100%	27%	27%	\$16,860	\$16,860	\$16,860	\$50,581	
53	Volunteer Director, Meredith Te	\$ 87,975	100%	27%	27%	\$23,885	\$23,885	\$23,885	\$71,656	
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	15%	15%	\$11,382	\$11,382	\$11,382	\$34,145	
55	HR Associate, David C Smith	\$ 43,056	100%	15%	15%	\$6,313	\$6,313	\$6,313	\$18,939	

	A	B	C	D	E	F	G	H	I	J
56	Communications Director, Karl	\$ 119,025	100%	5%	5%		\$5,817	\$5,817	\$5,817	\$17,452
57	Digital Marketing Manager, Kate	\$ 61,926	100%	5%	5%		\$3,027	\$3,027	\$3,027	\$9,080
58	CEO, Ashley McCumber	\$ 212,175	100%	37%	37%		\$77,974	\$77,974	\$77,974	\$233,923
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	438%	438%		\$832,295	\$832,295	\$832,295	\$2,496,886
61	FRINGE BENEFIT RATE	36.0%								
62	EMPLOYEE FRINGE BENEFITS	\$ 536,776					\$299,626	\$299,626	\$299,626	\$898,879
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822					\$1,131,922	\$1,131,922	\$1,131,922	\$3,395,765
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644					\$2,482,284	\$2,482,284	\$2,482,284	\$7,446,854
68	HSA #2									

Form Rev. 12/22/16

	A	B	C	D	E	F	G	H
1	Grantee's Name: Meals on Wheels							Appendix B1, page
2	Program Name:							Date: 5/10/17
3	HDM-ENP							
4								
5								
6	Operating Expense Detail							
7	H.S.A-DAAS	Annual #Meals Contracted:	1,434,393	1,434,393	1,434,393	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/17 to 6/30/20		
9	Rental of Property							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)							
11	Office Supplies, Postage							
12	Building Maintenance Supplies and Repair							
13	FOOD COSTS							
14	Raw Food	per meal	\$ -					
15	Cong Food Svc Supplies	per meal	\$ -					
16	HDM Food Svc Supplies	per meal	\$ -					
17	Catered Meals	per meal	\$ 2.93	\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title							
19	Registered Dietitian							
20								
21	OTHER COSTS:							
22	Insurance							
23	Staff Training & Travel							
24	Rental of Equipment							
25	Small equipment & Supplies							
26	Delivery Cost							
27	Kitchen Costs							
28	Fees, dues, advertising							
29	Outside Services							
30	Grant, Volunteer and Client Costs							
31	Other Operating							
32	Fundraising							
33	TOTAL DAAS OPERATING EXPENSE			\$3,698,701	\$3,698,701	\$3,698,701	\$11,096,103	
35	Non-DAAS						TOTAL	
36	Expenditure Category							
37	Rental of Property							
38	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$29,853	\$29,853	\$29,853	\$89,559		
39	Office Supplies, Postage		\$22,438	\$22,438	\$22,438	\$67,314		
40	Building Maintenance Supplies and Repair		\$42,926	\$42,926	\$42,926	\$128,778		
41	FOOD COSTS							
42	Raw Food	per meal	\$ -					
43	Cong Food Svc Supplies	per meal	\$ -					
44	HDM Food Svc Supplies	per meal	\$ -					
45	Catered Meals	per meal	\$ 2.93	\$505,512	\$505,512	\$505,512	\$1,516,535	
46	CONSULTANT/SUBCONTRACTOR Descriptive Title							
47	Registered Dietitian							
48								
49	OTHER COSTS:							
50	Insurance		\$32,780	\$32,780	\$32,780	\$98,340		
51	Staff Training & Travel		\$24,633	\$24,633	\$24,633	\$73,899		
52	Rental of Equipment							
53	Small equipment & Supplies		\$16,585	\$16,585	\$16,585	\$49,755		
54	Delivery Cost		\$249,843	\$249,843	\$249,843	\$749,529		
55	Kitchen Costs		\$129,990	\$129,990	\$129,990	\$389,970		
56	Fees, dues, advertising		\$17,560	\$17,560	\$17,560	\$52,680		
57	Outside Services		\$60,486	\$60,486	\$60,486	\$181,458		
58	Grant, Volunteer and Client Costs		\$158,661	\$158,661	\$158,661	\$475,983		
59	Other Operating		\$52,241	\$52,241	\$52,241	\$156,723		

	A	B	C	D	E	F	G	H
60	Fundraising				\$1,046,479	\$1,046,479	\$1,046,479	\$3,139,437
62	TOTAL Non-DAAS OPERATING EXPENSE				\$2,389,987	\$ 2,389,986.62	\$2,389,987	\$7,169,960
63								
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE				\$6,088,688	\$6,088,688	\$6,088,688	\$18,266,063
69	HSA #3							

Form Rev. 12/22/16

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B2, Page 1										
2	Document Date: 5/10/17										
3	HUMAN SERVICES AGENCY BUDGET SUMMARY										
4	BY PROGRAM										
5	Contractor Name:			Term							
6	Meals on Wheels San Francisco			July 1, 2017 to June 30, 2020							
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>										
8	If modification, Effective Date of Mod. No. of Mod.										
9	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate	REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:			
10	Budget Reference Page No.(s)		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
11	Program Term	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
12	Expenditures										
13	Nutrition Education										
14	Salaries & Benefits	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
15	Operating Expense										
16	Subtotal Direct	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
17	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
18	Indirect Expense	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$1,537	\$54	\$1,483	\$4,612
19	Total Nutrition Education	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$16,995	\$600	\$16,395	\$50,984
20	Nutrition Counseling										
21	Salaries & Benefits	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
22	Operating Expense	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
23	Subtotal Direct	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$193,849	\$65,669	\$128,180	\$581,546
24	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
25	Indirect Expense	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$19,281	\$6,532	\$12,749	\$57,842
26	Total Nutrition Counseling	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$213,130	\$72,200	\$140,929	\$639,389
27	HACCP Kitchen Monitoring										
28	Salaries & Benefits	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
29	Operating Expense										
30	Subtotal Direct	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
31	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
32	Indirect Expense	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$6,150	\$81	\$6,068	\$18,449
33	Total HACCP Kitchen Monitoring	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$67,978	\$900	\$67,078	\$203,935
34	Site/Route Monitoring										
35	Salaries & Benefits	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
36	Operating Expense										
37	Subtotal Direct	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
38	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
39	Indirect Expense	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$1,537	\$326	\$1,212	\$4,612
40	Total Site/Route Monitoring	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$16,995	\$3,600	\$13,395	\$50,984
41	Menu Planning										
42	Salaries & Benefits	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
43	Operating Expense										
44	Subtotal Direct	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
45	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
46	Indirect Expense	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$6,150	\$90	\$6,059	\$18,449
47	Total Menu Planning	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$67,978	\$1,000	\$66,978	\$203,935
48	HDM Assessments										
49	Salaries & Benefits	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
50	Operating Expense	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$510,348
51	Subtotal Direct	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$1,190,037	\$460,225	\$729,811	\$3,570,111
52	Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	
53	Indirect Expense	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$118,362	\$45,774	\$72,588	\$355,087
54	Total HDM Assessments	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$1,308,399	\$506,000	\$802,399	\$3,925,197
55	Other Nutrition Compliance										
56	Salaries & Benefits										
57	Operating Expense										
58	Subtotal Direct										
59	Indirect Percentage										
60	Indirect Expense										
61	Total Other Nutrition Compliance										
62	GRAND Total Expenditures	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$1,791,934	\$584,300	\$1,207,633	\$5,075,424
63	HSA Revenues	\$584,300			\$584,300			\$584,300			\$1,762,900
64											
65											
66	TOTAL HSA REVENUES	\$584,300			\$584,300			\$584,300			\$1,762,900
67	Other Non-H.S.A.-DAAS Revenues	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
68											
69											
70											
71	TOTAL OTHER REVENUES	\$1,207,633			\$1,207,633			\$1,207,633			\$3,622,900
72	Full Time Equivalent (FTE)	16.40			16.40			16.40			
74	Prepared by:	Patrick Schmalz	Telephone No.: 415-343-1270							Date 5/10/17	
75	HSA-CO Review Signature:										
76	HSA #1	Document Date: 5/10/17									

Program: Nutrition Compliance for FNP. Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Nutrition Education Salaries & Benefits Detail

TERM
July 1, 2017 to June 30, 2020

	POSITION TITLE	Agency Totals		For HSA Program		For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation			For HSA Program REVENUE Cost Allocation			Total Revenue
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$4,741	\$168	\$4,573	\$14,223
14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$3,124	\$111	\$3,014	\$9,373
15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$3,118	\$111	\$3,008	\$9,355
16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$4	\$101	\$105	\$4	\$101	\$105	\$4	\$101	\$314
17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$2	\$49	\$51	\$2	\$49	\$51	\$2	\$49	\$153
18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
19	Facility Director	\$81,765	2%	5%	0%	\$61	\$2	\$59	\$61	\$2	\$59	\$61	\$2	\$59	\$184
20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$98
21	HR Manager	\$77,625	1%	5%	0%	\$22	\$1	\$21	\$22	\$1	\$21	\$22	\$1	\$21	\$65
22	Communications Director	\$119,025	1%	5%	0%	\$33	\$1	\$32	\$33	\$1	\$32	\$33	\$1	\$32	\$100
23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$1	\$16	\$17	\$1	\$16	\$17	\$1	\$16	\$52
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$11,366	\$401	\$10,965	\$34,097
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$4,092	\$144	\$3,947	\$12,275
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$15,457	\$545	\$14,912	\$46,372
37	TOTAL SALARIES & BENEFITS for H.S.A. Program x3yrs	\$46,372													
38	HSA #2														

Document Date: 5/10/17

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4	Program: Nutrition Compliance for ENP- Indicate HDM or Congregate														
5	(Same as Line 9 on HSA #1)														
6															
7															
8	Nutrition Counseling Salaries & Benefits Detail														
9	TERM: 7/1/2017 to June 30, 2020														
10															
11		Agency Totals				Program			Program			Program			
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revenue
13	Director of Nutrition	\$94,823	100%	50%	50%	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$47,411	\$17,495	\$29,916	\$142,234
14	Registered Dietician	\$62,488	100%	50%	50%	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$31,244	\$11,529	\$19,715	\$93,732
15	Registered Dietician	\$62,369	100%	50%	50%	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$31,185	\$11,507	\$19,677	\$93,554
16	Chief Program Officer	\$139,725	2%	50%	1%	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$1,048	\$387	\$661	\$3,144
17	Chief Government Officer	\$135,585	1%	50%	0%	\$508	\$188	\$320	\$508	\$188	\$320	\$508	\$188	\$320	\$1,525
18	Chief Executive Officer	\$212,175	1%	50%	0%	\$594		\$594	\$594		\$594	\$594		\$594	\$1,782
19	Facility Director	\$81,765	2%	50%	1%	\$613	\$226	\$387	\$613	\$226	\$387	\$613	\$226	\$387	\$1,840
20	Maintenance Worker	\$43,748	2%	50%	1%	\$328	\$121	\$207	\$328	\$121	\$207	\$328	\$121	\$207	\$984
21	HR Manager	\$77,625	1%	50%	0%	\$217	\$80	\$137	\$217	\$80	\$137	\$217	\$80	\$137	\$652
22	Communications Director	\$119,025	1%	50%	0%	\$333	\$123	\$211	\$333	\$123	\$211	\$333	\$123	\$211	\$1,000
23	Digital Marketing Manager	\$61,926	1%	50%	0%	\$173	\$64	\$109	\$173	\$64	\$109	\$173	\$64	\$109	\$520
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	550%	154%	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$113,656	\$41,721	\$71,935	\$340,967
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$40,916	\$15,020	\$25,897	\$122,748
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$154,572	\$56,741	\$97,831	\$463,715
37	HSA #4														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Nutrition Counseling Operating Expense Detail

TERM: July 1, 2017 to June 30, 2020

Expenditure Category	REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:			TOTAL REVENUE
	H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$2,537	\$519	\$2,018	\$7,611
Office Supplies, Postage	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$1,907	\$390	\$1,517	\$5,721
Building Maintenance Supplies and Repair	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$3,648	\$746	\$2,902	\$10,944
Printing and Reproduction										
Insurance	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$2,786	\$569	\$2,217	\$8,358
Staff Training	\$643	\$131	\$512	\$643	\$131	\$512	\$643	\$131	\$512	\$1,929
Staff Travel	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$1,451	\$297	\$1,154	\$4,353
Small Equipment (under \$5,000/item)	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$1,409	\$288	\$1,121	\$4,227
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a										
b										
c										
d										
e										
OTHER										
Outside Services	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$5,140	\$1,051	\$4,089	\$15,420
Grant, Volunteer and Client Costs	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$13,484	\$2,756	\$10,728	\$40,452
Telephone	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$1,244	\$254	\$990	\$3,732
Fees, Dues, Advertising	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$1,492	\$305	\$1,187	\$4,476
Other Operating Costs	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$3,536	\$1,622	\$1,914	\$10,608
TOTAL OPERATING EXPENSE	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$39,277	\$8,928	\$30,349	\$117,831
TOTAL OPERATING EXPENSE x3yrs	\$117,831									
HSA #5										

Document Date: 5/10/17

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

HACCP Kitchen Monitoring Salaries & Benefits Detail

TERM: July 1, 2017 to June 30, 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Revenue
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$18,965	\$252	\$18,712	\$56,894
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$12,498	\$166	\$12,332	\$37,493
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$12,474	\$166	\$12,308	\$37,421
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$3	\$242	\$245	\$3	\$242	\$245	\$3	\$242	\$736
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	3.07	220%	61%	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$45,462	\$602	\$44,860	\$136,387
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$16,366	\$217	\$16,150	\$49,099
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$61,829	\$819	\$61,010	\$185,486
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486													
38	HSA #6														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Site or Route Monitoring Salaries & Benefits Detail

TERM
July 1, 2017 to June 30, 2020

	POSITION TITLE	Agency Totals				For HSA Program			HSA Program			Non-HSA Program			Total Revenue
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjust ed FTE	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	Budgeted Salary	H.S.A.- DAAS	Non-HSA- DAAS	
13	Director of Nutrition	\$94,823	100%	5%	5%	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$4,741	\$1,009	\$3,732	\$14,223
14	Registered Dietician	\$62,488	100%	5%	5%	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$3,124	\$666	\$2,459	\$9,373
15	Registered Dietician	\$62,369	100%	5%	5%	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$3,118	\$664	\$2,455	\$9,355
16	Chief Program Officer	\$139,725	2%	5%	0%	\$105	\$22	\$83	\$105	\$22	\$83	\$105	\$22	\$83	\$314
17	Chief Government Officer	\$135,585	1%	5%	0%	\$51	\$11	\$40	\$51	\$11	\$40	\$51	\$11	\$40	\$153
18	Chief Executive Officer	\$212,175	1%	5%	0%	\$59		\$59	\$59		\$59	\$59		\$59	\$178
19	Facility Director	\$81,765	2%	5%	0%	\$61	\$13	\$48	\$61	\$13	\$48	\$61	\$13	\$48	\$184
20	Maintenance Worker	\$43,748	2%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$98
21	HR Manager	\$77,625	1%	5%	0%	\$22	\$5	\$17	\$22	\$5	\$17	\$22	\$5	\$17	\$65
22	Communications Director	\$119,025	1%	5%	0%	\$33	\$7	\$26	\$33	\$7	\$26	\$33	\$7	\$26	\$100
23	Digital Marketing Manager	\$61,926	1%	5%	0%	\$17	\$4	\$13	\$17	\$4	\$13	\$17	\$4	\$13	\$52
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	55%	15%	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$11,366	\$2,408	\$8,958	\$34,097
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$4,092	\$867	\$3,225	\$12,275
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$15,457	\$3,274	\$12,183	\$46,372
37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$46,372													
38	HSA #8														

Document Date: 6/10/17

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Menu Planning Salaries & Benefits Detail

TERM
July 1, 2017 to June 30, 2020

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11		Agency Totals	For HSA Program				REVENUE Cost Allocation			REVENUE Cost Allocation			REVENUE Cost Allocation		
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
13	Director of Nutrition	\$94,823	100%	20%	20%	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$18,965	\$280	\$18,684	\$56,894
14	Registered Dietician	\$62,488	100%	20%	20%	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$12,498	\$185	\$12,313	\$37,493
15	Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$12,474	\$185	\$12,289	\$37,421
16	Chief Program Officer	\$139,725	2%	20%	0%	\$419	\$6	\$413	\$419	\$6	\$413	\$419	\$6	\$413	\$1,258
17	Chief Government Officer	\$135,585	1%	20%	0%	\$203	\$3	\$200	\$203	\$3	\$200	\$203	\$3	\$200	\$610
18	Chief Executive Officer	\$212,175	1%	20%	0%	\$238		\$238	\$238		\$238	\$238		\$238	\$713
19	Facility Director	\$81,765	2%	20%	0%	\$245	\$4	\$241	\$245	\$4	\$241	\$245	\$4	\$241	\$736
20	Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$2	\$129	\$131	\$2	\$129	\$131	\$2	\$129	\$394
21	HR Manager	\$77,625	1%	20%	0%	\$87	\$1	\$86	\$87	\$1	\$86	\$87	\$1	\$86	\$261
22	Communications Director	\$119,025	1%	20%	0%	\$133	\$2	\$131	\$133	\$2	\$131	\$133	\$2	\$131	\$400
23	Digital Marketing Manager	\$61,926	1%	20%	0%	\$69	\$1	\$68	\$69	\$1	\$68	\$69	\$1	\$68	\$208
24															
25															
26															
27															
28															
29															
30	TOTALS	\$1,091,254	307%	220%	61%	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$45,462	\$669	\$44,793	\$136,387
31															
32	FRINGE BENEFIT RATE	36%													
33	EMPLOYEE FRINGE BENEFITS	\$392,851				\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$16,366	\$241	\$16,126	\$49,099
34															
35															
36	TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$61,829	\$910	\$60,919	\$185,486
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$185,486													
38	HSA #10														

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail

TERM: July 1, 2017 to June 30, 2020

10		Agency Totals				For HSA Program			REVENUE Cost Allocation			For HSA Program			REVENUE Cost Allocation			For HSA Program			REVENUE Cost Allocation			Total Revenue
11		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS	
12	POSITION TITLE					Budgeted Salary			Budgeted Salary			Budgeted Salary			Budgeted Salary			Budgeted Salary			Budgeted Salary			
13	Director of Social Workers	\$103,879	100%	100%	100%	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$103,879	\$40,546	\$63,333	\$311,638
14	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
15	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
16	Social Worker	\$48,645	100%	100%	100%	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$48,645	\$18,987	\$29,658	\$145,936
17	Social Worker	\$53,820	100%	100%	100%	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$53,820	\$21,007	\$32,813	\$161,460
18	Social Worker	\$54,377	100%	100%	100%	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$54,377	\$21,225	\$33,153	\$163,132
19	Social Worker	\$50,715	100%	100%	100%	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$50,715	\$19,795	\$30,920	\$152,145
20	Social Worker	\$51,750	100%	100%	100%	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$51,750	\$20,198	\$31,552	\$155,250
21	Social Worker	\$54,855	100%	100%	100%	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$54,855	\$21,411	\$33,444	\$164,566
22	Social Worker	\$67,275	100%	100%	100%	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$67,275	\$26,258	\$41,017	\$201,825
23	Social Worker	\$48,081	100%	100%	100%	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$48,081	\$18,767	\$29,315	\$144,244
24	Social Worker	\$29,867	100%	100%	100%	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$29,867	\$11,657	\$18,210	\$89,602
25	Social Worker	\$51,077	100%	100%	100%	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$51,077	\$19,937	\$31,141	\$153,232
26	Chief Program Officer	\$139,725	7%	100%	7%	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$9,082	\$3,544	\$5,538	\$27,246
27	Chief Government Officer	\$135,585	3%	100%	3%	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$4,407	\$1,720	\$2,687	\$13,220
28	Chief Executive Officer	\$212,175	2%	100%	2%	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	\$5,177		\$5,177	
29	Facility Director	\$81,765	7%	100%	7%	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	\$5,315	\$2,074	\$3,240	
30	Maintenance Worker	\$43,748	7%	100%	7%	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	\$2,844	\$1,110	\$1,734	
31	HR Manager	\$77,625	2%	100%	2%	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	\$1,894	\$739	\$1,155	
32	Communications Director	\$119,025	2%	100%	2%	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	\$2,904	\$1,134	\$1,770	
33	Digital Marketing Manager	\$61,926	2%	100%	2%	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$1,511	\$590	\$921	\$4,533
34																								
35	TOTALS	\$1,588,382	1333%	2100%	1333%	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$749,942	\$290,693	\$459,249	\$2,249,825
36																								
37	FRINGE BENEFIT RATE	36%																						
38	EMPLOYEE FRINGE BENEFIT	\$571,818				\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$269,979	\$104,649	\$165,330	\$809,937
39																								
40																								
41	TOTAL SALARIES & BENEFIT	\$2,160,200				\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$1,019,921	\$395,342	\$624,578	\$3,059,763
42	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,059,763																						
43	HSA #12																							

Document Date: 5/10/17

Document Date: 5/10/17

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 9 on HSA #1)

HDM Assessment Operating Expense Detail

TERM
July 1, 2017 to June 30, 2020

Expenditure Category	Amount	REVENUE Cost Allocation:		Amount	REVENUE Cost Allocation:		Amount	REVENUE Cost Allocation:		Amount
		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS		H.S.A.-DAAS	Non-HSA-DAAS	
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,994	\$4,251	\$6,743	\$10,994	\$4,251	\$6,743	\$10,994	\$4,251	\$6,743	\$32,982
Office Supplies, Postage	\$8,263	\$3,195	\$5,068	\$8,263	\$3,195	\$5,068	\$8,263	\$3,195	\$5,068	\$24,789
Building Maintenance Supplies and Repair	\$15,808	\$6,113	\$9,695	\$15,808	\$6,113	\$9,695	\$15,808	\$6,113	\$9,695	\$47,424
Printing and Reproduction										
Insurance	\$12,071	\$4,668	\$7,403	\$12,071	\$4,668	\$7,403	\$12,071	\$4,668	\$7,403	\$36,213
Staff Training	\$6,287	\$2,431	\$3,856	\$6,287	\$2,431	\$3,856	\$6,287	\$2,431	\$3,856	\$18,861
Staff Travel	\$2,784	\$1,077	\$1,707	\$2,784	\$1,077	\$1,707	\$2,784	\$1,077	\$1,707	\$8,352
Small Equipment (under \$5,000/item)	\$6,108	\$2,362	\$3,746	\$6,108	\$2,362	\$3,746	\$6,108	\$2,362	\$3,746	\$18,324
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a										
b										
c										
d										
e										
OTHER										
Outside Services	\$22,275	\$8,614	\$13,661	\$22,275	\$8,614	\$13,661	\$22,275	\$8,614	\$13,661	\$66,825
Grant, Volunteer and Client Costs	\$58,429	\$22,594	\$35,835	\$58,429	\$22,594	\$35,835	\$58,429	\$22,594	\$35,835	\$175,287
Telephone	\$5,389	\$2,084	\$3,305	\$5,389	\$2,084	\$3,305	\$5,389	\$2,084	\$3,305	\$16,167
Fees, Dues, Advertising	\$6,467	\$2,501	\$3,966	\$6,467	\$2,501	\$3,966	\$6,467	\$2,501	\$3,966	\$19,401
Other Operating Costs	\$15,241	\$4,993	\$10,248	\$15,241	\$4,993	\$10,248	\$15,241	\$4,993	\$10,248	\$45,723
TOTAL OPERATING EXPENSE	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$170,116	\$64,883	\$105,233	\$510,348
TOTAL OPERATING EXPENSE x3yrs	\$510,348									
HSA #13										

Document Date: 5/10/17

BUDGET FORMS										Appendix B4, pg. 1									
HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES										Document Date: 9/15/2017									
BUDGET PROPOSAL FORMS										Grant Term									
Grantee's Name: Meals on Wheels Sen																			
(Check One) View Renewal Modification																			
Effective Date of Mod:										No. of Mod:									
Program: HOME LIVING ONLY										7/1/17 to 6/30/20									
Annual #Meals Contracted																			
Program Term																			
DAAS Expenditures																			
Salaries & Benefits																			
Operating Expense																			
Subtotal																			
Indirect Percentage (max 10%)																			
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding Indirect exclusion)																			
Capital Expenditure																			
TOTAL DAAS EXPENDITURES																			
Non-DAAS Expenditures																			
Salaries & Benefits																			
Operating Expense																			
Indirect Expense																			
Capital Expenditure																			
TOTAL Non-DAAS EXPENDITURE																			
TOTAL DAAS & Non-DAAS EXPENDITURES																			
HSA-DAAS Revenues																			
Meals																			
Nutrition Compliance (if your agency is requesting funds)																			
TOTAL HSA-DAAS REVENUES																			
PER MEAL COST: HSA-DAAS																			
PER MEAL & COMPLIANCE COS																			
Non-DAAS Revenues																			
Project Income																			
Agency Cash - Fundraising																			
Agency In-Kind Volunteer																			
Nutrition Compliance Revenues																			
TOTAL NON HSA-DAAS REVENUE																			
PER MEAL COST: NON HSA-DAAS																			
TOTAL REVENUES																			
PER MEAL COST, TOTAL																			
Full Time Equivalent (FTE)																			
Prepared by: Patrick Schmalz										Phone No.: 415-943-1270 Date: 9/15/17									
HSA-CCO Review Signature:										Date:									
HSA #1										Form Rev. 12/22/16									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Grantee's Name: Meals on Wheels San Francisco																	Appendix B4, page 2
2	Program Name: HDM-AWD																	Date: 8/15/17
3	H.S.A-DAAS																	TOTAL
4	Salaries & Benefits Detail																	
5																		
6																		
7																		
8	H.S.A-DAAS																	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
10	Drivers	See Driver Tab				\$81,642	\$22,706	\$104,248	\$81,642	\$22,706	\$104,248	\$81,642	\$22,706	\$104,248	\$244,627	\$68,118	\$312,745	
11	Programs Mgr, Mark Liddle	\$ 70,380	100%	7%	7%	\$5,160	\$1,437	\$5,597	\$5,160	\$1,437	\$5,597	\$5,160	\$1,437	\$5,597	\$15,461	\$4,311	\$19,772	
12	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	7%	7%	\$5,637	\$1,570	\$7,207	\$5,637	\$1,570	\$7,207	\$5,637	\$1,570	\$7,207	\$18,912	\$4,710	\$21,622	
13	Wait Lst Mgr, Crystal Booth	\$61,116	100%	7%	7%	\$4,481	\$1,248	\$5,729	\$4,481	\$1,248	\$5,729	\$4,481	\$1,248	\$5,729	\$13,444	\$3,744	\$17,188	
14	Office Mgr, Harviann Brantley	\$56,030	100%	6%	6%	\$3,244	\$903	\$4,147	\$3,244	\$903	\$4,147	\$3,244	\$903	\$4,147	\$9,732	\$2,709	\$12,441	
15	Support Lead, Philip Duarte	\$43,231	100%	7%	7%	\$3,170	\$883	\$4,053	\$3,170	\$883	\$4,053	\$3,170	\$883	\$4,053	\$9,509	\$2,649	\$12,158	
16	Support Lead, Ivoya Suesue	\$56,694	100%	7%	7%	\$4,150	\$1,155	\$5,305	\$4,150	\$1,155	\$5,305	\$4,150	\$1,155	\$5,305	\$12,449	\$3,465	\$15,914	
17	Chief Prog Off, David Linnell	\$139,725	100%	7%	7%	\$9,214	\$2,566	\$11,780	\$9,214	\$2,566	\$11,780	\$9,214	\$2,566	\$11,780	\$27,642	\$7,699	\$35,340	
18	Chief Gov Off, Anne Quintland	\$135,585	100%	6%	6%	\$7,355	\$2,048	\$9,403	\$7,355	\$2,048	\$9,403	\$7,355	\$2,048	\$9,403	\$22,065	\$6,144	\$28,209	
19	Fleet & Facilities Dir, John She	\$81,765	100%	4%	4%	\$3,534	\$984	\$4,518	\$3,534	\$984	\$4,518	\$3,534	\$984	\$4,518	\$10,601	\$2,932	\$13,533	
20	Maintenance, Derek Cook	\$43,748	100%	4%	4%	\$1,891	\$526	\$2,417	\$1,891	\$526	\$2,417	\$1,891	\$526	\$2,417	\$5,672	\$1,578	\$7,250	
21	Volunteer Mgr, Kathleen Stirling	\$62,100	100%	6%	6%	\$3,784	\$1,057	\$4,851	\$3,784	\$1,057	\$4,851	\$3,784	\$1,057	\$4,851	\$11,393	\$3,171	\$14,564	
22	Volunteer Mgr, TBD	\$62,100	100%	6%	6%	\$3,784	\$1,057	\$4,851	\$3,784	\$1,057	\$4,851	\$3,784	\$1,057	\$4,851	\$11,393	\$3,171	\$14,564	
23	Volunteer Director, Meredith Te	\$87,975	100%	6%	6%	\$5,375	\$1,497	\$6,872	\$5,375	\$1,497	\$6,872	\$5,375	\$1,497	\$6,872	\$16,128	\$4,491	\$20,617	
24	HR Manager, Ronald Ayotte	\$77,625	100%	3%	3%	\$2,562	\$714	\$3,276	\$2,562	\$714	\$3,276	\$2,562	\$714	\$3,276	\$7,687	\$2,142	\$9,829	
25	HR Associate, David C Smith	\$43,056	100%	3%	3%	\$1,421	\$396	\$1,817	\$1,421	\$396	\$1,817	\$1,421	\$396	\$1,817	\$4,264	\$1,188	\$5,452	
26	Communications Director, Karl	\$119,025	100%	1%	1%	\$1,313	\$366	\$1,679	\$1,313	\$366	\$1,679	\$1,313	\$366	\$1,679	\$3,938	\$1,098	\$5,036	
27	Digital Marketing Manager, Karl	\$61,926	100%	1%	1%	\$883	\$190	\$1,073	\$883	\$190	\$1,073	\$883	\$190	\$1,073	\$2,049	\$570	\$2,619	
28	CEO, Ashley McCumber	\$212,175	100%															
29	TOTALS	\$ 1,491,045	1800%	90%	90%	\$149,221	\$41,203	\$189,624	\$149,221	\$41,203	\$189,624	\$149,221	\$41,203	\$189,624	\$444,963	\$123,909	\$568,872	
30																		
31	FRINGE BENEFIT RATE	36.0%																
32	EMPLOYEE FRINGE BENEFITS	\$ 538,776				\$53,289	\$14,869	\$68,255	\$53,289	\$14,869	\$68,255	\$53,289	\$14,869	\$68,255	\$160,108	\$44,607	\$204,795	
33																		
34																		
35	TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822				\$201,717	\$56,172	\$257,889	\$201,717	\$56,172	\$257,889	\$201,717	\$56,172	\$257,889	\$605,161	\$165,516	\$770,677	
36																		
37																		
38	Non - DAAS	Agency Totals						TOTAL			TOTAL			TOTAL			TOTAL	
39	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
40	Drivers	See Driver Tab				\$38,369	\$10,962	\$50,331	\$38,369	\$10,962	\$50,331	\$38,369	\$10,962	\$50,331	\$118,106	\$32,886	\$150,992	
41	Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$1,765	\$491	\$2,256	\$1,765	\$491	\$2,256	\$1,765	\$491	\$2,256	\$5,295	\$1,473	\$6,768	
42	Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$1,928	\$537	\$2,465	\$1,928	\$537	\$2,465	\$1,928	\$537	\$2,465	\$5,785	\$1,611	\$7,396	
43	Wait Lst Mgr, Crystal Booth	\$ 61,116	100%	3%	3%	\$1,533	\$427	\$1,960	\$1,533	\$427	\$1,960	\$1,533	\$427	\$1,960	\$4,598	\$1,281	\$5,879	
44	Office Mgr, Harviann Brantley	\$ 56,030	100%	2%	2%	\$1,110	\$309	\$1,419	\$1,110	\$309	\$1,419	\$1,110	\$309	\$1,419	\$3,329	\$927	\$4,256	
45	Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$1,084	\$302	\$1,386	\$1,084	\$302	\$1,386	\$1,084	\$302	\$1,386	\$3,293	\$906	\$4,199	
46	Support Lead, Ivoya Suesue	\$ 56,694	100%	2%	2%	\$1,419	\$395	\$1,814	\$1,419	\$395	\$1,814	\$1,419	\$395	\$1,814	\$4,258	\$1,185	\$5,443	
47	Chief Prog Off, David Linnell	\$ 139,725	100%	2%	2%	\$3,152	\$878	\$4,030	\$3,152	\$878	\$4,030	\$3,152	\$878	\$4,030	\$9,455	\$2,634	\$12,089	
48	Chief Gov Off, Anne Quintland	\$ 135,585	100%	2%	2%	\$2,516	\$701	\$3,217	\$2,516	\$701	\$3,217	\$2,516	\$701	\$3,217	\$7,547	\$2,109	\$9,656	
49	Fleet & Facilities Dir, John She	\$ 81,765	100%	1%	1%	\$1,209	\$337	\$1,546	\$1,209	\$337	\$1,546	\$1,209	\$337	\$1,546	\$3,826	\$1,011	\$4,837	
50	Maintenance, Derek Cook	\$ 43,748	100%	1%	1%	\$647	\$180	\$827	\$647	\$180	\$827	\$647	\$180	\$827	\$1,940	\$540	\$2,480	
51	Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	2%	2%	\$1,288	\$361	\$1,659	\$1,288	\$361	\$1,659	\$1,288	\$361	\$1,659	\$3,894	\$1,083	\$4,977	
52	Volunteer Mgr, TBD	\$ 62,100	100%	2%	2%	\$1,288	\$361	\$1,659	\$1,288	\$361	\$1,659	\$1,288	\$361	\$1,659	\$3,894	\$1,083	\$4,977	
53	Volunteer Director, Meredith Te	\$ 87,975	100%	2%	2%	\$1,839	\$512	\$2,351	\$1,839	\$512	\$2,351	\$1,839	\$512	\$2,351	\$5,516	\$1,536	\$7,052	
54	HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$876	\$244	\$1,120	\$876	\$244	\$1,120	\$876	\$244	\$1,120	\$2,629	\$732	\$3,361	
55	HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$468	\$135	\$603	\$468	\$135	\$603	\$468	\$135	\$603	\$1,458	\$405	\$1,863	
56	Communications Director, Karl	\$ 119,025	100%	0%	0%	\$449	\$125	\$574	\$449	\$125	\$574	\$449	\$125	\$574	\$1,347	\$375	\$1,722	
57	Digital Marketing Manager, Karl	\$ 61,926	100%	0%	0%	\$234	\$65	\$299	\$234	\$65	\$299	\$234	\$65	\$299	\$701	\$195	\$896	
58	CEO, Ashley McCumber	\$ 212,175	100%	4%	4%	\$9,399	\$2,617	\$12,016	\$9,399	\$2,617	\$12,016	\$9,399	\$2,617	\$12,016	\$28,188	\$7,851	\$36,040	
59	TOTAL NON-DAAS	\$ 1,491,045	1800%	35%	35%	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$71,609	\$19,939	\$91,548	\$214,828	\$59,817	\$274,645	
60																		
61	FRINGE BENEFIT RATE	36.0%																
62	EMPLOYEE FRINGE BENEFITS	\$ 538,776				\$35,778	\$7,178	\$42,957	\$35,778	\$7,178	\$42,957	\$35,778	\$7,178	\$42,957	\$77,328	\$21,534	\$98,872	
63																		
64																		
65	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822				\$97,389	\$27,117	\$124,506	\$97,389	\$27,117	\$124,506	\$97,389	\$27,117	\$124,506	\$292,189	\$81,351	\$373,517	
66																		
67	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644				\$299,105	\$83,289	\$382,394	\$299,105	\$83,289	\$382,394	\$299,105	\$83,289	\$382,394	\$897,317	\$246,867	\$1,144,184	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: Meals on Wheels San Francisco															Appendix B4, page 3
2	Program Name:															Date: 9/15/17
3	HDM-AWD															
4	Operating Expense Detail															
7	H.S.A-DAAS	Annual #Meals Contracted:	172,777	48,111	TOTAL	172,777	48,111	TOTAL	172,777	48,111	TOTAL	172,777	48,111	TOTAL	172,777	48,111
8	Expenditure Category	Term:	17/18 Original	17/18 Add Back	17/18 Total	18/19 Original	18/19 Add Back	18/19 Total	19/20 Original	19/20 Add Back	19/20 Total	17/18-19/20 Original	17/18-19/20 Add Back	17/18-19/20 Total		
9	Rental of Property															
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,596	\$1,001	\$4,597	\$3,596	\$1,001	\$4,597	\$3,596	\$1,001	\$4,597	\$10,788	\$3,003	\$13,791		
11	Office Supplies, Postage		\$2,703	\$753	\$3,456	\$2,703	\$753	\$3,456	\$2,703	\$753	\$3,456	\$8,109	\$2,259	\$10,368		
12	Building Maintenance Supplies and Repair		\$5,171	\$1,440	\$6,611	\$5,171	\$1,440	\$6,611	\$5,171	\$1,440	\$6,611	\$15,513	\$4,320	\$19,833		
13	FOOD COSTS															
14	Raw Food	per meal \$	-													
15	Cong Food Svc Supplies	per meal \$	-													
16	HDM Food Svc Supplies	per meal \$	-													
17	Catered Meals	per meal \$	2.93													
			\$506,410	\$141,014	\$647,424	\$506,410	\$141,014	\$647,424	\$506,410	\$141,014	\$647,424	\$1,519,230	\$423,042	\$1,942,272		
18	CONSULTANT/SUBCONTRACTOR Descriptive Title															
19	Registered Dietitian															
20																
21	OTHER COSTS:															
22	Insurance		\$3,948	\$1,099	\$5,047	\$3,948	\$1,099	\$5,047	\$3,948	\$1,099	\$5,047	\$11,844	\$3,297	\$15,141		
23	Staff Training & Travel		\$2,967	\$826	\$3,793	\$2,967	\$826	\$3,793	\$2,967	\$826	\$3,793	\$8,901	\$2,478	\$11,379		
24	Rental of Equipment															
25	Small equipment & Supplies		\$1,998	\$556	\$2,554	\$1,998	\$556	\$2,554	\$1,998	\$556	\$2,554	\$5,994	\$1,668	\$7,662		
26	Delivery Cost		\$30,094	\$8,378	\$38,472	\$30,094	\$8,378	\$38,472	\$30,094	\$8,378	\$38,472	\$90,282	\$25,134	\$115,416		
27	Kitchen Costs		\$13,710	\$3,818	\$17,528	\$13,710	\$3,818	\$17,528	\$13,710	\$3,818	\$17,528	\$41,130	\$11,454	\$52,584		
28	Fees, dues, advertising															
29	Outside Services															
30	Grant, Volunteer and Client Costs															
31	Other Operating															
32	Fundraising															
33	TOTAL DAAS OPERATING EXPENSE		\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$570,597	\$158,885	\$729,482	\$1,711,791	\$476,655	\$2,188,446		
35	Non-DAAS				TOTAL			TOTAL			TOTAL			TOTAL		
36	Expenditure Category															
37	Rental of Property															
38	Utilities(Elec, Water, Gas, Phone, Scavenger)															
39	Office Supplies, Postage															
40	Building Maintenance Supplies and Repair															
41	FOOD COSTS															
42	Raw Food	per meal \$	-													
43	Cong Food Svc Supplies	per meal \$	-													
44	HDM Food Svc Supplies	per meal \$	-													
45	Catered Meals	per meal \$	2.93													
46	CONSULTANT/SUBCONTRACTOR Descriptive Title															
47	Registered Dietitian															
48																
49	OTHER COSTS:															
50	Insurance															
51	Staff Training & Travel															
52	Rental of Equipment															
53	Small equipment & Supplies															
54	Delivery Cost															
55	Kitchen Costs		\$1,948	\$542	\$2,490	\$1,948	\$542	\$2,490	\$1,948	\$542	\$2,490	\$5,844	\$1,626	\$7,470		
56	Fees, dues, advertising		\$2,115	\$589	\$2,704	\$2,115	\$589	\$2,704	\$2,115	\$589	\$2,704	\$6,345	\$1,767	\$8,112		
57	Outside Services		\$7,286	\$2,029	\$9,315	\$7,286	\$2,029	\$9,315	\$7,286	\$2,029	\$9,315	\$21,858	\$6,087	\$27,945		
58	Grant, Volunteer and Client Costs		\$19,111	\$5,322	\$24,433	\$19,111	\$5,322	\$24,433	\$19,111	\$5,322	\$24,433	\$57,333	\$15,966	\$73,299		
59	Other Operating		\$6,155	\$1,714	\$7,869	\$6,155	\$1,714	\$7,869	\$6,155	\$1,714	\$7,869	\$18,465	\$5,142	\$23,607		
60	Fundraising		\$153,330	\$42,696	\$196,026	\$153,330	\$42,696	\$196,026	\$153,330	\$42,696	\$196,026	\$459,990	\$126,088	\$586,078		
62	TOTAL Non-DAAS OPERATING EXPENSE		\$189,945	\$52,892.00	\$242,837	\$189,945	\$52,892.00	\$242,837	\$189,945	\$52,892.00	\$242,837	\$569,835	\$158,676.00	\$728,511		
64	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$760,542	\$211,777	\$972,319	\$760,542	\$211,777	\$972,319	\$760,542	\$211,777	\$972,319	\$2,281,626	\$635,331	\$2,916,957		

CITY AND COUNTY OF SAN FRANCISCO

SECOND AMENDMENT

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

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

RECITALS

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

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

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

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

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

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

First amendment, dated October 4, 2017

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

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

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

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

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

Contingent amount: Up to Two Million, Twenty-Eight Thousand, Two Hundred and Twenty dollars (\$2,028,220) for the period from July 1, 2019 to June 30, 2020 (Y3), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Twenty-Two Million, Three Hundred Ten Thousand, Four Hundred and Twenty-Five dollars (\$22,310,425) for the period from July 1, 2017 to June 30, 2020 (Y1-Y3).

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

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

Contingent amount: Up to Five Hundred Twenty-Five Thousand, Nine Hundred and Eighty-Five dollars (\$525,985) for the period from July 1, 2019 to June 30, 2020 (Y3), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Twenty Three Million, One Hundred Thirty-Six Thousand, Eight Hundred and Eighteen Dollars (\$23,136,818) for the period from July 1, 2017 to June 30, 2020 (Y1-Y3).

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

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

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

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

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

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

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

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

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

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

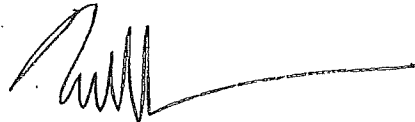
3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after June 1, 2018.

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

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

CITY

Recommended by:



Trent Rhorer
Executive Director
Human Services Agency

9/12/18

GRANTEE

MEALS ON WHEELS SAN FRANCISCO

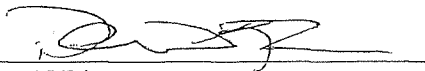


Ashley McCumber
CEO
1375 Fairfax Avenue
San Francisco, CA 94124
(415) 920-1111

Approved as to Form:

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

By:

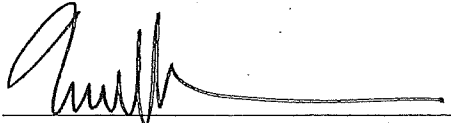


David Ries
Deputy City Attorney

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

CITY

Recommended by:

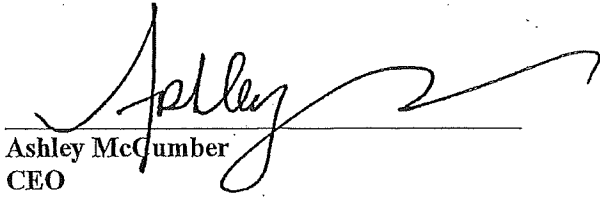


Trent Rhorer
Executive Director
Human Services Agency

9/12/18

GRANTEE

MEALS ON WHEELS SAN FRANCISCO

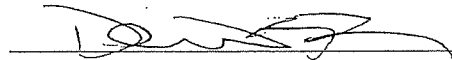


Ashley McCumber
CEO
1375 Fairfax Avenue
San Francisco, CA 94124
(415) 920-1111

Approved as to Form:

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

By:



David Ries
Deputy City Attorney

Appendix A4 – Services to be Provided

MEALS ON WHEELS OF SAN FRANCISCO

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

I. Purpose

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

II. Definitions

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

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

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

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

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

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

III. Target Population

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

IV. Eligibility for Services

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

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

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

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

V. Services to be Provided

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

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

7. Service units:

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

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

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

VI. Service Objectives

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

VII. Outcome Objectives

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

VIII. Monitoring Activities

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

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

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

IX. Reporting Requirements

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

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

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

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

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

BUDGET FORMS

Appendix B5

Document Date: 6/1/2018

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

BUDGET PROPOSAL FORMS

Grantee's Name: Meals on Wheels San Francisco

Grant Term

(Check One) New ☐ Renewal ☐ Modification ☒

Effective Date of Mod: 6/1/18

No. of Mod: 2

7/1/17 to 6/30/20

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

Grantee's Name: Meals on Wheels San Francisco

Program Name:

HDM (ENP)

Appendix B5

Document Date: 6/1/2018

Salaries & Benefits Detail

TOTAL

H.S.A-DAAS	Agency Totals	For DAAS Nutrit	17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b) FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab			\$588,650		\$588,650	\$597,045	\$597,045
Programs Mgr, Mark Liddle	\$70,380	100%	49%	\$37,250		\$37,250	\$37,781	\$37,781
Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	\$40,694		\$40,694	\$41,275	\$41,275
Wall List Mgr, Crystal Booth	\$61,118	100%	49%	\$32,349		\$32,349	\$32,810	\$32,810
Office Mgr, Harviann Brantley	\$56,030	100%	39%	\$23,427		\$23,427	\$23,761	\$23,761
Support Lead, Philip Duarte	\$43,231	100%	49%	\$22,881		\$22,881	\$23,208	\$23,208
Support Lead, Ivoga Suesue	\$56,594	100%	49%	\$28,954		\$28,954	\$30,381	\$30,381
Chief Prog Off, David Linnell	\$139,725	100%	44%	\$66,554		\$66,554	\$67,503	\$67,503
Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	\$53,108		\$53,108	\$53,863	\$53,863
Fleet & Facilities Dir, John Shea	\$81,765	100%	29%	\$25,533		\$25,533	\$25,897	\$25,897
Maintenance, Derek Cook	\$43,748	100%	25%	\$13,651		\$13,651	\$13,856	\$13,856
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	\$27,390		\$27,390	\$27,781	\$27,781
Volunteer Mgr, TBD	\$62,100	100%	41%	\$27,390		\$27,390	\$27,781	\$27,781
Volunteer Director, Meredith Te	\$87,975	100%	41%	\$38,803		\$38,803	\$39,356	\$39,356
HR Manager, Ronald Ayotte	\$77,625	100%	22%	\$18,490		\$18,490	\$18,764	\$18,764
HR Associate, David C Smith	\$43,056	100%	22%	\$10,256		\$10,256	\$10,402	\$10,402
Communications Director, Karl	\$119,025	100%	7%	\$9,450		\$9,450	\$9,585	\$9,585
Digital Marketing Manager, Kate	\$61,926	100%	7%	\$4,916		\$4,916	\$4,987	\$4,987
CEO, Ashley McCumber	\$212,175	100%						
TOTALS	\$1,491,045	1800%	604%	\$1,070,754		\$1,070,754	\$1,086,025	\$1,086,025
FRINGE BENEFIT RATE	36.0%							
EMPLOYEE FRINGE BENEFITS	\$536,776			\$385,471		\$385,471	\$390,969	\$390,969
TOTAL DAAS SALARIES & BENEFITS	\$2,027,822			\$1,456,225		\$1,456,225	\$1,476,994	\$1,476,994
Non - DAAS								
POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b) FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab			\$469,320		\$469,320	\$469,320	\$469,320
Programs Mgr, Mark Liddle	\$70,380	100%	3%	\$24,728		\$24,728	\$24,728	\$24,728
Ops Mgr, Gustavo Lopez	\$76,888	100%	3%	\$27,014		\$27,014	\$27,014	\$27,014
Wall List Mgr, Crystal Booth	\$61,118	100%	3%	\$21,473		\$21,473	\$21,473	\$21,473
Office Mgr, Harviann Brantley	\$56,030	100%	3%	\$15,552		\$15,552	\$15,552	\$15,552
Support Lead, Philip Duarte	\$43,231	100%	3%	\$15,189		\$15,189	\$15,189	\$15,189
Support Lead, Ivoga Suesue	\$56,594	100%	3%	\$19,883		\$19,883	\$19,883	\$19,883
Chief Prog Off, David Linnell	\$139,725	100%	3%	\$44,180		\$44,180	\$44,180	\$44,180
Chief Gov Off, Anne Quaintance	\$135,585	100%	2%	\$35,252		\$35,252	\$35,252	\$35,252
Fleet & Facilities Dir, John Shea	\$81,765	100%	2%	\$16,949		\$16,949	\$16,949	\$16,949
Maintenance, Derek Cook	\$43,748	100%	2%	\$9,069		\$9,069	\$9,069	\$9,069
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	3%	\$18,182		\$18,182	\$18,182	\$18,182
Volunteer Mgr, TBD	\$62,100	100%	3%	\$18,182		\$18,182	\$18,182	\$18,182
Volunteer Director, Meredith Te	\$87,975	100%	3%	\$25,757		\$25,757	\$25,757	\$25,757
HR Manager, Ronald Ayotte	\$77,625	100%	1%	\$12,274		\$12,274	\$12,274	\$12,274
HR Associate, David C Smith	\$43,056	100%	1%	\$6,808		\$6,808	\$6,808	\$6,808
Communications Director, Karl	\$119,025	100%	0%	\$6,273		\$6,273	\$6,273	\$6,273
Digital Marketing Manager, Kate	\$61,926	100%	0%	\$3,264		\$3,264	\$3,264	\$3,264
CEO, Ashley McCumber	\$212,175	100%	6%	\$84,087		\$84,087	\$84,087	\$84,087
TOTAL NON-DAAS	\$1,491,045	1800%	45%	\$873,436		\$873,436	\$873,436	\$873,436
FRINGE BENEFIT RATE	36.0%							
EMPLOYEE FRINGE BENEFITS	\$536,776			\$314,437		\$314,437	\$314,437	\$314,437
TOTAL Non-DAAS SALARIES & BENEFITS	\$2,027,822			\$1,187,873		\$1,187,873	\$1,187,873	\$1,187,873
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$4,055,644			\$2,644,099		\$2,644,099	\$2,664,868	\$2,664,868

HDM (ENP)								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budget Salary	Non DAAS %	Non DAAS
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				55.6%		44.4%	
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	86.1%	86.1%	47.9%	\$15,424	38.2%	\$19,298
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	86.1%	86.1%	47.9%	\$25,516	38.2%	\$20,344
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	86.1%	86.1%	47.9%	\$15,473	38.2%	\$19,336
Fleming	James	1,248	1.00	Driver	\$32,601			100%	86.1%	86.1%	47.9%	\$15,618	38.2%	\$19,452
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	86.1%	86.1%	47.9%	\$16,807	38.2%	\$19,400
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	86.1%	86.1%	47.9%	\$17,729	38.2%	\$19,235
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	86.1%	86.1%	47.9%	\$16,717	38.2%	\$19,574
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	86.1%	86.1%	47.9%	\$15,740	38.2%	\$19,549
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	86.1%	86.1%	47.9%	\$17,196	38.2%	\$19,710
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	86.1%	86.1%	47.9%	\$16,389	38.2%	\$19,057
Kelley	Shella	2,080	1.00	Driver	\$33,853			100%	86.1%	86.1%	47.9%	\$16,218	38.2%	\$19,930
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	86.1%	86.1%	47.9%	\$17,960	38.2%	\$19,319
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	86.1%	86.1%	47.9%	\$18,491	38.2%	\$19,722
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	86.1%	86.1%	47.9%	\$14,988	38.2%	\$19,949
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	86.1%	86.1%	47.9%	\$22,205	38.2%	\$19,703
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	86.1%	86.1%	47.9%	\$18,324	38.2%	\$19,609
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	86.1%	86.1%	47.9%	\$19,094	38.2%	\$19,227
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	86.1%	86.1%	47.9%	\$16,728	38.2%	\$19,347
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	86.1%	86.1%	47.9%	\$22,405	38.2%	\$19,863
Price	Blanca	2,080	1.00	Driver	\$35,235			100%	86.1%	86.1%	47.9%	\$16,879	38.2%	\$19,354
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	86.1%	86.1%	47.9%	\$17,707	38.2%	\$19,414
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	86.1%	86.1%	47.9%	\$20,639	38.2%	\$19,455
Sefo	Vlena	2,080	1.00	Driver	\$49,226			100%	86.1%	86.1%	47.9%	\$23,582	38.2%	\$19,801
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	86.1%	86.1%	47.9%	\$18,022	38.2%	\$19,369
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	86.1%	86.1%	47.9%	\$20,950	38.2%	\$19,783
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	86.1%	86.1%	47.9%	\$17,745	38.2%	\$19,148
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	86.1%	86.1%	47.9%	\$22,200	38.2%	\$19,699
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	86.1%	86.1%	47.9%	\$17,935	38.2%	\$19,299
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$19,666
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$19,666
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$19,666
New In 17/18		2,080	1.00	Driver	\$38,399			100%	86.1%	86.1%	47.9%	\$18,395	38.2%	\$19,666
Total Original Approved Budget			32.00		\$1,728,769							\$884,650		\$469,320

Grantee's Name: Meals on Wheels San Francisco

Program Name:

HDM (ENP)

Appendix B6

Report Date: 6/1/2018

Operating Expense Detail

H.S.A-DAAS.	Annual #Meals Contracted:	1,543,281		\$1,543,281	\$1,537,586	\$1,537,586	\$4,618,453
Expenditure Category	Term:	17/18 as of 6/15/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
FOOD COSTS							
Raw Food	per meal \$ -						
Cong Food Svc Supplie	per meal \$ -						
HDM Food Svc Supplie	per meal \$ -						
Catered Meals	per meal \$ 2.67	\$4,115,022		\$4,115,022	\$4,196,700	\$4,196,700	\$12,508,421
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance							
Staff Training & Travel							
Rental of Equipment							
Small equipment & Supplies							
Delivery Cost							
Kitchen Costs							
Fees, dues, advertising							
Outside Services							
Grant, Volunteer and Client Costs							
Other Operating							
Fundraising							
TOTAL DAAS OPERATING EXPENSE		\$4,115,022		\$4,115,022	\$4,196,700	\$4,196,700	\$12,508,421

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

HSA #3

Form Rev. 12/22/16

Grantee's Name: Meals on Wheels San Francisco

Appendix B5

Program Name:

Document Date: 6/1/2018

HDM (ENP)

Capital Expenditure Detail
(Equipment and Remodeling Cost)

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

(Equipment and Remodeling Cost)

HSA #4 Form Rev. 12/22/16

Grantee's Name: Meals on Wheels San Francisco

Appendix B5

Program Name:

Document Date: 6/1/2016

HDM (ENP)

Indirect Cost Detail

1. Salaries and Benefits

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

2. Operating Cost

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

HSA# 5

Form Rev. 12/22/16

BUDGET FORMS

Appendix B6

6/1/2018

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

BUDGET PROPOSAL FORMS

Grantee's Name: Meals on Wheels San Francisco

Grant Term

(Check One) New ☐ Renewal ☐ Modification ☒

Effective Date of Mod: 6/1/18

No. of Mod: 2

7/1/17 to 6/30/20

Average

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

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

Appendix B6
 6/1/2018

Salaries & Benefits Detail

H.S.A-DAAS	Agency Totals	for DAAS Nutrit	17/18 @ 2/18/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
POSITION TITLE and NAME	Annual Full Time Salary for FTE	% FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$112,317	\$1,462	\$113,779	\$114,625
Programs Mgr, Mark Liddle	\$70,380	100%	9%	9%	\$7,108	\$93	\$7,201	\$7,248
Ops Mgr, Gustavo Lopez	\$76,888	100%	9%	9%	\$7,765	\$101	\$7,866	\$7,918
Wait List Mgr, Crystal Booth	\$61,118	100%	9%	9%	\$6,172	\$80	\$6,252	\$6,294
Office Mgr, Harviann Brantley	\$56,030	100%	7%	7%	\$4,468	\$58	\$4,526	\$4,556
Support Lead, Phillip Duarte	\$43,231	100%	9%	9%	\$4,367	\$57	\$4,424	\$4,453
Support Lead, Ivoga Suesue	\$56,594	100%	9%	9%	\$5,716	\$74	\$5,790	\$5,828
Chief Prog Off, David Linnell	\$139,725	100%	8%	8%	\$12,692	\$165	\$12,857	\$12,942
Chief Gov Off, Anne Quaintance	\$135,585	100%	7%	7%	\$10,131	\$132	\$10,263	\$10,330
Fleet & Facilities Dir, John Shee	\$81,765	100%	6%	6%	\$4,868	\$63	\$4,931	\$4,963
Maintenance, Derek Cook	\$43,748	100%	6%	6%	\$2,604	\$34	\$2,638	\$2,655
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	8%	8%	\$5,227	\$68	\$5,295	\$5,330
Volunteer Mgr, TBD	\$62,100	100%	8%	8%	\$5,227	\$68	\$5,295	\$5,330
Volunteer Director, Meredith Te	\$87,975	100%	8%	8%	\$7,404	\$96	\$7,500	\$7,550
HR Manager, Ronald Ayotte	\$77,625	100%	4%	4%	\$3,530	\$46	\$3,576	\$3,600
HR Associate, David C Smith	\$43,056	100%	4%	4%	\$1,958	\$25	\$1,983	\$1,997
Communications Director, Karl	\$119,025	100%	1%	1%	\$1,809	\$24	\$1,833	\$1,844
Digital Marketing Manager, Karl	\$61,926	100%	1%	1%	\$941	\$12	\$953	\$959
CEO, Ashley McCumber	\$212,175	100%						
TOTALS	\$ 1,491,045	1800%	115%	115%	\$204,305	\$2,658	\$208,963	\$208,322
FRINGE BENEFIT RATE	36.0%							
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$73,550	\$957	\$74,507	\$74,996
TOTAL DAAS SALARIES & BENEFITS	\$ 2,027,822				\$277,856	\$3,615	\$283,470	\$283,318
Non - DAAS								
POSITION TITLE and NAME	Annual Full Time Salary for FTE	% FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$89,692	\$1,168	\$90,860	\$55,293
Programs Mgr, Mark Liddle	\$70,380	100%	3%	3%	\$2,431	\$32	\$2,463	\$2,479
Ops Mgr, Gustavo Lopez	\$76,888	100%	3%	3%	\$2,656	\$35	\$2,691	\$2,708
Wait List Mgr, Crystal Booth	\$61,118	100%	3%	3%	\$2,112	\$27	\$2,139	\$2,153
Office Mgr, Harviann Brantley	\$56,030	100%	3%	3%	\$1,529	\$20	\$1,549	\$1,559
Support Lead, Phillip Duarte	\$43,231	100%	3%	3%	\$1,493	\$19	\$1,512	\$1,523
Support Lead, Ivoga Suesue	\$56,594	100%	3%	3%	\$1,954	\$25	\$1,979	\$1,993
Chief Prog Off, David Linnell	\$139,725	100%	3%	3%	\$4,342	\$57	\$4,399	\$4,427
Chief Gov Off, Anne Quaintance	\$135,585	100%	2%	2%	\$3,466	\$45	\$3,511	\$3,534
Fleet & Facilities Dir, John Shee	\$81,765	100%	2%	2%	\$1,656	\$22	\$1,688	\$1,698
Maintenance, Derek Cook	\$43,748	100%	2%	2%	\$891	\$12	\$903	\$908
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	3%	3%	\$1,787	\$23	\$1,810	\$1,822
Volunteer Mgr, TBD	\$62,100	100%	3%	3%	\$1,787	\$23	\$1,810	\$1,822
Volunteer Director, Meredith Te	\$87,975	100%	3%	3%	\$2,533	\$33	\$2,566	\$2,582
HR Manager, Ronald Ayotte	\$77,625	100%	1%	1%	\$1,207	\$16	\$1,223	\$1,231
HR Associate, David C Smith	\$43,056	100%	1%	1%	\$659	\$9	\$678	\$682
Communications Director, Karl	\$119,025	100%	0%	0%	\$618	\$8	\$626	\$630
Digital Marketing Manager, Karl	\$61,926	100%	0%	0%	\$322	\$4	\$326	\$328
CEO, Ashley McCumber	\$212,175	100%	6%	6%	\$12,946	\$169	\$13,115	\$13,201
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$134,100	\$1,747	\$135,847	\$100,573
FRINGE BENEFIT RATE	36.0%							
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$48,276	\$629	\$48,905	\$36,206
TOTAL Non-DAAS SALARIES & BENEFITS	\$ 2,027,822				\$182,376	\$2,376	\$184,752	\$136,779
TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 4,055,644				\$460,231	\$5,991	\$468,222	\$420,097

HDM-AWD								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budgeted Salary	Non DAAS %	Non DAAS Budgeted Salary
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				55.6%		44.4%	
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	16.4%	16.4%	9.1%	\$2,943	7.3%	\$2,350
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	16.4%	16.4%	9.1%	\$4,869	7.3%	\$3,888
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	16.4%	16.4%	9.1%	\$2,952	7.3%	\$2,355
Fleming	James	1,248	1.00	Driver	\$32,601			100%	16.4%	16.4%	9.1%	\$2,980	7.3%	\$2,580
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	16.4%	16.4%	9.1%	\$3,207	7.3%	\$2,561
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	16.4%	16.4%	9.1%	\$3,383	7.3%	\$2,701
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	16.4%	16.4%	9.1%	\$3,255	7.3%	\$2,608
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	16.4%	16.4%	9.1%	\$3,003	7.3%	\$2,398
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	16.4%	16.4%	9.1%	\$3,281	7.3%	\$2,620
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	16.4%	16.4%	9.1%	\$3,127	7.3%	\$2,497
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	16.4%	16.4%	9.1%	\$3,094	7.3%	\$2,421
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	16.4%	16.4%	9.1%	\$3,421	7.3%	\$2,796
Lee	Karmarl	2,080	1.00	Driver	\$38,598			100%	16.4%	16.4%	9.1%	\$3,528	7.3%	\$2,817
Lettiane	Fou	2,080	1.00	Driver	\$31,286			100%	16.4%	16.4%	9.1%	\$2,860	7.3%	\$2,284
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	16.4%	16.4%	9.1%	\$4,237	7.3%	\$3,383
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	16.4%	16.4%	9.1%	\$3,496	7.3%	\$2,792
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	16.4%	16.4%	9.1%	\$3,643	7.3%	\$2,909
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	16.4%	16.4%	9.1%	\$3,192	7.3%	\$2,549
Pomele	Alafala	2,080	1.00	Driver	\$46,769			100%	16.4%	16.4%	9.1%	\$4,275	7.3%	\$3,414
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	16.4%	16.4%	9.1%	\$3,221	7.3%	\$2,572
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	16.4%	16.4%	9.1%	\$3,378	7.3%	\$2,697
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	16.4%	16.4%	9.1%	\$3,934	7.3%	\$3,145
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	16.4%	16.4%	9.1%	\$4,500	7.3%	\$3,593
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	16.4%	16.4%	9.1%	\$3,439	7.3%	\$2,746
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	16.4%	16.4%	9.1%	\$3,997	7.3%	\$3,132
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	16.4%	16.4%	9.1%	\$3,386	7.3%	\$2,704
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	16.4%	16.4%	9.1%	\$4,256	7.3%	\$3,383
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	16.4%	16.4%	9.1%	\$3,421	7.3%	\$2,743
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
New In 17/18		2,080	1.00	Driver	\$38,399			100%	16.4%	16.4%	9.1%	\$3,510	7.3%	\$2,803
Total Original Approved Budget			32.00		\$1,228,769							\$112,417		\$89,661

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

Appendix B5
 6/1/2018

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	237,433	3,091	240,525	237,843	237,843	716,211
Expenditure Category	Term:	17/18 @ 2/18/18	17/18 OTO	17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$8,763	\$8,860	\$17,643	\$8,935	\$8,935	\$35,513
Office Supplies, Postage		\$6,688	\$1,603	\$8,191	\$6,718	\$6,718	\$21,627
Building Maintenance Supplies and Repair		\$12,602		\$12,602	\$12,860	\$12,850	\$38,302
FOOD COSTS							
Raw Food per meal \$ -							
Cong Food Svc Supplie per meal \$ -							
HDM Food Svc Supplie per meal \$ -							
Catered Meals per meal \$ 2.95		\$709,497		\$709,497	\$730,191	\$730,191	\$2,169,879
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance		\$5,047		\$5,047	\$5,146	\$5,146	\$15,339
Staff Training & Travel		\$3,793		\$3,793	\$3,868	\$3,868	\$11,529
Rental of Equipment							
Small equipment & Supplies		\$2,554		\$2,554	\$2,604	\$2,604	\$7,762
Delivery Cost		\$38,472		\$38,472	\$39,228	\$39,228	\$116,928
Kitchen Costs		\$17,528		\$17,528	\$17,873	\$17,873	\$53,274
Fees, dues, advertising							
Outside Services							
Grant, Volunteer and Client Costs							
Other Operating							
Fundraising							
TOTAL DAAS OPERATING EXPENSE		\$804,844	\$10,483	\$815,327	\$827,413	\$827,413	\$2,470,153
Non-DAAS				TOTAL	TOTAL	TOTAL	TOTAL
Expenditure Category							
Rental of Property							
Utilities(Elec, Water, Gas, Phone, Scavenger)							
Office Supplies, Postage							
Building Maintenance Supplies and Repair							
FOOD COSTS							
Raw Food per meal \$ -							
Cong Food Svc Supplie per meal \$ -							
HDM Food Svc Supplie per meal \$ -							
Catered Meals per meal \$ -							
CONSULTANT/SUBCONTRACTOR Descriptive Title							
Registered Dietitian							
OTHER COSTS:							
Insurance							
Staff Training & Travel							
Rental of Equipment							
Small equipment & Supplies							
Delivery Cost							
Kitchen Costs		\$2,683	\$36	\$2,719	\$2,736	\$2,736	\$8,191
Fees, dues, advertising		\$2,913	\$39	\$2,952	\$2,970	\$2,970	\$8,892
Outside Services		\$10,036	\$134	\$10,170	\$10,233	\$10,233	\$30,636
Grant, Volunteer and Client Costs		\$26,324	\$351	\$26,675	\$26,841	\$26,841	\$80,357
Other Operating		\$8,478	\$113	\$8,591	\$8,645	\$8,645	\$25,881
Fundraising		\$211,199	\$2,819	\$214,018	\$215,351	\$215,351	\$644,720
TOTAL Non-DAAS OPERATING EXPENSE		\$261,633	\$3,492.00	\$265,125	\$266,776	\$266,776	\$798,677
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$1,066,477	\$13,975	\$1,080,452	\$1,094,189	\$1,094,189	\$3,268,830

HSA #3

Form Rev. 12/22/16

Grantee's Name: Meals on Wheels San Francisco

Appendix B6

Program Name:

6/1/2018

HDM-AWD

Indirect Cost Detail

1. Salaries and Benefits

Position Title	17/18 @ 2/18/18		17/18 OTO		17/18 Total	18/19 Total	19/20 Total	17/18-19/20 Total
	FTE	SALARIES	FTE	SALARIES	Total	Total	Total	Total
Office Mgr, Harviann Brantley	0.02	\$1,312	0.00	\$17	\$1,329	\$1,338	\$1,338	\$4,005
Chief Gov Off, Anne Quaintance	0.02	\$3,025	0.00	\$39	\$3,064	\$3,084	\$3,084	\$9,232
Fleet & Facilities Dir, John Sheehan	0.03	\$2,826	0.00	\$37	\$2,863	\$2,882	\$2,882	\$8,627
Maintenance, Derek Cook	0.03	\$1,513	0.00	\$20	\$1,533	\$1,543	\$1,543	\$4,619
Volunteer Mgr, Kathleen Stirling	0.01	\$1,154	0.00	\$15	\$1,169	\$1,177	\$1,177	\$3,523
Volunteer Mgr, TBD	0.01	\$1,154	0.00	\$15	\$1,169	\$1,177	\$1,177	\$3,523
Volunteer Director, Meredith Terrell	0.01	\$1,637	0.00	\$21	\$1,658	\$1,669	\$1,669	\$4,996
HR Manager, Ronald Ayotte	0.04	\$4,330	0.00	\$66	\$4,386	\$4,415	\$4,415	\$13,216
HR Associate, David C Smith	0.04	\$2,403	0.00	\$31	\$2,434	\$2,450	\$2,450	\$7,334
CEO, Ashley McCumber	0.04	\$11,836	0.00	\$154	\$11,990	\$12,069	\$12,069	\$36,128
CFO, Patrick Schmalz	0.09	\$15,671	0.00	\$203	\$15,774	\$15,877	\$15,877	\$47,628
IT, David Smith	0.09	\$14,774	0.00	\$192	\$14,966	\$15,064	\$15,064	\$45,094
Sr. Accountant, TBD	0.09	\$8,996	0.00	\$117	\$9,113	\$9,173	\$9,173	\$27,459
Sr Accountant, Xiaohong (Grace) Tu	0.09	\$9,457	0.00	\$123	\$9,580	\$9,643	\$9,643	\$28,866
Finance Clerk, Tina Ming Xu	0.05	\$2,087	0.00	\$27	\$2,114	\$2,128	\$2,128	\$6,370
Total	0.64	\$82,075	0.01	\$1,067	\$83,142	\$83,688	\$83,689	\$250,520
EMPLOYEE FRINGE BENEFITS	36%	\$29,547	36%	\$384	\$29,931	\$29,547	\$29,547	\$89,024
TOTAL SALARIES & BENEFITS		\$111,622		\$1,451	\$113,073	\$113,235	\$113,236	\$339,544

2. Operating Cost

Expenditure Category								
Supplies, Travel, Fees and Other		\$3,053		\$46	\$3,093	\$3,113	\$3,113	\$9,319
Building Costs		\$886		\$12	\$898	\$903	\$903	\$2,704
Outside Services		\$1,248		\$16	\$1,264	\$1,273	\$1,273	\$3,810
Utilities		\$314		\$4	\$318	\$320	\$320	\$958
Insurance		\$677		\$9	\$686	\$690	\$690	\$2,066
TOTAL OPERATING COST		\$6,178		\$81	\$6,259	\$6,299	\$6,299	\$18,857
TOTAL INDIRECT COST								
(Salaries & Benefits + Operating Cost)		\$117,800		\$1,532	\$119,332	\$119,534	\$119,535	\$358,402

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Form Rev. 12/22/16

BUDGET FORMS

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

Meal Budget before Modifications	OTO % of COOB/Abag	17/18 Cost	17/18 Cos/M Meal	17/18 Meals	17/18 to 18/19 Meal Increase %s	Document Date:	Appendix B, pg. 1
COOB (Tahrir 1/5/18)		\$5,049,064	\$3.52	1,434,393	Per Tahrir 1/5/18 2.4003%	2/8/2018	
Add Back Meals (Linda 1/26/18)		\$126,227	\$0.03		Per This File 1.8388%		
Add Back OTO Meals (Linda 1/26/18)	5.1340%	\$26,802	\$3.61	102,279	because of OTO in 17/18		
Modified Budget including Cap/OTO		\$5,571,114	\$3.61	1,544,100			Grant Term

Grantee's Name: Meals on Wheels San Francisco
(Check One) New ☐ Renewal ☐ Modification ☒

Effective Date of Mod: 2/1/18 No. of Mod: 1

Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)

Program Term	17/18 Original	17/18 COOB/Abag	17/18 Total	18/19 Original	18/19 COOB/Abag	18/19 Total	19/20 Original	19/20 COOB/Abag	19/20 Total	17/18-19/20 Original	17/18-19/20 COOB/Abag	17/18-19/20 Total	Average cost/meal
Annual #Meals Contracted	1,434,393	109,707	1,543,280	1,434,393	102,279	1,536,672	1,434,393	102,279	1,536,672	4,303,180	314,264	4,617,444	
DAAS Expenditures													
Salaries & Benefits	\$1,350,363	\$105,862	\$1,456,225	\$1,350,363	\$126,631	\$1,476,994	\$1,350,363	\$126,631	\$1,476,994	\$4,061,089	\$359,125	\$4,410,214	\$0.94
Operating Expense	\$3,698,701	\$418,321	\$4,117,022	\$3,698,701	\$497,999	\$4,196,700	\$3,698,701	\$497,999	\$4,196,700	\$11,096,103	\$1,412,318	\$12,508,421	\$2.67
Subtotal	\$5,049,064	\$522,183	\$5,571,247	\$5,049,064	\$624,630	\$5,673,694	\$5,049,064	\$624,630	\$5,673,694	\$15,147,192	\$1,771,443	\$16,918,636	\$3.61
Indirect Percentage (max 10%)													
Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)													
Capital Expenditure													
TOTAL DAAS EXPENDITURES	\$5,049,064	\$522,183	\$5,571,247	\$5,049,064	\$624,630	\$5,673,694	\$5,049,064	\$624,630	\$5,673,694	\$15,147,192	\$1,771,443	\$16,918,636	\$3.61
Non-DAAS Expenditures													
Salaries & Benefits	\$1,131,920	\$88,737	\$1,220,657	\$1,131,920	\$88,737	\$1,220,657	\$1,131,920	\$88,737	\$1,220,657	\$3,395,760	\$266,212	\$3,661,971	\$0.79
Operating Expense	\$2,389,987	\$187,364	\$2,577,351	\$2,389,987	\$187,364	\$2,577,351	\$2,389,987	\$187,364	\$2,577,351	\$7,169,961	\$562,092	\$7,732,053	\$1.67
Indirect Expense	\$709,742	\$55,643	\$765,386	\$709,742	\$55,643	\$765,386	\$709,742	\$55,643	\$765,386	\$2,129,227	\$166,930	\$2,296,158	\$0.50
Capital Expenditure													
TOTAL Non-DAAS EXPENDITURES	\$4,231,649	\$331,745	\$4,563,394	\$4,231,649	\$331,745	\$4,563,394	\$4,231,649	\$331,745	\$4,563,394	\$12,694,948	\$995,234	\$13,690,182	\$2.96
TOTAL DAAS & Non-DAAS EXPENDITURES	\$9,280,713	\$853,928	\$10,134,642	\$9,280,713	\$856,375	\$10,137,088	\$9,280,713	\$856,375	\$10,237,088	\$27,842,140	\$2,766,678	\$30,608,818	\$6.57
HSA-DAAS Revenues													
Meals, Local Funds	\$3,126,078	\$495,248	\$3,621,326	\$3,126,078	\$624,630	\$3,750,708	\$3,126,078	\$624,630	\$3,750,708	\$9,378,234	\$1,744,508	\$11,122,742	
Meals, Federal funds	\$1,669,807	\$26,602	\$1,696,409	\$1,669,807		\$1,669,807	\$1,669,807		\$1,669,807	\$5,009,421		\$5,009,421	
Meals, State funds	\$253,179	\$133	\$253,312	\$253,179		\$253,179	\$253,179		\$253,179	\$759,537		\$759,537	
TOTAL HSA-DAAS REVENUES	\$5,049,064	\$522,183	\$5,571,247	\$5,049,064	\$624,630	\$5,673,694	\$5,049,064	\$624,630	\$5,673,694	\$15,147,192	\$1,744,508	\$16,891,700	
PER MEAL COST, HSA-DAAS	\$2.36	\$4.52	\$2.51	\$2.36	\$6.11	\$3.69	\$2.36	\$6.11	\$3.69	\$2.36	\$3.55	\$3.66	
PER MEAL & COMPLIANCE COST	\$3.52	\$4.76	\$3.61	\$3.52	\$6.11	\$3.69	\$3.52	\$6.11	\$3.69	\$3.52	\$3.55	\$3.66	
Non-DAAS Revenues													
Project Income	\$222,000	\$16,978	\$238,978	\$222,000	\$15,830	\$237,830	\$222,000	\$15,830	\$237,830	\$6,714,639	\$48,638	\$6,763,277	\$0.15
Agency Cash - Fundraising	\$3,177,365	\$249,517	\$3,426,882	\$3,177,365	\$250,667	\$3,428,032	\$3,177,365	\$250,667	\$3,428,032	\$9,463,428	\$750,852	\$10,234,279	\$2.22
Agency In-Kind Volunteer	\$832,294	\$65,248	\$897,542	\$832,294	\$65,248	\$897,542	\$832,294	\$65,248	\$897,542	\$2,496,882	\$195,744	\$2,692,626	\$0.58
TOTAL NON HSA-DAAS REVENUES	\$4,231,649	\$331,745	\$4,563,394	\$4,231,649	\$331,745	\$4,563,394	\$4,231,649	\$331,745	\$4,563,394	\$12,694,948	\$995,234	\$13,690,182	
PER MEAL COST, NON HSA-DAAS	\$2.95	\$3.02	\$2.96	\$2.95	\$3.22	\$2.97	\$2.95	\$3.22	\$2.97	\$2.95	\$2.97	\$2.96	
TOTAL REVENUES	\$9,280,713	\$853,928	\$10,134,642	\$9,280,713	\$956,375	\$10,237,088	\$9,280,713	\$956,375	\$10,237,088	\$27,842,140	\$2,739,743	\$30,581,883	
PER MEAL COST, TOTAL	\$6.47	\$7.78	\$6.57	\$6.47	\$8.35	\$6.66	\$6.47	\$8.35	\$6.66	\$6.47	\$6.72	\$6.62	
Full Time Equivalent (FTE)													
Prepared by: Patrick Schmelz	Phone No.: 415-343-1270	Date: 2/8/18											
HSA-CO Review Signature:		Date:											
HSA #1	Form Rev. 12/22/16												

1431

11/18/2018

Grantee's Name: Meals on Wheels San Francisco
Program Name:
HDM (ENP)

Salaries & Benefits Detail

H.S.A-DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		17/18 Original	17/18 CODB/ABack	17/18 Total
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$545,857	\$42,793	\$588,650
Programs Mgr, Mark Liddle	\$70,380	100%	49%	49%	\$34,542	\$2,708	\$37,250
Ops Mgr, Gustavo Lopez	\$76,888	100%	49%	49%	\$37,736	\$2,968	\$40,694
Wait List Mgr, Crystal Booth	\$61,118	100%	49%	49%	\$29,997	\$2,352	\$32,349
Office Mgr, Harviann Brantley	\$56,030	100%	39%	39%	\$24,724	\$1,703	\$23,427
Support Lead, Philip Duarte	\$43,231	100%	49%	49%	\$24,218	\$1,663	\$22,881
Support Lead, Ivoga Suesue	\$56,594	100%	49%	49%	\$27,776	\$2,178	\$29,954
Chief Prog Off, David Linnell	\$139,725	100%	44%	44%	\$61,716	\$4,838	\$66,554
Chief Gov Off, Anne Quaintance	\$135,585	100%	36%	36%	\$49,245	\$3,861	\$53,106
Fleet & Facilities Dir, John Shee	\$81,765	100%	29%	29%	\$23,677	\$1,866	\$25,533
Maintenance, Derek Cook	\$43,748	100%	29%	29%	\$12,668	\$993	\$13,661
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	41%	41%	\$25,899	\$1,991	\$27,390
Volunteer Mgr, TBD	\$62,100	100%	41%	41%	\$25,899	\$1,991	\$27,390
Volunteer Director, Meredith Te	\$87,975	100%	41%	41%	\$36,882	\$2,821	\$38,803
HR Manager, Ronald Ayotte	\$77,625	100%	22%	22%	\$17,146	\$1,344	\$18,490
HR Associate, David C Smith	\$43,056	100%	22%	22%	\$9,510	\$746	\$10,256
Communications Director, Karl	\$119,025	100%	7%	7%	\$8,763	\$687	\$9,450
Digital Marketing Manager, Kate	\$61,926	100%	7%	7%	\$4,559	\$367	\$4,916
CEO, Ashley McCumber	\$212,175	100%					
TOTALS	\$ 1,491,045	1800%	604%	604%	\$992,914	\$77,840	\$1,070,754

FRINGE BENEFIT RATE

36.0%							
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EMPLOYEE FRINGE BENEFITS

\$ 536,776					\$357,449	\$28,022	\$385,471
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TOTAL DAAS SALARIES & BENEFITS

\$ 2,027,822					\$1,350,363	\$105,862	\$1,456,225
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Non - DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Meal				TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$457,656	\$35,870	\$493,426
Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$22,930	\$1,798	\$24,728
Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$25,050	\$1,964	\$27,014
Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%	\$19,912	\$1,561	\$21,473
Office Mgr, Harviann Brantley	\$ 56,030	100%	3%	3%	\$14,421	\$1,131	\$15,552
Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$14,085	\$1,104	\$15,189
Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$18,438	\$1,445	\$19,883
Chief Prog Off, David Linnell	\$ 139,725	100%	3%	3%	\$40,968	\$3,212	\$44,180
Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%	\$32,689	\$2,563	\$35,252
Fleet & Facilities Dir, John Shee	\$ 81,765	100%	2%	2%	\$15,717	\$1,232	\$16,949
Maintenance, Derek Cook	\$ 43,748	100%	2%	2%	\$8,410	\$659	\$9,069
Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	3%	3%	\$16,860	\$1,322	\$18,182
Volunteer Mgr, TBD	\$ 62,100	100%	3%	3%	\$16,860	\$1,322	\$18,182
Volunteer Director, Meredith Te	\$ 87,975	100%	3%	3%	\$23,885	\$1,872	\$25,757
HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$11,982	\$892	\$12,274
HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$6,913	\$495	\$6,808
Communications Director, Karl	\$ 119,025	100%	0%	0%	\$5,817	\$456	\$6,273
Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%	\$3,027	\$237	\$3,264
CEO, Ashley McCumber	\$ 212,175	100%	6%	6%	\$77,974	\$6,113	\$84,087
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$832,294	\$65,248	\$897,542

FRINGE BENEFIT RATE

36.0%							
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EMPLOYEE FRINGE BENEFITS

\$ 536,776					\$299,626	\$23,489	\$323,115
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TOTAL Non-DAAS SALARIES & BENEFITS

\$ 2,027,822					\$1,131,920	\$88,737	\$1,220,657
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TOTAL DAAS & Non-DAAS SALARIES & BENEFITS

\$ 4,055,644					\$2,482,283	\$194,600	\$2,676,883
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HSA #2

Form Rev. 12/22/16

MOWSF 2nd REVISED HDM DAAS CODB Add Back Bgdt FY17-20 2-8-18 11 AM_SC.rev 02262018.xlsx: Salary Detail

Grantee's Name: Meals on Wheels San Francisco
 Program Name:
 HDM (ENP)

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	1,434,393	109,707	TOTAL
Expenditure Category	Term:	17/18 Original	17/18 CODB/ABack	17/18 Total
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
FOOD COSTS				
Raw Food	per meal \$ -			
Cong Food Svc Supplies	per meal \$ -			
HDM Food Svc Supplies	per meal \$ -			
Catered Meals	per meal \$ 2.87	\$3,698,701	\$416,321	\$4,115,022
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance				
Staff Training & Travel				
Rental of Equipment				
Small equipment & Supplies				
Delivery Cost				
Kitchen Costs				
Fees, dues, advertising				
Outside Services				
Grant, Volunteer and Client Costs				
Other Operating				
Fundraising				
TOTAL DAAS OPERATING EXPENSE		\$3,698,701	\$416,321	\$4,115,022
Non-DAAS				TOTAL
Expenditure Category				
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$22,853	\$2,340	\$32,193
Office Supplies, Postage		\$22,438	\$1,759	\$24,197
Building Maintenance Supplies and Repair		\$42,926	\$3,365	\$46,291
FOOD COSTS				
Raw Food	per meal \$ -			
Cong Food Svc Supplies	per meal \$ -			
HDM Food Svc Supplies	per meal \$ -			
Catered Meals	per meal \$ 2.87	\$505,512	\$39,630	\$545,142
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance		\$32,780	\$2,570	\$35,350
Staff Training & Travel		\$24,633	\$1,931	\$26,564
Rental of Equipment				
Small equipment & Supplies		\$16,585	\$1,300	\$17,885
Delivery Cost		\$249,843	\$19,587	\$269,430
Kitchen Costs		\$129,990	\$10,191	\$140,181
Fees, dues, advertising		\$17,560	\$1,377	\$18,937
Outside Services		\$60,486	\$4,742	\$65,228
Grant, Volunteer and Client Costs		\$158,661	\$12,438	\$171,099
Other Operating		\$52,241	\$4,095	\$56,336
Fundraising		\$1,046,479	\$82,039	\$1,128,518
TOTAL Non-DAAS OPERATING EXPENSE		\$2,389,987	\$187,364	\$2,577,351
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$6,088,688	\$603,685	\$6,692,373
HSA #3	Form Rev. 12/22/16			

Grantee's Name: Meals on Wheels San Francisco
 Program Name:
 HDM (ENP)

Appendix B, Page
 Document Date: 2/8/18

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

H.S.A-DAAS		17/18 Original	17/18 CODB/ABack	17/18 Total
No.	ITEM/DESCRIPTION			
	Vehicle			
TOTAL DAAS-OOA EQUIPMENT & REMODELING COST				

Non-DAAS

No.	ITEM/DESCRIPTION			
TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST				

TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE

(Equipment and Remodeling Cost)

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HSA #4 Form, Rev. 12/22/16

Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs. Indicate DAAS and non-DAAS-OOA funding above.)

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

Equipment is defined as \$5000 or more a unit

NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect"

Grantee's Name: Meals on Wheels San Francisco
Program Name:
HDM (ENP)

Indirect Cost Detail

1. Salaries and Benefits

Position Title	17/18-Original		17/18 CODB/ABack		17/18 Total
	FTE	SALARIES	FTE	SALARIES	Total
Office Mgr, Harviann Brantley	0.14	\$7,906	0.01	\$620	\$8,526
Chief Gov Off, Anne Quaintance	0.13	\$18,209	0.01	\$1,428	\$19,637
Fleet & Facilities Dir, John Sheehan	0.21	\$17,023	0.02	\$1,335	\$18,358
Maintenance, Derek Cook	0.21	\$9,108	0.02	\$714	\$9,822
Volunteer Mgr, Kathleen Stirling	0.11	\$6,949	0.01	\$545	\$7,494
Volunteer Mgr, TBD	0.11	\$6,949	0.01	\$545	\$7,494
Volunteer Director, Meredith Terrell	0.11	\$9,844	0.01	\$772	\$10,616
HR Manager, Ronald Ayotte	0.34	\$26,066	0.03	\$2,043	\$28,109
HR Associate, David C Smith	0.34	\$14,458	0.03	\$1,133	\$15,591
CEO, Ashley McCumber	0.34	\$71,248	0.03	\$5,586	\$76,834
CFO, Patrick Schmalz	0.67	\$93,853	0.05	\$7,358	\$101,211
IT, David Smith	0.67	\$89,066	0.05	\$6,982	\$96,038
Sr. Accountant, TBD	0.67	\$54,226	0.05	\$4,251	\$58,477
Sr Accountant, Xiaohong (Grace) Tu	0.67	\$57,007	0.05	\$4,469	\$61,476
Finance Clerk, Tina Ming Xu	0.40	\$12,591	0.03	\$987	\$13,578
Total	5.12	\$494,493	0.39	\$38,768	\$533,261
EMPLOYEE FRINGE BENEFITS	36%	\$178,017	36%	\$13,956	\$191,974
TOTAL SALARIES & BENEFITS		\$672,510		\$52,724	\$725,235

2. Operating Cost

Expenditure Category					
Supplies, Travel, Fees and Other		\$18,406		\$1,443	\$19,849
Building Costs		\$5,338		\$418	\$5,756
Outside Services		\$7,521		\$590	\$8,111
Utilities		\$1,891		\$148	\$2,039
Insurance		\$4,076		\$320	\$4,396
TOTAL OPERATING COST		\$37,232		\$2,919	\$40,151
TOTAL INDIRECT COST					
(Salaries & Benefits + Operating Cost)		\$709,742		\$55,643	\$765,386

HSA# 5

Form Rev. 12/22/16

BUDGET FORMS

Budget before Mod	17/18 Cost	17/18 Cost(Meal)	17/18 Meals	17/18 to 18/19 Increase Percentages	Document Date:
	\$987,371	\$4,47	220,888	Per Table 1/5/18 1.9653%	2/8/2018
COOB (Table 1/5/18)	\$18,308	\$0.09		Per This File 2.5889%	
Add Back (Linda 1/28/18)	\$18,020	\$4.58	16,881		
Mod Bldg	\$1,082,699	\$4.56	237,569		

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

Grantee's Name: Medson Wheels San Francisco
(Check One) ☐ New ☐ Renewal ☒ Modification ☐ X

Effective Date of Mod: 2/1/18 No. of Mod: 1

Program: Enter 1 Prop ONLY (e.g. Coop-EMP, HSA-EMP, Coop-AWD, or HSA-AWD)

	17/18 @ 9/1/17	17/18 COOB/Back	17/18 Total	18/19 @ 9/1/17	18/19 COOB/Back	18/19 Total	19/20 @ 9/1/17	19/20 COOB/Back	19/20 Total	17/18-19/20 @ 9/1/17	17/18-19/20 COOB/Back	17/18-19/20 Total	Average continued
Annual Meals Contracted	220,888	16,681	237,569	220,888	16,681	237,569	220,888	16,681	237,569	662,865	50,042	712,707	
Program Term	17/18 @ 9/1/17	17/18 COOB/Back	17/18 Total	18/19 @ 9/1/17	18/19 COOB/Back	18/19 Total	19/20 @ 9/1/17	19/20 COOB/Back	19/20 Total	17/18-19/20 @ 9/1/17	17/18-19/20 COOB/Back	17/18-19/20 Total	
DAAS Expenditures													
Salaries & Benefits	\$257,889	\$19,068	\$277,855	\$257,889	\$25,428	\$283,317	\$257,889	\$25,428	\$283,317	\$773,666	\$70,823	\$844,489	\$1.17
Operating Expense	\$729,482	\$75,362	\$804,844	\$729,482	\$97,830	\$827,412	\$729,482	\$97,830	\$827,412	\$2,188,446	\$271,222	\$2,459,668	\$3.29
Subtotal	\$987,371	\$95,328	\$1,082,699	\$987,371	\$123,359	\$1,110,729	\$987,371	\$123,359	\$1,110,729	\$2,962,112	\$342,045	\$3,304,157	\$4.56
Indirect Percentage (max 10%)													
Indirect Cost (Use 15 X Line 14, check Don't Deduct regarding Indirect Expenditure)													
Capital Expenditure													
TOTAL DAAS EXPENDITURES	\$987,371	\$95,328	\$1,082,699	\$987,371	\$123,359	\$1,110,729	\$987,371	\$123,359	\$1,110,729	\$2,962,112	\$342,045	\$3,304,157	\$4.56
Non-DAAS Expenditures													
Salaries & Benefits	\$124,506	\$9,637	\$134,143	\$124,506	\$12,274	\$136,780	\$124,506	\$12,274	\$136,780	\$373,517	\$34,185	\$407,702	\$0.56
Operating Expense	\$242,837	\$19,786	\$262,623	\$242,837	\$23,939	\$266,776	\$242,837	\$23,939	\$266,776	\$728,511	\$66,679	\$795,190	\$1.10
Indirect Expense	\$108,336	\$8,464	\$116,800	\$108,336	\$10,158	\$118,494	\$108,336	\$10,158	\$118,494	\$328,029	\$28,851	\$356,880	\$0.50
Capital Expenditure													
TOTAL Non-DAAS EXPENDITURES	\$476,679	\$38,897	\$515,576	\$476,679	\$46,412	\$523,091	\$476,679	\$46,412	\$523,091	\$1,430,037	\$129,720	\$1,559,758	\$2.16
TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,464,050	\$132,225	\$1,596,274	\$1,464,050	\$169,771	\$1,633,820	\$1,464,050	\$169,771	\$1,633,820	\$4,392,149	\$471,765	\$4,863,915	\$6.72
HSA-DAAS Revenues													
Meals	\$987,371	\$95,328	\$1,082,699	\$987,371	\$123,359	\$1,110,729	\$987,371	\$123,359	\$1,110,729	\$2,962,112	\$342,045	\$3,304,157	
Medicare Compliance (If your agency is requesting funds)													
TOTAL HSA-DAAS REVENUES	\$987,371	\$95,328	\$1,082,699	\$987,371	\$123,359	\$1,110,729	\$987,371	\$123,359	\$1,110,729	\$2,962,112	\$342,045	\$3,304,157	
PER MEAL COST, HSA-DAAS	\$4.47	\$0.74	\$5.21	\$4.47	\$0.53	\$5.00	\$4.47	\$0.53	\$5.00	\$12.84	\$1.57	\$14.41	
PER MEAL COMPLIANCE COST	\$4.47	\$0.74	\$5.21	\$4.47	\$0.53	\$5.00	\$4.47	\$0.53	\$5.00	\$12.84	\$1.57	\$14.41	
Non-DAAS Revenues													
Project Income													
Agency Cash - Fundraising	\$385,131	\$20,811	\$405,942	\$385,131	\$37,387	\$422,518	\$385,131	\$37,387	\$422,518	\$1,155,382	\$104,584	\$1,259,967	\$1.75
Agency In-Kind Volunteer	\$91,548	\$7,086	\$98,634	\$91,548	\$9,025	\$100,573	\$91,548	\$9,025	\$100,573	\$274,845	\$25,136	\$299,981	\$0.42
Medicare Compliance Revenues													
TOTAL NON HSA-DAAS REVENUES	\$476,679	\$38,897	\$515,576	\$476,679	\$46,412	\$523,091	\$476,679	\$46,412	\$523,091	\$1,430,037	\$129,720	\$1,559,758	
PER MEAL COST, NON HSA-DAAS	\$2.16	\$0.27	\$2.43	\$2.16	\$0.20	\$2.36	\$2.16	\$0.20	\$2.36	\$3.52	\$0.35	\$3.87	
TOTAL REVENUES	\$1,464,050	\$132,225	\$1,596,274	\$1,464,050	\$169,771	\$1,633,820	\$1,464,050	\$169,771	\$1,633,820	\$4,392,149	\$471,765	\$4,863,915	
PER MEAL COST, TOTAL	\$6.63	\$0.99	\$7.62	\$6.63	\$10.18	\$6.88	\$6.63	\$10.18	\$6.88	\$16.36	\$1.93	\$18.29	

Full Time Equivalent (FTE) _____

Prepared by: Patrick Schmalz Phone No.: 415-343-1270 Date: 2/8/18

HSA-CD Review Signature: _____ Date: _____

HSA #1: _____ Form Rev. 12/22/15

HDM AWD
Feb 2018

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

Salaries & Benefits Detail

H.S.A-DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		17/18 @ 9/1/17	17/18 CODB/ABack	17/18 Total
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$104,248	\$8,069	\$112,317
Programs Mgr, Mark Liddle	\$70,380	100%	9%	9%	\$6,597	\$511	\$7,108
Ops Mgr, Gustavo Lopez	\$76,888	100%	9%	9%	\$7,207	\$558	\$7,765
Wait List Mgr, Crystal Booth	\$61,118	100%	9%	9%	\$5,729	\$443	\$6,172
Office Mgr, Harviann Brantley	\$56,030	100%	7%	7%	\$4,147	\$321	\$4,468
Support Lead, Philip Duarte	\$43,231	100%	9%	9%	\$4,053	\$314	\$4,367
Support Lead, Ivoga Suesue	\$56,594	100%	9%	9%	\$5,305	\$411	\$5,716
Chief Prog Off, David Linnell	\$139,725	100%	8%	8%	\$11,780	\$912	\$12,692
Chief Gov Off, Anne Quaintance	\$135,585	100%	7%	7%	\$9,403	\$728	\$10,131
Fleet & Facilities Dir, John Shee	\$81,765	100%	6%	6%	\$4,518	\$350	\$4,868
Maintenance, Derek Cook	\$43,748	100%	6%	6%	\$2,417	\$187	\$2,604
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	8%	8%	\$4,851	\$376	\$5,227
Volunteer Mgr, TBD	\$62,100	100%	8%	8%	\$4,851	\$376	\$5,227
Volunteer Director, Meredith Te	\$87,975	100%	8%	8%	\$6,872	\$532	\$7,404
HR Manager, Ronald Ayotte	\$77,625	100%	4%	4%	\$3,276	\$254	\$3,530
HR Associate, David C Smith	\$43,056	100%	4%	4%	\$1,817	\$141	\$1,958
Communications Director, Karl	\$119,025	100%	1%	1%	\$1,679	\$130	\$1,809
Digital Marketing Manager, Kate	\$61,926	100%	1%	1%	\$873	\$68	\$941
CEO, Ashley McCumber	\$212,175	100%					
TOTALS	\$ 1,491,045	1800%	115%	115%	\$189,624	\$14,681	\$204,305

FRINGE BENEFIT RATE

36.0%							
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EMPLOYEE FRINGE BENEFITS

\$ 536,776					\$68,265	\$5,285	\$73,550
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TOTAL DAAS SALARIES & BENEFITS

\$ 2,027,822					\$257,889	\$19,966	\$277,855
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Non - DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Meal		Budgeted Salary	Budgeted Salary	TOTAL
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$50,331	\$3,896	\$54,227
Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$2,256	\$175	\$2,431
Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$2,465	\$191	\$2,656
Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%	\$1,960	\$152	\$2,112
Office Mgr, Harviann Brantley	\$ 56,030	100%	3%	3%	\$1,419	\$110	\$1,529
Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$1,386	\$107	\$1,493
Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$1,814	\$140	\$1,954
Chief Prog Off, David Linnell	\$ 139,725	100%	3%	3%	\$4,030	\$312	\$4,342
Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%	\$3,217	\$249	\$3,466
Fleet & Facilities Dir, John Shee	\$ 81,765	100%	2%	2%	\$1,546	\$120	\$1,666
Maintenance, Derek Cook	\$ 43,748	100%	2%	2%	\$827	\$64	\$891
Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	3%	3%	\$1,659	\$128	\$1,787
Volunteer Mgr, TBD	\$ 62,100	100%	3%	3%	\$1,659	\$128	\$1,787
Volunteer Director, Meredith Te	\$ 87,975	100%	3%	3%	\$2,351	\$182	\$2,533
HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$1,120	\$87	\$1,207
HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$621	\$48	\$669
Communications Director, Karl	\$ 119,025	100%	0%	0%	\$574	\$44	\$618
Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%	\$299	\$23	\$322
CEO, Ashley McCumber	\$ 212,175	100%	6%	6%	\$12,016	\$930	\$12,946
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$91,548	\$7,086	\$98,634

FRINGE BENEFIT RATE

36.0%							
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EMPLOYEE FRINGE BENEFITS

\$ 536,776					\$32,957	\$2,551	\$35,508
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TOTAL Non-DAAS SALARIES & BENEFITS

\$ 2,027,822					\$124,506	\$9,637	\$134,143
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TOTAL DAAS & Non-DAAS SALARIES & BENEFITS

\$ 4,055,644					\$382,394	\$29,603	\$411,997
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AWD.

HDM-AWD								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budgeted Salary	Non DAAS %	Non DAAS
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				67.4%		32.6%	
Blrch	Stephanie	2,080	1.00	Driver	\$32,197			100%	9.8%	9.8%	6.6%	\$2,137	3.2%	\$1,032
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	9.8%	9.8%	6.6%	\$3,535	3.2%	\$1,707
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	9.8%	9.8%	6.6%	\$2,143	3.2%	\$1,035
Fleming	James	1,248	1.00	Driver	\$32,601			100%	9.8%	9.8%	6.6%	\$2,163	3.2%	\$1,045
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	9.8%	9.8%	6.6%	\$2,328	3.2%	\$1,124
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	9.8%	9.8%	6.6%	\$2,456	3.2%	\$1,186
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	9.8%	9.8%	6.6%	\$2,371	3.2%	\$1,145
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	9.8%	9.8%	6.6%	\$2,180	3.2%	\$1,053
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	9.8%	9.8%	6.6%	\$2,382	3.2%	\$1,150
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	9.8%	9.8%	6.6%	\$2,270	3.2%	\$1,096
Kelley	Shella	2,080	1.00	Driver	\$33,853			100%	9.8%	9.8%	6.6%	\$2,247	3.2%	\$1,085
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	9.8%	9.8%	6.6%	\$2,489	3.2%	\$1,201
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	9.8%	9.8%	6.6%	\$2,561	3.2%	\$1,237
Lutane	Fou	2,080	1.00	Driver	\$31,286			100%	9.8%	9.8%	6.6%	\$2,076	3.2%	\$1,002
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	9.8%	9.8%	6.6%	\$3,076	3.2%	\$1,485
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	9.8%	9.8%	6.6%	\$2,538	3.2%	\$1,225
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	9.8%	9.8%	6.6%	\$2,644	3.2%	\$1,277
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	9.8%	9.8%	6.6%	\$2,319	3.2%	\$1,119
Pomele	Alafale	2,080	1.00	Driver	\$46,769			100%	9.8%	9.8%	6.6%	\$3,104	3.2%	\$1,498
Price	Bianca	2,080	1.00	Driver	\$35,235			100%	9.8%	9.8%	6.6%	\$2,338	3.2%	\$1,129
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	9.8%	9.8%	6.6%	\$2,452	3.2%	\$1,184
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	9.8%	9.8%	6.6%	\$2,859	3.2%	\$1,380
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	9.8%	9.8%	6.6%	\$3,267	3.2%	\$1,572
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	9.8%	9.8%	6.6%	\$2,497	3.2%	\$1,205
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	9.8%	9.8%	6.6%	\$2,902	3.2%	\$1,401
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	9.8%	9.8%	6.6%	\$2,458	3.2%	\$1,187
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	9.8%	9.8%	6.6%	\$3,075	3.2%	\$1,485
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	9.8%	9.8%	6.6%	\$2,484	3.2%	\$1,199
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	6.6%	\$2,548	3.2%	\$1,230
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	6.6%	\$2,548	3.2%	\$1,230
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	6.6%	\$2,548	3.2%	\$1,230
New In 17/18		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	6.6%	\$2,548	3.2%	\$1,230
Total Original Approved Budget														

\$120,911

AWD

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

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	220,888	16,681	TOTAL
Expenditure Category	Term:	17/18 @ 9/1/17	17/18 CODB/ABack	17/18 Total
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$4,597	\$4,166	\$8,763
Office Supplies, Postage		\$3,456	\$3,132	\$6,588
Building Maintenance Supplies and Repair		\$6,611	\$5,991	\$12,602
FOOD COSTS				
Raw Food	per meal \$ -			
Cong Food Svc Supplies	per meal \$ -			
HDM Food Svc Supplies	per meal \$ -			
Catered Meals	per meal \$ 3.21	\$647,424	\$62,073	\$709,497
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance		\$5,047		\$5,047
Staff Training & Travel		\$3,793		\$3,793
Rental of Equipment				
Small equipment & Supplies		\$2,554		\$2,554
Delivery Cost		\$38,472		\$38,472
Kitchen Costs		\$17,528		\$17,528
Fees, dues, advertising				
Outside Services				
Grant, Volunteer and Client Costs				
Other Operating				
Fundraising				
TOTAL DAAS OPERATING EXPENSE		\$729,482	\$75,362	\$804,844
Non-DAAS				TOTAL
Expenditure Category				
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
FOOD COSTS				
Raw Food	per meal \$ -			
Cong Food Svc Supplies	per meal \$ -			
HDM Food Svc Supplies	per meal \$ -			
Catered Meals	per meal \$ 3.21			
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance				
Staff Training & Travel				
Rental of Equipment				
Small equipment & Supplies				
Delivery Cost				
Kitchen Costs		\$2,490	\$193	\$2,683
Fees, dues, advertising		\$2,704	\$209	\$2,913
Outside Services		\$9,315	\$721	\$10,036
Grant, Volunteer and Client Costs		\$24,433	\$1,891	\$26,324
Other Operating		\$7,869	\$609	\$8,478
Fundraising		\$196,026	\$15,173	\$211,199
TOTAL Non-DAAS OPERATING EXPENSE		\$242,837	\$18,796.00	\$261,633
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$972,319	\$94,158	\$1,066,477
HSA #3	Form Rev. 12/22/16			

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

Indirect Cost Detail

1. Salaries and Benefits

Position Title	FTE	17/18 @ 9/1/17	FTE	17/18 CODB/ABack	17/18 Total
		SALARIES		SALARIES	Total
Office Mgr, Harviann Brantley	0.02	\$1,218	0.00	\$94	\$1,312
Chief Gov Off, Anne Quaintance	0.02	\$2,808	0.00	\$217	\$3,025
Fleet & Facilities Dir, John Sheehan	0.03	\$2,623	0.00	\$203	\$2,826
Maintenance, Derek Cook	0.03	\$1,404	0.00	\$109	\$1,513
Volunteer Mgr, Kathleen Stirling	0.01	\$1,071	0.00	\$83	\$1,154
Volunteer Mgr, TBD	0.01	\$1,071	0.00	\$83	\$1,154
Volunteer Director, Meredith Terrell	0.01	\$1,519	0.00	\$118	\$1,637
HR Manager, Ronald Ayotte	0.04	\$4,019	0.00	\$311	\$4,330
HR Associate, David C Smith	0.04	\$2,230	0.00	\$173	\$2,403
CEO, Ashley McCumber	0.04	\$10,986	0.00	\$850	\$11,836
CFO, Patrick Schmalz	0.08	\$14,452	0.01	\$1,119	\$15,571
IT, David Smith	0.08	\$13,713	0.01	\$1,061	\$14,774
Sr. Accountant, TBD	0.08	\$8,350	0.01	\$646	\$8,996
Sr Accountant, Xiaohong (Grace) Tu	0.08	\$8,778	0.01	\$679	\$9,457
Finance Clerk, Tina Ming Xu	0.05	\$1,937	0.00	\$150	\$2,087
Total	0.62	\$76,179	0.05	\$5,896	\$82,075
EMPLOYEE FRINGE BENEFITS	36%	\$27,424	36%	\$2,123	\$29,547
TOTAL SALARIES & BENEFITS		\$103,603		\$8,019	\$111,622

2. Operating Cost

Expenditure Category					
Supplies, Travel, Fees and Other		\$2,834		\$219	\$3,053
Building Costs		\$822		\$64	\$886
Outside Services		\$1,158		\$90	\$1,248
Utilities		\$291		\$23	\$314
Insurance		\$628		\$49	\$677
TOTAL OPERATING COST		\$5,733		\$445	\$6,178
TOTAL INDIRECT COST					
(Salaries & Benefits + Operating Cost)		\$109,336		\$8,464	\$117,800

HSA# 5

Form Rev. 12/22/16

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Contractor Name:		Check One: New Renewal Modification		Effective Date of Mod.		No. of Mod.		Term	
Continental Human Services, Inc.		New		7/1/18		1		July 1, 2017 to June 30, 2020	
If modification, Effective Date of Mod.		7/1/18		No. of Mod.		1			
Program: Nutrition Compliance for ENP-Indirect HSA or Congregate									
Original Year	COOB	Modified Year	Original Year	COOB	Modified Year	Original Year	COOB	Modified Year	Original Year
7/1/17-6/30/18	7/1/17-6/30/18	7/1/18-6/30/19	7/1/17-6/30/18	7/1/17-6/30/18	7/1/18-6/30/19	7/1/17-6/30/18	7/1/17-6/30/18	7/1/18-6/30/19	7/1/17-6/30/18
Program Term	7/1/17-6/30/18	7/1/18-6/30/19	Program Term	7/1/17-6/30/18	7/1/18-6/30/19	Program Term	7/1/17-6/30/18	7/1/18-6/30/19	Program Term
Expenditures									
Nutrition Education			Nutrition Education			Nutrition Education			Nutrition Education
Salaries & Benefits	\$15,457	\$368	\$15,844	\$545	\$14	\$559	\$14,912		\$14,912
Operating Expense									
Subtotal Direct	\$15,457	\$368	\$15,844	\$545	\$14	\$559	\$14,912		\$14,912
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$1,537	\$36	\$1,576	\$54	\$1	\$55	\$1,483		\$1,483
Total Nutrition Education	\$16,994	\$404	\$17,420	\$600	\$15	\$614	\$16,395		\$16,395
Nutrition Compliance			Nutrition Compliance			Nutrition Compliance			Nutrition Compliance
Salaries & Benefits	\$154,572	\$3,884	\$158,436	\$58,741	\$1,418	\$59,169	\$154,972	\$7,835	\$152,397
Operating Expense	\$39,277	\$982	\$40,259	\$2,723	\$729	\$31,108	\$39,277	\$1,888	\$41,165
Subtotal Direct	\$193,849	\$4,866	\$198,695	\$61,464	\$1,547	\$186,087	\$194,249	\$9,723	\$193,562
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$19,281	\$482	\$19,762	\$1,603	\$56	\$18,085	\$19,249	\$975	\$20,224
Total Nutrition Compliance	\$213,130	\$5,348	\$218,457	\$63,067	\$1,603	\$204,172	\$213,498	\$10,698	\$213,786
HACCP Kitchen Monitoring			HACCP Kitchen Monitoring			HACCP Kitchen Monitoring			HACCP Kitchen Monitoring
Salaries & Benefits	\$61,828	\$1,546	\$63,374	\$910	\$20	\$63,374	\$61,828	\$3,130	\$64,958
Operating Expense									
Subtotal Direct	\$61,828	\$1,546	\$63,374	\$910	\$20	\$63,374	\$61,828	\$3,130	\$64,958
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$6,183	\$154	\$6,337	\$62	\$2	\$6,183	\$6,183	\$306	\$6,489
Total HACCP Kitchen Monitoring	\$67,978	\$1,700	\$69,711	\$972	\$22	\$69,557	\$67,978	\$3,436	\$71,447
Site Route Monitoring			Site Route Monitoring			Site Route Monitoring			Site Route Monitoring
Salaries & Benefits	\$15,457	\$368	\$15,844	\$545	\$14	\$559	\$14,912		\$14,912
Operating Expense									
Subtotal Direct	\$15,457	\$368	\$15,844	\$545	\$14	\$559	\$14,912		\$14,912
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$1,537	\$36	\$1,576	\$54	\$1	\$55	\$1,483		\$1,483
Total Site Route Monitoring	\$16,994	\$404	\$17,420	\$600	\$15	\$614	\$16,395		\$16,395
Menu Planning			Menu Planning			Menu Planning			Menu Planning
Salaries & Benefits	\$61,828	\$1,546	\$63,374	\$910	\$20	\$63,374	\$61,828	\$3,130	\$64,958
Operating Expense									
Subtotal Direct	\$61,828	\$1,546	\$63,374	\$910	\$20	\$63,374	\$61,828	\$3,130	\$64,958
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$6,183	\$154	\$6,337	\$62	\$2	\$6,183	\$6,183	\$306	\$6,489
Total Menu Planning	\$67,978	\$1,700	\$69,711	\$972	\$22	\$69,557	\$67,978	\$3,436	\$71,447
HCM Assessments			HCM Assessments			HCM Assessments			HCM Assessments
Salaries & Benefits	\$1,019,921	\$25,499	\$1,045,420	\$38,542	\$984	\$1,050,234	\$1,019,921	\$51,618	\$1,071,539
Operating Expense	\$170,116	\$4,253	\$174,369	\$26,883	\$673	\$167,864	\$170,116	\$8,912	\$179,028
Subtotal Direct	\$1,190,037	\$29,752	\$1,219,789	\$65,425	\$1,657	\$1,218,098	\$1,190,037	\$60,530	\$1,250,567
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$118,332	\$2,939	\$121,271	\$14,144	\$361	\$116,919	\$118,332	\$5,959	\$124,291
Total HCM Assessments	\$1,308,369	\$32,691	\$1,341,060	\$79,569	\$1,998	\$1,335,017	\$1,308,369	\$66,489	\$1,374,858
Other Nutrition Compliance			Other Nutrition Compliance			Other Nutrition Compliance			Other Nutrition Compliance
Salaries & Benefits									
Operating Expense									
Subtotal Direct									
Indirect Percentage									
Indirect Expense									
Total Other Nutrition Compliance									
GRAND TOTAL EXPENDITURES	\$1,308,369	\$32,691	\$1,341,060	\$79,569	\$1,998	\$1,335,017	\$1,308,369	\$66,489	\$1,374,858
HSA Revenues			HSA Revenues			HSA Revenues			HSA Revenues
Salaries & Benefits	\$1,019,921	\$25,499	\$1,045,420	\$38,542	\$984	\$1,050,234	\$1,019,921	\$51,618	\$1,071,539
Operating Expense	\$170,116	\$4,253	\$174,369	\$26,883	\$673	\$167,864	\$170,116	\$8,912	\$179,028
Subtotal Direct	\$1,190,037	\$29,752	\$1,219,789	\$65,425	\$1,657	\$1,218,098	\$1,190,037	\$60,530	\$1,250,567
Indirect Percentage	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Indirect Expense	\$118,332	\$2,939	\$121,271	\$14,144	\$361	\$116,919	\$118,332	\$5,959	\$124,291
Total HSA Revenues	\$1,308,369	\$32,691	\$1,341,060	\$79,569	\$1,998	\$1,335,017	\$1,308,369	\$66,489	\$1,374,858
Other Non-HSA-DAAS Revenues			Other Non-HSA-DAAS Revenues			Other Non-HSA-DAAS Revenues			Other Non-HSA-DAAS Revenues
Salaries & Benefits									
Operating Expense									
Subtotal Direct									
Indirect Percentage									
Indirect Expense									
Total Other Non-HSA-DAAS Revenues									
GRAND TOTAL REVENUES	\$1,308,369	\$32,691	\$1,341,060	\$79,569	\$1,998	\$1,335,017	\$1,308,369	\$66,489	\$1,374,858
Full Time Equivalent (FTE)	16.40		16.40			16.40			16.40

Appendix B, Page 2
Document Date: 7/31/18

Nutrition Education Salaries & Benefits Detail

[illegible]

TEAM:

1444

[illegible]

17/18 Increase from original	18/19 Increase from Modified 17/18	19/20 does not increase from 18/19
Original	Modified 17/18	Modified 18/19
5584,300	5598,808	5598,808
% Increase	% Increase	% Increase
2.5001%	2.5001%	2.4999%

Appendix B, Page 6
Document Date: 10/1/19

Program: Nutrition Compliance for ENP- Indicate HDM or Congregate
(Same as Line 5 on HSA #1)

HAGCP Kitchen Monitoring Salaries & Benefits Detail

TERM: 7/1/2017 to 6/30/2020
July 1, 2017 to June 30, 2020 - 3 Yr

POSITION TITLE	Annual Full Time Salary for FTE	FTE	N FTE	Adaptive & FTE	REVENUE Cost Allocation										REVENUE Cost Allocation										Original
					Original Budgeted Salary	COOB Modification	Modified Budgeted Salary	Original H.S.A.-DAAS	COOB Modification	Modified H.S.A.-DAAS	Original Non-HSA-DAAS	COOB Modification	Modified Non-HSA-DAAS	Original Budgeted Salary	COOB Modification	Modified Budgeted Salary	Original H.S.A.-DAAS	COOB Modification	Modified H.S.A.-DAAS	Original Non-HSA-DAAS	COOB Modification	Modified Non-HSA-DAAS	Original Budgeted Salary	COOB Modification	
Director of Nutrition	\$84,833	100%	20%	20%	\$18,953	\$474	\$19,429	\$232	\$6	\$239	\$18,712	\$468	\$19,180	\$18,865	\$360	\$19,225	\$232	\$13	\$245	\$18,712	\$547	\$19,259	\$18,865	\$360	\$18,894
Registered Dietitian	\$89,486	100%	20%	20%	\$12,488	\$312	\$12,800	\$166	\$4	\$170	\$12,332	\$308	\$12,640	\$12,495	\$633	\$13,128	\$166	\$9	\$174	\$12,332	\$624	\$12,956	\$12,495	\$633	\$12,493
Registered Dietician	\$62,369	100%	20%	20%	\$12,474	\$312	\$12,786	\$166	\$4	\$170	\$12,308	\$308	\$12,616	\$12,474	\$631	\$13,105	\$166	\$8	\$174	\$12,308	\$623	\$12,931	\$12,474	\$631	\$12,471
Chief Program Officer	\$139,725	2%	20%	0%	\$418	\$10	\$428	\$8	\$0	\$8	\$413	\$10	\$423	\$419	\$21	\$440	\$8	\$0	\$8	\$413	\$21	\$434	\$419	\$21	\$1,258
Chief Government Officer	\$125,885	1%	20%	0%	\$203	\$5	\$208	\$3	\$0	\$3	\$200	\$5	\$205	\$203	\$10	\$213	\$3	\$0	\$3	\$200	\$10	\$210	\$203	\$10	\$810
Chief Executive Officer	\$212,175	1%	20%	0%	\$238	\$6	\$244	\$5	\$0	\$5	\$238	\$6	\$244	\$238	\$12	\$250	\$5	\$0	\$5	\$238	\$12	\$250	\$238	\$12	\$713
Facility Director	\$81,765	2%	20%	0%	\$245	\$6	\$251	\$3	\$0	\$3	\$242	\$6	\$248	\$245	\$3	\$248	\$3	\$0	\$3	\$242	\$3	\$245	\$245	\$3	\$736
Maintenance Worker	\$43,748	2%	20%	0%	\$131	\$3	\$135	\$2	\$0	\$2	\$128	\$3	\$132	\$131	\$7	\$138	\$2	\$0	\$2	\$128	\$7	\$135	\$131	\$7	\$294
HR Manager	\$77,625	1%	20%	0%	\$87	\$2	\$89	\$1	\$0	\$1	\$86	\$2	\$88	\$87	\$4	\$91	\$1	\$0	\$1	\$86	\$4	\$90	\$87	\$4	\$261
Communications Director	\$119,025	1%	20%	0%	\$133	\$3	\$137	\$2	\$0	\$2	\$131	\$3	\$135	\$133	\$7	\$140	\$2	\$0	\$2	\$131	\$7	\$138	\$133	\$7	\$400
Digital Marketing Manager	\$61,925	1%	20%	0%	\$69	\$2	\$71	\$1	\$0	\$1	\$68	\$2	\$70	\$69	\$4	\$73	\$1	\$0	\$1	\$68	\$4	\$72	\$69	\$4	\$208
TOTALS	\$1,091,254	3.07	220%	61%	\$45,482	\$1,137	\$46,619	\$602	\$151	\$617	\$44,880	\$1,122	\$45,992	\$45,482	\$2,302	\$47,784	\$602	\$30	\$1,332	\$44,880	\$2,271	\$47,151	\$45,482	\$2,302	\$1,338
FRINGE BENEFIT RATE	35%																								
EMPLOYEE FRINGE BENEFITS	\$392,451				\$16,366	\$409	\$16,776	\$217	\$6	\$223	\$16,553	\$404	\$16,957	\$16,366	\$826	\$17,185	\$217	\$11	\$228	\$16,553	\$818	\$17,371	\$16,366	\$826	\$17,193
TOTAL SALARIES & BENEFITS	\$1,484,105				\$61,848	\$1,546	\$63,395	\$819	\$257	\$846	\$61,433	\$1,526	\$62,949	\$61,848	\$3,128	\$64,969	\$819	\$41	\$356	\$61,433	\$3,089	\$64,522	\$61,848	\$3,128	\$64,586
TOTAL SALARIES & BENEFITS for HSA Program 20%	\$185,486																								

Document Date: 10/1/19

Site or Route Monitoring Salaries & Benefits Detail

Site or Route Monitoring Salaries & Benefits Detail

Document Date: 1/31/18

Program Nutrition Compliance for ENP. Indicate HDM or Congregate (Same as Line 9 on HSA #1)

TERM, JUL 1, 20

Menu Planning Salaries & Benefits Details

12/15 Increase from original		12/15 does not increase from 12/15	
Original	\$584,300	Modified 12/15	\$598,508
Total 12/15	\$598,508	Modified 12/15	\$613,880
% Increase	2.5501%	% Increase	2.4699%

[illegible]

Annual & Quarterly HDM Take and Assessment Salaries & Benefits Detail

[illegible]

Other Nutrition Compliance Operating Expense Detail

[illegible]

BUDGET FORMS

Appendix B, pg. 1

2/8/2018

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

Budget before Mod	17/18 Cost	17/18 Cost/Meal	17/18 Meals	17/18 to 18/19 Increase Percentages
	\$20,000	\$3.85	36,364	Per Table 1/5/18 2.5002%
CODB (Table 1/5/18)	\$3,600	\$0.10		Per This File 2.2781%
Add Back (Linda 1/28/18)	\$14,000	\$3.95	3,648	
Mod Bldg	\$157,500	\$3.95	39,911	

Document Date:

Grant Term

 Grantee's Name: Mary Jo Whelan San Francisco
 (Check One) ☒ New ☐ Renewal ☐ Modification X
Effective Date of Mod: 2/1/18 No. of Mod: 1Program: Edgy 1 Prog ONLY (e.g. Comp-EMP, HSA-EMP, Comp-AVD, or HSA-AVD)

HDM-Emergency

Annual Meals Contracted	36,364	3,648	39,911	36,364	3,648	39,911	36,364	3,648	39,911	109,091	10,643	119,734	
Program Term	17/18 Original	17/18 CODB/Back	17/18 Total	18/19 Original	18/19 CODB/Back	18/19 Total	18/20 Original	18/20 CODB/Back	18/20 Total	17/18-19/20 Original	17/18-19/20 CODB/Back	17/18-19/20 Total	
DAAS Expenditures													
Salaries & Benefits	\$37,242	\$3,728	\$40,969	\$37,242	\$4,751	\$44,993	\$37,242	\$4,751	\$44,993	\$111,227	\$13,228	\$124,855	\$1.03
Operating Expense	\$102,757	\$13,774	\$116,531	\$102,757	\$16,236	\$118,993	\$102,757	\$16,236	\$118,993	\$308,271	\$46,449	\$354,720	\$2.92
Subtotal	\$139,999	\$17,500	\$157,500	\$139,999	\$21,088	\$161,088	\$139,999	\$21,088	\$161,088	\$419,998	\$59,677	\$479,675	\$3.95
Indirect Percentage (max 10%)													
Indirect Cost (Line 15 X Line 14, check from Guidance regarding indirect exclusions)													
Capital Expenditure													
TOTAL DAAS EXPENDITURES	\$139,999	\$17,500	\$157,500	\$139,999	\$21,088	\$161,088	\$139,999	\$21,088	\$161,088	\$419,998	\$59,677	\$479,675	\$3.95
Non-DAAS Expenditures													
Salaries & Benefits	\$25,680	\$2,670	\$28,250	\$25,680	\$3,277	\$28,956	\$25,680	\$3,277	\$28,956	\$77,039	\$9,124	\$86,162	\$0.71
Operating Expense	\$52,904	\$5,292	\$58,196	\$52,904	\$6,747	\$59,651	\$52,904	\$6,747	\$59,651	\$158,712	\$18,786	\$177,498	\$1.46
Indirect Expense	\$17,963	\$1,795	\$19,758	\$17,963	\$2,165	\$20,128	\$17,963	\$2,165	\$20,128	\$53,859	\$6,125	\$60,014	\$0.50
Capital Expenditure													
TOTAL Non-DAAS EXPENDITURES	\$96,547	\$9,657	\$106,204	\$96,547	\$12,189	\$108,736	\$96,547	\$12,189	\$108,736	\$289,640	\$34,035	\$323,675	\$2.65
TOTAL DAAS & Non-DAAS EXPENDITURES	\$236,546	\$27,158	\$263,704	\$236,546	\$33,277	\$269,823	\$236,546	\$33,277	\$269,823	\$709,637	\$93,713	\$803,350	\$6.61
HSA-DAAS Revenues													
Meals	\$139,999	\$17,500	\$157,500	\$139,999	\$21,088	\$161,088	\$139,999	\$21,088	\$161,088	\$419,998	\$59,677	\$479,675	
Nutrition Compliance (If your agency is requesting funds)													
TOTAL HSA-DAAS REVENUES	\$139,999	\$17,500	\$157,500	\$139,999	\$21,088	\$161,088	\$139,999	\$21,088	\$161,088	\$419,998	\$59,677	\$479,675	
PER MEAL COST, HSA-DAAS	\$3.85	\$4.93	\$3.95	\$3.85	\$5.94	\$4.04	\$3.85	\$5.94	\$4.04	\$3.85	\$5.94	\$4.04	
PER MEAL & COMPLIANCE COSTS	\$3.85	\$4.93	\$3.95	\$3.85	\$5.94	\$4.04	\$3.85	\$5.94	\$4.04	\$3.85	\$5.94	\$4.04	
Non-DAAS Revenues													
Procted Income													
Agency Cash - Fundraising	\$77,665	\$7,767	\$85,432	\$77,665	\$9,760	\$87,444	\$77,665	\$9,760	\$87,444	\$232,894	\$27,327	\$260,220	\$2.14
Agency In-Kind Volunteer	\$18,082	\$1,809	\$20,772	\$18,082	\$2,409	\$21,291	\$18,082	\$2,409	\$21,291	\$56,646	\$6,709	\$63,355	\$0.52
Nutrition Compliance Revenues													
TOTAL NON HSA-DAAS REVENUES	\$95,747	\$9,576	\$105,204	\$95,747	\$12,169	\$108,736	\$95,747	\$12,169	\$108,736	\$289,540	\$34,035	\$323,575	
PER MEAL COST, NON-HSA-DAAS	\$2.63	\$2.63	\$2.63	\$2.63	\$3.27	\$2.72	\$2.63	\$3.27	\$2.72	\$2.63	\$3.27	\$2.72	
TOTAL REVENUES	\$235,746	\$27,076	\$262,821	\$235,746	\$33,257	\$269,823	\$235,746	\$33,257	\$269,823	\$709,537	\$93,712	\$803,250	
PER MEAL COST, TOTAL	\$6.51	\$7.56	\$6.61	\$6.51	\$9.39	\$6.76	\$6.51	\$9.39	\$6.76	\$6.51	\$9.39	\$6.76	
Full Time Equivalent (FTE)													
Prepared by: <u>Patrick Schmalz</u>	Phone No.: <u>415-343-1270</u>		Date: <u>2/8/18</u>										
HSA-CA Review Signature:			Date:										
HSA #1	Form Rev. 12/2/15												

Emergency HBM
Feb 2018

Emergency

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

Salaries & Benefits Detail

H.S.A-DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Nutrition		17/18 Original	17/18 CODB/ABack	17/18 Total
	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$15,055	\$1,506	\$16,561
Programs Mgr, Mark Liddle	\$70,380	100%	1%	1%	\$953	\$95	\$1,048
Ops Mgr, Gustavo Lopez	\$76,888	100%	1%	1%	\$1,041	\$104	\$1,145
Wait List Mgr, Crystal Booth	\$61,118	100%	1%	1%	\$827	\$83	\$910
Office Mgr, Harviann Brantley	\$56,030	100%	1%	1%	\$601	\$60	\$661
Support Lead, Philip Duarte	\$43,231	100%	1%	1%	\$585	\$59	\$644
Support Lead, Ivoga Suesue	\$56,594	100%	1%	1%	\$766	\$77	\$843
Chief Prog Off, David Linnell	\$139,725	100%	1%	1%	\$1,699	\$170	\$1,869
Chief Gov Off, Anne Quaintance	\$135,585	100%	1%	1%	\$1,356	\$136	\$1,492
Fleet & Facilities Dir, John Shee	\$81,765	100%	1%	1%	\$652	\$65	\$717
Maintenance, Derek Cook	\$43,748	100%	1%	1%	\$349	\$35	\$384
Volunteer Mgr, Kathleen Stirling	\$62,100	100%	1%	1%	\$702	\$70	\$772
Volunteer Mgr, TBD	\$62,100	100%	1%	1%	\$702	\$70	\$772
Volunteer Director, Meredith Te	\$87,975	100%	1%	1%	\$995	\$100	\$1,095
HR Manager, Ronald Ayotte	\$77,625	100%	1%	1%	\$472	\$47	\$519
HR Associate, David C Smith	\$43,056	100%	1%	1%	\$262	\$26	\$288
Communications Director, Karl	\$119,025	100%	0%	0%	\$241	\$24	\$265
Digital Marketing Manager, Kate	\$61,926	100%	0%	0%	\$126	\$13	\$139
CEO, Ashley McCumber	\$212,175	100%					
TOTALS	\$ 1,491,045	1800%	17%	17%	\$27,384	\$2,740	\$30,124

FRINGE BENEFIT RATE

36.0%							
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$9,858	\$986	\$10,845

TOTAL DAAS SALARIES & BENEFITS

\$ 2,027,822					\$37,242	\$3,726	\$40,969
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Non - DAAS

POSITION TITLE and NAME	Agency Totals		For DAAS Meal		TOTAL	
	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary
Drivers	See Driver Tab				\$10,380	\$1,038
Programs Mgr, Mark Liddle	\$ 70,380	100%	3%	3%	\$504	\$50
Ops Mgr, Gustavo Lopez	\$ 76,888	100%	3%	3%	\$551	\$55
Wait List Mgr, Crystal Booth	\$ 61,118	100%	3%	3%	\$438	\$44
Office Mgr, Harviann Brantley	\$ 56,030	100%	3%	3%	\$318	\$32
Support Lead, Philip Duarte	\$ 43,231	100%	3%	3%	\$310	\$31
Support Lead, Ivoga Suesue	\$ 56,594	100%	3%	3%	\$406	\$41
Chief Prog Off, David Linnell	\$ 139,725	100%	3%	3%	\$900	\$90
Chief Gov Off, Anne Quaintance	\$ 135,585	100%	2%	2%	\$718	\$72
Fleet & Facilities Dir, John Shee	\$ 81,765	100%	2%	2%	\$543	\$35
Maintenance, Derek Cook	\$ 43,748	100%	2%	2%	\$185	\$19
Volunteer Mgr, Kathleen Stirling	\$ 62,100	100%	3%	3%	\$372	\$37
Volunteer Mgr, TBD	\$ 62,100	100%	3%	3%	\$372	\$37
Volunteer Director, Meredith Te	\$ 87,975	100%	3%	3%	\$527	\$53
HR Manager, Ronald Ayotte	\$ 77,625	100%	1%	1%	\$250	\$25
HR Associate, David C Smith	\$ 43,056	100%	1%	1%	\$139	\$14
Communications Director, Karl	\$ 119,025	100%	0%	0%	\$126	\$13
Digital Marketing Manager, Kate	\$ 61,926	100%	0%	0%	\$66	\$7
CEO, Ashley McCumber	\$ 212,175	100%	6%	6%	\$1,973	\$197
TOTAL NON-DAAS	\$ 1,491,045	1800%	45%	45%	\$18,882	\$1,890

FRINGE BENEFIT RATE

36.0%						
EMPLOYEE FRINGE BENEFITS	\$ 536,776				\$6,798	\$680

TOTAL Non-DAAS SALARIES & BENEFITS

\$ 2,027,822					\$25,680	\$2,570
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TOTAL DAAS & Non-DAAS SALARIES & BENEFITS

\$ 4,055,644					\$62,922	\$6,297
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Emergency

HDM-Emergency								Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	DAAS %	DAAS Budgeted Salary	Non DAAS %	Non DAAS
LNAME	FNAME	HRS-YR	FTE	Dept	Salary	FRINGE	Comp				59.2%		40.8%	
Birch	Stephanie	2,080	1.00	Driver	\$32,197			100%	9.8%	9.8%	5.8%	\$1,875	4.0%	\$1,293
Chen	Daniel	2,080	1.00	Driver	\$53,263			100%	9.8%	9.8%	5.8%	\$3,102	4.0%	\$2,139
Dearaujo	Cleunir	2,080	1.00	Driver	\$32,298			100%	9.8%	9.8%	5.8%	\$1,881	4.0%	\$1,297
Fleming	James	1,248	1.00	Driver	\$32,601			100%	9.8%	9.8%	5.8%	\$1,899	4.0%	\$1,309
Gardner	Preston	2,080	1.00	Driver	\$35,083			100%	9.8%	9.8%	5.8%	\$2,045	4.0%	\$1,409
Gomez	Francisco	2,080	1.00	Driver	\$37,007			100%	9.8%	9.8%	5.8%	\$2,155	4.0%	\$1,486
Harrington	Gerald	2,080	1.00	Driver	\$35,731			100%	9.8%	9.8%	5.8%	\$2,081	4.0%	\$1,435
Hernandez	Waskar	2,080	1.00	Driver	\$32,855			100%	9.8%	9.8%	5.8%	\$1,914	4.0%	\$1,319
Huang	Xing	2,080	1.00	Driver	\$35,896			100%	9.8%	9.8%	5.8%	\$2,091	4.0%	\$1,441
Ishida	Phillip	2,080	1.00	Driver	\$34,211			100%	9.8%	9.8%	5.8%	\$1,993	4.0%	\$1,374
Kelley	Sheila	2,080	1.00	Driver	\$33,853			100%	9.8%	9.8%	5.8%	\$1,972	4.0%	\$1,359
Kwong	Raymond	2,080	1.00	Driver	\$37,489			100%	9.8%	9.8%	5.8%	\$2,183	4.0%	\$1,505
Lee	Karmari	2,080	1.00	Driver	\$38,598			100%	9.8%	9.8%	5.8%	\$2,248	4.0%	\$1,550
Letuane	Fou	2,080	1.00	Driver	\$31,286			100%	9.8%	9.8%	5.8%	\$1,622	4.0%	\$1,256
Maher	Antoinette	2,080	1.00	Driver	\$46,351			100%	9.8%	9.8%	5.8%	\$2,700	4.0%	\$1,861
Maldonado	Michael	2,080	1.00	Driver	\$38,250			100%	9.8%	9.8%	5.8%	\$2,228	4.0%	\$1,536
Marcos Aragon	Noel	2,080	1.00	Driver	\$39,850			100%	9.8%	9.8%	5.8%	\$2,321	4.0%	\$1,600
Mejia	Felipe Ernest	2,080	1.00	Driver	\$34,918			100%	9.8%	9.8%	5.8%	\$2,034	4.0%	\$1,402
Pomelo	Alafale	2,080	1.00	Driver	\$46,769			100%	9.8%	9.8%	5.8%	\$2,724	4.0%	\$1,878
Price	Blanca	2,080	1.00	Driver	\$35,235			100%	9.8%	9.8%	5.8%	\$2,052	4.0%	\$1,415
Sandoval	Adrian	2,080	1.00	Driver	\$36,952			100%	9.8%	9.8%	5.8%	\$2,152	4.0%	\$1,484
Sarmiento	Gemma	2,080	1.00	Driver	\$43,082			100%	9.8%	9.8%	5.8%	\$2,509	4.0%	\$1,730
Sefo	Viena	2,080	1.00	Driver	\$49,226			100%	9.8%	9.8%	5.8%	\$2,867	4.0%	\$1,972
Torres	Martha	2,080	1.00	Driver	\$37,620			100%	9.8%	9.8%	5.8%	\$2,191	4.0%	\$1,511
Torres	Rigoberto	2,080	1.00	Driver	\$43,731			100%	9.8%	9.8%	5.8%	\$2,542	4.0%	\$1,756
Vega	Rene	1,664	1.00	Driver	\$37,041			100%	9.8%	9.8%	5.8%	\$2,157	4.0%	\$1,487
Yee	Roland	2,080	1.00	Driver	\$46,340			100%	9.8%	9.8%	5.8%	\$2,699	4.0%	\$1,861
Zitsman	Mark	2,080	1.00	Driver	\$37,439			100%	9.8%	9.8%	5.8%	\$2,181	4.0%	\$1,503
Open: 11/1 Emp List, MOWSF Bdgt, CCSF Bdgt		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	5.8%	\$2,236	4.0%	\$1,542
Open: 11/1 Emp List, MOWSF Bdgt		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	5.8%	\$2,236	4.0%	\$1,542
Open: 11/1/16 Emp List		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	5.8%	\$2,236	4.0%	\$1,542
New in 17/18		2,080	1.00	Driver	\$38,399			100%	9.8%	9.8%	5.8%	\$2,236	4.0%	\$1,542
Total Original Approved Budget					\$1,228,763							\$71,567		\$49,344

\$120,911

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

Operating Expense Detail

H.S.A-DAAS	Annual #Meals Contracted:	36,364	3,548	TOTAL
Expenditure Category	Term:	17/18 Original	17/18 CODB/ABack	17/18 Total
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
FOOD COSTS				
Raw Food	per meal \$	-		
Cong Food Svc Supplies	per meal \$	-		
HDM Food Svc Supplies	per meal \$	-		
Catered Meals	per meal \$	3.20		
		\$102,757	\$13,774	\$116,531
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance				
Staff Training & Travel				
Rental of Equipment				
Small equipment & Supplies				
Delivery Cost				
Kitchen Costs				
Fees, dues, advertising				
Outside Services				
Grant, Volunteer and Client Costs				
Other Operating				
Fundraising				
TOTAL DAAS OPERATING EXPENSE		\$102,757	\$13,774	\$116,531
Non-DAAS				TOTAL
Expenditure Category				
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$757	\$76	\$833
Office Supplies, Postage		\$569	\$57	\$626
Building Maintenance Supplies and Repair		\$1,088	\$109	\$1,197
FOOD COSTS				
Raw Food	per meal \$	-		
Cong Food Svc Supplies	per meal \$	-		
HDM Food Svc Supplies	per meal \$	-		
Catered Meals	per meal \$	3.20		
		\$3,826	\$383	\$4,209
CONSULTANT/SUBCONTRACTOR Descriptive Title				
Registered Dietitian				
OTHER COSTS:				
Insurance		\$83	\$83	\$914
Staff Training & Travel		\$624	\$62	\$686
Rental of Equipment				
Small equipment & Supplies		\$420	\$42	\$462
Delivery Cost		\$6,334	\$633	\$6,967
Kitchen Costs		\$3,295	\$330	\$3,625
Fees, dues, advertising		\$445	\$45	\$490
Outside Services		\$1,533	\$153	\$1,686
Grant, Volunteer and Client Costs		\$4,022	\$402	\$4,424
Other Operating		\$1,365	\$137	\$1,502
Fundraising		\$27,795	\$2,780	\$30,575
TOTAL Non-DAAS OPERATING EXPENSE		\$52,904	\$5,292.00	\$58,196
TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$155,661	\$19,066	\$174,727
HSA #3	Form Rev. 12/22/16			

Emergency

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

Indirect Cost Detail

1. Salaries and Benefits

Position Title	FTE	17/18 Original	FTE	17/18 CODB/ABack	17/18 Total
		SALARIES		SALARIES	Total
Office Mgr, Harviann Brantley	0.0036	\$202	0.0004	\$20	\$222
Chief Gov Off, Anne Quaintance	0.0034	\$461	0.0003	\$46	\$507
Fleet & Facilities Dir, John Sheehan	0.0053	\$433	0.0005	\$43	\$476
Maintenance, Derek Cook	0.0053	\$232	0.0005	\$23	\$255
Volunteer Mgr, Kathleen Stirling	0.0028	\$174	0.0003	\$17	\$191
Volunteer Mgr, TBD	0.0028	\$174	0.0003	\$17	\$191
Volunteer Director, Meredith Terrell	0.0028	\$246	0.0003	\$25	\$271
HR Manager, Ronald Ayotte	0.0085	\$660	0.0008	\$66	\$726
HR Associate, David C Smith	0.0085	\$366	0.0008	\$37	\$403
CEO, Ashley McCumber	0.0085	\$1,803	0.0008	\$180	\$1,983
CFO, Patrick Schmalz	0.0170	\$2,375	0.0017	\$238	\$2,613
IT, David Smith	0.0170	\$2,254	0.0017	\$225	\$2,479
Sr. Accountant, TBD	0.0170	\$1,372	0.0017	\$137	\$1,509
Sr Accountant, Xiaohong (Grace) Tu	0.0170	\$1,443	0.0017	\$144	\$1,587
Finance Clerk, Tina Ming Xu	0.0102	\$319	0.0010	\$32	\$351
Total	0.13	\$12,514	0.01	\$1,250	\$13,764
EMPLOYEE FRINGE BENEFITS	36%	\$4,505	36%	\$450	\$4,955
TOTAL SALARIES & BENEFITS		\$17,019		\$1,700	\$18,719

2. Operating Cost

Expenditure Category					
Supplies, Travel, Fees and Other		\$467		\$47	\$514
Building Costs		\$135		\$14	\$149
Outside Services		\$191		\$19	\$210
Utilities		\$48		\$5	\$53
Insurance		\$103		\$10	\$113
TOTAL OPERATING COST		\$944		\$95	\$1,039
TOTAL INDIRECT COST					
(Salaries & Benefits + Operating Cost)		\$17,963		\$1,795	\$19,758

HSA# 5

Form Rev. 12/22/16

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

February 26, 2019

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2019 FEB 28 PM 3:37
BY *[Signature]*

RE: Proposed Resolution for the grant agreement and amendments to Meals on Wheels of San Francisco for the provision of Nutrition Programs services to older adults and adults with disabilities

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting retroactive approval of the original grant with Meals on Wheels and three amendments for the provision of Nutrition Programs services to seniors and adults with disabilities.

Following the recent discovery of a grant (to Tenderloin Housing Clinic) that had not been submitted in 2014/15 for review and approval by the Board of Supervisors, I directed staff to undertake a comprehensive review of approvals on all of HSA's existing contracts/grants. As part of this effort, staff found that the present grant to Meals on Wheels of San Francisco had not been submitted as required in 2017. While this grant and associated amendments had been approved through the Aging and Adult Services Commission, it is clear, based on the dollar amount of the grant, they required approval by the Board of Supervisors.

The Aging and Adult Services Commission approved the original agreement with Meals on Wheels on June 7, 2017. The Commission approved Amendment No. 1 on October 4, 2017. The Commission approved the cost of doing business (CODB) adjustment in Amendment No. 2 on November 1, 2017. The remaining increase in Amendment No. 2 was within contingency. The Commission approved Amendment No. 3 on December 5, 2018.

HSA is cognizant that all contracts and grants with dollar values above \$10 million must be reviewed and approved by the Board of Supervisors. We have made changes in our tracking systems, internal

Ms. Angela Calvillo

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February 26, 2019

approval forms and review processes to address this problem with regard to future contracts/grants and amendments to them.

Attached please find a copy of the proposed resolution. Please schedule this item for the earliest meeting possible and advise us of the date of introduction, as this is a time sensitive matter.

If you need additional information, please contact Elizabeth Leone, Senior Contract Manager at (415) 557-5727.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trent Rhorer', with a long horizontal flourish extending to the right.

Trent Rhorer
Executive Director

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
 (S.F. Campaign and Governmental Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Meals on Wheels of San Francisco	
<p><i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i></p> <p>(1) Please see attached. (2) Ashley C. McCumber (Chief Executive Officer, Executive Director), Patrick B. Schmalz (Chief Financial Officer), David Linnell (Chief Program Officer) (3) None (4) No subcontractor (5) None</p>	
Contractor address: 1375 Fairfax Avenue, San Francisco, CA 94124	
Date that contract was approved:	Amount of contracts: Not to exceed \$26,227,568
Describe the nature of the contract that was approved: Provision of Nutrition Programs services to older adults and adults with disabilities for the period of July 1, 2017, through June 30, 2020.	
Comments:	

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☒ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
 Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed



MOWSF Board of Directors

2018-2019

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Principal
Flynn Investments

Mark Petersen, Esq., *Vice President*
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COO and Head of Structured Finance
SG Capital Partners

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Chef and Co-Owner
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Community Volunteer

Susan Sangiacomo
Principal
Trinity Properties

Kevin Sidow
Retired Chief Executive Officer and President
Moximed, Inc.

Dr. Ian Patrick Sobieski
Managing Director
Band of Angels, LLC

(Effective February 11, 2019)