



SAN FRANCISCO HUMAN SERVICES AGENCY

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



London Breed
Mayor

Trent Rhorer
Executive Director

MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: ANNA PINEDA, DEPUTY DIRECTOR, DEPUTY DIRECTOR OF ECONOMIC SUPPORT & SELF-SUFFICIENCY
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: FEBRUARY 10, 2023

SUBJECT: GRANT MODIFICATION: **HELP A MOTHER OUT (NON-PROFIT)** TO PROVIDE DIAPER BANK SERVICES

DS
EL

	<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/21- 6/30/25	3/1/23- 6/30/26	7/1/21- 6/30/26		
GRANT AMOUNT:	\$2,006,467	\$1,826,497	\$3,832,964	\$383,296	\$4,216,260
ANNUAL AMOUNT:	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 24/25</u>	<u>FY25/26</u>
	\$453,078	\$782,861	\$865,675	\$865,675	\$865,675
Funding Source	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$2,453,097	\$344,967	\$1,034,900	\$383,296	\$4,216,260
PERCENTAGE:	64%	9%	27%		100%

The Department of Benefits and Family Support (BFS) requests authorization to revise the sole source waiver and authorization to modify the existing grant with Help A Mother Out (HAMO) for the period of March 1, 2023 to June 30, 2026, in the additional amount of \$1,826,497 plus a 10% contingency for a revised total amount not to exceed \$4,216,260. The purpose of this modification is to serve 3,250 infants and toddlers who receive assistance from SFHSA through Medi-Cal; and extend services for an additional year.

Background

Since 2015, SF-HSA has supplemented family resources by offering a full monthly supply of diapers to certain low-income families with children under the age of three through Help A Mother Out. In 2022, the program piloted an expansion to children of families receiving Medi-Cal, covering for the first time all 6,350 infants and toddlers who participate in any Economic Support and Self-Sufficiency (ESSS) program through SFHSA.

With this modification, the program will establish eligibility for Medi-Cal families on an ongoing basis. Most low-income families in San Francisco participate in at least one ESSS program through SFHSA, and for those families this service will ease one of the financial burdens involved in raising a child. This modification also extends all SFHSA Diaper Bank services for an additional year.

Services to be Provided

The description below outlines the key program elements Help A Mother Out will provide from 7/1/2021 – 6/30/2026:

1. Purchase diapers at a negotiated bulk rate price from a diaper manufacturer.
2. Manage a just-in-time inventory at a network of 12 neighborhood distribution partners located in convenient locations around the City.
3. Conduct marketing and outreach activities.

Help A Mother Out will coordinate services through its administrative headquarters at 101 Broadway, Suite 250, Oakland, CA 94607.

The diapers will be distributed via HSA sites and other distribution sites throughout the city of San Francisco. The current HSA distribution sites are:

- 170 Otis Street, 3120 Mission Street, 1235 Mission Street
- Children's Council
- Compass Family Services
- Bayview Hunters Point YMCA
- OMI Family Resource Center
- APA Family Support Services - Chinatown
- Visitation Valley Strong Families
- Sunset Family Resource Center

- Family Connections Centers
- Homeless Prenatal Program

Please see attached Appendix A-2 for a full description.

Selection

Help A Mother Out is a sole source grant. Help A Mother Out is providing a one-of-a-kind service as the only vendor in the United States managing a diaper bank that is deeply integrated with a public benefits program. Sole source has been updated and approved to reflect additional funding.

Funding

Funding for this grant is provided through a combination of General Fund, State, and Federal funds.

ATTACHMENTS

Appendix A-2: Services to be Provided

Appendix B-2: Budget

Sole Source Waiver

Appendix A-2: Services to be Provided
Help A Mother Out
Diaper Bank Services
Term: 7/1/2021 – 6/30/2026

****Effective 3/1/2023****

I. Purpose of Grant

The purpose of this grant is to augment the resources of low-income families with young children by providing free diapers to eligible CalWORKs, CalFresh, and Medi-Cal families in the City and County of San Francisco.

II. Definitions

CalFresh (Non-Assistance)	The California version of the Federal Supplemental Nutrition Assistance Program. Families ineligible for CalWORKs can receive CalFresh alone, and it is termed “Non-Assistance CalFresh.”
CalWORKs	California Work Opportunity and Responsibility to Kids Program, a federally and state-funded program that helps families with dependent children become self-sufficient.
Medi-Cal	California’s Medicaid health care program, which provides needed health care services for low-income individuals. Medi-Cal families who do not participate in CalFresh or CalWORKs are termed here “Medi-Cal only” families.
FRC	Family Resource Center. The City and County of San Francisco supports a network of non-profit family resource centers (FRCs) that provide services to families.
HAMO	Help a Mother Out, a California nonprofit organization
SFHSA	San Francisco Human Services Agency

III. Target Population

The diaper bank will serve eligible families that have children up to the age of three and participate in CalWORKs, CalFresh, or Medi-Cal, or any combination of those programs. Families will be eligible for 176–256 diapers per month, depending on diaper size and need.

IV. Description of Services

HAMO shall provide the following services during the term of this grant:

A. Purchase of Diapers

1. Purchase diapers at a negotiated bulk rate price from a diaper manufacturer, ensuring that the diapers are of an acceptable quality based on factors of performance, including absorbency, chassis (shape), and tape closure.
2. Contract with the diaper supplier to deliver diaper shipments at program distribution sites.
3. Monitor the performance of the diaper supplier (e.g. timeliness of delivery).
4. Coordinate with the diaper supplier to provide a just-in-time inventory that minimizes the storage capacity needs of SFHSA and non-profit organizations that distribute diapers.
5. Provide diapers to non-assistance CalFresh families as an in-kind contribution to SFHSA, contingent on continuing funding by the California Department of Social Services.

B. Distribution Partnerships

1. Manage and coordinate operations with four different SFHSA distribution sites.
2. Organize and monitor a network of program distribution partners.
3. Train SFHSA and distribution partner staff on how to use the point-of-sale database, as well as on distribution procedures, and provide program operation manuals and continuing technical support to ensure the successful operation of the diaper bank program.

C. Distribution of Diapers

1. Receive and organize from SFHSA a monthly upload of the universe of currently eligible families, incorporating it into a point-of-sale database and making it available on a look-up basis by distribution partners.
2. Maintain a point-of-sale database, recording transactions in real time, allowing families to pick up diapers all at once or in smaller amounts according to their convenience, and safeguarding against fraud.
3. Maintain an inventory management system, tracking daily diaper distributions by locations and anticipating supply needs, including by diaper size, based on the storage capacity of different sites.
4. Make regular site visits to each of the distribution sites to monitor operations, audit inventory, review supply operations, and proactively identify any potential challenges.
5. Coordinating with SFHSA, develop marketing materials to be disseminated to eligible families, describing the basic program processes and illustrating the distribution points.

6. Manage a website, separate from HAMO's organizational website, which provides information on eligibility, procedures, and access to the San Francisco diaper bank program.
7. Conduct community outreach activities, including presentations at non-profit organizations, and field queries about the San Francisco diaper bank program from individuals in the community.
8. For the convenience of working parents, subcontract with at least one distribution partner to provide Saturday distribution hours.
9. Meet with SFHSA staff on an as-needed basis to evaluate the performance of the program, identify challenges, and problem-solve solutions.

V. SFHSA Responsibilities

- A. Provide HAMO with monthly upload information of eligible families, including the ages of children and other relevant information necessary to the supply and operations of the diaper bank. This information will be provided through secure electronic transmissions.
- B. Collaborate with HAMO as it develops and distributes marketing materials suitable for all eligible families. SFHSA may be able to provide translation assistance.
- C. Provide eligible families with timely communication about their eligibility for the program, the initial procedure for diaper pick-up, and distribute marketing materials about diaper bank locations.
- D. Incorporate the diaper benefit into SFHSA's continuing outreach efforts in the community, inviting HAMO to participate in appropriate outreach events.
- E. At SFHSA program sites, store diapers in a secure and dry space, shelving the diapers as needed for distribution.

VI. Location and Time of Services

Help a Mother Out will coordinate services through its administrative headquarters at 101 Broadway, Suite 250, Oakland, CA 94607.

The diapers will be distributed via SFHSA and distribution sites throughout the city of San Francisco. As of March 1, 2023 the distribution sites are:

- HSA sites: 170 Otis Street, 3120 Mission Street, 1440 Harrison Street, 1235 Mission Street.
- Children's Council
- Compass Family Resource Center
- Bayview Hunters Point YMCA
- OMI Family Resource Center

- Visitation Valley Strong Families
- APA Family Support Services (Chinatown)
- Sunset Family Resource Center
- Family Connections Centers (Excelsior)
- Homeless Prenatal Program
- FACES SF (Bayview)

VII. Service Objectives

- A. HAMO will reach 50% of all eligible children in CalWORKs and non-assistance CalFresh households throughout the year.
- B. HAMO will reach 30% of all eligible children in Medi-Cal only households throughout the year.
- C. HAMO will distribute 750,000 diapers per year to CalWORKs households.*
- D. HAMO will distribute 1,000,000 diapers to non-assistance CalFresh households.*
- E. HAMO will distribute 1,500,000 diapers to Medi-Cal only households.*

**Note that these objectives are contingent on SFHSA maintaining a commensurate caseload of eligible families.*

VIII. Outcome Objectives

- A. In an annual survey conducted by HAMO, 80% of SFHSA staff who interact with eligible families will report that the diaper program had a positive impact on families.
- B. In an annual survey conducted by HAMO, 90% of distribution partner site liaisons will report that the diaper bank had a positive impact on the families served.
- C. In an annual survey conducted by HAMO, 90% of distribution partner site liaisons will report that the process of ordering and receiving diapers was easy and responsive.
- D. In an evaluation by SFHSA's Planning Unit, 90% of eligible families will report awareness of the diaper program.
- E. In an evaluation by SFHSA's Planning Unit, 90% of families who participate in the program, 90% will report satisfaction with the accessibility and supply of diapers.

IX. Reporting Requirements

- A. HAMO will provide a monthly utilization report detailing:
 1. Overall number of diapers delivered to each distribution point

2. Number of diapers issued by each distribution point to Medi-Cal only families
 3. Number of diapers issued by each distribution point to non-assistance CalFresh families.
 4. Number of diapers issued by each distribution point to CalWORKs families
 5. Unique families served during the month
- B. HAMO will provide an **annual** narrative report identifying accomplishments and challenges, and summarizing contract activities including progress against contracted service and outcome objectives. HAMO will submit the annual report in the CARBON database by the 15th of the month following the end of the program year.
- C. HAMO will provide ad hoc reports as requested by SFHSA, which may detail, for instance, diaper delivery or inventory by agency, or discrepancies in diaper stocks.
- D. For assistance with reporting requirements or submission of reports, contact:

Elizabeth.Leone@sfgov.org
Contract Manager, Office of Contract Management
or

Peri.Weisberg@sfgov.org
Program Manager, Planning Unit

X. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of documentation for reporting progress towards meeting service and outcome objectives. HAMO will provide SFHSA's contract monitors with read-only access to its electronic records upon request to allow for audits related to performance and fraud prevention.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the 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 subcontracts and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	E	F	G	H	I	J	K	L	M
1	Appendix B-2, Page 1										
2											
3	HUMAN SERVICES AGENCY BUDGET SUMMARY										
4	BY PROGRAM										
5	Agency Name:										Term
6	Help a Mother Out										7/1/2021 - 6/30/2026
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>										
8	If modification, Effective Date of Mod. 3/1/2023 No. of Mod. 2										
9	Program: Diaper Bank Services 21-26										
10	Budget Reference Page No.(s)	Revised	Revised	Original	Modification	Revised	Original	Modification	Revised	New	Y1 - Y5
11	Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25			7/1/25 - 6/30/26	Total
12	Expenditures										
13	Salaries & Benefits	\$127,057	\$144,135	\$126,312	\$6,549	\$132,861	\$130,813	\$6,742	\$137,555	\$142,261	\$683,869
14	Operating Expense	\$266,923	\$536,614	\$208,700	\$411,200	\$619,900	\$204,200	\$411,006	\$615,206	\$610,500	\$2,649,143
15	Subtotal	\$393,981	\$680,749	\$335,012	\$417,749	\$752,761	\$335,013	\$417,748	\$752,761	\$752,761	\$3,333,012
16	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$59,097	\$102,112	\$50,252	\$62,662	\$112,914	\$50,252	\$62,662	\$112,914	\$112,914	\$499,952
18	Total Expenditures	\$453,078	\$782,861	\$385,264	\$480,411	\$865,675	\$385,265	\$480,411	\$865,675	\$865,675	\$3,832,964
19	HSA Revenues										
20	General Fund	\$363,149	\$363,149	\$363,149	\$82,814	\$445,963	\$363,149	\$82,814	\$445,963	\$445,963	\$2,064,187
21	CODB FY21-22 (old & new)	\$22,115	\$22,115	\$22,115		\$22,115	\$22,115		\$22,115	\$22,115	\$110,575
22	CODB FY22-23		\$15,411		\$15,411	\$15,411		\$15,411	\$15,411	\$15,411	\$61,644
23	Medi-Cal Expansion	\$67,814	\$382,186		\$382,186	\$382,186		\$382,186	\$382,186	\$382,186	\$1,596,558
24											
25											
26											
27											
28	TOTAL HSA REVENUES	\$453,078	\$782,861	\$385,264	\$480,411	\$865,675	\$385,264	\$480,411	\$865,675	\$865,675	\$3,832,964
29	Other Revenues										
30											
31											
32											
33											
34											
35	Total Revenues										
36	Full Time Equivalent (FTE)										
38	Prepared by: Lisa Truong 2/7/23										
39	HSA-CO Review Signature:										
40	HSA #1										
41											

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
2	Appendix B-2, Page 2														
3															
4	Program: Diaper Bank Services 21-26														
5	(Same as Line 9 on HSA #1)														
6															
7	Salaries & Benefits Detail														
8															
9															
10						7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24			7/1/24 - 6/30/25			7/1/25 - 6/30/26	Total
11	Agency Totals		HSA Program		Approved 5.2022	Approved 8.2022	Original	Modification	Revised 2.2023	Original	Modification	Revised 2.2023	Budgeted Salary	TOTAL	07/01/2021-06/30/2026
12	POSITION TITLE	Annual Full TimeSalary for FTE	Total FTE	% FTE funded by HSA (Max 100%)											
13	Executive Director	\$149,500	1.00	8%	0.08	\$12,500	\$14,000	\$12,500	\$1,500	\$14,000	\$12,500	\$1,500	\$14,000	\$14,000	\$68,500
14	Program Operations Manager	\$75,000	1.00	50%	0.50	\$38,513	\$42,135	\$42,135		\$42,135	\$44,664		\$44,663	\$47,343	\$214,789
15	Program Outreach Coordinator	\$60,000	1.00	50%	0.50	\$23,320	\$30,000	\$33,708		\$33,708	\$35,730		\$35,730	\$37,874	\$160,633
16	Community Engagement Coordina	\$60,000	1.00	25%	0.25	\$10,577	\$15,000	\$0		\$0	\$0		\$0	\$0	\$25,577
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30	TOTALS		4.00	133%	1.33	\$84,910	\$101,135	\$88,343	\$1,500	\$89,843	\$92,894	\$1,500	\$94,394	\$99,217	\$469,499
31	FRINGE BENEFIT RATE	44%													
33	EMPLOYEE FRINGE BENEFITS					\$42,147	\$43,000	\$37,969	\$5,049	\$43,018	\$37,919	\$5,242	\$43,161	\$43,044	\$214,370
34															
35															
36	TOTAL SALARIES & BENEFITS					\$127,057	\$144,135	\$126,312	\$6,549	\$132,861	\$130,813	\$6,742	\$137,555	\$142,261	\$683,869
37	HSA #2	1/0/190													

	A	B	C	D	E	J	K	L	M	N	O	P	Q	R	S	T
1	Appendix B-1, Page 3															
2																
3																
4	Program: Diaper Bank Services															
5	(Same as Line 9 on HSA #1)															
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London Breed
Mayor

Trent Rhorer
Executive Director

Date: January 26, 2023

To: Dan Kaplan, Deputy Director, HSA

From: Esperanza Zapien, Director of Contracts, HSA

RE: Sole Source Waiver request – Help A Mother Out/Diaper Bank, Modification #2

The San Francisco Diaper Bank (SFDB) was established in 2015, through a unique partnership between the Department and an organization founded in 2009 called Help a Mother Out (HAMO). This was and still is the nation's first and only diaper assistance program. As HAMO was an entirely new concept at that time, they were provided fiscal sponsorship via Community Initiatives. HAMO received full non-profit status in 2019 and we have granted funds directly to HAMO since then. They serve over 4,000 children under 3 years old annually.

Help a Mother Out was founded here in San Francisco in 2009. They were originally selected through RFP 861 in December 2014. There were no other applicants.

In April 2022, SFDB expanded eligibility for diapers to children on Medi-Cal who were not already eligible by virtue of participation in CalFresh or CalWORKs. SFHSA granted \$450,000 OTO for the period of February 1, 2022 - June 30, 2023 to effectuate this expansion. The OTO monies went toward purchase of extra diapers and coordination support for an expanding the SFDB distribution network from 9 to 12 sites to better meet the needs of the Medi-Cal population (an exploration of three additional sites is in progress, with final decisions about additional expansion expected in February and March of 2023).

Today, SFDB serves over 500 children in the Medi-Cal expansion population receive around 130,000 diapers from SFDB every month. Medi-Cal expansion clients comprise 37% of active SFDB clients. This funding will continue services for these clients and grow participation by improving program outreach and accessibility.

Including Medi-Cal clients with this program is an especially important way to reach low-income immigrant families, and families with Asian and Pacific Islander ethnic backgrounds, with supportive services. These families are underrepresented in CalFresh and CalWORKs caseloads and too often miss out on the supportive and wrap-around services HSA provides through those programs.

Help a Mother Out is providing a one-of-a-kind service as the only vendor in the United States managing a diaper bank that is deeply integrated with a public benefits program. Help a Mother Out developed a unique, cloud-based database that integrates eligibility information from SF-HSA based on TANF or CalFresh participation, and tracks in real-time diaper inventory and distribution across more than a half a dozen sites. No



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organization in the Bay Area nor in the nation has a history of providing this kind of service.

While there are other sources of free diapers in California, there is no other program dedicated solely to diaper distribution. None are located in San Francisco or handle the volume that HAMO provides.

Please feel free to reach out to me should you require further information.

Request: We respectfully request approval of the attached sole source waiver for Help a Mother Out (Vendor # 0000039487) for the provision of a diaper bank for eligible CalWORKS and CalFresh families in the City and County of San Francisco. The first modification in January 2022 expanded eligibility to Medi-Cal families for FY23. This second modification adds funding to serve Medi-Cal eligible families in FY24 and FY25, plus extends all SFHSA Diaper Bank services for an additional year (FY26).

Brief description of services: HAMO will augment the resources of low-income families with young children by providing free diapers to eligible CalWORKS, CalFresh, and Medi-Cal families in the City and County of San Francisco

Duration: 7/1/2021 – 6/30/2026

Justification for Sole Source: Help a Mother Out is providing a one-of-a-kind service as the only vendor in the United States managing a diaper bank that is deeply integrated with a public benefits program. Help a Mother Out developed a unique, cloud-based database that integrates eligibility information from SF-HSA based on TANF or CalFresh participation, and tracks in real-time diaper inventory and distribution across more than a half a dozen sites. To minimize the stigma of diapers from a public welfare agency, Help a Mother Out created a unique brand of diapers that looks like any brand that one could find in a Target department store. No organization in the Bay Area nor in the nation has a history of providing this kind of service. While there are other sources of free diapers in California, there is no other program dedicated solely to diaper distribution. None are located in San Francisco or handle the volume that HAMO provides.

Reporting Requirements: HAMO provides a monthly utilization report, an annual narrative report, and ad hoc reports as requested by HSA.

Compliance: The grantee will meet the normal city requirements for contracting.

Future procurement: Following expiration of this grant, services will be reprocured via Request for Proposals.



SAN FRANCISCO
HUMAN SERVICES AGENCY

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San Francisco, CA
94120-7988
www.SFHSA.org

☒ Approved

☐ Disapproved

DocuSigned by:

Daniel Kaplan

1/26/2023

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Dan Kaplan, Deputy Director of Administration and Finance

Grant Solicitation Waiver Instructions

WHEN TO USE: For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

INSTRUCTIONS: Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser (oca@sfgov.org), who shall convene the Grant Consensus Committee¹ to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

¹ Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department: <u>HSA</u>	Phone: <u>(415) 557-5727</u>
Dept. Contact: <u>Elizabeth Leone</u>	Email: <u>elizabeth.leone@sfgov.org</u>

Request: <input type="checkbox"/> New <input checked="" type="checkbox"/> Modification	Grantee: <u>Help A Mother Out</u>	Supplier ID: <u>0000039487</u>
Short Description of Grant: <u>SF Diaper Bank</u>		

Grant Amount: <u>\$4,216,260</u> <i>(Attach itemized budget if available)</i>	Grant Duration: <u>5 fiscal years exactly</u>
Anticipated Dates: <u>From 7/1/21 To 6/30/26</u> Providing diapers to families with children under 3	
Describe the Public Purpose to be fulfilled by this Grant: <u>eligible for CalWORKS, CalFresh, or Medi-Cal.</u>	

Justification for Waiver of Competitive Solicitation Requirements

Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

☐ **Competitive solicitation infeasible or impracticable**

- Is this grant required to respond to a public emergency or other exigent circumstances? ☐ Yes ☐ No
- If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.
- If **NO**, grant is not required to respond to public emergency or other exigent circumstance:
 - Why is a competitive process infeasible or impracticable?
 - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
 - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

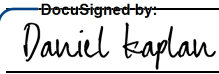
☒ **Public Purpose may reasonably be accomplished by one particular Grantee**

- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? The San Francisco Diaper Bank (SFDB) was established in 2015, through a unique partnership between the Department and an organization founded in 2009 called Help a Mother Out (HAMO). This was and still is the nation's first and only diaper assistance program. As HAMO was an entirely new concept at that time, they were provided fiscal sponsorship via Community Initiatives. HAMO received full non-profit status in 2019 and we have granted funds directly to HAMO since then. They serve over 4,000 children under 3 years old annually.
- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs. Help a Mother Out is providing a one-of-a-kind service as the only vendor in the United States managing a diaper bank that is deeply integrated with a public benefits program. Help a Mother Out developed a unique, cloud-based database that integrates eligibility information from SF-HSA based on TANF or CalFresh participation, and tracks in real-time diaper inventory and distribution across more than a half a dozen sites. No organization in the Bay Area nor in the nation has a history of providing this kind of service. While there are other sources of free diapers in California, there is no other program dedicated solely to diaper distribution. None are located in San Francisco or handle the volume that HAMO provides.
- Is this a recurring Grant to the same recipient? ☒ Yes ☐ No
- If **YES**: How long has this entity fulfilled this Public Purpose for the department? 2015

- Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b). ☐ Yes ☒ No
- Solicitation document(s), result(s), and other supporting documentation attached? ☐ Yes ☒ No

Grant Solicitation Waiver request is recommended by:

Grants Officer (Dept Head) or Designee Name: Daniel Kaplan

Grants Officer (Dept Head) or Designee Signature:  Date: 1/26/2023

For departments without board or commission, this Waiver request is approved by:

OCA Director (on behalf of Grant Consensus Committee): _____ Date: _____