



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

TO: DISABILITY AND AGING SERVICES COMMISSION

THROUGH: KELLY DEARMAN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: APRIL 2, 2025

SUBJECT: GRANT MODIFICATION: **SAN FRANCISCO-MARIN FOOD BANK**
(NONPROFIT) FOR PROVISION OF FOOD ASSISTANCE PROGRAM

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	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	7/1/2022 6/30/2025	4/1/2025- 6/30/2025	7/1/2022- 6/30/2025		
GRANT AMOUNT:	\$8,302,861	\$270,235	\$8,573,096	\$857,309	\$9,430,406
MODIFIED ANNUAL AMOUNT:	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>		
	\$2,704,572	\$2,799,144	\$3,069,379		
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
	\$8,573,096			\$857,309	\$9,430,406
PERCENTAGE:	100%				100%

The San Francisco Department of Disability and Aging Services (DAS) requests authorization to modify the existing grant with San Francisco-Marin Food Bank for the period of April 1, 2025, through June 30, 2025, in the additional amount of \$270,235 plus a 10% contingency for a total amount not to exceed \$9,430,406. The purpose of



this modification is to add funding to support 23,727 more bags of groceries in fiscal year 24/25 for DAS funded home delivered grocery (HDG) services. The additional funding also includes the fiscal year 24/25 cost of doing business (CODB) increase.

Background

San Francisco's Department of Disability and Aging Services (DAS) plays a critical role in addressing food insecurity among older adults and individuals with disabilities by providing nutrition and wellness services through community partnerships. Older adults and individuals with disabilities face heightened risks of food insecurity due to various interrelated factors, including limited incomes and reduced access to affordable, nutritious food. Food insecurity is linked to malnutrition, chronic diseases, and poor health outcomes, making it a significant concern for DAS consumers.

The food assistance program, which provides access to nutritious, culturally relevant food at pantry sites throughout the city and through home delivery, is a key component of DAS's coordinated efforts to address food insecurity and its associated negative outcomes for its consumers.

Services to be Provided

The San Francisco Marin Food Bank (SFMFB) offers weekly food support at no cost to eligible older adults and adults with disabilities through two primary service channels: pantry sites located throughout the City in each Supervisorial District and across various neighborhoods, and through DAS funded home-delivered grocery services provided by designated contractors. The food support provided by SFMFB includes a variety of nutritious food items from the USDA-defined food groups and aligns with the healthy dietary patterns outlined in the most recent Dietary Guidelines for Americans (DGA). Each week, they ensure there is sufficient quantity and diversity to enable individuals to prepare at least seven distinct and culturally relevant meals.

This grant modification will support 23,727 more bags of groceries for DAS funded home-delivered grocery services in fiscal year 24/25.

Selection

The grantee was selected through RFP #1023 issued on May 6, 2022.

Funding

Funding for this grant is provided through County General Funds.

ATTACHMENTS

Appendix A-1, Scope of Services.

Appendix B-1, Budget

Appendix A-1 – Services to be Provided

San Francisco Marin Food Bank Food Assistance Program

July 1, 2022 to June 30, 2025

I. Purpose of Grant

The purpose of the Food Assistance Program is to provide nutritious food support at no cost to eligible older adults and adults with disabilities through community partnerships, both at food pantry sites and through home delivery. The program aims to address food insecurity for populations facing heightened risks due to various interrelated factors and mitigate the associated negative health outcomes.

II. Definitions

Grantee	San Francisco Marin Food Bank.
Adult with a Disability	A person 18-59 years of age with a disability.
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living: eating, dressing, transfer, bathing, toileting, grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living: preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting and Billing Online System
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities. (Sec. 113700 et seq., California Health and Safety Code)
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages two (2) and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).

Disability	Mental, cognitive and/or physical impairments, including hearing and visual impairments, that result in substantial functional limitations in one (1) or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, and self-direction, capacity for independent living, economic self-sufficiency, cognitive functioning, and emotional adjustment.
FAP	Food Assistance Program
Food Pantry Site	A physical location in the City and County of San Francisco where the grantee, either directly or through partnerships, distributes food support to eligible consumers at no cost.
Food Security Screening	A two-question validated screening tool designed to assess an individual's food security status.
Home Delivered Groceries (HDG) Contractor	A community organization funded by DAS to deliver groceries to eligible consumers
Home Delivered Groceries (HDG) Program	A program funded by DAS to deliver groceries to eligible consumers
LGBTQ+	An acronym/term used to refer to persons who self-identify as non-heterosexual and/or whose gender identity does not correspond to their sex assigned at birth. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low Income	Having income at or below 200% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and participation is not means tested. Consumers self-report income status.
OCP	Office of Community Partnerships
Older Adult	Person who is 60 years or older, used interchangeably with "senior"
Senior	Person who is 60 years or older, used interchangeably with "older adult"
SF DAS GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service objectives, run reports, etc.
SFHSA	San Francisco Human Services Agency
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; Ordinance No. 159-16 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 (Chapter 104, Sections 104.1 through 104.9.)
Supervisory District (District)	There are eleven supervisory districts in the City and County of San Francisco. A map of each district can be found at https://www.sf.gov/maps
Unduplicated Consumer (UDC)	An eligible individual who participates in the food assistance program, with their participation documented by the grantee in SF DAS GetCare.
Unit of Service (UOS)	Food support consisting of a selection of items from the USDA-defined food groups, offered in sufficient quantities and variety for an individual to prepare at least seven diverse meals that align with the healthy dietary patterns outlined in the most current version of the Dietary Guidelines for Americans (DGA) and any updates issued by the USDA during the contract term.

III. Target Population

This program is designed to serve all people who can benefit from the services outlined in this Appendix, and particularly those demonstrating the greatest economic and social need. To ensure that the most vulnerable people are aware of and can benefit from this program, San Francisco Marin Food Bank shall ensure that program services are accessible to:

- Persons with low income
- Persons who are socially isolated
- Persons with limited English-speaking proficiency
- Persons from communities of color
- Persons who identify as LGBTQ+
- Persons at risk of institutionalization

Consumer Eligibility

To be eligible for services, consumers must be:

- A resident of San Francisco; **and**
- A person 60 years of age or older or 18-59 years of age with a disability

IV. Description of Services

Grantee will implement a food assistance program providing nutritious food support at no cost to eligible older adults and adults with disabilities. This support will include a variety of items from the USDA-defined food groups, offered in sufficient quantities and diversity to enable individuals to prepare at least seven distinct meals, in line with the healthy dietary patterns outlined in the most current version of the Dietary Guidelines for Americans (DGA). The grantee will be responsible for the procurement, storage, delivery, and distribution of food throughout the City and County of San Francisco via

community partnerships. Additionally, the grantee will supply food support at no cost to DAS-designated home delivered grocery (HDG) program contractors, ensuring they receive adequate quantities to serve the consumers enrolled in their programs. The frequency and location of food deliveries will be mutually agreed upon between the grantee and the HDG program contractors.

A. Food Procurement and Standards

1. Grantee will procure, store, deliver, and distribute food in sufficient quantity and variety to support the service and outcome objectives for the food assistance program.
2. Grantee will adhere to the California Retail Food Code (CRFC) for all aspects of the food assistance program. Grantee will ensure that all food provided through the program is handled in accordance with federal, state, and local food safety regulations.
3. Grantee will provide a variety of food items to meet the diverse needs of consumers. Each week, the grantee must offer a selection of items from the main USDA-defined food groups, with a particular emphasis on fresh fruits and vegetables. The selection must be sufficient in quantity and variety to enable individuals to prepare at least seven diverse meals that align with the healthy dietary patterns outlined in the most current version of the Dietary Guidelines for Americans (DGA) and any updates issued by the USDA during the contract term. The grantee will limit foods that contain high amounts of added sugar, saturated fat, and sodium. Additionally, the grantee may provide healthy oils, such as olive oil and oils from nuts and seeds, as well as spices and seasonings.
4. Grantee will have written guidelines for the procurement of food that will be available to consumers and will employ practices that support the provision of culturally responsive food for the various target populations served through the food assistance program.

Main USDA Food Groups	
Vegetables	Includes fresh, frozen and canned dark green, red and orange vegetables, legumes (beans and peas), starchy vegetables, and others.
Fruits	Includes fresh, canned, frozen, or dried fruits, with an emphasis on variety and fresh.
Grains	Divided into whole grains (such as whole wheat, brown rice, and oats) and refined grains (such as white bread and pasta). At least half should come from whole grains.
Dairy	Consists of milk, yogurt, cheese, and fortified soy beverages (emphasis on low-fat or fat-free options).
Protein Foods	Includes a range of foods such as lean meats, poultry, seafood, eggs, nuts, seeds, and legumes.

B. Food Distribution and Coordination

1. Grantee will provide weekly scheduled distributions of food at pantry sites established and maintained by the grantee to serve eligible consumers accessing the food assistance program. These distributions will take place weekly. The weekly distribution of food at each pantry site will be in sufficient quantity and variety to enable each consumer to prepare at least seven meals that align with a healthy dietary pattern as described in the Dietary Guidelines for Americans. If a regularly scheduled distribution approved by DAS occurs at an interval other than weekly, the total amount of food provided must still equate to at least one meal per day for each consumer.
2. Grantee will facilitate farmers' market-style food pantries whenever feasible. Key features of a farmers' market-style food pantry include a variety of fresh seasonal produce and the ability for consumers to choose their own food items.
3. Grantee will form and maintain partnerships with a variety of community-based organizations, such as churches, schools, supportive housing sites, community centers, and neighborhood groups, to secure physical locations in the City for distributing food to consumers and hosting weekly food pantries year-round. The grantee will ensure these partnerships are with community-based organizations who are culturally and linguistically competent to meet the needs of consumers. These partnerships must be formalized through subcontracting agreements or memoranda of understanding.
4. Grantee will establish food pantry sites in each Supervisorial District, focusing on multiple neighborhoods within those districts whenever possible. The grantee will submit a site chart to DAS OCP for approval at the beginning of each fiscal year, identifying the locations of the pantry sites along with their days and hours of operation. Any changes related to a pantry site that may affect consumers must be promptly communicated to DAS OCP, accompanied by an updated site chart for approval. Pantry sites should be in areas that maximize accessibility for the target population, specifically older adults and people with disabilities.
5. Grantee will provide initial and annual food safety training to community-based organizations that partner to distribute food to consumers and host food pantry sites, ensuring that relevant staff receive this training. Additionally, the grantee will ensure that these organizations have processes in place to provide food safety training to volunteers before their first shift involving food handling.
6. Grantee will employ a variety of strategies to connect with target populations and will serve as the primary access point to the food assistance program for consumers and stakeholders, including the DAS Benefits and Resource Hub. The grantee will also maintain a waitlist for DAS consumers as needed, ensuring equitable access to resources.
7. Grantee will coordinate with DAS-designated HDG contractors and provide them with food in sufficient quantity and variety to deliver nutritious food support to the consumers enrolled in their HDG programs. Food support, whenever possible, will not be prebagged to allow HDG contractors the flexibility to customize the content of the food support they provide to their consumers.

C. Additional Program Requirements:

1. Grantee will establish and maintain a consumer enrollment process that includes eligibility verification, collection of required consumer data, and completion of a food security screening. The grantee will document consumer enrollment in the food assistance program within SF DAS GetCare, ensuring that all collected data, including information from the food security screening, is accurately recorded.
2. Grantee will implement a re-enrollment process every two years to ensure ongoing eligibility and accurate data collection. This process will include re-verification of consumer eligibility, an updated collection of required consumer data, and a new food security screening. The grantee will update consumer records in SF DAS GetCare to reflect any changes in status or information gathered during the re-enrollment process.
3. Grantee will develop and administer an annual consumer satisfaction survey to capture feedback on program outcomes and service quality. The survey will be reviewed and approved by DAS. The results will be shared with DAS by March 15 each year, or on a mutually agreed-upon date. A minimum sample size of 20% of unduplicated consumer enrollment is required.
4. Grantee program staff will complete the California Department of Aging (CDA) Security Awareness Training annually. Within 30 days of their start date, any new employee, subcontractor, or volunteer must also complete this training. The grantee will maintain records of staff completion. The grantee shall comply with the applicable privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
5. Grantee shall develop a written grievance process for reviewing and resolving service concerns raised by consumers or their authorized representatives regarding DAS-funded programs and their employees or volunteers, in accordance with DAS OCP Policy Memorandum No. 33. This process must ensure that consumers have clearly established rights and due process for timely resolution of their concerns.
6. Grantee shall have written policies and procedures in place for accepting and handling of program income, in accordance with DAS OCP Policy Memorandum No. 5.
7. Grantee will ensure that DAS funding information is prominently displayed on its websites and publications related to the DAS-funded food assistance program, in accordance with DAS OCP Policy Memorandum No. 47.
8. Grantee will arrange for the availability of food to participants during a major disaster where feasible and appropriate.

V. Location and Time of Services

The grantee will provide a food assistance program in the City and County of San Francisco. The grantee, with approval from DAS, will determine the locations and distribution times for pantry sites.

VI. Service Objectives

During the grant term, the grantee shall meet the following service objectives:

Table A	FY 22-23	FY 23-24	FY 24-25	Modification	Revised FY 24-25
UDC	3,600	3,600	3,600	0	3,600
Units of food support distributed at FAP pantry sites	125,000	125,000	125,000	0	125,000
Units of food support provided to DAS-funded HDG contractors	185,000	185,000	185,000	+23,727	208,727

VII. Outcome Objectives

On an annual basis, the grantee will meet the following outcome objectives based on an annual consumer satisfaction survey with a sample size of at least 20% of UDC enrolled in the program:

1. Consumers rate the quality of food they receive as excellent or good. Target: 85%
2. Consumers feel less worried about getting enough food to meet their needs. Target 85%
3. Consumers report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
4. Consumers report feeling safe and welcomed by program staff. Target 75%

VIII. Data Collection and Reporting Requirements

1. Grantee shall enter all service objectives into the SF DAS GetCare Service Unit section by the 5th working day of the month for the preceding month.
2. Grantee shall enter monthly reports and metrics into the CARBON database system by the 15th of the following month, ensuring the accuracy and timeliness of these entries. Each report must include:
 - The number of unduplicated consumers served
 - The total units of service provided
3. Grantee shall enter the annual outcome objective metrics into the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall issue a fiscal closeout report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each year. This report must be submitted in the CARBON system.

5. Grantee shall provide DAS OCP with summary reports of Sexual Orientation and Gender Identity (SOGI) data collected during the year, to be submitted two times per year. The due dates for these reports are July 10 and January 10.
6. Grantee will provide Ad Hoc reports as required by the Department.

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

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

or

Tiffany.Kearney@sfgov.org
Lead Nutritionist and Program Analyst, Department of Disability and Aging
Services, Office of Community Partnerships

IX. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives; compliance to specific program standards and requirements; how participant records are collected and maintained; reporting performance including monthly service unit reports on SF DAS GetCare; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff and volunteers regarding the Elder Abuse Reporting; evidence of provision of the California Department of Aging (CDA) Security Awareness training to staff and volunteers; program operation, which includes a review of a written policies and procedures manual of all DAS OCP-funded programs, written project income policies if applicable, grievance procedure posted in the center/office, and also given to the consumers who are homebound, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections IV through VIII.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	E	F	G	H	I	J
1	Appendix B-1, Page 1							
2	Document Date: 6/8/2022							
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY							
4	BY PROGRAM							
5	Contractor's Name				Contract Term			
6	San Francisco-Marín Food Bank				July 1, 2022 - June 30, 2025			
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>							
8	If modification, Effective Date of Mod. 3/1/25 No. of Mod. 1							
9	Program: Food Assistance Program (FAP)							
10	Budget Reference Page No.(s)							
11	Annual #Bags of Food Contracted - HDG	185,000	185,000	185,000	23,727		208,727	578,727
12	Annual #Bags of Food Contracted - Pantry	125,000	125,000	125,000			125,000	375,000
13	Annual #Bags of Food Contracted - Total	310,000	310,000	310,000	23,727	-	333,727	953,727
14	Program Term	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25			7/1/22-6/30/25	
15				revision				
16	HSA Expenditures	Budget	Budget	Current Budget	OTO	CODB	Revised Budget	Total
17	Salaries & Benefits	\$653,890	\$678,411	\$678,411	\$52,196	\$16,960	\$747,568	\$2,079,870
18	Operating Expense	\$1,868,479	\$1,931,698	\$1,931,698	\$134,570	\$48,292	\$2,114,560	\$5,914,737
19	Subtotal	\$2,522,370	\$2,610,109	\$2,610,109	\$186,766	\$65,253	\$2,862,128	\$7,994,607
20	Indirect Percentage (%)	7%	7%	7%	7%	7%	7%	7%
21	Indirect Cost (Line 16 X Line 15)	\$182,202	\$189,035	\$189,035	\$13,490	\$4,726	\$207,251	\$578,488
22	Capital Expenditure	\$0	\$0	\$0			\$0	\$0
23	Total Expenditures	\$2,704,572	\$2,799,144	\$2,799,144	\$200,256	\$69,979	\$3,069,379	\$8,573,095
24	HSA Revenues							
25	General Fund - Annual Bags	\$2,521,919	\$2,616,491	\$2,616,491	\$200,256	\$65,412	\$2,882,160	\$8,020,570
26	General Fund - pass thru/pantry support	\$182,653	\$182,653	\$182,653		\$4,566	\$187,219	\$552,525
27								
28								
29								
30								
31								
32								
33	TOTAL HSA REVENUES	\$2,704,572	\$2,799,144	\$2,799,144	\$200,256	\$69,979	\$3,069,379	\$8,573,095
34	PER BAG COST, HSA-DAAS	\$ 8.14	\$ 8.44	\$ 8.44	\$ 8.44		\$ 8.64	\$ 8.41
35	Non-HSA Expenses							
36								
37								
38	Volunteer Support (25,000 hrs. @ \$17.34/hr.)	\$433,500	\$433,500	\$433,500			\$433,500	\$1,300,500
39	Donated Food (18 lbs./bag @ \$1.74/lb.)	\$9,709,200	\$9,709,200	\$9,709,200			\$9,709,200	\$29,127,600
40	Unreimbursed Amount for Contracted Bags	\$282,100	\$282,100	\$282,100			\$282,100	\$846,300
41								
42	Total Non-HSA Expenses	\$10,424,800	\$10,424,800	\$10,424,800			\$10,424,800	\$31,274,400
43	Non-HSA Revenues							
44								
45	Volunteer Support (25,000 hrs. @ \$17.34/hr.)	\$433,500	\$433,500	\$433,500			\$433,500	\$1,300,500
46	Donated Food (18 lbs./bag @ \$1.74/lb.)	\$9,709,200	\$9,709,200	\$9,709,200			\$9,709,200	\$29,127,600
47	Unreimbursed Amount for Contracted Bags	\$282,100	\$282,100	\$282,100			\$282,100	\$846,300
48								
49	Total Non-HSA Revenues	\$10,424,800	\$10,424,800	\$10,424,800			\$10,424,800	\$31,274,400
50								
52	Prepared by: Trish Moyce							Date: 2/13/25
53	HSA-CO Review Signature: _____							
54	HSA #1							10/25/2016

