



Shireen McSpadden, Executive Director

London Breed, Mayor

To	Homelessness Oversight Commission
Through	Shireen McSpadden, Executive Director
From	Marion Sanders, Chief Deputy Director Gigi Whitley, Chief of Finance and Administration Edilyn Velasquez, Director, Contracts
Date	May 2, 2024
Subject	Grant Agreement Approval: Meals on Wheels Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites

<i>Agreement Information</i>	
F\$P Contract ID#	1000032405
Provider Name	Meals on Wheels of San Francisco
Program Name	Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites
Agreement Action	New Agreement
Agreement Term	July 1, 2024 – June 30, 2029

Agreement Amount

New Budget¹	Contingency²	Total Not to Exceed (NTE)
\$41,448,000	\$8,289,600	\$49,737,600

<i>Funding Information</i>	
Funding Sources	86.7% General Fund 6.6% Homeless Housing Assistance and Prevention (HHAP) 4.9% Our City, Our Home (Prop C) 1.8% Encampment Resolution Fund (ERF)

The Department of Homelessness and Supportive Housing (HSH) Contracts team requests authorization to enter into a new grant agreement with Meals on Wheels of San Francisco for the provision of Meals for Navigation Centers and Shelters and Hot Meals for Alternative Shelter Sites for the period of July 1, 2024, to June 30, 2029. This new agreement is for new services resulting from Request for Proposals (RFP) #141 Shelter Ancillary Services.

Background

The Meals for Navigation Centers and Shelter services began with the opening of the City and County of San Francisco’s first Navigation Center program located in the Mission District in 2015. The Navigation Center program model provides low-threshold shelter services to adults and youth experiencing homelessness. One component of the model is to provide meals on demand for guests of the shelter, instead of specific mealtimes, to provide maximum flexibility to the served population for obtaining nutritious meals. To achieve this model, the Navigation Centers and other temporary shelters work with

¹ Approved Cost of Doing Business (CODB) increases are incorporated into outgoing year budget amounts.

² A 20 percent contingency applied to the agreement budgeted amount.

Meals on Wheels of San Francisco | Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites

a meal provider who prepares and delivers frozen meals which are stored and heated by the Navigation Center or temporary shelter staff on demand for Navigation Center guests. Navigation Center and shelter guests can access two meals per day at the sites. Currently, 11 Navigation Centers and temporary shelters sites utilize these meal services in various neighborhoods throughout San Francisco, including the Bayview, Mission, South of Market (SOMA), and Tenderloin.

The Hot Meals for Alternative Shelter Sites services began with the opening of the Safe Sleep programs during the COVID-19 pandemic. These programs could not utilize the meals on demand model due to the need for individually packaged meals to meet the health and safety requirements during the pandemic. Though the policies requiring individually packaged meals are no longer in effect at the programs after the sunset of the public health emergency, HSH has continued to need hot meals for certain sites, as Alternative Shelter Site programs lack the appropriate facilities to store, heat, and serve frozen meals on demand. Currently, Alternative Shelter Sites utilizing hot meals include a Cabins program and a Vehicle Triage Center, where guests are served two hot meals per day. A new Cabins program is slated to open in 2024 and may need additional hot meal services. City Alternative Shelter Sites are located in various neighborhoods throughout San Francisco, including the Bayview, Mission, and SOMA.

Services to be Provided

The purpose of the grant is to provide Meals for Navigation Centers and Shelters and Hot Meals for Alternative Shelter Sites. The Meals for Navigation Centers and Shelters provides meals on demand and delivers frozen meals regularly to guests at Navigation Centers and Shelters. The Hot Meals for Alternative Shelter Sites services provide and deliver ready to eat meals twice daily to guests at Alternative Shelter Sites. Meal on Wheels of San Francisco will provide services to up to 2,327 Navigation Center, Shelter, and Alternative Shelter Site guests daily with a base reimbursement rate of \$7.15 per frozen meal and \$8.00 per hot meal. The latter is at a higher rate due to the additional delivery costs twice per day.

Selection

Meals on Wheels of San Francisco was selected through RFP #141 Shelter Ancillary Services, which is valid until June 30, 2034.

Agreement Materials

- HOC Approval Package
 - Appendix A-1, Services to be Provided
 - Appendix A-2, Services to be Provided
 - Appendix B, Budget



**Appendix A-1, Services to be Provided
by
Meals on Wheels of San Francisco
Meals for Navigation Centers and Shelters**

I. Purpose of Grant

The purpose of the grant is to provide meals to the served population.

II. Served Population

Grantee shall serve guests onsite at Shelter Programs.

III. Description of Services

Grantee shall provide services to the total number of guests as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services during the term of this grant:

- A. Grantee shall provide meals twice a day to each of the Navigation Center and Shelter sites, as directed by the Department of Homelessness and Supportive Housing (HSH) Program Manager, in coordination with the Navigation Center and Shelter providers.
 1. Meals shall be individually portioned, packaged, frozen, and able to be stored and reheated by Shelter staff.
 2. Condiments and dinnerware shall be included with meals.
 3. Complete Meals shall meet the DPH Shelter Health Menu Pattern for Adults which includes the following unless otherwise directed by the DPH identified Registered Dietician:
 - a. 4 oz. Protein/protein equivalent
 - b. 1 cup fruit/vegetable serving
 - i. ½ cup must be vegetable in both breakfast and dinner meals
 - ii. ½ cup will be 4 oz 100% fruit juice for the breakfast meals
 - iii. ½ cup will be fresh fruit or canned fruit in juice in dinner meals.
 - c. 1 ½ cup grain or starchy vegetable serving
 - d. 8 oz. 1% milk
 4. Fruit juice, canned fruit, and milk will be provided in individual, commercially packaged containers. Fresh fruit will be provided in bulk.
 5. A two-week cycle for each breakfast and dinner meals shall be developed listing meals, menu items, and portion sizes to meet the menu pattern. A nutrient analysis shall be provided for the two-week cycle menu complete meal including the following: 1. Calories, 2. Protein, 3. Carbohydrates, 4. Total Fat 5. Sodium.
 6. Grantee shall provide the following special meals to meet the needs of guests with special dietary needs:
 - a. Vegetarian,
 - b. Diabetic/low sodium/low-fat
 - c. Mechanical soft entrees
 7. Grantee shall work with the DPH identified Registered Dietician on special meal definitions.
 8. A two-week cycle for each special meal plan breakfast and dinner meals shall be developed listing meals, menu items, and portion sizes to meet the menu pattern. A nutrient analysis shall be provided for the two-week cycle menu complete meal

including the following: a. Calories, b. Protein, c. Carbohydrates, d. Total Fat, and e. Sodium.

- B. Grantee shall assist the shelter service providers in determining the appropriate number of breakfast and dinner meals to order, with reminders regarding days between deliveries and holiday schedules. The number and type of meals requested may vary from site to site and may fluctuate based on consumption.
- C. Grantee shall deliver meals at agreed upon times on designated days, as arranged between the Grantee and shelter service provider at each site. Meals shall be delivered to the ground floor in bulk, and will be stored, heated, and distributed appropriately by the staff of the shelter programs.

IV. Location and Time of Services

Grantee shall provide services to the specific locations listed in Appendix B, Budget (“Number Served” tab). Additional sites may be added or removed at the direction of the HSH Program Manager and as reflected in the final modified Appendix B, Budget.

V. Service Requirements

- A. Grantee shall meet with the DPH Registered Dietician twice-yearly to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service, and menu documentation in compliance with DPH Shelter Health Menu Pattern for Adults.
- B. Grantee shall comply with all federal, state, and local ordinances and regulations governing food safety, food handling, preparation, storage, and transport at all stages of program operations, including the California Retail Food Code¹.
- C. Grantee shall comply with menu, diet, and meal standards set forth in the Shelter Standards of Care Legislation².
- D. Grantee shall hold a permit to operate and comply with yearly inspections from DPH Environmental Health.
- E. Grantee shall comply with the City’s food service waste reduction ordinance and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- F. Grantee shall provide adequate paid and/or volunteer staffing to administer the program and deliver quality services to meet the shelter service provider’s meal needs.

¹ California Retail Food Code can be found:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/RetailFood/CRFC.pdf>

² Additional information on Shelter Standards of Care legislation can be found:

https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200

- G. Grantee shall communicate regularly with the shelter service providers regarding meal needs and delivery logistics, and establish a written Memorandum of Understanding (MOU) with each shelter outlining communication.
- H. Conflict Resolution: Grantee shall communicate regularly with shelter service providers and agree to work in good faith to resolve conflicts that arise. If a conflict cannot be resolved, Grantee shall notify the HSH Program Manager to assist with conflict resolution.
- I. Special Dietary Requests: Grantee shall have a written policy informing guests how to make special meal requests for dietary accommodations.
- J. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 2. A written quarterly survey, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
 3. A twice-yearly focus group with at least 10 guests from shelters to taste test food and give feedback on their shelter food experience.
- K. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program; and
 2. Attendance of quarterly HSH meetings, as needed.

VI. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall serve meals that attain a high satisfaction level from participants, per results of satisfaction surveys administered by the shelter service providers.
- B. Grantee shall conduct a focus group twice per year, made up of at least 10 current shelter guests to test meals and provide feedback.

VII. Outcome Objectives

Grantee shall achieve the following outcome objective:

- A. A minimum of 75 percent of the guests responding to the Quarterly Satisfaction Survey issued by the shelter service providers will rate the overall quality of meals as Good or Excellent.

VIII. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the Contracts Administration Reporting and Billing On-line (CARBON) database by the 15th of the following month. The reports shall include the following information:
 1. The number of regular breakfast meals delivered;
 2. The number of regular dinner meals delivered;
 3. The number of special breakfast meals delivered; and
 4. The number of special dinner meals delivered.
- C. Grantee shall provide a report twice per year, summarizing information gathered from the guest focus group, as described in the Service and Outcome Objectives sections. Grantee shall enter the report in CARBON no later than April 15th and October 15th of each year.
- D. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as,

but not limited to, review of the following: Grantee's administrative and food production records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

- 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 and accounting policies, 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.

**Appendix A-2, Services to be Provided
by
Meals on Wheels of San Francisco
Hot Meals for Alternative Shelter Sites**

I. Purpose of Grant

The purpose of the grant is to provide meals to the served population.

II. Served Population

Grantee shall serve unsheltered people experiencing homelessness and individuals who are guests of Alternative Shelter Sites.

III. Description of Services

Grantee shall provide services to the total number of guests as described in Appendix B, Budget (“Number Served” tab). Grantee shall provide the following services during the term of this grant:

- A. Grantee shall provide meals twice a day to each of the Alternative Shelter Sites, as directed by the Department of Homelessness and Supportive Housing (HSH) Program Manager, in coordination with the Alternative Shelter Site providers.
 1. Meals shall be individually portioned, packaged, and delivered ready to eat.
 2. Condiments and dinnerware shall be included with meals.
 3. Complete Meals shall meet San Francisco Department of Public Health (DPH) Shelter Health Menu Pattern for Adults which includes the following unless otherwise directed by the DPH identified Registered Dietician:
 - a. 4 oz. Protein/protein equivalent;
 - b. 1 cup fruit/vegetable serving:
 - i. ½ cup must be vegetable in both breakfast and dinner meals.
 - ii. ½ cup will be 4 oz 100% fruit juice for the breakfast meals.
 - iii. ½ cup will be fresh fruit or canned fruit in juice in dinner meals.
 - c. 1 ½ cup grain or starchy vegetable serving; and
 - d. 8 oz. 1% milk.
 4. Fruit juice, canned fruit, and milk will be provided in individual, commercially packaged containers. Fresh fruit will be provided in bulk.
 5. A two-week cycle for each breakfast and dinner meals shall be developed listing meals, menu items, and portion sizes to meet the menu pattern. A nutrient analysis shall be provided for the two-week cycle menu complete meal including the following: a. Calories, b. Protein, c. Carbohydrates, d. Total Fat, and e. Sodium.
 6. Grantee shall provide the following special meals to meet the needs of guests with special dietary needs:
 - a. Vegetarian;
 - b. Diabetic/low sodium/low-fat; and
 - c. Mechanical soft entrees.
 7. Grantee shall work with the DPH identified Registered Dietician on special meal definitions.
 8. A two-week cycle for each special meal plan breakfast and lunch/dinner meals shall be developed listing meals, menu items, and portion sizes to meet the menu pattern. A nutrient analysis shall be provided for the two-week cycle menu

complete meal including the following: 1. Calories, 2. Protein, 3. Carbohydrates, 4. Total Fat, 5. Sodium.

- B. Grantee shall assist the site service providers in determining the appropriate number of breakfast and dinner meals to order, with reminders regarding days between deliveries and holiday schedules. The number and type of meals requested may vary from site to site and may fluctuate based on consumption.
- C. Grantee shall deliver meals at agreed upon times daily, as arranged between the Grantee and services provider at each site. Meals shall be delivered in a manner that adheres to public health safety orders and recommendations.

IV. Location and Time of Services

Grantee shall provide services to the specific locations listed in Appendix B, Budget (“Number Served” tab). Additional sites may be added or removed at the direction of the HSH Program Manager and as reflected in the final modified Appendix B, Budget.

V. Service Requirements

- A. Grantee shall utilize DPH Registered Dietician support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service, and menu documentation.
- B. Grantee shall comply with all federal, state, and local ordinances and regulations governing food safety, food handling, preparation, storage, and transport at all stages of program operations, including the California Retail Food Code¹.
- C. Grantee shall comply with menu, diet, and meal standards set forth in the Shelter Standards of Care Legislation².
- D. Grantee shall hold a permit to operate and comply with yearly inspections from DPH Environmental Health.
- E. Grantee shall comply with the City’s food service waste reduction ordinance and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- F. Grantee shall provide adequate paid and/or volunteer staffing to administer the program and deliver quality services to meet the site service provider’s meal needs.

¹ California Retail Food Code can be found:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/RetailFood/CRFC.pdf>

² Additional information on Shelter Standards of Care legislation can be found:

https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-13200

- G. Grantee shall communicate regularly with the site service providers regarding meal needs and delivery logistics, and establish a written Memorandum of Understanding (MOU) with each site outlining communication.
- H. Conflict Resolution: Grantee shall communicate regularly with site service providers and agree to work in good faith to resolve conflicts that arise. If a conflict cannot be resolved, Grantee shall notify the HSH Program Manager to assist with conflict resolution.
- I. Special Dietary Requests: Grantee shall have a written policy informing guests how to make special meal requests for dietary accommodations.
- J. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
 2. A written quarterly survey, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population with survey completion if the written format presents any problem.
- K. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program; and
 2. Attendance of quarterly HSH meetings, as needed.

VI. Service Objectives

Grantee shall achieve the following service objectives:

- A. Grantee shall serve meals that attain a high satisfaction level from participants, per results of satisfaction surveys administered by the site service providers.
- B. Grantee shall conduct a focus group twice per year, made up of eight to 10 current shelter guests to test meals and provide feedback.

VII. Outcome Objectives

Grantee shall achieve the following outcome objective:

- A. A minimum of 75 percent of the guests responding to the Quarterly Satisfaction Survey issued by the site service providers will rate the overall quality of meals as Good or Excellent.

VIII. Reporting Requirements

- A. Grantee shall input data into systems required by HSH.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the Contracts Administration Reporting and Billing On-line (CARBON) database by the 15th of the following month. The reports shall include the following information:
 1. The number of regular breakfast meals delivered;
 2. The number of regular dinner meals delivered;
 3. The number of special breakfast meals delivered; and
 4. The number of special dinner meals delivered.
- C. Grantee shall provide a report twice per year, summarizing information gathered from the guest focus group, as described in the Service and Outcome Objectives sections. Grantee shall enter the report in CARBON no later than April 15th and October 15th of each year.
- D. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

IX. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity

reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

- 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 and accounting policies, 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.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2024	6/30/2029	5
6	Amended Term	7/1/2024	6/30/2029	5
7	Program	Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites		
8				
9	Approved Subcontractors			
10	None.			
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	A	B	C	D	E	F	G	H	I	J	K	M	N	O	P	Q	R	T
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	APPENDIX B, BUDGET																	
3	Document Date	7/1/2024																
4	Contract Term	Begin Date	End Date	Duration (Years)														
5	Current Term	7/1/2024	6/30/2029	5														
6	Amended Term	7/1/2024	6/30/2029	5														
7	Program Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites																	
10	CODB																	
11	Year 1																	
12	7/1/2024 - 6/30/2025																	
13	CODB																	
14	Year 2																	
15	7/1/2025-6/30/2026																	
16	Meal Type	Hot	Hot	Hot	Hot	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen	Frozen
16	Sites	33 Gough Street	Bayview Vehicle Triage Center	Mission Cabins	Total Hot Meals	Baldwin SAFE Navigation Center	Bayshore Navigation Center	Bayview SAFE Navigation Center	Central Waterfront Navigation Center	Embarcadero SAFE Navigation Center	Division Circle Navigation Center	Taimon Booten Navigation Center	Next Door Shelter	Hospitality House Shelter	Ellis Semi-Congregate Shelter	MSC - S	Totals Frozen Meals	Total Hot Meals Costs
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892	57,086	1,029,150	1,137,982	\$
16		73	85	68	226	180	128	203	64	200	186	84	334	30	115	327	2,101	\$
16		96%	70%	96%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	68%	\$
16		2	2	2	6	2	2	2	2	2	2	2	2	2	2	2	24	\$
16		140	119	131	390	245	174	276	87	272	253	114	454	41	156	445	2,857	\$
16		365	365	365	1,095	365	365	365	365	365	365	365	365	365	365	334	4,349	\$
16		51,158	43,435	47,654	142,248	89,352	63,539	100,769	31,770	99,280	92,330	41,698	165,798	14,892				

	A	U	V	W	X	Y	AA	AB	AC	AD	AE	AF	AH	AI	AJ	AK	AL	AM	CODB						
																			Year 3	Year 4	Year 5				
																				7/1/2026-6/30/2027		7/1/2027-6/30/2028		7/1/2028-6/30/2029	
1	DEPARTMENT OF HC																								
2	APPENDIX B, BUDGE																								
3	Document Date																								
4	Contract Term																								
5	Current Term																								
6	Amended Term																								
7	Program																								
10	2%																								
11	7/1/2026-6/30/2027																								
12	7/1/2027-6/30/2028																								
13	7/1/2028-6/30/2029																								
14	Hot Meal																			\$8.4048	\$8.5729	\$8.5729			
15	Frozen Meal																			\$7.5118	\$7.6620	\$7.6620			
	Sites	Usage Rate	Daily Meals per Guest	Meals Per Day	Number of Days	Number of Meals	Total Number of Guests	Usage Rate	Daily Meals per Guest	Meals Per Day	Number of Days	Number of Meals	Total Number of Guests	Usage Rate	Daily Meals per Guest	Meals Per Day	Number of Days	Number of Meals	Total Number of Guests	Usage Rate	Daily Meals per Guest	Meals Per Day	Number of Days	Number of Meals	
16	33 Gough Street	96%	2	140	365	51,158	73	96%	2	140	365	51,158	73	96%	2	140	365	51,158	73	96%	2	140	365	51,158	
17	Bayview Vehicle Tria	96%	2	163	365	59,568	85	96%	2	163	365	59,568	85	96%	2	163	365	59,568	85	96%	2	163	365	59,568	
18	Mission Cabins	96%	2	131	365	47,654	68	96%	2	131	365	47,654	68	96%	2	131	365	47,654	68	96%	2	131	365	47,654	
19	Total Hot Meals		6	434	1,095	158,381	226		6	434	1,095	158,381	226		6	434	1,095	158,381	226		6	434	1,095	158,381	
20	Baldwin SAFE Naviga	70%	2	252	365	91,980	180	70%	2	252	365	91,980	180	70%	2	252	365	91,980	180	70%	2	252	365	91,980	
21	Bayshore Navigation	70%	2	179	365	65,408	128	70%	2	179	365	65,408	128	70%	2	179	365	65,408	128	70%	2	179	365	65,408	
22	Bayview SAFE Naviga	70%	2	284	365	103,733	203	70%	2	284	365	103,733	203	70%	2	284	365	103,733	203	70%	2	284	365	103,733	
23	Central Waterfront	70%	2	90	365	32,704	64	70%	2	90	365	32,704	64	70%	2	90	365	32,704	64	70%	2	90	365	32,704	
24	Embarcadero SAFE N	70%	2	280	365	102,200	200	70%	2	280	365	102,200	200	70%	2	280	365	102,200	200	70%	2	280	365	102,200	
25	Division Circle Navig	70%	2	260	365	95,046	186	70%	2	260	365	95,046	186	70%	2	260	365	95,046	186	70%	2	260	365	95,046	
26	Taimon Booten Navij	70%	2	118	365	42,924	84	70%	2	118	365	42,924	84	70%	2	118	365	42,924	84	70%	2	118	365	42,924	
27	711 Post Semi-Congr	70%	2	350	365	127,750	250	70%	2	350	365	127,750	250	70%	2	350	365	127,750	250	70%	2	350	365	127,750	
28	Next Door Shelter	70%	2	468	365	170,674	334	70%	2	468	365	170,674	334	70%	2	468	365	170,674	334	70%	2	468	365	170,674	
29	Hospitality House Sh	70%	2	42	365	15,330	30	70%	2	42	365	15,330	30	70%	2	42	365	15,330	30	70%	2	42	365	15,330	
30	Ellis Semi-Congregat	70%	2	161	365	58,765	115	70%	2	161	365	58,765	115	70%	2	161	365	58,765	115	70%	2	161	365	58,765	
31	MSC - S	70%	-	-	-	-	-	70%	-	-	-	-	-	70%	-	-	-	-	-	70%	-	-	-	-	
32	Totals Frozen Meals		22	2,484	4,015	906,514	1,774		22	2,484	4,015	906,514	1,774		22	2,484	4,015	906,514	1,774		22	2,484	4,015	906,514	
33	Total Hot Meals Cos					1,331,159	\$					1,357,782	\$					1,357,782	\$					1,357,782	
34	Total Frozen Meals (6,809,543	\$					6,945,734	\$					6,945,734	\$					6,945,734	
36	Total Meals Costs					8,140,702	\$					8,303,516	\$					8,303,516	\$					8,303,516	

	A	B	C	D	G	J	M	P	S	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2024	6/30/2029	5							
6	Amended Term	7/1/2024	6/30/2029	5							
7	Provider Name	Meals on Wheels									
8	Program	Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites									
9	FSP Contract ID#	1000032405									
10	Action (select)	New Agreement									
11	Effective Date	7/1/2024									
12	Budget Names	General Fund & Prop C & HHAP - Meals, ERF									
13		2R - Hot Meals									
14	Term Budget	\$	-	\$	41,448,000						
15	Contingency	\$	-	\$	8,289,600						
16	Not-To-Exceed	\$	-	\$	49,737,600						
17											
18											
19											
20											
21	Expenditures										
27	Other Expenses (Not subject to indirect %)	\$	8,496,406	\$	8,203,860	\$	8,140,702	\$	8,303,516	\$	41,448,000
30	Total Expenditures	\$	8,496,406	\$	8,203,860	\$	8,140,702	\$	8,303,516	\$	41,448,000
31											
32	HSH Revenues (select)*										
33	General Fund - Ongoing	\$	5,762,118	\$	5,439,573	\$	8,140,702	\$	8,303,516	\$	35,949,426
35	ERF 2R	\$	365,000	\$	365,000	\$	-	\$	-	\$	730,000
36	Prop C	\$	1,000,000	\$	1,030,000	\$	-	\$	-	\$	2,030,000
37	Homeless Housing, Assistance and Prevention (HHAP)	\$	1,369,287	\$	1,369,287	\$	-	\$	-	\$	2,738,574
42	Total HSH Revenues	\$	8,496,405	\$	8,203,860	\$	8,140,702	\$	8,303,516	\$	41,448,000
52	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-
55											
56	Prepared by	Patrick Schmalz									
57	Phone	415.343.1270									
58	Email	pschmalz@mnovsf.org									

*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.

	A	B	C	D	G	J	M	P	S	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	7/1/2024								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2024	6/30/2029	5						
6	Amended Term	7/1/2024	6/30/2029	5						
7	Provider Name	Meals on Wheels								
8	Program	Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites								
9	FSP Contract ID#	1000032405								
10	Action (select)	New Agreement								
11	Effective Date	7/1/2024								
12	Budget Name	General Fund & Prop C & HHAP - Meals								
13		Current	New							
14	Term Budget	\$ -	\$ 40,718,000							
15	Contingency	\$ -	\$ 8,289,600							20%
16	Not-To-Exceed	\$ -	\$ 49,737,600							
17										
18										
19										
20										
21	Expenditures									
27	Other Expenses (Not subject to indirect %)	\$ 8,131,406	\$ 7,838,860	\$ 8,140,702	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 40,718,000
30	Total Expenditures	\$ 8,131,406	\$ 7,838,860	\$ 8,140,702	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 40,718,000
31										
32	HSH Revenues (select)									
33	General Fund - Ongoing	\$ 5,762,118	\$ 5,439,573	\$ 8,140,702	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 35,949,426
36	Prop C	\$ 1,000,000	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,030,000
37	Homeless Housing, Assistance and Prevention (HHAP)	\$ 1,369,287	\$ 1,369,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,738,574
42	Total HSH Revenues	\$ 8,131,405	\$ 7,838,860	\$ 8,140,702	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 8,303,516	\$ 40,718,000
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54										
55	Prepared by	Patrick Schmalz								
56	Phone	415.343.1270								
57	Email	pschmalz@mowisf.org								

	A	D	G	J	M	P	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2024					
4	Provider Name	Meals on Wheels					
5	Program	Meals for Navigation Centers and Shelters; Hot Meals for Alternative Shelter Sites					
6	FSP Contract ID#	1000032405					
7	Budget Name	General Fund & Prop C & HHAP - Meals					
8							
9							
10							
11							
12	Operating Expenses						
69							
70	Other Expenses (not subject to indirect cost. %)						
71	33 Gough Street	\$ 409,267	\$ 421,545	\$ 429,976	\$ 438,576	\$ 438,576	\$ 2,137,940
72	Bayview Vehicle Triage Center*	\$ 347,480	\$ 490,840	\$ 500,657	\$ 510,670	\$ 510,670	\$ 2,360,318
73	Mission Cabins*	\$ 16,235	\$ 56,545	\$ 400,526	\$ 408,536	\$ 408,536	\$ 1,290,379
74	Baldwin SAFE Navigation Center	\$ 638,867	\$ 677,387	\$ 690,934	\$ 704,753	\$ 704,753	\$ 3,416,694
75	Bayshore Navigation Center	\$ 454,305	\$ 481,697	\$ 491,331	\$ 501,158	\$ 501,158	\$ 2,429,649
76	Bayview SAFE Navigation Center	\$ 720,500	\$ 763,942	\$ 779,221	\$ 794,805	\$ 794,805	\$ 3,853,272
77	Central Waterfront Navigation Center	\$ 227,153	\$ 240,849	\$ 245,666	\$ 250,579	\$ 250,579	\$ 1,214,825
78	Embarcadero SAFE Navigation Center*	\$ 709,852	\$ 752,652	\$ 767,705	\$ 783,059	\$ 783,059	\$ 3,796,327
79	Division Circle Navigation Center	\$ 660,162	\$ 699,966	\$ 713,966	\$ 728,245	\$ 728,245	\$ 3,530,584
80	Taimon Booten Navigation Center	\$ 298,138	\$ 316,114	\$ 322,436	\$ 328,885	\$ 328,885	\$ 1,594,457
81	711 Post Semi-Congregate Shelter	\$ 887,315	\$ 940,815	\$ 959,631	\$ 978,824	\$ 978,824	\$ 4,745,409
82	Next Door Shelter	\$ 1,185,453	\$ 1,256,929	\$ 1,282,067	\$ 1,307,709	\$ 1,307,709	\$ 6,339,866
83	Hospitality House Shelter	\$ 106,478	\$ 112,898	\$ 115,156	\$ 117,459	\$ 117,459	\$ 569,449
84	Ellis Semi-Congregate Shelter*	\$ 408,165	\$ 432,775	\$ 441,430	\$ 450,259	\$ 450,259	\$ 2,182,888
85	MSC - S	\$ 1,062,036	\$ 193,908	\$ -	\$ -	\$ -	\$ 1,255,943
88	TOTAL OTHER EXPENSES	\$ 8,131,406	\$ 7,838,860	\$ 8,140,702	\$ 8,303,516	\$ 8,303,516	\$ 40,718,000
89	* outyears includes meals for replacement site if site is due to close within 5-year period.						
100							
101	HS# #3						7/26/2022

BUDGET NARRATIVE Fiscal Year
General Fund & Prop C & HHAP FY24-25

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
33 Gough Street	\$ 409,267	Labor \$3.30 + Food/Package \$3.61 + Delivery \$0.08 + Indirect 14.4% \$1.01 = \$8.00	53,3188 meals * \$8.00/meal
Bayview Vehicle Triage Center	\$ 347,480	Labor \$3.30 + Food/Package \$3.61 + Delivery \$0.08 + Indirect 14.4% \$1.01 = \$8.00	43,435 meals * \$8.00/meal
Baldwin SAFE Navigation Center	\$ 638,867	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	89,352 meals * \$7.15/meal
Bayshore Navigation Center	\$ 454,305	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	63,539 meals * \$7.15/meal
Bayview SAFE Navigation Center	\$ 720,500	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	100,769 meals * \$7.15/meal
Central Waterfront Navigation Center	\$ 227,153	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	31,769 meals * \$7.15/meal
Embarcadero SAFE Navigation Center*	\$ 709,852	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	99,280 meals * \$7.15/meal
Division Circle Navigation Center	\$ 660,162	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	92,330 meals * \$7.15/meal
Taimon Booten Navigation Center	\$ 298,138	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	41,698 meals * \$7.15/meal
711 Post Semi-Congregate Shelter	\$ 887,315	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	124,100 meals * \$7.15/meal
Next Door Shelter	\$ 1,185,453	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	165,798 meals * \$7.15/meal
Hospitality House Shelter	\$ 106,478	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	14,892 meals * \$7.15/meal
Ellis Semi-Congregate Shelter*	\$ 408,165	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	57,086 meals * \$7.15/meal
MSC - S	\$ 1,062,036	Labor \$2.63 + Food/Package \$3.51 + Delivery \$0.08 + Indirect 15% \$0.93 = \$7.15	148,536 meals * 7.15/meal
TOTAL OTHER EXPENSES	\$ 8,131,406		

* outyears includes meals for replacement site if site is due to close within 5-year period.

	A	D	G	J	M	P	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	7/1/2024					
4	Provider Name	Meals on Wheels					
5	Program	Meals for Navigation Centers and Shelters; Hot Meals for Alternative					
6	FSP Contract ID#	1000032405					
7	Budget Name	ERF 2R - Hot Meals					
8							
9							
10							
11							
12	Operating Expenses	Year 1	Year 2	Year 3	Year 4	Year 5	All Years
69		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2024 - 6/30/2029
70	Other Expenses (not subject to indirect cost %)	New	New	New	New	New	New
71	Mission Cabins	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
87	TOTAL OTHER EXPENSES	\$ 365,000	\$ 365,000	\$ -	\$ -	\$ -	\$ 730,000
99		\$ 365,000	\$ 365,000	\$ -	\$ -	\$ -	\$ 730,000
100	HS# #3						7/26/2022

BUDGET NARRATIVE

ERF 2R - Hot Meals

Fiscal Year

FY24-25

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Mission Cabins	\$ 365,000	Labor \$3.30 + Food/Package \$3.61 + Delivery \$0.08 + Indirect 14.4% \$1.01 = \$8.00	47,654 meals * \$8.00/meal

TOTAL OTHER EXPENSES	\$ -		\$ 365,000
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