



**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: GRANT MODIFICATION: LA COCINA FOR PROVISION OF FOOD SOVEREIGNTY INFRASTRUCTURE – COMMUNITY KITCHEN ACCESS

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	Current	Modification	Revised	Contingency	Total
GRANT TERM:	05/01/2022-04/30/2023	10/01/2022-04/30/2023	05/01/2022-04/30/2023		
GRANT AMOUNTS:	\$130,216	\$25,000	\$155,216	\$15,522	\$170,738
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$155,216			\$15,522	\$170,738
PERCENTAGE:	100%				100%

The Human Services Agency (HSA) requests authorization to modify the existing grant agreement with La Cocina 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 September 1, 2022 to April 30, 2023 in the additional amount of \$25,000 plus a 10% contingency for a revised total amount not to exceed \$170,738. The purpose of this modification is to provide additional funding to increase the staffing required to manage La Cocina’s Electronic Benefit Transfer program, which allows for eligible CalFresh participants to use their benefits as payment at participating vendors, and begin partnerships allowing neighborhood

residents without adequate cooking facilities to use La Cocina's kitchen to prepare their own food.

Background

Prior to the COVID-19 Pandemic, many community organizations provided food to their communities by cooking in commercial kitchens 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.

Services to be Provided

This grant will improve the kitchen experience at the La Cocina Municipal Marketplace in the Tenderloin for La Cocina'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 free cooking classes, as well as host six free community meal events. While the Service Objectives are not changing, the Grant Modification will now pay for the staffing needed to manage La Cocina's Electronic Benefit Transfer (EBT) program including data collection, vendor education, client marketing/outreach, and the cost of EBT terminals. Having EBT terminals on site means that eligible CalFresh participants are able to use their benefits as a form of payment at the participating vendors. This will greatly improve the options that CalFresh clients have in the Tenderloin neighborhood when it comes to using their EBT benefits. Additionally, this modification will pay for staff time and marketing costs to design a program and form partnerships enabling Tenderloin residents without adequate cooking facilities to use La Cocina's kitchen and cooking equipment to prepare their own food.

Location

Services will be provided at La Cocina Municipal Marketplace, 101 Hyde Street, in the Tenderloin neighborhood of San Francisco.

Selection

The grantee was selected through RFP #977 issued in January 2022.

Funding

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

ATTACHMENTS

Appendix A-1: Services to be Provided

Appendix B-1: Program Budget

Appendix A-1 – 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

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

III. Target Population

This program is designed to serve all populations and ethnicities, specifically 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.

This grant will support the staffing required to manage the day-to-day operations of the Electronic Benefit Transfer (EBT) program to support its growth, including data collection, marketing and the ongoing costs of the EBT terminals. EBT terminals allow for the usage of CalFresh EBT benefits as a form of payment for eligible CalFresh participants.

Grantee will reach out to current community partners who manage SRO buildings and community-based organizations to design a program to enable Tenderloin residents to come to the Marketplace during designated hours and prepare their own food using kitchen space and equipment at the Marketplace.

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;
3. Host 6 community meal events with a cumulative minimum of 120 guests; and
4. Support the usage of EBT cards as a form of payment by collecting data, and creating marketing campaigns.

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 CFAT:

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; and
4. At least a 10% growth of EBT transactions at the Marketplace.

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/CFAT.
- 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 for 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/CFAT.

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

Jennifer Grant

Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA

or

Tommy McClain

thomas.mcclain@sfgov.org

Program Lead, Citywide Food Access Team, 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,
- 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: La Cocina			Grant Term: 5/1/22-4/30/23		
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>					
If modification, Effective Date: 10/1/2022		Modification No.:		1	
Program: Food Sovereignty Infrastructure - Community Access Kitchen					
	5/1/22-6/30/22	7/1/22-4/30/23	10/1/22-4/30/23	7/1/22-4/30/23	5/1/22-4/30/23
	Current	Current	Modification	Revised	Total
Expenditures					
Salaries & Benefits	\$ 6,750	\$ 35,435	\$ 5,853	\$ 41,288	\$ 48,038
Operating Expense	\$ 11,705	\$ 36,850	\$ 16,875	\$ 53,725	\$ 65,430
Subtotal	\$ 18,455	\$ 72,285	\$ 22,728	\$ 95,013	\$ 113,468
Indirect Percentage (%)	10%	10%	10%	10%	10%
Indirect Cost (Line 16 X Line 15)	\$ 1,846	\$ 7,230	\$ 2,273	\$ 9,502	\$ 11,348
Capital Expenditure	\$ 7,400	\$ 23,000		\$ 23,000	\$ 30,400
Total Expenditures	\$ 27,701	\$ 102,515	\$ 25,000	\$ 127,515	\$ 155,216
HSA Revenues					
General Fund	\$ 27,701	\$ 98,699	\$ 25,000	\$ 123,699	\$ 151,400
CODB FY 22-23		\$ 3,816		\$ 3,816	\$ 3,816
Total HSA Revenues	\$ 27,701	\$ 102,515	\$ 25,000	\$ 127,515	\$ 155,216
Other Program Revenues					
Total Other Program Revenues					
Prepared by: Katherine Sundt Telephone No.: 202-253-9138 Date: 9/28/22					
HSA Budget Summary					1/4/2021

Agency Name: La Cocina

Program: Food Sovereignty Infrastructure - Community Access Kitchen

Operating Expense Detail

Expenditure Category	TERM	Current	Current	Modification	Revised	TOTAL
		5/1/22-6/30/22	7/1/22-4/30/23	10/1/22-4/30/23	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		\$ 200	\$ 1,800		\$ 1,800	\$ 2,000
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
Cooking Matters instructors fees ((\$250 per 4-class series x 3)		\$ 250	\$ 500		\$ 500	\$ 750
Payment of chefs for cooking classes (350/chef/class x 12)		\$ 1,400	\$ 2,800		\$ 2,800	\$ 4,200
Marketing Consultant/Trainer (for EBT prog)				\$ 10,000	\$ 10,000	\$ 10,000
OTHER						
Ingredients for cooking classes		\$ 960	\$ 1,920		\$ 1,920	\$ 2,880
Ingredients for community dinners		\$ 4,950	\$ 24,750		\$ 24,750	\$ 29,700
Program Supplies		\$ 3,400	\$ 3,400		\$ 3,400	\$ 6,800
Shelving (equipment + installation)		\$ 545	\$ 55		\$ 55	\$ 600
EBT Terminal expenses				\$ 3,500	\$ 3,500	\$ 3,500
Marketing expenses			\$ 1,625	\$ 3,375	\$ 5,000	\$ 5,000
TOTAL OPERATING EXPENSE		\$ 11,705	\$ 36,850	\$ 16,875	\$ 53,725	\$ 65,430

HSA Operating Detail

1/4/2021

Agency Name: La Cocina
Program: Food Sovereignty Infrastructure - Community Access Kitchen

Program Expenditure Detail

EQUIPMENT		TERM		Current	Current	Modification	Revised	TOTAL
		5/1/22-6/30/22	7/1/22-4/30/23	10/1/22-4/30/23	7/1/22-4/30/23	5/1/22-4/30/23		
No.	ITEM/DESCRIPTION							
1	Combination oven (equipment + installation)		\$ 23,000				\$ 23,000	\$ 23,000
1	Grill (equipment + installation)	\$ 2,400						\$ 2,400
1	Induction burner (one)	\$ 2,000						\$ 2,000
1	Demo mirror for cooking classes	\$ 3,000						\$ 3,000
TOTAL EQUIPMENT COST		\$ 7,400	\$ 23,000				\$ 23,000	\$ 30,400
R E M O D E L I N G								
Description:								
TOTAL REMODELING COST								
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)		\$ 7,400	\$ 23,000				\$ 23,000	\$ 30,400

HSA Capital Detail

1/4/2021