



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

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

## MEMORANDUM

<b>TO:</b>	HUMAN SERVICES COMMISSION				
<b>THROUGH:</b>	TRENT RHORER, EXECUTIVE DIRECTOR				
<b>FROM:</b>	SUSIE SMITH, DEPUTY DIRECTOR FOR POLICY AND PLANNING ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS				
<b>DATE:</b>	AUGUST 18, 2023				
<b>SUBJECT:</b>	NEW GRANTS: <b>MULTIPLE GRANTEES</b> (see table below) FOR PROVISION OF COMMUNITY CENTERED GROCERY ACCESS				
<b>GRANT TERM:</b>	SEPTEMBER 1, 2023 TO JUNE 30, 2025				
<b>GRANT AMOUNTS:</b>	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$9,207,000	\$920,700	\$10,127,700		
<b>ANNUAL AMOUNT:</b>	<u>FY 23/24</u>	<u>FY 23/24</u>			
	\$5,580,000	\$3,627,000			
<b>FUNDING SOURCE:</b>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$9,207,000			\$920,700	\$10,127,700
<b>PERCENTAGE:</b>	100%				100%

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The San Francisco Human Services Agency (SFHSA) requests authorization to enter into new grant agreements with multiple providers for the period of September 1, 2023 through June 30, 2025, in the combined amount of \$9,207,000 plus a 10% contingency for a total amount not to exceed \$10,127,700. The purpose of these grants is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

<b>Grantee</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>	<b>10% Contingency</b>	<b>Total Not to Exceed</b>	<b>Zip Code(s) Served</b>
Bay Area Community Resources	\$1,000,000	\$650,000	\$1,650,000	\$165,000	\$1,815,000	94112 94132
Bayanihan Equity Center	\$ 430,000	\$279,500	\$ 709,500	\$70,950	\$ 780,450	94103 94109 94112
Booker T. Washington Community Service Center	\$1,000,000	\$650,000	\$1,650,000	\$165,000	\$1,815,000	94115
Curry Senior Center	\$ 350,000	\$227,500	\$ 577,500	\$57,750	\$ 635,250	94102
Farming Hope	\$ 225,000	\$146,250	\$ 371,250	\$37,125	\$ 408,375	94102
From the Heart	\$ 600,000	\$390,000	\$ 990,000	\$99,000	\$1,089,000	94124
HOMEY	\$1,000,000	\$650,000	\$1,650,000	\$165,000	\$1,815,000	94110
Tenderloin Neighborhood Development Corporation	\$ 575,000	\$373,750	\$ 948,750	\$ 94,875	\$1,043,625	94102
The Richmond Neighborhood Center	\$ 400,000	\$260,000	\$660,000	\$66,000	\$726,000	94118 94121
<b>TOTAL</b>	<b>\$5,580,000</b>	<b>\$3,627,000</b>	<b>\$9,207,000</b>	<b>\$920,700</b>	<b>\$10,127,700</b>	

### **Background**

Prior to the COVID-19 pandemic, an estimated 1 in 4 San Franciscans were at risk of being food insecure. The COVID-19 pandemic brought on many additional hardships for our low-income community and as a result, the Citywide Food Access Team was formed in order to address the ongoing need for food assistance programs in the City. As the City's pandemic response waned, SFHSA's Citywide Food Access Team continued to focus on providing programming that was centered in dignity, cultural relevance and quality for San Franciscans in need of food support. As a result, a robust portfolio of food programming was created in partnership with trusted community-based organizations who have the cultural humility and awareness to serve the highest need neighborhoods.

This Request for Proposals sought to continue partnerships with trusted providers for the provision of community centered and culturally responsive grocery programs in the highest need neighborhoods.



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**Services to be Provided**

All grants presented focus on providing culturally tailored and high quality groceries in a manner that centers dignity and consumer choice. Distribution models vary from program to program but shall incorporate feedback and preferences of the consumers receiving the food. Grantees are expected to implement programs that are accessible to the public by means of being not only ADA compliant but also linguistically and culturally appropriate according to the diversity of their neighborhoods.

**Locations**

Services will be provided in the following zip codes:

- 94112
- 94132
- 94103
- 94109
- 94115
- 94102
- 94124
- 94110
- 94118
- 94121

For more detailed information about locations where services will be provided, please refer to individual Appendix As (attached).

**Selection**

Grantees were selected through Request for Proposals #1091, issued in June 2023.

**Funding**

Funding for these grants will be provided by City and County General Funds.



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**ATTACHMENTS**

**Bay Area Community Resources**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Bayanihan Equity Center**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Booker T. Washington Community Service Center**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Curry Senior Center**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Farming Hope**

Appendix A-Services to be Provided

Appendix B- Program Budget

**From the Heart**

Appendix A-Services to be Provided

Appendix B- Program Budget

**HOMEY**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Tenderloin Neighborhood Development Corporation**

Appendix A-Services to be Provided

Appendix B- Program Budget

**The Richmond Neighborhood Center**

Appendix A-Services to be Provided

Appendix B- Program Budget

**Appendix A – Services to be Provided**  
**Bay Area Community Resources**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA’s web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	Bay Area Community Resources (“BACR”)
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip codes 94112 & 94132
Service Unit	One distributed bag/box of groceries
SFHSA	San Francisco Human Services Agency
Supplemental Protein	Where donated Service Units require an addition of a protein to meet the threshold of including fresh fruit, vegetables, protein, grains, and other staples
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> ).

Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>
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### III. Priority Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94112 & 94132 zip codes.

### IV. Description of Services and Program Requirements

Grantee shall distribute culturally-relevant Service Units free of charge to the Priority Population through Grantee's grocery distribution program. Grantee shall ensure that food distribution program participants receive a weekly pre-packaged or self-selected Service Unit to include fresh fruit, vegetables, protein, grains, and other staples. Pre-packaged Service Units must reflect and incorporate client preferences.

Food access points must be within the Priority Service Areas. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee is expected to leverage additional resources such as food donations. In the case that donated Service Units do not include a protein, this grant may be used to purchase up to 350 units of Supplemental Proteins per distribution to provide complete Service Units.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

### V. Location and Time of Services

Main Distribution Location: Casa De Apoyo, 4834 Mission Street, San Francisco, CA 94112

Additional Distribution Location: Excelsior Works!, 5000 Mission Street, San Francisco, CA 94112

Additional Distribution Location: Community Well, 78 Ocean Avenue, San Francisco, CA 94112

Additional Distribution Location: Corpus Christi Church, 62 Santa Rosa Avenue, San Francisco, CA 94112

Additional Distribution Location: SF Christian Center, 5845 Mission Street, San Francisco, CA 94112

Additional Distribution Location: IT Bookman Community Center, 446 Randolph Street, San Francisco, CA 94132

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

## **VI. Service Objectives**

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

- A.** Distribute at minimum 30,100 Service Units in FY 23-24;
- B.** Provide Service Units to a minimum 700 unduplicated households per week in FY 23-24;
- C.** Provide Supplemental Protein to a maximum of 350 unduplicated households per week in FY 23-24;
- D.** Distribute at minimum 19,635 Service Units in FY 24-25;
- E.** Provide Service Units to a minimum of 385 unduplicated households per week in FY 24-25;
- F.** Provide Supplemental Protein to a maximum of 350 unduplicated households per week in FY 24-25; and,
- G.** Each distribution location shall partner with SFHSA to host at least one (1) outreach event per fiscal year.

In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

## **VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A.** At least 85% of participants surveyed were satisfied with the available food choices.
- B.** At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C.** At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D.** At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

### **VIII. Fiscal Guidelines**

- A.** No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B.** No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C.** Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

### **IX. Data Collection and Reporting Requirements**

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

- A.** At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

#### **B. Client Registration Database**

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
  
- Gender identity<sup>1</sup>

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).



- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

**F.** Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

**G.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

**H.** Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.

**I.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

**J.** Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

Tommy McClain

[Thomas.McClain@sfgov.org](mailto:Thomas.McClain@sfgov.org)

Program Analyst, Citywide Food Access Team, SFHSA

or

Jennifer Grant

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

Contract Manager, Office of Contract Management, SFHSA

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<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Bay Area Community Resources</b>		Grant Term:	
(Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification		<b>9/1/23-6/30/25</b>	
If modification, Effective Date: <input type="text"/>		Modification No.: <input type="text"/>	
<b>Program Name: Community Centered Grocery Access</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 339,583	\$ 225,500	\$ 565,083
Operating Expenses	\$ 529,982	\$ 339,717	\$ 869,699
<b>Subtotal</b>	<b>\$ 869,565</b>	<b>\$ 565,217</b>	<b>\$ 1,434,782</b>
Indirect Percentage (%)	15%	15%	
Indirect Costs (Line 16 X Line 15)	\$ 130,435	\$ 84,783	\$ 215,217
Capital Expenses			
<b>Total Expenses</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>HSA Revenues</b>			
General Fund	\$ 1,000,000	\$ 650,000	\$ 1,650,000
<b>Total HSA Revenues</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>Other Program Revenues</b>			
Department of the Environment	\$ 17,000	\$ 17,000	\$ 34,000
Office of Economic and Workforce Development	\$ 71,804	\$ 79,878	\$ 151,682
SF/Marin Foodbank (cash grant)	\$ 75,000		\$ 75,000
SF/Marin Foodbank (weekly donated)	\$ 500,000	\$ 500,000	\$ 1,000,000
Grocery Stores (weekly donated food)	\$ 66,000	\$ 66,000	\$ 132,000
<b>Total Other Program Revenues</b>	<b>\$ 729,804</b>	<b>\$ 662,878</b>	<b>\$ 1,392,682</b>
Prepared by: _____ Telephone No.: _____ Date: 8/8/23			
<b>HSA Budget Form (6/9/2022)</b>			

**Agency Name: Bay Area Community Resources**  
**Program Name: Community Centered Grocery Access**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Program Manager	\$ 80,000	1.00	50%	0.50	\$ 33,333	\$ 40,000	\$ 73,333
Registration and Data Coordinator	\$ 62,400	1.00	100%	1.00	\$ 52,000	\$ 62,400	\$ 114,400
Program Assistant	\$ 52,000	1.00	100%	1.00	\$ 43,333	\$ 52,000	\$ 95,333
Driver	\$ 52,000	1.00	50%	0.50	\$ 21,667	\$ 26,000	\$ 47,667
Food Distribution Specialist - Community Well	\$ 58,240	1.00	50%	0.50	\$ 24,267		\$ 24,267
Food Distribution Specialist - Corpus Christi	\$ 58,240	1.00	50%	0.50	\$ 24,267		\$ 24,267
Food Distribution Specialist - Excelsior Works!	\$ 58,240	1.00	50%	0.50	\$ 24,267		\$ 24,267
Food Distribution Specialist - Christian Center	\$ 58,240	1.00	50%	0.50	\$ 24,267		\$ 24,267
Food Distribution Specialist - IT Bookman	\$ 58,240	1.00	50%	0.50	\$ 24,267		\$ 24,267
TOTALS	\$ 537,600	9.00	550%	5.50	\$ 271,667	\$ 180,400	\$ 452,067
FRINGE BENEFIT RATE	25%						
EMPLOYEE FRINGE BENEFITS					\$ 67,917	\$ 45,100	\$ 113,017
TOTAL SALARIES & BENEFITS					\$ 339,583	\$ 225,500	\$ 565,083

**Agency Name: Bay Area Community Resources**  
**Program Name: Community Centered Grocery Access**

### Operating Expenses Detail

Expenditure Category	TERM	9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
		FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Rental of Property		\$ 6,000	\$ 7,200	\$ 13,200
Utilities(Elec, Water, Gas, Phone, Garbage)		\$ 1,200	\$ 1,440	\$ 2,640
Office Supplies, Postage		\$ 3,892	\$ 2,949	\$ 6,841
Building Maintenance Supplies and Repair		\$ 6,000		\$ 6,000
Printing and Reproduction		\$ 4,950	\$ 3,600	\$ 8,550
Insurance				
Staff Training				
Staff Travel-(Local & Out of Town)		\$ 440	\$ 528	\$ 968
Rental of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
Juangen Delivery LLC		\$ 20,000	\$ 24,000	\$ 44,000
OTHER				
Food Carts		\$ 30,000		\$ 30,000
Food		\$ 380,000	\$ 216,000	\$ 596,000
Supplemental Proteins		\$ 70,000	\$ 84,000	\$ 154,000
Laptops		\$ 7,500		\$ 7,500
<b>TOTAL OPERATING EXPENSE</b>		<b>\$ 529,982</b>	<b>\$ 339,717</b>	<b>\$ 869,699</b>

**Appendix A – Services to be Provided**  
**Bayanihan Equity Center**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

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Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip codes 94103, 94109, & 94112
Service Unit	One distributed bag/box of groceries
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**III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94103, 94109, and 94112 zip codes.

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

Grantee shall provide culturally-relevant Service Units free of charge to the Priority Population through Grantee’s Supplemental Grocery Program. Service Units must reflect and incorporate client preferences.

Food access points must be within the Priority Service Areas. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

**V. Location and Time of Services**

Main Distribution Location: Bayanihan Equity Center, 1010 Mission Street, Suite C, San Francisco, CA 94103

Additional Distribution Location: Lao Seri Association, 1031 Franklin Street, San Francisco, CA 94109

Additional Distribution Location: Filipino Community Center, 4681 Mission Street, San Francisco, CA 94112

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A.** Distribute 4,600 service units (460 service units per month) in FY 23-24;
- B.** Provide service units to at minimum 230 households per distribution in FY 23-24;



- C. Distribute 2,300 service units (230 service units per month) in FY 24-25;
- D. Provide service units to 230 households per distribution in FY 24-25;
- E. Each distribution location shall partner with SFHSA to host at least one (1) outreach event per fiscal year

**VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

**VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

**IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.
- B. Client Registration Database  
Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

**F.** Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

**G.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

**H.** Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.

---

<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

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- I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

Tommy McClain

[Thomas.McClain@sfgov.org](mailto:Thomas.McClain@sfgov.org)

Program Analyst, Citywide Food Access Team, SFHSA

or

Jennifer Grant

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

Contract Manager, Office of Contract Management, SFHSA

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Bayanihan Equity Center</b>			Grant Term:	
(Check One) <b>NewX</b> Renewal    Modification			<b>9/1/23-6/30/25</b>	
If modification, Effective Date:		Modification No.:		
<b>Program Name: Community Centered Grocery Access</b>				
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>	
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>	
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>	
<b>Expenditures</b>				
Salaries & Benefits	\$ 46,535	\$ 44,280	\$ 90,815	
Operating Expenses	\$ 383,465	\$ 235,220	\$ 618,685	
<b>Subtotal</b>	<b>\$ 430,000</b>	<b>\$ 279,500</b>	<b>\$ 709,500</b>	
Indirect Percentage (%)				
Indirect Costs (Line 16 X Line 15)				
Total Expenses	\$ 430,000	\$ 279,500	\$ 709,500	
<b>HSA Revenues</b>				
General Fund	\$ 430,000	\$ 279,500	\$ 709,500	
Total HSA Revenues	\$ 430,000	\$ 279,500	\$ 709,500	
<b>Other Program Revenues</b>				
Total Other Program Revenues				
Prepared by: Mary Nichole Roque	Telephone No.: (415) 255-2347		Date: 8/10/23	
<b>HSA Budget Form (6/9/2022)</b>				

**Agency Name: Bayanihan Equity Center**  
**Program Name: Community Centered Grocery Access**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full Time Salary	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Executive Director	\$ 88,275	1.00	31%	0.31	\$ 27,500	\$ 24,000	\$ 51,500
Operations Manager & Data Collection Specialist	\$ 65,000	1.00	13%	0.13	\$ 8,333	\$ 10,000	\$ 18,333
Community Service Worker & Data Systems Specialist	\$ 54,000	1.00	4%	0.04	\$ 2,000	\$ 2,000	\$ 4,000
<b>TOTALS</b>	<b>\$ 207,275</b>	<b>3.00</b>	<b>48%</b>	<b>0.48</b>	<b>\$ 37,833</b>	<b>\$ 36,000</b>	<b>\$ 73,833</b>
FRINGE BENEFIT RATE	23%						
EMPLOYEE FRINGE BENEFITS					\$ 8,702	\$ 8,280	\$ 16,982
<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 46,535</b>	<b>\$ 44,280</b>	<b>\$ 90,815</b>

**Agency Name: Bayanihan Equity Center****Program Name: Community Centered Grocery Access****Operating Expenses Detail**

<u>Expenditure Category</u>	<b>9/1/23-6/30/24 FY 23-24 (10 months)</b>	<b>7/1/24-6/30/25 FY 24-25 (12 months)</b>	<b>9/1/23-6/30/25 Total (22 months)</b>
Rental of Property	\$ 5,000	\$ 6,000	\$ 11,000
Utilities(Elec, Water, Gas, Phone, Garbage)	\$ 1,300	\$ 1,560	\$ 2,860
Office Supplies, Postage	\$ 3,000	\$ 2,000	\$ 5,000
Printing and Reproduction	\$ 2,000	\$ 1,000	\$ 3,000
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE			
Filipino Community Center (FCC)	\$ 38,000	\$ 25,000	\$ 63,000
Filipino Education Center-Galing Bata (GB)	\$ 32,000	\$ 21,000	\$ 53,000
Lao Seri Association	\$ 30,000	\$ 20,000	\$ 50,000
OTHER			
Food Supply	\$ 230,000	\$ 138,000	\$ 368,000
Intern Stipends	\$ 7,560	\$ 5,760	\$ 13,320
Volunteer Supplies	\$ 6,085	\$ 3,700	\$ 9,785
Food Packing Supplies	\$ 3,000	\$ 2,000	\$ 5,000
Materials & Supplies	\$ 3,000		\$ 3,000
Subscription	\$ 2,000	\$ 2,000	\$ 4,000
Security Services	\$ 17,520	\$ 7,200	\$ 24,720
Telecommunication	\$ 3,000		\$ 3,000
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 383,465</b>	<b>\$ 235,220</b>	<b>\$ 618,685</b>

**HSA Budget Form (6/9/2022)**

**Appendix A – Services to be Provided**  
**Booker T. Washington Community Service Center**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries and meals to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	Booker T. Washington Community Service Center
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94115
Service Unit	One distributed bag/box of groceries or one distributed meal
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>



### **III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of BIPOC, low-income, food insecure individuals residing in the 94115 zip code.

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

Grantee shall distribute service units free of charge to the Priority Population through the following service models:

- A.** Once a week, Grantee shall host Farm Fresh Markets where participants shall receive one self-selected service unit of seasonal and culturally relevant foods.
- B.** Once a week, Grantee shall distribute produce boxes to transition-age youth (TAY), families with small children, and seniors in the Priority Service Area. Each box will contain approximately eight pounds of fresh, locally sourced, organic produce.
- C.** At minimum three times a year, Grantee shall distribute tailored groceries and/or meals to the Priority Population for holidays such as Juneteenth, Thanksgiving/Harvest Fest, December holiday events, and New Year.
- D.** Twice a month, Grantee shall partner with Supervisorial District 5 low-income housing sites to provide groceries to hard-to-reach residents, including those who have experienced community violence.
- E.** Twice a week Grantee shall provide ready-to-eat, culturally-relevant meals and/or meal kits to the Priority Population in partnership with local BIPOC chefs and/or community partners.
- F.** Once a year Grantee shall work with a farmer(s) and/or purveyors to produce a community food product(s) from surplus and/or recovered produce to distribute to food support recipients.

Food access points must be within the Priority Service Area unless otherwise agreed upon by Grantee and CFAT. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority

Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

**V. Location and Time of Services**

Distribution location: 800 Presidio Avenue in San Francisco.

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. At minimum, serve 450 unduplicated households in FY 23-24.
- B. At minimum, distribute 30,000 grocery units in FY 23-24.
- C. At minimum, distribute 25,000 meals in FY 23-24.
- D. At minimum, serve 300 unduplicated households in FY 24-25.
- E. At minimum, distribute 22,000 grocery units in FY 24-25.
- F. At minimum, distribute 20,000 meals in FY 24-25.
- G. Partner with SFHSA to host at least one (1) outreach event per fiscal year

In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

**VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

**VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

## IX. Data Collection and Reporting Requirements

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

**A.** At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

**B.** Client Registration Database

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C.** Monthly Menu Reports

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D.** Monthly Invoices

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

---

<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

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**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th of the month following the end of each program year.

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**G.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

**H.** Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.

**I.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

**J.** Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

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

Program Analyst, Citywide Food Access Team, SFHSA

or

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

Contract Manager, Office of Contract Management, SFHSA

**IX. Monitoring Activities**

**A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);

8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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.

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1. 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
2. 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 SFHSA 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 SFHSA 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.

Appendix B, Page 1

## HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

<b>Agency Name: Booker T Washington Community Service Center</b>		Grant Term:	
(Check One)    New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		<b>9/1/23-6/30/25</b>	
If modification, Effective Date: <input type="text"/>		Modification No.: <input type="text"/>	
<b>Program Name: Community Centered Grocery Access</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 290,745	\$ 188,984	\$ 479,729
Operating Expenses	\$ 579,000	\$ 376,350	\$ 955,350
<b>Subtotal</b>	<b>\$ 869,745</b>	<b>\$ 565,334</b>	<b>\$ 1,435,079</b>
Indirect Percentage (%)	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$ 130,255	\$ 84,666	\$ 214,921
Capital Expenses			
<b>Total Expenses</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>HSA Revenues</b>			
General Fund	\$ 1,000,000	\$ 650,000	\$ 1,650,000
<b>Total HSA Revenues</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>Other Program Revenues</b>			
Stupski	\$ 75,000	\$ 75,000	\$ 150,000
Kaiser	\$ 25,000		\$ 25,000
Patagonia	\$ 15,000		\$ 15,000
<b>Total Other Program Revenues</b>	<b>\$ 115,000</b>	<b>\$ 75,000</b>	<b>\$ 190,000</b>
Prepared by: Girish Dinakaran			
		Telephone No.:	Date: 8/10/23
<b>HSA Budget Form (6/9/2022)</b>			





**Agency Name: Booker T Washington Community Service Center**  
**Program Name: Community Centered Grocery Access**

### Operating Expenses Detail

<u>Expenditure Category</u>	TERM	9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
		FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Rental of Property		\$ 29,000	\$ 18,850	\$ 47,850
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				
Meals		\$ 162,000	\$ 105,300	\$ 267,300
Produce/Farm Products		\$ 180,000	\$ 117,000	\$ 297,000
Groceries		\$ 141,750	\$ 92,138	\$ 233,888
Community Food Producer		\$ 5,000	\$ 3,250	\$ 8,250
Holiday Food Distribution		\$ 33,750	\$ 21,938	\$ 55,688
OTHER				
Food Packaging		\$ 20,000	\$ 13,000	\$ 33,000
Public Housing Food Distribution				
Grocery Distribution		\$ 7,500	\$ 4,875	\$ 12,375
(Hayes Valley Public Housing)				
TOTAL OPERATING EXPENSE		\$ 579,000	\$ 376,350	\$ 955,350

**Appendix A – Services to be Provided**  
**Curry Senior Center**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	Curry Senior Center
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94102
Service Unit	One distributed bag/box of groceries
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

**III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94102 zip code.

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

Grantee and approved subgrantees shall provide service units free of charge to the Priority Population. Food access points must be within the Priority Service Area. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

**V. Location and Time of Services**

Distribution locations (all within San Francisco):

315 Turk St, 374 Ellis St, and 37 Grove St

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. At minimum, serve 150 unduplicated households each fiscal year.
- B. At minimum, distribute 6,500 service units in FY 23-24.
- C. At minimum, distribute 3,900 service units in FY 24-25.
- D. Partner with SFHSA to host at least one (1) outreach event per fiscal year.

**VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

### **VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

### **IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

#### **B. Client Registration Database**

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth

- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

**F.** Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

**G.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

**H.** Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.

**I.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

**J.** Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

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

Program Analyst, Citywide Food Access Team, SFHSA

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

or

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

Contract Manager, Office of Contract Management, SFHSA

**IX. Monitoring Activities**

**A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Curry Senior Center</b>		Grant Term:
(Check One)    New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>		<b>9/1/23-6/30/25</b>
If modification, Effective Date:	<input type="text"/>	Modification No.: <input type="text"/>

**Program Name: Community Centered Grocery Access**

	9/1/23-6/30/24 FY 23-24 (10 months)	7/1/24-6/30/25 FY 24-25 (12 months)	9/1/23-6/30/25 Total (22 months)
<b>Expenditures</b>			
Salaries & Benefits	\$ 54,657	\$ 45,340	\$ 99,997
Operating Expenses	\$ 266,232	\$ 160,675	\$ 426,907
<b>Subtotal</b>	\$ 320,889	\$ 206,015	\$ 526,904
Indirect Percentage (%)	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$ 29,111	\$ 21,485	\$ 50,596
Capital Expenses			
<b>Total Expenses</b>	\$ 350,000	\$ 227,500	\$ 577,500
<b>HSA Revenues</b>			
General Fund	\$ 350,000	\$ 227,500	\$ 577,500
<b>Total HSA Revenues</b>	\$ 350,000	\$ 227,500	\$ 577,500
<b>Other Program Revenues</b>			
<b>Total Other Program Revenues</b>			

Prepared by:	Telephone No.:	Date:
<b>HSA Budget Form (6/9/2022)</b>		



**Agency Name: Curry Senior Center**  
**Program Name: Community Centered Grocery Access**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Health Educator	\$ 56,238	1.00	40%	0.40	\$ 18,746	\$ 22,495	\$ 41,241
Health Educator	\$ 61,912	1.00	20%	0.20	\$ 10,319	\$ 12,382	\$ 22,701
Deputy Director	\$ 155,746	1.00	10%	0.10	\$ 12,979		\$ 12,979
<b>TOTALS</b>	\$ 273,896	3.00	70%	0.70	\$ 42,044	\$ 34,877	\$ 76,921
<b>FRINGE BENEFIT RATE</b>	30%						
<b>EMPLOYEE FRINGE BENEFITS</b>					\$ 12,613	\$ 10,463	\$ 23,076
<b>TOTAL SALARIES &amp; BENEFITS</b>					\$ 54,657	\$ 45,340	\$ 99,997

Agency Name: Curry Senior Center

Program Name: Community Centered Grocery Access

## Operating Expenses Detail

Expenditure Category	9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Rental of Property	\$ 5,500	\$ 6,000	\$ 11,500
Utilities(Elec, Water, Gas, Phone, Garbage)	\$ 2,891	\$ 2,275	\$ 5,166
Office Supplies, Postage	\$ 1,908	\$ 1,021	\$ 2,929
Building Maintenance Supplies and Repair	\$ 3,532	\$ 2,199	\$ 5,731
Printing and Reproduction			
Insurance	\$ 1,908	\$ 1,350	\$ 3,258
Staff Training	\$ 500	\$ 324	\$ 824
Staff Travel-(Local & Out of Town)	\$ 370	\$ 262	\$ 632
Rental of Equipment			
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE			
Compass Family Services	\$ 42,450	\$ 27,931	\$ 70,381
Healing WELL	\$ 19,600	\$ 12,960	\$ 32,560
OTHER			
Program supplies	\$ 4,486	\$ 3,174	\$ 7,660
Produce	\$ 183,087	\$ 103,180	\$ 286,267
TOTAL OPERATING EXPENSE	\$ 266,232	\$ 160,675	\$ 426,907

**Appendix A – Services to be Provided**  
**Farming Hope**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	Farming Hope
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94102
Service Unit	One distributed bag/box of groceries
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

**III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94102 zip code.

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

Grantee shall provide service units free of charge to the Priority Population. Each service unit shall be self-selected by participants who have been referred to the Grantee through partner organizations approved by CFAT. Grantee shall also provide paid apprenticeships to adults who have faced barriers such as former incarceration or homelessness, and these Apprentices shall support the grocery distribution program.

Food access points must be within the Priority Service Area. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program. In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

**V. Location and Time of Services**

Distribution location: 690 Van Ness Ave in San Francisco

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. At minimum, serve 240 unduplicated households in FY 23-24.
- B. At minimum, distribute 4,500 units of service in FY 23-24.
- C. At minimum, serve 185 unduplicated households in FY 24-25.

- D. At minimum, distribute 2,924 units of service in FY 24-25.
- E. Partner with SFHSA to host at least one (1) outreach event per fiscal year.

**VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

**VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.

**IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

**B. Client Registration Database**

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

**F.** Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

**G.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

**H.** Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.

**I.** Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

- J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

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

Program Analyst, Citywide Food Access Team, SFHSA

or

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

Contract Manager, Office of Contract Management, SFHSA

## IX. **Monitoring Activities**

### A. Program Monitoring

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Farming Hope</b>			Grant Term:
(Check One)    New            Renewal            Modification	<b>9/1/23-6/30/25</b>		
If modification, Effective Date:		Modification No.:	

<b>Program Name: Community Centered Grocery Access</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 28,199	\$ 16,304	\$ 44,503
Operating Expenses	\$ 196,801	\$ 130,146	\$ 326,947
<b>Subtotal</b>	\$ 225,000	\$ 146,450	\$ 371,450
Indirect Percentage (%)			
Indirect Costs (Line 16 X Line 15)			
Total Expenses	\$ 225,000	\$ 146,450	\$ 371,450
<b>HSA Revenues</b>			
General Fund	\$ 225,000	\$ 146,250	\$ 371,250
Total HSA Revenues	\$ 225,000	\$ 146,250	\$ 371,250
<b>Other Program Revenues</b>			
Total Other Program Revenues			

Agency Name: Farming Hope  
 Program Name: Community Centered Grocery Access

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full	Total	% FTE	Adjusted	FY 23-24	FY 24-25	Total
Co-Executive Director	\$ 94,000	1.00	10%	0.10	\$ 8,617	\$ 4,982	\$ 13,599
General Manager	\$ 68,000	1.00	10%	0.10	\$ 6,233	\$ 3,604	\$ 9,837
Kitchen Manager	\$ 68,000	1.00	10%	0.10	\$ 6,233	\$ 3,604	\$ 9,837
Apprentice 1	\$ 37,500	1.00	5%	0.05	\$ 1,719	\$ 994	\$ 2,713
Apprentice 2	\$ 37,500	1.00	5%	0.05	\$ 1,719	\$ 994	\$ 2,713
TOTALS	\$ 305,000	5.00	40%	0.40	\$ 24,521	\$ 14,178	\$ 38,698
FRINGE BENEFIT RATE	15%						
EMPLOYEE FRINGE BENEFITS					\$ 3,678	\$ 2,127	\$ 5,805
TOTAL SALARIES & BENEFITS					\$ 28,199	\$ 16,304	\$ 44,503

**Agency Name: Farming Hope**  
**Program Name: Community Centered Grocery Access**

**Operating Expenses Detail**

<u>Expenditure Category</u>	TERM	9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
		FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Rental of Property		\$ 10,601	\$ 6,361	\$ 16,962
Utilities(Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage		\$ 1,200		\$ 1,200
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				
Food Costs		\$ 185,000	\$ 123,785	\$ 308,785
<b>TOTAL OPERATING EXPENSE</b>		<b>\$ 196,801</b>	<b>\$ 130,146</b>	<b>\$ 326,947</b>

**Appendix A – Services to be Provided  
From The Heart  
Community Centered Grocery Access  
9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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. The unit now sits within SFHSA.
City	City and County of San Francisco, a municipal corporation
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	From The Heart
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94124
Service Unit	One distributed bag/box of groceries
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

**III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94124 zip code.

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

Grantee shall distribute culturally-relevant service units free of charge to the Priority Population through Grantee’s grocery distribution program. Food distribution program participants may receive pre-packaged or self-selected Service Units. Pre-packaged Service Units must reflect and incorporate client preferences.

Food access points must be within the Priority Service Areas. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines. No Sugar-Sweetened Beverages or Bottled Water may be purchased through this grant. No gift cards or prepaid debit cards may be purchased through this grant.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

**V. Location and Time of Services**

Main Distribution Location: Bayview Apartments Community Center, 5 Commer Court, SF, CA 94124

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. Distribute at minimum 8,200 service units in FY 23-24;

- B. Provide service units to at minimum 215 households per distribution in FY 23-24;
- C. Distribute at minimum 6,100 service units in FY 24-25;
- D. Provide service units to at minimum 130 households per distribution in FY 24-25;
- E. Partner with SFHSA to host at least one (1) outreach event per fiscal year

In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

### **VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

### **VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

### **VIII. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.
- B. Client Registration Database  
Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

- F. Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- H. Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

Tommy McClain  
[Thomas.McClain@sfgov.org](mailto:Thomas.McClain@sfgov.org)  
Program Analyst, Citywide Food Access Team, SFHSA

or

Jennifer Grant  
[Jennifer.Grant@sfgov.org](mailto:Jennifer.Grant@sfgov.org)  
Contract Manager, Office of Contract Management, SFHSA

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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.





**Agency Name: From The Heart**  
**Program Name: Community Centered Grocery Access**

**Operating Expenses Detail**

<u>Expenditure Category</u>	TERM	9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
		FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
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				
Youth Stipends, 6 per site distribution		\$ 19,680		\$ 19,680
OTHER				
Food + packaging, \$44-50 per service unit		\$ 418,121	\$ 275,531	\$ 693,652
Program Supplies		\$ 800		\$ 800
Portable refrigerators for operations		\$ 1,600		\$ 1,600
<b>TOTAL OPERATING EXPENSE</b>		<b>\$ 440,201</b>	<b>\$ 275,531</b>	<b>\$ 715,732</b>

**Appendix A – Services to be Provided**  
**HOMEY**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA’s web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	HOMEY
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94110
Service Unit	One distributed bag/box of groceries
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> ).
Subcontractor	Mission Meals Coalition (“MMC”)
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

**III. Priority Population**

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94110 zip code.

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

Grantee HOMEY and subcontractor Mission Meals Coalition (“MMC”) shall distribute culturally-relevant Service Units free of charge to the Priority Population through Grantee’s grocery distribution program. Food distribution program participants may receive pre-packaged or self-selected Service Units through the La Ofrenda Market. Pre-packaged Service Units must reflect and incorporate client preferences.

Food access points must be within the Priority Service Areas. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

**V. Location and Time of Services**

Main Distribution Location: La Ofrenda, 2070 Mission Street, San Francisco, CA 94110

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. Distribute at minimum 24,000 Service Units in FY 23-24;
- B. Provide Service Units to a minimum of 600 unduplicated Grantee households in FY 23-24;

- C. Provide Service Units to a minimum of 600 unduplicated MMC households in FY 23-24;
- D. Distribute at minimum 13,200 Service Units in FY 24-25;
- E. Provide Service Units to a minimum of 300 unduplicated Grantee households per week in FY 24-25;
- F. Provide Service Units to a minimum of 300 unduplicated MMC households in FY 24-25; and,
- G. Each distribution partner/cohort shall partner with SFHSA to host at least one (1) outreach event per fiscal year.

In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

## **VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

## **VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

## **IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.
- B. Client Registration Database



Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

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- F. Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- H. Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

Tommy McClain

[Thomas.McClain@sfgov.org](mailto:Thomas.McClain@sfgov.org)

Program Analyst, Citywide Food Access Team, SFHSA

or

Jennifer Grant

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

Contract Manager, Office of Contract Management, SFHSA

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: HOMEY</b>		<b>Grant Term:</b>	
(Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification		9/1/23-6/30/25	
If modification, Effective Date: _____		Modification No.: _____	
<b>Program Name: Community Centered Grocery Access</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 160,759	\$ 192,908	\$ 353,667
Operating Expenses	\$ 748,332	\$ 403,423	\$ 1,151,754
<b>Subtotal</b>	<b>\$ 909,091</b>	<b>\$ 596,330</b>	<b>\$ 1,505,421</b>
Indirect Percentage (%)	10%	9%	9.5%
Indirect Costs (Line 16 X Line 15)	\$ 90,909	\$ 53,670	\$ 144,579
<b>Total Expenses</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>HSA Revenues</b>			
<b>General Fund</b>	\$ 1,000,000	\$ 650,000	\$ 1,650,000
<b>Total HSA Revenues</b>	<b>\$ 1,000,000</b>	<b>\$ 650,000</b>	<b>\$ 1,650,000</b>
<b>Other Program Revenues</b>			
<b>Total Other Program Revenues</b>			
<b>Prepared by: R. ALFARO</b>	<b>Telephone No.:</b>	<b>(415) 810-2429</b>	<b>Date: 7/22/23</b>
<i>HSA Budget Form (6/9/2022)</i>			

Agency Name: HOMEY  
 Program Name: Community Centered Grocery Access

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
LO Director - G. Aleman	\$ 90,000	1.00	100%	1.00	\$ 75,002	\$ 90,000	\$ 165,002
LO Warehouse Assoc. - C.	\$ 62,400	1.00	100%	1.00	\$ 52,000	\$ 62,400	\$ 114,400
<b>TOTALS</b>	<b>\$ 152,400</b>	<b>2.00</b>	<b>200%</b>	<b>2.00</b>	<b>\$ 127,002</b>	<b>\$ 152,400</b>	<b>\$ 279,402</b>
<b>FRINGE BENEFIT RATE</b>	<b>27%</b>						
<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 33,757</b>	<b>\$ 40,508</b>	<b>\$ 74,265</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 160,759</b>	<b>\$ 192,908</b>	<b>\$ 353,667</b>

Agency Name: HOMEY

Program Name: Community Centered Grocery Access

## Operating Expenses Detail

<b><u>EXPENDITURE CATEGORY</u></b>	<b>9/1/23-6/30/24 FY 23-24 (10 months)</b>	<b>7/1/24-6/30/25 FY 24-25 (12 months)</b>	<b>9/1/23-6/30/25 Total (22 months)</b>
Rental of Property	\$ 47,184	\$ 50,985	\$ 98,169
Utilities(Elec, Water, Gas, Phone, Garbage)	\$ 2,000	\$ 1,500	\$ 3,500
Office Supplies, Postage	\$ 853	\$ 853	\$ 1,706
Building Maintenance Supplies and Repair	\$ 2,000	\$ 1,500	\$ 3,500
Printing and Reproduction	\$ 100.00	\$ 100	\$ 200
Insurance	\$ 1,500	\$ 1,500	\$ 3,000
Staff Training	\$ 1,625	\$ 1,625	\$ 3,250
Staff Travel-(Local & Out of Town)	\$ 500	\$ 500	\$ 1,000
Rental of Equipment			
<b><u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u></b>			
Mission Meals Coalition	\$ 87,985	\$ 87,985	\$ 175,969
<b><u>OTHER</u></b>			
Vehicle Maintenance	\$ 293	\$ 293	\$ 586
Communications	\$ 1,000	\$ 500	\$ 1,500
Subscriptions & Software	\$ 1,000	\$ 500	\$ 1,500
Stipends	\$ 5,800	\$ 1,000	\$ 6,800
Licenses & Fees	\$ 349	\$ 349	\$ 698
Food	\$ 596,143	\$ 254,233	\$ 850,376
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 748,332</b>	<b>\$ 403,423</b>	<b>\$ 1,151,754</b>

**Appendix A – Services to be Provided**  
**Tenderloin Neighborhood Development Corporation (TNDC)**  
**Community Centered Grocery Access**  
**9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	Tenderloin Neighborhood Development Corporation (TNDC)
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip code 94102
Service Unit	One distributed bag/box of groceries that is fully funded through this grant
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>



Supplemental Protein	Protein added to a donated grocery unit that is distributed to a program participant
TASP	Tenderloin After-School Program

### III. Priority Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94102 zip code.

### IV. Description of Services and Program Requirements

Grantee shall provide service units free of charge to the Priority Population through grocery distribution programs administered by Grantee's Social Work Unit, Health & Wellness Program, and TASP. Grantee is also expected to leverage additional resources such as food donations. In the case that donated grocery units do not include culturally responsive protein, this grant may be used to purchase up to 450 units each week of supplemental protein to add to donated grocery units.

Food access points must be within the Priority Service Area unless otherwise agreed upon by Grantee and CFAT. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.

### V. Location and Time of Services

Distribution locations (all within San Francisco):

#### A. Health & Wellness

1. 210 Golden Gate Ave (Central Tenderloin Neighborhood Pantry and Kelly Cullen Supportive Housing Pantry)
2. 1239 Turk St (Willie B. Kennedy pantry)

3. 1340 4<sup>th</sup> St (Kain Na)

**B. TASP**

1. 225 Eddy St (TASP headquarters)

**C. Social Work (resident buildings)**

1. 222 Taylor St
2. 1036 Mission St
3. 1180 Howard St
4. 1190 Howard St
5. 626 Mission Bay Blvd
6. 555 Larkin St
7. 2628 16<sup>th</sup> St
8. 145 Taylor St.
9. 477 O'Farrell St
10. 864 Ellis St
11. 270 Turk St
12. 249 Eddy St
13. 165 Turk St
14. 480 Eddy St

Time of services shall be agreed upon between Grantee and CFAT with input from program participants.

**VI. Service Objectives**

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

- A. At minimum, serve 700 unduplicated households in FY 23-24.
- B. At minimum, distribute 9,420 service units in FY 23-24.
- C. At minimum, distribute 16,600 units of supplemental protein in FY 23-24.
- D. At minimum, serve 700 unduplicated households in FY 24-25.
- E. At minimum, distribute 9,000 service units in FY 24-25.
- F. At minimum, distribute 19,920 units of supplemental protein in FY 24-25.
- G. Partner with SFHSA to host at least one (1) outreach event per fiscal year

**VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

**VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.
- D. The average cost of each supplemental protein shall be \$5.

**IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

**B. Client Registration Database**

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee’s assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and

- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

**F. Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.**

**G. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.**

**H. Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.**

**I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.**

**J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.**

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

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

Program Analyst, Citywide Food Access Team, SFHSA

or

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

Contract Manager, Office of Contract Management, SFHSA

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social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Tenderloin Neighborhood Development Corporation</b>		<b>9/1/23-6/30/25</b>	
(Check One)    New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date: <input style="width: 150px;" type="text"/>		Modification No.: <input style="width: 150px;" type="text"/>	
<b>Program Name: Community Centered Grocery Access</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 15,199	\$ 18,239	\$ 33,438
Operating Expenses	\$ 559,801	\$ 355,511	\$ 915,312
<b>Subtotal</b>	<b>\$ 575,000</b>	<b>\$ 373,750</b>	<b>\$ 948,750</b>
Indirect Percentage (%)			
Indirect Costs (Line 16 X Line 15)			
Capital Expenses			
<b>Total Expenses</b>	<b>\$ 575,000</b>	<b>\$ 373,750</b>	<b>\$ 948,750</b>
<b>HSA Revenues</b>			
General Fund	\$ 575,000	\$ 373,750	\$ 948,750
<b>Total HSA Revenues</b>	<b>\$ 575,000</b>	<b>\$ 373,750</b>	<b>\$ 948,750</b>
<b>Other Program Revenues</b>			
<b>Total Other Program Revenues</b>			
Prepared by: Yvette Robinson		Telephone No.: 415-776-2151	Date: 8/14/2023

**Agency Name: Tenderloin Neighborhood Development Corporation**  
**Program Name: Community Centered Grocery Access**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	FY 23-24 (10 months)	FY 24-25 (12 months)	Total (22 months)
Food and Nutrition Supervisor	\$ 79,300	1.00	23%	0.23	\$ 15,199	\$ 18,239	\$ 33,438
<b>TOTALS</b>	<b>\$ 79,300</b>	<b>1.00</b>	<b>23%</b>	<b>0.23</b>	<b>\$ 15,199</b>	<b>\$ 18,239</b>	<b>\$ 33,438</b>
<b>FRINGE BENEFIT RATE</b>	<b>0.00%</b>						
<b>EMPLOYEE FRINGE BENEFITS</b>							
<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 15,199</b>	<b>\$ 18,239</b>	<b>\$ 33,438</b>

Note: TNDC is paying 100% of fringe benefits.



**Agency Name: Tenderloin Neighborhood Development Corporation**

**Program Name: Community Centered Grocery Access**

**Operating Expenses Detail**

<u>Expenditure Category</u>	<u>9/1/23-6/30/24</u>	<u>7/1/24-6/30/25</u>	<u>9/1/23-6/30/25</u>
	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>Total</b>
	<b>(10 months)</b>	<b>(12 months)</b>	<b>(22 months)</b>
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	_____	_____	_____
Reusable Grocery Bags	\$ 5,350	_____	\$ 5,350
Food: Grocery boxes	\$ 471,000	\$ 255,911	\$ 726,911
Food: Additional Proteins	\$ 83,451	\$ 99,600	\$ 183,051
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 559,801</b>	<b>\$ 355,511</b>	<b>\$ 915,312</b>

**Appendix A – Services to be Provided  
The Richmond Neighborhood Center (TRNC)  
Community Centered Grocery Access  
9/1/2023 - 6/30/2025**

**I. Purpose**

The purpose of this grant is to provide free, high quality, and culturally tailored groceries to low-income San Franciscans.

**II. Definitions**

BIPOC	Black, Indigenous and People of Color
Bottled Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based 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
CRFC	California Retail Food Code
Culturally-relevant	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
FPL	Federal Poverty Level
Grantee	The Richmond Neighborhood Center (TRNC)
Low-income	Having income at or below 200% of the federal poverty level 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.
Priority Service Area	Zip codes 94118 and 94121
Service Unit	One distributed bag/box of groceries fully funded through this grant
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> ).
Sugar-sweetened beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

Supplemental Grocery Unit	1-3 supplemental grocery items added to a donated grocery unit that is distributed to a program participant
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### III. Priority Population

This program supports all ethnicities and populations in San Francisco with focused expertise to address the unique needs of food insecure individuals residing in the 94118 and 94121 zip codes.

### IV. Description of Services and Program Requirements

Grantee shall provide service units free of charge to the Priority Population through a market-style grocery distribution program. Grantee is also expected to leverage additional resources such as food donations. This grant may be used to purchase supplemental grocery units to add to donated grocery units to provide more culturally responsive groceries to the Priority Population.

Food access points must be within the Priority Service Area. Grantee shall have a meaningful, on-going system for participant feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of food support recipients. Grantee shall ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the participants.

Grantee shall be responsible for procuring all food and packaging and will oversee all aspects of food distribution. Grantee shall ensure that the packing and distribution of food meets all applicable local, state, and federal food safety and sanitation requirements, including the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed food is of high quality and falls within expiration timelines.

Grantee is responsible for the registration and data collection and reporting of all participants, as well as any necessary community outreach to the Priority Population. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program. In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

### V. Location and Time of Services

Distribution locations (in San Francisco):

802 Clement St and 741 30<sup>th</sup> Ave

Time of services shall be agreed upon between Grantee and CFAT with input from program participants. Locations and times of services may change if agreed upon by both Grantee and CFAT.

### VI. Service Objectives

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

- A. At minimum, serve 425 unduplicated households in FY 23-24.
- B. At minimum, distribute 1,200 service units in FY 23-24.
- C. At minimum, distribute 8,000 supplemental grocery units in FY 23-24.
- D. At minimum, serve 375 unduplicated households in FY 24-25.
- E. At minimum, distribute 1,000 service units in FY 24-25.
- F. At minimum, distribute 6,000 supplemental grocery units in FY 24-25.
- G. Partner with SFHSA to host at least one (1) outreach event per fiscal year

In FY 24-25, Grantee may need to implement additional eligibility criteria with the approval of SFHSA.

## **VII. Outcome Objectives**

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.

At minimum, 50% of program participants should be surveyed.

## **VIII. Fiscal Guidelines**

- A. No funds from this grant shall pay for the delivery of service units to clients nor staff/volunteer time in delivering service units to clients. Funds from this grant may pay for service units where the delivery to clients or staff/volunteer time in delivering to clients is paid for by other funding sources.
- B. No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.
- C. Grantee shall be reimbursed up to a maximum of \$50 per Service Unit.

## **IX. Data Collection and Reporting Requirements**

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.
- B. Client Registration Database

Grantee is required to record client data, client attendance, and distributed service units in the SFHSA CFAT client registration database, Link2Feed. Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned CFAT Program Analyst shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity<sup>1</sup>
- Sexual orientation<sup>2</sup>
- Dietary restrictions
- CalFresh Receipt

**C. Monthly Menu Reports**

Grantee shall on a monthly basis submit a report to the assigned Program Analyst of the food items and amount/quantity of those items made available for participants to select from.

**D. Monthly Invoices**

All invoices are due by the 15<sup>th</sup> of the month following service. These will be submitted in CARBON.

**E. Annual Report**

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant objectives described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15<sup>th</sup> of the month following the end of each program year.

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<sup>1</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

<sup>2</sup> Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which 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 (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

- F. Grantee may be required to issue a Fiscal Closeout Report at the end of each fiscal year. The report is due to SFHSA no later than July 31 each grant year. This report must be submitted to the CARBON system.
- G. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- H. Grantee's relevant program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- I. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- J. Grantee will develop a grievance policy with approval from CFAT within the first 30 days of the grant term. The grievance policy must be translated into languages spoken by program participants and clients.

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

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

Program Analyst, Citywide Food Access Team, SFHSA

or

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

Contract Manager, Office of Contract Management, SFHSA

## **IX. Monitoring Activities**

### **A. Program Monitoring**

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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:

1. 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
2. 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 SFHSA 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 SFHSA 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: Richmond District Neighborhood Center</b>			<b>nt Term: 9/1/23-6/30/25</b>
(Check One) <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification			
If modification, Effective Date:			Modification No.:
<b>Program Name: Food Support for Targeted Neighborhoods (Richmond District)</b>			
	<b>9/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>9/1/23-6/30/25</b>
	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>Total</b>
<b>Expenditures</b>			
Salaries & Benefits	\$ 203,047	\$ 93,164	\$ 296,211
Operating Expenses	\$ 144,809	\$ 133,213	\$ 278,022
<b>Subtotal</b>	<b>\$ 347,856</b>	<b>\$ 226,377</b>	<b>\$ 574,233</b>
Indirect Percentage (%)	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$ 52,143	\$ 33,624	\$ 85,767
Capital Expenses			
Total Expenses	\$ 400,000	\$ 260,000	\$ 660,000
<b>HSA Revenues</b>			
General Fund	\$ 400,000	\$ 260,000	\$ 660,000
Total HSA Revenues	\$ 400,000	\$ 260,000	\$ 660,000
<b>Other Program Revenues</b>			
Total Other Program Revenues			
Prepared by: Denny David, RDNC CFO		Telephone No.:	(415) 21 Date: 06/24/2023
<b>HSA Budget Form (6/9/2022)</b>			

**Agency Name: Richmond District Neighborhood Center**  
**Program Name: Food Support for Targeted Neighborhoods (Richmond District)**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		9/1/23-6/30/24	7/1/24-6/30/25	9/1/23-6/30/25
	Annual Full	Total	% FTE	Adjusted	FY 23/24	FY 24/25	Total
Program Director	\$ 99,075	1.00	25%	0.25	\$ 22,705	\$ 18,479	\$ 41,184
Program Coordinator #1	\$ 68,673	0.75	78%	0.59	\$ 36,826	\$ 29,972	\$ 66,798
Program Coordinator #2	\$ 65,402	0.75	78%	0.59	\$ 35,072	\$ 28,544	\$ 63,616
Program Coordinator #3	\$ 65,402	0.75	78%	0.59	\$ 35,072		\$ 35,072
Program Assistant	\$ 52,000	0.80	100%	0.80	\$ 38,133		\$ 38,133
<b>TOTALS</b>	<b>\$ 350,552</b>	<b>4.05</b>	<b>359%</b>	<b>2.81</b>	<b>\$ 167,808</b>	<b>\$ 76,995</b>	<b>\$ 244,803</b>
<b>FRINGE BENEFIT RATE</b>	<b>21%</b>						
<b>EMPLOYEE FRINGE BENEFITS</b>					<b>\$ 35,240</b>	<b>\$ 16,169</b>	<b>\$ 51,409</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>					<b>\$ 203,047</b>	<b>\$ 93,164</b>	<b>\$ 296,211</b>

**Agency Name: Richmond District Neighborhood Center**

**Program Name: Food Support for Targeted Neighborhoods (Richmond District)**

**Operating Expenses Detail**

<u>Expenditure Category</u>	<u>9/1/23-6/30/24 FY 23/24</u>	<u>7/1/24-6/30/25 FY 24/25</u>	<u>9/1/23-6/30/25 Total</u>
Rental of Property	\$ 8,800	\$ 6,594	\$ 15,394
Utilities(Elec, Water, Gas, Phone, Garbage)	\$ 6,545	\$ 4,904	\$ 11,449
Office Supplies, Postage	\$ 12,381	\$ 9,277	\$ 21,658
Building Maintenance Supplies and Repair	\$ 2,090	\$ 1,566	\$ 3,656
Printing and Reproduction			
Insurance	\$ 4,928	\$ 3,693	\$ 8,621
Staff Training	\$ 3,049	\$ 2,285	\$ 5,334
Staff Travel-(Local & Out of Town)	\$ 7,018	\$ 5,259	\$ 12,277
Rental of Equipment	\$ 297	\$ 222	\$ 519
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE			
OTHER			
Program Outreach & Engagement Events	\$ 2,200	\$ 1,934	\$ 4,134
Zoom Licenses	\$ 176	\$ 154	\$ 330
Food - via Food Bank Shop Account	\$ 3,825	\$ 3,825	\$ 7,650
Food Friday Pantry Supplemental	\$ 82,500	\$ 82,500	\$ 165,000
Food - 802 Clement	\$ 11,000	\$ 11,000	\$ 22,000
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 144,809</b>	<b>\$ 133,213</b>	<b>\$ 278,022</b>