



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

Memorandum

To: Human Services Commission

Through: Trent Rhorer, Executive Director

From: Ana Pineda, Deputy Director
Esperanza Zapien, Director of Office of Contract Management

Date: May 22, 2026

Subject: New Grant: **San Francisco-Marin Food Bank** (Nonprofit) For Provision of Emergency Food Box

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	<u>Full Term</u>	<u>Contingency</u>	<u>Total</u>		
Grant Term:	7/1/26- 6/30/30				
Grant Amount:	\$276,556	\$27,656	\$304,212		
Annual Amount:	<u>FY 26-27</u> \$69,139	<u>FY 27-28</u> \$69,139	<u>FY 28-29</u> \$69,139	<u>FY 29-30</u> \$69,139	
Funding Source:	<u>County</u> \$276,556	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$27,656	<u>Total</u> \$304,212
Percentage:	100%				100%

The Human Services Agency (SFHSA) requests authorization to enter into a new grant agreement with **San Francisco-Marin Food Bank** for the period of July 1, 2026, to June 30, 2030, in the amount of \$276,556 plus a 10% contingency for a total amount not to exceed \$304,212. The purpose of this grant is to provide emergency food boxes for San Francisco families and individuals facing a need for emergency food assistance (such as illness, unexpected economic hardship, etc.).



Background

The Emergency Food Box (EFB) program provides food boxes to San Franciscans experiencing a need for emergency food assistance, such as crisis, illness, unexpected economic hardship, etc., thereby allowing recipients time to address their emergency before having to think about where to get their next meal.

This program has been in existence for over two decades and currently has eleven (11) distribution sites located within various San Francisco neighborhoods, including the Bayview, Mission District, Outer Mission, South of Market, Richmond District, Western Addition, and Visitacion Valley.

Services to be Provided

This program will provide emergency food boxes to approximately 2,100 individuals annually in need of emergency food. Each box contains a nutritionally balanced three-day supply of food equivalent to nine meals. Families and individuals needing emergency food are referred from registered HSA departments or screened at one of the SFMFB-certified EFB agencies.

Location

The current EFB distribution sites are:

No.	Agency	Address	Zip Code
1	Adult Protective Services (DAS)	1650 Mission Street	94103
2	Bayview TLC FRC EFB	1601 Lane St.	94124
3	Institute on Aging	3514 Geary Blvd.	94118
4	La Raza Community Resource Center	474 Valencia St.	94103
5	Richmond District Neighborhood Center	741 30 th Ave.	94121
6	SFHSA – 170 Otis	170 Otis St.	94103
7	SFHSA – 1440 Harrison	1440 Harrison St.	94103
8	SFHSA – 1460 Mission	1460 Mission St.	94103
9	SFHSA – 3120 Mission	3120 Mission St.	94110
10	St. Anthony Foundation	121 Golden Gate Ave.	94102
11	Swords to Plowshares	1060 Howard St.	94102

Selection

The grantee was selected through RFP #1189 issued on December 8, 2025.

Funding

Funding for this grant is provided through County General Funds.

Attachments

Appendix A, Scope of Services

Appendix B, Budget

**Appendix A – Services to be Provided
San Francisco-Marín Food Bank
Emergency Food Box (EFB)
July 1, 2026 – June 30, 2030**

I. Purpose of Grant:

The purpose of this grant is to provide a three-day supply of emergency food to San Francisco families and individuals facing a need for emergency food assistance (such as crisis, illness, unexpected economic hardship, etc.), thereby allowing recipients time to address their emergency before having to think about where to get their next meal. Grantee will acquire, store and distribute healthy donated and low-cost food using volunteers to glean, sort and package it to keep costs extremely low. Grantee will collaborate with and provide technical assistance to the Community-Based Organizations (CBOs) that are involved with providing and/or insuring safe, edible, and wholesome food to the public under this grant agreement.

II. Definitions

Box Types	R1 (1-person cook), RNC1 (1-person no-cook), R2 (2-person cook), RNC2 (2-person no-cook)
CARBON	SFHSA’s web-based Contracts Administration, Reporting, and Billing On-line System
CBO	Community-Based Organization
City	City and County of San Francisco, a municipal corporation
EFB	Emergency Food Box
Grantee	San Francisco-Marín Food Bank (or SF-Marín Food Bank, or Food Bank, or SFMFB)
Household	Individuals living together who share food resources
JET	SFMFB’s system used for enrollment/attendance and data outputs supporting CARBON reconciliation (practice reflected in EFB desk monitoring)
MOU	Memorandum of Understanding
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>
Unit of Service (UOS)	One individual served by an Emergency Food Box consisting of a three-day supply of a variety of shelf-stable emergency food.

III. Target Population

Families and individuals needing emergency food referred from registered SFHSA departments or screened by the SF-Marin Food Bank or by one of the SF-Marin Food Bank certified EFB agencies.

This program is designed to serve people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need.

Program Eligibility:

To qualify for services, individuals must meet all the following criteria:

- Resident of San Francisco
- Low income

IV. Description of Services

The SF-Marin Food Bank shall provide the following services during the term of this grant:

- A.** The San Francisco–Marin Food Bank (“Food Bank”) shall provide a nutritionally balanced, three-day supply of emergency food (equivalent to nine meals) to eligible families and individuals.
- B.** Grantee shall serve all SFHSA programs that apply to participate in EFB, meet EFB criteria, and agree to abide by the Food Bank’s general and EFB-specific policies and procedures.
- C.** Grantee shall annually survey program participants to help gauge the level of satisfaction with the content of food boxes and treatment by program staff.
- D.** Grantee shall monitor distribution sites at least biennially to help ensure program compliance.
- E.** Grantee shall provide SFHSA with regular monitoring and ad hoc reports, including current participating EFB distribution sites, to help ensure its contract objectives are met.

- F.** Grantee shall review required EFB site forms for completion and accuracy and confer with SFHSA and other distribution sites as needed.
- G.** In consultation with, and through final authorization by SFHSA, Grantee shall recruit CBOs to serve as EFB sites. Grantee will inform and consult with SFHSA as soon as substitution or closure of a CBO distribution site is being considered to discuss potential impacts. The Grantee shall not close, substitute, or suspend any food distribution sites without prior consultation with SFHSA.
- H.** Grantee shall respond timely, within 24 hours, to SFHSA correspondence and inquiries. Correspondence sent on Fridays after close of business, or on weekends, will be treated as received the next business day.
- I.** The minimum units of service to be provided through this funding is 2,100 individuals per year, an average of 175 individuals per month.

* Approximate number of weeks takes into account occasional temporary site closures (holidays, etc.). The actual number of distributions varies by site and by year. However, most sites distribute most weeks of the year.

Grantee shall deliver sufficient groceries to participating CBOs to be distributed to the target populations in the following quantities:

Program Model	Frequency	Units of Service
Emergency Food Box	As requested by sites available year-round	Minimum 2,100 UOS annually/average 175 UOS per month

- J.** Grantee will leverage in-kind contributions, including but not limited to volunteers, to support their program. The grantee is responsible for recruiting, training, and utilizing volunteers to assist with various aspects of the program, such as the preparation and distribution of groceries.
- K.** Grantee will provide orientation and training to all new program staff, both paid and volunteer, to ensure they can perform their assigned responsibilities. All staff must complete food safety training before handling food, including packing for distribution to consumers. Additionally, the grantee will conduct one in-service training for program staff per year focused on food safety to prevent foodborne illness and ensure food is safe for consumption.
- L.** Grantee will ensure that sufficient qualified staff, both paid and/or volunteer, are in place to meet the program’s requirements. Staff must

have the appropriate education, experience, and cultural competency to deliver quality services that meet the needs of consumers.

- M.** Grantee will comply with the California Retail Food Code (CRFC) in all aspects of the program. The grantee must ensure that food is handled properly and distributed to consumers by volunteers or staff in accordance with federal, state, and local food safety regulations. This includes ensuring that food is safely stored, transported, and distributed to consumers.
- N.** Grantee will ensure that the foods provided through the program are culturally appropriate and meet the diverse dietary needs and preferences of the consumer population whenever possible.
- O.** Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding HSA-funded programs and their employees or volunteers. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
- P.** Grantee will ensure that HSA funding information is prominently displayed on its websites and publications related to the HSA-funded program.
- Q.** Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

V. Location and Time of Services

A. Location of Services

Emergency Food Boxes (EFBs) will be distributed through SFMFB-approved partner sites located throughout San Francisco. A list of partner sites will be maintained by Grantee and provided to SFHSA upon request. Grantee shall work with SFHSA regarding any potential changes to partner sites.

B. Time of Services

EFBs shall be available to participants during the regular business hours of each participating partner site. Hours of operation, address and main contact person for each site will be shared with SFHSA via the Distribution Partner List. Partner sites will promote widely their distribution days/times and update participants of any changes.

VI. Service Objectives

On an annual basis, Grantee shall meet the following service objectives. Detailed operational requirements are described in Section IV.

A. Service Volume & Pacing

1. Provide emergency food access to at least 2,100 individuals per year, averaging 175 individuals per month.

B. Accurate Log Submission

1. Ensure 100% monthly submission of EFB Site Distribution Log and accurate documentation.

C. Site Operations

1. Notify SFHSA of any changes to site operations or distribution models.

D. Monitoring, Training & Technical Assistance

1. Participate in required monthly monitoring meetings with SFHSA
2. Conduct required partner training and host at least one meeting annually and provide as-needed partner support.

VII. Outcome Objectives

On an annual basis, SF-Marin Food Bank will meet the following outcome objectives:

A. At least 85% of program participants surveyed will state that:

1. they are satisfied with the food items/services received
2. the food was appropriate for the living situation
3. program staff treated them with dignity and respect
4. they know where to get food assistance or other services
5. they were given information on where to go to get weekly free groceries once the contents of the emergency food box run out.

B. Survey results must be entered in CARBON by July 15 each year.

VIII. Data Collection and Reporting Requirements

A. Grantee will provide a monthly report of activities, referencing the tasks described in Section VI & VII- Service and Outcome Objectives.

B. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month, ensuring accuracy and timeliness of these entries. Each report must include:

1. Total number of units of service provided
 2. Number of individuals served by the food provided through the EFB Program, including distribution site, household zip code, and quantity and type of emergency food boxes distributed to each household
- C.** 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 SFHSA with data required for the San Francisco Biennial Food Security and Equity Report by the requested deadline.
- E.** Grantee will provide Ad Hoc reports as required by the Department.
- F.** Quarterly and Annual Reports will be entered into the Contracts Administration, Reporting, and Billing Online (CARBON) system.

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

Emmy.Miller@sfgov.org
Contract Manager, Office of Contract Management, SFHSA

or

Ana.Marie.Lara@sfgov.org
Program Manager, Alignment and Guidance, SFHSA

IX. Monitoring Activities

- A. Program Monitoring:** Program monitoring will include regular meetings with SFHSA to review the Grantee's progress towards meeting service and outcome objectives.
1. The SFSHA Alignment and Guidance Program Manager, or their designee, will act as a liaison between SFHSA and the Grantee.
 2. The SFSHA Alignment and Guidance Program Manager, or their designee, will meet with Grantee on a regular basis to review the progress and performance of the grant, including monthly, quarterly, and/or annually.
- B. Fiscal Compliance and Contract Monitoring:** Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Grantee/Contractor: San Francisco-Marin Food Bank				Full Term:	7/1/26-6/30/30
Program: Emergency Food Box				Effective Date:	7/1/2026
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revisor <input type="checkbox"/> (Check One)				Modification #	
				F&P ID#	1000038424
	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	7/1/26-6/30/30
Annual # Grocery Units	2,100	2,100	2,100	2,100	8,400
HSA Expenditures	Original	Original	Original	Original	Total
Salaries & Benefits	\$34,761	\$34,761	\$34,761	\$34,761	\$139,044
Operating Expenses	\$30,465	\$30,465	\$30,465	\$30,465	\$121,860
Subtotal	\$65,226	\$65,226	\$65,226	\$65,226	\$260,904
Indirect Percentage (%)	6%	6%	6%	6%	6%
Indirect Costs (Line 16 X Line 15)	\$3,913	\$3,913	\$3,913	\$3,913	\$15,652
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total HSA Expenses	\$69,139	\$69,139	\$69,139	\$69,139	\$276,556
Non-HSA Expenditures					
Salaries & Benefits	\$22,408	\$22,408	\$22,408	\$22,408	\$89,632
Operating Expenses	\$13,592	\$13,592	\$13,592	\$13,592	\$54,368
Consultant/Subcontractor					
Direct Client Pass-Through					
Capital Expenses					
Total NON-HSA Expenses	\$36,000	\$36,000	\$36,000	\$36,000	\$144,000
TOTAL HSA AND NON HSA EXPEDITURES	\$105,139	\$105,139	\$105,139	\$105,139	\$420,556
HSA Revenues					
General Fund	\$69,139	\$69,139	\$69,139	\$69,139	\$276,556
State					
Federal					
Total HSA Revenues	\$69,139	\$69,139	\$69,139	\$69,139	\$276,556
PER BAG COST, HSA	\$32.92	\$32.92	\$32.92	\$32.92	\$32.92
NON HSA Revenues					
General Operating	\$30,480	\$30,480	\$30,480	\$30,480	\$121,920
In-Kind Food					
In-Kind Service	\$5,520	\$5,520	\$5,520	\$5,520	\$22,080
Total NON HSA Revenues	\$36,000	\$36,000	\$36,000	\$36,000	\$144,000
TOTAL HSA AND NON HSA REVENUE	\$105,139	\$105,139	\$105,139	\$105,139	\$420,556
Prepared by: Trish Moyce					
Telephone No. & Email: (415) 702-5690 tmoyce@sfmfoodbank.org				HSA Budget Form (3/24)	

Grantee/Contractor: San Francisco-Marin Food Bank
 Program: Emergency Food Box

Salaries & Benefits Detail

HSA Salaries & Benefits	Agency Totals		HSA Program		7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	7/1/26-6/30/30
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Community Partnerships Program Coordinator	\$71,326	0.30	69%	0.21	\$14,797	\$14,797	\$14,797	\$14,797	\$59,188
Community Partnerships Program Associate	\$66,893	0.10	69%	0.07	\$4,626	\$4,626	\$4,626	\$4,626	\$18,504
Food Sourcing & Allocation Director	\$102,360	0.01	69%	0.01	\$817	\$817	\$817	\$817	\$3,268
Driver	\$73,159	0.14	69%	0.10	\$7,297	\$7,297	\$7,297	\$7,297	\$29,188
Project Leader	\$68,279	0.01	69%	0.00	\$272	\$272	\$272	\$272	\$1,088
TOTALS	\$382,017	0.56	3.46	0.39	\$27,809	\$27,809	\$27,809	\$27,809	\$111,236

FRINGE BENEFIT RATE	25%
EMPLOYEE FRINGE BENEFITS	\$6,952
TOTAL HSA SALARIES & BENEFITS	\$139,044

NON-HSA Salaries & Benefits	Agency Totals		HSA Program		7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	7/1/26-6/30/30
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Community Partnerships Program Coordinator	\$71,326	0.30	31%	0.09	\$6,601	\$6,601	\$6,601	\$6,601	\$26,404
Community Partnerships Program Associate	\$66,893	0.10	31%	0.03	\$2,064	\$2,064	\$2,064	\$2,064	\$8,256
Food Sourcing & Allocation Director	\$102,360	0.01	31%	0.00	\$364	\$364	\$364	\$364	\$1,456
Driver	\$73,159	0.14	31%	0.04	\$3,255	\$3,255	\$3,255	\$3,255	\$13,020
Project Leader	\$68,279	0.01	31%	0.00	\$122	\$122	\$122	\$122	\$488
In-Kind Volunteer Time	\$47,840	0.12	100%	0.12	\$5,520	\$5,520	\$5,520	\$5,520	\$22,080
TOTALS	\$429,857	0.68	2.54	0.29	\$17,926	\$17,926	\$17,926	\$17,926	\$71,704

FRINGE BENEFIT RATE	25%
EMPLOYEE FRINGE BENEFITS	\$4,482
TOTAL NON-HSA SALARIES & BENEFITS	\$89,632

Total HSA and NON-HSA Salaries and Benefits

Grantee/Contractor: San Francisco-Marín Food Bank
 Program: Emergency Food Box

Appendix B, Page 3

Operating Expenses Detail

	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/29 - 6/30/30	7/1/26-6/30/30
	Original	Original	Original	Original	Total
Annual # Grocery Units	2,100	2,100	2,100	2,100	8,400
HSA Operating Expenses					
Expenditure Category					
Rental of Property	\$81	\$81	\$81	\$81	\$324
Utilities(Elec, Water, Gas, Phone, Garbage)	\$54	\$54	\$54	\$54	\$216
Office Supplies, Postage	\$21	\$21	\$21	\$21	\$84
Building Maintenance Supplies and Repair	\$124	\$124	\$124	\$124	\$496
Printing and Reproduction					
Insurance	\$120	\$120	\$120	\$120	\$480
Staff Training	\$2	\$2	\$2	\$2	\$8
Staff Travel-(Local & Out of Town)	\$11	\$11	\$11	\$11	\$44
Rental of Equipment					
Consulting/Professional/Subcontracting Services					
Other					
EFB Food Purchase	\$29,043	\$29,043	\$29,043	\$29,043	\$116,172
Food Storage and Distribution	\$114	\$114	\$114	\$114	\$456
Occupancy	\$48	\$48	\$48	\$48	\$192
Equipment	\$32	\$32	\$32	\$32	\$128
Technology	\$186	\$186	\$186	\$186	\$744
Transportation	\$629	\$629	\$629	\$629	\$2,516
Total HSA Operating Expense	\$30,465	\$30,465	\$30,465	\$30,465	\$121,860
NON-HSA Operating Expenses					
Expenditure Category					
Rental of Property	\$36	\$36	\$36	\$36	\$144
Utilities(Elec, Water, Gas, Phone, Garbage)	\$24	\$24	\$24	\$24	\$96
Office Supplies, Postage	\$9	\$9	\$9	\$9	\$36
Building Maintenance Supplies and Repair	\$56	\$56	\$56	\$56	\$224
Printing and Reproduction					
Insurance	\$54	\$54	\$54	\$54	\$216
Staff Training	\$1	\$1	\$1	\$1	\$4
Staff Travel-(Local & Out of Town)	\$4	\$4	\$4	\$4	\$16
Rental of Equipment					
Consulting/Professional Services					
Other					
EFB Food Purchase	\$12,957	\$12,957	\$12,957	\$12,957	\$51,828
Food Storage and Distribution	\$51	\$51	\$51	\$51	\$204
Occupancy	\$21	\$21	\$21	\$21	\$84
Equipment	\$14	\$14	\$14	\$14	\$56
Technology	\$84	\$84	\$84	\$84	\$336
Transportation	\$281	\$281	\$281	\$281	\$1,124
Total NON-HSA Operating Expense	\$13,592	\$13,592	\$13,592	\$13,592	\$54,368
Total HSA & NON-HSA Operating Expense	\$44,057	\$44,057	\$44,057	\$44,057	\$176,228

HSA Budget Form (3/24)