



London Breed, Mayor

Department of Human Services
 Department of Disability and Aging Services
 Office of Early Care and Education

Trent Rhorer, Executive Director

MEMORANDUM

TO: DISABILITY & AGING SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: CINDY KAUFFMAN, DEPUTY DIRECTOR
 ESPERANZA ZAPIEN, ACTING DIRECTOR OF CONTRACTS *JK for EZ*

DATE: JUNE 3, 2020

SUBJECT: GRANT MODIFICATIONS: MEALS ON WHEELS (NON-PROFIT)
 FOR PROVISION OF EMERGENCY MEALS DUE TO COVID 19

MODIFICATION TERM: 7/01/2019 – 6/30/2020

TOTAL MODIFICATION AMOUNT:	<u>Modification</u>		<u>Contingency</u>	<u>Total</u>
	\$87,097		\$8,710	\$95,807

Funding Source	<u>County</u>	<u>State</u>	<u>Give 2SF</u>	<u>Contingency</u>	<u>Total</u>
	\$87,097			\$8,710	\$95,807

MODIFICATION PERCENTAGE	100%			100%
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The Department of Disability and Aging Services (DAS) requests authorization to modify the grant agreement with MEALS ON WHEELS for the provision of Emergency Home Delivered Meals during the period of July 1, 2019 through June 30, 2020; in the additional amount of \$87,097 plus a 10% contingency for a revised total modification amount not to exceed of \$95,807.

Background

With the Mayor’s Declaration of a State of Emergency in February of 2020, the Department of Disability and Aging Services has been in a non-stop action mode to coordinate, modify, and position programs and resources to best serve older adults and adults with disabilities under constantly changing conditions. The Department and its network of community-based providers have worked to adjust service delivery practices to ensure the safety and health of staff and clients. With the start of the City’s shelter-in-place orders, most DAS services were modified and new programs were developed in order to serve now even more hard to reach and vulnerable

populations. The coronavirus event and its corresponding economic impacts have further driven need for DAS services, with increased demand in many program areas.

As part of the City's coronavirus response efforts, many DAS and Human Services Agency (HSA) staff have paused regular work duties in order to report to new responsibilities at the City's Emergency Operations Center (EOC) and the Human Services Agency Departmental Operations Center (HSA DOC). The majority of HSA Contract Department staff, usually tasked with processing and supporting contracts on behalf of HSA and DAS, are deployed to EOC and DOC roles working in sourcing and purchasing of supplies critical to emergency efforts. In the context of this limited staffing, HSA and DAS are requesting approval of the contract modifications presented here in this abbreviated format.

Services to be Provided

The purpose of the Emergency Home Delivered Meals program is to assist frail homebound seniors and adults with disabilities who live in San Francisco with critical and emergency nutrition needs. These services enhance the ability of the target population to live independently. The nutrition service program goals are to promote better health through improved nutrition and reduce social isolation through accessible and appropriate meals services.

This modification to provide additional funding to Meals on Wheels will help to provide an additional 17,000+ meals in response to the COVID-19 emergency.

Grantee Selection

Grantee was selected through RFP (Request for Proposals) #715, which was issued in January 2017.

Funding

Modification funding is provided through local Dignity Fund.