



MEMORANDUM

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SUSIE SMITH, DEPUTY DIRECTOR
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: APRIL 18, 2025

SUBJECT: GRANT MODIFICATIONS: MULTIPLE GRANTEES
(NONPROFITS) FOR PROVISION OF FARMING TOWARD FOOD SECURITY

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	<u>Current</u>	<u>Mod</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
GRANT TERM:	5/1/23- 6/30/25	7/1/25- 6/30/26	5/1/23- 6/30/26		
GRANT AMOUNT:	\$1,166,721	\$373,926	\$1,540,647	\$154,065	\$1,694,712
MODIFIED ANNUAL AMOUNT:	<u>FY 23-24</u> \$810,094	<u>FY 24-25</u> \$356,626	<u>FY 25-26</u> \$373,926		
FUNDING SOURCE:	<u>County</u> \$1,540,647	<u>State</u>	<u>Federal</u>	<u>Contingency</u> \$154,065	<u>Total</u> \$1,694,712
PERCENTAGE:	100%				100%

The San Francisco Human Services Agency (SFHSA) requests authorization to modify the existing grant agreements with multiple providers for the period of July 1, 2025 to June 30, 2026, in the additional amount of \$373,926 plus a 10% contingency for a revised total amount not to exceed \$1,694,712. The purpose of this modification is to extend the grant to supplement the City’s food security network by enabling



community members to grow produce for their own communities and train future generations in urban agriculture. Funding amounts are detailed in the table below.

Grantee	Current 5/01/23– 6/30/25	Modification 7/01/25 – 6/30/26	Revised 5/01/23 – 6/30/26	10% Contingency	Total Not to Exceed
AsianWeek/ Florence Fang Community Farm	\$593,313	\$186,963	\$780,276	\$78,028	\$858,304
Earth Island Institute/Friends of Alemany Farm	\$573,408	\$186,963	\$760,371	\$76,037	\$836,408
Total	\$1,166,721	\$373,926	\$1,540,647	\$154,065	\$1,694,712

Background

As a part of SFHSA’s goal to improve access to food resources in the community, RFP 1078 was released to support community’s desire to be a part of the food production process. This RFP supports not only the direct production of fresh produce grown locally here in San Francisco but also provides paid training opportunities to support future careers in farming, particularly for BIPOC youth who may lack such opportunities otherwise. Through expanding such paid training opportunities, future generations may understand the important work of food production and urban farming best practices.

Both grantees have demonstrated the ability to grow tens of thousand pounds of fresh high-quality produce here in San Francisco. The food grown has been supporting food insecure San Franciscans through direct distribution of the produce at various food pantries in the City. Dozens of trainees have graduated from each farm during the grant term.

Services to be Provided

Through this extension and modification, both farms will continue to grow a collective 46,000 pounds of fresh fruits and vegetables, train additional youths in agricultural best practices, and host workshops to engage community in urban farming. All grown produce supported by this grant will continue to be distributed to low-income San Franciscans.

Location

Services will be provided and produce will be grown at Florence Fang Community Farm located in District 10 and Alemany Farm, located in District 9.

Selection

The grantees were selected through RFP #1078 issued on January 18, 2023.

Funding

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

ATTACHMENTS

AsianWeek/Florence Fang Community Farm

Appendix A-2, Scope of Services

Appendix B-2, Budget

Earth Island Institute/Friends of Alemany Farm

Appendix A-2, Scope of Services

Appendix B-2, Budget

Appendix A-2 – Services to be Provided

AsianWeek/Florence Fang Community Farm

Farming Toward Food Security

5/1/2023 - 6/30/2026

I. Purpose

The purpose of this grant is to enable community members to grow produce for their own communities, thereby increasing decision-making and control over food production and distribution in San Francisco Districts 9, 10, and 11.¹

II. Definitions

CARBON	Contracts Administration, Reporting, and Billing On-line System
CFAT	Citywide Food Access Team; supports the food security of San Franciscans
City	City and County of San Francisco, a municipal corporation
Culturally-appropriate	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
Grantee	AsianWeek/Florence Fang Community Farm (FFCF)
Integrated Pest Management Ordinance	As outlined in Chapter 3 of the San Francisco Environment Code, located at https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160
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
Produce	Any whole edible portion of a plant in its raw and natural state ²
Service Unit	One pound of produce for distribution from Grantee's site(s)
SFHSA	San Francisco Human Services Agency
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>)
Urban Agriculture	Food grown within the boundaries of a city limit; for this grant Urban Agriculture applies to fresh produce only

¹ For the current San Francisco Supervisorial Districts, please visit the following: <https://sfelections.sfgov.org/new-voting-district-lines-2022> .

² California Retail Food Code section 113877

III. Priority 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, the food produced through this grant shall be grown in Supervisorial Districts 9, 10, and/or 11 and primarily distributed to food insecure people within Supervisorial Districts 9, 10, and/or 11 where food insecurity remains high.

The paid trainee/intern component shall serve low-income San Francisco residents from differing backgrounds who seek careers in urban agriculture and land management but who may not have the opportunity to develop the skills needed on an unpaid, volunteer basis. For the purposes of this grant, “low-income” is a household earning less than 300% of the U.S. Health and Human Services Federal Poverty Limit³ and Grantee may be required to verify the income of paid trainees/interns.

IV. Description of Services and Program Requirements

In FY 2023-2024, Grantee and Subcontractors City of Dreams, Northridge CommUnity Garden, and San Francisco Conservation Corps shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. In FY 2023-2024, the produce must be grown by Grantee’s and Subcontractors’ staff, paid trainees/interns, and/or volunteers.

In FY 2024-2025 & FY 2025-2026, Grantee shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. In FY 2024-2025 & 2025-2026, the produce must be grown by Grantee’s staff, paid trainees/interns, and/or volunteers.

Grantee shall meet all service and outcome objectives as stated below in sections VI and VII. The produce grown and distributed shall be culturally appropriate (as weather and growing conditions permit) for the food security program participants.

In FY 2023-2024, Grantee and Subcontractors shall have at minimum fifteen paid trainees/interns at any given time during the fiscal year. In FY 2024-2025 & 2025-2026, Grantee shall have at minimum seven paid trainees/interns at any given time during the fiscal year. If the trainee/intern is classified as an employee, Grantee shall pay the trainees/interns according to San Francisco’s Minimum Compensation Ordinance; if not classified as an employee, Grantee shall pay the

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trainee/intern a stipend/honorarium that matches the San Francisco's Minimum Compensation Ordinance rate. Grantee must provide the trainees/interns with a structured educational program to support future careers in urban agriculture and land management where each trainee/intern works a minimum of 400 hours over 12 months.

In FYs 2022-2024, Grantee shall coordinate at minimum three volunteer workdays every week in order to engage the local community in the growing of the produce. In FY 2024-2025 & FY 2025-2026, on an annual basis, Grantee shall coordinate at minimum sixty volunteer workdays. Each volunteer workday must include volunteer training to ensure high-quality and safe food production. Depending on the difficulty of a task or project, the volunteer training may consist of a brief demonstration prior to the workday or a more formal workshop. Grantee staff is responsible for the safety of trainees/interns and volunteers.

In FY 2023-2024, FY 2024-2025, & FY 2025-2026, on an annual basis, Grantee shall host at minimum two on-site community engagement and education events with a minimum of one hundred attendees per event. Each event must have some educational component, such as a gardening lesson or a cooking demonstration.

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets 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 policies and procedures in place to ensure that distributed produce is of high quality and falls within expiration timelines.

All sites and projects must conform to the current site zoning requirements at the time of use. The funds from this grant shall not be used to purchase heavy equipment or vehicles, nor to fund renovation or construction projects.

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

In FY 2023-2024, Grantee's and Subcontractors' growing and programming shall take place at Florence Fang Community Farm, City of Dreams, and Northridge CommUNITY Garden.

In FY 2024-2025 & 2025-2026, Grantee's growing and programming shall take place at Florence Fang Community Farm.

Food distribution locations and time of services shall be agreed upon between Grantee and CFAT.

VI. Service Objectives

During FY 2025-2026, Grantee shall meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 16,000 pounds of produce to 325 unduplicated recipients
- B.** Subcontractors shall at minimum each have 2 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- C.** Grantee shall at minimum have 3 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- D.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- E.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

During FY 2024-2025, Grantee shall meet the following service objectives:

- A.** On an annual basis, Grantee shall at minimum grow and distribute 15,000 pounds of produce to 325 unduplicated recipients
- B.** Maintain a minimum of 7 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period.
- C.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- D.** On an annual basis, host at minimum 60 public volunteer workdays (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- E.** On an annual basis, host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

From May 2023 to June 2024, Grantee and Subcontractors will meet the following service objectives:

- A.** On an annual basis, Grantee shall at minimum grow and distribute 15,000 pounds of produce to 325 unduplicated recipients
- B.** On an annual basis, Subcontractor City of Dreams shall at minimum grow and distribute 1,000 pounds of produce to 100 unduplicated recipients
- C.** On an annual basis, Subcontractor Northridge CommUNITY Garden shall at minimum grow and distribute 4,000 pounds of produce to 300 unduplicated recipients
- D.** Maintain a minimum of 15 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period

- E. Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- F. On an annual basis, host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

VII. Outcome Objectives

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.
- E. 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management
- F. 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Analyst 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 the start of the grant term.
- B. Quarterly Reports
Quarterly Reports will be submitted through the CARBON system. Grantee will share with SFHSA a quarterly report that includes the following information:

- The number of pounds and types of produce grown at each site by month;
- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week;
- The number of trainees/interns;
- The number of volunteer workdays hosted, and total number of volunteers in attendance;
- The number of community engagement events hosted, including the number of attendees; and,

- Demographic data for trainees/interns and produce recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity⁴

C. Annual Report

Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Sections 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 may be required to issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each grant year with the exception of Fiscal Year 2022-2023. This report must be submitted to the CARBON system.
- E.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- F.** Grantee may be required to utilize CFAT's shared registration database for their program and client data. Should SFHSA decide to require the Grantee to enter client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.
- G.** Grantee program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- 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 SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

or

Thomas.McClain@sfgov.org

Program Analyst, Citywide Food Access Team, SFHSA

⁴ Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

IX. Monitoring Activities

A. 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 will include review of Grantee's:

- Organizational Budget;
- 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;
- Personnel Manual;
- Emergency Operations Plan;
- Compliance with the Americans with Disabilities Act;
- Subcontracts and MOUs;
- 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; 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 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; 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 SFHSA 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 SFHSA 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.

Appendix B-2, Page 1

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Agency Name: AsianWeek/Florence Fang Farm			Grant Term: 5/1/23-6/30/26		
(Check One) New Revision Modification XXX					
Effective Date:	7/1/2025	Modification No.:	2		
Program Name: Farming Toward Food Security					
	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	5/1/23-6/30/26
	FY 22/23	FY23/24	FY 24/25	FY 25/26	Total
Expenditures					
Salaries & Benefits		\$ 47,016	\$ 41,250	\$ 53,125	\$ 141,391
Operating Expenses	\$ 31,569	\$ 295,404	\$ 113,805	\$ 109,452	\$ 550,230
Subtotal	\$ 31,569	\$ 342,420	\$ 155,055	\$ 162,577	\$ 691,621
Indirect Percentage (%)	13%	11%	15%	15%	
Indirect Costs (Line 14 X Line 15)	\$ 4,080	\$ 36,930	\$ 23,258	\$ 24,386	\$ 88,655
Capital Expenses					
Total Expenses	\$ 35,649	\$ 379,351	\$ 178,313	\$ 186,963	\$ 780,276
HSA Revenues					
General Fund	\$ 35,649	\$ 379,351	\$ 158,500	\$ 183,000	\$ 756,500
FY 24-25 CODB			\$ 3,963	\$ 3,963	\$ 7,926
FY 24-25 One-Time Only			\$ 15,850		\$ 15,850
Total HSA Revenues	\$ 35,649	\$ 379,351	\$ 178,313	\$ 186,963	\$ 780,276
Other Program Revenues					
Total Other Program Revenues					
Prepared by: Shilpa Sahoo			Date: 4/3/25		
HSA Budget Form (6/9/2022)					

Agency Name: AsianWeek/Florence Fang Farm
 Program Name: Farming Toward Food Security

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program			5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/24-6/30/26	5/1/23-6/30/26
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE24/25	Adjusted FTE23/24	FY 22/23	FY23/24	FY 24/25	FY 25/26	Total
Farm Manager	\$70,000	1.00	30%	0.20	0.31		\$ 21,700	\$ 14,000	\$ 21,000	\$ 56,700
Program Manager	\$70,000	1.00	10%	0.10	0.23		\$ 11,040	\$ 7,000	\$ 7,000	\$ 25,040
Bookkeeping/Admin	\$70,000	1.00	10%	0.10	0.14		\$ 6,440	\$ 7,000	\$ 7,000	\$ 20,440
Executive Director	\$ 150,000	1.00	5%	0.05				\$ 5,000	\$ 7,500	\$ 12,500
TOTALS	\$ 360,000	4.00	55%	0.45	0.68		\$ 39,180	\$ 33,000	\$ 42,500	\$ 114,680
FRINGE BENEFIT RATE	25%									
EMPLOYEE FRINGE BENEFITS	\$8,250						\$ 7,836	\$ 8,250	\$ 10,625	\$ 26,711
TOTAL SALARIES & BENEFITS	\$368,250						\$ 47,016	\$ 41,250	\$ 53,125	\$ 141,391

HSA Budget Form (6/9/2022)

Agency Name: AsianWeek/Florence Fang Farm
Program Name: Farming Toward Food Security

Operating Expenses Detail

<u>Expenditure Category</u>	<u>5/1/23-6/30/23 FY 22/23</u>	<u>7/1/23-6/30/24 FY23/24</u>	<u>7/1/24-6/30/25 FY 24/25</u>	<u>7/1/25-6/30/26 FY 25/26</u>	<u>5/1/23-6/30/26 Total</u>
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)			\$ 9,000	\$ 10,000	\$ 19,000
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training			\$ 3,000	\$ 1,500	\$ 4,500
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
San Francisco Conservation Corps		\$ 105,250			\$ 105,250
City of Dreams	\$ 5,304	\$ 79,696			\$ 85,000
North Ridge Community Garden	\$ 1,380	\$ 45,326			\$ 46,706
Farm Assistants	\$ 13,102				\$ 13,102
Farm Consultant	\$ 4,600		\$ 15,000	\$ 25,000	\$ 44,600
OTHER					
Materials and Supplies	\$ 3,183	\$ 13,132	\$ 12,005	\$ 12,612	\$ 40,932
Farm Apprentice Program	\$ 4,000	\$ 52,000	\$ 74,800	\$ 60,340	\$ 191,140
TOTAL OPERATING EXPENSE	\$ 31,569	\$ 295,404	\$ 113,805	\$ 109,452	\$ 550,230

Appendix A-2 – Services to be Provided

Earth Island Institute/Friends of Alemany Farm

Farming Toward Food Security

5/1/2023 - 6/30/2026

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Farming Toward Food Security

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formal workshop. Grantee staff is responsible for the safety of trainees/interns and volunteers.

On an annual basis, Grantee shall host at minimum two on-site community engagement and education events. Each event must have some educational component, such as a gardening lesson or a cooking demonstration.

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets 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 policies and procedures in place to ensure that distributed produce is of high quality and falls within expiration timelines.

All sites and projects must conform to the current site zoning requirements at the time of use. The funds from this grant shall not be used to purchase heavy equipment or vehicles, nor to fund renovation or construction projects.

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's growing and programming shall take place at Alemany Farm in San Francisco. Growing and programming by subcontractors, when applicable, will take place at locations agreed upon by Grantee and CFAT. Distribution locations and time of services shall be agreed upon between Grantee and CFAT.

VI. Service Objectives

During FY 25-26, Grantee and Subcontractor will meet the following service objectives:

- A.** Grantee shall at minimum grow and distribute 25,000 pounds of produce to 500 unduplicated recipients
- B.** Grantee shall at minimum have 3 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- C.** Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- D.** Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 400 attendees at each event

During FY 24-25, Grantee and Subcontractors will meet the following service objectives:

- A. Grantee shall at minimum grow and distribute 20,000 pounds of produce to 500 unduplicated recipients
- B. Subcontractors shall at minimum each have 2 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- C. Grantee shall at minimum have 3 trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- D. Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- E. Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

From May 2023 to June 2024, Grantee and Subcontractors will meet the following service objectives:

- A. Grantee shall at minimum grow and distribute 23,000 pounds of produce to 500 unduplicated recipients
- B. Subcontractor Hummingbird Farm shall at minimum grow and distribute 6,000 pounds of produce to 75 unduplicated recipients
- C. Subcontractor Urban Sprouts shall at minimum grow and distribute 6,000 pounds of produce to 50 unduplicated recipients
- D. Maintain a minimum of 15 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- E. Host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- F. Host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

VII. Outcome Objectives

Grantee will conduct surveys translated into the languages spoken by participants and approved by CFAT at the end of each fiscal year and at the end of the grant term to measure whether they have met the following outcome objectives:

- A. At least 85% of participants surveyed were satisfied with the available food choices.
- B. At least 90% of participants surveyed were satisfied with the quality of the food provided.
- C. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.

- D. At least 85% of the participants surveyed reported that the food they received was culturally relevant.
- E. 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management
- F. 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

VIII. Data Collection and Reporting Requirements

Grantee must work with assigned Program Analyst 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 the start of the grant term.

B. Quarterly Reports

Quarterly Reports will be submitted through the CARBON system. Grantee will share with SFHSA a quarterly report that includes the following information:

- The number of pounds and types of produce grown at each site by month;
- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week;
- The number of trainees/interns;
- The number of volunteer workdays hosted, and total number of volunteers in attendance;
- The number of community engagement events hosted, including the number of attendees; and,
- Demographic data for trainees/interns and produce recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity⁴

C. Annual Report

Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Sections 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.

⁴ Gender Identity and Sexual Orientation are required per *Ordinance No. 159-16*, which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (*SF Admin. Code, Chapter 104, Sections 104.1 through 104.9*).

- D. Grantee may be required to issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each grant year with the exception of Fiscal Year 2022-2023. This report must be submitted to the CARBON system.
- E. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- F. Grantee may be required to utilize CFAT's shared registration database for their program and client data. Should SFHSA decide to require the Grantee to enter client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.
- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- 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 SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

or

Cathy.Huang@sfgov.org

Program Manager, Citywide Food Access Team, SFHSA

IX. Monitoring Activities

- A. Program Monitoring 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 will include review of Grantee's:

- Organizational Budget;
- 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;
- Personnel Manual;
- Emergency Operations Plan;
- Compliance with the Americans with Disabilities Act;
- Subcontracts and MOUs;
- 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; 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 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; 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 SFHSA 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 SFHSA 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: Earth Island Institute/Friends of Alemany Farm
Grant Term: 5/1/23-6/30/26

 (Check One) New Revision Modification XXX

Effective Date: 7/1/25 Mod. #2

Program: Farming Toward Food Security

	FY 22/23	FY 23/24	FY 24/25	FY 25/26	TOTAL
	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	5/1/23-6/30/26
Expenditures					
Salaries & Benefits	\$26,972	\$203,647	\$141,680	\$168,434	\$540,733
Operating Expense	\$562	\$113,654	\$18,650	\$0	\$132,866
Subtotal	\$27,534	\$317,301	\$160,330	\$168,434	\$673,599
Indirect Percentage (%)	12%	15%	11%	11%	
Indirect Cost (Line 16 X Line 15)	\$3,600	\$46,660	\$17,983	\$18,529	\$86,772
Capital Expenditure					
Total Expenditures	\$31,134	\$363,960	\$178,313	\$186,963	\$760,371
HSA Revenues					
General Fund	\$31,134	\$363,960	\$158,500	\$183,000	\$736,594
OTO Adjustment FY 24/25			\$15,850		\$15,852
CODB			\$3,963	\$3,963	\$7,925
TOTAL HSA REVENUES	\$31,134	\$363,960	\$178,313	\$186,963	\$760,371
Other Revenues					
Program income	\$10,000		\$25,000	\$10,000	\$45,000
Foundations	\$5,000		\$20,000	\$20,000	\$45,000
Individual & Corporate Donations	\$15,000		\$70,000	\$100,000	\$185,000
Total Other Revenues	\$30,000		\$115,000	\$130,000	\$275,000
Total Revenues	\$61,134		\$293,313	\$316,963	\$1,035,371

Prepared by: Heather Weiss, John Stokes

Date: 03/18/25

Agency: Earth Island Institute/Friends of Alemany Farm
Program: Farming Toward Food Security

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		FY 22/23	FY 23/24	FY 24/25	FY 25/26	TOTAL
	Annual Full	Total	% FTE	Adjusted	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	7/1/25-6/30/26	5/1/23-6/30/26
Farm Director	\$72,500	0.80	62%	0.50	\$5,803	\$31,600	\$31,600	\$35,960	\$104,963
Farm manager	\$68,500	1.00	70%	0.70	\$3,894	\$33,750	\$33,750	\$47,950	\$119,344
Trainee Program manager	\$65,000	0.40	50%	0.20	\$4,751	\$32,500	\$13,000		\$50,251
Farm assistant	\$52,000	0.50	80%	0.40	\$1,688	\$16,203	\$9,450	\$20,917	\$48,258
Trainee position #1	\$45,760	0.25	60%	0.15	\$580	\$10,850	\$5,491	\$6,864	\$23,785
Trainee position #2	\$45,760	0.25	60%	0.15	\$761	\$10,850	\$5,491	\$6,864	\$23,966
Trainee position #3	\$45,760	0.25	60%	0.15	\$1,758	\$10,850	\$5,491	\$6,864	\$24,963
Trainee position #4	\$45,760	0.22	60%	0.13	\$1,489	\$10,850	\$5,491		\$17,830
Trainee position #5	\$45,760	0.22	60%	0.13	\$1,567	\$10,850	\$5,491		\$17,908
Executive Director							\$1,836		\$1,836
Greenhouse manager	\$52,000	0.35	76%	0.27				\$13,783	\$13,783
TOTALS		4.24	638%	2.78	\$22,291	\$168,303	\$117,091	\$139,202	\$446,886
FRINGE BENEFIT RATE	0.21								
EMPLOYEE FRINGE BENEFITS					\$4,681	\$35,344	\$24,589	\$29,232	\$93,846
TOTAL SALARIES & BENEFITS					\$26,972	\$203,647	\$141,680	\$168,434	\$540,733

Agency: Earth Island Institute/Friends of Alemany Farm
Program: Farming Toward Food Security

Operating Expense Detail

<u>Expenditure Category</u>	<u>FY 22/23</u> <u>5/1/23-6/30/23</u>	<u>FY 23/24</u> <u>7/1/23-6/30/24</u>	<u>FY 24/25</u> <u>7/1/24-6/30/25</u>	<u>FY 25/26</u> <u>7/1/25-6/30/26</u>	<u>TOTAL</u> <u>5/1/23-6/30/26</u>
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
Hummingbird Farm/PODER		\$65,840			\$65,840
Urban Sprouts		\$46,400	\$18,650		\$65,050
OTHER					
Program Supplies	\$385	\$914	\$0	\$0	\$1,299
Farm Supplies	\$176	\$500	\$0	\$0	\$676
TOTAL OPERATING EXPENSE	\$562	\$113,654	\$18,650	\$0	\$132,866