



SAN FRANCISCO HUMAN SERVICES AGENCY

MEMORANDUM

TO:	HUMAN SERVICES COMMISSION				
THROUGH:	TRENT RHORER, EXECUTIVE DIRECTOR				
FROM:	ROSE JOHNS, PLANNING DIRECTOR ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS				
DATE:	JUNE 25, 2025				
SUBJECT:	NEW GRANT: MULTIPLE GRANTEES (NONPROFITS) FOR PROVISION OF COMMUNITY MEAL PROGRAMS (see table below)				
	<u>Full Term</u>	<u>Contingency</u>	<u>Total</u>		
GRANT TERM:	7/1/25- 6/30/29				
GRANT AMOUNT:	\$11,388,000	\$1,138,800	\$12,526,800		
	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	
ANNUAL AMOUNT:	\$2,847,000	\$2,847,000	\$2,847,000	\$2,847,000	
	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING SOURCE:	\$11,388,000			\$1,138,800	\$12,526,800
PERCENTAGE:	100%				100%

The San Francisco Human Services Agency (SFHSA) requests authorization to enter into new grant agreements with Multiple Grantees for the period of July 1, 2025, to June 30, 2029, in the amount of \$11,388,000 plus a 10% contingency for a total amount not to exceed \$12,526,800. The purpose of this grant is to provide high-quality and culturally relevant meals free of charge to food-insecure community members in San Francisco.



Grantee	Annual Amount	Grant Amount	10% Contingency	Total Not to Exceed
Booker T Washington Comm Service Ctr	\$300,000	\$1,200,000	\$120,000	\$1,320,000
Chinatown YMCA	\$270,000	\$1,080,000	\$108,000	\$1,188,000
Farming Hope	\$227,000	\$908,000	\$90,800	\$998,800
San Francisco Housing Develop Corporation	\$300,000	\$1,200,000	\$120,000	\$1,320,000
SF New Deal	\$1,750,000	\$7,000,000	\$700,000	\$7,700,000
TOTALS	\$2,847,000	\$11,388,000	\$1,138,800	\$12,526,800

Background

In February 2025, the Citywide Food Access Team released Request For Proposals 1154 seeking proposals for Community Meal Programs. The RFP sought providers who could provide culturally appropriate, high quality, and accessible meals to low-income San Franciscans. The RFP had two components- one to seek a provider who would provide a meal service citywide via text ordering, and one to seek providers who could offer warm meals in neighborhoods with high density of low-income households. The grants presented are the result of this RFP.

Services to be Provided

As a result of RFP 1154, San Francisco New Deal will operate a citywide, on-demand meal program. This program is a continuation of the program currently operated by SF New Deal. The program will serve at minimum 450 households during the year and offer meals from restaurants throughout the City. The meals will be high quality and offer choices in cuisine and dietary restrictions in order to accommodate San Franciscans broadly. We anticipate this program to provide more than 93,000 meals to low-income San Franciscans throughout the fiscal year.

Booker T. Washington Community Service Center, Farming Hope, Chinatown YMCA, and San Francisco Housing Development Corporation have been selected to be the Neighborhood-Based meal providers. Each grantee will work with local residents and local chefs to produce and distribute meals to their immediate neighborhoods. These four grantees will collectively serve over 1,000 households and produce over 65,000 meals.

Location

Booker T Washington Community Service Center - 94115
Chinatown YMCA – 94108

Farming Hope - 94102

San Francisco Housing Development Corporation - 94115 & 94124

San Francisco New Deal - Citywide

Selection

The grantees were selected through RFP #1154 issued on February 26, 2025.

Funding

Funding for these grants is provided through County General Funds and the San Francisco Sugary Drinks Distributor Tax (SDDT).

ATTACHMENTS

Booker T Washington Community Service Center

Appendix A, Scope of Services

Appendix B, Budget

Chinatown YMCA

Appendix A, Scope of Services

Appendix B, Budget

Farming Hope

Appendix A, Scope of Services

Appendix B, Budget

San Francisco Housing Development Corporation

Appendix A, Scope of Services

Appendix B, Budget

SF New Deal

Appendix A, Scope of Services

Appendix B, Budget

Appendix A – Services to be Provided
Booker T. Washington Community Service Center
Community Meal Programs
July 1, 2025 to June 30, 2029

I. Purpose

The purpose of this grant is to provide high-quality and culturally relevant meals free of charge to food-insecure community members in San Francisco.

II. Definitions

Bottled and/or Packaged Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>		
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing Online system		
CFAT	Citywide Food Access Team		
City	City and County of San Francisco, a municipal corporation		
Community Kitchen	A commercial grade kitchen which may be used by community members to produce meals in bulk.		
Culturally Relevant	Foods and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population		
FY	City and County of San Francisco fiscal year, each starting July 1 and ending June 30		
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	Booker T. Washington Community Service Center		
Health Equity	The state in which everyone has a fair and just opportunity to attain their highest level of health ¹		
Link2Feed	CFAT's client registration and attendance database		
Low-income	Having income at or below 200% 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 as a means test to qualify for the program.		
Priority Service Area (identified based on poverty trends)	<ul style="list-style-type: none"> • 94102 • 94103 • 94108 • 94109 • 94110 	<ul style="list-style-type: none"> • 94112 • 94115 • 94116 • 94121 • 94122 	<ul style="list-style-type: none"> • 94124 • 94130 • 94132 • 94133 • 94134
SFHSA	San Francisco Human Services Agency		
Service Unit	One meal prepared at a kitchen within the neighborhood of service and distributed free of charge to a community member		

¹ United States CDC, <https://www.cdc.gov/health-equity/what-is/index.html>

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).
Sugar-Sweetened Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

III. Priority Community:

This program is designed to serve all who can benefit from the services outlined in this Appendix, with focused expertise to promote the unique needs of low-income, food-insecure individuals and families in the following Priority Service Area(s): **94115**.

IV. Program Requirements

Grantee shall operate a neighborhood-based free meal program to provide low-income community members with high-quality and culturally relevant meals that are produced by members of the neighborhood. Meal distribution should occur on a regular basis from a fixed site. The purpose is not only to address food insecurity but also to build community connection.

Program requirements include but are not limited to the following:

- A. Meals should be produced at a kitchen space agreed upon by Grantee and CFAT.
- B. Production kitchen(s) must be in compliance with the San Francisco Department of Public Health and sufficiently equipped to immediately start or continue meal production at the beginning of the grant term.
- C. Members of the neighborhood in which service will take place shall play an active role, either as staff or volunteers of the program, in the planning and preparation of all meals.
- D. All meals shall be distributed free of charge to the Priority Community in the proposed neighborhood of service.
 1. Meal recipients must pick up meals in person from a welcoming and accessible space in which Respondent has site control.
 2. No funds from this RFP shall pay for the delivery of service units to client homes nor staff/volunteer time in delivering meals to clients.
- E. Grantee will ensure that the procurement, preparation, service, and distribution of all meals meet all applicable local, state, and federal food, sanitation, health and safety requirements, including the standards described in the most recent California Retail Food Code (CRFC).
 1. All staff participating in the production of meals must have documented annual food safety training.

- F.** All meals produced and distributed must be of generally accepted adult portion sizes and include at least one carbohydrate, one protein, and one vegetable.
- G.** Grantee may use limited funds on one-time equipment/appliance purchases within the grant term with preapproval from CFAT.
- H.** Program services must be accessible to all residents within the Priority Community who reside in the neighborhood of service.
- I.** Grantee should consider the diverse make-up of the community they serve and offer foods that reflect the food culture and preferences of each community. Grantee's meal program shall be culturally and linguistically relevant to the community they serve. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.
 - 1.** Grantee shall coordinate outreach to members of their Priority Community in at minimum the top 2 most commonly spoken languages by the members of their neighborhood.
 - 2.** Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to operate the program and deliver quality services to meet the needs of the participants.
- J.** Grantees shall have a meaningful, on-going system for client communication and feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of the meal program participants.
- K.** Grantee shall develop client-facing eligibility and grievance policies with approval from CFAT. These policies must be translated into the primary languages spoken by program participants.
- L.** Meal distribution cadence shall be at minimum every other week throughout the entirety of the grant term unless otherwise agreed upon with CFAT.
- M.** To assist low-income program participants in leveraging all resources available to them and to provide information to immigrant communities in trusted spaces, Grantee shall partner with SFHSA to conduct benefits outreach at least once per fiscal year. The benefits outreach may include registration for or information pertaining to SFHSA programs such as CalFresh, Medi-Cal, and CalWORKs.
- N.** Grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance (2019), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- O.** Grantee will comply with the City's Collection of Sexual Orientation and Gender Identity Data Ordinance [SF Admin. Code Ch.104].
- P.** Grantee shall comply with the City's Sugar-Sweetened Beverage Funding Ban Ordinance [SF Admin. Code Ch.101].
- Q.** Grantee shall comply with the City's San Francisco Bottled Water Ordinance [SF Admin. Code Ch.24].

V. Location and Time of Services

Distribution Location: 800 Presidio Ave, San Francisco, CA 94115

Day of week and time of services shall be agreed upon between Grantee and CFAT with input from program participants.

VI. Service Objectives

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

- A.** At least 250 unduplicated households served each month of the program year.
- B.** At least 308 meals distributed each week of service totaling at least 16,000 meals per fiscal year.
- C.** Partner with SFHSA to conduct benefits outreach at minimum once per fiscal year.

Grantee shall notify assigned SFHSA Program Manager prior to any service interruptions or closure.

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 felt the food they received was high quality.
- C.** At least 80% of participants said the meal portion size was adequate.
- D.** At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- E.** At least 85% of participants surveyed reported that culturally relevant food was made available to them.
- F.** At least 85% of participants surveyed said they were less hungry as a result of the program.

Grantees shall strive to administer surveys to all program participants with the goal of achieving a minimum 50% response rate. In addition to surveying clients about the above objectives, Grantee will include the following four questions:

Read the statement below and select how much you agree or disagree with the statement.

“Since getting support from this program, I (and my family) have been able to eat more fruits and vegetables.”

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

- Not Sure/I Don't Know
- Prefer Not To Answer

Read the statements below that people have made about their food situation. For each statement, please select whether the statement was "Often True," "Sometimes True," or "Never True" for your households in the last twelve months:

"We worried about whether our food would run out before we got money to buy more."

- Often True
- Sometimes True
- Never True

"The food that we bought just didn't last and we didn't have money to get more."

- Often True
- Sometimes True
- Never True

In the last 12 months, have you or anyone in your household gotten food from a free food program like a food pantry, free dining room, WIC, CalFresh, shelter meal, senior congregate meals, school meals.

- Yes
- No
- Don't Know

If yes, which ones? (Check as many answers as you want)

- CalFresh (SNAP, food stamps)
- WIC
- Food pantry or monthly food box
- Congregate meals or senior center meals
- Free dining room
- Home-delivered meals or groceries
- School or child program (free/reduced cost meals at school, pre-school, home day care, after school, or summer program)
- Vouchers
- Other: _____

VIII. Fiscal Guidelines

- All Service Units must be obtained by participants in person at an approved program site. No funds from this grant shall pay for the delivery of Service Units to clients nor staff/volunteer time in delivering Service Units to clients.
- No funds from this grant shall pay for the purchase or maintenance of vehicles.
- No funds from this grant shall pay for construction.

- D.** No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.

IX. Data Collection and Reporting Requirements

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

- A.** At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

B. Client Registration Database

Grantee is required to record client data, client attendance, and distributed Service Units in the Link2Feed client registration database.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned Program Manager shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity²
- Sexual orientation³

Grantee shall record client attendance and distributed Service Units within seven calendar days of each date of attendance. Grantee will record a visit in Link2Feed for each meal distributed, with multiple scans for multi-meal distributions. If there is a discrepancy between requested reimbursement and

² 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*).

³ 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*).

what is recorded in Link2Feed, SFHSA reserves the right to limit reimbursement to only the Service Units recorded in Link2Feed.

C. Monthly Invoices

All invoices are due by the 15th of the month following service. These will be submitted in CARBON.

D. Annual Report

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant's Service Objectives and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th day of the month following the end of each program year. Outcome Objective and Food Security Survey Responses are also due by the 15th day of the month following the end of each program year.

E. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

F. Grantee's relevant 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 Manager if requested and maintain on file.

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

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

Cathy Huang

Cathy.Huang@sfgov.org

Program Manager, Citywide Food Access Team, SFHSA

Jennifer Grant

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

IX. Monitoring Activities

A. Program Monitoring

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);

5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);
7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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; 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:

1. 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
2. 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 priority 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

Grantee/Contractor: Booker T. Washington Community Service Center				Full Term:	7/1/25 - 6/30/29
Program: Community Meal Programs				Effective Date:	7/1/2025
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$108,885	\$108,885	\$108,885	\$108,885	\$435,540
Operating-Direct	\$152,000	\$152,000	\$152,000	\$152,000	\$608,000
Subtotal	\$260,885	\$260,885	\$260,885	\$260,885	\$1,043,540
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$39,115	\$39,115	\$39,115	\$39,115	\$156,460
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
HSA / DAS Revenues					
General Fund	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Total HSA / DAS Revenues	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Prepared by and Date:					
Telephone No. & Email:				HSA Budget Form (2/25)	

Grantee/Contractor: Booker T. Washington Community Service Center Program: Community Meal Programs									Appendix B, Page 2
Salaries & Benefits Detail									
POSITION TITLE	Agency Totals		HSA Program		7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Senior Mgr of Food Sovereignty	\$105,000	1	28%	0.28	\$29,400	\$29,400	\$29,400	\$29,400	\$117,600
Food to Freedom Prog Coord	\$86,100	1	48%	0.48	\$41,328	\$41,328	\$41,328	\$41,328	\$165,312
Food to Freedom Prog Liaison	43,680	1	38%	0.38	\$16,380	\$16,380	\$16,380	\$16,380	\$65,520
TOTALS	\$234,780	3.00	1.14	1.14	\$87,108	\$87,108	\$87,108	\$87,108	\$348,432
FRINGE BENEFIT RATE	25%								
EMPLOYEE FRINGE BENEFITS					\$21,777	\$21,777	\$21,777	\$21,777	\$87,108
TOTAL SALARIES & BENEFITS					\$108,885	\$108,885	\$108,885	\$108,885	\$435,540

Grantee/Contractor: Booker T. Washington Community Service Center
Program: Community Meal Programs

Appendix B, Page 3

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
<u>Expenditure Category</u>					
Rental of Property					
Utilities(Elec, Water, Gas, Phone, Garbage)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Insurance					
Printing and Reproduction					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Consulting/Professional Services</u>					
Consultant A (first \$25k; anything over on next tab)					
Subcontractor A (first \$25k; anything over on next tab)					
<u>Other</u>					
Meals	\$136,000	\$136,000	\$136,000	\$136,000	\$544,000
Supplies & Packaging	\$16,000	\$16,000	\$16,000	\$16,000	\$64,000
<u>Total Operating Expense</u>	\$152,000	\$152,000	\$152,000	\$152,000	\$608,000

HSA Budget Form (2/25)

Appendix A – Services to be Provided
Chinatown YMCA
Community Meal Programs
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide high-quality and culturally relevant meals free of charge to food-insecure community members in San Francisco.

II. Definitions

Bottled and/or Packaged Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>		
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Grantee	Chinatown YMCA		
Health Equity	The state in which everyone has a fair and just opportunity to attain their highest level of health ¹		
Link2Feed	CFAT's client registration and attendance database		
Low-income	Having income at or below 200% 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 as a means test to qualify for the program.		
Priority Service Area (identified based on poverty trends)	<ul style="list-style-type: none"> • 94102 • 94103 • 94108 • 94109 • 94110 	<ul style="list-style-type: none"> • 94112 • 94115 • 94116 • 94121 • 94122 	<ul style="list-style-type: none"> • 94124 • 94130 • 94132 • 94133 • 94134
SFHSA	San Francisco Human Services Agency		
Service Unit	One meal prepared at a kitchen within the neighborhood of service and distributed free of charge to a community member		

¹ United States CDC, <https://www.cdc.gov/health-equity/what-is/index.html>

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).
Sugar-Sweetened Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

III. Priority Community

This program is designed to serve all people who can benefit from the services outlined in this Appendix, with focused expertise to promote the unique needs of low-income, food-insecure individuals and families in the following Priority Service Area(s): **94108 and 94133**.

IV. Program Requirements

Grantee shall operate a neighborhood-based free meal program to provide low-income community members with high-quality and culturally relevant meals that are produced by members of the neighborhood. Meal distribution should occur on a regular basis from a fixed site. The purpose is not only to address food insecurity but also to build community connection.

Program requirements include but are not limited to the following:

- A. Meals should be produced at a kitchen space agreed upon by Grantee and CFAT.
- B. Production kitchen(s) must be in compliance with the San Francisco Department of Public Health and sufficiently equipped to immediately start or continue meal production at the beginning of the grant term.
- C. Members of the neighborhood in which service will take place shall play an active role, either as staff or volunteers of the program, in the planning and preparation of all meals.
- D. All meals shall be distributed free of charge to the Priority Community in the proposed neighborhood of service.
 1. Meal recipients must pick up meals in person from a welcoming and accessible space in which Respondent has site control.
 2. No funds from this RFP shall pay for the delivery of service units to client homes nor staff/volunteer time in delivering meals to clients.
- E. Grantee will ensure that the procurement, preparation, service, and distribution of all meals meet all applicable local, state, and federal food, sanitation, health and safety requirements, including the standards described in the most recent California Retail Food Code (CRFC).
 1. All staff participating in the production of meals must have documented annual food safety training.
- F. All meals produced and distributed must be of generally accepted adult portion sizes and include at least one carbohydrate, one protein, and one vegetable.

- G.** Grantee may use limited funds on one-time equipment/appliance purchases within the grant term with preapproval from CFAT.
- H.** Program services must be accessible to all residents within the Priority Community who reside in the neighborhood of service.
- I.** Grantee should consider the diverse make-up of the community they serve and offer foods that reflect the food culture and preferences of each community. Grantee's meal program shall be culturally and linguistically relevant to the community they serve. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.
 - 1.** Grantee shall coordinate outreach to members of their Priority Community in at minimum the top 2 most commonly spoken languages by the members of their neighborhood.
 - 2.** Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to operate the program and deliver quality services to meet the needs of the participants.
- J.** Grantees shall have a meaningful, on-going system for client communication and feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of the meal program participants.
- K.** Grantee shall develop client-facing eligibility and grievance policies with approval from CFAT. These policies must be translated into the primary languages spoken by program participants.
- L.** Meal distribution cadence shall be at minimum every other week throughout the entirety of the grant term unless otherwise agreed upon with CFAT.
- M.** To assist low-income program participants in leveraging all resources available to them and to provide information to immigrant communities in trusted spaces, Grantee shall partner with SFHSA to conduct benefits outreach at least once per fiscal year. The benefits outreach may include registration for or information pertaining to SFHSA programs such as CalFresh, Medi-Cal, and CalWORKs.
- N.** Grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance (2019), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- O.** Grantee will comply with the City's Collection of Sexual Orientation and Gender Identity Data Ordinance [SF Admin. Code Ch.104].
- P.** Grantee shall comply with the City's Sugar-Sweetened Beverage Funding Ban Ordinance [SF Admin. Code Ch.101].
- Q.** Grantee shall comply with the City's San Francisco Bottled Water Ordinance [SF Admin. Code Ch.24].

V. Location and Time of Services

Distribution Location: 855 Sacramento Street, San Francisco, CA 94108

Day of week and time of services shall be agreed upon between Grantee and CFAT with input from program participants.

VI. Service Objectives

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

- A.** At least 250 unduplicated households served each month of the program year.
- B.** At least 190 meals distributed each week of service totaling at least 8,740 meals per fiscal year.
- C.** Partner with SFHSA to conduct benefits outreach at minimum once per fiscal year.

Grantee shall notify assigned SFHSA Program Manager prior to any service interruptions or closure.

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 felt the food they received was high quality.
- C.** At least 80% of participants said the meal portion size was adequate.
- D.** At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- E.** At least 85% of participants surveyed reported that culturally relevant food was made available to them.
- F.** At least 85% of participants surveyed said they were less hungry as a result of the program.

Grantees shall strive to administer surveys to all program participants with the goal of achieving a minimum 50% response rate. In addition to surveying clients about the above objectives, Grantee will include the following four questions:

Read the statement below and select how much you agree or disagree with the statement.

“Since getting support from this program, I (and my family) have been able to eat more fruits and vegetables.”

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not Sure/I Don’t Know
- Prefer Not To Answer

Read the statements below that people have made about their food situation. For each statement, please select whether the statement was “Often True,” “Sometimes True,” or “Never True” for your households in the last twelve months:

“We worried about whether our food would run out before we got money to buy more.”

- Often True
- Sometimes True
- Never True

“The food that we bought just didn’t last and we didn’t have money to get more.”

- Often True
- Sometimes True
- Never True

In the last 12 months, have you or anyone in your household gotten food from a free food program like a food pantry, free dining room, WIC, CalFresh, shelter meal, senior congregate meals, school meals.

- Yes
- No
- Don’t Know

If yes, which ones? (Check as many answers as you want)

- CalFresh (SNAP, food stamps)
- WIC
- Food pantry or monthly food box
- Congregate meals or senior center meals
- Free dining room
- Home-delivered meals or groceries
- School or child program (free/reduced cost meals at school, pre-school, home day care, after school, or summer program)
- Vouchers
- Other: _____

VIII. Fiscal Guidelines

- A.** All Service Units must be obtained by participants in person at an approved program site. No funds from this grant shall pay for the delivery of Service Units to clients nor staff/volunteer time in delivering Service Units to clients.
- B.** No funds from this grant shall pay for the purchase or maintenance of vehicles.
- C.** No funds from this grant shall pay for construction.
- D.** No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.

IX. Data Collection and Reporting Requirements

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

B. Client Registration Database

Grantee is required to record client data, client attendance, and distributed Service Units in the Link2Feed client registration database.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned Program Manager shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity²
- Sexual orientation³

Grantee shall record client attendance and distributed Service Units within seven calendar days of each date of attendance. Grantee will record a visit in Link2Feed for each meal distributed, with multiple scans for multi-meal distributions. If there is a discrepancy between requested reimbursement and what is recorded in Link2Feed, SFHSA reserves the right to limit reimbursement to only the Service Units recorded in Link2Feed.

² 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*).

³ 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*).

C. Monthly Invoices

All invoices are due by the 15th of the month following service. These will be submitted in CARBON.

D. Annual Report

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant's Service Objectives and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th day of the month following the end of each program year. Outcome Objective and Food Security Survey Responses are also due by the 15th day of the month following the end of each program year.

E. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

F. Grantee's relevant 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 Manager if requested and maintain on file.

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

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

Cathy Huang

Cathy.Huang@sfgov.org

Program Manager, Citywide Food Access Team, SFHSA

Jennifer Grant

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

IX. Monitoring Activities

A. Program Monitoring

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);

7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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; 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:

1. 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
2. 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 priority 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

Grantee/Contractor: YMCA/Chinatown				Full Term:	7/1/25 - 6/30/29
Program: Community Meal Programs				Effective Date:	7/1/2025
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$134,252	\$138,278	\$142,382	\$146,655	\$561,567
Operating-Direct	\$105,748	\$101,722	\$97,618	\$93,345	\$398,433
Subtotal	\$240,000	\$240,000	\$240,000	\$240,000	\$960,000
Indirect Percentage (%)	13%	13%	13%	13%	13%
Indirect Costs (Line 16 X Line 15)	\$30,000	\$30,000	\$30,000	\$30,000	\$120,000
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$270,000	\$270,000	\$270,000	\$270,000	\$1,080,000
HSA / DAS Revenues					
General Fund	\$270,000	\$270,000	\$270,000	\$270,000	\$1,080,000
Total HSA / DAS Revenues	\$270,000	\$270,000	\$270,000	\$270,000	\$1,080,000
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$270,000	\$270,000	\$270,000	\$270,000	\$1,080,000
Prepared by and Date:					
Telephone No. & Email:				HSA Budget Form (2/25)	

Grantee/Contractor: YMCA/Chinatown					Appendix B, Page 2				
Program: Community Meal Programs									
Salaries & Benefits Detail									
POSITION TITLE	Agency Totals		HSA Program		7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Community Engagement Director	\$87,550	1.00	14%	0.14	\$12,257	\$12,625	\$13,003	\$13,394	\$51,279
AOA Program Coordinator	\$52,000	1.00	25%	0.25	\$13,000	\$13,390	\$13,792	\$14,206	\$54,388
Chef (20h/week)	\$52,000	0.50	100%	0.50	\$26,000	\$26,780	\$27,584	\$28,411	\$108,775
Teen Program Kitchen Assistant (5h/week)	\$46,342	0.50	25%	0.13	\$5,793	\$5,967	\$6,142	\$6,326	\$24,228
Kitchen Support Staff 1	\$46,342	0.35	100%	0.35	\$16,220	\$16,706	\$17,197	\$17,713	\$67,836
Kitchen Support Staff 2	\$46,342	0.35	100%	0.35	\$16,220	\$16,706	\$17,197	\$17,713	\$67,836
Kitchen Support Staff 3	\$46,342	0.35	100%	0.35	\$16,220	\$16,706	\$17,197	\$17,713	\$67,836
TOTALS	\$376,918	4.05	4.64	2.07	\$105,710	\$108,880	\$112,112	\$115,476	\$442,178
FRINGE BENEFIT RATE	27%								
EMPLOYEE FRINGE BENEFITS					\$28,542	\$29,398	\$30,270	\$31,179	\$119,389
TOTAL SALARIES & BENEFITS					\$134,252	\$138,278	\$142,382	\$146,655	\$561,567
HSA Budget Form (2/25)									

Grantee/Contractor: YMCA/Chinatown
Program: Community Meal Programs

Appendix B, Page 3

Operating Expenses Detail

Expenditure Category

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

7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
\$7,875	\$7,875	\$7,875	\$7,875	\$31,500
\$2,200	\$800	\$800		\$3,800
\$9,075	\$9,075	\$9,075	\$9,075	\$36,300
\$300	\$100	\$100	\$100	\$600
\$3,180	\$3,180	\$3,180	\$3,180	\$12,720
\$500	\$100	\$100	\$100	\$800

Consulting/Professional Services

Consultant A (first \$25k; anything over on next tab)
 Subcontractor A (first \$25k; anything over on next tab)

Other

Food
 Program Supplies
 Laundry Service (cooking aprons, kitchen towels)

\$65,550	\$67,517	\$69,542	\$69,542	\$272,151
\$15,148	\$11,155	\$5,026	\$1,553	\$32,882
\$1,920	\$1,920	\$1,920	\$1,920	\$7,680

Total Operating Expense

\$105,748	\$101,722	\$97,618	\$93,345	\$398,433
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HSA Budget Form (2/25)

Appendix A – Services to be Provided
Farming Hope
Community Meal Programs
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide high-quality and culturally relevant meals free of charge to food-insecure community members in San Francisco.

II. Definitions

Bottled and/or Packaged Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>		
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing Online system		
CFAT	Citywide Food Access Team		
City	City and County of San Francisco, a municipal corporation		
Community Kitchen	A commercial grade kitchen which may be used by community members to produce meals in bulk.		
Culturally Relevant	Foods and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population		
FY	City and County of San Francisco fiscal year, each starting July 1 and ending June 30		
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	Farming Hope		
Health Equity	The state in which everyone has a fair and just opportunity to attain their highest level of health ¹		
Link2Feed	CFAT's client registration and attendance database		
Low-income	Having income at or below 200% 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 as a means test to qualify for the program.		
Priority Service Area (identified based on poverty trends)	<ul style="list-style-type: none"> • 94102 • 94103 • 94108 • 94109 • 94110 	<ul style="list-style-type: none"> • 94112 • 94115 • 94116 • 94121 • 94122 	<ul style="list-style-type: none"> • 94124 • 94130 • 94132 • 94133 • 94134
SFHSA	San Francisco Human Services Agency		
Service Unit	One meal prepared at a kitchen within the neighborhood of service and distributed free of charge to a community member		

¹ United States CDC, <https://www.cdc.gov/health-equity/what-is/index.html>

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).
Sugar-Sweetened Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

III. Priority Community:

This program is designed to serve all people who can benefit from the services outlined in this Appendix, with focused expertise to promote the unique needs of low-income, food-insecure individuals and families in the Priority Service Areas as defined above.

IV. Program Requirements

Grantee shall operate a neighborhood-based free meal program to provide low-income community members with high-quality and culturally relevant meals that are produced by members of the neighborhood. Meal distribution should occur on a regular basis from a fixed site. The purpose is not only to address food insecurity but also to build community connection.

Program requirements include but are not limited to the following:

- A. Meals should be produced at a kitchen space agreed upon by Grantee and CFAT.
- B. Production kitchen(s) must be in compliance with the San Francisco Department of Public Health and sufficiently equipped to immediately start or continue meal production at the beginning of the grant term.
- C. Members of the neighborhood in which service will take place shall play an active role, either as staff or volunteers of the program, in the planning and preparation of all meals.
- D. All meals shall be distributed free of charge to the Priority Community in the proposed neighborhood of service.
 1. Meal recipients must pick up meals in person from a welcoming and accessible space in which Respondent has site control.
 2. No funds from this RFP shall pay for the delivery of service units to client homes nor staff/volunteer time in delivering meals to clients.
- E. Grantee will ensure that the procurement, preparation, service, and distribution of all meals meet all applicable local, state, and federal food, sanitation, health and safety requirements, including the standards described in the most recent California Retail Food Code (CRFC).
 1. All staff participating in the production of meals must have documented annual food safety training.
- F. All meals produced and distributed must be of generally accepted adult portion sizes and include at least one carbohydrate, one protein, and one vegetable.

- G.** Grantee may use limited funds on one-time equipment/appliance purchases within the grant term with preapproval from CFAT.
- H.** Program services must be accessible to all residents within the Priority Community who reside in the neighborhood of service.
- I.** Grantee should consider the diverse make-up of the community they serve and offer foods that reflect the food culture and preferences of each community. Grantee's meal program shall be culturally and linguistically relevant to the community they serve. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.
 - 1.** Grantee shall coordinate outreach to members of their Priority Community in at minimum the top 2 most commonly spoken languages by the members of their neighborhood.
 - 2.** Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to operate the program and deliver quality services to meet the needs of the participants.
- J.** Grantees shall have a meaningful, on-going system for client communication and feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of the meal program participants.
- K.** Grantee shall develop client-facing eligibility and grievance policies with approval from CFAT. These policies must be translated into the primary languages spoken by program participants.
- L.** Meal distribution cadence shall be at minimum every other week throughout the entirety of the grant term unless otherwise agreed upon with CFAT.
- M.** To assist low-income program participants in leveraging all resources available to them and to provide information to immigrant communities in trusted spaces, Grantee shall partner with SFHSA to conduct benefits outreach at least once per fiscal year. The benefits outreach may include registration for or information pertaining to SFHSA programs such as CalFresh, Medi-Cal, and CalWORKs.
- N.** Grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance (2019), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- O.** Grantee will comply with the City's Collection of Sexual Orientation and Gender Identity Data Ordinance [SF Admin. Code Ch.104].
- P.** Grantee shall comply with the City's Sugar-Sweetened Beverage Funding Ban Ordinance [SF Admin. Code Ch.101].
- Q.** Grantee shall comply with the City's San Francisco Bottled Water Ordinance [SF Admin. Code Ch.24].

V. Location and Time of Services

Distribution Location: 690 Van Ness Ave, San Francisco, CA 94102

Day of week and time of services shall be agreed upon between Grantee and CFAT with input from program participants.

VI. Service Objectives

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

- A.** At least 250 unduplicated households served each month of the program year.
- B.** At least 250 meals distributed each week of service totaling at least 8,000 meals per fiscal year.
- C.** Partner with SFHSA to conduct benefits outreach at minimum once per fiscal year.

Grantee shall notify assigned SFHSA Program Manager prior to any service interruptions or closure.

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 felt the food they received was high quality.
- C.** At least 80% of participants said the meal portion size was adequate.
- D.** At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- E.** At least 85% of participants surveyed reported that culturally relevant food was made available to them.
- F.** At least 85% of participants surveyed said they were less hungry as a result of the program.

Grantees shall strive to administer surveys to all program participants with the goal of achieving a minimum 50% response rate. In addition to surveying clients about the above objectives, Grantee will include the following four questions:

Read the statement below and select how much you agree or disagree with the statement.

“Since getting support from this program, I (and my family) have been able to eat more fruits and vegetables.”

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not Sure/I Don’t Know
- Prefer Not To Answer

Read the statements below that people have made about their food situation. For each statement, please select whether the statement was “Often True,” “Sometimes True,” or “Never True” for your households in the last twelve months:

“We worried about whether our food would run out before we got money to buy more.”

- Often True
- Sometimes True
- Never True

“The food that we bought just didn’t last and we didn’t have money to get more.”

- Often True
- Sometimes True
- Never True

In the last 12 months, have you or anyone in your household gotten food from a free food program like a food pantry, free dining room, WIC, CalFresh, shelter meal, senior congregate meals, school meals.

- Yes
- No
- Don’t Know

If yes, which ones? (Check as many answers as you want)

- CalFresh (SNAP, food stamps)
- WIC
- Food pantry or monthly food box
- Congregate meals or senior center meals
- Free dining room
- Home-delivered meals or groceries
- School or child program (free/reduced cost meals at school, pre-school, home day care, after school, or summer program)
- Vouchers
- Other: _____

VIII. Fiscal Guidelines

- A.** All Service Units must be obtained by participants in person at an approved program site. No funds from this grant shall pay for the delivery of Service Units to clients nor staff/volunteer time in delivering Service Units to clients.
- B.** No funds from this grant shall pay for the purchase or maintenance of vehicles.
- C.** No funds from this grant shall pay for construction.
- D.** No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.

IX. Data Collection and Reporting Requirements

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

- A. At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.

B. Client Registration Database

Grantee is required to record client data, client attendance, and distributed Service Units in the Link2Feed client registration database.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned Program Manager shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity²
- Sexual orientation³

Grantee shall record client attendance and distributed Service Units within seven calendar days of each date of attendance. Grantee will record a visit in Link2Feed for each meal distributed, with multiple scans for multi-meal distributions. If there is a discrepancy between requested reimbursement and what is recorded in Link2Feed, SFHSA reserves the right to limit reimbursement to only the Service Units recorded in Link2Feed.

² 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*).

³ 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*).

C. Monthly Invoices

All invoices are due by the 15th of the month following service. These will be submitted in CARBON.

D. Annual Report

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant's Service Objectives and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th day of the month following the end of each program year. Outcome Objective and Food Security Survey Responses are also due by the 15th day of the month following the end of each program year.

E. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.

F. Grantee's relevant 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 Manager if requested and maintain on file.

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

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

Cathy Huang

Cathy.Huang@sfgov.org

Program Manager, Citywide Food Access Team, SFHSA

Jennifer Grant

Jennifer.Grant@sfgov.org

Contract Manager, Office of Contract Management, SFHSA

IX. Monitoring Activities

A. Program Monitoring

Program monitoring will include review of:

1. 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);
2. Food procurement policies and planning;
3. Participant files if applicable;
4. Staff development and training activities (i.e. monthly trainings attended by staff);
5. Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
6. Customer satisfaction materials (i.e. client satisfaction surveys);

7. Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
8. Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
9. 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

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

1. 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
2. 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 priority 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

Grantee/Contractor: Farming Hope				Full Term:	7/1/25 - 6/30/29
Program: Community Meals Program				Effective Date:	7/1/2025
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$58,988	\$58,988	\$58,988	\$58,988	\$235,952
Operating-Direct	\$140,140	\$140,140	\$140,140	\$140,140	\$560,560
Subtotal	\$199,128	\$199,128	\$199,128	\$199,128	\$796,512
Indirect Percentage (%)	14%	14%	14%	14%	14%
Indirect Costs (Line 16 X Line 15)	\$27,872	\$27,872	\$27,872	\$27,872	\$111,488
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$227,000	\$227,000	\$227,000	\$227,000	\$908,000
HSA / DAS Revenues					
General Fund	\$227,000	\$227,000	\$227,000	\$227,000	\$908,000
Total HSA / DAS Revenues	\$227,000	\$227,000	\$227,000	\$227,000	\$908,000
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$227,000	\$227,000	\$227,000	\$227,000	\$908,000
Prepared by and Date:		Haley Nielsen 4/2/2025			
Telephone No. & Email:		415-212-8307 haley@farminghope.org			
				HSA Budget Form (2/25)	

Grantee/Contractor: Farming Hope Program: Community Meals Program									Appendix B, Page 2
Salaries & Benefits Detail									
POSITION TITLE	Agency Totals		HSA Program		7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Associate Dir of Comm Food Progs	\$84,500	1.00	10%	0.12	\$10,140	\$10,140	\$10,140	\$10,140	\$40,560
Culinary Director	\$79,000	1.00	10%	0.15	\$11,850	\$11,850	\$11,850	\$11,850	\$47,400
Chef Trainer	\$57,000	1.00	20%	0.20	\$11,400	\$11,400	\$11,400	\$11,400	\$45,600
Apprentice	\$46,000	1.00	15%	0.15	\$6,900	\$6,900	\$6,900	\$6,900	\$27,600
Apprentice	\$46,000	1.00	15%	0.15	\$6,900	\$6,900	\$6,900	\$6,900	\$27,600
TOTALS	\$312,500	5.00	0.70	0.77	\$47,190	\$47,190	\$47,190	\$47,190	\$188,760
FRINGE BENEFIT RATE	25%								
EMPLOYEE FRINGE BENEFITS					\$11,798	\$11,798	\$11,798	\$11,798	\$47,192
TOTAL SALARIES & BENEFITS					\$58,988	\$58,988	\$58,988	\$58,988	\$235,952
HSA Budget Form (2/25)									

Grantee/Contractor: Farming Hope
Program: Community Meals Program

Appendix B, Page 3

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
<u>Expenditure Category</u>					
Rental of Property	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000
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					
<u>Consulting/Professional Services</u>					
Consultant A (first \$25k; anything over on next tab)					
Subcontractor A (first \$25k; anything over on next tab)					
<u>Other</u>					
Food Costs	\$125,140	\$125,140	\$125,140	\$125,140	\$500,560
<u>Total Operating Expense</u>	\$140,140	\$140,140	\$140,140	\$140,140	\$560,560

HSA Budget Form (2/25)

Appendix A – Services to be Provided
San Francisco Housing Development Corporation (SFHDC)
Community Meal Programs
July 1, 2025 - June 30, 2029

I. Purpose

The purpose of this grant is to provide high-quality and culturally relevant meals free of charge to food-insecure community members in San Francisco.

II. Definitions

Bottled and/or Packaged Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>		
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing Online system		
CFAT	Citywide Food Access Team		
City	City and County of San Francisco, a municipal corporation		
Community Kitchen	A commercial grade kitchen which may be used by community members to produce meals in bulk.		
Culturally Relevant	Foods and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population		
FY	City and County of San Francisco fiscal year, each starting July 1 and ending June 30		
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	San Francisco Housing Development Corporation (SFHDC)		
Health Equity	The state in which everyone has a fair and just opportunity to attain their highest level of health ¹		
Link2Feed	CFAT's client registration and attendance database		
Low-income	Having income at or below 200% 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 as a means test to qualify for the program.		
Priority Service Area (identified based on poverty trends)	<ul style="list-style-type: none"> • 94102 • 94103 • 94108 • 94109 • 94110 	<ul style="list-style-type: none"> • 94112 • 94115 • 94116 • 94121 • 94122 	<ul style="list-style-type: none"> • 94124 • 94130 • 94132 • 94133 • 94134
SFHSA	San Francisco Human Services Agency		
Service Unit	One meal prepared at a kitchen within the neighborhood of service and distributed free of charge to a community member		

¹ United States CDC, <https://www.cdc.gov/health-equity/what-is/index.html>

SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).
Sugar-Sweetened Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>

III. Priority Community:

This program is designed to serve all people who can benefit from the services outlined in this Appendix, with focused expertise to promote the unique needs of low-income, food-insecure individuals and families in the following Priority Service Area(s): **94115 and 94124**.

IV. Program Requirements

Grantee shall operate a neighborhood-based free meal program to provide low-income community members with high-quality and culturally relevant meals that are produced by members of the neighborhood. Meal distribution should occur on a regular basis from a fixed site. The purpose is not only to address food insecurity but also to build community connection.

Program requirements include but are not limited to the following:

- A. Meals should be produced at a kitchen space agreed upon by Grantee and CFAT.
- B. Production kitchen(s) must be in compliance with the San Francisco Department of Public Health and sufficiently equipped to immediately start or continue meal production at the beginning of the grant term.
- C. Members of the neighborhood in which service will take place shall play an active role, either as staff or volunteers of the program, in the planning and preparation of all meals.
- D. All meals shall be distributed free of charge to the Priority Community in the proposed neighborhood of service.
 1. Meal recipients must pick up meals in person from a welcoming and accessible space in which Respondent has site control.
 2. No funds from this RFP shall pay for the delivery of service units to client homes nor staff/volunteer time in delivering meals to clients.
- E. Grantee will ensure that the procurement, preparation, service, and distribution of all meals meet all applicable local, state, and federal food, sanitation, health and safety requirements, including the standards described in the most recent California Retail Food Code (CRFC).
 1. All staff participating in the production of meals must have documented annual food safety training.
- F. All meals produced and distributed must be of generally accepted adult portion sizes and include at least one carbohydrate, one protein, and one vegetable.

- G.** Grantee may use limited funds on one-time equipment/appliance purchases within the grant term with preapproval from CFAT.
- H.** Program services must be accessible to all residents within the Priority Community who reside in the neighborhood of service.
- I.** Grantee should consider the diverse make-up of the community they serve and offer foods that reflect the food culture and preferences of each community. Grantee's meal program shall be culturally and linguistically relevant to the community they serve. Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program.
 - 1.** Grantee shall coordinate outreach to members of their Priority Community in at minimum the top 2 most commonly spoken languages by the members of their neighborhood.
 - 2.** Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to operate the program and deliver quality services to meet the needs of the participants.
- J.** Grantees shall have a meaningful, on-going system for client communication and feedback where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to all participants and available in the primary language(s) of the meal program participants.
- K.** Grantee shall develop client-facing eligibility and grievance policies with approval from CFAT. These policies must be translated into the primary languages spoken by program participants.
- L.** Meal distribution cadence shall be at minimum every other week throughout the entirety of the grant term unless otherwise agreed upon with CFAT.
- M.** To assist low-income program participants in leveraging all resources available to them and to provide information to immigrant communities in trusted spaces, Grantee shall partner with SFHSA to conduct benefits outreach at least once per fiscal year. The benefits outreach may include registration for or information pertaining to SFHSA programs such as CalFresh, Medi-Cal, and CalWORKs.
- N.** Grantee will comply with the City's Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance (2019), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- O.** Grantee will comply with the City's Collection of Sexual Orientation and Gender Identity Data Ordinance [SF Admin. Code Ch.104].
- P.** Grantee shall comply with the City's Sugar-Sweetened Beverage Funding Ban Ordinance [SF Admin. Code Ch.101].
- Q.** Grantee shall comply with the City's San Francisco Bottled Water Ordinance [SF Admin. Code Ch.24].

V. Location and Time of Services

94115 Distribution Locations:

1. 1817 Eddy St, San Francisco, CA 94115
2. 1300 Buchanan St, San Francisco, CA 94115
3. 1400 Eddy Street, San Francisco, CA 94115
4. 2501 Sutter Street, San Francisco, CA 94115

94124 Distribution Locations:

5. 4445 3rd Street, San Francisco, CA 94124
6. 798 Jerrold Avenue, San Francisco, CA 94124
7. 1030 Oakdale Avenue, San Francisco, CA 94124
8. 90 Kiska Road, San Francisco, CA 94124

Additional Distribution Locations:

9. 390 Clementina Street, San Francisco, CA, 94103
10. 401 Rose Street/310 Haight Street, San Francisco, CA 94102
11. 667 Linden Street, San Francisco, CA 94102

Distribution locations may be adjusted if agreed upon between Grantee and CFAT. Day of week and time of services shall be agreed upon between Grantee and CFAT with input from program participants.

VI. Service Objectives

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

- A. At least 300 unduplicated households served each month of the program year.
- B. At least 650 meals distributed each week of service totaling at least 33,000 meals per fiscal year.
- C. Partner with SFHSA to conduct benefits outreach at minimum once per fiscal year.

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 felt the food they received was high quality.
- C. At least 80% of participants said the meal portion size was adequate.
- D. At least 95% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- E. At least 85% of participants surveyed reported that culturally relevant food was made available to them.
- F. At least 85% of participants surveyed said they were less hungry as a result of the program.

Grantees shall strive to administer surveys to all program participants with the goal of achieving a minimum 50% response rate. In addition to surveying clients about the above objectives, Grantee will include the following four questions:

Read the statement below and select how much you agree or disagree with the statement.

“Since getting support from this program, I (and my family) have been able to eat more fruits and vegetables.”

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not Sure/I Don’t Know
- Prefer Not To Answer

Read the statements below that people have made about their food situation. For each statement, please select whether the statement was “Often True,” “Sometimes True,” or “Never True” for your households in the last twelve months:

“We worried about whether our food would run out before we got money to buy more.”

- Often True
- Sometimes True
- Never True

“The food that we bought just didn’t last and we didn’t have money to get more.”

- Often True
- Sometimes True
- Never True

In the last 12 months, have you or anyone in your household gotten food from a free food program like a food pantry, free dining room, WIC, CalFresh, shelter meal, senior congregate meals, school meals.

- Yes
- No
- Don’t Know

If yes, which ones? (Check as many answers as you want)

- CalFresh (SNAP, food stamps)
- WIC
- Food pantry or monthly food box
- Congregate meals or senior center meals

- Free dining room
- Home-delivered meals or groceries
- School or child program (free/reduced cost meals at school, pre-school, home day care, after school, or summer program)
- Vouchers
- Other: _____

VIII. Fiscal Guidelines

- A.** All Service Units must be obtained by participants in person at an approved program site. No funds from this grant shall pay for the delivery of Service Units to clients nor staff/volunteer time in delivering Service Units to clients.
- B.** No funds from this grant shall pay for the purchase or maintenance of vehicles.
- C.** No funds from this grant shall pay for construction.
- D.** No Sugar-Sweetened Beverages, Bottled Water, or gift cards may be purchased through this grant.

IX. Data Collection and Reporting Requirements

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

- A.** At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database, Link2Feed, during the duration of the grant term. These staff will receive training on the CARBON system and/or Link2Feed from City staff after the start of the grant term.
- B. Client Registration Database**
Grantee is required to record client data, client attendance, and distributed Service Units in the Link2Feed client registration database.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee shall provide clients with a SFHSA registration card for ease of check-in and recording attendance. Grantee's assigned Program Manager shall provide the registration cards and copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)

- Gender identity²
- Sexual orientation³

Grantee shall record client attendance and distributed Service Units within seven calendar days of each date of attendance. Grantee will record a visit in Link2Feed for each meal distributed, with multiple scans for multi-meal distributions. If there is a discrepancy between requested reimbursement and what is recorded in Link2Feed, SFHSA reserves the right to limit reimbursement to only the Service Units recorded in Link2Feed.

C. Monthly Invoices

All invoices are due by the 15th of the month following service. These will be submitted in CARBON.

D. Annual Report

Grantee shall provide an Annual Report summarizing grant activities, referencing the grant's Service Objectives and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th day of the month following the end of each program year. Outcome Objective and Food Security Survey Responses are also due by the 15th day of the month following the end of each program year.

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2. information Data Provider(s) disclose, in writing, orally, or visually, to Data User(s), or to which Data User(s) obtain access to in connection with the negotiation and performance of the grant, and which relates to any individuals or entities that have made confidential or proprietary information available to Grantee marked or otherwise identified as proprietary and/or confidential, or that, given the nature of the information, ought reasonably to be treated as proprietary and/or confidential.

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Program: Community Meal Programs				Effective Date:	7/1/2025
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$46,565	\$46,565	\$46,565	\$46,565	\$186,260
Operating-Direct	\$214,305	\$214,305	\$214,305	\$214,305	\$857,218
Subtotal	\$260,870	\$260,870	\$260,870	\$260,870	\$1,043,478
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Costs (Line 16 X Line 15)	\$39,130	\$39,130	\$39,130	\$39,130	\$156,522
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
HSA / DAS Revenues					
General Fund	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Total HSA / DAS Revenues	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Prepared by and Date: N.Moore-Sims 5/27/25					
Telephone No. & Email: nicole.moore-sims@sfhdc.org HSA Budget Form (2/25)					

Grantee/Contractor: San Francisco Housing Development Corporation					Appendix B, Page 2				
Program: Community Meal Programs									
Salaries & Benefits Detail									
POSITION TITLE	Agency Totals		HSA Program		7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Original	Original	Original	Original	Total
Program Manager	\$120,000	1.00	17%	0.17	\$20,568	\$20,568	\$20,568	\$20,568	\$82,272
Senior Program Coordinator	\$88,000	1.00	20%	0.20	\$17,600	\$17,600	\$17,600	\$17,600	\$70,400
TOTALS	\$208,000	2.00	0.37	0.37	\$38,168	\$38,168	\$38,168	\$38,168	\$152,672
FRINGE BENEFIT RATE	22%								
EMPLOYEE FRINGE BENEFITS					\$8,397	\$8,397	\$8,397	\$8,397	\$33,588
TOTAL SALARIES & BENEFITS					\$46,565	\$46,565	\$46,565	\$46,565	\$186,260
HSA Budget Form (2/25)									

Grantee/Contractor: San Francisco Housing Development Corporation**Appendix B, Page 3****Program: Community Meal Programs****Operating Expenses Detail**

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
<u>Expenditure Category</u>					
Rental of Property	\$27,000	\$27,000	\$27,000	\$27,000	\$108,000
Utilities(Elec, Water, Gas, Phone, Garbage)	\$2,040	\$2,040	\$2,040	\$2,040	\$8,160
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance	\$2,400	\$2,400	\$2,400	\$2,400	\$9,600
Staff Training	\$1,197	\$1,197	\$1,197	\$1,197	\$4,788
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Consulting/Professional Services</u>					
Plaza East	\$1,062	\$1,062	\$1,062	\$1,062	\$4,246
Alexis Apartments	\$1,062	\$1,062	\$1,062	\$1,062	\$4,246
Robert Pitts	\$1,062	\$1,062	\$1,062	\$1,062	\$4,246
<u>Other</u>					
Food Supplies	\$56,003	\$56,418	\$56,418	\$56,418	\$225,257
Stipend for Meal Producers	\$120,000	\$120,000	\$120,000	\$120,000	\$480,000
Translation	\$1,400	\$1,465	\$1,465	\$1,465	\$5,795
Barcode Scanning Equipment	\$480				\$480
Kitchen Cleaning Supplies	\$600	\$600	\$600	\$600	\$2,400
<u>Total Operating Expense</u>	\$214,305	\$214,305	\$214,305	\$214,305	\$857,218
HSA Budget Form (2/25)					

Appendix A – Services to be Provided

SF New Deal

Citywide On-Demand Meal Support July 1, 2025 – June 30, 2029

I. Purpose of Grant

The purpose of this grant is to provide for a citywide, on-demand meal program for people with particular barriers to accessing meals.

II. Definitions

Bottled and/or Packaged Water	As defined in San Francisco Bottled Water Ordinance, located in the San Francisco Environment Code, Chapter 24, Section 2401 <i>et seq</i>
CARBON	SFHSA's web-based Contracts Administration, Reporting, and Billing On-line System
CFAT	The Citywide Food Access Team, which originated in the City's COVID-19 Command Center to support the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within SFHSA.
City	City and County of San Francisco, a municipal corporation
Culturally Relevant	Foods and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
FY	City and County of San Francisco fiscal year, starting July 1 and ending June 30
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 & healthy life.
Foster Youth	Any individual who meets, or has ever met, either of the following criteria: (A) A child who was the subject of a petition filed pursuant to Section 300 of the Welfare and Institutions Code and was removed from their home by the juvenile court pursuant to Section 319 or 361 of the Welfare and Institutions Code. (B) A child who was the subject of a petition filed pursuant to Section 602 of the Welfare and Institutions Code and was removed from their home by the juvenile court pursuant to Section 727 of the Welfare and Institutions Code. <i>Cal. Gov't Code, section 31000.11, subs. (d)(2)(A)-(B)</i>
Grantee	SF New Deal
Link2Feed	CFAT's client registration and attendance database

Low-income	Having income at or below 200% 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 as a means test to qualify for the program.		
MOU	Memorandum of understanding; a written agreement between two or more parties outlining guidelines and expectations.		
Participation Rate	This percentage is the number of biweekly cycles in which a participant receives at least one meal divided by the total number of biweekly cycles during the year (<i>e.g.</i> , a 50% Participation Rate is ordering at least one meal in 13 of the biweekly cycles within the 26 biweekly program cycles in a year)		
Priority Service Areas (identified based on poverty trends)	<ul style="list-style-type: none"> ● 94102 ● 94103 ● 94108 ● 94109 ● 94110 	<ul style="list-style-type: none"> ● 94112 ● 94115 ● 94116 ● 94121 ● 94122 	<ul style="list-style-type: none"> ● 94124 ● 94130 ● 94132 ● 94133 ● 94134
Redemption Rate	This percentage is the number of meals ordered divided by the number of meals available within each biweekly cycle (<i>e.g.</i> , a 50% Redemption Rate is ordering 4 of 8 available meals within a biweekly program cycle)		
SFHSA	San Francisco Human Services Agency		
Service Unit	One meal prepared at a San Francisco restaurant and distributed free of charge to a community member		
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>SF Admin. Code, Chapter 104, Sections 104.1 through 104.9</i>).		
Sugar-Sweetened Beverage	"Sugar-Sweetened Beverage" as defined in San Francisco Administrative Code, Chapter 101, Section 101 <i>et seq</i>		

III. Priority Communities

This program designed to serve all people who can benefit from the services outlined in this Appendix, with focused expertise to address the unique needs of the following communities:

- Low-income households with children five years old and younger;
- Low-income households with cultural and/or restricted dietary needs; and/or,
- Former foster youth

The identified Priority Communities and Priority Service Areas shall inform the selection of restaurants for the citywide network.

IV. Description of Services

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

Grantee shall coordinate a citywide network of restaurants that provide on-demand, high quality, culturally relevant meals that are free to low-income program participant households.

Program requirements include but are not limited to:

- A.** Grantee shall ensure that program participants have as close an experience at the restaurant to a regular patron as possible (for example, similar food offerings and hours of operation). As an on-demand program, a program participant shall be able to pick up the meal(s) within an hour of placing an order.
- B.** Grantee shall ensure a citywide network of at minimum thirty participating restaurants, and that participating restaurants are located in at minimum eleven of the identified Priority Service Area zip codes. SFHSA and Grantee agree to revisit the list of prioritized zip codes to ensure alignment with prioritized geographies and demographics of enrolled families.
- C.** Participating household eligibility shall be determined by SFHSA through external community partnerships and internal City partnerships.
- D.** Restaurants must offer four or more menu choices, and these choices should rotate on a regular basis. Restaurants shall be accessible at times that are convenient for working households and that cover gaps left by other food security programming, such as weekday evenings, weekends, and on holidays. Grantee will ensure that the procurement, preparation, service, and distribution of all meals meet all applicable local, state, and federal food, sanitation, health and safety requirements, and that program requirements and guidelines are enforced across the network of restaurants.
- E.** Grantee shall work with the SFHSA-identified organization(s) to register clients and provide information about the program. Grantee shall maintain open and accessible channels of communication with the partnering organizations identified by SFHSA.
- F.** Grantee shall maintain an up-to-date memorandum of understanding with participating restaurants and partnering organizations.
- G.** The maximum per-meal rate to restaurants that will be reimbursed by SFHSA is \$14, inclusive of sales tax. Grantee may leverage other sources of funding to increase the per-meal amount being paid to participating restaurants. The meal rate does not include Indirect, Salaries & Benefits, and Operating Expenses going to Grantee. If Grantee encounters challenges over the duration

of the Term in delivering program services as constrained by available compensation, Grantee will report such challenges to SFHSA with associated recommendations on how to ensure program standards continue to be met.

- H.** Each household may receive a maximum of up to 8 meals every two weeks. This number may be subject to change as directed by SFHSA. Vouchers shall not have a cash equivalent value but rather be worth a single meal at any participating restaurant. As a digital voucher program, there must be an analog equivalent for the program. Any changes to the way clients access the program and receive meals must be pre-approved by SFHSA.
- I.** All meals produced and distributed must be of generally accepted adult portion sizes and include at least one carbohydrate, one protein, and one vegetable. Meal options must take into account dietary requirements and needs of participants, and vegetarian meals and meals free of common allergens shall be made available.
- J.** No funds from this grant shall pay for the delivery of service units to participants nor vendor/staff/volunteer time in delivering meals to participants. No beverages may be purchased nor distributed through this program.
- K.** Grantee shall continuously monitor the Redemption Rates and Participation Rates of participating households. On a monthly basis, Grantee shall conduct outreach to enrolled program participants with low Redemption Rates and Participation Rates, and Grantee may be required to disenroll program participants with Participation Rates below a certain threshold over a fixed period of time.
- L.** As directed by SFHSA, Grantee may be required to institute a maximum cap of enrolled households and work with program referral partners to compile and monitor a program waitlist. Grantee shall continuously monitor the eligibility and Participation Rate of participating households and enroll waitlisted households when space becomes available.
- M.** Grantee shall work with CFAT to ensure all participants are provided a dignified experience throughout all aspects of the program. Grantee's program shall be culturally and linguistically relevant and accessible to the communities they serve. Grantee shall consider the diverse make-up of San Francisco and offer meals that reflect a wide range of food cultures and preferences. Grantee shall ensure that the program prioritizes participant choice, both in the choice of available restaurants and in potential meal options.
- N.** Grantee shall have a meaningful, on-going system for participant communication and feedback inclusive of different methods of

communication where the feedback can be quickly incorporated into the program. Feedback mechanisms must be accessible to and provided to all participants and available in the primary language(s) of food program participants.

- O.** Grantee shall develop participant-facing eligibility and grievance policies with approval from SFHSA prior to the delivery of services. Grantee shall also develop informative program materials to be distributed to program participants, such as a “frequently asked questions” document, a list of participating restaurants, etc. These policies and program materials must be translated into languages spoken by program participants.
- P.** If there is a discrepancy between requested reimbursement and what is recorded in Link2Feed, SFHSA reserves the right to only reimburse Grantee for service units where the attendance is recorded in Link2Feed within fifteen days after the month of service.
- Q.** Grantee will comply with the City’s Food Service Waste Reduction Ordinance (2007) and Single-Use Foodware Plastics, Toxics and Litter Reduction Ordinance (2019), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
- R.** Grantee will comply with the City's Collection of Sexual Orientation and Gender Identity Data Ordinance [SF Admin. Code Ch.104].

V. Location and Time of Services

Restaurants shall be accessible at times that are convenient for working households and that cover gaps left by other food security programming, such as weekday evenings, weekends, and on holidays.

The citywide network of restaurants coordinated by Grantee shall feature a participating restaurant in at minimum 11 of the below zip codes. SFHSA and Grantee agree to revisit the list of prioritized zip codes to ensure alignment with prioritized geographies and demographics of enrolled families.

Zip Code	Neighborhood
94102	Hayes Valley/Tenderloin/North of Market
94103	South of Market
94108	Chinatown
94109	Polk/Russian Hill (Nob Hill)
94110	Inner Mission/Bernal Heights
94112	Ingleside-Excelsior/Crocker-Amazon
94115	Western Addition/Japantown
94116	Parkside/Forest Hill
94121	Outer Richmond

94122	Sunset
94124	Bayview-Hunters Point
94130	Treasure Island
94132	Lake Merced
94133	North Beach/Chinatown
94134	Visitation Valley/Sunnydale

These zip codes were identified based on poverty trends along two dimensions at the zip code level: (1) poverty rate equal to or higher than the citywide average of 20%; or (2) home to more than 4% of the City's low-income population. For this purpose, poverty was considered below 200% of the federal poverty level. This analysis is based on 2021 ACS 5 Year estimates.

VI. Service Objectives

Grantee will meet the following service objectives:

- A. Make available up to 8 meals on a bi-weekly basis to at least 450 unduplicated households on an on-going basis each fiscal year;
- B. Make available at least 93,600 meals to enrolled program households each fiscal year;
- C. Ensure an average Participation Rate of 80% of enrolled program households each fiscal year;
- D. Partner with at least 30 restaurants with at least one restaurant in 11 of the 15 Priority Zip Codes each fiscal year; and,
- E. Make available at minimum 8 unique cuisine types among these restaurants.

VII. Outcome Objectives

Grantee will conduct surveys approved by SFHSA at the end of each fiscal year 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 felt the food they received was high quality.
- C. At least 80% of participants said the meal portion size was adequate.
- D. At least 90% of participants surveyed expressed that they felt welcomed and respected when accessing services.
- E. At least 85% of participants surveyed reported that culturally relevant food was made available to them.
- F. At least 85% of participants surveyed said they were less hungry as a result of the program.

Responses must be recorded for a minimum of 50% of program participants. In addition to surveying participants about the above objectives, Grantee will include the following four questions:

Read the statement below and select how much you agree or disagree with the statement.

“Since getting support from this program, I (and my family) have been able to eat more fruits and vegetables.”

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Not Sure/I Don’t Know
- Prefer Not To Answer

Read the statements below that people have made about their food situation. For each statement, please select whether the statement was “Often True,” “Sometimes True,” or “Never True” for your households in the last twelve months:

“We worried about whether our food would run out before we got money to buy more.”

- Often True
- Sometimes True
- Never True

“The food that we bought just didn’t last and we didn’t have money to get more.”

- Often True
- Sometimes True
- Never True

In the last 12 months, have you or anyone in your household gotten food from a free food program like a food pantry, free dining room, WIC, CalFresh, shelter meal, senior congregate meals, school meals.

- Yes
- No
- Don’t Know

If yes, which ones? (Check as many answers as you want)

- CalFresh (SNAP, food stamps)
- WIC
- Food pantry or monthly food box
- Congregate meals or senior center meals
- Free dining room
- Home-delivered meals or groceries
- School or child program (free/reduced cost meals at school, pre-school, home day care, after school, or summer program)
- Vouchers
- Other: _____

VIII. Data Collection & Reporting Requirements

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

A. Invoicing/Reporting Training

At the beginning of the grant term, Grantee must designate staff to invoice and submit reports through the SFHSA CARBON system and input program and data reporting into the client registration database of record, Link2Feed. These staff will receive training on the CARBON system and/or Link2Feed from City staff.

B. Client Registration Database

Grantee is required to record client demographic data, client attendance, and distributed Service Units in the Link2Feed client registration database.

Grantee shall record client attendance and distributed Service Units within 15 calendar days after the month of service.

If there is a discrepancy between requested reimbursement and what is recorded in Link2Feed, SFHSA reserves the right to limit reimbursement to only the Service Units recorded in Link2Feed.

Grantee shall distribute and receive signed Client Database Consent Forms from each household prior to recording attendance for that household. Grantee's assigned CFAT Program Manager shall provide copies of the Client Database Consent Forms.

Grantee shall be required to collect at minimum the following client data and enter into the client registration database:

- First name
- Last name
- Address
- Zip code
- Household size
- Phone number
- Date of birth
- Race/ethnicity
- Primary language(s)
- Gender identity
- Sexual orientation

C. Monthly invoices

All invoices are due by the 15th of the month following service. These will be submitted in CARBON.

- D.** Grantee will provide an annual report summarizing grant activities, referencing the grant's Service Objectives and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will submit the Annual Report in CARBON by the 15th day of the month following the end of each program year. Outcome Objective and Food Security Survey Responses are also due by the 15th day of the month following the end of each program year.
- E.** Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- F.** Grantee's relevant 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 Manager if requested and maintain on file.
- G.** Grantee shall be compliant with laws related to confidentiality and privacy, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules, to the extent applicable.
- H.** Grantee will develop a grievance and eligibility policy with approval from SFHSA/CFAT within the first 30 days of the contract term. The policies must be translated into languages spoken by program clients.

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

Jennifer Grant
jennifer.grant@sfgov.org
 Contract Manager, Office of Contract Management, SFHSA

Tommy McClain
thomas.mcclain@sfgov.org
 Program Manager, Citywide Food Access Team, SFHSA

IX. Monitoring Activities

A. Program Monitoring

Program monitoring will include review of:

- Compliance with any City or State-mandated food regulations (i.e., adherence to the City's Sugary Beverage Prohibition, adherence to the California Retail Food Code);
- Food procurement policies and planning;
- Participant files if applicable;
- Staff development and training activities (i.e. monthly trainings attended by staff);
- Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
- Customer satisfaction materials (i.e. client satisfaction surveys);

- Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
- Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
- Client tracking system (i.e. system for tracking client data and group activities).

Program monitoring will also include assessment of services and progress towards both the Service and Outcome Objectives, back-up documentation for reporting progress towards meeting both service and outcome objectives, and discussion of any expected changes in ability to meet those objectives.

B. Fiscal Compliance and Contract Monitoring

Fiscal compliance and contract monitoring will include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

X. Data Privacy Stipulations

A. Criminal Justice, Immigration Status and Federal Tax Information

The Human Services Agency does not share Criminal Justice Information; 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:

1. 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
2. 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

Grantee/Contractor: SF New Deal				Full Term:	7/1/25 - 6/30/29
Program: Community Meal Programs/Citywide On-Demand Meals				Effective Date:	7/1/2025
New <input checked="" type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/> (Check One)				Modification #	
	7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29
Expenses	Original	Original	Original	Original	Total
Salaries & Benefits	\$251,060	\$256,081	\$253,452	\$256,896	\$1,017,489
Operating-Direct	\$1,320,000	\$1,320,000	\$1,320,000	\$1,320,000	\$5,280,000
Subtotal	\$1,571,060	\$1,576,081	\$1,573,452	\$1,576,896	\$6,297,489
Indirect Percentage (%)	11%	11%	11%	11%	
Indirect Costs (Line 16 X Line 15)	\$178,940	\$173,919	\$176,548	\$173,104	\$702,511
Consultant/Subcontractor (\$25,000+)					
Direct Client Pass-Through					
Capital Expenses					
Total Expenses	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$7,000,000
HSA / DAS Revenues					
General Fund	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$7,000,000
Total HSA / DAS Revenues	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$7,000,000
Grantee/Contractor Revenues					
Total Grantee/Contractor Revenues					
Total Revenues	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$7,000,000
Prepared by and Date: Katie Sullivan, Program Manager, 5/23/2025					
Telephone No. & Email: Katie@sfnewdeal.org, (415) 480-1185				HSA Budget Form (2/25)	

Grantee/Contractor: SF New Deal										Appendix B, Page 2
Program: Community Meal Programs/Citywide On-Demand Meals										
Salaries & Benefits Detail										
POSITION TITLE	Agency Totals		HSA Program		7/1/25 - 6/30/26	7/1/26 - 6/30/27	7/1/27 - 6/30/28	7/1/28 - 6/30/29	7/1/25 - 6/30/29	
	Time Salary	Total FTE	funded by	FTE	Original	Original	Original	Original	Total	
Program Manager	\$92,622	1.00	90%	0.90	\$83,360	\$85,027	\$86,728	\$88,462	\$343,577	
Program Associate	\$85,000	1.00	60%	0.60	\$51,000	\$52,020	\$53,060	\$54,122	\$210,202	
Partner Success Associate	\$75,608	1.00	75%	0.75	\$56,706	\$57,840	\$58,997	\$60,177	\$233,720	
Director of Programs	\$127,608	1.00	4%	0.04	\$5,104	\$5,206	\$3,983	\$2,708	\$17,001	
Director of Partner Success	\$127,608	1.00	3%	0.03	\$3,828	\$3,905	\$0	\$0	\$7,733	
Marketing Manager	\$91,624	1.00	3%	0.03	\$2,749	\$2,804	\$2,860	\$2,917	\$11,330	
Lead Designer	\$102,627	1.00	2%	0.02	\$2,053	\$2,094	\$2,135	\$2,178	\$8,460	
Systems Administrator	\$110,427	1.00	4%	0.04	\$4,417	\$4,505	\$3,447	\$3,516	\$15,885	
TOTALS	\$813,124	8.00	241%	2.41	\$209,217	\$213,401	\$211,210	\$214,080	\$847,908	
FRINGE BENEFIT RATE	20%									
EMPLOYEE FRINGE BENEFITS					\$41,843	\$42,680	\$42,242	\$42,816	\$169,581	
TOTAL SALARIES & BENEFITS					\$251,060	\$256,081	\$253,452	\$256,896	\$1,017,489	
HSA Budget Form (2/25)										

Grantee/Contractor: SF New Deal

Appendix B, Page 3

Program: Community Meal Programs/Citywide On-Demand Meals

Operating Expenses Detail

	7/1/25 - 6/30/26 Original	7/1/26 - 6/30/27 Original	7/1/27 - 6/30/28 Original	7/1/28 - 6/30/29 Original	7/1/25 - 6/30/29 Total
<u>Expenditure Category</u>					
Rental of Property					
Utilities(Elec, Water, Gas, Phone)					
Office Supplies, Postage					
Building Maintenance Supplies and Repair					
Printing and Reproduction					
Insurance					
Staff Training					
Staff Travel-(Local & Out of Town)					
Rental of Equipment					
<u>Consulting/Professional Services</u>					
Language Translation	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000
<u>Other</u>					
Cost of Meals	\$1,312,500	\$1,312,500	\$1,312,500	\$1,312,500	\$5,250,000
<u>Total Operating Expense</u>	\$1,320,000	\$1,320,000	\$1,320,000	\$1,320,000	\$5,280,000

HSA Budget Form (2/25)