



**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:	APRIL 22, 2022															
SUBJECT:	NEW GRANTS: MULTIPLE GRANTEES for FOOD SOVEREIGNTY INFRASTRUCTURE – COMMUNITY KITCHEN ACCESS (see table on next page)															
GRANT TERM:	5/01/2022 – 4/30/2023															
GRANT AMOUNTS	See Table Below															
FUNDING SOURCE	<table border="0"> <thead> <tr> <th style="text-align: left;"><u>County</u></th> <th style="text-align: left;"><u>State</u></th> <th style="text-align: left;"><u>Federal</u></th> <th style="text-align: left;"><u>Contingency</u></th> <th style="text-align: left;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">GRANT AMOUNT</td> <td style="vertical-align: top;">\$826,400</td> <td></td> <td style="vertical-align: top;">\$82,640</td> <td style="vertical-align: top;">\$909,040</td> </tr> <tr> <td style="vertical-align: top;">PERCENTAGE</td> <td style="vertical-align: top;">100%</td> <td></td> <td></td> <td style="vertical-align: top;">100%</td> </tr> </tbody> </table>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>	GRANT AMOUNT	\$826,400		\$82,640	\$909,040	PERCENTAGE	100%			100%
<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>												
GRANT AMOUNT	\$826,400		\$82,640	\$909,040												
PERCENTAGE	100%			100%												

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The Human Services Agency (HSA) requests authorization to enter into new grant agreements with multiple providers to supplement the City’s food security network by increasing community access to meals through expanded commercial grade kitchens via the Food Sovereignty Infrastructure – Community Kitchen Access program for the period of May 1, 2022 to April 30, 2023 in the combined amount of \$826,400 plus a 10% contingency for a total amount not to exceed \$909,040. The funding amounts are detailed in the table below.

Grantee	FY 21/22	10% Contingency	Total Not to Exceed
Chinatown YMCA	\$200,000	\$20,000	\$220,000
Farming Hope	\$225,000	\$22,500	\$247,500
La Cocina	\$126,400	\$12,640	\$139,040
San Francisco Housing Development Corporation	\$275,000	\$27,500	\$302,500
Total	\$826,400	\$82,640	\$909,040

Background

Prior to the COVID-19 Pandemic, many community organizations provided food to their communities by cooking in commercial kitchens that were located within their own neighborhoods. Due to safety protocols put in place to slow the spread of COVID-19, many of these kitchens that once were the heart of their communities closed down. Without community organizations using the kitchens to prepare food, commercial kitchens could not afford upkeep and many community members lost access to the meals once prepared by neighborhood community based organizations.

In order to reactivate these commercial kitchen spaces for community use, Request for Proposals (RFP) # 977 was released.

Services to be Provided

Through these grants, commercial spaces will be improved and made available for community use. Meals will be produced from these kitchens by neighborhood based social service organizations and given to low-income residents free of charge. In addition, culinary skills training, nutrition education, and community building will take place as meals are prepared and distributed.

Location

All proposed programs will target clients in the following neighborhoods: Chinatown, Western Addition, Tenderloin, and South of Market.

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

Selection

Grantees were selected through RFP #977 issued in January 2022.

Funding

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

ATTACHMENTS

Chinatown YMCA

Appendix A-Services to be Provided

Appendix B- Program Budget

Farming Hope

Appendix A-Services to be Provided

Appendix B- Program Budget

La Cocina

Appendix A-Services to be Provided

Appendix B- Program Budget

San Francisco Housing Development Corporation

Appendix A-Services to be Provided

Appendix B- Program Budget

Appendix A – Services to be Provided

Chinatown YMCA

Food Sovereignty Infrastructure - Community Kitchen Access May 1, 2022 – April 30, 2023

I. Purpose

The purpose of this grant is to improve Food Sovereignty Infrastructure through increasing community access to meals through expanded commercial grade kitchens.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
CFCG	Community Food Coordination Group; Unit that originated in the City’s COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within HSA.
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Grantee	Chinatown YMCA
CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).
SRO	Single-room occupancy
SSI	Supplemental Security Income
CAAP	County Adult Assistance Programs; CAAP offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
CalFresh	The CalFresh Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.
Medi-Cal	California program that provides free or low-cost health care.

CRFC	California Retail Food Code; the California Retail Food Code contains the structural, equipment, and operational requirements for all California retail food facilities.
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
ADA	Americans with Disabilities Act
SRO Family Support Program	Chinatown YMCA's program that offers a series of activities and events that engage SRO family members and help them to connect with other families.
AOA Program	Chinatown YMCA's Active Older Adults Program that offers wellness and social events for older adults aged 60+ and anyone aged 18-59 with a disability.

III. Target Population

Target populations include food insecure San Franciscan individuals and families that fall into one or more of the following categories:

- Low-income as generally defined by earning less than 300% of the Federal Poverty Level which include but are not exclusive to residents living in the following 10 zip codes:
94130, 94104, 94103, 94108, 94102, 94124, 94111, 94132, 94158, 94109
- Recipient(s) of Supplemental Security Income (SSI), CAAP, CalWORKs, CalFresh, and/or Medi-Cal
- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented and/or unhoused.

IV. Description of Services and Program Requirements

Grantee will expand the use of their kitchen space at the Chinatown YMCA by using the funds in this grant to activate the community kitchen and launch a meal program targeting low-income SRO residents and seniors in the community. Grantee will hire a small group of adult participants from their SRO Family Support Program to cook for the other families within the program twice a week. A smaller trained group of seniors from the Grantee's Active Older Adults (AOA) Program will also prepare meals once a week for an additional 30 seniors who can pick up the meals at the Chinatown YMCA. All staff and volunteers will be trained on food safety. Community members cannot be charged for the meals provided.

Grantee will ensure that the procurement of food and the packing and distribution of food meet 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 policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

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

The kitchen space is located at the Chinatown YMCA. Hours of operation will be 11am to 7pm unless otherwise agreed upon by Grantee and the CFCG.

VI. Service Objectives

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

1. Update and perform maintenance to Chinatown YMCA Kitchen to have kitchen space ready for meal program by September 1, 2022.
2. The SRO Family Support Program will serve at minimum 480 meals monthly to SRO residents after start of the meal program.
3. The AOA Program will serve at minimum 120 meals monthly to seniors after start of the meal program.
4. Hire at least 4 community members to help lead meal preparation.

VII. Outcome Objectives

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using surveys approved by CFCG:

1. At least 80% of kitchen users expressed ease of access to the Community Kitchen.
2. At least 95% of meals produced at the Community Kitchen went to supporting program participants directly.
3. At least 80% of program participants receiving food support from the kitchen expressed that the meals were high quality and culturally appropriate.
4. At least 85% of the Community Kitchen staff and volunteers felt a sense of community and belonging while working at the Kitchen.
5. At least 80% of program participants felt that program feedback was welcome and received by the YMCA, its staff, and volunteers.
6. At least 80% of program participants looked forward to receiving the meals from the Chinatown YMCA Community Kitchen program.

Grantees must survey at minimum 50% of meal recipients and meal preparers.

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Lead 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 start of the grant term.
- B. Quarterly Reports: Grantee will share with HSA a quarterly narrative that includes the following information:
 - Status updates on service objectives including number of meals produced
 - Program successes
 - Program challenges
 - Demographic data for meal preparers and meal recipients:

- Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity
 - Benefits (check all that apply):
 - CalFresh
 - WIC
 - CalWorks
 - CAAP
 - Other
 - None
 - Quarterly Reports will be submitted through CARBON
- C. Annual Report: Grantee will provide an annual report summarizing grant activities, referencing the tasks as 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 shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year with the exception of Fiscal Year 2021-2022. This report must be submitted in the CARBON system.
- E. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.
- F. If and when the City develops a shared registration database, Grantee shall utilize this system for their program data. Should the City decide to require the Grantee to enter client level data into the database, the City will provide support and training over a 60-day period for this transition. This database will become the system of record for 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.
- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- H. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I. Grantee will develop a grievance policy with approval from HSA/CFCG.

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

Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA
or
Cathy.Huang@sfgov.org
Program Lead, Food Coordination Group, SF HSA

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.

	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Agency Name: Chinatown YMCA			Grant Term:	5/1/22-4/30/23
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
7	If modification, Effective Date:		Modification No.:		
8	Program: Food Sovereignty Infrastructure - Community Access Kitchen				
9		5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
10					Total
11	Expenditures				
12	Salaries & Benefits	\$ 5,054	\$ 87,478		\$ 92,533
13	Operating Expense	\$ 8,816	\$ 58,651		\$ 67,467
14	Subtotal	\$ 13,870	\$ 146,129		\$ 160,000
15	Indirect Percentage (%)	15%	15%		15%
16	Indirect Cost (Line 16 X Line 15)	\$ 2,081	\$ 21,919		\$ 24,000
17	Capital Expenditure		\$ 16,000		\$ 16,000
18	Total Expenditures	\$ 15,951	\$ 184,049		\$ 200,000
19					
20	HSA Revenues				
21	General Fund	\$ 15,951	\$ 184,049		\$ 200,000
22					
23					
24					
25					
26					
27					
28					
29	Total HSA Revenues	\$ 15,951	\$ 184,049		\$ 200,000
30					
31	Other Program Revenues				
32					
33					
34					
35					
36					
37	Total Other Program Revenues	\$ -	\$ -		\$ -
38					
40	Prepared by: Monica Lai		Telephone No.: 415-576-9622	Date: 4/20/22	
41	HSA Budget Summary				1/4/2021

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Agency Name: Chinatown YMCA								
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen								
6									
7	Salaries & Benefits Detail								
8									
9									
10		Agency Totals		HSA Program					TOTAL
11	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
12	Community Kitchen Coordinator	\$ 56,160	1.00	100%	1.00	\$ 4,320	\$ 42,930		\$ 47,250
13	SRO Kitchen Staff 1	\$ 41,600	0.20	100%	0.20		\$ 6,400		\$ 6,400
14	SRO Kitchen Staff 2	\$ 41,600	0.20	100%	0.20		\$ 6,400		\$ 6,400
15	SRO Kitchen Staff 3	\$ 41,600	0.20	100%	0.20		\$ 6,400		\$ 6,400
16	SRO Kitchen Staff 4	\$ 41,600	0.20	100%	0.20		\$ 6,400		\$ 6,400
17									
18									
19									
20									
21									
22									
23									
24									
25									
26	TOTALS	\$ 222,560	1.80		1.80	\$ 4,320	\$ 68,530		\$ 72,850
27									
28	FRINGE BENEFIT RATE/PT STAFF	17%					\$ 4,352		\$ 4,352
29	FRINGE BENEFIT RATE/FT STAFF	34%				\$ 734	\$ 14,596		\$ 15,331
30									
31									
32	TOTAL SALARIES & BENEFITS					\$ 5,054	\$ 87,478	-	\$ 92,533
33	HSA Salary Detail								1/4/2021

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Agency Name: Chinatown YMCA										
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen										
6											
7	Operating Expense Detail										
8											
9											
10											
11	TOTAL										
12	<u>Expenditure Category</u>				<u>TERM</u>	<u>5/1/22-6/30/22</u>	<u>7/1/22-4/30/23</u>				<u>5/1/22-4/30/23</u>
13	<u>Rental of Property</u>										
14	<u>Utilities(Elec, Water, Gas, Phone, Garbage)</u>					\$ 380	\$ 2,120				\$ 2,500
15	<u>Office Supplies, Postage</u>						\$ 400				\$ 400
16	<u>Building Maintenance Supplies and Repair</u>					\$ 1,000	\$ 3,000				\$ 4,000
17	<u>Printing and Reproduction</u>					\$ 1,500	\$ 1,500				\$ 3,000
18	<u>Insurance</u>					\$ 100	\$ 500				\$ 600
19	<u>Staff Training</u>					\$ 200	\$ 550				\$ 750
20	<u>Staff Travel-(Local & Out of Town)</u>										
21	<u>Rental of Equipment</u>										
22											
23	<u>CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE</u>										
24	<u>Reservation System Software</u>					\$ 1,000	\$ 3,000				\$ 1,000
25											
26											
27											
28	<u>OTHER</u>										
29	<u>Food</u>					\$ 3,636	\$ 36,711				\$ 40,347
30	<u>Program Supplies</u>					\$ 1,000	\$ 10,870				\$ 11,870
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE					\$ 8,816	\$ 58,651				\$ 67,467
36											
37	HSA Operating Detail										
											1/4/2021

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Agency Name: Chinatown YMCA					
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen					
6						
7	Program Expenditure Detail					
8						
9	TOTAL					
10	EQUIPMENT	TERM	5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
11	No.	ITEM/DESCRIPTION				
12	1	commercial freezer - double door, tax		\$6,000		\$ 6,000
13	1	commercial refrigerator - single door, tax		\$3,000		\$ 3,000
14	1	ice machine - tax		\$2,000		\$ 2,000
15	2	Office Supplies - 2 laptops (at \$2,500 each)		\$5,000		\$ 5,000.00
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST			\$ 16,000		\$ 16,000
21						
22	R E M O D E L I N G					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE			\$ 16,000		\$ 16,000
32	(Equipment and Remodeling Cost)					
33	HSA Capital Detail					
	1/4/2021					

Appendix A – Services to be Provided

Farming Hope

Food Sovereignty Infrastructure - Community Kitchen Access May 1, 2022 – April 30, 2023

I. Purpose

The purpose of this grant is to improve Food Sovereignty Infrastructure through increasing community access to meals through expanded commercial grade kitchens.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
CFCG	Community Food Coordination Group; Unit that originated in the City’s COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within HSA.
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Grantee	Farming Hope
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CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
CalFresh	The CalFresh Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.
Medi-Cal	California program that provides free or low-cost health care.

CRFC	California Retail Food Code; the California Retail Food Code contains the structural, equipment, and operational requirements for all California retail food facilities.
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
ADA	Americans with Disabilities Act

III. Target Population

Target populations include food insecure San Franciscan individuals and families that fall into one or more of the following categories:

- Low-income as generally defined by earning less than 300% of the Federal Poverty Level which include but are not exclusive to residents living in the following 10 zip codes:
94130, 94104, 94103, 94108, 94102, 94124, 94111, 94132, 94158, 94109
- Recipient(s) of Supplemental Security Income (SSI), CAAP, CalWORKs, CalFresh, and/or Medi-Cal
- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented, and unhoused.

IV. Description of Services and Program Requirements

Grantee will use the funds from this grant to expand the use of their kitchen space and community food hub at Refettorio San Francisco to provide a community food program. Grantee will provide culinary job training to apprentices consisting of community members who face employment barriers such as homelessness or recent incarceration. Apprentices will cook meals that are provided free of charge to food-insecure community members referred through partner organizations. Grantee will be responsible for forming and holding relationships with partner organizations that refer community members to the program as meal recipients or as potential apprentices. Grantee will offer both dine-in community meals (COVID permitting) as well as meals for pick-up. Grantee will also provide food and nutrition-related classes for community members, including cooking classes.

Grantee will ensure that the procurement of food and the packing and distribution of food meet 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 policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

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 will provide services at 149 Fell Street in San Francisco at times agreed upon by Grantee and CFCG. Grantee may transition to a different location with prior notice and agreement with CFCG.

VI. Service Objectives

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

1. Serve at minimum 90,000 meals during grant term.
2. Train at minimum 25 culinary apprentices during the grant term.
3. Add at minimum 3 new partner organizations to the community food program during the grant term.

VII. Outcome Objectives

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using surveys approved by CFCG:

1. 85% of program participants receiving food support express that the meals were healthy and culturally appropriate.
2. 95% of partner community organizations are satisfied with the programming.
3. 85% of program participants find co-located programming helpful and relevant
4. 80% of apprentice graduates are employed full time or part time within 3 months of finishing the apprenticeship.

Grantees must survey at minimum 50% of meal recipients and meal preparers.

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Lead 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 start of the grant term.
- B. Quarterly Reporting: Grantee will share with HSA a quarterly narrative that includes the following information:
 - Status updates on service objectives including number of meals produced
 - Program successes
 - Program challenges
 - Demographic data for meal preparers and meal recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity
 - Benefits (check all that apply):
 - CalFresh
 - WIC
 - CalWorks
 - CAAP
 - Other

- None
 - Quarterly Reports will be submitted through CARBON.
- C. Annual Report: Grantee will provide an annual report summarizing grant activities, referencing the tasks as 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 shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year with the exception of Fiscal Year 2021-2022. This report must be submitted in the CARBON system.
- E. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.
- F. If and when the City develops a shared registration database, Grantee shall utilize this system for their program data. Should the City decide to require the Grantee to enter client level data into the database, the City will provide support and training over a 60-day period for this transition. This database will become the system of record for 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.
- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- H. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I. Grantee will develop a grievance policy with approval from HSA/CFCG.

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

Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA

or

Cathy.Huang@sfgov.org

Program Lead, Food Coordination Group, SF HSA

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:

- 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
- 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: Farming Hope			Grant Term: 5/1/22 - 4/30/23
(Check One) <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification			
If modification, Effective Date:		Modification No.:	
Program: Food Sovereignty Infrastructure - Community Access Kitchen			
	5/1/22-6/30/22	7/1/22-4/30/23	5/1/22 - 4/30/23
			Total
Expenditures			
Salaries & Benefits	\$ 2,875	\$ 31,625	\$ 34,500
Operating Expense	\$ 18,614	\$ 142,538	\$ 161,152
Subtotal	\$ 21,489	\$ 174,163	\$ 195,652
Indirect Percentage (%)	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$ 3,223	\$ 26,124	\$ 29,348
Capital Expenditure			
Total Expenditures	\$ 24,713	\$ 200,287	\$ 225,000
HSA Revenues			
General Fund	\$ 24,713	\$ 200,287	\$ 225,000
Total HSA Revenues	\$ 24,713	\$ 200,287	\$ 225,000
Other Program Revenues			
Total Other Program Revenues			
Prepared by: Haley Nielsen			Telephone No.:
			Date: 4/18/22
HSA Budget Summary			3/21/2022

Agency Name: Farming Hope
 Program: Food Sovereignty Infrastructure - Community Access Kitchen

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		5/1/22-6/30/22	7/1/22-4/30/23	5/1/22 - 4/30/23	TOTAL
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE				
Assistant General Manager	\$ 60,000	1.00	10%	0.10	\$ 500	\$ 5,500	\$ 6,000	\$ 6,000
Program Manager	\$ 60,000	1.00	20%	0.20	\$ 1,000	\$ 11,000	\$ 12,000	\$ 12,000
Kitchen Manager	\$ 60,000	1.00	20%	0.20	\$ 1,000	\$ 11,000	\$ 12,000	\$ 12,000
TOTALS	\$ 180,000	3.00	50%	0.50	\$ 2,500	\$ 27,500	\$ 30,000	\$ 30,000
FRINGE BENEFIT RATE	15%							
EMPLOYEE FRINGE BENEFITS					\$ 375	\$ 4,125	\$ 4,500	\$ 4,500
TOTAL SALARIES & BENEFITS					\$ 2,875	\$ 31,625	\$ 34,500	\$ 34,500
HSA Salary Detail	3/21/2022							

Agency Name: Farming Hope
Program: Food Sovereignty Infrastructure

Operating Expense Detail

<u>Expenditure Category</u>	TERM			TOTAL
		<u>5/1/22-6/30/22</u>	<u>7/1/22-4/30/23</u>	<u>5/1/22 - 4/30/23</u>
Rental of Property		\$ 7,250	\$ 79,750	\$ 87,000
Utilities(Elec, Water, Gas, Phone, Garbage)		\$ 1,000	\$ 11,000	\$ 12,000
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				
Culinary Apprentices (3 @ 25% time \$9,360)		\$ 2,340	\$ 25,740	\$ 28,080
OTHER				
Induction Burners (6 @\$190)		\$ 1,140		\$ 1,140
Wood Top Prep Tables (4 @ \$976)		\$ 3,904		\$ 3,904
Cutting Boards (10 @ \$54)		\$ 540		\$ 540
Knives (10 @ \$7)		\$ 72		\$ 72
Food		\$ 2,368	\$ 26,048	\$ 28,416
TOTAL OPERATING EXPENSE		\$ 18,614	\$ 142,538	\$ 161,152

HSA Operating Detail

3/21/2022

Appendix A – Services to be Provided

La Cocina

Food Sovereignty Infrastructure - Community Kitchen Access May 1, 2022 – April 30, 2023

I. Purpose

The purpose of this grant is to improve Food Sovereignty Infrastructure through increasing community access to meals through expanded commercial grade kitchens.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
CAAP	County Adult Assistance Programs; CAAP offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
SSI	Supplemental Security Income
CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
CalFresh	The CalFresh Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.
Medi-Cal	California program that provides free or low-cost health care.
CRFC	California Retail Food Code
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
ADA	Americans with Disabilities Act
CRFC	California Retail Food Code; contains the structural, equipment, and operational requirements for all California retail food facilities
CFCG	Community Food Coordination Group; Unit that originated in the City's COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within HSA.
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Grantee	La Cocina

CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).

III. Target Population

Target populations include food insecure San Franciscan individuals and families that fall into one or more of the following categories:

- Low-income as generally defined by earning less than 300% of the Federal Poverty Level which include but are not exclusive to residents living in the following 10 zip codes:
94130, 94104, 94103, 94108, 94102, 94124, 94111, 94132, 94158, 94109
- Recipient(s) of Supplemental Security Income (SSI), CAAP, CalWORKs, CalFresh, and/or Medi-Cal
- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented and/or unhoused

IV. Description of Services and Program Requirements

The mission of La Cocina is to cultivate low-income food entrepreneurs as they formalize and grow their businesses. The La Cocina Municipal Marketplace in the Tenderloin neighborhood is the nation's first women-led food hall and home to seven La Cocina-born businesses.

This grant will improve the kitchen experience at the Municipal Marketplace for Grantee's incubator program participants and graduates. La Cocina's incubator program offers affordable commercial kitchen space and hands-on technical assistance to low-income and immigrant women entrepreneurs who are launching, growing, and formalizing food businesses.

This grant will also allow Grantee to open its kitchen to community members for cooking classes, and allow Grantee to host six free community meal events.

The cooking classes will be led by Grantee's entrepreneurs and will include nutrition education, grocery shopping trips, and education about meal prep and food budgeting in addition to cooking. Grantee will work with community-based organization partners to identify potential participants and community members will participate in a set of classes and graduate as a cohort.

The six community meal events will consist of three community cultural meals centered around a holiday or festival of a particular culture and three "Food Fight" events centered around a community meal prepared by Grantee's entrepreneurs where speakers will educate guests about pressing neighborhood issues such as housing, unemployment, or

redistricting. Grantee will partner with community-based organizations to invite potential guests.

Grantee will ensure that the procurement of food and the packing and distribution of food meet 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 policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

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

The La Cocina Municipal Marketplace, located at 101 Hyde St, San Francisco, CA 94102. Program hours and dates to be determined by Grantee.

VI. Service Objectives

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

1. Purchase and/or upgrade equipment necessary to have kitchen space ready for program participant use by September 1, 2022;
2. Host 12 community cooking classes for a minimum of 36 participants; and
3. Host 6 community meal events with a cumulative minimum of 120 guests.

VII. Outcome Objectives

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using data collection methods such as focus groups and/or surveys approved by CFCG:

1. At least 80% of incubator program participants and graduates will be satisfied with the experience of using the kitchen space;
2. At least 80% of community cooking class participants report increased ability to plan, shop for, and prepare food for themselves; and,
3. At least 80% of community meal event attendees reported an increased sense of connectedness from participating in a community meal.

Grantees must survey at minimum 50% of meal recipients and meal preparers.

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Lead 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 start of the grant term.
- B. Quarterly Reports: Grantee will share with HSA a quarterly narrative that includes the following information:
 - Status updates on service objectives including number of meals produced

- Program successes
- Program challenges
- Demographic data for meal preparers and meal recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity
 - Benefits (check all that apply):
 - CalFresh
 - WIC
 - CalWorks
 - CAAP
 - Other
 - None
- Quarterly Reports will be submitted through CARBON

- C. Annual Report: Grantee will provide an annual report summarizing grant activities, referencing the tasks as 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.
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Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA

or

Tommy McClain

thomas.mcclain@sfgov.org

Program Lead, Food Coordination Group, SF HSA

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, Americans with Disabilities Act compliance, 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,
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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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- 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.

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	A	B	C	D	E
1	Appendix B, Page 1				
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Agency Name: La Cocina			Grant Term:	5/1/22-4/30/23
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>				
7	If modification, Effective Date:		Modification No.:		
8	Program: Food Sovereignty Infrastructure - Community Access Kitchen				
9		5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
10					Total
11	Expenditures				
12	Salaries & Benefits	\$ 6,750	\$ 33,648		\$ 40,398
13	Operating Expense	\$ 11,160	\$ 35,170		\$ 46,330
14	Subtotal	\$ 17,910	\$ 68,818		\$ 86,728
15	Indirect Percentage (%)	10%	10%		10%
16	Indirect Cost (Line 16 X Line 15)	\$ 1,791	\$ 6,882		\$ 8,673
17	Capital Expenditure	\$ 8,000	\$ 23,000		\$ 31,000
18	Total Expenditures	\$ 27,701	\$ 98,699		\$ 126,400
19					
20	HSA Revenues				
21	General Fund	\$ 27,701	\$ 98,699		\$ 126,400
22					
23					
24					
25					
26					
27					
28					
29	Total HSA Revenues	\$ 27,701	\$ 98,699		\$ 126,400
30					
31	Other Program Revenues				
32					
33					
34					
35					
36					
37	Total Other Program Revenues				
38					
40	Prepared by:	Katherine Sundt	Telephone No.:	202-253-9138	Date: 4/19/22
41	HSA Budget Summary				1/4/2021

	A	B	C	D	E	F	G	H	I
1	Appendix B, Page 2								
2									
3									
4	Agency Name: La Cocina								
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen								
6									
7	Salaries & Benefits Detail								
8									
9	5/1/22-4/30/23								
10		Agency Totals		HSA Program					TOTAL
11	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
12	Mgr of Community Partnerships	\$ 70,000	1.00	23%	0.23	\$ 2,700	\$ 13,400		\$ 16,100
13	Jay Foster	\$ 70,000	1.00	23%	0.23	\$ 2,700	\$ 13,518		\$ 16,218
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29	TOTALS	\$ 140,000	2.00	46%	0.46	\$ 5,400	\$ 26,918		\$ 32,318
30									
31	FRINGE BENEFIT RATE	25%							
32	EMPLOYEE FRINGE BENEFITS					\$ 1,350	\$ 6,730		\$ 8,080
33									
34									
35	TOTAL SALARIES & BENEFITS					\$ 6,750	\$ 33,648		\$ 40,398
36	HSA Salary Detail								1/4/2021

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Agency Name: La Cocina										
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	<u>Expenditure Category</u>			TERM	<u>5/1/22-6/30/22</u>		<u>7/1/22-4/30/23</u>				TOTAL 5/1/22-4/30/23
13	Rental of Property										
14	Utilities(Elec, Water, Gas, Phone, Garbage)										
15	Office Supplies, Postage										
16	Building Maintenance Supplies and Repair										
17	Printing and Reproduction				\$ 200		\$ 1,800				\$ 2,000
18	Insurance										
19	Staff Training										
20	Staff Travel-(Local & Out of Town)										
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23	Cooking Matters instructors fees				\$ 250		\$ 500				\$ 750
24	(\$250 per 4-class series x 3)										
25	Payment of chefs for cooking classes				\$ 1,400		\$ 2,800				\$ 4,200
26	(350/chef/class x 12)										
27											
28	OTHER										
29	Ingredients for cooking classes				\$ 960		\$ 1,920				\$ 2,880
30	Ingredients for community dinners				\$ 4,950		\$ 24,750				\$ 29,700
31	Program Supplies				\$ 3,400		\$ 3,400				\$ 6,800
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$ 11,160		\$ 35,170				\$ 46,330
36											
37	HSA Operating Detail										
	1/4/2021										

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Agency Name: La Cocina					
5	Program: Food Sovereignty Infrastructure - Community Access Kitchen					
6						
7	Program Expenditure Detail					
8						
9	TOTAL					
10	E Q U I P M E N T	TERM	5/1/22-6/30/22	7/1/22-4/30/23		5/1/22-4/30/23
11	No.	ITEM/DESCRIPTION				
12	1	Combination oven (equipment + installation)		\$ 23,000		\$ 23,000
13	5	Grill (equipment + installation)	\$ 2,400			\$ 2,400
14	6	Induction burner (one)	\$ 2,000			\$ 2,000
15	7	Shelving (equipment + installation)	\$ 600			\$ 600
16	8	Demo mirror for cooking classes	\$ 3,000			\$ 3,000
17	TOTAL EQUIPMENT COST		\$ 8,000	\$ 23,000		\$ 31,000
18						
19	R E M O D E L I N G					
20	Description:					
21						
22						
23						
24						
25						
26	TOTAL REMODELING COST					
27						
28	TOTAL CAPITAL EXPENDITURE		\$ 8,000	\$ 23,000		\$ 31,000
29	(Equipment and Remodeling Cost)					
30	HSA Capital Detail					1/4/2021

Appendix A – Services to be Provided

San Francisco Housing Development Corporation (SFHDC)

Food Sovereignty Infrastructure - Community Kitchen Access May 1, 2022 – April 30, 2023

I. Purpose

The purpose of this grant is to improve Food Sovereignty Infrastructure through increasing the community’s access to meals through expanded commercial grade kitchens.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
CFCG	Community Food Coordination Group; Unit that originated in the City’s COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within HSA.
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Grantee	San Francisco Housing Development Corporation (SFHDC)
CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).
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CAAP	County Adult Assistance Programs; CAAP offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
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Medi-Cal	California program that provides free or low-cost health care.

CRFC	California Retail Food Code; the California Retail Food Code contains the structural, equipment, and operational requirements for all California retail food facilities.
WIC	Special Supplemental Nutrition Program for Women, Infants, and Children
ADA	Americans with Disabilities Act

III. Target Population

Target populations include food insecure San Franciscan individuals and families that fall into one or more of the following categories:

- Low-income as generally defined by earning less than 300% of the Federal Poverty Level which include but are not exclusive to residents living in the following 10 zip codes:
94130, 94104, 94103, 94108, 94102, 94124, 94111, 94132, 94158, 94109
- Recipient(s) of Supplemental Security Income (SSI), CAAP, CalWORKs, CalFresh, and/or Medi-Cal
- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented, and unhoused.

IV. Description of Services and Program Requirements

Grantee will reactivate the kitchen space at Peacock Lounge to provide a commercial kitchen for local chefs and other meal preparers to cook meals for community members. Grantee will use the funds from this grant to purchase the necessary commercial equipment as well and storage facilities for preparing and storing food. Community meal preparers will have the opportunity to use the facility by the hour. The Peacock Lounge will allow use of the kitchen at no charge for those who cannot afford the rent during the duration of this grant. Grantee will use a scheduling and member management software for community meal preparers to book time and equipment. All partners will have the business licenses and health permits required. Once the commercial kitchen is ready for use, meal preparers will use the space to cook meals that are distributed by CBOs and offered free of charge to community members.

Grantee will ensure that the procurement of food and the packing and distribution of food meet 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 policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

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

The kitchen is located in the Peacock Lounge in zip code 94117. Hours of operation will be 6am – 10pm unless otherwise agreed upon by Grantee and the CFCG.

VI. Service Objectives

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

1. Installation of scheduling software for meal preparers to book time and equipment by September 1, 2022.
2. Purchase and installation of equipment necessary to have kitchen space ready for use by September 1, 2022.
3. Minimum of 5 meal preparers will use the space to produce meals for community members.
4. Minimum of 11,000 meals produced.
5. Minimum of two (2) CBO partners for meal distribution with approval from CFCG.

VII. Outcome Objectives

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using surveys approved by CFCG:

1. At least 85% of meal preparers were satisfied with the experience of using the kitchen space.
2. At least 85% of meal recipients were satisfied with the meals.
3. At least 85% of meal recipients expressed that the meals were high quality and culturally appropriate.

Grantees must survey at minimum 50% of meal recipients and meal preparers.

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Lead 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 start of the grant term.
- B. Quarterly Reports: Grantee will share with HSA a quarterly narrative that includes the following information:
 - Status updates on service objectives including number of meals produced
 - Program successes
 - Program challenges
 - Demographic data for meal preparers and meal recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity
 - Benefits (check all that apply):
 - CalFresh
 - WIC
 - CalWorks
 - CAAP

- Other
 - None
 - Quarterly Reports will be submitted through CARBON.
- C. Annual Report: Grantee will provide an annual report summarizing grant activities, referencing the tasks as 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 shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year with the exception of Fiscal Year 2021-2022. This report must be submitted in the CARBON system.
- E. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.
- F. If and when the City develops a shared registration database, Grantee shall utilize this system for their program data. Should the City decide to require the Grantee to enter client level data into the database, the City will provide support and training over a 60-day period for this transition. This database will become the system of record for 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.
- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- H. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I. Grantee will develop a grievance policy with approval from HSA/CFCG.

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

Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA

or

Cathy.Huang@sfgov.org

Program Lead, Food Coordination Group, SF HSA

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: San Francisco Housing Development Corporation			Grant Term: 5/1/22-4/30/23
(Check One) XX New	Renewal	Modification	
If modification, Effective Date:		Modification No.:	
Program: Food Sovereignty Infrastructure - Community Access Kitchen			
	5/1/22-6/30/22	7/1/22-4/30/23	5/1/22-4/30/23
			Total
Expenditures			
Salaries & Benefits	\$ 3,738	\$ 49,625	\$ 53,363
Operating Expense	\$ 3,100	\$ 27,000	\$ 30,100
Subtotal	\$ 6,838	\$ 76,625	\$ 83,463
Indirect Percentage (%)	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$ 1,026	\$ 11,102	\$ 12,127
Capital Expenditure	\$ 179,410		\$ 179,410
Total Expenditures	\$ 187,273	\$ 87,727	\$ 275,000
HSA Revenues			
General Fund	\$ 187,273	\$ 87,727	\$ 275,000
Total HSA Revenues	\$ 187,273	\$ 87,727	\$ 275,000
Other Program Revenues			
Total Other Program Revenues			
Prepared by: Jessica Mataka			Telephone No.:
			Date: 04/11/22
HSA Budget Summary			3/21/2022

Agency Name: San Francisco Housing Development Corporation
 Program: Food Sovereignty Infrastructure - Community Access Kitchen

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		5/1/22-6/30/22	7/1/22-4/30/23	5/1/22-4/30/23	TOTAL
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE				
Program Director	\$ 120,000	1.00	0.09	0.09	\$ 1,840	\$ 9,200	\$ 11,040	\$
Program Manager	\$ 100,000	1.00	0.07	0.07	\$ 1,150	\$ 5,750	\$ 6,900	\$
Kitchen Manager	\$ 72,800	0.29	1.00	0.29	\$	\$ 21,000	\$ 21,000	\$
Data and Impact Analyst	\$ 75,000	1.00	0.05	0.05	\$	\$ 3,750	\$ 3,750	\$
TOTALS	\$ 367,800	3.29	121%	0.50	\$ 2,990	\$ 39,700	\$ 42,690	\$
FRINGE BENEFIT RATE	25%							
EMPLOYEE FRINGE BENEFITS					\$ 748	\$ 9,925	\$ 10,673	\$
TOTAL SALARIES & BENEFITS					\$ 3,738	\$ 49,625	\$ 53,363	\$
HSA Salary Detail	3/21/2022							

Agency Name: San Francisco Housing Development Corporation
Program: Food Sovereignty Infrastructure - Community Access Kitchen

Operating Expense Detail

Expenditure Category	TERM	TOTAL		
		5/1/22-6/30/22	7/1/22-4/30/23	5/1/22-4/30/23
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				
Maintenance/Cleaning Staff			\$ 12,000	\$ 12,000
Translation Services			\$ 1,500	\$ 1,500
OTHER				
Food Corridor Scheduling Software			\$ 3,000	\$ 3,000
Meal Packaging			\$ 500	\$ 500
Stipend for Meal Producers			\$ 10,000	\$ 10,000
(3) Mobile Green Wire Storage Cage Kits		\$ 1,000		\$ 1,000
(6) Grease Proof Slip Resistant Mats		\$ 1,000		\$ 1,000
Prep Sink		\$ 300		\$ 300
Handwashing Sink		\$ 500		\$ 500
Mop Sink		\$ 300		\$ 300
TOTAL OPERATING EXPENSE		\$ 3,100	\$ 27,000	\$ 30,100

HSA Operating Detail

3/21/2022

Agency Name: San Francisco Housing Development Corporation
Program: Food Sovereignty Infrastructure - Community Access Kitchen

Program Expenditure Detail

EQUIPMENT		TERM	TOTAL		
No.	ITEM/DESCRIPTION		5/1/22-6/30/22	7/1/22-4/30/23	5/1/22-4/30/23
	3 Compartment Sink		\$ 2,000		\$ 2,000
	36" Commercial Gas Range 2 Burner with 24" Griddle and (1) Oven		\$ 3,000		\$ 3,000
	60" 6 Burner Gas Range & (2) Standard Oven		\$ 4,000		\$ 4,000
	36 in. Commercial Flat Top Griddle		\$ 3,250		\$ 3,250
	Commercial Gas Deep Fryer		\$ 1,500		\$ 1,500
	36 in. Radiant Charbroiler		\$ 2,000		\$ 2,000
	52 in. 2 Drawer Refrigerated Chef Case		\$ 3,000		\$ 3,000
	54 in. W 47 cu. ft. Two Door Commercial Reach In Upright Refrigerator		\$ 3,750		\$ 3,750
	72 in. Three Door Worktop Refrigerator with 3 1/2" Backsplash		\$ 5,500		\$ 5,500
	54 in. Stainless Steel Two Section Solid Door Reach-In Freezer		\$ 3,750		\$ 3,750
	Performance 98 Gal. Tall 76,000 BTU Natural Gas Tank Water Heater		\$ 2,500		\$ 2,500
	Full Height Heated Proofer and Holding Cabinet		\$ 2,600		\$ 2,600
	High-Speed Commercial Countertop Combination O		\$ 4,700		\$ 4,700
	TOTAL EQUIPMENT COST		\$ 41,550		\$ 41,550
REPAIRS/UPGRADES					
Description:					
	New hood (8ft longer), includes exhaust fan, new ducts, ansul hood system, and new stainless steel sheet approx 340 sq. ft.; replace existing appliances (stove, fridge, freezer, fryer, griddle)		\$ 82,450		\$ 82,450
	Replace damaged/corroded cast iron and copper pipes for 3 compartment sink, hand sink, grease box, floor sink, mop sink, and prep sink; replace/upgrade existing sinks and water heater		\$ 55,410		\$ 55,410
	TOTAL REMODELING COST		\$ 137,860		\$ 137,860
	TOTAL CAPITAL EXPENDITURE (Equipment and Repairs)		\$ 179,410		\$ 179,410
HSA Capital Detail					3/21/2022