



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

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

TO:	HUMAN SERVICES COMMISSION												
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR												
FROM:	ANNA PIÑEDA, DEPUTY DIRECTOR FOR ECONOMIC SUPPORT AND SELF-SUFFICIENCY ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS												
DATE:	JULY 21, 2023 DS EE												
SUBJECT:	NEW GRANT: SAN FRANCISCO-MARIN FOOD BANK (NON-PROFIT) for MOBILE BENEFITS OFFICE												
GRANT TERM:	7/01/2023 – 6/30/2025												
GRANT AMOUNT:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>New</u></td> <td style="text-align: center;"><u>Contingency</u></td> <td style="text-align: center;"><u>Total</u></td> </tr> <tr> <td style="text-align: center;">\$290,023</td> <td style="text-align: center;">\$29,002</td> <td style="text-align: center;">\$319,025</td> </tr> </table>	<u>New</u>	<u>Contingency</u>	<u>Total</u>	\$290,023	\$29,002	\$319,025						
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ANNUAL AMOUNT:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>FY 23/24</u></td> <td style="text-align: center;"><u>FY 24/25</u></td> </tr> <tr> <td style="text-align: center;">\$145,012</td> <td style="text-align: center;">\$145,011</td> </tr> </table>	<u>FY 23/24</u>	<u>FY 24/25</u>	\$145,012	\$145,011								
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FUNDING SOURCES:	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>County</u></td> <td style="text-align: center;"><u>State</u></td> <td style="text-align: center;"><u>Fed</u></td> <td style="text-align: center;"><u>Private</u></td> <td style="text-align: center;"><u>Contingency</u></td> <td style="text-align: center;"><u>Total</u></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">\$290,023</td> <td style="text-align: center;">\$29,002</td> <td style="text-align: center;">\$319,025</td> </tr> </table>	<u>County</u>	<u>State</u>	<u>Fed</u>	<u>Private</u>	<u>Contingency</u>	<u>Total</u>				\$290,023	\$29,002	\$319,025
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			\$290,023	\$29,002	\$319,025								
PERCENTAGE:	100%												

The Human Services Agency (HSA) requests authorization to approve a sole source waiver and to enter into sole source grant agreement with San Francisco-Marin Food Bank (SFMFB), for the period of July 1, 2023 to June 30, 2025 in the amount of \$290,023 plus a 10% contingency for a total amount not to exceed \$319,025. The purpose of this grant is to reduce food insecurity in San Francisco by providing CalFresh outreach, enrollment, benefit maintenance, and other supports to residents via a full-service mobile office.

Background

The American Public Human Services Association (APHSA) and Share Our Strength (SOS) solicited requests for proposals and prioritized those that aim to decrease food insecurity using innovative means and collaboration with community partners. SFHSA and the SF/Marin Food Bank (SFMFB) jointly submitted a proposal and was fully funded and awarded June 2023.

This program will provide CalFresh outreach, public benefit application assistance and related services to low-income San Franciscans via a full-service mobile office that will roam around communities where food insecurity runs high. The mobile office will have an Electronic Benefit Transfer (EBT) printer on-board to allow SFHSA staff to print and distribute cards to CalFresh recipients. The program design will incorporate input from those with lived experience to improve outcomes and impacts. SFHSA will be responsible to procure the vehicle and related technology needs.

Services to be Provided

The grantee will provide all professional services required to plan, launch, and maintain a successful mobile office effort. Services include, but are not limited to, conducting CalFresh outreach, providing application assistance, identifying and helping promote outreach events, seeking community input, coordinating enrollment event logistics, and tracking/reporting data.

Please see attached Appendix A for all details.

Location

The mobile office will roam and hold events at various sites throughout San Francisco like the SFMFB's pantry locations and other areas upon request. An online scheduling system will be developed to help organize and prioritize upcoming events. The mobile office will be housed at a secure SFHSA location when not in use.

Selection

This is a sole source grant. The SFHSA and SFMFB collaboratively applied for a competitive grant with the American Public Human Services Association (APHSA) and Share Our Strength (SOS) for this specific project. The APHSA and SOS awarded funds for this project specifically to the SFHSA and SFMFB.

Funding

Funding for this grant is provided by American Public Human Services Association/No Kid Hungry by Share Our Strength.

ATTACHMENTS

Appendix A - Services to be Provided

Appendix B - Program Budget

Attachment C- Sole Source memo and form

Appendix A – Services to be Provided
San Francisco Marin Food Bank
Mobile Benefits Office Pilot
July 1, 2023 – July 30, 2025

I. Purpose of Grant

The purpose of this grant is to increase outreach, public benefits application assistance, and the CalFresh participation rate via mobile services that will roam around San Francisco in areas where food insecurity run high. The primary goal of the grant is to reduce hunger and food insecurity in San Francisco by raising awareness about food programs and generating CalFresh applications and renewals to be presented to SFHSA staff for eligibility determination.

II. Definitions

A&G	Alignment & Guidance Program within SFHSA
APHSA	American Public Human Services Association
CARBON	Contracts Administration, Reporting, and Billing Online database
EBT	Electronic Benefit Transfer is similar to a debit card that allows CalFresh recipients to pay for food using CalFresh benefits
ESSS	Economic Support and Self-Sufficiency
Grantee	San Francisco-Marín Food Bank (SFMFB)
SFHSA	San Francisco Human Services Agency
SFMFB	San Francisco Marin Food Bank
SOGI	Sexual Orientation and Gender Identity; a City ordinance requiring grantees to collect data concerning SOGI information on clients they serve
SOS	Share Our Strength

III. Target Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of people who are likely eligible for CalFresh, but not receiving it. Special attention shall be given to the following populations:

- Immigrants
- Low-income communities of color

IV. Description of Services

This grant is the result of a competitive grant awarded to the partnership of the SFHSA and the San Francisco-Marín Food Bank (SFMFB) from the American Public Human Services Association (APHSA) and Share our Strength (SOS) to conduct work aimed at reducing hunger. A portion of the grant funds will be passed through to SFMFB to carry out the requirements detailed below in the Description of Services.

The core APHSA/SOS grant activities include purchasing, customizing, and maintaining a van to serve as a Mobile Benefits Office, as well as staffing mobile services and the associated logistics, project management, data tracking/analysis, marketing, and outreach functions required to make the project a success. SFHSA is responsible for purchasing,

equipping, and staffing the mobile van; the grantee will be responsible for coordination and outreach staffing, outreach, seeking community input, policies and procedures, and tracking and analyzing key metrics.

In collaboration with and under the guidance of SFHSA staff, the Grantee shall provide the professional services required to plan, launch, and maintain a successful Mobile Benefits Office. Grantee will co-lead equity-centered planning and community engagement process to inform the mobile office program design; co-create an outreach and marketing plan; coordinate enrollment and community events at Grantee and other community-based organization sites; provide resource referrals to attendees; and recruit likely eligible San Franciscans to attend these events and submit CalFresh applications and renewals to SFHSA. For instance, when scheduling enrollment events, Grantee shall determine and communicate appropriate processes with key stakeholders, promote the event in an effective manner, and track any pertinent data.

The project will be divided into the following three phases, with corresponding deliverables timeframes:

Project Phase	Timeframe
1. Planning and Coordination <ul style="list-style-type: none"> a. Meet with key SFHSA ESSS/A&G staff to discuss scope, deliverables, staffing, and other needs b. Co-develop a project timeline and breakdown the schedule (i.e. Gantt chart) c. Establish outreach event calendar d. Co-create marketing plan e. Lead community engagement plan (include input from those with lived experience) f. Provide input to technology plan (i.e. booking system) 	Months 1 – 5
2. Pilot & Launch <ul style="list-style-type: none"> a. In collaboration with SFHSA ESSS/A&G staff, launch project. The van will not be available for some time due to procurement and build delays. However, elements of this project can be conducted in advance of the van being available, such as scheduling/hosting enrollment events at various locations throughout San Francisco. 	Month 6
3. Monitoring <ul style="list-style-type: none"> a. Track and report data to SFHSA b. Discuss strengths and challenges with SFHSA; implement changes as necessary 	Months 6 – 24

*Notes: Timeframes are subject to change. Some timeframes may overlap. Technology plan and vehicle procurement handled by SFHSA; the build time depends on existing supply chain issues and related constraints. Grantee agrees to respond to SFHSA requests within 24 hours, as partnership is key for success of services.

V. Location and Time of Services

- A. Various sites throughout San Francisco where mobile services are requested
- B. SFMFB pantry and other direct service sites
- C. Meetings between SFHSA, the Grantee, and/or other stakeholders can occur virtually via Microsoft Teams or Zoom or in-person at the SFHSA office located at 1440 Harrison Street, San Francisco, CA 94103. Annual monitoring meetings may be conducted virtually or in-person at the Grantee’s main headquarters at 900 Pennsylvania Ave., San Francisco, CA 94107

VI. Performance Measures (Output & Outcome Objectives)

The following table outlines the scope of work for this engagement and deliverables to be provided:

Outputs
<ol style="list-style-type: none"> 1. 16 outreach sites or events per month, including 1 weekend day 2. # and breakdown of service interactions (whether it be an inquiry, application, ongoing case question) – 1,500 service interactions per month 3. At least 10 attendees at enrollment events 4. At least 50 attendees at outreach events 5. 16 CBOs per month worked with 6. Promote CalFresh benefits to 4,000 households in FY23-24 (July – June) and 8,000 households in FY24-25 (July- June) 7. Identify 300 households per month that are likely eligible for CalFresh enrollment or re-enrollment 8. Organize 5 enrollment events per month
Outcomes
<ol style="list-style-type: none"> 1. 1,000 benefit applications submitted in FY23-24 (July – June); 4,000 benefit application submitted in FY24-25 (July – June) 2. 1,000 renewals submitted in FY23-24 (July – June); 2,000 renewals submitted in FY24-25 (July-June) 3. 80% of individuals who applied through the van are approved and receive public benefits 4. 950 resource referrals per year 5. 80% satisfaction with van services received, measured via survey to van participants
<p>Sexual orientation and gender identity (SOGI) data shall be collected and tracked. See Reporting Requirements for additional information.</p>

VII. Reporting Requirements

- A. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Section VI Performance Measures. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.

- B.** Grantee will provide a final report summarizing the grant activities. 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.
- C.** Grantee will enter semi-annual SOGI aggregate data into CARBON by the 10th of the month following the end of the second and fourth quarters.
- D.** Grantee will provide ad hoc reports as required by SFHSA.
- E.** For assistance with reporting requirements or submission of reports, contact:

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management

or

Ana.Marie.Lara@sfgov.org

Community Engagement Manager, Alignment & Guidance

VIII. Monitoring Activities

Program Monitoring: Program monitoring will include:

A. Program Monitoring:

1. Regular monthly meetings with SFHSA to discuss progress towards meeting service and outcome objectives.
2. Regular bi-monthly meetings with SFHSA, APHSA, SOS, and other awarded entities to discuss strengths, challenges, best practices, and lessons learned.
3. Annual monitoring meeting with SFHSA to discuss and document 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 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Agency Name: San Francisco-Marin Food Bank			Grant Term: 7/1/23-6/30/25
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date:		Modification No.:	
Program Name: Mobile CalFresh Outreach			
	FY 23-24	FY 24-25	Total
	7/1/23-6/30/24	7/1/24-6/30/25	7/1/23-6/30/25
Expenditures			
Salaries & Benefits	\$ 140,011	\$ 140,011	\$ 280,023
Operating Expenses	\$ 5,001	\$ 5,000	\$ 10,001
Subtotal	\$ 145,012	\$ 145,011	\$ 290,023
Indirect Percentage (%)			
Indirect Costs (Line 16 X Line 15)			
Capital Expenses			
Total Expenses	\$ 145,012	\$ 145,011	\$ 290,023
HSA Revenues			
General Fund	\$ 145,012	\$ 145,011	\$ 290,023
Total HSA Revenues	\$ 145,012	\$ 145,011	\$ 290,023
Other Program Revenues			
			\$ -
			\$ -
			\$ -
			\$ -
Total Other Program Revenues	\$ -	\$ -	\$ -
Prepared by: Michael Braude		Telephone No.: 628-272-8542	Date: 6/28/23
HSA Budget Form (6/9/2022)			

Agency Name: San Francisco-Marin Food Bank
Program Name: Mobile CalFresh Outreach

Operating Expenses Detail

<u>Expenditure Category</u>	TERM	FY 23-24	FY 24-25	Total
		<u>7/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>	
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel-(Local & Out of Town)				
Rental of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
OTHER				
Marketing & Collateral Materials		\$ 5,001	\$ 5,000	\$ 10,001
TOTAL OPERATING EXPENSE		\$ 5,001	\$ 5,000	\$ 10,001



SAN FRANCISCO HUMAN SERVICES AGENCY

Department of Benefits and Family Support

Department of Disability and Aging Services

Date: July 17, 2023s
To: Dan Kaplan, Deputy Director, HSA
From: Esperanza Zapien, Director of Contracts, HSA
RE: Sole Source Waiver request – SF Marin Food Bank (SFMFB) to provide coordination, outreach, community input process, policy and procedures, data analysis for mobile CalFresh benefits van

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

The American Public Human Services Association (APHSA) and Share Our Strength (SOS) solicited requests for proposals and prioritized those that aim to decrease food insecurity using innovative means and collaboration with community partners. SFHSA and the SF/Marin Food Bank (SFMFB) jointly submitted a proposal and was fully funded and awarded June 2023.

The design is to use the funding for SFHSA to procure a mobile benefits office that will roam around San Francisco to provide outreach, enrollment, and other services. SFHSA aims to deploy the mobile office at SFMFB food pantries and other areas where food insecurity runs high. SFMFB will co-lead equity-centered planning and community engagement process to inform the mobile office program design; co-create an outreach and marketing plan; coordinate enrollment and community events at Grantee and other community-based organization sites; provide resource referrals to attendees; and recruit likely eligible San Franciscans to attend these events and submit CalFresh applications and renewals to SFHSA.

HSA is proposing the following:



London Breed
Mayor

Trent Rhorer
Executive Director

<p><u>Request:</u> HSA and SFMFB will transform CalFresh outreach in San Francisco by launching a mobile office that brings CalFresh and other benefits to people who need them, embedding the service within a new network of food pantries for the proposed time period 7/1/23 to 6/30/25 in an amount not to exceed \$290,023 plus a 10% contingency not to exceed \$319,025.</p>
<p><u>Brief description of services:</u> The overall pilot program will provide outreach, enrollment, benefits maintenance, and supports like emergency food boxes and home-delivered groceries to low-income immigrant and Black, Indigenous, and People of Color communities.</p> <p>The Food Bank specifically will be responsible for coordination and outreach staffing, outreach, seeking community input, policies and procedures, and tracking and analyzing key metrics for the pilot program.</p>
<p><u>Duration:</u> A grant term of two years from 7/1/23 to 6/30/25</p>
<p><u>Justification for Sole Source:</u> HSA and SFMFB collaboratively applied for a grant with the American Public Human Services Association (APHSA) for this specific project. APHSA awarded funds for this project specifically to SFHSA and SFMFB.</p>



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Reporting Requirements: HSA will develop a report and recommendations at the end of the grant period.

Compliance: The grantee will meet the standard city requirements.

Future procurement: Analysis of pilot program will determine whether or not services continue.

^{ds}
Dk

Approved Disapproved

DocuSigned by:

Dan Kaplan

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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: Human Services	Phone: 415-355-6801
Dept. Contact: Jennifer Grant	Email: Jennifer.Grant@sfgov.org

Request: <input checked="" type="checkbox"/> New <input type="checkbox"/> Modification	Grantee: SF Marin Food Bank	Supplier ID: 0000011589
Short Description of Grant: Mobile Benefits Outreach Office to deploy at Pop Up Pantries		

Grant Amount: \$319,025	Grant Duration: 2 years
<i>(Attach itemized budget if available)</i>	Anticipated Dates: From 7/1/23 To 6/30/25
Describe the Public Purpose to be fulfilled by this Grant: Citywide CalFresh Access	

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?

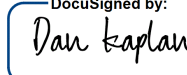
- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.
- Is this a recurring Grant to the same recipient? Yes No
- If **YES**: How long has this entity fulfilled this Public Purpose for the department?
 - 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:

Dan Kaplan

Grants Officer (Dept Head) or Designee Signature:

DocuSigned by:

 FD8A450D2D23472

Date 7/20/2023