



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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



London Breed
Mayor

Trent Rhorer
Executive Director

TO:	HUMAN SERVICES COMMISSION				
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR				
FROM:	SUSIE SMITH, DEPUTY DIRECTOR FOR POLICY & PLANNING ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS				
DATE:	OCTOBER 21, 2022				
SUBJECT:	NEW GRANT: A. PHILIP RANDOLPH INSTITUTE SAN FRANCISCO (NON-PROFIT) for HOLIDAY FOOD DISTRIBUTION				
GRANT TERM:	10/01/2022 – 6/30/2023				
GRANT AMOUNT:	<u>New</u>	<u>Contingency</u>	<u>Total</u>		
	\$250,000	\$25,000	\$275,000		
ANNUAL AMOUNT:	<u>FY 22/23</u> \$250,000				
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$250,000			\$25,000	\$275,000
PERCENTAGE:	100%				100%

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The Human Services Agency (HSA) requests authorization to enter into a new grant agreement with the A. Philip Randolph Institute San Francisco (APRISF), a nonprofit, for the period of October 1, 2022 to June 30, 2023 in the amount of \$250,000 plus a 10% contingency for a total amount not to exceed \$275,000. The purpose of this grant is to operate a large-scale Holiday Food Distribution in partnership with the San Francisco Housing Authority and HSA for the 2022 holiday season.

Background

San Francisco has a history of community-based organizations hosting large-scale holiday food events. While regular, ongoing food security efforts are crucial to combatting food insecurity year-round, HSA also recognizes that during holidays, people should have the opportunity to celebrate events that are meaningful to them. Through RFP 1044, HSA sought to provide support for an experienced and trusted nonprofit that can facilitate and implement a successful holiday food distribution event serving the most in-need San Franciscans.

As a result of RFP 1044, APRISF was selected and will be implementing a large-scale food distribution with the support of SFHSA and the Housing Authority. APRISF has a long history of implementing holiday food distributions to public housing residents and is well equipped this year to provide food to 6,000 households, which will be the largest event yet serving the most number of households.

Services to be Provided

Grantee will be responsible for the planning, coordination, and procurement of a large-scale food distribution event centered around the end of the year holiday season. Grantee will implement an event that serves at minimum 6,000 households with groceries that have been procured and stored with regard to quality, food handling and storage best practices and cultural responsiveness. This event is intended to serve public housing residents as well as other low-income San Franciscans.

Location

Grantee will coordinate with other community-based organizations on best times and locations to distribute the food items. This event is intended to have accessible pick-up points at public housing sites, churches, CBOs, schools, city agency partners, and senior centers.

Selection

Grantee was selected through RFP #1044 issued in August 2022.

Funding

Funding for this grant is provided by City and County General Funds.

ATTACHMENTS

Appendix A - Services to be Provided

Appendix B - Program Budget

Appendix A – Services to be Provided

A. Phillip Randolph Institute San Francisco

Holiday Food Distribution
October 1 2022- June 30 2023

I. Purpose of Grant

The purpose of this grant is to fund a one-time food distribution program centered in dignity, choice, and quality to San Franciscans living in public housing. The event shall take place during the end of year holiday season when many food insecure households are unable to afford holiday essentials to celebrate with their families.

II. Definitions

BIPOC	Black, Indigenous and People of Color
CARBON	Contracts Administration, Reporting, and Billing On-line System
City	City and County of San Francisco, a municipal corporation
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
Grantee	A. Philip Randolph Institute San Francisco
Grocery Unit/Unit of Service	One food bag/box containing a variety of grains, vegetables, fruits and proteins.
Limited-English proficiency	Person limited in ability or unable to speak, read and/or write the English language well enough to understand and be understood without the aid of an interpreter.
Low-income	Having income at or below 300% 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 to be used as a means test to qualify for the program.
SF HSA	San Francisco Human Services Agency
SF OEWD	San Francisco Office of Economic and Workforce Development
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>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).
Sugary Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

III. Target Population

This program is designed to serve all populations and ethnicities, focusing on San Franciscans who reside in public housing within the City.

1. Low-income;
2. Limited English proficiency;
3. Limited cooking or food storage capacity in home; and,
4. Technological or transportation barriers to food access.

IV. Description of Services

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

- Coordinate with San Francisco Human Services Agency, Housing Authority and community-based organizations to ensure that the service units funded by this grant reach the intended recipients.
- Coordinate the logistics of a large year-end food distribution including the procurement, distribution and delivery, storage and advertisement
- Will be responsible for procuring all food and packaging, and will oversee all aspects of grocery unit preparation and distribution while following all applicable local, state, and federal food safety requirements, including the standards described in the most recent California Retail Food Code (CRFC).
- Grantee will have quality control policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.
- Collaborate with and inform SFHSA on each step of the event
- Ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the program participants.

V. Location and Time of Services

The event will take place during the month of November through December 2022. Grantee will coordinate the launch date of the event with relevant City departments and community based organizations to ensure accessibility for the community.

VI. Service Objectives

Between October 1 2022, and June 30, 2023, Grantee will meet the following service objectives:

1. Number of grocery units distributed during the holiday season: 6,000 at minimum
2. Number of unique households receiving grocery units either in-person or via delivery: 6,000 at minimum
3. Partner with at least 10 community based organizations to ensure wide distribution of funded units of food

SF HSA reserves the right to alter the service objectives by notifying Grantee in writing during the grant term.

VII. Outcome Objectives

During October 2022 and June 2023, through anonymous surveys provided in multiple languages:

1. At least 99% of food units ordered were distributed to registered participants.
2. At least 95% of registered participants attended the event.

SF HSA reserves the right to alter the outcome objectives by notifying Grantee in writing during the grant term.

VIII. Data Collection & Reporting Requirements

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

A. CARBON

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 within 30 days since the beginning of the grant term.

B. Event Registration List

By January 15th, 2023, Grantee must submit an Event Registration List of participations that registered for the event. The Event Registration List must include the following fields about each client:

1. Place of food distribution
2. Recipient First Name
3. Recipient Last Name
4. Recipient Date of Birth
5. Recipient Address
6. Recipient Zip Code
7. Household Size
8. Race/Ethnicity
9. Primary Language
10. Gender identity
11. Sexual orientation¹
12. Whether the recipient receives CalFresh (Note: This does not disqualify the recipient from receiving your services nor do you need to request eligibility information from your clients.)

¹ Items 10 and 11 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*).

C. Fiscal Closeout Report:

SF HSA may request that Grantee issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SF HSA no later than July 15, 2023. This report must be submitted to the CARBON system.

D. Ad Hoc Reports:

Grantee shall develop and deliver ad hoc reports as requested by SF HSA.

E. Registration Database:

If and when the City develops a shared registration database, Grantee shall utilize this system for their client and program data. The City will provide support and training over a 60-day period for this transition. This database will become the system of record for SF HSA and reports to the Board of Supervisors, as well as the basis of contract monitoring and verification for grantee invoicing. It will also provide reporting functions for the grantee.

F. Data Security:

Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.

G. Confidentiality & Privacy:

Grantee shall be compliant with laws related to confidentiality and privacy, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules, to the extent applicable.

H. Grievance Policy:

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

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

Jennifer Grant

jennifer.grant@sfgov.org

Contract Manager, Office of Contract Management, SF HSA

or

Tommy McClain

Thomas.mcclain@sfgov.org

Program Manager, Food Coordination Group, SF HAS

IX. Monitoring Activities

A. Program Monitoring

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 the 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

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 (CJI); 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 (FTI) under this grant.

B. Data Security and Storage

The Human Services Agency has protocols in place to protect confidential Information, as defined by:

- i. 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 (collectively, “PII”); or
- ii. 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 HSA 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 HSA 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**

Agency Name: A. Philip Randolph Institute San Francisco		Grant Term: 10/1/22-6/30/23	
(Check One) New <u>XXX</u> Renewal Modification			
If modification, Effective Date: <input type="text"/>		Modification No.: <input type="text"/>	
Program Name: Holiday Food Distribution			
	FY 22/23		10/1/22-6/30/23
	Budget		Total
Expenditures			
Salaries & Benefits	\$ 65,983		\$ 65,983
Operating Expenses	\$ 151,408		\$ 151,408
Subtotal	\$ 217,391		\$ 217,391
Indirect Percentage (%)	15%		15%
Indirect Costs (Line 16 X Line 15)	\$ 32,609		\$ 32,609
Capital Expenses			
Total Expenses	\$ 250,000		\$ 250,000
HSA Revenues			
General Fund	\$ 250,000		\$ 250,000
Total HSA Revenues	\$ 250,000		\$ 250,000
Other Program Revenues			
Private Fundraising	\$ 1,420,000		\$ 1,420,000
Total Other Program Revenues	\$ 1,420,000		\$ 1,420,000
Prepared by: Jacqueline C. Flin		Telephone No.: 415-821-4777	Date: Oct 18, 2022
<i>HSA Budget Form (6/9/2022)</i>			

Agency Name: A. Philip Randolph Institute San Francisco
Program Name: Holiday Food Distribution

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		FY 22/23	10/1/22-6/30/23
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budget	Total
					Budgeted Salary	
Executive Director	\$ 156,000	1.00	16%	0.16	\$ 24,960	\$ 24,960
Program Manager	\$ 75,000	1.00	20%	0.20	\$ 15,000	\$ 15,000
Program Specialist	\$ 61,200	0.80	20%	0.16	\$ 9,792	\$ 9,792
Data Specialist	\$ 54,000	0.80	20%	0.16	\$ 8,640	\$ 8,640
TOTALS	\$ 346,200	3.60	76%	0.68	\$ 58,392	\$ 58,392
FRINGE BENEFIT RATE	13%					
EMPLOYEE FRINGE BENEFITS					\$ 7,590.96	\$ 7,591
TOTAL SALARIES & BENEFITS					\$ 65,983	\$ 65,983

Agency Name: A. Philip Randolph Institute San Francisco
Program Name: Holiday Food Distribution

Operating Expenses Detail

<u>Expenditure Category</u>	<u>TERM</u>	<u>FY 22/23 Budget</u>	<u>10/1/22-6/30/23 Total</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			
(5) drivers for (4) days at est \$250 flat rate/day		\$ 5,000	\$ 5,000
(5) vehicles for (4) days at est \$400/day/van (\$250/day van [tax, ins] + \$150/van gas)		\$ 8,000	\$ 8,000
OTHER			
cold storage facility rental		\$ 4,000	\$ 4,000
turkeys / other food goods		\$ 134,408	\$ 134,408
TOTAL OPERATING EXPENSE		\$ 151,408	\$ 151,408