



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**MEMORANDUM**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

**TO:** HUMAN SERVICES COMMISSION  
**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR  
**FROM:** SUSIE SMITH, DEPUTY DIRECTOR FOR POLICY & PLANNING  
 ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS DS  
EE  
**DATE:** APRIL 21, 2023  
**SUBJECT:** GRANT MODIFICATION: **CHINATOWN YMCA** FOR PROVISION  
 OF FOOD SOVEREIGNTY INFRASTRUCTURE – COMMUNITY  
 KITCHEN ACCESS

<b>GRANT TERM:</b>	<u>Current</u> 5/01/22- 6/30/23	<u>Modification</u> 5/01/23- 6/30/23	<u>Revised</u> 5/01/22- 6/30/23	<u>Contingency</u>	<u>Total</u>
<b>GRANT AMOUNTS:</b>	\$207,162	\$154,500	\$361,662	\$36,166	\$397,828
<b>ANNUAL AMOUNT:</b>	<u>FY21/22</u> \$14,226	<u>FY22/23</u> \$347,436			
<b>FUNDING SOURCE:</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
<b>FUNDING:</b>	\$361,662			\$36,166	\$397,828
<b>PERCENTAGE:</b>	100%				100%

The San Francisco Human Services Agency (SFHSA) requests authorization to modify the existing grant agreement with the Chinatown YMCA. This grant supplements the City’s food security network by increasing community access to meals through expanded commercial grade kitchens via the Food Sovereignty Infrastructure – Community Kitchen Access program. The modification is for the period of May 1, 2023 to June 30, 2023 in the additional amount of \$154,500 plus a 10% contingency for a revised total amount not to exceed \$397,828.



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**Background**

Prior to the COVID-19 Pandemic, many community organizations provided food to their communities by cooking in commercial kitchens located within their own neighborhoods. Due to safety protocols put in place to slow the spread of COVID-19, many of these kitchens that once were the heart of their communities closed down. Without community organizations using the kitchens to prepare food, commercial kitchens could not afford upkeep and many community members lost access to the meals once prepared by neighborhood community based organizations.

Request for Proposals (RFP) #977 was released to reactivate these vital community kitchen spaces. Chinatown YMCA was one of 4 grantees awarded as a result of the process.

As an established food access provider in the Chinatown neighborhood, the Chinatown YMCA has supported the annual Chinatown Food Giveaway for many years by providing staffing and logistical support. The Chinatown Food Giveaway has been held in the Chinatown community for over 20 years prior to the disruption caused by the pandemic. This modification allows for the Chinatown YMCA to act as the fiscal intermediary to support the event.

**Services to be Provided**

This grant serves hundreds of low-income Chinatown residents a week with meal services that are culturally specific and created by community members.

This modification allows for the annual Chinatown Food Giveaway to take place. The event will serve 5,000 San Francisco residents with culturally specific pantry essentials.

**Location**

Services will be provided in the Chinatown neighborhood of San Francisco.

**Selection**

The grantee was selected through RFP #977 issued in January 2022.

**Funding**

Funding for this grant is provided by City and County General Funds.

**ATTACHMENTS**

Appendix A-2: Services to be Provided

Appendix B-2: Program Budget

## Appendix A-2 – Services to be Provided

### Chinatown YMCA

#### Food Sovereignty Infrastructure - Community Kitchen Access 5/1/2022 - 6/30/2023

#### I. Purpose

The purpose of this grant is to improve Food Sovereignty Infrastructure through increasing community access to meals through expanded commercial grade kitchens.

#### II. Definitions

BIPOC	Black, Indigenous and People of Color
CAAP	County Adult Assistance Programs; CAAP offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
CalFresh	The CalFresh Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.
CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
CARBON	Contracts Administration, Reporting, and Billing On-line System
CFAT	Citywide Food Access Team; Unit that originated in the City's COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within SFHSA.
City	City and County of San Francisco, a municipal corporation
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
Grantee	Chinatown YMCA
Low-income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. 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.
Medi-Cal	California program that provides free or low-cost health care.
SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> 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> ).
SRO	Single-room Occupancy
SSI	Supplemental Security Income

### **III. Target Population**

This program is designed to serve all populations and ethnicities, focusing on food insecure San Franciscans including but not limited to the following:

- Low-income as generally defined by earning less than 300% of the Federal Poverty Level which include but are not exclusive to residents living in the following 10 zip codes:  
94130, 94104, 94103, 94108, 94102, 94124, 94111, 94132, 94158, 94109
- Recipient(s) of SSI, CAAP, CalWORKs, CalFresh, and/or Medi-Cal
- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented and/or unhoused.

### **IV. Description of Services and Program Requirements**

Grantee will expand the use of their kitchen space at the Chinatown YMCA by using the funds in this grant to activate the community kitchen and launch a meal program targeting low-income SRO residents and seniors in the community. Grantee will hire a small group of adult participants from their SRO Family Support Program to cook for the other families within the program twice a week. A smaller trained group of seniors from the Grantee's Active Older Adults (AOA) Program will also prepare meals once a week for an additional 30 seniors who can pick up the meals at the Chinatown YMCA. All staff and volunteers will be trained on food safety. Community members cannot be charged for the meals provided.

Grantee will also use funding from this grant to support their Teen Culinary Academy, which teaches high school aged youth hands-on culinary skills. Eligible youth are able to participate in the Teen Culinary Academy and consume the food created through the program at no cost to them.

Grantee will ensure that the procurement of food and the packing and distribution of food meet the state and local food safety and sanitation requirements, and the standards described in the most recent California Retail Food Code. Grantee will have quality control policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

Grantee will 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.

Grantee will also work with CFAT to support the 2023 Chinatown Food Giveaway.

### **V. Location and Time of Services**

The kitchen space is located at the Chinatown YMCA. Hours of operation will be 11am to 7pm unless otherwise agreed upon by Grantee and the CFAT.

The 2023 Chinatown Food Giveaway location and time of services shall be agreed upon between Grantee and CFAT.

**VI. Service Objectives**

During the grant term, Grantee will meet the following service objectives:

- A. Update and perform maintenance to Chinatown YMCA Kitchen to have kitchen space ready for meal program by September 1, 2022.
- B. The SRO Family Support Program will serve at minimum 480 meals monthly to SRO residents after start of the meal program.
- C. The AOA Program will serve at minimum 120 meals monthly to seniors after start of the meal program.
- D. Hire at least 4 community members to help lead meal preparation.
- E. The Teen Culinary Academy will serve at minimum 60 meals monthly to program participants.
- F. Work with CFAT to successfully support the 2023 Chinatown Food Giveaway.

**VII. Outcome Objectives**

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using data collection methods and, if applicable, surveys approved by CFAT:

- A. At least 80% of kitchen users expressed ease of access to the Community Kitchen.
- B. At least 95% of meals produced at the Community Kitchen went to supporting program participants directly.
- C. At least 80% of program participants receiving food support from the kitchen expressed that the meals were high quality and culturally appropriate.
- D. At least 85% of the Community Kitchen staff and volunteers felt a sense of community and belonging while working at the Kitchen.
- E. At least 80% of program participants felt that program feedback was welcome and received by the YMCA, its staff, and volunteers.
- F. At least 80% of program participants looked forward to receiving the meals from the Chinatown YMCA Community Kitchen program.

**VIII. Data Collection and Reporting Requirements**

Grantee must work with assigned Program Lead to develop a plan for implementing the below data collection and reporting requirements.

- A. Grantee must designate staff to input fiscal, program, and data reporting into CARBON at the beginning of the grant term. These staff will receive training on CARBON from City staff after start of the grant term.

**B. Quarterly Reports**

Grantee will share with HSA a quarterly narrative that includes the following information:

- Status updates on service objectives including number of meals produced
- Program successes
- Program challenges
- Demographic data for meal preparers and meal recipients:
  - Date of Birth
  - Zip code

- Race/ethnicity
- Primary language
- Sexual orientation
- Gender identity
- Benefits (check all that apply):
  - CalFresh
  - WIC
  - CalWorks
  - CAAP
  - Other
  - None

Quarterly Reports will be submitted through CARBON.

**C. Annual Report**

Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- D.** Grantee may be required to 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 with the exception of Fiscal Year 2021-2022. This report must be submitted to the CARBON system.
- E.** Grantee shall develop and deliver ad hoc reports as requested by HSA/CFAT.
- F.** If and when the City develops a shared registration database, Grantee shall utilize this system for their program data. Should the City decide to require the Grantee to enter client level data into the database, the City will provide support and training over a 60-day period for this transition. This database will become the system of record for HSA and reports to the Board of Supervisors, as well as the basis of contract monitoring and verification for grantee invoicing. It will also provide reporting functions for the grantee.
- G.** Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- H.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I.** Grantee will develop a grievance policy with approval from HSA/CFAT.

For assistance with reporting requirements or submission of reports, contact:

[Jennifer.Grant@sfgov.org](mailto:Jennifer.Grant@sfgov.org)

Contract Manager, Office of Contract Management, SFHSA

or

[Cathy.Huang@sfgov.org](mailto:Cathy.Huang@sfgov.org)

Program Lead, Citywide Food Access Team, SFHSA

**IX. Monitoring Activities**

**A. Program Monitoring**

Program monitoring will include review of:

- Compliance with any City or State-mandated food regulations (i.e., adherence to the City’s Sugary Beverage Prohibition, adherence to the California Retail Food Code);
- Food procurement policies and planning;
- Participant files if applicable;
- Staff development and training activities (i.e. monthly trainings attended by staff);
- Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
- Customer satisfaction materials (i.e. client satisfaction surveys);
- Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
- Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
- Client tracking system (i.e. system for tracking client data and group activities).

Program monitoring will also include assessment of services and progress towards both the Service and Outcome Objectives, back-up documentation for reporting progress towards meeting both service and outcome objectives, and discussion of any expected changes in ability to meet those objectives.

**B. Fiscal Compliance and Contract Monitoring**

Fiscal compliance and contract monitoring will include review of 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.

**X. Data Privacy Stipulations**

**A. Criminal Justice, Immigration Status and Federal Tax Information**

The Human Services Agency does not share Criminal Justice Information; Immigration Status information as governed by The San Francisco City and County of Refuge Ordinance (San Francisco Administrative Code, Chapters 12H and 12I) also known as the Sanctuary Ordinance; and Federal Tax Information under this grant.

## **B. Data Security and Storage**

The Human Services Agency has protocols in place to protect confidential Information, as defined by:

- any information that is personally identifiable information, or any information about an individual, including information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information; or
- information Data Provider(s) disclose, in writing, orally, or visually, to Data User(s), or to which Data User(s) obtain access to in connection with the negotiation and performance of the grant, and which relates to any individuals or entities that have made confidential or proprietary information available to Grantee marked or otherwise identified as proprietary and/or confidential, or that, given the nature of the information, ought reasonably to be treated as proprietary and/or confidential.

Grantee and HSA shall maintain all data furnished pursuant to this grant in a space secure from unauthorized access. Data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means. Both Grantee and HSA will be diligent in ensuring that the systems and technologies they use comply with government regulations and statutes, as they may be amended from time to time.

## **C. Use of Data**

The Human Services Agency will use Grantee data to analyze program impact and ensure the funds are reaching the intended target population. In addition, the data may be used to understand client use of food resources across different programs.



## HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

<b>Agency Name: Chinatown YMCA</b>		Grant Term: <b>5/1/22-6/30/23</b>		
(Check One)    New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
If modification, Effective Date: <b>5/1/2023</b>		Modification No.:	<b>2</b>	
<b>Program: Food Sovereignty Infrastructure - Community Access Kitchen</b>				
	<b>5/1/22-6/30/22</b>	<b>7/1/22-4/30/23</b>	<b>5/1/23-6/30/23</b>	<b>5/1/22-6/30/23</b>
	<b>Original</b>	<b>Original</b>	<b>Modification No. 2</b>	<b>Total</b>
<b>Expenditures</b>				
Salaries & Benefits	\$ 5,054	\$ 92,167	\$ -	\$ 97,221
Operating Expense	\$ 7,316	\$ 57,386	\$ 150,000	\$ 214,702
<b>Subtotal</b>	<b>\$ 12,370</b>	<b>\$ 149,553</b>	<b>\$ 150,000</b>	<b>\$ 311,923</b>
Indirect Percentage (%)	15%	15%	3%	15%
Indirect Cost (Line 16 X Line 15)	\$ 1,856	\$ 22,433	\$ 4,500	\$ 28,789
Capital Expenditure		\$ 20,950		\$ 20,950
<b>Total Expenditures</b>	<b>\$ 14,226</b>	<b>\$ 192,936</b>	<b>\$ 154,500</b>	<b>\$ 361,662</b>
<b>HSA Revenues</b>				
General Fund	\$ 14,226	\$ 185,774		\$ 200,000
CODB		\$ 7,162		\$ 7,162
Chinatown Food Giveaway			\$ 154,500	\$ 154,500
<b>Total HSA Revenues</b>	<b>\$ 14,226</b>	<b>\$ 192,936</b>	<b>\$ 154,500</b>	<b>\$ 361,662</b>
<b>Other Program Revenues</b>				
<b>Total Other Program Revenues</b>				
Prepared by: Monica Lai		Telephone No.: 415-576-9622		Date: 3/27/23
<b>HSA Budget Summary</b>				<b>1/4/2021</b>



Agency Name: Chinatown YMCA  
 Program: Food Sovereignty Infrastructure - Community Access Kitchen

### Operating Expense Detail

Expenditure Category	TERM	Original	Original	Modification	TOTAL
		5/1/22-6/30/22	7/1/22-4/30/23	No. 2 5/1/23-6/30/23	5/1/22-6/30/23
Rental of Property					
Utilities(Elec. Water, Gas, Phone, Garbage)		\$ 380	\$ 2,120		\$ 2,500
Office Supplies, Postage			\$ 650		\$ 650
Building Maintenance Supplies and Repair		\$ 1,000	\$ 2,000		\$ 3,000
Printing and Reproduction			\$ 613		\$ 613
Insurance		\$ 100	\$ 500		\$ 600
Staff Training		\$ 200	\$ 100		\$ 300
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
Reservation System Software		\$ 1,000			\$ 1,000
OTHER					
Food		\$ 3,636	\$ 36,364		\$ 40,000
Program Supplies		\$ 1,000	\$ 11,594		\$ 12,594
Transportation			\$ 480		\$ 480
Food Warmer			\$ 1,350		\$ 1,350
Ice machine (incl. tax)			\$ 1,615		\$ 1,615
Chinatown Food Giveaway				\$ 150,000	\$ 150,000
TOTAL OPERATING EXPENSE		\$ 7,316	\$ 57,386	\$ 150,000	\$ 214,702

HSA Operating Detail

1/4/2021

**Agency Name: Chinatown YMCA**  
**Program: Food Sovereignty Infrastructure - Community Access Kitchen**

**Program Expenditure Detail**

		Original		Modification	TOTAL
		5/1/22-6/30/22	7/1/22-4/30/23	No. 2 5/1/23-6/30/23	5/1/22-6/30/23
<b>EQUIPMENT</b>					
No.	ITEM/DESCRIPTION				
1	commercial freezer - double door, tax		\$ 11,000		\$ 11,000
1	commercial refrigerator - single door, tax		\$ 6,500		\$ 6,500
1	ice machine - tax				
2	Office Supplies - 2 laptops (at \$2,500 each)		\$ 3,450		\$ 3,450
<b>TOTAL EQUIPMENT COST</b>			\$ 20,950		\$ 20,950
<b>REMODELING</b>					
Description:					
<b>TOTAL REMODELING COST</b>					
<b>TOTAL CAPITAL EXPENDITURE</b> (Equipment and Remodeling Cost)			\$ 20,950		\$ 20,950

**HSA Capital Detail**

1/4/2021