

CITY AND COUNTY OF SAN FRANCISCO

SECOND AMENDMENT

TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND SELF-HELP FOR THE ELDERLY

THIS AMENDMENT (this "Amendment") is made as of **December 5, 2018**, in San Francisco, California, by and between **Self-Help for the Elderly, 731 Sansome Street, Suite #100, San Francisco, CA 94111**, 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 for add back funding and cost of doing business (CODB) for nutrition services for seniors and 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.

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 Eight Million, Four Hundred Sixty Four Thousand, Forty One Dollars (\$8,464,041) 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 Eight Hundred Forty Six Thousand, Four Hundred Four dollars (\$846,404) 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 Nine Million, Three Hundred Ten Thousand, Four Hundred Forty Five Dollars (\$9,310,445) for the period from July 1, 2017 to June 30, 2020.

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

The amount of the Grant Funds disbursed hereunder shall not exceed Nine Million, Six Hundred Thousand, Seven Hundred Fifty Eight Dollars (\$9,600,758) 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 Hundred Seventy Eight Thousand, Two Hundred Ninety Nine Dollars (\$278,299) for the period from July 1, 2019 to 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 Nine Million, Eight Hundred Seventy Nine Thousand, Fifty Seven Dollars (\$9,879,057) 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.** Appendices A, A1, A2 and A4 of the agreement describe the services to be provided.

Appendix A is hereby replaced in its entirety by Appendix A5,
Appendix A1 is hereby replaced in its entirety by Appendix A6,
Appendix A2 is hereby replaced in its entirety by Appendix A7, and
Appendix A4 is hereby replaced in its entirety by Appendix A8.

Appendices A5, A6, A7 and A8 are attached to this Modification Agreement, which display the additional services to be provided under this Modification Agreement.

- (c.) **Appendix B.** Appendices B, B1, B2, B3, B4, B5 and B7, Calculation of Charges, of the Agreement display the original total amount.

Appendix B is hereby replaced in its entirety by Appendix B8,
Appendix B1 is hereby replaced in its entirety by Appendix B9,
Appendix B2 is hereby replaced in its entirety by Appendix B10,
Appendix B3 is hereby replaced in its entirety by Appendix B11,
Appendix B4 is hereby replaced in its entirety by Appendix B12,
Appendix B5 is hereby replaced in its entirety by Appendix B13, and
Appendix B7 is hereby replaced in its entirety by Appendix B14.

Appendices B8, B9, B10, B11, B12, B13 and B14, Calculation of Charges, are attached to this Modification Agreement, which display the budget as herein modified.

- (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 A5, Services to be Provided – ENP Congregate Meals
Appendix A6, Services to be Provided – ENP HDM
Appendix A7, Services to be Provided – Congregate AWD
Appendix A8, Services to be Provided – HDM AWD
Appendix B8, Budget – ENP Congregate Meals
Appendix B9, Budget – ENP CHAMPSS
Appendix B10, Budget – ENP Congregate Nutrition Compliance
Appendix B11, Budget – HDM ENP
Appendix B12, Budget – HDM Nutrition Compliance
Appendix B13, Budget – Congregate AWD
Appendix B14, Budget – HDM AWD

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **December 5, 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.

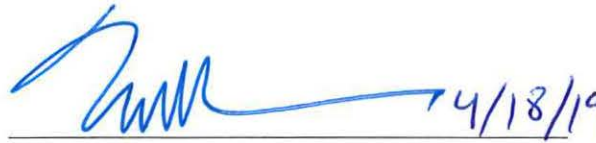
IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

Recommended by:

SELF HELP FOR THE ELDERLY

 4/18/19

Trent Rhorer
Executive Director
Human Services Agency

Date




Anni Chung
Title: Executive Director
Address: 731 Sansome Street, Suite #100
City, State ZIP: San Francisco, CA 94111

Phone: (415) 677-7600

Approved as to Form:

Federal Tax ID #: 94-1750717
City Vendor Number: 16768
DUNS Number: 051409951

By:  4/15/19

David Reis
Deputy City Attorney

Date

Appendix A5 - Services to be Provided Self-Help for the Elderly

Elderly Nutrition Program (ENP) Congregate Meals July 1, 2017 – June 30, 2020

I. Purpose

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

II. Definitions

Grantee	Self-Help for the Elderly
CARBON	Contracts Administration, Reporting, and Billing On-line system
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.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
DAAS	Department of Aging and Adult Services
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 (a) A minimum of one-third of the Dietary Reference Intakes (DRI) 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.

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
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	For Elderly Nutrition Programs, this is 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 Dietary Reference Intakes (DRI) for all calculated nutrients. (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.
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.
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.
Older Adult	Person who is 60 years or older, used interchangeably with Senior.
OOA	Office on the Aging
Registered Dietitian (RD)	Registered Dietitian or Registered Dietitian Nutritionist:
Registered Dietitian Nutritionist (RDN)	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; Ordinance No. 159-16 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.

III. Target Population

The target population is residents 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 Congregate Meal Program, an individual must meet either one of the following criteria:

- A senior, defined as an individual age 60 or older
- Spouse or domestic partner of a senior enrolled in the program
- An individual under the age of 60, with a disability who resides in housing facilities occupied primarily by older adults at which the congregate meal program is located
- A disabled individual who resides at home with and accompanies a senior who participates in the program. A volunteer under the age of 60 who helps in the meal program if doing so will not deprive a senior of a meal

V. Services to be Provided

A. Develop and maintain nutrition 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 to ensure the provision of quality meals, adequate access to socialization activities and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.

B. Provide congregate meal services, which include:

1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the ENP menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in CA-GetCare in the month that the service is provided. One unit of nutrition education is defined as one nutrition presentation to one consumer.
4. A nutrition screening using the "Determine Your Nutritional Health" checklist is conducted annually for each consumer and documented in CA-GetCare within one month of obtaining the consumer's nutrition risk screening.
5. The donation rate per meal requested of each consumer must be approved by the Grantee's Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
a) Annual #Unduplicated Consumers (Regular)	5,055	5,055	5,055	15,165
b) Annual #Meals	232,050	231,900	231,900	695,850
c) CHAMPSS #Undup. Consumers	3,800	3,800	3,800	11,400

d) CHAMPSS Annual #Meals	58,568	58,668	58,668	175,904
e) Grand Total #Undup. Consumers	8,855	8,855	8,855	
f) Grand Total #Meals	290,618	290,568	290,568	871,754

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 RD based on the number of monitoring approved in the Grantee's budget. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports 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 on an annual basis.
- 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.

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.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter at each site.
- D. 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 at each congregate meal site.

- C. At least 65% of consumers will report an increase in the consumption of fruits and vegetables as evidenced by 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 congregate meal sites 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 for 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 nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the intake form for Congregate Meals, 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 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 the 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 Shikh
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Tahir.Shikh@sfgov.org

Linda Lau
Lead Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Linda.Lau@sfgov.org

Appendix A6 – Services to be Provided
Self-Help for the Elderly
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	Self-Help for the Elderly
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-linesystem
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	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
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; Ordinance No. 159-16 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).
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 2017-18	FY 2018-19	FY 2019-20
#Unduplicated Consumers	299	328	328
#Meals	70,791	77,113	78,713

- 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:

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APPENDIX A7 - SERVICES TO BE PROVIDED

Self-Help for the Elderly

Congregate Meals for Adults with Disabilities (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 meal services.

II. DEFINITIONS

Grantee	Self-Help for the Elderly
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
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.
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.
Congregate Meals	Congregate meals are provided in a group setting and consist of the procurement, preparation, transporting and serving of meals, as well as nutrition education that meet the needs of the service population.
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>

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
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) for all calculated nutrients. (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 (a) A minimum of one-third of the 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.
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.
Registered Dietitian (RD)	Registered Dietitian. 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.
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 age of 18 and 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 an AWD Congregate Meal Program, the consumer must be between the age of 18 and 59 and have a disability as defined in Section II, Definitions.

V. Services to be Provided

- A. Develop and maintain nutrition 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 Policy to ensure the provision of quality meals and sound nutrition information enabling consumers to reduce incidences of chronic diseases and maintain independent living.
- B. Provide congregate meal services, which include:
 1. Enroll the number of unduplicated consumers annually as indicated in Table A, and at various locations 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 allocated to each meal site as shown on the DAAS-OOA approved Site Chart. Each meal should meet the AWD menu requirements.
3. Provide at least one session per quarter of nutrition education to consumers. The total units of nutrition education will be, at minimum, as shown on the DAAS-OOA approved Site Chart. The service units will be reported in the month that the service is provided.
4. 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.
5. The donation rate per meal requested of each consumer must be approved by the Grantee's Board of Directors and in compliance with OOA policy memoranda.
6. Service Units:

Table A	FY 2017-18	FY 2018-19	FY 2019-20	Total 3-years
#Unduplicated Consumers	14	14	14	42
#Meals	3,433	3,439	3,439	10,311

- C. Ensure central kitchen (or caterer kitchen) and all congregate meal sites 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 RD based on the number of monitoring approved in the Grantee's budget. Follow-up and in-service training shall be provided, as needed, to bring the program into compliance. The HACCP monitoring reports 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 on an annual basis.
- 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.

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, in Section V.
- C. Grantee will provide nutrition education to consumers in a group setting, a minimum of one nutrition education session per quarter
- D. 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 at each congregate meal site.
- 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 congregate meal sites 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 for 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 nutrition program operation, current organizational chart in the food service department, grievance policies and procedures, verification that hours of operation are reflected with in most recent approved site chart; employee resume and credentials, job description, and whether progress notes are maintained according to the OOA nutrition program 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 data obtained from consumers using the congregate program 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 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 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 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

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Appendix A8 – Services to be Provided
Self-Help for the Elderly
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	Self-Help for the Elderly
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	<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>

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 age 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	158	158	158	474
#Meals	51,517	51,478	51,478	154,473

- 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 Shikh
Contract Manager/HSA
P.O. Box 7988
San Francisco, CA 94120
Tahir.Shikh@sfgov.org

Linda Lau
Lead Nutritionist/OOA
1650 Mission Street, 5th Floor
San Francisco, CA 94103
Linda.Lau@sfgov.org

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	BUDGET FORMS															Appendix B8, pg. 1
2																5/10/2017
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES															Document Date: 5/23/2018
4	BUDGET PROPOSAL FORMS															
5	Grantee's Name: SELF-HELP FOR THE ELDERLY															Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" 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)	CONG-ENP	ADD-BACK	OTO	CODB	Revised Budget	CONG-ENP	Add-Back	CODB	Revised Budget	CONG-ENP	Add-Back	CODB	Revised Budget	TOTAL	
9	Annual #Meals Contracted	223,913			8,137	232,050	223,913		7,987	231,900	223,913		7,987	231,900	695,550	
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19		7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
11	DAAS Expenditures															
12	Salaries & Benefits	\$560,760	\$37,498			\$598,258	\$560,760	\$68,182	\$9,030	\$637,972	\$560,760	\$68,182	\$9,030	\$637,972	\$1,874,202	
13	Operating Expense	\$801,035	\$30,684		\$34,045	\$865,764	\$801,035		\$59,911	\$860,946	\$801,035		\$59,911	\$860,946	\$2,587,656	
14	Subtotal	\$1,361,795	\$68,182		\$34,045	\$1,464,022	\$1,361,795	\$68,182	\$68,941	\$1,498,918	\$1,361,795	\$68,182	\$68,941	\$1,498,918	\$4,461,858	
15	Indirect Percentage (max 10%)	10%	10%		10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	
16	Indirect Cost (Line 15 X Line 14, check Gen Guidance regarding indirect exclusion)	\$136,180	\$6,818		\$3,405	\$146,403	\$136,180	\$6,818	\$6,894	\$149,892	\$136,180	\$6,818	\$6,894	\$149,892	\$446,187	
17	Capital Expenditure			\$10,602		\$10,602									\$10,602	
18	TOTAL DAAS EXPENDITURES	\$1,497,975	\$75,000	\$10,602	\$37,450	\$1,621,027	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$4,918,647	
19																
20	Non-DAAS Expenditures															
21	Salaries & Benefits	\$130,039	\$43,591			\$173,630	\$130,039	\$12,468		\$142,507	\$130,039	\$12,468		\$142,507	\$762,312	
22	Operating Expense	\$357,014	(\$16,117)		\$87	\$340,964	\$357,014	(\$18,527)	\$731	\$339,218	\$357,014	(\$18,527)	\$731	\$339,218	\$1,717,420	
23	Capital Expenditure															
24	TOTAL Non-DAAS EXPENDITURES	\$487,053	\$27,474		\$87	\$514,614	\$487,053	(\$6,059)	\$731	\$481,725	\$487,053	(\$6,059)	\$731	\$481,725	\$2,479,732	
25																
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,985,028	\$102,474	\$10,602	\$37,537	\$2,135,641	\$1,985,028	\$68,941	\$76,566	\$2,130,534	\$1,985,028	\$68,941	\$76,566	\$2,130,534	\$7,398,379	
27																
28	HSA-DAAS Revenues															
29	Meals	\$1,497,975	\$75,000		\$37,449	\$1,610,424	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$4,908,044	
30																
31	State Fund C1			\$502		\$502									\$502	
32	OTO			\$10,100		\$10,100									\$10,100	
33																
34	TOTAL HSA-DAAS REVENUES	\$1,497,975	\$75,000	\$10,602	\$37,449	\$1,621,026	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$1,497,975	\$75,000	\$75,835	\$1,648,810	\$4,918,646	
35	PER MEAL COST, HSA-DAAS	\$6.69	#DIV/0!		\$4.60	\$6.94	\$6.69		\$9.49	\$7.11	\$6.69	#DIV/0!	\$9.49	\$7.11	\$7.07	
36	Per MEAL & COMPLIANCE COST	\$6.69	#DIV/0!		\$4.60	\$6.94	\$6.69		\$9.49	\$7.11	\$6.69	#DIV/0!	\$9.49	\$7.11	\$7.07	
37	Non-DAAS Revenues															
38	Project Income	352,126				352,126	352,126			352,126	352,126			352,126	\$1,760,632	
39	Agency Cash - Fundraising	\$134,927	\$27,561			162,488	\$134,927	-\$6,059	\$731	129,599	\$134,927	-\$6,059	\$731	129,599	\$719,099	
40	Agency In-Kind Volunteer	\$364,287				364,287	\$364,287			364,287	\$364,287			364,287	\$1,821,435	
41	Nutrition Compliance Revenues															
42																
43	TOTAL NON HSA-DAAS REVENUES	\$851,340	\$27,561			\$878,901	\$851,340	(\$6,059)	\$731	\$846,012	\$851,340	(\$6,059)	\$731	\$846,012	\$4,301,166	
44	PER MEAL COST, NON HSA-DAAS	\$3.80	#DIV/0!			\$3.79	\$3.80		\$0.09	\$3.65	\$3.80		\$0.09	\$3.65	\$6.18	
45	TOTAL REVENUES	\$2,349,315	\$102,561	\$10,602	\$37,449	\$2,499,927	\$2,349,315	\$68,941	\$76,566	\$2,494,822	\$2,349,315	\$68,941	\$76,566	\$2,494,822	\$9,219,812	
46	PER MEAL COST, TOTAL	\$10.49	#DIV/0!		\$4.60	\$10.77	\$10.49		\$9.59	\$10.76	\$10.49		\$9.59	\$10.76	\$13.25	
47	Full Time Equivalent (FTE)															
48																
49	Prepared by: Leny Nair	Phone No.:										415-677-7682		Date: 5/10/17		
50	HSA-CO Review Signature:															
51	HSA #1	Form Rev. 12/22/16														

Grantor's Name: SELF-HELP FOR THE ELDERLY										Appendix B, page 2										5/10/17										TOTAL									
Program Name: CONG-ENP										Date:																													
Salaries & Benefits Detail																																							
Agency Totals																																							
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Grantee's Name: SELF-HELP FOI																	Appendix B8, page 3
2	Program Name:																	5/10/17
3	CONG-ENP																	
4	Date:																	
5	Operating Expense Detail																	
6																		
7	H.S.A-DAAS	Annual #Meals Contracted:	223,913				8,137	232,050	223,913			7,987	231,900	223,913		7,987	231,900	TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18	Add-Back	OTO		COOB	7/1/17-6/30/18	7/1/18 to 6/30/19	Add-Back		COOB	7/1/18-6/30/2019	7/1/19 to 6/30/20	Add-Back	COOB	7/1/19 to 6/30/20	7/1/17 to 6/30/20
9	Rental of Property			\$15,793			\$3,207	\$19,000				\$19,144	\$19,144			\$19,144	\$19,144	\$57,288
10	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$2,000				\$2,000				\$2,000	\$2,000			\$2,000	\$2,000	\$6,000
11	Office Supplies, Postage			\$1,684				\$1,684				\$2,000	\$2,000			\$2,000	\$2,000	\$5,684
12	Building Maintenance Supplies and Repair						\$639	\$639				\$524	\$524			\$524	\$524	\$1,687
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 \$ 3.56	\$797,966				\$28,998	\$826,964	\$797,966			\$28,464	\$826,430	\$797,966		\$28,464	\$826,430	\$2,479,824
18	CONSULTANT/SUBCONTRACTOR Descriptive Title																	
19	Registered Dietitian																	
20																		
21	OTHER COSTS:																	
22	Insurance		\$3,069				\$3,069	\$3,069				\$3,069	\$3,069			\$3,069	\$3,069	\$9,207
23	Staff Training & Travel			\$1,000			\$1,000					\$1,000				\$1,000	\$1,000	\$3,000
24	Rental of Equipment																	
25	Small equipment & Supplies																	
26	Auto - Fuel & Insurance			\$2,679			\$2,679					\$2,679	\$2,679			\$2,679	\$2,679	\$8,037
27	Repair/Maintenance			\$2,700			\$1,200	\$3,900				\$3,900	\$3,900			\$3,900	\$3,900	\$11,700
28	Printing			\$174				\$174				\$200	\$200			\$200	\$200	\$574
29	Communications			\$4,654				\$4,654										\$4,654
30	TOTAL DAAS OPERATING EXPENSE		\$801,035	\$30,684			\$34,045	\$865,764	\$801,035			\$59,911	\$860,946	\$801,035		\$59,911	\$860,946	\$2,587,656
31																		
32	Non-DAAS																	TOTAL
33	Expenditure Category																	
34	Rental of Property		\$78,494	(\$13,873)			\$64,621	\$78,494	(\$13,873)			\$64,621	\$78,494	(\$13,873)		\$64,621	\$78,494	\$193,863
35	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	\$ 35,000			\$	(\$ 5,000)	\$30,000	\$ 35,000		\$	(\$ 5,000)	\$30,000	\$ 35,000		\$ 35,000	\$30,000	\$90,000
36	Office Supplies, Postage		\$2,700				\$2,700	\$2,700				\$2,700	\$2,700			\$2,700	\$2,700	\$8,100
37	Building Maintenance Supplies and Repair		\$27,000				\$27,000	\$27,000				\$27,000	\$27,000			\$27,000	\$27,000	\$81,000
38	FOOD COSTS																	
39	Raw Food	per meal \$ 0.10	\$22,391				\$22,391	\$22,391				\$799	\$23,190	\$22,391		\$799	\$23,190	\$58,771
40	Cong Food Svc Supplies	per meal \$ 0.20	\$44,783				\$44,783	\$44,783				\$1,597	\$46,380	\$44,783		\$1,597	\$46,380	\$137,543
41	HDM Food Svc Supplies	per meal																
42	Catered Meals	per meal \$ 0.42	\$93,207				\$3,387	\$96,595	\$93,207			\$3,325	\$96,532	\$93,207		\$3,325	\$96,532	\$289,559
43	CONSULTANT/SUBCONTRACTOR Descriptive Title																	
44	Registered Dietitian																	
45																		
46	OTHER COSTS:																	
47	Insurance		\$5,688				(\$1,000)	\$4,688	\$5,688				\$5,688	\$5,688			\$5,688	\$16,064
48	Staff Training & Travel		\$700				\$700	\$1,400	\$700				\$700	\$700			\$700	\$2,800
49	Communications (Phone & Internet)		\$19,196	(\$4,654)				\$14,542	\$19,196	(\$4,654)			\$14,542	\$19,196	(\$4,654)		\$14,542	\$43,626
50	Rental of Equipment		\$3,245					\$3,245	\$3,245				\$3,245	\$3,245			\$3,245	\$9,735
51	Small equipment & Supplies		\$500				\$2,000	\$2,500	\$500				\$500	\$500			\$500	\$3,500
52	Auto - Fuel & Insurance		\$19,000					\$19,000	\$19,000				\$19,000	\$19,000			\$19,000	\$57,000
53	Repair/Maintenance-Vehicle		\$1,000	\$2,000				\$3,000	\$1,000				\$1,000	\$1,000			\$1,000	\$5,000
54	Membership dues/subscription		\$610	\$10				\$620	\$610			\$10	\$620	\$610		\$10	\$620	\$1,850
55	Bank Charges		\$1,500	\$400				\$1,900	\$1,500				\$1,500	\$1,500			\$1,500	\$4,900
56	Recruitment		\$2,000					\$2,000	\$2,000				\$2,000	\$2,000			\$2,000	\$6,000
57																		
58	TOTAL Non-DAAS OPERATING EXPENSE		\$357,014	(\$16,117)			\$87	\$340,984	\$357,014	(\$18,527)	\$731	\$339,218	\$357,014	(\$18,527)	\$731	\$339,218		\$1,019,421
59																		
60	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$1,158,049	\$14,567			\$34,132	\$1,206,749	\$1,158,049	(\$18,527)	\$80,641	\$1,200,165	\$1,158,049	(\$18,527)	\$80,641	\$1,200,165		\$3,607,077
61																		
65	HSA #3	Form Rev. 12/22/16																

	A	B	C	D	E	F
1	Grantee's Name: SELF-HELP FOR THE ELDERLY		Appendix B8, Page 4			
2	Program Name:		Document Date: 5/10/17			
3	CONG-ENP					
4						
5	Capital Expenditure Detail					
6	(Equipment and Remodeling Cost)					
7	TOTAL					
8	H.S.A-DAAS		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	No.	ITEM/DESCRIPTION				
10	150	Chairs for S. Sunset (replacement) @ \$30/chair	4,500			4,500
11	1	4 Wells Steamtable	1,500			
12	4	Desktop & Monitors @ \$900 each	3,600			3,600
13		Small Kitchen tools/serving ware	500			500
14		Food Safety Reminder Magnets	350			350
15		Bldg Repairs & Maint	152			152
16						
17						
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		10,602			10,602
19						
20	Non-DAAS					
21	No.	ITEM/DESCRIPTION				
22						
23						
24						
25						
26						
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST					
28						
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		10,602			10,602
30	(Equipment and Remodeling Cost)					
31	HSA #4 Form Rev. 12/22/16					
32						
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)					
34	Indicate DAAS and non-DAAS-OOA funding above.					
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page					
36	Equipment is defined as \$5000 or more a unit					
37	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pas					
38						
39						
40						

	A	B	C	D	E	F	G	H	I	J	K
1	BUDGET FORMS										Appendix B9, pg. 1
2											Document Date:
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES										5/24/2018
4	BUDGET PROPOSAL FORMS										
5	Grantee's Name: SELF-HELP FOR THE ELDERLY										Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
7	Effective Date of Mod: 7/1/217 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)										
9	Annual #Meals Contracted	59,420	(852)	58,568	59,420	(752)	58,668	59,420	(752)	58,668	175,904
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
11	DAAS Expenditures										
12	Salaries & Benefits	\$157,273	\$10,401	\$167,674	\$157,273	\$14,625	\$171,898	\$157,273	\$14,625	\$171,898	511,470
13	Operating Expense	\$289,453	\$767	\$290,220	\$289,453	\$7,990	\$297,444	\$289,453	\$7,990	\$297,444	885,108
14	Subtotal	\$446,726	\$11,168	\$457,894	\$446,726	\$22,615	\$469,342	\$446,726	\$22,615	\$469,342	1,396,578
15	Indirect Percentage (max 10%)	10%	10%		10%	10%		10%	10%		10%
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)	\$44,673	\$1,117	\$45,790	\$44,673	\$2,262	\$46,934	\$44,673	\$2,262	\$46,934	139,658
17	Capital Expenditure										
18	TOTAL DAAS EXPENDITURES	\$491,399	\$12,285	\$503,684	\$491,399	\$24,877	\$516,276	\$491,399	\$24,877	\$516,276	1,536,236
19											
20	Non-DAAS Expenditures										
21	Salaries & Benefits										
22	Operating Expense	\$180,000	(\$466)	\$179,534	\$180,000	(\$1,048)	\$178,952	\$180,000	(\$1,048)	\$178,952	537,439
23	Capital Expenditure										
24	TOTAL Non-DAAS EXPENDITURES	\$180,000	(\$466)	\$179,534	\$180,000	(\$1,048)	\$178,952	\$180,000	(\$1,048)	\$178,952	\$537,439
25											
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$671,399	\$11,819	\$683,218	\$671,399	\$23,830	\$695,228	\$671,399	\$23,830	\$695,229	\$2,073,675
27											
28	HSA-DAAS Revenues										
29	Meals	\$491,399	\$12,285	\$503,684	\$491,399	\$24,877	\$516,276	\$491,399	\$24,877	\$516,276	1,536,236
30	Nutrition Compliance (if your agency is requesting funds)										
31											
32											
33											
34	TOTAL HSA-DAAS REVENUES	\$491,399	\$12,285	\$503,684	\$491,399	\$24,877	\$516,276	\$491,399	\$24,877	\$516,276	1,536,236
35	PER MEAL COST, HSA-DAAS	\$8.27	(\$14.42)	\$8.60	\$8.27	(\$33.07)	\$8.80	\$8.27	(\$33.07)	\$8.80	\$8.73
36	Per MEAL & COMPLIANCE COST	\$8.27	(\$14.42)	\$8.60	\$8.27	(\$33.07)	\$8.80	\$8.27	(\$33.07)	\$8.80	\$8.73
37	Non-DAAS Revenues										
38	Project Income	180,000	-466	\$179,534	180,000	-1,048	\$178,952	180,000	-1,048	\$178,952	537,439
39	Agency Cash - Fundraising										
40	Agency In-Kind Volunteer										
41	Nutrition Compliance Revenues										
42											
43	TOTAL NON HSA-DAAS REVENUES	\$180,000	-466	\$179,534	\$180,000	-1,048	\$178,952	\$180,000	-1,048	\$178,952	\$537,439
44	PER MEAL COST, NON HSA-DAAS	\$3.03	\$0.55	\$3.07	\$3.03	\$1.39	\$3.05	\$3.03	\$1.39	\$3.05	\$3.06
45	TOTAL REVENUES	\$671,399	\$11,819	\$683,218	\$671,399	\$23,829	\$695,228	\$671,399	\$23,829	\$695,228	2,073,675
46	PER MEAL COST, TOTAL	\$11.30	-\$13.87	\$11.67	\$11.30	-\$31.68	\$11.85	\$11.30	-\$31.68	\$11.85	\$11.79
47	Full Time Equivalent (FTE)										
48											
49	Prepared by: Leny Nair	Phone No.:					415-677-7682			Date: 5/24/18	
50	HSA-CO Review Signature:										
51	HSA #1	Form Rev. 12/22/16									

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Grantee's Name: SELF-HELP FOR THE ELDERLY											Appendix B9, page 2				
2	Program Name: CHAMPSS											Date: 5/24/18				
3																
4																
5																
6	Salaries & Benefits Detail											TOTAL				
7																
8	H.S.A-DAAS															
9																
10																
11																
12																
13																
14																
15																
16																
17																
18	TOTALS															
19																
20	FRINGE BENEFIT RATE															
21	EMPLOYEE FRINGE BENEFITS															
22																
23																
24	TOTAL DAAS SALARIES & BENEFITS															
25																
26																
27	Non - DAAS											TOTAL				
28																
29	Meal site & kitchen volunteers															
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
40																
41																
42																
43																
44																
45																
46	TOTAL NON-DAAS															
47																
48	FRINGE BENEFIT RATE															
49	EMPLOYEE FRINGE BENEFITS															
50																
51																
52	TOTAL Non-DAAS SALARIES & BENEFITS															
53																
54	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS															
55	HSA #2											Form Rev. 12/22/16				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Grantee's Name: SELF-HELP FOR													Appendix B9, page 3	
2	Program Name:													5/24/18	
3	CHAMPSS													Date:	
4	Operating Expense Detail													TOTAL	
7	H.S.A-DAAS	Annual #Meals Contracted:	59,420	-852	58,568	59,420	-752	58,668	59,420	-752	58,668	59,420	-752	58,668	176,656
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20	
9	Rental of Property			\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$9,000	
10	Utilities(Elec, Water, Gas, Phone, Scavenger)														
11	Office Supplies, Postage		\$78	\$466	\$544	\$78	\$770	\$848	\$78	\$770	\$848		\$848	\$2,240	
12	Building Maintenance Supplies and Repair														
13	FOOD COSTS														
14	Raw Food	per meal	\$ -												
15	Cong Food Svc Supplies	per meal													
16	Catered Meals	per meal	\$ 0.125				(\$94)	(\$94)		(\$94)	(\$94)		(\$94)	-\$188	
17	Catered Meals	per meal	\$ 4.87	\$289,375	(\$4,149)	\$285,226	\$289,375	(\$3,664)	\$285,712	\$289,375	(\$3,664)	\$285,712	\$285,712	\$856,650	
18	CONSULTANT/SUBCONTRACTOR Descriptive Title														
19	Registered Dietitian														
20															
21	OTHER COSTS:														
22	Insurance						\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$6,000	
23	Staff Training & Travel			\$150	\$150		\$150	\$150		\$150	\$150		\$150	\$450	
24	Rental of Equipment			\$1,000	\$1,000		\$1,000	\$1,000		\$1,000	\$1,000		\$1,000	\$3,000	
25	Small equipment & Supplies														
26	Auto - Fuel & Insurance														
27	Bank & Charges						\$3,528	\$3,528		\$3,528	\$3,528		\$3,528	\$7,056	
28	Recruitment Expense			\$300	\$300		\$300	\$300		\$300	\$300		\$300	\$900	
29															
30	TOTAL DAAS OPERATING EXPENSE		\$289,453	\$767	\$290,220	\$289,453	\$7,990	\$297,444	\$289,453	\$7,990	\$297,444		\$297,444	\$885,108	
32	Non-DAAS													TOTAL	
33	Expenditure Category														
34	Rental of Property		\$7,000		\$7,000	\$7,000		\$7,000	\$7,000		\$7,000		\$7,000	\$21,000	
35	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 500.00	\$ 150.00	\$650	\$ 500.00		\$500	\$500		\$500		\$500	\$1,650	
36	Office Supplies, Postage		\$475	(\$475)		\$475	(\$475)		\$475	(\$475)		(\$475)			
37	Building Maintenance Supplies and Repair														
38	FOOD COSTS														
39	Raw Food	per meal													
40	Cong Food Svc Supplies	per meal													
41	Catered Meals	per meal	\$ 0.125				(\$94)	(\$94)		(\$94)	(\$94)		(\$94)	-\$188	
42	Catered Meals	per meal	\$ 2.63	\$156,275	(\$2,241)	\$154,034	\$156,275	(\$1,978)	\$154,296	\$156,275	(\$1,978)	\$154,296	\$154,296	\$462,626	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title														
44	Registered Dietitian														
45															
46	OTHER COSTS:														
47	Insurance		\$3,000		\$3,000	\$3,000		\$3,000	\$3,000		\$3,000		\$3,000	\$9,000	
48	Staff Training & Travel		\$2,000	(\$1,700)	\$300	\$2,000		\$2,000	\$2,000		\$2,000		\$2,000	\$4,300	
49	Printing		\$500	(\$250)	\$250	\$500		\$500	\$500		\$500		\$500	\$1,250	
50	Rental of Equipment			\$300	\$300									\$300	
51	Small equipment & Supplies		\$750	\$750	\$1,500	\$750		\$750	\$750		\$750		\$750	\$3,001	
52	Auto - Fuel & Insurance														
53	Bank Charges		\$2,500	\$5,000	\$7,500	\$2,500	\$1,500	\$4,000	\$2,500	\$1,500	\$4,000		\$4,000	\$15,500	
54	Software/Database		\$7,000	(\$2,000)	\$5,000	\$7,000		\$7,000	\$7,000		\$7,000		\$7,000	\$19,000	
56	TOTAL Non-DAAS OPERATING EXPENSE		\$180,000	(\$466)	\$179,534	\$180,000	(\$1,048)	\$178,952	\$180,000	(\$1,048)	\$178,952		\$178,952	\$537,439	
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$469,453	\$301	\$469,754	\$469,453	\$6,943	\$476,396	\$469,453	\$6,943	\$476,396		\$476,396	\$1,422,547	
63	HSA #3														
	Form Rev. 12/22/16														

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B10, Page 1										
2	Document Date: 4/25/18										
3	HUMAN SERVICES AGENCY BUDGET SUMMARY										
4	BY PROGRAM										
5	Contractor Name:			Term							
6	Self-Help for the Elderly			July 1, 2017 to June 30, 2020							
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
8	If modification, Effective Date of Mod. 4.25.18 No. of Mod.										
9	Program: Nutrition Compliance for ENP- Congregate	REVENUE Cost Allocation:			REVENUE Cost Allocation:			REVENUE Cost Allocation:			
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	\$1,465	\$1,222	\$243	\$1,465	\$1,222	\$243	\$1,465	\$1,222	\$243	\$4,394
15	Operating Expense	\$31,050		\$31,050	\$27,000		\$27,000	\$27,000		\$27,000	\$85,050
16	Subtotal Direct	\$32,515	\$1,222	\$31,293	\$28,465	\$1,222	\$27,243	\$28,465	\$1,222	\$27,243	\$89,444
17	Indirect Percentage	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	
18	Indirect Expense	\$3,251	\$122	\$626	\$2,846	\$122	\$545	\$2,846	\$122	\$545	
19	Total Nutrition Education	\$35,766	\$1,344	\$31,919	\$31,311	\$1,344	\$27,788	\$31,311	\$1,344	\$27,788	\$89,444
20	Nutrition Counseling										
21	Salaries & Benefits										
22	Operating Expense										
23	Subtotal Direct										
24	Indirect Percentage										
25	Indirect Expense										
26	Total Nutrition Counseling										
27	HACCP Kitchen Monitoring										
28	Salaries & Benefits	\$3,780	\$3,217	\$563	\$3,780	\$3,780		\$3,780	\$3,780		\$11,340
29	Operating Expense	\$52	\$52		\$52	\$52		\$52	\$52		\$156
30	Subtotal Direct	\$3,832	\$3,269	\$563	\$3,832	\$3,832		\$3,832	\$3,832		\$11,496
31	Indirect Percentage	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	
32	Indirect Expense	\$383	\$327	\$11	\$383	\$383		\$383	\$383		\$1,150
33	Total HACCP Kitchen Monitoring	\$4,215	\$3,596	\$574	\$4,215	\$4,215		\$4,215	\$4,215		\$12,646
34	Site/Route Monitoring										
35	Salaries & Benefits	\$14,372	\$14,220	\$153	\$14,372	\$14,205	\$167	\$14,372	\$14,205	\$167	\$43,116
36	Operating Expense										
37	Subtotal Direct	\$14,372	\$14,220	\$153	\$14,372	\$14,205	\$167	\$14,372	\$14,205	\$167	\$43,116
38	Indirect Percentage	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	
39	Indirect Expense	\$1,437	\$1,422	\$3	\$1,437	\$1,420	\$3	\$1,437	\$1,420	\$3	\$4,312
40	Total Site/Route Monitoring	\$15,809	\$15,642	\$156	\$15,809	\$15,625	\$171	\$15,809	\$15,625	\$171	\$47,428
41	Menu Planning										
42	Salaries & Benefits	\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$8,145
43	Operating Expense										
44	Subtotal Direct	\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$8,145
45	Indirect Percentage	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	
46	Indirect Expense	\$271	\$145	\$25	\$271	\$145	\$25	\$271	\$145	\$25	\$814
47	Total Menu Planning	\$2,986	\$1,596	\$1,289	\$2,986	\$1,596	\$1,289	\$2,986	\$1,596	\$1,289	\$8,959
48	HDM Assessments										
49	Salaries & Benefits										
50	Operating Expense										
51	Subtotal Direct										
52	Indirect Percentage										
53	Indirect Expense										
54	Total HDM Assessments										
55	Other Nutrition Compliance										
56	Salaries & Benefits	\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$5,505
57	Operating Expense										
58	Subtotal Direct	\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$5,505
59	Indirect Percentage	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	10.0%	10.0%	2.0%	
60	Indirect Expense	\$183	\$177	\$1	\$183	\$177	\$1	\$183	\$177	\$1	\$550
61	Total Other Nutrition Compliance	\$2,018	\$1,945	\$67	\$2,018	\$1,945	\$67	\$2,018	\$1,945	\$67	\$6,055
62	GRAND Total Expenditures	\$60,795	\$24,123	\$34,005	\$56,340	\$24,726	\$29,315	\$56,340	\$24,726	\$29,315	\$164,532
63	HSA Revenues										
64											
65											
66	TOTAL HSA REVENUES										\$73,575
67	Other Non-H.S.A.-DAAS Revenues										
68											
69											
70											
71	TOTAL OTHER REVENUES										
72	Full Time Equivalent (FTE)	???									
74	Prepared by: Kelly Chew	Telephone No.: 415-677-7606								Date 4/25/18	
75	HSA-CO Review Signature:										
76	HSA #1										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B10, Page 2														
2	Document Date: 4/25/18														
3															
4	Program: Nutrition Compliance for ENP- Congregate														
5	(Same as Line 9 on HSA #1)														
6															
7	Nutrition Education Salaries & Benefits Detail														
8	TERM:														
9	July 1, 2017 to June 30, 2020														
10															
11	POSITION TITLE	Agency Totals		For HSA Program		7/1/17-6/30/18 For HSA Program REVENUE Cost Allocation:			7/1/18-6/30/19 For HSA Program REVENUE Cost Allocation:			7/1/19-6/30/20 For HSA Program REVENUE Cost Allocation:			7/1/17 to 6/30 Total Revenue
12		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	Assistant Director RD- RC	\$70,000	100%	2%	2%	\$1,085	\$905	\$180	\$1,085	\$905	\$180	\$1,085	\$905	\$180	\$3,255
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$70,000	100%	2%	2%	\$1,085	\$905	\$180	\$1,085	\$905	\$180	\$1,085	\$905	\$180	\$3,255
31															
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BENEFITS	\$24,500				\$380	\$317	\$63	\$380	\$317	\$63	\$380	\$317	\$63	\$1,139
34															
35															
36	TOTAL SALARIES & BENEFITS	\$94,500				\$1,465	\$1,222	\$243	\$1,465	\$1,222	\$243	\$1,465	\$1,222	\$243	\$4,394
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$4,394													
38	HSA #2														
Document Date: 4/25/18															

Document Date: 4/25/18

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13	<table border="1"> <thead> <tr> <th>Year 1</th> <th colspan="2">REVENUE Cost</th> <th>Year 2</th> <th colspan="2">REVENUE Cost Allocation</th> <th>Year 3</th> <th colspan="2">REVENUE Cost Allocation</th> <th>TOTAL REVENUE</th> </tr> <tr> <th>7/1/17-6/30/18</th> <th>H.S.A.- DAAS</th> <th>Non-HSA- DAAS</th> <th>7/1/18-6/30/19</th> <th>H.S.A.- DAAS</th> <th>Non-HSA- DAAS</th> <th>7/1/19-6/30/20</th> <th>H.S.A.- DAAS</th> <th>Non-HSA- DAAS</th> <th>7/1/17 to 6/30/20</th> </tr> </thead> <tbody> <tr> <td>Rental of Property</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Utilities(Elec, Water, Gas, Phone, Scavenger)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Office Supplies, Postage</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Building Maintenance Supplies and Repair</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Printing and Reproduction</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Insurance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Staff Training</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Staff Travel</td> <td>\$52</td> <td>\$52</td> <td>\$52</td> <td>\$52</td> <td></td> <td>\$52</td> <td>\$52</td> <td></td> <td>\$156</td> </tr> <tr> <td>Small Equipment (under \$5,000/item)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rental of Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SUBCONTRACTORS Descriptive Title</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>a</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>e</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>z</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>y</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>x</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>w</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>v</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL OPERATING EXPENSE</td> <td>\$52</td> <td>\$52</td> <td>\$52</td> <td>\$52</td> <td></td> <td>\$52</td> <td>\$52</td> <td></td> <td>\$156</td> </tr> <tr> <td>TOTAL OPERATING EXPENSE x3yrs</td> <td>\$156</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																			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 6/30/20	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									
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41	HSA #7																			Document Date: 4/25/18																																																																																																																																																																																																																																																																				

Site or Route Monitoring Salaries & Benefits Detail

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

		7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/17 to 6/30	
		Agency Totals		For HSA Program		REVENUE Cost Allocation		REVENUE Cost Allocation		REVENUE Cost Allocation		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	Assistant director RD - RC	\$70,000	100%	11%	11%	\$7,350	\$7,237	\$113	\$7,350	\$7,226	\$124	\$7,350	\$7,226	\$124	\$22,050
14	Director - KC	\$82,400	100%	4%	4%	\$3,296	\$3,296		\$3,296	\$3,296		\$3,296	\$3,296		\$9,888
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$152,400	200%	15%	15%	\$10,646	\$10,533	\$113	\$10,646	\$10,522	\$124	\$10,646	\$10,522	\$124	\$31,938
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BENEFIT	\$53,340				\$3,726	\$3,687	\$40	\$3,726	\$3,683	\$43	\$3,726	\$3,683	\$43	\$11,178
36	TOTAL SALARIES & BENEFITS	\$205,740				\$14,372	\$14,220	\$153	\$14,372	\$14,205	\$167	\$14,372	\$14,205	\$167	\$43,116
37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$43,116													
38	HSA #8														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	<div>Appendix B10, Page 7</div> <div>Document Date: 4/25/18</div>														
2															
3															
4															
5	Program: Nutrition Compliance for ENP- Congregate														
6	(Same as Line 9 on HSA #1)														
7															
8	Menu Planning Salaries & Benefits Detail														
9	TERM:														
10	July 1, 2017 to June 30, 2020														
11		7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/17 to 6/30	
12		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
13	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	
14	Assistant Director RD - RC	\$70,000	100%	3%	3%	\$2,011	\$1,075	\$936	\$2,011	\$1,075	\$936	\$2,011	\$1,075	\$936	\$6,033
15															
16															
17															
18															
19															
20															
21															
30	TOTALS	\$70,000	100%	3%	3%	\$2,011	\$1,075	\$936	\$2,011	\$1,075	\$936	\$2,011	\$1,075	\$936	\$6,033
31	FRINGE BENEFIT RATE	35%													
32	EMPLOYEE FRINGE BENEFIT	\$24,500				\$704	\$376	\$328	\$704	\$376	\$328	\$704	\$376	\$328	\$2,112
33															
34															
35															
36	TOTAL SALARIES & BENEFITS for H.S.A Program	\$94,500				\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$2,715	\$1,451	\$1,264	\$8,145
37	x3yrs	\$8,145													
38	HSA #10														

Document Date: 4/25/18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B10, Page 8														
2	Document Date: 4/25/18														
3															
4	Program: Nutrition Compliance for ENP- Congregate														
5	(Same as Line 9 on HSA #1)														
6															
7	Other Nutrition Compliance Salaries & Benefits Detail														
8	TERM:														
9	July 1, 2017 to June 30, 2020														
10	7/1/17-6/30/187/1/18-6/30/197/1/19-6/30/207/1/17 to 6/30/20														
11		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
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	Assistant Director RD - RC	\$70,000	100%	1%	1%	\$700	\$700		\$700	\$700		\$700	\$700		\$2,100
14	Director - KC	\$82,400	100%	1%	1%	\$659	\$610	\$49	\$659	\$610	\$49	\$659	\$610	\$49	\$1,977
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
30	TOTALS	\$152,400	200%	2%	2%	\$1,359	\$1,310	\$49	\$1,359	\$1,310	\$49	\$1,359	\$1,310	\$49	\$4,077
31															
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BEN	\$53,340				\$476	\$459	\$17	\$476	\$459	\$17	\$476	\$459	\$17	\$1,428
34															
35															
36	TOTAL SALARIES & BEN	\$205,740				\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$1,835	\$1,769	\$66	\$5,505
37	BENEFITS for H.S.A Program x3yrs	\$5,505													
38	HSA #14	Document Date: 4/25/18													

Document Date: 4/25/18

	A	E	I	J	K	O	P	Q	R
1	BUDGET FORMS								Appendix B11, pg. 1
2									11/8/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES								
4									
5	Grantee's Name: SELF-HELP FOR THE ELDERLY								Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>								
7	Effective Date of Mod: 7/1/2017		No. of Mc ENP HDM				7/1/17 to 6/30/20		
8	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	Budget	Budget	Modification	Revised Budget	Budget	Modification	Revised Budget	TOTAL
9	Annual #Meals Contracted	70,791	73,913	3,200	77,113	73,913	4,800	78,713	226,617
10	Program Term	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
11	DAAS Expenditures								
12	Salaries & Benefits	\$274,361	\$294,550	\$7,091	\$301,641	\$294,550	\$13,140	\$307,690	\$883,692
13	Operating Expense	\$173,618	\$186,555	\$13,738	\$200,293	\$186,555	\$18,104	\$204,659	\$578,570
14	Subtotal	\$447,979	\$481,105	\$20,829	\$501,934	\$481,105	\$31,244	\$512,349	\$1,462,262
15	Indirect Percentage (max 10%)								
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$44,783	\$48,111	\$2,083	\$50,194	\$48,111	\$3,124	\$51,235	\$146,212
17	Capital Expenditure	\$34,779		\$57,000	\$57,000				\$91,779
18	TOTAL DAAS EXPENDITURES	\$527,541	\$529,216	\$79,912	\$609,128	\$529,216	\$34,368	\$563,584	\$1,700,253
19									
20	Non-DAAS Expenditures								
21	Salaries & Benefits	\$88,998	\$101,400		\$101,400	\$101,400		\$101,400	\$291,798
22	Operating Expense	\$171,470	\$162,633	\$6,386	\$169,019	\$162,633	\$9,579	\$172,212	\$512,700
23	Capital Expenditure								
24	TOTAL Non-DAAS EXPENDITURES	\$260,468	\$264,033	\$6,386	\$270,419	\$264,033	\$9,579	\$273,612	\$804,498
25									
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$788,008	\$793,249	\$86,298	\$879,547	\$793,249	\$43,948	\$837,196	\$2,504,751
27									
28	HSA-DAAS Revenues								
29	Meals	\$494,542	\$529,216	\$22,912	\$552,128	\$529,216	\$34,368	\$563,584	\$1,610,254
30	Add-Back-Vehicle	\$30,000							\$30,000
31	OTO (Local Gen. funds)	\$3,000		\$57,000	\$57,000				\$60,000
32	TOTAL HSA-DAAS REVENUES	\$527,542	\$529,216	\$79,912	\$609,128	\$529,216	\$34,368	\$563,584	\$1,700,254
33	PER MEAL COST, HSA-DAAS	\$6.99	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.16	\$7.11
34									
35	Non-DAAS Revenues								
36	Project Income	\$81,545	\$81,545	(\$42,217)	\$39,328	\$81,545	(\$41,401)	\$40,144	\$161,016
37	Agency Cash - Fundraising	\$178,923	\$182,488	\$48,603	\$231,091	\$182,488	\$50,980	\$233,468	\$643,482
38	Agency In-Kind Volunteer	\$34,860	\$34,860		\$34,860	\$34,860		\$34,860	\$104,580
39	Nutrition Compliance Revenues								
40									
41	TOTAL NON HSA-DAAS REVENUES	\$295,328	\$298,893	\$6,386	\$305,278	\$298,893	\$9,579	\$308,471	\$909,078
42	PER MEAL COST, NON HSA-DAAS	\$4.17	\$4.04	\$2.00	\$3.96	\$4.04	\$2.00	\$3.92	\$4.01
43	TOTAL REVENUES	\$822,870	\$828,109	\$86,298	\$914,406	\$828,109	\$43,947	\$872,055	\$2,609,332
44	PER MEAL COST, TOTAL								\$11.51
45	Full Time Equivalent (FTE)								
47	Prepared by: Leny Nair								Date: 11/8/18
48	HSA-CO Review Signature: _____								
49	HSA #1 _____								
50	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.								
51									

	A	B	C	D	E	F	J	N	O	P	T	U	V	W	X
1	Grantee's Name: SELF-HELP FOR THE ELDERLY										Appendix B11, pg. 2				
2	Program Name:										11/8/2018				
3	HDM-ENP														
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 7/1/18 to 6/30/19 7/1/18 to 6/30/19 7/1/19 to 6/30/20 7/1/19 to 6/30/20 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	Budget Salary	Budget Salary	Modification	Revised Budget Salary	BUDGET SALARY	Modification	BUDGET SALARY	Budgeted Salary		
10	Nutrition Director/KC	\$86,000	100%	1.4%	1.4%	\$1,268							\$1,268		
11	HDM Transp Manager/FC	\$52,980	100%	32%	32%	\$18,000	\$12,075	\$5,000	\$17,075	\$12,075	\$5,000	\$17,075	\$52,150		
12	Outreach Worker/TC	\$43,680	100%	50%	50%	\$3,759	\$18,618		\$18,618	\$18,619	\$3,221	\$21,840	\$44,217		
13	HDM Supervisor/VW	\$36,582	75%	50%	38%	\$13,065	\$13,718		\$13,718	\$13,718		\$13,718	\$40,501		
14	HDM Driver/LP	\$33,800	50%	75%	38%	\$11,895	\$12,675		\$12,675	\$12,675		\$12,675	\$37,245		
15	HDM Driver/KL	\$33,800	50%	75%	38%	\$15,050	\$12,675		\$12,675	\$12,675		\$12,675	\$40,400		
16	HDM Driver/AH	\$32,240	88%	75%	66%	\$19,793	\$21,158		\$21,158	\$21,158		\$21,158	\$62,109		
17	HDM Driver/XZ	\$31,200	100%	75%	75%	\$21,840	\$23,400		\$23,400	\$23,400		\$23,400	\$68,640		
18	HDM Driver/GJ	\$32,240	100%	43%	43%	\$5,655	\$13,863		\$13,863	\$13,863		\$13,863	\$33,381		
19	HDM Driver/VV	\$32,240	77%	75%	58%	\$14,929	\$15,959		\$15,959	\$15,959	\$2,826	\$18,785	\$49,673		
20	HDM Driver/TBH	\$32,240	50%	75%	38%	\$11,310	\$12,090	\$2,000	\$14,090	\$12,090		\$12,090	\$37,490		
21	HDM Worker/LY	\$31,200	50%	75%	38%	\$10,920	\$11,700	\$2,000	\$13,700	\$11,700		\$11,700	\$36,320		
22	HDM Worker/MW	\$31,200	50%	75%	38%	\$10,920	\$11,700	\$2,000	\$13,700	\$11,700		\$11,700	\$36,320		
23	HDM Worker/YL	\$31,200	50%	75%	38%	\$10,920	\$11,700	\$1,145	\$12,845	\$11,700		\$11,700	\$35,465		
24	HDM Worker/ZX	\$31,200	50%	75%	38%	\$10,920	\$11,700		\$11,700	\$11,700		\$11,700	\$34,320		
25	HDM Worker/LX	\$31,200	100%	54%	54%	\$23,400	\$17,000		\$17,000	\$17,000		\$17,000	\$57,400		
26	Assistant Director/RC	\$70,000	100%	95%	11%	\$7,636	\$7,636	(\$7,145)	\$491	\$7,636		\$7,636	\$15,763		
27															
28															
29	TOTALS	\$ 673,002	1290%	1075%	690%	\$211,280	\$227,667	\$5,000	\$232,667	\$227,668	\$11,047	\$238,715	\$682,662		
30															
31	FRINGE BENEFIT RATE	29.44%											29.44%		
32	EMPLOYEE FRINGE BENEFITS	\$ 198,132				\$63,081	\$66,883	\$2,091	\$68,974	\$66,882	\$2,093	\$68,975	\$201,030		
33															
34															
35	TOTAL DAAS SALARIES & BENEFITS	\$ 871,134				\$274,361	\$294,550	\$7,091	\$301,641	\$294,550	\$13,140	\$307,690	\$883,692		
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	Revised Budget Salary	Last Budget Salary	Modification	Revised Budget Salary	Last BUDGET SALARY	Modification	Revised Budget Salary	Budgeted Salary		
40	On Call HDM Worker	\$ 31,200	75%	75%	56%	\$16,380	\$17,550		\$17,550	\$17,550		\$17,550	\$51,480		
41	On Call HDM Worker	\$ 31,200	75%	75%	56%	\$16,380	\$17,550		\$17,550	\$17,550		\$17,550	\$51,480		
42	On Call HDM Worker	\$ 31,200	25%	75%	19%	\$5,460	\$5,850		\$5,850	\$5,850		\$5,850	\$17,160		
43	On Call HDM Worker	\$ 31,200	25%	75%	19%	\$5,460	\$5,850		\$5,850	\$5,850		\$5,850	\$17,160		
44	HDM Worker/QL	\$31,200	50%	75%	38%	\$10,920	\$11,700		\$11,700	\$11,700		\$11,700	\$34,320		
45	HDM Worker/FK	\$31,200	50%	75%	38%	\$10,920	\$11,700		\$11,700	\$11,700		\$11,700	\$34,320		
46	HDM Worker/LX	\$31,200	33%	75%	25%		\$7,800		\$7,800	\$7,800		\$7,800	\$15,600		
47															
48															
49															
50															
51															
52															
53															
54															
55															
56															
57	TOTAL NON-DAAS	\$ 218,400	333%	525%	250%	\$65,520	\$78,000		\$78,000	\$78,000		\$78,000	\$221,520		
58															
59	FRINGE BENEFIT RATE	30.0%													
60	EMPLOYEE FRINGE BENEFITS	\$ 65,520				\$23,478	\$23,400		\$23,400	\$23,400	\$468	\$23,868	\$70,278		
61															
62															
63	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 283,920				\$88,998	\$101,400		\$101,400	\$101,400	\$468	\$101,868	\$291,798		
64															
65	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,155,054				\$363,359	\$395,950	\$7,091	\$403,041	\$395,950	\$13,608	\$409,558	\$1,155,260		
66	HSA #2	Form Rev. 12/22/16													
67	NOTE: Green highlighted cells have formulas that link data to Budget Summary page														
68	Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.														
69															

	A	B	C	D	H	L	M	N	R	S	T	U
1	Grantee's Name: SELF-HELP FOF											Appendix B11, page 3
2	Program Name:											11/8/18
3	HDM-ENP											
4	Operating Expense Detail											
5												
6												
7	H.S.A-DAAS	Annual #Meals Contracted:	70,791	73,913	3,200	77,113	73,913	4,800	78,713			TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	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		\$519	\$373	\$2	\$375	\$373		\$373			\$1,267
12	Building Maintenance Supplies and Repair											
13	FOOD COSTS											
14	Raw Food	per meal \$ 0.16		\$1,208	\$512	\$1,720	\$1,208	\$768	\$1,976			\$3,696
15	Cong Food Svc Supplies	per meal \$ -										
16	HDM Food Svc Supplies	per meal \$ 0.30		\$2,265	\$960	\$3,225	\$2,265	\$1,440	\$3,705			\$6,930
17	Catered Meals	per meal \$ 2.27	\$160,696	\$167,783	\$7,264	\$175,047	\$167,783	\$10,896	\$178,679			\$514,422
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	Auto - Fuel & Insurance		\$12,403	\$14,926	\$5,000	\$19,926	\$14,926	\$5,000	\$19,926			\$52,255
27	Repair/Maintenance											
28												
29												
30	TOTAL DAAS OPERATING EXPENSE		\$173,618	\$186,555	\$13,738	\$200,293	\$186,555	\$18,104	\$204,659			\$578,570
32	Non-DAAS											TOTAL
33	Expenditure Category											
34	Rental of Property											
35	Utilities(Elec, Water, Gas, Phone, Scavenger)											
36	Office Supplies, Postage		\$300	\$300		\$300	\$300		\$300			\$900
37	Building Maintenance Supplies and Repair											
38	FOOD COSTS											
39	Raw Food	per meal \$ 0.16	\$11,327	\$10,618	\$512	\$11,130	\$10,618	\$768	\$11,386			\$33,843
40	Cong Food Svc Supplies	per meal \$ -										
41	HDM Food Svc Supplies	per meal \$ 0.30	\$21,237	\$19,909	\$960	\$20,869	\$19,909	\$1,440	\$21,349			\$63,455
42	Catered Meals	per meal \$ 1.54	\$108,714	\$101,914	\$4,914	\$106,828	\$101,914	\$7,371	\$109,285			\$324,827
43	CONSULTANT/SUBCONTRACTOR Descriptive Title											
44	Registered Dietitian											
45												
46	OTHER COSTS:											
47	Insurance		\$3,818	\$3,818		\$3,818	\$3,818		\$3,818			\$11,454
48	Staff Training & Travel		\$400	\$400		\$400	\$400		\$400			\$1,200
49	Communications (Phone & Internet)		\$1,600	\$1,600		\$1,600	\$1,600		\$1,600			\$4,800
50	Rental of Equipment											
51	Small equipment & Supplies											
52	Auto - Fuel & Insurance		\$15,774	\$15,774		\$15,774	\$15,774		\$15,774			\$47,322
53	Repair/Maintenance-Vehicle		\$8,000	\$8,000		\$8,000	\$8,000		\$8,000			\$24,000
54	Recruitment		\$300	\$300		\$300	\$300		\$300			\$900
55	TOTAL Non-DAAS OPERATING EXPENSE		\$171,470	\$162,633	\$6,386	\$169,019	\$162,633	\$9,579	\$172,212			\$512,700
56												
57												
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$345,088	\$349,188	\$20,124	\$369,312	\$349,188	\$27,683	\$376,871			\$1,091,270
63	HSA #3	Form Rev. 12/22/16										
64	NOTE: Green highlighted cells have formulas that link data to Budget Summary page											
65	Allocation Methodology: If you have multiple programs, describe how you allocate among shared program costs, such as insurance, utilities, etc.											

	A	B	C	D	E	F	
1	Grantee's Name: SELF-HELP FOR THE ELDERLY				Appendix B11, Page4		
2	Program Name:				Document Date: 11/8/18		
3	HDM-ENP						
4							
5	Capital Expenditure Detail						
6	(Equipment and Remodeling Cost)						
7							
8	H.S.A-DAAS			7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	TOTAL 7/1/17 to 6/30/20
9	No.	ITEM/DESCRIPTION					
10	1	2017 Toyota Prius V	31,750			31,750	
11	2	Commercial Car Camera-BackVue DR750S	3,029				
12	3	Temperature Controlled Vehicle		57,000		57,000	
13							
14							
15							
16							
17							
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		34,779	57,000		91,779	
19							
20	Non-DAAS						
21	No.	ITEM/DESCRIPTION					
22							
23							
24							
25							
26							
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST						
28							
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		34,779	57,000		91,779	
30	(Equipment and Remodeling Cost)						
31	HSA #4 Form Rev. 12/22/16						
32							
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)						
34	Indicate DAAS and non-DAAS-OOA funding above.						
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page						
36	Equipment is defined as \$5000 or more a unit						
37	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No pas						
38							
39							
40							

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Appendix B12, Page 1												
2	Document Date: 12/27/18												
3	HUMAN SERVICES AGENCY BUDGET SUMMARY												
4	BY PROGRAM												
5	Contractor Name:				Term								
6	Self-Help for the Elderly				July 1, 2017 to June 30, 2020								
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>												
8	If modification, Effective Date of Mod. 7/1/2018 No. of Mod.												
9	Program: Nutrition Compliance for ENP- HDM	REVENUE Cost Allocation:			REVENUE Cost Allocation:				REVENUE Cost Allocation:				
10	Budget Reference Page No.(s)	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	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	\$181	\$135	\$46	\$181	\$135		\$46	\$181	\$135		\$46	\$543
15	Operating Expense												
16	Subtotal Direct	\$181	\$135	\$46	\$181	\$135		\$46	\$181	\$135		\$46	\$543
17	Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	
18	Indirect Expense	\$18	\$14	\$4	\$18	\$14		\$4	\$18	\$14		\$4	\$54
19	Total Nutrition Education	\$199	\$149	\$50	\$199	\$149		\$50	\$199	\$149		\$50	\$597
20	Nutrition Counseling												
21	Salaries & Benefits												
22	Operating Expense												
23	Subtotal Direct												
24	Indirect Percentage												
25	Indirect Expense												
26	Total Nutrition Counseling												
27	HACCP Kitchen Monitoring												
28	Salaries & Benefits	\$567	\$540	\$27	\$567	\$540		\$27	\$567	\$540		\$27	\$1,701
29	Operating Expense												
30	Subtotal Direct	\$567	\$540	\$27	\$567	\$540		\$27	\$567	\$540		\$27	\$1,701
31	Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	
32	Indirect Expense	\$56	\$54	\$2	\$56	\$54		\$2	\$56	\$54		\$2	\$168
33	Total HACCP Kitchen Monitoring	\$623	\$594	\$29	\$623	\$594		\$29	\$623	\$594		\$29	\$1,869
34	Site/Route Monitoring												
35	Salaries & Benefits	\$11,486	\$11,486		\$13,352	\$13,352			\$13,352	\$13,352			\$38,189
36	Operating Expense												
37	Subtotal Direct	\$11,486	\$11,486		\$13,352	\$13,352			\$13,352	\$13,352			\$38,189
38	Indirect Percentage	10.0%	10.0%		10.0%	10.0%			10.0%	10.0%			
39	Indirect Expense	\$1,148	\$1,148		\$1,335	\$1,335			\$1,335	\$1,335			\$3,818
40	Total Site/Route Monitoring	\$12,634	\$12,634		\$14,687	\$14,687			\$14,687	\$14,687			\$42,007
41	Menu Planning												
42	Salaries & Benefits	\$1,229	\$1,156	\$73	\$1,228	\$1,155		\$73	\$1,228	\$1,155		\$73	\$3,685
43	Operating Expense												
44	Subtotal Direct	\$1,229	\$1,156	\$73	\$1,228	\$1,155		\$73	\$1,228	\$1,155		\$73	\$3,685
45	Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	
46	Indirect Expense	\$123	\$116	\$7	\$122	\$115		\$7	\$122	\$115		\$7	\$367
47	Total Menu Planning	\$1,352	\$1,272	\$80	\$1,350	\$1,270		\$80	\$1,350	\$1,270		\$80	\$4,062
48	HDM Assessments												
49	Salaries & Benefits	\$61,025	\$61,025		\$66,099	\$61,025	\$5,074		\$66,099	\$61,025	\$5,074		\$193,223
50	Operating Expense												
51	Subtotal Direct	\$61,025	\$61,025		\$66,099	\$61,025	\$5,074		\$66,099	\$61,025	\$5,074		\$193,223
52	Indirect Percentage	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		
53	Indirect Expense	\$6,102	\$6,102		\$6,610	\$6,103	\$507		\$6,610	\$6,103	\$507		\$19,322
54	Total HDM Assessments	\$67,127	\$67,127		\$72,709	\$67,128	\$5,581		\$72,709	\$67,128	\$5,581		\$212,545
55	Other Nutrition Compliance												
56	Salaries & Benefits	\$281	\$274	\$7	\$281	\$274		\$7	\$281	\$274		\$7	\$843
57	Operating Expense												
58	Subtotal Direct	\$281	\$274	\$7	\$281	\$274		\$7	\$281	\$274		\$7	\$843
59	Indirect Percentage	10.0%	10.0%	10.0%	10.0%	10.0%		10.0%	10.0%	10.0%		10.0%	
60	Indirect Expense	\$28	\$27	\$1	\$28	\$27		\$1	\$28	\$27		\$1	\$84
61	Total Other Nutrition Compliance	\$309	\$301	\$8	\$309	\$301		\$8	\$309	\$301		\$8	\$927
62	GRAND Total Expenditures	\$82,244	\$82,077	\$167	\$89,876	\$84,129	\$5,581	\$167	\$89,876	\$84,129	\$5,581	\$167	\$261,993
63	HSA Revenues												\$261,497
64													
65													
66	TOTAL HSA REVENUES												\$261,497
67	Other Non-H.S.A.-DAAS Revenues												
68													
69													
70													
71	TOTAL OTHER REVENUES												
72	Full Time Equivalent (FTE)	???											
74	Prepared by: Kelly & Leny	Telephone No.: 415-677-7682										Date 2/21/19	
75	HSA-CO Review Signature:												
76	HSA #1	Document Date: 12/27/18											

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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 June 30, 2020														
10															
11	Nutrition Education Salaries & Benefits Detail														
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$70,000	100%	0%	0%	\$134	\$100	\$34	\$134	\$100	\$34	\$134	\$100	\$34	\$402
31															
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BENEFITS	\$24,500				\$47	\$35	\$12	\$47	\$35	\$12	\$47	\$35	\$12	\$141
34															
35															
36	TOTAL SALARIES & BENEFITS	\$94,500				\$181	\$135	\$46	\$181	\$135	\$46	\$181	\$135	\$46	\$543
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$543													
38	HSA #2														

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Document Date:12/27/18

Document Date:12/27/18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B12, Page 3														
2	Document Date:12/27/18														
3															
4	Program: Nutrition Compliance for ENP- HDM														
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		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	
		Agency Totals		Program		Program	Allocation:		Program	Allocation:		Program	Allocation:		Revenue
		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	Non-HSA-DAAS	
12	POSITION TITLE														
13	Registered Dietitian-RC	\$70,000	100%	1%	1%	\$420	\$400	\$20	\$420	\$400	\$20	\$420	\$400	\$20	\$1,260
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$70,000	1.00	1%	1%	\$420	\$400	\$20	\$420	\$400	\$20	\$420	\$400	\$20	\$1,260
31															
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BENE	\$24,500				\$147	\$140	\$7	\$147	\$140	\$7	\$147	\$140	\$7	\$441
34															
35															
36	TOTAL SALARIES & BENE	\$94,500				\$567	\$539	\$27	\$567	\$539	\$27	\$567	\$539	\$27	\$1,701
	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$1,701													
37															
38	HSA #6														
	Document Date:12/27/18														

Document Date:12/27/18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Appendix B12, Page 4														
2	Document Date:12/27/18														
3															
4	Program: Nutrition Compliance for ENP- HDM														
5	(Same as Line 9 on HSA #1)														
6															
7															
8	Site or Route Monitoring Salaries & Benefits Detail														
9	TERM:														
9	July 1, 2017 to June 30, 2020														
10															
11															
12	POSITION TITLE	Agency Totals	For HSA Program		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		7/1/17 to 6/30/20		
13	HDM Manager - FW	\$50,000	100%	6%	6%	\$3,000	\$3,000		\$3,000	\$3,000		\$3,000	\$3,000		\$9,000
14	HDM Coordinator - SN	\$41,600	100%	12%	12%	\$5,508	\$5,508		\$6,890	\$6,890		\$6,890	\$6,890		\$19,289
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30	TOTALS	\$91,600	200%	18%	18%	\$8,508	\$8,508		\$9,890	\$9,890		\$9,890	\$9,890		\$28,289
31															
32	FRINGE BENEFIT RATE	35%													
33	EMPLOYEE FRINGE BENEFITS	\$32,060				\$2,977	\$2,978		\$3,462	\$3,462		\$3,462	\$3,462		\$9,901
34															
35															
36	TOTAL SALARIES & BENEFITS	\$123,660				\$11,485	\$11,485		\$13,352	\$13,352		\$13,352	\$13,352		\$38,189
37	TOTAL SALARIES & BENEFITS for HAS Program x3yrs	\$38,188													
38	HSA #8														
	Document Date:12/27/18														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Appendix B12, Page 5															
2	Document Date:12/27/18															
3																
4	Program: Nutrition Compliance for ENP- HDM															
5	(Same as Line 9 on HSA #1)															
6																
7																
8	Menu Planning Salaries & Benefits Detail															
9	TERM: July 1, 2017 to June 30, 2020															
10																
11		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		Agency Totals		For HSA Program		REVENUE Cost Allocation		For HSA Program		REVENUE Cost Allocation		For HSA Program		REVENUE Cost Allocation		Total Revenue
13	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		
14	Registered Dietitian	\$70,000	100%	1%	1%	\$910	\$856	\$54	\$910	\$856	\$54	\$910	\$856	\$54	\$2,730	
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																
27																
28																
29																
30	TOTALS	\$70,000	100%	1%	1%	\$910	\$856	\$54	\$910	\$856	\$54	\$910	\$856	\$54	\$2,730	
31																
32	FRINGE BENEFIT RATE	35%														
33	EMPLOYEE FRINGE BENEFITS	\$24,500				\$319	\$300	\$19	\$318	\$299	\$19	\$318	\$299	\$19	\$955	
34																
35																
36	TOTAL SALARIES & BENEFITS	\$94,500				\$1,229	\$1,156	\$73	\$1,228	\$1,155	\$73	\$1,228	\$1,155	\$73	\$3,685	
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$3,684														
38	HSA #10															

Document Date:12/27/18

Document Date:12/27/

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1																			Appendix B12, Page 6
2																			Document Date:12/27/18
3																			
4	Program: Nutrition Compliance for ENP- HDM																		
5	(Same as Line 9 on HSA #1)																		
6																			
7	Annual & Quarterly HDM Intake and Assessment Salaries & Benefits Detail																		
8	TERM:																		
9	July 1, 2017 to June 30, 2020																		
10																			
11		7/1/17-6/30/18				7/1/18-6/30/19				7/1/19-6/30/20				7/1/17 to 6/30/2					
12		Agency Totals		For HSA Program		REVENUE Cost Allocation:		For HSA Program		REVENUE Cost Allocation:		For HSA Program		REVENUE Cost Allocation:		Total Revenue			
13	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	H.S.A.-DAAS-OTO	Non-HSA-DAAS	Budgeted Salary	H.S.A.-DAAS	H.S.A.-DAAS-OTO	Non-HSA-DAAS			
14	Outreach worker - TC	\$17,728	100%	100%	100%	\$17,728	\$17,728		\$21,487	\$17,728	\$3,759		\$21,487	\$17,728	\$3,759		\$60,702		
15	HDM Coordinator- SN	\$41,600	100%	36%	36%	\$14,976	\$14,976		\$14,976	\$14,976			\$14,976	\$14,976			\$44,928		
16	HDM Manager - FWV	\$50,000	100%	25%	25%	\$12,500	\$12,500		\$12,500	\$12,500			\$12,500	\$12,500			\$37,500		
17																			
18																			
19																			
20																			
21																			
22																			
23																			
24																			
25																			
26																			
27																			
28																			
29																			
30	TOTALS	\$109,328	300%	161%	161%	\$45,204	\$45,204		\$48,963	\$45,204	\$3,759		\$48,963	\$45,204	\$3,759		\$143,130		
31																			
32	FRINGE BENEFIT RATE	35%																	
33	EMPLOYEE FRINGE BENEFITS	\$38,265				\$15,821	\$15,821		\$17,136	\$15,821	\$1,315		\$17,136	\$15,821	\$1,315		\$50,093		
34																			
35																			
36	TOTAL SALARIES & BENEFITS	\$147,593				\$61,025	\$61,025		\$66,099	\$61,025	\$5,074		\$66,099	\$61,025	\$5,074		\$193,223		
37	TOTAL SALARIES & BENEFITS for H.S.A Program x3yrs	\$193,224																	
38	HSA #12																		

Document Date:12/27/18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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 June 30, 2020														
10															
11															
12															
13															
14															
15															
16															
17															
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36															
37															
38															

Other Nutrition Compliance Salaries & Benefits Detail

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

TERM:
July 1, 2017 to June 30, 2020

	A	B	C	D	E	F	G	H	I	J	K
1	BUDGET FORMS										Appendix B13, pg.
2											5/25/2018
3	Document Date:										
4	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES										
5	BUDGET PROPOSAL FORMS										
6	Grantee's Name: SELF-HELP FOR THE ELDERLY										Grant Term
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>										
8	Effective Date of Mod: 7/1/2018 No. of Mod:										7/1/17 to 6/30/20
9	Program: Enter 1 Prog ONLY (e.g. Cong-ENP, HDM-ENP, Cong-AWD, or HDM-AWD)	CONG-AWD	CODB	REVISED BUDGET	CONG-AWD	CODB	REVISED BUDGET	CONG-AWD	CODB	REVISED BUDGET	TOTAL
10	Annual #Meals Contracted	3,355	78	3,433	3,355	84	3,439	3,355	84	3,439	10,311
11	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
12	DAAS Expenditures										
13	Salaries & Benefits	\$19,710	\$184	\$19,894	\$19,710	\$347	\$20,057	\$19,710	\$347	\$20,057	\$60,008
14	Operating Expense	\$51	\$310	\$361	\$51	\$653	\$704	\$51	\$653	\$704	\$1,769
15	Subtotal	\$19,761	\$494	\$20,255	\$19,761	\$1,000	\$20,761	\$19,761	\$1,000	\$20,761	\$61,777
16	Indirect Percentage (max 10%)	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
17	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$1,976	\$49	\$2,026	\$1,977	\$100	\$2,077	\$1,976	\$100	\$2,077	\$6,180
18	Capital Expenditure										
19	TOTAL DAAS EXPENDITURES	\$21,738	\$543	\$22,281	\$21,738	\$1,100	\$22,838	\$21,738	\$1,100	\$22,839	\$67,957
20	Non-DAAS Expenditures										
21	Salaries & Benefits										
22	Operating Expense	\$17,807	(\$617)	\$17,190	\$17,807	(\$630)	\$17,177	\$17,807	(\$630)	\$17,177	\$51,544
23	Capital Expenditure										
24	TOTAL Non-DAAS EXPENDITURES	\$17,807	(\$617)	\$17,190	\$17,807	(\$630)	\$17,177	\$17,807	(\$630)	\$17,177	\$51,544
25	TOTAL DAAS & Non-DAAS EXPENDITURES										
26		\$39,544	(\$74)	\$39,471	\$39,544	\$470	\$40,015	\$39,544	\$470	\$40,016	\$119,501
27	HSA-DAAS Revenues										
28	Meals	\$21,738	\$543	\$22,281	\$21,738	\$1,100	\$22,838	\$21,738	\$1,100	\$22,838	\$67,956
29	Nutrition Compliance (if your agency is requesting funds)										
30											
31											
32											
33											
34	TOTAL HSA-DAAS REVENUES	\$21,738	\$543	\$22,281	\$21,738	\$1,100	\$22,838	\$21,738	\$1,100	\$22,838	\$111,974
35	PER MEAL COST, HSA-DAAS	\$6.48	\$6.96	\$6.49	\$6.48	\$13.10	\$6.64	\$6.48	\$13.10	\$6.64	\$10.86
36	Per MEAL & COMPLIANCE COST	\$6.48	\$6.96	\$6.49	\$6.48	\$13.10	\$6.64	\$6.48	\$13.10	\$6.64	\$10.86
37	Non-DAAS Revenues										
38	Project Income	5,360		5,360	5,360		5,360	5,360		5,360	\$16,080
39	Agency Cash - Fundraising	\$12,447	-\$617	11,830	\$12,447	-\$630	11,817	\$12,447	-\$630	11,817	\$35,464
40	Agency In-Kind Volunteer	\$11,504		11,504	\$11,504		11,504	\$11,504		11,504	\$34,512
41	Nutrition Compliance Revenues										
42											
43	TOTAL NON HSA-DAAS REVENUES	\$29,311	(\$617)	\$28,694	\$29,311	(\$630)	\$28,681	\$29,311	(\$630)	\$28,681	\$86,056
44	PER MEAL COST, NON HSA-DAAS	\$8.74	(\$7.91)	\$8.36	\$8.74		\$8.74	\$8.74	(\$7.50)	\$8.34	\$8.35
45	TOTAL REVENUES	\$51,048	(\$74)	\$50,974	\$51,048	\$470	\$51,518	\$51,048	\$470	\$51,518	\$154,011
46	PER MEAL COST, TOTAL	\$15.22	-\$0.95	\$14.85	\$15.22	\$5.60	\$14.98	\$15.22	\$5.60	\$14.98	\$14.94
47	Full Time Equivalent (FTE)										
48	Prepared by: Lery Nair	Phone No.: 415-677-7682							Date: 5/25/18		
49	HSA-CO Review Signature:										Date:
50	HSA #1										
51	Form Rev. 12/22/16										
52	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Grantee's Name: SELF-HELP FOR													Appendix B13, page 3
2	Program Name:													Date:
3	CONG-AWD													5/25/18
4														
5														
6	Operating Expense Detail													
7	H.S.A-DAAS	Annual #Meals Contracted:	3,355	78	3,433	3,355	164	3,519	3,355	164	3,519	TOTAL		
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	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 \$	3.98	\$310	\$310		\$653	\$653		\$653	\$653	\$1,616		
16	HDM Food Svc Supplies	per meal \$	-											
17	Catered Meals	per meal \$	-											
18	CONSULTANT/SUBCONTRACTOR Descriptive Title													
19	Registered Dietitian													
20														
21	OTHER COSTS:													
22	Insurance													
23	Staff Training & Travel													
24	Rental of Equipment		\$51	\$51	\$51		\$51	\$51		\$51	\$51	\$153		
25	Small equipment & Supplies													
26	Auto - Fuel & Insurance													
27	Repair/Maintenance													
28														
29														
30	TOTAL DAAS OPERATING EXPENSE		\$51	\$310	\$361	\$51	\$653	\$704	\$51	\$653	\$704	\$1,769		
32	Non-DAAS													TOTAL
33	Expenditure Category		\$2,272	(\$450)	\$1,822	\$2,272	(\$450)	\$1,822	\$2,272	(\$450)	\$1,822	\$5,466		
34	Rental of Property		\$1,512.00	(\$300.00)	\$1,212	\$1,512.00	(\$300.00)	\$1,212	\$1,512	(\$300)	\$1,212	\$3,636		
35	Utilities(Elec, Water, Gas, Phone, Scavenger)													
36	Office Supplies, Postage													
37	Building Maintenance Supplies and Repair		\$150		\$150	\$150		\$150	\$150		\$150	\$450		
38	FOOD COSTS													
39	Raw Food	per meal \$	-											
40	Cong Food Svc Supplies	per meal \$	3.98	\$13,353	\$13,353	\$13,353		\$13,353	\$13,353		\$13,353	\$40,059		
41	HDM Food Svc Supplies	per meal \$	-											
42	Catered Meals	per meal \$	-											
43	CONSULTANT/SUBCONTRACTOR Descriptive Title													
44	Registered Dietitian													
45														
46	OTHER COSTS:													
47	Insurance		\$350	\$20	\$370	\$350	\$20	\$370	\$350	\$20	\$370	\$1,110		
48	Staff Training & Travel													
49	Rental of Equipment													
50	Rental of Equipment		\$145	\$100	\$245	\$145	\$100	\$245	\$145	\$100	\$245	\$735		
51	Small equipment & Supplies													
52	Auto - Fuel & Insurance													
53	Repair/Maintenance													
54	Bank Charges		\$25	\$13	\$38	\$25		\$25	\$25		\$25	\$88		
56	TOTAL Non-DAAS OPERATING EXPENSE		\$17,807	(\$617)	\$17,190	\$17,807	(\$630)	\$17,177	\$17,807	(\$630)	\$17,177	\$51,544		
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$17,858	(\$307)	\$17,551	\$17,858	\$23	\$17,881	\$17,858	\$23	\$17,881	\$53,313		
63	HSA #3	Form Rev. 12/22/16												

	A	F	I	J	M	P	Q	T	U	V	W
1	BUDGET FORMS										Appendix B14, pg. 1
2											5/25/2018
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES										
4											
5	Grantee's Name: SELF-HELP FOR THE ELDERLY										Grant Term
6	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
7	Effective Date of Mod: 7/1/17		No. of Mod: 4		7/1/17 to 6/30/20						
8	Program: HDM-AWD	Revised Budget	CODB	Revised Budget	Revised Budget	CODB	Revised Budget	Revised Budget	CODB	Revised Budget	TOTAL
9	Annual #Meals Contracted	52,169	(652)	51,517	52,169	(691)	51,478	52,169	(691)	51,478	154,473
10	Program Term	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/17 to 6/30/20
11	DAAS Expenditures										
12	Salaries & Benefits	\$151,624	(\$11,857)	\$139,767	\$151,624	\$8,484	\$160,108	\$151,624	\$8,484	\$160,108	\$459,983
13	Operating Expense	\$146,971	\$15,704	\$162,675	\$146,971	\$280	\$147,251	\$146,971	\$280	\$147,251	\$457,177
14	Subtotal	\$298,595	\$3,847	\$302,442	\$298,595	\$8,764	\$307,359	\$298,595	\$8,764	\$307,359	\$917,160
15	Indirect Percentage (max 10%)		10%			10%			10%		
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$30,489	\$385	\$30,873	\$30,489	\$876	\$31,365	\$30,489	\$876	\$31,365	\$93,603
17	Capital Expenditure	\$31,300	\$530	\$31,830							\$31,830
18	TOTAL DAAS EXPENDITURES	\$360,384	\$4,761	\$365,145	\$329,084	\$9,640	\$338,724	\$329,084	\$9,640	\$338,724	\$1,042,593
19											
20	Non-DAAS Expenditures										
21	Salaries & Benefits										
22	Operating Expense	\$68,570	(\$10,734)	\$57,836	\$68,569	(\$10,536)	\$58,033	\$68,569	(\$10,536)	\$58,033	\$173,902
23	Capital Expenditure										
24	TOTAL Non-DAAS EXPENDITURES	\$68,570	(\$10,734)	\$57,836	\$68,569	(\$10,536)	\$58,033	\$68,569	(\$10,536)	\$58,033	\$173,902
25											
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$428,953	(\$5,973)	\$422,981	\$397,653	(\$896)	\$396,757	\$397,653	(\$896)	\$396,757	\$1,216,495
27											
28	HSA-DAAS Revenues										
29	Meals	\$329,084	\$4,231	\$333,315	\$329,084	\$9,640	\$338,724	\$329,084	\$9,640	\$338,724	\$1,010,763
30	Nutrition Compliance (if your agency is requesting funds)										
31	OTO-Vehicle	\$31,300	\$530	\$31,830							\$31,830
32											
33											
34	TOTAL HSA-DAAS REVENUES	\$360,384	\$4,761	\$365,145	\$329,084	\$9,640	\$338,724	\$329,084	\$9,640	\$338,724	\$1,032,953
35	PER MEAL COST, HSA-DAAS	\$6.31	(\$7.30)	\$6.47	\$6.31	(\$13.95)	\$6.58	\$6.31	(\$13.95)	\$6.58	\$6.69
36	Per MEAL & COMPLIANCE COST	\$6.31	(\$7.30)	\$6.47	\$6.31	(\$13.95)	\$6.58	\$6.31	(\$13.95)	\$6.58	\$6.69
37	Non-DAAS Revenues										
38	Project Income	4,842	-4,842		4,842	-4,842	0	4,842	(\$4,843)	(\$0)	\$0.00
39	Agency Cash - Fundraising	63,728	-\$5,892	57,836	63,727	-\$5,694	58,033	63,727	(\$5,694)	58,033	\$173,902
40	Agency In-Kind Volunteer										
41	Nutrition Compliance Revenues										
42											
43	TOTAL NON HSA-DAAS REVENUES	\$68,570	(\$10,734)	\$57,836	\$68,569	(\$10,536)	\$58,033	\$68,569	(\$10,537)	\$58,033	\$173,902
44	PER MEAL COST, NON HSA-DAAS	\$1.31	\$16.46	\$1.12	\$1.31	\$15.25	\$1.13	\$1.31	\$15.25	\$1.13	\$1.13
45	TOTAL REVENUES	\$428,954	(\$5,973)	\$422,981	\$397,653	(\$896)	\$396,757	\$397,653	(\$897)	\$396,757	\$1,206,855
46	PER MEAL COST, TOTAL	\$8.22	\$9.16	\$8.21	\$7.62	\$1.30	\$7.71	\$7.62	\$1.30	\$7.71	\$7.81
47	Full Time Equivalent (FTE)										
48											
49	Prepared by: Leny Nair	415-677-7682							Date: 5/25/18		
50	HSA-CO Review Signature:										
51	HSA #1										
52	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.										

	A	B	C	D	E	F	K	N	O	T	U	V	Y	Z	AA	AB	AC	AD
1	Grantee's Name: SELF-HELP FOR THE ELDERLY										Appendix B14, pg. 2							
2	Program Name:										5/25/18							
3	HDM-AWD																	
4																		
5	Salaries & Benefits Detail										TOTAL							
6																		
7																		
8	H.S.A-DAAS																	
9	POSITION TITLE and NAME																	
10	HDM/Transp. Manager/FW																	
11	Asst Director/RC																	
12	HDM Transp Coordinator/SN																	
13	Transportation Dispatcher/AW																	
14	Outreach Worker/TC																	
15	HDM Supervisor/WW																	
16	HDM Driver/HF																	
17	HDM Driver/QL																	
18																		
19																		
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24																		
25																		
26																		
27																		
28																		
29																		
30																		
31	TOTALS																	
32																		
33	FRINGE BENEFIT RATE																	
34	EMPLOYEE FRINGE BENEFITS																	
35																		
36																		
37	TOTAL DAAS SALARIES & BENEFITS																	
38																		
39																		
40	Non - DAAS																	
41	POSITION TITLE and NAME																	
42																		
43																		
44																		
45																		
46																		
47																		
48																		
49	TOTAL NON-DAAS																	
50																		
51	FRINGE BENEFIT RATE																	
52	EMPLOYEE FRINGE BENEFITS																	
53																		
54																		
55	TOTAL Non-DAAS SALARIES & BENEFITS																	
56																		
57	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS																	
58	HSA #2																	
59	NOTE: Green highlighted cells have formulas that link data to Budget Summary page																	
60	Cells with formulas are protected to avoid accidental changes. To unprotect, go to "Tools" then "Unprotect sheet". No password needed.																	
61																		

	A	B	C	D	I	L	M	P	S	T	W	X	Y	Z
1	Grantee's Name: SELF-HELP FOR													Appendix B14, page 3
2	Program Name:													5/25/18
3	HDM-AWD													
4	C													
5														
6														
7	H.S.A-DAAS	Annual #Meals Contracted:	52,169	-652	51,517	52,169	-691	51,478	52,169	-691	51,478			TOTAL
8	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/19 to 6/30/20	7/1/19 to 6/30/20			7/1/17 to 6/30/20
9	Rental of Property			\$632	\$632		\$632	\$632		\$632	\$632			\$1,896
10	Utilities(Elec, Water, Gas, Phone, Scavenger)			\$39	\$39		\$39	\$39		\$39	\$39			\$117
11	Office Supplies, Postage		\$282	\$39	\$321	\$282	\$39	\$321	\$282	\$39	\$321			\$963
12	Building Maintenance Supplies and Repair													
13	FOOD COSTS													
14	Raw Food	per meal \$ 0.68	\$8,100	(\$440)	\$7,660	\$8,100	(\$440)	\$7,660	\$8,100	(\$440)	\$7,660			\$22,980
15	Cong Food Svc Supplies	per meal \$ -												
16	HDM Food Svc Supplies	per meal												
17	Catered Meals	per meal \$ 2.8812	\$124,162	\$23,434	\$147,596	\$124,162	(\$1,990)	\$122,172	\$124,162	(\$1,990)	\$122,172			\$391,940
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	Auto - Fuel & Insurance		\$11,427	(\$5,000)	\$6,427	\$11,427	\$5,000	\$16,427	\$11,427	\$5,000	\$16,427			\$39,281
27	Repair/Maintenance													
28	Parking Fees		\$3,000	(\$3,000)		\$3,000	(\$3,000)		\$3,000	(\$3,000)				
29														
30	TOTAL DAAS OPERATING EXPENSE		\$146,971	\$15,704	\$162,675	\$146,971	\$280	\$147,251	\$146,971	\$280	\$147,251			\$457,177
32	Non-DAAS													TOTAL
33	Expenditure Category													
34	Rental of Property													
35	Utilities(Elec, Water, Gas, Phone, Scavenger)													
36	Office Supplies, Postage													
37	Building Maintenance Supplies and Repair													
38	FOOD COSTS													
39	Raw Food	per meal \$ 0.42	\$16,947		\$16,947	\$16,947		\$16,947	\$16,947		\$16,947			\$50,842
40	Cong Food Svc Supplies	per meal												
41	HDM Food Svc Supplies	per meal												
42	Catered Meals	per meal \$ 0.52	\$39,127	(\$339)	\$38,788	\$39,127	\$359	\$39,486	\$39,127	\$359	\$39,486			\$117,761
43	CONSULTANT/SUBCONTRACTOR Descriptive Title													
44	Registered Dietitian													
45														
46	OTHER COSTS:													
47	Insurance		\$1,300		\$1,300	\$1,300		\$1,300	\$1,300		\$1,300			\$3,900
48	Staff Training & Travel													
49	Communications (Phone & Internet)		\$300		\$300	\$300		\$300	\$300		\$300			\$900
50	Bank Charges			\$500	\$500									\$500
51	Small equipment & Supplies													
52	Auto - Fuel & Insurance		\$7,895	(\$7,895)	\$ -	\$7,895	(\$7,895)		\$7,895	(\$7,895)				
53	Repair/Maintenance-Vehicle		\$3,000	(\$3,000)	\$ -	\$3,000	(\$3,000)		\$3,000	(\$3,000)				
54	Recruitment													
56	TOTAL Non-DAAS OPERATING EXPENSE		\$68,570	(\$10,734)	\$57,836	\$68,569	(\$10,536)	\$58,033	\$68,569	(\$10,536)	\$58,033			\$173,902
58	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$215,541	\$4,970	\$220,511	\$215,541	(\$10,256)	\$205,285	\$215,541	(\$10,256)	\$205,285			\$631,080
63	HSA #3	Form Rev. 12/22/16												

	A	B	C	D	E	F	G	H
1	Grantee's Name: SELF-HELP FOR THE ELDERLY						Appendix B14, Page 4	
2	Program Name:						Document Date: 5/25/18	
3	HDM-AWD							
4								
5								
6	Capital Expenditure Detail (Equipment and Remodeling Cost)							
7								
8	H.S.A-DAAS		Revised					TOTAL
			7/1/17 to 6/30/18	CODB	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	No.	ITEM/DESCRIPTION						
10	1	2017 Toyota Siena	31,300	530	31,830			31,830
11								
12								
13								
14								
15								
16								
17								
18	TOTAL DAAS-OOA EQUIPMENT & REMODELING COST		31,300	530	31,830			31,830
19								
20	Non-DAAS							
21	No.	ITEM/DESCRIPTION						
22								
23								
24								
25								
26								
27	TOTAL NON DAAS-OOA EQUIPMENT & REMODELING COST							
28								
29	TOTAL DAAS & NON-DAAS CAPITAL EXPENDITURE		31,300	530	31,830			31,830
30	(Equipment and Remodeling Cost)							
31	HSA #4 Form Rev. 12/22/16							
32								
33	Allocation Methodology: (If you have multiple programs, describe how you allocate among shared program costs.)							
34	Indicate DAAS and non-DAAS-OOA funding above.							
35	NOTE: Green highlighted cells have formulas that link data to Budget Summary page							
36	Equipment is defined as \$5000 or more a unit							
37	NOTE: Cells with formulas are protected to avoid accidental changes. To unprotect, go to Toolbar, "Review", select "Unprotect sheet". No password needed.							
38								
39								
40								



SELFHEL-01

KHERBERGER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0G66614 One Risk Group, LLC DBA: One Risk Management & Insurance Services 5976 W. Las Positas Blvd., Suite 100 Pleasanton, CA 94588	CONTACT NAME:	PHONE (A/C, No, Ext): (925) 226-7350	FAX (A/C, No): (925) 226-7380
	E-MAIL ADDRESS: Certificates@oneriskgroup.com		
INSURED Self-Help for the Elderly 731 Sansome Street, Suite 100 San Francisco, CA 94111	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Nonprofits' Insurance Alliance of CA		
	INSURER B : Cypress Insurance Company		10855
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PROFESSIONAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		2018-09605	6/30/2018	6/30/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 EBL AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			2018-09605	6/30/2018	6/30/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2018-09605	6/30/2018	6/30/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SEWC029731	1/1/2019	1/1/2020	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Prof. Liability			2018-09605	6/30/2018	6/30/2019	Each Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: SOCIAL SERVICES

Certificate holder is additional insured on General Liability and Auto Liability policies per attached Blanket Additional Insured Endorsement. Primary wording applies to General Liability and Auto. Waiver of Subrogation applies to Workers' Compensation.

CERTIFICATE HOLDER

CANCELLATION

Human Services Agency (DAAS) City and County of San Francisco 1650 Mission St., Ste 300 San Francisco, CA 94103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \$350.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Person/Organization: City & County of San Francisco, for all work performed by the Contractor, its employees, agents, and subcontractors

Job Description: Insurance requirement

Waiver Premium: 767

Class	State	Payroll Subject to Waiver
8742	CA	731398
8868	CA	607847

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 01/01/2019

Policy No.: SEWC029731

Endorsement No.:

Insured:

Premium \$

Insurance Company: Cypress Insurance Company

Countersigned by _____

POLICY CHANGE
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMPANY: Nonprofits Insurance Alliance of California (09605)
POLICY NUMBER: 2018-09605
NAMED INSURED: Self-Help for the Elderly
POLICY CHANGE EFFECTIVE: 06/30/2018
COVERAGE PART AFFECTED: COMMERCIAL GENERAL LIABILITY
POLICY CHANGE#: 3 Page 1


The following additional insured(s) is/are hereby added to the policy:

NIAC-E61 Locations - ALL

City & County of San Francisco, Its officers, directors, agents & employees; \$0
Human Services Agency
1650 Mission St., #300
San Francisco, CA 94103

All other terms, limits and conditions remain the same.

ADDITIONAL PREMIUM: \$0
RETURN PREMIUM: \$0
TOTAL PREMIUM: \$0


AUTHORIZED SIGNATURE

06/27/2018

(03334)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City & County of San Francisco, Its officers, directors, agents & employees; Human Services Agency

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who is An Insured is amended to include any public entity as an additional insured for whom you are performing operations, who may be named in the schedule above, when you have agreed in a written contract or written agreement that such public entity be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your negligent acts or omissions; or
2. The negligent acts or omissions of those acting on your behalf; in the performance of your ongoing operations:

No such public entity is an additional insured for liability arising out of the "products-completed operations hazard" or for liability arising out of the sole negligence of that public entity.

B. With respect to the insurance afforded to these additional insured(s), the following additional exclusions apply.

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

C. The following is added to **SECTION III — LIMITS OF INSURANCE:**

The limits of insurance applicable to the additional insured(s) are those specified in the written contract between you and the additional insured(s), or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

- D. A. With respect to the insurance provided to the additional insured(s), **Condition 4. Other Insurance of SECTION IV — COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or
- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph b. below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I — COVERAGE A — BODILY INJURY AND PROPERTY DAMAGE**.
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages A or B to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



A Head for Insurance. A Heart for Nonprofits.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE ONLY

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.



A Head for Insurance. A Heart for Nonprofits.

NONPROFITS INSURANCE ALLIANCE
OF CALIFORNIA (NIAC)

www.insurancefornonprofits.org

**BUSINESS AUTO COVERAGE
ADDITIONAL INSURED/LOSS PAYEE EXTENSION**

POLICY NUMBER: 2018-09605-NPO

Schedule AI

Page 3

NAME OF INSURED: Self-Help for the Elderly

**ADDITIONAL INSUREDS /
LOSS PAYEE**

Additional Insured - NIAC A1

City & County of San Francisco, Its officers, directors,
agents and employees; Human Services Agency
1650 Mission St., #300
San Francisco, CA 94103

As respects vehicle(s): ALL

Additional Insured - NIAC A1

County of San Francisco, its Recreation and Park
Commission and Recreation and Park Department*
McLaren Lodge Annex; 501 Stanyan St.
San Francisco, CA 94117

As respects vehicle(s): ALL

Additional Insured - NIAC A1

The City and County of San Francisco; its employees,
officers and agents; Attn: Department of Building
Inspection

1660 Mission St., 3rd Floor, Rm. 6002
San Francisco, CA 94103

As respects vehicle(s): ALL

Additional Insured - NIAC A1

City & County of San Francisco; BGCA Management, LLC;
Another Planet LLC; & all of their parent, subsidiary,
related & affiliated*
99 Grove St.

San Francisco, CA 94102

As respects vehicle(s): ALL

Additional Insured - NIAC A1

Autumn Glow Alzheimer's Care Home, Inc.
731 Sansome St., Ste. 100
San Francisco, CA 94111

As respects vehicle(s): ALL

COUNTERSIGNED: 06/27/2018

BY

Samuel C. R.

(AUTHORIZED REPRESENTATIVE)