



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**Memorandum**

**To:** Human Services Commission

**Through:** Trent Rhorer, Executive Director

**From:** Susie Smith, Deputy Director  
Esperanza Zapien, Director Of Office of Contract Management

**Date:** June 18, 2026

**Subject:** New Grant: **Glide Foundation** (Nonprofit) For Provision Of Annual Food Distribution Event/Turkey Event

DS  
*EE*

	<u>Full Term</u>	<u>Contingency</u>	<u>Total</u>		
<b>Grant Term:</b>	7/1/26- 6/30/27				
<b>Grant Amount:</b>	\$300,000	\$30,000	\$330,000		
<b>Annual Amount:</b>	<u>FY 26-27</u> \$300,000				
<b>Funding Source:</b>	<u>County</u> \$300,000	<u>State</u> \$0	<u>Federal</u> \$0	<u>Contingency</u> \$30,000	<u>Total</u> \$330,000
<b>Percentage:</b>	100%	0%	0%		100%

The San Francisco Human Services Agency (SFHSA) requests authorization to enter into a new grant agreement with **Glide Foundation** for the period of July 1, 2026, to June 30, 2027, in the amount of \$300,000 plus a 10% contingency for a total amount not to exceed \$330,000. The purpose of this grant is to provide a holiday-themed turkey distribution focused on serving public housing site residents and low-income San Franciscans.



## Background

SFHSA has supported an annual turkey distribution event as a part of the City's celebration of Thanksgiving for many years. In the past 4 years, we have distributed over 20,000 turkeys to public housing residents and low-income San Franciscans throughout the City. Each year, we work with a nonprofit grantee who procures the turkeys and supplemental items, as well as organizes the logistics of the distribution. This grant with Glide Foundation is a continuation of this service.

## Services to be Provided

Glide Foundation will work with SFHSA's Citywide Food Access Team to plan, organize, and implement the turkey distribution event for the 2026 Thanksgiving season. New this year, we will offer more than just turkeys to recipients - we will offer a choice of chicken or turkey to accommodate cultural preferences and the fact that many residents do not have appropriate kitchen facilities to cook a turkey. We will also enhance the offerings by adding supplemental items in addition to the poultry options in order to offer further food support for recipients during a time of consistently rising food costs.

## Location

Services will be provided throughout the City with a focus at public housing sites.

## Selection

The grantee was selected through RFP # 1186 issued on January 27, 2026.

## Funding

Funding for this grant is provided through County General Funds.

## Attachments

Appendix A, Scope of Services

Appendix B, Budget



## Appendix A – Scope of Services

Grantee: Glide Foundation

Program: Annual Food Distribution Event - Turkeys

Term: July 1, 2026 to June 30, 2027

### I. Purpose of Grant

To continue a decades-long holiday-themed turkey distribution focused on serving public housing site residents in San Francisco.

### II. Definitions

Bottled Water	“Bottled Water” as defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 et seq
CARBON	SFHSA’s web-based Contracts Administration, Reporting, and Billing On-line System
CFAT	Citywide Food Access Team
City	City and County of San Francisco, a municipal corporation
Culturally Relevant/Tailored	Foods and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
Fiscal Year (FY)	City and County of San Francisco Fiscal year, each starting July 1 and ending June 30
Grantee	Glide Foundation
Low-income	Having income at or below 200% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not as a means test to qualify for the program.
Service Unit	One distributed grocery bag containing at minimum one turkey or chicken; may include other pre-approved food items.
SFHSA	San Francisco Human Services Agency

### III. Target 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 program services are accessible to food-insecure individuals and families in San Francisco public housing sites.



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**IV. Description of Services**

Grantee shall provide the following services during the term of this grant:

- A.** Grantee shall partner with CFAT/SFHSA to operate a large-scale, annual free food distribution for San Francisco public housing site residents in the Target Population. Additional populations may be served with approval from CFAT and if resources allow.
- B.** Grantee will procure all poultry, including chicken and turkeys, other pre-approved food items, and packaging. Grantee will also coordinate appropriate storage for all items leading up to the distribution. Grantee shall follow all applicable local, state, and federal food safety requirements.
- C.** Grantee shall receive pre-approval from CFAT on all food items purchased and distributed through the grant.
- D.** Grantee will be responsible for community outreach to the Target Population to promote awareness of the event.
- E.** Grantee shall verify eligibility and confirm that interested participants are residents of San Francisco public housing sites. Grantee shall operate a system to ensure fair distribution, including eliminating the possibility that recipients receive more than one unit of service.
- F.** Grantee shall work with CFAT to ensure that all participants are provided a dignified experience throughout all aspects of the event. This includes but is not limited to joint coordination of logistics and food item provision that provides a dignified experience for recipients. Grantee shall, to the best of their ability, ensure cultural and linguistic needs of receiving sites are considered and honored, in collaboration with CFAT.
- G.** No sugar-sweetened beverages, bottled water, alcohol, tobacco, vouchers, debit/gift cards, or meals may be purchased using grant funds.
- H.** Grantee must include SFHSA in all conversations with any other City departments regarding the annual food event.
- I.** Grantee is expected to leverage other resources, including in-kind food donations and volunteer time.

**V. Location and Time of Services**

The event shall occur shortly before Thanksgiving, at dates, times, and locations agreed upon with housing site coordinators and CFAT. The event shall be at public housing sites and, if needed, other sites that are easily accessible via public transportation and accommodating for those with disabilities or limited mobility.

**VI. Service Objectives**

On an annual basis, Grantee shall meet the following service objectives:

- A.** Number of service units provided per annual event: 5,000 at minimum



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

- B.** Number of households receiving service units per annual event: 5,000 minimum
- C.** Grantee meets with CFAT at minimum once a month starting 3 months before the anticipated event date until the event is complete every year.

**VII. Outcome Objectives**

On an annual basis, Grantee will meet the following outcome objective:

- A.** At least 95% of anticipated participants attended the event.

**VIII. Data Collection and Reporting Requirements**

- A.** Following the first planning meeting each year, Grantee shall email progress updates to CFAT at minimum every two weeks until the completion of the event each year.
- B.** Grantee shall submit a report to CFAT to provide numbers of service units distributed and number of people served during each annual food distribution event. This report is due within 15 calendar days following the month of service.

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

Jennifer.Grant@sfgov.org  
Contract Manager, Office of Contract Management, SFHSA  
or  
Cathy.Huang@sfgov.org  
Program Manager, Citywide Food Access Team, SFHSA

**IX. Monitoring Activities**

- A.** Program Monitoring may include review of services, policies and procedures, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B.** Fiscal Compliance and 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>Grantee/Contractor: Glide Foundation</b>		
<b>Program: Turkey Distribution Event</b>		Effective: 7/1/2026
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> Check One) <input type="checkbox"/>		
	<b>7/1/26 - 6/30/27</b>	<b>Term: 7/1/26 - 6/30/27</b>
<b>Expenses</b>	<b>Original</b>	<b>Total</b>
Salaries & Benefits	\$49,400	\$49,400
Operating-Direct	\$212,000	\$212,000
<b>Subtotal</b>	<b>\$261,400</b>	<b>\$261,400</b>
Indirect Percentage (%)	15%	15%
Indirect Costs (Line 16 X Line 15)	\$38,600	\$38,600
Consultant/Subcontractor (\$25,000+)		
Direct Client Pass-Through		
Capital Expenses		
<b>Total Expenses</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>HSA / DAS Revenues</b>		
General Fund	\$300,000	\$300,000
State		
Federal		
<b>Total HSA / DAS Revenues</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>Grantee/Contractor Revenues</b>		
<b>Total Grantee/Contractor Revenues</b>		
<b>Total Revenues</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>Prepared by and Date:</b> Kate Swelstad, 6/10/26		
<b>Telephone No. &amp; Email:</b> 415-674-6234, kswe <i>HSA Budget Form (2/25)</i>		

**Grantee/Contractor: Glide Foundation**  
**Program: Turkey Distribution Event**

**Appendix B, Page 2**

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		7/1/26 - 6/30/27	Term: 7/1/26 - 6/30/27
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Total
Project Manager	\$95,000	0.40	100%	0.40	\$38,000	\$38,000
<b>TOTALS</b>	\$95,000	0.40	1.00	0.40	\$38,000	\$38,000
<b>FRINGE BENEFIT RATE</b>	30%					
<b>EMPLOYEE FRINGE BENEFITS</b>					\$11,400	\$11,400
<b>TOTAL SALARIES &amp; BENEFITS</b>					\$49,400	\$49,400

**Grantee/Contractor: Glide Foundation**  
**Program: Turkey Distribution Event**

**Appendix B, Page 3**

**Operating Expenses Detail**

	<b>7/1/26 - 6/30/27 Original</b>	<b>Term: 7/1/26 - 6/30/27 Total</b>
<b><u>Expenditure Category</u></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		
<b><u>Consulting/Professional Services</u></b>		
<b><u>Other</u></b>		
Food Costs	\$200,000	\$200,000
Transportation Costs	\$12,000	\$12,000
<b><u>Total Operating Expense</u></b>	<b>\$212,000</b>	<b>\$212,000</b>