



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

**FROM:** SUSIE SMITH, DEPUTY DIRECTOR  
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

**DATE:** MAY 22, 2026

**SUBJECT:** GRANT MODIFICATIONS: MULTIPLE GRANTEES (NONPROFITS) FOR PROVISION OF FARMING TOWARD FOOD SECURITY

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	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	5/1/23- 6/30/26	7/1/26- 6/30/27	5/1/23- 6/30/27		
<b>GRANT AMOUNT:</b>	\$1,546,380	\$378,859	\$1,925,239	\$192,524	\$2,117,763
<b>MODIFIED ANNUAL AMOUNT:</b>	<u>FY 23-24</u> \$810,094	<u>FY 24-25</u> \$356,627	<u>FY 25-26</u> \$379,658	<u>FY 26-27</u> \$378,859	
<b>FUNDING SOURCE:</b>	<u>County</u> \$1,925,239	<u>State</u> \$0	<u>Federal</u> \$0	<u>Contingency</u> \$192,524	<u>Total</u> \$2,117,763
<b>PERCENTAGE:</b>	100%				100%

The San Francisco Human Services Agency (SFHSA) requests authorization to modify the existing grant agreements with multiple providers for the period of July 1, 2026 to June 30, 2027, in the additional amount of \$378,859 plus a 10% contingency for a revised total amount not to exceed \$2,117,763. The purpose of this modification is to extend the contract to supplement the City’s food security network by enabling community members to grow produce for their own communities and train future generations in urban agriculture. Funding amounts are detailed in the table below.



<b>Grantee</b>	<b>Current 5/01/23– 6/30/26</b>	<b>Modification 7/01/26 – 6/30/27</b>	<b>Revised 5/01/23 – 6/30/27</b>	<b>10% Contingency</b>	<b>Total Not to Exceed</b>
AsianWeek/ Florence Fang Community Farm	\$782,146	\$188,833	\$970,979	\$97,098	\$1,068,077
Earth Island Institute/Friends of Alemany Farm	\$764,234	\$190,026	\$954,260	\$95,426	\$1,049,686
<b>Total</b>	<b>\$1,546,380</b>	<b>\$378,859</b>	<b>\$1,925,239</b>	<b>\$192,524</b>	<b>\$2,117,763</b>

### Background

As a part of SFHSA’s goal to improve access to food resources in the community, RFP 1078 was released in January of 2023 to support community’s desire to be a part of the food production process. This RFP supports not only the direct production of fresh produce grown locally here in San Francisco but also provides paid training opportunities to support future careers in farming, particularly for BIPOC youth who may lack such opportunities otherwise. Through expanding such paid training opportunities, future generations may understand the important work of food production and urban farming best practices.

Over the last 3 years, grantees have trained numerous apprentices in food production. From learning about seed collection to produce harvest, dozens of apprentices have reported life changing experiences at these two farms. While the apprentices learn about how food is grown, each farm also harvested tens of thousands of pounds of fresh produce which are then shared with community members who seek food support. Food is grown and eaten within San Francisco, by San Franciscans.

### Services to be Provided

The modification of this grant will allow for both grants to extend one final year. During this last year, both farms will continue to grow produce for community while teaching apprentices the process and skills needed to grow high quality produce in our region. A total of 15 apprentices will be trained, and 33,000 pounds of produce will be grown with the support of these grants.

### Performance

AsianWeek Foundation/Florence Fang Community Farm remains on Tier 2 status with the City Performance Unit and has been actively engaged in a corrective action plan with the Office of the Controller. To date, they have resolved 10 out of 10 corrective actions. The current FY monitoring has just been completed. They are expected to be removed from all Tier Status’ in July 2026.

## Location

Services will be provided and produce will be grown at Florence Fang Community Farm, located in District 10, and Alemany Farm, located in District 9.

## Selection

The grantees were selected through RFP #1078 issued on January 18, 2023.

## Funding

Funding for these grants is provided through City and County General Funds.

## ATTACHMENTS

### **AsianWeek/Florence Fang Community Farm**

Appendix A-3, Scope of Services

Appendix B-3, Budget

### **Earth Island Institute/Friends of Alemany Farm**

Appendix A-3, Scope of Services

Appendix B-3, Budget



### Appendix A-3 – Scope of Services

**AsianWeek/Florence Fang Community Farm  
Farming Toward Food Security  
Term: 5/1/2023 - 6/30/2027**

**I. Purpose of Grant:** The purpose of this grant is to enable community members to grow produce for their own communities, thereby increasing decision-making and control over food production and distribution in San Francisco Districts 9, 10, and 11.<sup>1</sup>

**II. Definitions**

CARBON	SFHSA’s web-based Contracts Administration, Reporting, and Billing On-line System
CFAT	Citywide Food Access Team; supports the food security of San Franciscans
Culturally-appropriate	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population
City	City and County of San Francisco, a municipal corporation
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
Grantee	AsianWeek/Florence Fang Community Farm (FFCF)
Integrated Pest Management Ordinance	As outlined in Chapter 3 of the San Francisco Environment Code, located at <a href="https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160">https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160</a>
Low-income	Income at/below 300% of federal poverty line defined by Bureau of Census, published annually by U.S. Dept of Health & Human Services. Only to be used by consumers to self-identify income status, not to be used as means test to qualify for program
Produce	Any whole edible portion of a plant in its raw and natural state <sup>2</sup>
Service Unit	One pound of produce for distribution from Grantee’s site(s)
SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 (Chapter 104, Sections 104.1 through 104.9).
Urban Agriculture	Food grown within the boundaries of a city limit; for this grant Urban Agriculture applies to fresh produce only

<sup>1</sup> For the current San Francisco Supervisorial Districts, please visit the following: <https://sfelections.sfgov.org/new-voting-district-lines-2022> .

<sup>2</sup> California Retail Food Code section 113877



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**III. Priority Population**

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, Grantee shall ensure that the food produced through this grant shall be grown in Supervisorial Districts 9, 10, and/or 11 and primarily distributed to food insecure people within Supervisorial Districts 9, 10, and/or 11 where food insecurity remains high.

The paid trainee/intern component shall serve low-income San Francisco residents from differing backgrounds who seek careers in urban agriculture and land management, but who may not have the opportunity to develop the skills needed on an unpaid, volunteer basis. For the purposes of this grant, “low-income” is a household earning less than 300% of the U.S. Health and Human Services Federal Poverty Limit<sup>3</sup> and Grantee may be required to verify the income of paid trainees/interns.

**IV. Description of Services**

In FY 2023-2024, Grantee and Subcontractors City of Dreams, Northridge Community Garden, and San Francisco Conservation Corps shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. In FY 2023-2024, the produce must be grown by Grantee’s and Subcontractors’ staff, paid trainees/interns, and/or volunteers.

In FY 2024-2025, FY 2025-2026, & FY 2026-2027, Grantee shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. In FY 2024-2025 & 2025-2026, the produce must be grown by Grantee’s staff, paid trainees/interns, and/or volunteers.

Grantee shall meet all service and outcome objectives as stated below in sections VI and VII. The produce grown and distributed shall be culturally appropriate (as weather and growing conditions permit) for the food security program participants.

In FY 2023-2024, Grantee and Subcontractors shall have at minimum fifteen paid trainees/interns at any given time during the fiscal year. In FY 2024-2025 & 2025-2026, Grantee shall have at minimum seven paid trainees/interns at any given time during

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<sup>3</sup>For the 2023 U.S Health and Human Services Federal Poverty Guidelines, please visit the following: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.



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the fiscal year. In FY 2026-2027, Grantee shall have at minimum ten paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period.

If the trainee/intern is classified as an employee, Grantee shall pay the trainees/interns according to San Francisco's Minimum Compensation Ordinance; if not classified as an employee, Grantee shall pay the trainee/intern a stipend/honorarium that matches the San Francisco's Minimum Compensation Ordinance rate. Grantee must provide the trainees/interns with a structured educational program to support future careers in urban agriculture and land management where each trainee/intern works a minimum of 400 hours over 12 months.

In FYs 2022-2024, Grantee shall coordinate at minimum three volunteer workdays every week in order to engage the local community in the growing of the produce. In FY 2024-2025 & FY 2025-2026, on an annual basis, Grantee shall coordinate at minimum sixty volunteer workdays. Each volunteer workday must include volunteer training to ensure high-quality and safe food production. Depending on the difficulty of a task or project, the volunteer training may consist of a brief demonstration prior to the workday or a more formal workshop. Grantee staff is responsible for the safety of trainees/interns and volunteers.

In FY 2023-2024, FY 2024-2025, & FY 2025-2026, on an annual basis, Grantee shall host at minimum two on-site community engagement and education events with a minimum of one hundred attendees per event. Each event must have some educational component, such as a gardening lesson or a cooking demonstration.

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets the state and local food safety and sanitation requirements, and 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 produce is of high quality and falls within expiration timelines.

All sites and projects must conform to the current site zoning requirements at the time of use. The funds from this grant shall not be used to purchase heavy equipment or vehicles, nor to fund renovation or construction projects.

Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers.



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**V. Location and Time of Services**

In FY 2023-2024, Grantee's and Subcontractors' growing and programming shall take place at Florence Fang Community Farm, City of Dreams, and Northridge CommUNITY Garden.

In FY 2024-2025, 2025-2026, & 2026-2027, Grantee's growing and programming shall take place at Florence Fang Community Farm.

Food distribution locations and time of services shall be agreed upon between Grantee and CFAT.

**VI. Service Objectives**

During FY 2026-2027, Grantee shall meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 8,000 pounds of produce to 500 unduplicated recipients
- B.** Grantee shall at minimum have 10 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period

During FY 2025-2026, Grantee shall meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 16,000 pounds of produce to 325 unduplicated recipients
- B.** Grantee shall at minimum have 7 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- C.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- D.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

During FY 2024-2025, Grantee shall meet the following service objectives:

- A.** On an annual basis, Grantee shall at minimum grow and distribute 15,000 pounds of produce to 325 unduplicated recipients
- B.** Maintain a minimum of 7 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period.
- C.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training



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- D.** On an annual basis, host at minimum 60 public volunteer workdays (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- E.** On an annual basis, host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

From May 2023 to June 2024, Grantee and Subcontractors will meet the following service objectives:

- A.** On an annual basis, Grantee shall at minimum grow and distribute 15,000 pounds of produce to 325 unduplicated recipients
- B.** On an annual basis, Subcontractor City of Dreams shall at minimum grow and distribute 1,000 pounds of produce to 100 unduplicated recipients
- C.** On an annual basis, Subcontractor Northridge CommUNITY Garden shall at minimum grow and distribute 4,000 pounds of produce to 300 unduplicated recipients
- D.** Maintain a minimum of 15 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- E.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- F.** On an annual basis, host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

**VII. Outcome Objectives**

On an annual basis, 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.
- E.** 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management



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- F.** 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

**VIII. Data Collection and Reporting Requirements**

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

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

**B. Quarterly Reports**

Grantee/Contractor/Vendor will provide a quarterly report of activities, which the following information:

- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week; and
- The number of trainees/interns;
- The progress of each trainee/intern toward completing 400 hours; and
- Demographic data for trainees/interns and produce recipients:
  - Date of Birth
  - Zip code
  - Race/ethnicity
  - Primary language
  - Sexual orientation
  - Gender identity<sup>4</sup>

**C. Annual Report**

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

- D.** Grantee will provide Ad Hoc reports as required by the SFHSA/CFAT.

- E.** Grantee may be required to utilize CFAT's shared registration database for their program and client data. Should SFHSA decide to require the Grantee to enter

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<sup>4</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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client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.

- F.** Grantee 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.
- G.** Grantee will develop a grievance policy with approval from SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

Jennifer.Grant@sfgov.org  
Contract Manager, Office of Contract Management, SFHSA

or

Thomas.McClain@sfgov.org  
Program Analyst, Citywide Food Access Team, SFHSA

**IX. Monitoring Activities**

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

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



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- B.** Fiscal Compliance and Contract Monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

<b>Agency Name: AsianWeek/Florence Fang Farm</b>				Grant Term: <b>5/1/23-6/30/27</b>		
(Check One)    New            Revision            Modification    XXX						
Effective Date:		<b>7/1/2026</b>	Modification No.:		<b>3</b>	
<b>Program Name: Farming Toward Food Security</b>						
	<b>5/1/23-6/30/23</b>	<b>7/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>7/1/25-6/30/26</b>	<b>7/1/26-6/30/27</b>	<b>5/1/23-6/30/27</b>
	<b>FY 22/23</b>	<b>FY23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>Total</b>
<b>Expenditures</b>						
Salaries & Benefits		\$ 47,016	\$ 41,250	\$ 53,125	\$ 57,746	\$ 199,137
Operating Expenses	\$ 31,569	\$ 295,404	\$ 113,805	\$ 111,322	\$ 109,060	\$ 661,160
<b>Subtotal</b>	\$ 31,569	\$ 342,420	\$ 155,055	\$ 164,447	\$ 166,806	\$ 860,297
Indirect Percentage (%)	13%	11%	15%	15%	13%	
Indirect Costs (Line 14 X Line 15)	\$ 4,080	\$ 36,930	\$ 23,258	\$ 24,386	\$ 22,027	\$ 110,681
Capital Expenses						
<b>Total Expenses</b>	\$ 35,649	\$ 379,351	\$ 178,313	\$ 188,833	\$ 188,833	\$ 970,979
<b>HSA Revenues</b>						
General Fund	\$ 35,649	\$ 379,351	\$ 158,500	\$ 183,000	\$ 188,833	\$ 945,333
FY 24-25 CODB			\$ 3,963	\$ 3,963		\$ 7,926
FY 24-25 One-Time Only			\$ 15,850	\$ -		\$ 15,850
FY 25/26 CODB				\$ 1,870		\$ 1,870
<b>Total HSA Revenues</b>	\$ 35,649	\$ 379,351	\$ 178,313	\$ 188,833	\$ 188,833	\$ 970,979
<b>Other Program Revenues</b>						
<b>Total Other Program Revenues</b>						
Prepared by: Shilpa Sahoo						

Agency Name: AsianWeek/Florence Fang Farm  
 Program Name: Farming Toward Food Security

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		Adjusted FTE23/24	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	5/1/23-6/30/27
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE 26/27		FY 22/23	FY23/24	FY 24/25	FY 25/26	FY 26/27	Total
Farm Manager	\$75,150	1.00	30%	0.30	0.31		\$ 21,700	\$ 14,000	\$ 21,000	\$ 22,545	\$ 56,700
Program Manager	\$72,300	1.00	30%	0.30	0.23		\$ 11,040	\$ 7,000	\$ 7,000	\$ 21,690	\$ 25,040
Bookkeeping/Admin	\$70,000	1.00	0%	0.00	0.14		\$ 6,440	\$ 7,000	\$ 7,000	-	\$ 20,440
Executive Director	\$ 150,000	1.00	0%	0.00			\$ 5,000	\$ 7,500	-		\$ 12,500
<b>TOTALS</b>	<b>\$ 367,450</b>	<b>4.00</b>	<b>60%</b>	<b>0.60</b>	<b>0.68</b>		<b>\$ 39,180</b>	<b>\$ 33,000</b>	<b>\$ 42,500</b>	<b>\$ 44,235</b>	<b>\$ 158,915</b>
<b>FRINGE BENEFIT RATE</b>	<b>31%</b>										
<b>EMPLOYEE FRINGE BENEFITS</b>	<b>\$13,511</b>						<b>\$ 7,836</b>	<b>\$ 8,250</b>	<b>\$ 10,625</b>	<b>\$ 13,511</b>	<b>\$ 40,222</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$380,961</b>						<b>\$ 47,016</b>	<b>\$ 41,250</b>	<b>\$ 53,125</b>	<b>\$ 57,746</b>	<b>\$ 199,137</b>

**Agency Name: AsianWeek/Florence Fang Farm**  
**Program Name: Farming Toward Food Security**

**Operating Expenses Detail**

Expenditure Category	5/1/23-6/30/23 FY 22/23	7/1/23-6/30/24 FY23/24	7/1/24-6/30/25 FY 24/25	7/1/25-6/30/26 FY 25/26	7/1/26-6/30/27 FY 26/27	5/1/23-6/30/27 Total
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)			\$ 9,000	\$ 10,000	\$ 8,000	\$ 27,000
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training			\$ 3,000	\$ 1,500		\$ 4,500
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
Trainee 1 (\$23.50 / hr rate)					\$ 7,050	\$ 7,050
Trainee 2 (\$23.50 / hr rate)					\$ 7,050	\$ 7,050
Trainee 3 (\$23.50 / hr rate)					\$ 7,050	\$ 7,050
Trainee 4 (\$23.50 / hr rate)					\$ 7,050	\$ 7,050
Trainee 5 (\$23.50 / hr rate)					\$ 9,400	\$ 9,400
Trainee 6 (\$23.50 / hr rate)					\$ 9,400	\$ 9,400
Trainee 7 (\$23.50 / hr rate)					\$ 9,400	\$ 9,400
Trainee 8 (\$23.50 / hr rate)					\$ 9,400	\$ 9,400
Trainee 9 (\$23.50 / hr rate)					\$ 9,400	\$ 9,400
Trainee 10 (\$23.50 /hr rate)					\$ 9,400	\$ 9,400
San Francisco Conservation Corps		\$ 105,250			-	\$ 105,250
City of Dreams	\$ 5,304	\$ 79,696			-	\$ 85,000
North Ridge Community Garden	\$ 1,380	\$ 45,326			-	\$ 46,706
Farm Assistants	\$ 13,102				-	\$ 13,102
Farm Consultant	\$ 4,600		\$ 15,000	\$ 25,000	\$ 8,460	\$ 53,060
OTHER						
Materials and Supplies	\$ 3,183	\$ 13,132	\$ 12,005	\$ 12,612	\$ 8,000	\$ 48,932
Farm Apprentice Program	\$ 4,000	\$ 52,000	\$ 74,800	\$ 62,210	\$ -	\$ 193,010
TOTAL OPERATING EXPENSE	\$ 31,569	\$ 295,404	\$ 113,805	\$ 111,322	\$ 109,060	\$ 661,160



**Appendix A-3 – Scope of Services**

**Earth Island Institute/Friends of Alemany Farm  
Farming Toward Food Security  
Term: 5/1/2023 - 6/30/2027**

**I. Purpose of Grant:** The purpose of this grant is to enable community members to grow produce for their own communities, thereby increasing decision-making and control over food production and distribution in San Francisco Districts 9, 10, and 11.<sup>1</sup>

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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
Grantee	AsianWeek/Florence Fang Community Farm (FFCF)
Integrated Pest Management Ordinance	As outlined in Chapter 3 of the San Francisco Environment Code, located at <a href="https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160">https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160</a>
Low-income	Income at/below 300% of federal poverty line defined by Bureau of Census, published annually by U.S. Dept of Health & Human Services. Only to be used by consumers to self-identify income status, not to be used as means test to qualify for program
Produce	Any whole edible portion of a plant in its raw and natural state <sup>2</sup>
Service Unit	One pound of produce for distribution from Grantee’s site(s)
SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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

<sup>1</sup> For the current San Francisco Supervisorial Districts, please visit the following: <https://sfelections.sfgov.org/new-voting-district-lines-2022> .

<sup>2</sup> California Retail Food Code section 113877



SOGI, cont.	of the clients they serve (Chapter 104, Sections 104.1 through 104.9).
Urban Agriculture	Food grown within the boundaries of a city limit; for this grant Urban Agriculture applies to fresh produce only

**III. Priority Population**

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, Grantee shall ensure that the food produced through this grant shall be grown in Supervisorial Districts 9, 10, and/or 11 and primarily distributed to food insecure people within Supervisorial Districts 9, 10, and/or 11 where food insecurity remains high.

The paid trainee/intern component shall serve low-income San Francisco residents from differing backgrounds who seek careers in urban agriculture and land management, but who may not have the opportunity to develop the skills needed on an unpaid, volunteer basis. For the purposes of this grant, “low-income” is a household earning less than 300% of the U.S. Health and Human Services Federal Poverty Limit<sup>3</sup> and Grantee may be required to verify the income of paid trainees/interns.

**IV. Description of Services**

Grantee shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. The produce must be grown by Grantee staff, subcontractors, paid trainees/interns, and/or volunteers.

Grantee shall meet all service and outcome objectives as stated below in sections VI and VII. The produce grown and distributed shall be culturally appropriate (as weather and growing conditions permit) for the food security program participants.

If a trainee/intern is classified as an employee, Grantee shall pay the trainees/interns according to San Francisco’s Minimum Compensation Ordinance; if not classified as an employee, Grantee shall pay the trainee/intern a stipend/honorarium that matches the San Francisco’s Minimum Compensation Ordinance rate. Grantee must provide the trainees/interns with a structured educational program to support future careers

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<sup>3</sup>For the 2023 U.S Health and Human Services Federal Poverty Guidelines, please visit the following: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.



## SAN FRANCISCO HUMAN SERVICES AGENCY

in urban agriculture and land management where each trainee/intern works a minimum of 400 hours over 12 months.

Grantee shall coordinate at least three volunteer workdays every week in order to engage the local community in the growing of the produce. Each volunteer workday must include volunteer training to ensure high-quality and safe food production. Depending on the difficulty of a task or project, the volunteer training may consist of a brief demonstration prior to the workday or a more formal workshop. Grantee staff is responsible for the safety of trainees/interns and volunteers.

On an annual basis, Grantee shall host at minimum two on-site community engagement and education events. Each event must have some educational component, such as a gardening lesson or a cooking demonstration.

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets the state and local food safety and sanitation requirements, and 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 produce is of high quality and falls within expiration timelines.

All sites and projects must conform to the current site zoning requirements at the time of use. The funds from this grant shall not be used to purchase heavy equipment or vehicles, nor to fund renovation or construction projects.

Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers.

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

Grantee's growing and programming shall take place at Alemany Farm in San Francisco. Growing and programming by subcontractors, when applicable, will take place at locations agreed upon by Grantee and CFAT. Distribution locations and time of services shall be agreed upon between Grantee and CFAT.

### **VI. Service Objectives**

During FY 26-27, Grantee will meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 25,000 pounds of produce to 500 unduplicated recipients
- B.** Grantee shall at minimum have 5 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period



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- C.** Grantee shall host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- D.** Grantee shall host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 400 attendees at each event

During FY 25-26, Grantee and Subcontractor will meet the following service objectives:

- E.** Grantee shall at minimum grow and distribute 25,000 pounds of produce to 500 unduplicated recipients
- F.** Grantee shall at minimum have 3 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- G.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- H.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 400 attendees at each event

During FY 24-25, Grantee and Subcontractors will meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 20,000 pounds of produce to 500 unduplicated recipients
- B.** Subcontractors shall at minimum each have 2 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- C.** Grantee shall at minimum have 3 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- D.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- E.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

From May 2023 to June 2024, Grantee and Subcontractors will meet the following service objectives:



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- A.** Grantee shall at minimum grow and distribute 23,000 pounds of produce to 500 unduplicated recipients
- B.** Subcontractor Hummingbird Farm shall at minimum grow and distribute 6,000 pounds of produce to 75 unduplicated recipients
- C.** Subcontractor Urban Sprouts shall at minimum grow and distribute 6,000 pounds of produce to 50 unduplicated recipients
- D.** Maintain a minimum of 15 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- E.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- F.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

**VII. Outcome Objectives**

On an annual basis, 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.
- E.** 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management
- F.** 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

**VIII. Data Collection and Reporting Requirements**

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

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



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**B. Quarterly Reports**

Grantee/Contractor/Vendor will provide a quarterly report of activities, which the following information:

- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week; and
- The number of trainees/interns;
- The progress of each trainee/intern toward completing 400 hours; and,
- The number of volunteer workdays hosted, and total number of volunteers in attendance; and
- The number of community engagement events hosted, including the number of attendees; and,
- Demographic data for trainees/interns and produce recipients:
  - Date of Birth
  - Zip code
  - Race/ethnicity
  - Primary language
  - Sexual orientation
  - Gender identity<sup>4</sup>

**C. Annual Report**

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

- D.** Grantee will provide Ad Hoc reports as required by the SFHSA/CFAT.
- E.** Grantee may be required to utilize CFAT’s shared registration database for their program and client data. Should SFHSA decide to require the Grantee to enter client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.
- F.** Grantee 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.

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<sup>4</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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- G.** Grantee will develop a grievance policy with approval from SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

Jennifer Grant  
Jennifer.Grant@sfgov.org  
Contract Manager, Office of Contract Management, SFHSA

or

Tommy McClain  
thomas.mcclain@sfgov.org  
Program Analyst, Citywide Food Access Team, SFHSA

**IX. Monitoring Activities**

**A.** Program monitoring will include review of:

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

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

- B.** Fiscal Compliance and Contract Monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash



receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY BUDGET SUMMARY**

**Agency:** Earth Island Institute/Friends of Alemany Farm **Grant Term:** 5/1/23-6/30/27

(Check One)    New            Revision    Modification XXX (#3)

Effective Date: 7/1/26

**Program: Farming Toward Food Security**

	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	5/1/23-6/30/27
<b>Expenditures</b>						
Salaries & Benefits	\$26,972	\$203,647	\$141,680	\$171,194	\$171,194	\$714,687
Operating Expense	\$562	\$113,654	\$18,650	\$0	\$0	\$132,866
<b>Subtotal</b>	<b>\$27,534</b>	<b>\$317,301</b>	<b>\$160,330</b>	<b>\$171,915</b>	<b>\$171,194</b>	<b>\$848,273</b>
Indirect Percentage (%)	12%	15%	11%	11%	11%	
Indirect Cost (Line 16 X Line 15)	\$3,600	\$46,660	\$17,983	\$18,912	\$18,832	\$105,988
Capital Expenditure						
<b>Total Expenditures</b>	<b>\$31,134</b>	<b>\$363,960</b>	<b>\$178,313</b>	<b>\$190,826</b>	<b>\$190,026</b>	<b>\$954,260</b>
<b>HSA Revenues</b>						
General Fund	\$31,134	\$363,960	\$158,500	\$183,000	\$183,000	\$919,594
OTO FY 24/25			\$15,850			\$15,850
CODB FY 24/25			\$3,963	\$3,963	\$3,963	\$11,888
OTO FY 25/26				\$800		\$800
CODB FY 25/26				\$1,870	\$1,870	\$3,740
MCO FY25/26				\$1,193	\$1,193	\$2,386
<b>TOTAL HSA REVENUES</b>	<b>\$31,134</b>	<b>\$363,960</b>	<b>\$178,313</b>	<b>\$190,826</b>	<b>\$190,026</b>	<b>\$954,260</b>
<b>Other Revenues</b>						
Program income	\$10,000		\$25,000			\$45,000
Foundations	\$5,000		\$20,000			\$45,000
Individual & Corporate Donations	\$15,000		\$70,000			\$185,000
<b>Total Other Revenues</b>	<b>\$30,000</b>		<b>\$115,000</b>			<b>\$275,000</b>
<b>Total Revenues</b>	<b>\$61,134</b>		<b>\$293,313</b>			<b>\$1,229,260</b>

Prepared by:

Date:

**Agency: Earth Island Institute/Friends of Alemany Farm  
 Program: Farming Toward Food Security**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	TOTAL
	Annual Full	Total	% FTE	Adjusted	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	7/1/26-6/30/27	5/1/23-6/30/27
Farm Director	\$72,500	0.80	62%	0.50	\$5,803	\$31,600	\$31,600	\$36,565	\$36,565	\$142,133
Farm manager	\$68,500	1.00	70%	0.70	\$3,894	\$33,750	\$33,750	\$48,700	\$48,700	\$168,794
Farm Program manager	\$65,000	0.40	50%	0.20	\$4,751	\$32,500	\$13,000			\$50,251
Farm assistant	\$52,000	0.50	80%	0.40	\$1,688	\$16,203	\$9,450	\$21,343	\$21,343	\$70,027
Trainee position #1	\$48,880	0.25	35%	0.09	\$580	\$10,850	\$5,491	\$7,075	\$4,253	\$28,248
Trainee position #2	\$48,880	0.25	35%	0.09	\$761	\$10,850	\$5,491	\$7,075	\$4,253	\$28,430
Trainee position #3	\$48,880	0.25	35%	0.09	\$1,758	\$10,850	\$5,491	\$7,075	\$4,240	\$29,414
Trainee position #4	\$48,880	0.25	35%	0.09	\$1,489	\$10,850	\$5,491		\$4,240	\$22,070
Trainee position #5	\$48,880	0.25	35%	0.09	\$1,567	\$10,850	\$5,491		\$4,240	\$22,148
Executive Director							\$1,836			\$1,836
Greenhouse manager	\$52,000	0.35	76%	0.27				\$14,129	\$14,129	\$28,258
<b>TOTALS</b>		4.30	512%	2.50	\$22,291	\$168,303	\$117,091	\$141,962	\$141,963	\$591,610
FRINGE BENEFIT RATE	0.21									
EMPLOYEE FRINGE BENEFITS					\$4,681	\$35,344	\$24,589	\$29,232	\$29,231	\$123,077
<b>TOTAL SALARIES &amp; BENEFITS</b>					\$26,972	\$203,647	\$141,680	\$171,194	\$171,194	\$714,687

**Agency: Earth Island Institute/Friends of Alemany Farm**  
**Program: Farming Toward Food Security**

**Operating Expense Detail**

<u>Expenditure Category</u>	<u>FY 22/23</u> <u>5/1/23-6/30/23</u>	<u>FY 23/24</u> <u>7/1/23-6/30/24</u>	<u>FY 24/25</u> <u>7/1/24-6/30/25</u>	<u>FY 25/26</u> <u>7/1/25-6/30/26</u>	<u>FY 26/27</u> <u>7/1/26-6/30/27</u>	<u>TOTAL</u> <u>5/1/23-6/30/27</u>
Rental of Property						
Utilities(Elec, Water, Gas, Phone, Garbage)						
Office Supplies, Postage						
Building Maintenance Supplies and Repair						
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
Hummingbird Farm/PODER		\$65,840				\$65,840
Urban Sprouts		\$46,400	\$18,650			\$65,050
OTHER						
Program Supplies	\$385	\$914	\$0	\$0	\$0	\$1,299
Farm Supplies	\$176	\$500	\$0	\$0	\$0	\$676
						\$0
<b>TOTAL OPERATING EXPENSE</b>	<b>\$562</b>	<b>\$113,654</b>	<b>\$18,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$132,866</b>