

Appendix B12, Page 1

Document Date:7/30/20

HUMAN SERVICES AGENCY BUDGET SUMMARY

BY PROGRAM

Contractor Name:

Self-Help for the Elderly

Term

July 1, 2017 to December 31, 2020

(Check One) New ☐ Renewal ☐ Modification ☒

If modification, Effective Date of Mod. 7/1/20119 No. of Mod.

Program: Nutrition Compliance for ENP- HDM	REVENUE Cost Allocation:			REVENUE Cost Allocation:				REVENUE Cost Allocation:				REVENUE Cost Allocation:			Total Revenue		
	Year 1	H.S.A.-DAAS	Non-HSA-DAAS	Year 2	H.S.A.-DAAS	H.S.A.-DAAS OTO	Non-HSA-DAAS	Year 3	H.S.A.-DAAS	H.S.A.-DAAS OTO	CDOB 2019-2020	DAS OTO 2019-2020-	Non-HSA-DAAS	Year 4	H.S.A.-DAAS	Non-HSA-DAAS	
Budget Reference Page No.(s)	7/1/17-6/30/18			7/1/18-6/30/19				7/1/19-6/30/20						7/1/20-12/31/20			7/1/17 to 12/31/20
Program Term																	
Expenditures																	
Nutrition Education																	
Salaries & Benefits	\$180	\$134	\$46	\$180	\$134		\$46	\$186	\$135		\$5		\$46	\$186.45	\$141	\$46	\$732
Operating Expense																	
Subtotal Direct	\$180	\$134	\$46	\$180	\$134		\$46	\$186	\$135		\$5		\$46	\$186	\$141	\$46	\$732
Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%		10.0%	10.0%	10.0%	10.0%	10.0%
Indirect Expense	\$18	\$14	\$4	\$18	\$14		\$4	\$19	\$14		\$1		\$4	\$18	\$14.05	\$4.00	\$73
Total Nutrition Education	\$198	\$148	\$50	\$198	\$148		\$50	\$205	\$149		\$6		\$50	\$205	\$155	\$50	\$805
Nutrition Counseling																	
Salaries & Benefits																	
Operating Expense																	
Subtotal Direct																	
Indirect Percentage																	
Indirect Expense																	
Total Nutrition Counseling																	
HACCP Kitchen Monitoring																	
Salaries & Benefits	\$567	\$540	\$27	\$567	\$540		\$27	\$1,139	\$540		\$16	\$556	\$27	\$583	\$556	\$27	\$2,857
Operating Expense																	
Subtotal Direct	\$567	\$540	\$27	\$567	\$540		\$27	\$1,139	\$540		\$16	\$556	\$27	\$583	\$556	\$27	\$2,857
Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Indirect Expense	\$56	\$54	\$2	\$56	\$54		\$2	\$58	\$54		\$2	\$56	\$2	\$58	\$56	\$3	\$228
Total HACCP Kitchen Monitoring	\$623	\$594	\$29	\$623	\$594		\$29	\$1,197	\$594		\$18	\$612	\$29	\$642	\$612	\$30	\$3,085
Site/Route Monitoring																	
Salaries & Benefits	\$11,486	\$11,486		\$13,352	\$13,352			\$13,752	\$13,352		\$401			\$6,532	\$6,532		\$45,122
Operating Expense																	
Subtotal Direct	\$11,486	\$11,486		\$13,352	\$13,352			\$13,752	\$13,352		\$401			\$6,532	\$6,532		\$45,122
Indirect Percentage	10.0%	10.0%		10.0%	10.0%			10.0%	10.0%		10.0%			10.0%	10.0%		10.0%
Indirect Expense	\$1,148	\$1,148		\$1,335	\$1,335			\$1,375	\$1,335		\$40			\$653	\$653		\$4,511
Total Site/Route Monitoring	\$12,634	\$12,634		\$14,687	\$14,687			\$15,127	\$14,687		\$441			\$7,185	\$7,185		\$49,633
Menu Planning																	
Salaries & Benefits	\$1,229	\$1,156	\$73	\$1,228	\$1,155		\$73	\$1,262	\$1,155		\$35		\$73	\$667	\$595	\$73	\$4,386
Operating Expense																	
Subtotal Direct	\$1,229	\$1,156	\$73	\$1,228	\$1,155		\$73	\$1,262	\$1,155		\$35		\$73	\$667	\$595	\$73	\$4,386
Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%		10.0%	10.0%	10.0%	10.0%	10.0%
Indirect Expense	\$123	\$116	\$7	\$122	\$115		\$7	\$125	\$115		\$3		\$7	\$67	\$59	\$7	\$437
Total Menu Planning	\$1,352	\$1,272	\$80	\$1,350	\$1,270		\$80	\$1,388	\$1,270		\$38		\$80	\$734	\$654	\$80	\$4,824
HDM Assessments																	
Salaries & Benefits	\$61,025	\$61,025		\$66,099	\$61,025	\$5,074		\$79,429	\$61,025	\$5,074	\$1,983	\$11,347		\$39,714	\$39,714		\$246,267
Operating Expense																	
Subtotal Direct	\$61,025	\$61,025		\$66,099	\$61,025	\$5,074		\$79,429	\$61,025	\$5,074	\$1,983	\$11,347		\$39,714	\$39,714		\$246,267
Indirect Percentage	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	10.0%		10.0%			10.0%	10.0%		10.0%
Indirect Expense	\$6,102	\$6,102		\$6,610	\$6,103	\$507		\$7,943	\$6,103	\$507	\$198	\$1,135		\$3,971	\$3,971		\$24,626
Total HDM Assessments	\$67,127	\$67,127		\$72,709	\$67,128	\$5,581		\$87,372	\$67,128	\$5,581	\$2,181	\$12,481		\$43,685	\$43,685		\$270,894
Other Nutrition Compliance																	
Salaries & Benefits	\$281	\$274	\$7	\$281	\$274		\$7	\$289	\$274		\$8		\$7	\$148	\$141	\$7	\$998
Operating Expense																	
Subtotal Direct	\$281	\$274	\$7	\$281	\$274		\$7	\$289	\$274		\$8		\$7	\$148	\$141	\$7	\$998
Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%		10.0%	10.0%	10.0%	10.0%	10.0%
Indirect Expense	\$28	\$27	\$1	\$28	\$27		\$1	\$28	\$27		\$1		\$1	\$15	\$14	\$2	\$99
Total Other Nutrition Compliance	\$309	\$301	\$8	\$309	\$301		\$8	\$317	\$301		\$9		\$8	\$164	\$155	\$9	\$1,097
GRAND Total Expenditures	\$82,243	\$82,076	\$167	\$89,875	\$84,128	\$5,581	\$167	\$105,605	\$84,129	\$5,581	\$2,692	\$13,093	\$167	\$52,615	\$52,446	\$169	\$330,337
HSA Revenues	\$82,076			\$89,709				\$105,495						\$52,446			\$329,726
TOTAL HSA REVENUES	\$82,076			\$89,709				\$105,495						\$52,446			\$329,726
Other Non-H.S.A.-DAAS Revenues																	
TOTAL OTHER REVENUES																	
Full Time Equivalent (FTE)																	

Prepared by: Leny

Telephone No.: 415-677-7682

Date 7/30/20

HSA-CO Review Signature:

HSA #1

Document Date:7/30/

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4	Program: Nutrition Compliance for ENP- HDM																				
5	(Same as Line 9 on HSA #1)																				
6																					
7																					
8	TERM:																				
9	July 1, 2017 to December 31, 2020																				
10																					
11		Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL REVENUE										
12	Expenditure Category	7/1/17-6/30/18	H.S.A.-DAAS	DAAS	7/1/18-6/30/19	H.S.A.-DAAS	DAAS	7/1/19-6/30/20	H.S.A.-DAAS	DAAS	7/1/17 to 12/31/20										
13	Rental of Property																				
14	Utilities(Elec, Water, Gas, Phone, Scavenger)																				
15	Office Supplies, Postage																				
16	Building Maintenance Supplies and Repair																				
17	Printing and Reproduction																				
18	Insurance																				
19	Staff Training																				
20	Staff Travel																				
21	Small Equipment (under \$5,000/item)																				
22	Rental of Equipment																				
23																					
24	SUBCONTRACTORS Descriptive Title																				
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26	b																				
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28	d																				
29	e																				
30	OTHER																				
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35	v																				
36																					
37	TOTAL OPERATING EXPENSE																				
38	TOTAL OPERATING EXPENSE x3yrs																				
39	HSA #3																				

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4	Program: Nutrition Compliance for ENP- HDM																					
5	(Same as Line 9 on HSA #1)																					
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9	TERM:																					
10	July 1, 2017 to December 31, 2020																					
11																						
12		Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL REVENUE											
13	Expenditure Category	7/1/17-6/30/18	H.S.A.-DAAS	DAAS	7/1/18-6/30/19	H.S.A.-DAAS	DAAS	7/1/19-6/30/20	H.S.A.-DAAS	DAAS	7/1/17 to 12/31/20											
14	Rental of Property																					
15	Utilities(Elec, Water, Gas, Phone, Scavenger)																					
16	Office Supplies, Postage																					
17	Building Maintenance Supplies and Repair																					
18	Printing and Reproduction																					
19	Insurance																					
20	Staff Training																					
21	Staff Travel																					
22	Small Equipment (under \$5,000/item)																					
23	Rental of Equipment																					
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25	SUBCONTRACTORS Descriptive Title																					
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37																						
38	TOTAL OPERATING EXPENSE																					
39	TOTAL OPERATING EXPENSE x3yrs																					
40																						
41	HSA #7																					

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1																											
2																											
3																											
4	Program: Nutrition Compliance for ENP- HDM																										
5	(Same as Line 9 on HSA #1)																										
6																											
7	Site or Route Monitoring Salaries & Benefits Detail																										
8	TERM:																										
9	July 1, 2017 to December 31, 2020																										
10																											
11																											
		Agency Totals	For HSA Program	For HSA Program	7/1/17-6/30/18	REVENUE Cost Allocation:	7/1/18-6/30/19	REVENUE Cost Allocation:	7/1/19-6/30/20	REVENUE Cost Allocation:	7/1/20-12/31/20	REVENUE Cost Allocation:	7/1/17 to 12/31/20														
		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									
12	POSITION TITLE																										
13	HDM Manager - FW	\$56,120	100%	6%	6%	\$3,000	\$3,000		\$3,000	\$3,000		\$3,297	\$3,000	\$297		\$2,000	\$2,000									\$11,000	
14	HDM Coordinator - SN	\$47,216	100%	12%	12%	\$5,508	\$5,508		\$6,890	\$6,890		\$6,890	\$6,890			\$2,839	\$2,839									\$22,126	
15																											
16																											
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30	TOTALS	\$103,336	200%	18%	18%	\$8,508	\$8,508		\$9,890	\$9,890		\$10,187	\$9,890	\$297		\$4,839	\$4,839									\$33,127	
31																											
32	FRINGE BENEFIT RATE	35%																									
33	EMPLOYEE FRINGE BENEFITS	\$36,168				\$2,978	\$2,978		\$3,462	\$3,462		\$3,565	\$3,462	\$104		\$1,694	\$1,694									\$11,595	
34																											
35																											
36	TOTAL SALARIES & BENEFITS	\$139,504				\$11,486	\$11,486		\$13,352	\$13,352		\$13,752	\$13,352	\$401		\$6,532	\$6,532									\$44,722	
37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$38,590																									
38	HSA #8																										

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4	Program: Nutrition Compliance for ENP- HDM																				
5	(Same as Line 9 on HSA #1)																				
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9	TERM:																				
10	July 1, 2017 to December 31, 2020																				
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12																					
13	Site or Route Monitoring Operating Expense Detail																				
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Site or Route Monitoring Operating Expense Detail

	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
14	Rental of Property									
15	Utilities(Elec, Water, Gas, Phone, Scavenger)									
16	Office Supplies, Postage									
17	Building Maintenance Supplies and Repair									
18	Printing and Reproduction									
19	Insurance									
20	Staff Training									
21	Staff Travel									
22	Small Equipment (under \$5,000/item)									
23	Rental of Equipment									
24										
25	SUBCONTRACTORS Descriptive Title									
26	a									
27	b									
28	c									
29	d									
30	e									
31	OTHER									
32	z									
33	y									
34	x									
35	w									
36	v									
37										
38	TOTAL OPERATING EXPENSE									
39	TOTAL OPERATING EXPENSE x3yrs									
40										
41	HSA #9									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
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DAAS Comments:
RD's salary in Cong. is \$70K. Need to update salary to be consistent

	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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2																					
3																					
4	Program: Nutrition Compliance for ENP- HDM																				
5	(Same as Line 9 on HSA #1)																				
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9	TERM:																				
10	July 1, 2017 to December 31, 2020																				
11																					
12		Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL										
13	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										
14	Rental of Property																				
15	Utilities(Elec, Water, Gas, Phone, Scavenger)																				
16	Office Supplies, Postage																				
17	Building Maintenance Supplies and Repair																				
18	Printing and Reproduction																				
19	Insurance																				
20	Staff Training																				
21	Staff Travel																				
22	Small Equipment (under \$5,000/item)																				
23	Rental of Equipment																				
24																					
25	SUBCONTRACTORS Descriptive Title																				
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37																					
38	TOTAL OPERATING EXPENSE																				
39	TOTAL OPERATING EXPENSE x3yrs																				
40																					
41	HSA #11																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
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Program: Nutrition Compliance for ENP- HDM
(Same as Line 9 on HSA #1)

HDM Assessment 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 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
Expenditure Category							
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							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1																											
2																											
3																											
4	Program: Nutrition Compliance for ENP- HDM																										
5	(Same as Line 9 on HSA #1)																										
6																											
7																											
8	TERM:																										
9	July 1, 2017 to December 31, 2020																										
10																											
11																											
12																											
13	HDM Coordinator - SN	\$41,600	100%	1%	1%	\$208	\$203	\$5	\$208	\$203	\$5	\$214	\$203	\$6	\$5	\$109	\$104	\$5	\$739								
14																											
15																											
16																											
17																											
18																											
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26																											
27																											
28																											
29																											
30	TOTALS	\$41,600	100%	1%	1%	\$208	\$203	\$5	\$208	\$203	\$5	\$214	\$203	\$6	\$5	\$109	\$104	\$5	\$739								
31																											
32	FRINGE BENEFIT RATE	35%																									
33	EMPLOYEE FRINGE BENEFITS	\$14,560				\$73	\$71	\$2	\$73	\$71	\$2	\$75	\$71	\$2	\$2	\$38	\$37	\$2	\$259								
34																											
35																											
36	TOTAL SALARIES & BENEFITS	\$56,160				\$281	\$274	\$7	\$281	\$274	\$7	\$289	\$274	\$8	\$7	\$148	\$141	\$7	\$998								
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$851																									
38	HSA #14																										

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																						Appendix B, Page 15 Document Date: 7/30/20
2																						
3																						
4	Program: Nutrition Compliance for ENP- HDM																					
5	(Same as Line 9 on HSA #1)																					
6																						
7																						
8																						
9	TERM:																					
10	July 1, 2017 to December 31, 2020																					
11																						
12		Year 1	REVENUE Cost Allocation:		Year 2	REVENUE Cost Allocation:		Year 3	REVENUE Cost Allocation:		TOTAL REVENUE											
13	Expenditure Category	7/1/17-6/30/18	H.S.A.-DAAS	DAAS	7/1/18-6/30/19	H.S.A.-DAAS	DAAS	7/1/19-6/30/20	H.S.A.-DAAS	DAAS	7/1/17 to 12/31/20											
14	Rental of Property																					
15	Utilities(Elec, Water, Gas, Phone, Scavenger)																					
16	Office Supplies, Postage																					
17	Building Maintenance Supplies and Repair																					
18	Printing and Reproduction																					
19	Insurance																					
20	Staff Training																					
21	Staff Travel																					
22	Small Equipment (over \$500 but under \$5,000/item)																					
23	Rental of Equipment																					
24																						
25	SUBCONTRACTORS Descriptive Title																					
26	a																					
27	b																					
28	c																					
29	d																					
30	e																					
31	OTHER																					
32	z																					
33	y																					
34	x																					
35	w																					
36	v																					
37																						
38	TOTAL OPERATING EXPENSE																					
39	TOTAL OPERATING EXPENSE x3yrs																					
40																						
41	HSA #15																					

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