

Self-Help for the Elderly

Nutrition Compliance/Quality Assurance Services:

Cost Per Service Unit:

Proposed Service Units:

Nutrition Education:

Annual #sessions (or presentation) a year or #
Times a year handouts will be delivered to seniors
in HDM

Nutrition Counseling:

Annual #hours to be provided

Annual #sessions to be provided

HACCP Kitchen Monitoring (1 unit = 1 session
completed)

Site/Route Monitoring (1 unit = 1 session
completed):

Menu Planning & Analysis (1 unit = 1 set menu
completed)

HDM Assessment (1 units = annual intake
assessment & reassessment completed)

OTHER Nutrition Compliance:

In-service training to staff/volunteers (1 unit =1
hour)

Attend Mandatory OOA Quarterly Meeting (1 unit
= 1 hour)

Year 1 # of units/ sessions	Total Year 1	HSA-DAAS	Non-H.S.A	Year 2 # of units/ sessions	Total Year 2	HSA-DAAS	Non-H.S.A	Year 3 # of units/ sessions	Total Year 3	HSA-DAAS	Non-H.S.A	Year 4 # of units/ sessions	Total Year 4	HSA-DAAS	Non-H.S.A
6 MONTHS BUDGET															
14.0	\$ 2,360	\$ 96	\$ 2,264	14.0	\$ 2,065	\$ 96	\$ 1,969	52.0	\$ 629	\$ 98.87	\$ 530	26.0	\$ 186	\$ 98.88	\$ 1.20
	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
6.0	\$ 601	\$ 599	\$ 2	6.0	\$ 601	\$ 599	\$ 2	14.0	\$ 618	\$ 617.35	\$ 1	8.0	\$ 825	\$ 617.31	\$ 1.30
56.0	\$ 281	\$ 261	\$ 20	56.0	\$ 282	\$ 271	\$ 10	56.0	\$ 309	\$ 279.48	\$ 30	26.0	\$ 141	\$ 281.02	\$ 23.65
4.0	\$ 743	\$ 700	\$ 43	4.0	\$ 743	\$ 700	\$ 43	4.0	\$ 764	\$ 720.81	\$ 43	2.0	\$ 382	\$ 720.81	\$ 42.32
	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!	#DIV/0!	#DIV/0!
24.0	\$ 78	\$ 75	\$ 3	24.0	\$ 78	\$ 75	\$ 3	24.0	\$ 80	\$ 76.91	\$ 3	12.0	\$ 38	\$ 76.91	\$ -
14.0				14.0				14.0				7.0			
10.0				10.0				10.0				5.0			

NOTES:

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

Enter service units for THE year, as appropriate & if required for your program.

Budget Narrative:

HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM

Contractor Name:		Term													
Self-Help for the Elderly		July 1, 2017 to December 31, 2020													
(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input checked="" type="checkbox"/>															
If modification, Effective Date of Mod. 7/1/2020 No. of Mod.															
Program: Nutrition Compliance for ENP- Congregate	REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:					REVENUE Cost Allocation:			
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	DOB 2019-20	Add'l Units	Non-HSA-DAAS	Year 4	H.S.A.-DAAS	Non-HSA-DAAS	Total Revenue
Program Term	7/1/17-6/30/18			7/1/18-6/30/19			7/1/19-6/30/20					7/1/20-12/31/20			7/1/17 to 12/31/20
Expenditures															
Nutrition Education															
Salaries & Benefits	\$1,250	\$1,222	\$28	\$1,250	\$1,222	\$28	\$4,702	\$1,222	\$37	\$3,416	\$28	\$2,366	\$2,337	\$28	\$9,568
Operating Expense	\$31,050		\$31,050	\$27,000		\$27,000	\$27,000				\$27,000				\$85,050
Subtotal Direct	\$32,300	\$1,222	\$31,078	\$28,250	\$1,222	\$27,028	\$31,702	\$1,222	\$37	\$3,416	\$27,028	\$2,366	\$2,337	\$28	\$94,618
Indirect Percentage		10.0%	2.0%		10.0%	2.0%		10.0%	10.0%	10.0%	2.0%		10.0%	10.0%	
Indirect Expense	\$744	\$122	\$622	\$663	\$122	\$541	\$1,008	\$122	\$4	\$342	\$541	\$237	\$234	\$3	\$2,651
Total Nutrition Education	\$33,044	\$1,344	\$31,700	\$28,913	\$1,344	\$27,569	\$32,710	\$1,344	\$40	\$3,757	\$27,569	\$2,602	\$2,571	\$31	\$97,269
Nutrition Counseling															
Salaries & Benefits															
Operating Expense															
Subtotal Direct															
Indirect Percentage															
Indirect Expense															
Total Nutrition Counseling															
HACCP Kitchen Monitoring															
Salaries & Benefits	\$3,226	\$3,217	\$9	\$3,226	\$3,217	\$9	\$7,815	\$3,217	\$98	\$4,490	\$9	\$4,499	\$4,490	\$9	\$18,766
Operating Expense	\$52	\$52		\$52	\$52		\$52	\$52							\$156
Subtotal Direct	\$3,278	\$3,269	\$9	\$3,278	\$3,269	\$9	\$7,867	\$3,269	\$98	\$4,490	\$9	\$4,499	\$4,490	\$9	\$18,922
Indirect Percentage		10.0%	2.0%		10.0%	2.0%		10.0%	10.0%	10.0%	2.0%	10.0%	10.0%	10.0%	
Indirect Expense	\$327	\$327	\$0	\$327	\$327	\$0	\$786	\$327	\$10	\$449	\$0	\$450	\$449	\$1	\$1,890
Total HACCP Kitchen Monitoring	\$3,605	\$3,596	\$10	\$3,605	\$3,596	\$10	\$8,653	\$3,596	\$108	\$4,939	\$10	\$4,949	\$4,938	\$10	\$20,812
Site/Route Monitoring															
Salaries & Benefits	\$14,372	\$13,265	\$1,107	\$14,372	\$13,813	\$559	\$15,870	\$13,813	\$415		\$1,642	\$7,201	\$6,642	\$559	\$51,815
Operating Expense															
Subtotal Direct	\$14,372	\$13,265	\$1,107	\$14,372	\$13,813	\$559	\$15,870	\$13,813	\$415		\$1,642	\$7,201	\$6,642	\$559	\$51,815
Indirect Percentage		10.0%	2.0%		10.0%	2.0%		10.0%	10.0%		2.0%	10.0%	10.0%	10.0%	
Indirect Expense	\$1,349	\$1,327	\$22	\$1,392	\$1,381	\$11	\$1,456	\$1,381	\$41		\$33	\$720	\$664	\$56	\$4,917
Total Site/Route Monitoring	\$15,721	\$14,592	\$1,129	\$15,765	\$15,195	\$570	\$17,325	\$15,195	\$456		\$1,674	\$7,921	\$7,307	\$615	\$56,732
Menu Planning															
Salaries & Benefits	\$2,715	\$2,545	\$170	\$2,715	\$2,545	\$170	\$2,791	\$2,545	\$76		\$170	\$1,388	\$1,311	\$77	\$9,610
Operating Expense															
Subtotal Direct	\$2,715	\$2,545	\$170	\$2,715	\$2,545	\$170	\$2,791	\$2,545	\$76		\$170	\$1,388	\$1,311	\$77	\$9,610
Indirect Percentage		10.0%	2.0%		10.0%	2.0%		10.0%	10.0%		2.0%	10.0%	10.0%	10.0%	
Indirect Expense	\$258	\$254	\$3	\$258	\$254	\$3	\$266	\$254	\$8		\$3	\$139	\$130.77	\$8	\$920
Total Menu Planning	\$2,973	\$2,799	\$174	\$2,973	\$2,799	\$174	\$3,057	\$2,799	\$84		\$174	\$1,527	\$1,441.62	\$85	\$10,530
HDM Assessments															
Salaries & Benefits															
Operating Expense															
Subtotal Direct															
Indirect Percentage															
Indirect Expense															
Total HDM Assessments															
Other Nutrition Compliance															
Salaries & Benefits	\$1,696	\$1,629	\$66	\$1,696	\$1,629	\$66	\$1,744	\$1,629	\$49		\$66	\$839	\$839		\$5,137
Operating Expense															
Subtotal Direct	\$1,696	\$1,629	\$66	\$1,696	\$1,629	\$66	\$1,744	\$1,629	\$49		\$66	\$839	\$839		\$5,137
Indirect Percentage		10.0%	2.0%		10.0%	2.0%		10.0%	10.0%		2.0%	10.0%	10.0%		
Indirect Expense	\$164	\$163	\$1	\$164	\$163	\$1	\$169	\$163	\$5		\$1	\$84	\$84		\$498
Total Other Nutrition Compliance	\$1,861	\$1,792	\$67	\$1,861	\$1,792	\$67	\$1,913	\$1,792	\$53		\$67	\$923	\$923		\$5,635
GRAND Total Expenditures	\$57,203	\$24,123	\$33,080	\$53,116	\$24,726	\$28,390	\$63,658	\$24,726	\$742	\$8,696	\$29,494	\$17,922	\$17,180	\$741	\$190,977
HSA Revenues	\$24,123			\$24,726			\$34,164					\$17,180			\$100,193
TOTAL HSA REVENUES	\$24,123			\$24,726			\$34,164					\$17,180			\$100,193
Other Non-H.S.A.-DAAS Revenues															
TOTAL OTHER REVENUES															
Full Time Equivalent (FTE)	???														

Prepared by: Leny Nair Telephone No.: 415-677-7682

Date 3/6/2020

HSA-CO Review Signature: _____

HSA #1

Document Date: 7/30/2020

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

Nutrition Education Salaries & Benefits Detail

TERM:
July 1, 2017 to December 31, 2020

POSITION TITLE	7/1/17-6/30/18				7/1/18-6/30/19			7/1/19-6/30/20				7/1/20-12/31/20				7/1/17 to 12/31/20			
	Agency Totals		For HSA Program		REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:				For HSA Program		REVENUE Cost Allocation:		
	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	CODB 2019-2020	Add'l Units	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	Non-HSA-DAAS	
Nutriton Manager - Tiffany	\$59,740	100%	2%	2%	\$926	\$905	\$21	\$926	\$905	\$21	\$953	\$905	\$27	\$2,530	\$21	\$1,752	\$1,731	\$21	\$4,557
TOTALS	\$59,740	100%	2%	2%	\$926	\$905	\$21	\$926	\$905	\$21	\$953	\$905	\$27	\$2,530	\$21	\$1,752	\$1,731	\$21	\$4,557
FRINGE BENEFIT RATE	35%																		
EMPLOYEE FRINGE BENEFITS	\$20,909				\$324	\$317	\$7	\$324	\$317	\$7	\$334	\$317	\$10	\$886	\$7	\$613	\$606	\$7	\$1,595
TOTAL SALARIES & BENEFITS	\$80,649				\$1,250	\$1,222	\$28	\$1,250	\$1,222	\$28	\$1,287	\$1,222	\$37	\$3,416	\$28	\$2,366	\$2,337	\$28	\$6,152
TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,787																		

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

Nutrition Education Operating Expense Detail

TERM:
July 1, 2017 to December 31, , 2020

Expenditure Category	Year 1	REVENUE Cost		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL REVENUE
	7/1/17-6/30/18	H.S.A.- DAAS	Non-HSA- DAAS	7/1/18-6/30/19	H.S.A.- DAAS	Non-HSA- DAAS	7/1/19-6/30/20	H.S.A.-DAAS	Non-HSA- DAAS	7/1/17 to 12/31/20
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)										
Office Supplies, Postage										
Building Maintenance Supplies and Repair										
Printing and Reproduction										
Insurance										
Staff Training										
Staff Travel										
Small Equipment (under \$5,000/item)										
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a CCSF Nutrition Ed in-kind	\$31,050		\$31,050	\$27,000		\$27,000	\$27,000		\$27,000	\$85,050
b										
c										
d										
e										
OTHER										
z										
y										
x										
w										
v										
TOTAL OPERATING EXPENSE	\$31,050		\$31,050	\$27,000		\$27,000	\$27,000		\$27,000	\$85,050
TOTAL OPERATING EXPENSE x3yrs	\$85,050									
HSA #3										Document Date: 7/30/2020

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

HACCP Kitchen Monitoring Salaries & Benefits Detail

TERM:
July 1, 2017 to December 31, , 2020

[illegible]

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

HACCP Kitchen Monitoring Operating Expense Detail

TERM:
July 1, 2017 to December 31, , 2020

	Year 1	REVENUE Cost		Year 2	REVENUE Cost Allocation		Year 3	REVENUE Cost Allocation		TOTAL REVENUE
Expenditure Category	7/1/17-6/30/18	H.S.A.- DAAS	Non-HSA- DAAS	7/1/18-6/30/19	H.S.A.- DAAS	Non-HSA- DAAS	7/1/19-6/30/20	H.S.A.- DAAS	Non-HSA- DAAS	7/1/17 to 12/31/20
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)										
Office Supplies, Postage										
Building Maintenance Supplies and Repair										
Printing and Reproduction										
Insurance										
Staff Training										
Staff Travel	\$52	\$52		\$52	\$52		\$52	\$52		\$156
Small Equipment (under \$5,000/item)										
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a										
b										
c										
d										
e										
OTHER										
z										
y										
x										
w										
v										
TOTAL OPERATING EXPENSE	\$52	\$52		\$52	\$52		\$52	\$52		\$156
TOTAL OPERATING EXPENSE x3yrs	\$156									

HSA #7

Document Date: 7/30/2020

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

Site or Route Monitoring Salaries & Benefits Detail

TERM:

July 1, 2017 to December 31, , 2020

[illegible]

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

Site or Route Monitoring Operating Expense Detail

TERM:
July 1, 2017 to December 31, , 2020

	Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL
	7/1/17-6/30/18	H.S.A.-DAAS	Non-HSA-DAAS	7/1/18-6/30/19	H.S.A.-DAAS	Non-HSA-DAAS	7/1/19-6/30/20	H.S.A.-DAAS	Non-HSA-DAAS	REVENUE 7/1/17 to 12/31/20
<u>Expenditure Category</u>										
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)										
Office Supplies, Postage										
Building Maintenance Supplies and Repair										
Printing and Reproduction										
Insurance										
Staff Training										
Staff Travel										
Small Equipment (under \$5,000/item)										
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a										
b										
c										
d										
e										
OTHER										
z										
y										
x										
w										
v										
TOTAL OPERATING EXPENSE										
TOTAL OPERATING EXPENSE x3yrs										

HSA #9

Document Date: 7/30/2020

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

Menu Planning Salaries & Benefits Detail

TERM: July 1, 2017 to December 31, 2020																	
		7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/20-12/31/20			
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	COB 2019-2020	Non-HSA-DAAS	Budgeted Salary	H.S.A. - DAAS	Non-HSA-DAAS
Nutrition Manager -Tiffany	\$59,740	100%	2%	2%	\$1,075	\$1,075		\$1,075	\$1,075		\$1,132	\$1,075	\$57		\$1,028	\$971	\$57
Registered Dietitian - RC	\$62,400	100%	2%	2%	\$936	\$810	\$126	\$936	\$810	\$126	\$936	\$810		\$126			
TOTALS	\$122,140	200%	3%	3%	\$2,011	\$1,885	\$126	\$2,011	\$1,885	\$126	\$2,068	\$1,885	\$57	\$126	\$1,028	\$971	\$57
FRINGE BENEFIT RATE	35%																
EMPLOYEE FRINGE BENE	\$42,749				\$704	\$660	\$44	\$704	\$660	\$44	\$724	\$660	\$20	\$44	\$360	\$340	\$20
TOTAL SALARIES & BENE	\$164,889				\$2,715	\$2,545	\$170	\$2,715	\$2,545	\$170	\$2,791	\$2,545	\$76	\$170	\$1,388	\$1,311	\$77
TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$8,222																

HSA #10 Document Date: 7/30/2020

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

Menu Planning Operating Expense Detail

TERM:
July 1, 2017 to December 31, , 2020

Expenditure Category	Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL
	7/1/17- 6/30/18	H.S.A.-DAAS	Non-HSA- DAAS	7/1/18- 6/30/19	H.S.A.-DAAS	Non-HSA- DAAS	7/1/19- 6/30/20	H.S.A.-DAAS	Non-HSA- DAAS	REVENUE 7/1/17 to 12/31/20
Rental of Property										
Utilities(Elec, Water, Gas, Phone, Scavenger)										
Office Supplies, Postage										
Building Maintenance Supplies and Repair										
Printing and Reproduction										
Insurance										
Staff Training										
Staff Travel										
Small Equipment (under \$5,000/item)										
Rental of Equipment										
SUBCONTRACTORS Descriptive Title										
a										
b										
c										
d										
e										
OTHER										
z										
y										
x										
w										
v										
TOTAL OPERATING EXPENSE										
TOTAL OPERATING EXPENSE x3yrs										

HSA #11

Document Date: 7/30/2020

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

Other Nutrition Compliance Salaries & Benefits Detail

TERM: July 1, 2017 to December 31, 2020

POSITION TITLE	7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/20-12/31/20				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:			
	Annual Full TimeSalary 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	CODB 2019-2020	Non-HSA- DAAS	Budgeted Salary	H.S.A. - DAAS		Non-HSA- DAAS
Nutrition Manager - Tiffany	\$59,740	100%	1%	1%	\$597	\$597		\$597	\$597		\$633	\$597	\$36		\$622	\$622		\$2,449
Director -AT	\$82,400	100%	1%	1%	\$659	\$610	\$49	\$659	\$610	\$49	\$659	\$610		\$49				\$1,978
TOTALS	\$142,140	200%	2%	2%	\$1,257	\$1,207	\$49	\$1,257	\$1,207	\$49	\$1,292	\$1,207	\$36	\$49	\$622	\$622		\$4,342
FRINGE BENEFIT RATE	35%																	
EMPLOYEE FRINGE BEN	\$49,749				\$440	\$422	\$17	\$440	\$422	\$17	\$452	\$422	\$13	\$17	\$218	\$218		\$1,520
TOTAL SALARIES & BEN	\$191,889				\$1,696	\$1,629	\$66	\$1,696	\$1,629	\$66	\$1,744	\$1,629	\$49	\$66	\$839	\$839		\$5,861
BENEFITS for H.S.A Program x3yrs	\$5,137																	
HSA #14																		
Document Date: 7/30/2020																		

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

Other Nutrition Compliance Operating Expense Detail

TERM:
July 1, 2017 to December 31, , 2020

[illegible]**HSA #15**

Document Date: 7/30/2020