



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

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London Breed
Mayor

Trent Rhorer
Executive Director

TO: HUMAN SERVICES COMMISSION

THROUGH: TRENT RHORER, EXECUTIVE DIRECTOR

FROM: SUSIE SMITH, DEPUTY DIRECTOR FOR POLICY & PLANNING
ESPERANZA ZAPIEN, DIRECTOR OF CONTRACTS

DATE: SEPTEMBER 16, 2022

SUBJECT: GRANT MODIFICATION: FARMING HOPE FOR PROVISION OF
FOOD SOVEREIGNTY INFRASTRUCTURE – COMMUNITY
KITCHEN ACCESS

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EL

	Current	Modification	Revised	Contingency	Total
GRANT TERM:	05/01/2022- 04/30/2023	09/01/2022- 04/30/2023	05/01/2022- 04/30/2023		
GRANT AMOUNTS:	\$234,000	\$350,000	\$584,000	\$58,400	\$642,400
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
FUNDING:	\$584,000			\$58,400	\$642,400
PERCENTAGE:	100%				100%

The Human Services Agency (HSA) requests authorization to modify the existing grant agreement with Farming Hope to supplement the City's food security network by increasing community access to meals through expanded commercial grade kitchens via the Food Sovereignty Infrastructure – Community Kitchen Access program for the period of September 1, 2022 to April 30, 2023 in the additional amount of \$350,000 plus a 10% contingency for a revised total amount not to exceed \$642,400. The purpose of this modification is to provide additional funding to increase the number of community meals and relevant staffing funded by HSA.

Background

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

Services to be Provided

Through this grant, Grantee’s commercial kitchen space will have improved availability for community use. Meals will be produced by Farming Hope’s kitchen apprentices who are learning culinary skills and gaining hospitality experience. The meals will be given out to low-income families with young children, in collaboration with other social service organizations. In addition to meal production and distribution, culinary skills training, nutrition education, and community building will take place in order to address food insecurity through a holistic approach. While the Service Objectives are not changing, the Grant Modification will now pay for a greater portion of meals as well as the relevant staffing costs.

Location

Services will be provided at 149 Fell Street in in the Tenderloin/Civic Center neighborhood of San Francisco.

Selection

The grantee was selected through RFP #954 issued in July 2021.

Funding

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

ATTACHMENTS

Farming Hope

Appendix A-1: Services to be Provided

Appendix B-1: Program Budget

Appendix A-1 – Services to be Provided

Farming Hope

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

I. Purpose

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

II. Definitions

BIPOC	Black, Indigenous and People of Color
CARBON	Contracts Administration, Reporting, and Billing On-line System
CFAT	Citywide Food Access Team; Unit that originated in the City's COVID-19 Command Center that supports the food security of San Franciscans impacted by the COVID-19 outbreak. The unit now sits within HSA.
City	City and County of San Francisco, a municipal corporation
Culturally-appropriate	Ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
Grantee	Farming Hope
Low-income	Having income at or below 300% of the federal poverty line defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. This is only to be used by consumers to self-identify their income status, not to be used as a means test to qualify for the program.
SF HSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9</i>).

III. Target Population

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

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

- Community members experiencing barriers in access to existing food programs including but not limited to those who are undocumented, and unhoused.

IV. Description of Services and Program Requirements

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

Grantee will ensure that the procurement of food and the packing and distribution of food meet the state and local food safety and sanitation requirements, and the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policy and procedures in place to ensure that food items distributed are of high quality and fall within code extension dates.

Grantee will ensure adequate and culturally competent staffing (paid and/or volunteer) to administer the program and deliver quality services to meet the needs of the consumers.

V. Location and Time of Services

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

VI. Service Objectives

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

1. Serve at minimum 90,000 meals during grant term.
2. Train at minimum 25 culinary Apprentices during the grant term.
3. Add at minimum 3 new partner organizations to the community food program during the grant term.
4. Serve at least 7 total partner organizations.
5. Host weekly in-house dinners partnering with at least one partner organization each week.

Note: While the Service Objectives are not changing, the Grant Modification will now pay for a greater portion of meals.

VII. Outcome Objectives

Grantee will meet the following objectives by the end of the Grant term (April 30, 2023) using data collection methods and, if applicable, surveys approved by CFAT:

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

VIII. Data Collection and Reporting Requirements

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

- A. Grantee must designate staff to input fiscal, program, and data reporting into CARBON at the beginning of the grant term. These staff will receive training on CARBON from City staff after start of the grant term.
- B. Quarterly Reporting: Grantee will share with HSA a quarterly narrative that includes the following information:
 - Status updates on service objectives including number of meals produced
 - Program successes
 - Program challenges
 - Demographic data for meal preparers and meal recipients:
 - Date of Birth
 - Zip code
 - Race/ethnicity
 - Primary language
 - Sexual orientation
 - Gender identity
 - Benefits (check all that apply):
 - CalFresh
 - WIC
 - CalWorks
 - CAAP
 - Other
 - None
 - Quarterly Reports will be submitted through CARBON.
- C. Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFAT.

- E. If and when the City develops a shared registration database, Grantee shall utilize this system for their program data. Should the City decide to require the Grantee to enter client level data into the database, the City will provide support and training over a 60-day period for this transition. This database will become the system of record for HSA and reports to the Board of Supervisors, as well as the basis of contract monitoring and verification for grantee invoicing. It will also provide reporting functions for the grantee.
- F. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.
- G. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- H. Grantee will develop a grievance policy with approval from HSA/CFAT.

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

Jennifer.Grant@sfgov.org

Senior Contract Manager, Office of Contract Management, SF HSA

or

Cathy.Huang@sfgov.org

Program Lead, Citywide Food Access Team, SF HSA

IX. Monitoring Activities

A. Program Monitoring:

Program monitoring will include review of:

- Compliance with any City or State-mandated food regulations (i.e., adherence to the City's Sugary Beverage Prohibition, adherence to the California Retail Food Code);
- Food procurement policies and planning;
- Participant files if applicable;
- Staff development and training activities (i.e. monthly trainings attended by staff);
- Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
- Customer satisfaction materials (i.e. client satisfaction surveys);
- Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);
- Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
- Client tracking system (i.e. system for tracking client data and group activities).

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

B. Fiscal Compliance and Contract Monitoring:

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

X. Data Privacy Stipulations

A. Criminal Justice, Immigration Status and Federal Tax Information

The Human Services Agency does not share Criminal Justice Information (CJI); Immigration Status information as governed by The San Francisco City and County of Refuge Ordinance (San Francisco Administrative Code, Chapters 12H and 12I) also known as the Sanctuary Ordinance; and Federal Tax Information (FTI) under this grant.

B. Data Security and Storage

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

- i. any information that is personally identifiable information, or any information about an individual, including information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information (collectively, "PII"); or
- ii. information Data Provider(s) disclose, in writing, orally, or visually, to Data User(s), or to which Data User(s) obtain access to in connection with the negotiation and performance of the grant, and which relates to any individuals or entities that have made confidential or proprietary information available to Grantee marked or otherwise identified as proprietary and/or confidential, or that, given the nature of the information, ought reasonably to be treated as proprietary and/or confidential.

Grantee and HSA shall maintain all data furnished pursuant to this grant in a space secure from unauthorized access. Data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means. Both Grantee and HSA will be diligent in ensuring that the systems and technologies they use comply with government regulations and statutes, as they may be amended from time to time.

C. Use of Data

The Human Services Agency will use Grantee data to analyze program impact and ensure the funds are reaching the intended target population. In addition, the data may be used to understand client use of food resources across different programs.

HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Agency Name: Farming Hope					Grant Term: 5/1/22 - 4/30/23
(Check One) New Renewal <u>XXX Modification</u>					
If modification, Effective Date: 9/1/2022		Modification No.: 1			
Program: Food Sovereignty Infrastructure - Community Access Kitchen					
	5/1/22-6/30/22	7/1/22-4/30/23	9/1/22-4/30/23	7/1/22-4/30/23	5/1/22 - 4/30/23
	Current	Current	Modification	Revised	Total
Expenditures					
Salaries & Benefits	\$ 5,750	\$ 28,750	\$ 128,033	\$ 156,783	\$ 162,533
Operating Expense	\$ 21,180	\$ 147,798	\$ 176,314	\$ 324,112	\$ 345,292
Subtotal	\$ 26,930	\$ 176,548	\$ 304,347	\$ 480,895	\$ 507,825
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$ 4,890	\$ 25,632	\$ 45,653	\$ 71,285	\$ 76,175
Capital Expenditure					
Total Expenditures	\$ 31,820	\$ 202,180	\$ 350,000	\$ 552,180	\$ 584,000
HSA Revenues					
General Fund	\$ 31,820	\$ 193,180	\$ 350,000	\$ 543,180	\$ 575,000
CODB FY 22-23		\$ 9,000		\$ 9,000	\$ 9,000
Total HSA Revenues	\$ 31,820	\$ 202,180	\$ 350,000	\$ 552,180	\$ 584,000
Other Program Revenues					
Total Other Program Revenues					
Prepared by: Haley Nielsen			Telephone No.:		Date: 9/13/22
HSA Budget Summary					3/21/2022

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

Salaries & Benefits Detail

POSITION TITLE	Agency Totals		HSA Program		Current	Current	Modification	Revised	Total
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	5/1/22-6/30/22	7/1/22-4/30/23	9/1/22-4/30/23	7/1/22-4/30/23	5/1/22 - 4/30/23
Assistant General Manager	\$ 60,000	1.00	38%	0.38	\$ 1,000	\$ 5,000	\$ 14,000	\$ 19,000	\$ 20,000
Program Manager	\$ 60,000	1.00	38%	0.38	\$ 2,000	\$ 10,000	\$ 9,000	\$ 19,000	\$ 21,000
Kitchen Manager	\$ 60,000	1.00	50%	0.50	\$ 2,000	\$ 10,000	\$ 15,000	\$ 25,000	\$ 27,000
Line Cook 1	\$ 55,000	1.00	80%	0.80			\$ 36,667	\$ 36,667	\$ 36,667
Line Cook 2	\$ 55,000	1.00	80%	0.80			\$ 36,667	\$ 36,667	\$ 36,667
TOTALS	\$ 290,000	5.00		2.86	\$ 5,000	\$ 25,000	\$ 111,333	\$ 136,333	\$ 141,333
FRINGE BENEFIT RATE	15%								
EMPLOYEE FRINGE BENEFITS					\$ 750	\$ 3,750	\$ 16,700	\$ 20,450	\$ 21,200
TOTAL SALARIES & BENEFITS					\$ 5,750	\$ 28,750	\$ 128,033	\$ 156,783	\$ 162,533
HSA Salary Detail									3/21/2022

Agency Name: Farming Hope**Program: Food Sovereignty Infrastructure - Community Access Kitchen****Operating Expenses Detail**

<u>Expenditure Category</u>	TERM	Current		Modification	Revised	Total
		<u>5/1/22-6/30/22</u>	<u>7/1/22-4/30/23</u>	<u>9/1/22-4/30/23</u>	<u>7/1/22-4/30/23</u>	<u>5/1/22 - 4/30/23</u>
Rental of Property		\$ 14,500	\$ 72,500	\$ 29,000	\$ 101,500	\$ 116,000
Utilities(Elec, Water, Gas, Phone, Garbage)		\$ 2,000	\$ 10,000	\$ 8,750	\$ 18,750	\$ 20,750
Office Supplies, Postage						
Building Maintenance Supplies and Repair				\$5,134	\$ 5,134	\$ 5,134
Printing and Reproduction						
Insurance						
Staff Training						
Staff Travel-(Local & Out of Town)						
Rental of Equipment						
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE						
Culinary Apprentices (3 @ 25% time \$9,360)		\$ 4,680	\$ 23,400		\$ 23,400	\$ 28,080
OTHER						
Induction Burners (6 @\$190)			\$ 1,140		\$ 1,140	\$ 1,140
Wood Top Prep Tables (4 @ \$976)			\$ 3,904		\$ 3,904	\$ 3,904
Cutting Boards (10 @ \$54)			\$ 540		\$ 540	\$ 540
Knives (10 @ \$7)			\$ 72	\$ (2)	\$ 70	\$ 70
Food incl packaging (\$5 for 32,850 meals)			\$ 36,242	\$ 128,008	\$ 164,250	\$ 164,250
Microwaves (5 @\$85)				\$ 425	\$ 425	\$ 425
Refrigerator				\$ 4,999	\$ 4,999	\$ 4,999
TOTAL OPERATING EXPENSE		\$ 21,180	\$ 147,798	\$ 176,314	\$ 324,112	\$ 345,292

HSA Operating Detail**3/21/2022**