

EXHIBIT A

SCOPE OF WORK

Term of Contract:	July 1, 2023 – June 30, 2024
Agency:	Spectrum Community Services
Address:	2621 Barrington Court Hayward, CA 94545
Contact Person:	Lara Calvert, Executive Director
Phone:	510 881-0300
Project Name:	San Leandro Senior Nutrition Meals Program

PROJECT GOALS AND OBJECTIVES

Studies show that low-income seniors are at increased risk of poor nutrition and consequent health and functional problems. Lack of funds can force seniors to skip meals and cut out foods necessary for a balanced, nutrient-rich diet. Eating well-balanced meals on a regular basis is tied directly to health and well-being. Proper nutrition and regular meals are key to maintaining weight, metabolic function, energy, balance, and mental clarity. The need for nutrition is coupled with the need for social interaction and a sense of belonging that can combat isolation and depression. Studies from the Center for Disease Control confirm providing nutritious meals in a setting that provides social support and nutrition education improves health conditions, delays onset of chronic disease and helps stabilize the health status of seniors with chronic disease. While Spectrum's project objectives seem simple, our goal is to contribute in an important way to the health and well-being of participants.

The Senior Meals goal is to enhance the quality of life for older adults. We do it through providing nutritious meals and education to seniors 60 years and older and to offer social interactions with peers which uplift spirit, mind and body. These services are proven to benefit the senior's health and wellness.

During both years of the two-year grant period, Spectrum proposes to prepare and serve at least 10,075 nutritious meals to over 155 individual low-income seniors in San Leandro. We expect to continue to offer takeaway meals along with the option for group dining.

MAJOR ACTIVITIES

Senior meals will be served five days a week, 247 days per year, at the San Leandro Senior Community Center. Meals will be carefully planned and prepared to be delicious, low sodium and nutritionally balanced to supply 1/3rd of the U.S. Recommended Daily Allowance for older adults. Every menu is planned by a Registered Dietitian which is in turn reviewed and approved by Alameda County's Dietitian. Spectrum's Senior Meals Program is monitored by the Alameda County Area Agency on Aging (AAA), through program, fiscal and nutrition monitoring providing important feedback to project management as we continue to strive for excellence. Spectrum consistently earns high marks for maintaining high standards in food nutrition, kitchen practices and program operations. The AAA reports are available for review upon request. After preparation, meals are packed in bulk and delivered by Spectrum's Delivery Driver to the San Leandro Senior Community Center.

Due to COVID-19 flexibilities participants have the choice to either have group dining or take-away meals. During this two-year funding period we will continue to adapt our service model based upon guidelines for our community.

The Spectrum Site Coordinator works with the Senior Meals staff, San Leandro facility staff, and volunteers to serve the meals. Whether it is take-away meals or seated dining, the Senior Meals Program staff or volunteers welcome each participant for lunch, get them signed in, register new participants, and receive voluntary donations. No senior is ever turned away for inability to pay the suggested donation. To protect participants from any embarrassment of not being able to donate, all donations are anonymous. Spectrum maintains records of donation amounts received by site, not by each person.

As part of Spectrum's Senior Meals Program, we include nutrition education and tips monthly.

PERFORMANCE MEASURES

SUBRECIPIENT SHALL, FOR THE TERM OF THE CONTRACT: Performance will be measured by the number of unduplicated San Leandro seniors ("Unduplicated Clients") who participate in the program, with data available on a monthly, quarterly and annual basis. Our goal will be to serve 155 unduplicated seniors at San Leandro Senior Community Center this fiscal year (10,075 total meals)

We will expand as needed. Success for this program is defined not only by meeting or exceeding our goals and objectives, but by the quality of the services provided. Evaluation of Spectrum's meal service is an ongoing activity. Daily review of operations and meals served ensures that management is able to identify and correct any potential production or delivery problems before they become significant.

TIMELINES

1st Quarter (Jul '23 – Sep '23): Serve 110 unduplicated seniors at SLSCC (7,150 Meals)

2nd Quarter (Oct '23 – Dec '23): Serve 15 unduplicated seniors at SLSCC (975 Meals)

3rd Quarter (Jan '24 – Mar '24): Serve 15 unduplicated seniors at SLSCC (975 Meals)

4th Quarter (Apr '24 – Jun '24): Serve 15 unduplicated seniors at SLSCC (975 Meals)

REPORTS AND MISCELLANEOUS

1. Agency must submit Quarterly Reports via the City Data Services portal within 15 days of the end of each quarter. The Quarterly Reports shall reflect the number of persons served and shall also include a narrative section. The reports shall be submitted even if there are no specific numbers to report, and the narrative report should describe why no specific numbers are reported.
2. To ensure timely expenditure of HUD funds, Agency must submit monthly reimbursement claims via the City Data Services portal with documentation of claim including copies of time sheets (denoting specific hours for CDBG work performed), payroll stubs, DE3 or employment or Agreement letter for personnel costs, invoices or billings.
3. Housing Services Division staff will conduct CDBG desk monitoring on an ongoing basis based upon the City's CDBG monitoring plan.
4. Human Services staff and members of the Human Services Commission (HSC) and Housing Services Division staff will conduct at least one monitoring site visit per year.

EXHIBIT B

BUDGET	
SPECTRUM COMMUNITY SERVICES	
City of San Leandro: CDBG FY 2022-2023	
Salaries / Wages	
Site Coordinator	\$15,000
Site Supervisor	\$11,000
Benefits	\$1,300
Taxes	\$
TOTAL BUDGETED	\$30,342
TOTAL AMOUNT AWARDED	\$30,342