



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR

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

**DATE:** JANUARY 19, 2024

**SUBJECT:** GRANT MODIFICATIONS: **MULTIPLE GRANTEES** FOR PROVISION OF FARMING TOWARD FOOD SECURITY

**GRANT TERM:**

<u>Current</u>	<u>Modification</u>	<u>Revised</u>	<u>Contingency</u>	<u>Total</u>
05/01/2023- 06/30/2024	07/01/2024- 06/30/2025	05/01/2023- 06/30/2025		
\$830,000	\$317,000	\$1,147,000	\$114,700	\$1,261,700

**GRANT AMOUNT:** See Table Below

**FUNDING SOURCE:**

<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>
\$1,147,000			\$114,700	\$1,261,700

**PERCENTAGE:** 100% 100%

DS  
*EL*

P.O. Box 7988  
San Francisco, CA  
94120-7988  
[www.SFHSA.org](http://www.SFHSA.org)



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

The San Francisco Human Services Agency (SFHSA) requests authorization to modify existing grant agreements with multiple providers for the period of July 1, 2024 to June 30, 2025 in the amount of \$317,000 plus a 10% contingency for a total amount not to exceed \$1,261,700. These grants will supplement the City’s food security network by enabling community members to grow produce for their own communities and train future generations in urban agriculture via the Farming Toward Food Security program. Funding amounts are detailed in the table below.

<b>Grantee</b>	<b>Current 05/01/23 – 06/30/24</b>	<b>Modification 07/01/24 – 06/30/25</b>	<b>Revised 05/01/23 – 06/30/25</b>	<b>10% Contingency</b>	<b>Total Not to Exceed</b>
AsianWeek/Florence Fang Community Farm	\$415,000	\$158,500	\$573,500	\$57,350	\$630,850
Earth Island Institute/Friends of Alemany Farm	\$415,000	\$158,500	\$573,500	\$57,350	\$630,850
<b>Total</b>	<b>\$830,000</b>	<b>\$317,000</b>	<b>\$1,147,000</b>	<b>\$114,700</b>	<b>\$1,261,700</b>

### **Background**

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

In the past year, both grantees have successfully trained multiple apprentices in urban agriculture and produced tens of thousands of pounds of locally grown vegetables. These vegetables are distributed to low income community members via food pantries, free of charge to community members.

### **Services to be Provided**

In year 1 of the grant, Grantees AsianWeek/Florence Fang Community Farm and Earth Island Institute/Friends of Alemany Farm will work with a collective of farms in Districts 9,10, and 11 to produce fresh produce which will be distributed through partnerships in the same districts. It is anticipated that Grantees will grow 55,000 pounds of food in one fiscal year. Grantees will train 36 interns and host at minimum 4 community wide events that provide educational and volunteer opportunities for community members who are interested in urban agriculture.

Through this extension and modification, both farms will continue to produce at minimum 15,000 pounds of produce at their farms and continue to train apprentices on urban agriculture which are reduced deliverables to match the decreased available funding.

### **Location**

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

### **Selection**

The grantees were selected through RFP #1078 issued in January 2023.

### **Funding**

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

### **ATTACHMENTS**

#### **AsianWeek/Florence Fang Community Farm**

Appendix A-1 Services to be Provided

Appendix B-1 Program Budget

#### **Earth Island Institute/Friends of Alemany Farm**

Appendix A-1 Services to be Provided

Appendix B-1 Program Budget

## Appendix A-1 – Services to be Provided

### AsianWeek/Florence Fang Community Farm

#### Farming Toward Food Security

5/1/2023 - 6/30/2025

#### I. Purpose

The purpose of this grant is to enable community members to grow produce for their own communities, thereby increasing decision-making and control over food production and distribution in San Francisco Districts 9, 10, and 11.<sup>1</sup>

#### II. Definitions

BIPOC	Black, Indigenous and People of Color
CAAP	County Adult Assistance Programs; CAAP offers cash assistance and employment services to low-income adults with no dependent children and to qualifying immigrants.
CalFresh	The CalFresh Program, federally known as the Supplemental Nutrition Assistance Program (SNAP), issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.
CalWORKs	CalWORKs is a California welfare program that gives cash aid and services to eligible needy California families.
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 SFHSA.
City	City and County of San Francisco, a municipal corporation
Culturally-appropriate	Acknowledges and appreciates the experiences, traditions, and diverse preferences of a particular population.
Food Security	When all people, at all times, have physical, social, and economic access to sufficient, safe and nutritious food which meets their dietary needs and food preferences for an active and healthy life.
Grantee	Florence Fang Community Farm (FFCF)
Integrated Pest Management Ordinance	As outlined in Chapter 3 of the San Francisco Environment Code, located at <a href="https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160">https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_environment/0-0-0-160</a>
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.
MCO	Minimum Compensation Ordinance <a href="https://sf.gov/information/understanding-minimum-wage-ordinance">https://sf.gov/information/understanding-minimum-wage-ordinance</a>

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

Produce	Any whole edible portion of a plant in its raw and natural state. <sup>2</sup>
Service Unit	One pound of produce for distribution from Grantee’s site(s)
SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Urban Agriculture	Food grown within the boundaries of a city limit; for this grant Urban Agriculture applies to fresh produce only

### III. Target Population

While this program is designed to serve all populations and ethnicities residing in San Francisco, the food produced through this grant shall be grown in Supervisorial Districts 9, 10, and/or 11 and primarily distributed to food insecure people within Supervisorial Districts 9, 10, and/or 11 where food insecurity remains high.

The paid trainee/intern component shall serve low-income San Francisco residents from differing backgrounds who seek careers in urban agriculture and land management but who may not have the opportunity to develop the skills needed on an unpaid, volunteer basis. For the purposes of this grant, “low-income” is a household earning less than 300% of the U.S. Health and Human Services Federal Poverty Limit<sup>3</sup> and Grantee may be required to verify the income of paid trainees/interns.

### IV. Description of Services and Program Requirements

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

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

<sup>2</sup> California Retail Food Code section 113877

<sup>3</sup>For the 2023 U.S Health and Human Services Federal Poverty Guidelines, please visit the following: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

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

In FY 2023-2024, Grantee and Subcontractors shall have at minimum fifteen paid trainees/interns at any given time during the fiscal year. In FY 2024-2025, Grantee shall have at minimum seven paid trainees/interns at any given time during the fiscal year. If the trainee/intern is classified as an employee, Grantee shall pay the trainees/interns according to San Francisco's Minimum Compensation Ordinance; if not classified as an employee, Grantee shall pay the trainee/intern a stipend/honorarium that matches the San Francisco's Minimum Compensation Ordinance rate. Grantee must provide the trainees/interns with a structured educational program to support future careers in urban agriculture and land management where each trainee/intern works a minimum of 400 hours over 12 months.

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

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

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets the state and local food safety and sanitation requirements, and the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed produce is of high quality and falls within expiration timelines.

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

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

**V. Location and Time of Services**

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

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

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

**VI. Service Objectives**

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

- A. In FY 2023-2024 & FY 2024-2025, on an annual basis, Grantee shall at minimum grow and distribute 15,000 pounds of produce to 325 unduplicated recipients
- B. In FY 2023-2024, on an annual basis, Subcontractor City of Dreams shall at minimum grow and distribute 1,000 pounds of produce to 100 unduplicated recipients
- C. In FY 2023-2024, on an annual basis, Subcontractor Northridge CommUNITY Garden shall at minimum grow and distribute 4,000 pounds of produce to 300 unduplicated recipients
- D. In FY 2023-2024, maintain a minimum of 15 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period
- E. In FY 2024-2025, maintain a minimum of 7 total paid trainees/interns in structured educational programs in urban agriculture and land management where each trainee/intern works at minimum 400 hours within a 12-month period.
- F. In FY 2023-2024, host at minimum three public volunteer workdays per week (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- G. In FY 2024-2025, on an annual basis, host at minimum 60 public volunteer workdays (with exceptions for holidays and inclement weather) open to the general public that include volunteer training
- H. In FY 2023-2024 & 2024-2025, on an annual basis, host at minimum two community-building events that are free to the general public with an educational component at the proposed site(s) with a minimum of 100 attendees at each event

**VII. Outcome Objectives**

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

- A. 85% of responding recipients report the produce they received through this program was of high quality
- B. 85% of responding recipients report the produce they received through this program allowed them to prepare well-balanced meals
- C. 85% of responding recipients report the produce they received through this program was culturally appropriate
- D. 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management
- E. 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

### **VIII. Data Collection and Reporting Requirements**

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

- A. Grantee must designate staff to input fiscal, program, and data reporting into CARBON at the beginning of the grant term. These staff will receive training on CARBON from City staff after the start of the grant term.

#### **B. Quarterly Reports**

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

- The number of pounds and types of produce grown at each site by month;
- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week;
- The number of trainees/interns;
- The number of volunteer workdays hosted, and total number of volunteers in attendance;
- The number of community engagement events hosted, including the number of attendees; and,
- Demographic data for trainees/interns and produce recipients:
  - Date of Birth
  - Zip code
  - Race/ethnicity
  - Primary language
  - Sexual orientation
  - Gender identity<sup>4</sup>

#### **C. Annual Report**

Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Sections VI & VII- Service and Outcome

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<sup>4</sup> 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*).

Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

- D. Grantee may be required to issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each grant year with the exception of Fiscal Year 2022-2023. This report must be submitted to the CARBON system.
- E. Grantee shall develop and deliver ad hoc reports as requested by SFHSA/CFAT.
- F. Grantee may be required to utilize CFAT's shared registration database for their program and client data. Should SFHSA decide to require the Grantee to enter client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.
- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- H. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I. Grantee will develop a grievance policy with approval from SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

[Jennifer.Grant@sfgov.org](mailto:Jennifer.Grant@sfgov.org)

Contract Manager, Office of Contract Management, SFHSA

or

[Thomas.McClain@sfgov.org](mailto:Thomas.McClain@sfgov.org)

Program Analyst, Citywide Food Access Team, SFHSA

## **IX. Monitoring Activities**

- A. Program Monitoring will include review of:
  - Compliance with any City or State-mandated food regulations (i.e., adherence to the City's Sugary Beverage Prohibition, adherence to the California Retail Food Code);
  - Food procurement policies and planning;
  - Participant files if applicable;
  - Staff development and training activities (i.e. monthly trainings attended by staff);
  - Program policies and procedures (i.e. house rules, ADA, denial of service, grievance procedures);
  - Customer satisfaction materials (i.e. client satisfaction surveys);
  - Programmatic and physical accessibility/cultural competence (i.e. facility/materials available to person with disabilities, written material in Spanish and Cantonese);



- Outreach procedure/materials (i.e. written policy how clients will be outreached, flyers, newsletters, and other outreach material); and,
- Client tracking system (i.e. system for tracking client data and group activities).

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

**B. Fiscal Compliance and Contract Monitoring** will include review of Grantee's:

- Organizational Budget;
- General ledger;
- Quarterly balance sheet;
- Cost allocation procedures and plan;
- State and Federal tax forms;
- Audited financial statement;
- Fiscal policy manual;
- Supporting documentation for selected invoices;
- Cash receipts and disbursement journals;
- Personnel Manual;
- Emergency Operations Plan;
- Compliance with the Americans with Disabilities Act;
- Subcontracts and MOUs;
- Current board roster; and,
- Selected board minutes for compliance with the sunshine ordinance.

**X. Data Privacy Stipulations**

**A. Criminal Justice, Immigration Status and Federal Tax Information**

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

**B. Data Security and Storage**

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

- any information that is personally identifiable information, or any information about an individual, including information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information; or

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

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

**C. Use of Data**

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

### HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

<b>Agency Name: AsianWeek/Florence Fang Farm</b>			<b>Grant Term: 5/1/23-6/30/25</b>	
(Check One)    New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>				
If modification, Effective Date: <b>7/1/2024</b>		Modification No.: <b>1</b>		
<b>Program Name: Farming Toward Food Security</b>				
	<b>5/1/23-6/30/23</b>	<b>7/1/23-6/30/24</b>	<b>7/1/24-6/30/25</b>	<b>5/1/23-6/30/25</b>
	<b>FY 22/23</b>	<b>FY23/24</b>	<b>FY24/25</b>	<b>Total</b>
<b>Expenditures</b>				
Salaries & Benefits		\$ 47,016	\$ 48,100	\$ 95,116
Operating Expenses	\$ 31,569	\$ 295,404	\$ 93,418	\$ 420,391
<b>Subtotal</b>	<b>\$ 31,569</b>	<b>\$ 342,420</b>	<b>\$ 141,518</b>	<b>\$ 515,507</b>
Indirect Percentage (%)	13%	11%	12%	10%
Indirect Costs (Line 16 X Line 15)	\$ 4,080	\$ 36,931	\$ 16,982	\$ 57,993
Capital Expenses				
<b>Total Expenses</b>	<b>\$ 35,649</b>	<b>\$ 379,351</b>	<b>\$ 158,500</b>	<b>\$ 573,500</b>
<b>HSA Revenues</b>				
General Fund	\$ 35,649	\$ 379,351	\$ 158,500	\$ 573,500
<b>Total HSA Revenues</b>	<b>\$ 35,649</b>	<b>\$ 379,351</b>	<b>\$ 158,500</b>	<b>\$ 573,500</b>
<b>Other Program Revenues</b>				
<b>Total Other Program Revenues</b>				
Prepared by: Ted Fang		Telephone No.:		Date: January 2024
<i>HSA Budget Form (6/9/2022)</i>				

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

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		Adjusted FTE23/24	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	5/1/23-6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE24/25		FY 22/23	FY23/24	FY24/25	Total
Resident Farmer	\$70,000	1.00	32%	0.32	0.31		\$ 21,700	\$ 22,400	\$ 44,100
Crop Manager	\$48,000	1.00	22%	0.22	0.23		\$ 11,040	\$ 10,560	\$ 21,600
Bookkeeping/Admin	\$46,000	1.00	12%	0.12	0.14		\$ 6,440	\$ 5,520	\$ 11,960
<b>TOTALS</b>	<b>\$ 164,000</b>	<b>3.00</b>	<b>66%</b>	<b>0.66</b>	<b>0.68</b>		<b>\$ 39,180</b>	<b>\$ 38,480</b>	<b>\$ 77,660</b>
<b>FRINGE BENEFIT RATE</b>	<b>25%</b>								
<b>EMPLOYEE FRINGE BENEFITS</b>	<b>\$9,620</b>						<b>\$ 7,836</b>	<b>\$ 9,620</b>	<b>\$ 17,456</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$173,620</b>						<b>\$ 47,016</b>	<b>\$ 48,100</b>	<b>\$ 95,116</b>

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

### Operating Expenses Detail

<u>Expenditure Category</u>	<u>5/1/23-6/30/23</u> <u>FY 22/23</u>	<u>7/1/23-6/30/24</u> <u>FY23/24</u>	<u>7/1/24-6/30/25</u> <u>FY24/25</u>	<u>5/1/23-6/30/25</u> <u>Total</u>
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel-(Local & Out of Town)				
Rental of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
San Francisco Conservation Corps		\$ 105,250		\$ 105,250
City of Dreams	\$ 5,304	\$ 79,696		\$ 85,000
North Ridge Community Garden	\$ 1,380	\$ 45,326		\$ 46,706
Joseph Le	\$ 6,417			\$ 6,417
Andrei Torres	\$ 5,700			\$ 5,700
Faheem Carter	\$ 985			\$ 985
Tze Yiou Chen - Farm Manager	\$ 4,600		\$ 12,000	\$ 16,600
Cornerstone Missionary Baptist Church				
OTHER				
Materials and Supplies	\$ 3,183	\$ 13,132	\$ 11,418	\$ 27,733
Interns for FFCF @ 25/hr (25/hr x 7 interns x 400 hrs/ea)	\$ 4,000	\$ 52,000	\$ 70,000	\$ 126,000
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 31,569</b>	<b>\$ 295,404</b>	<b>\$ 93,418</b>	<b>\$ 420,391</b>

## Appendix A-1 – Services to be Provided

### Earth Island Institute/Friends of Alemany Farm

#### Farming Toward Food Security

5/1/2023 - 6/30/2025

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SFHSA	San Francisco Human Services Agency
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9</i> ).
Urban Agricultural	Food grown within the boundaries of a city limit; for this grant Urban Agriculture applies to fresh produce only

### III. Target Population

While this program is designed to serve all populations and ethnicities residing in San Francisco, the food produced through this grant shall be grown in Supervisorial Districts 9, 10, and/or 11 and primarily distributed to food insecure people within Supervisorial Districts 9, 10, and/or 11 where food insecurity remains high.

The paid trainee/intern component shall serve low-income San Francisco residents from differing backgrounds who seek careers in urban agriculture and land management but who may not have the opportunity to develop the skills needed on an unpaid, volunteer basis. For the purposes of this grant, “low-income” is a household earning less than 300% of the U.S. Health and Human Services Federal Poverty Limit<sup>3</sup> and Grantee may be required to verify the income of paid trainees/interns.

### IV. Description of Services and Program Requirements

Grantee and Subcontractors, Hummingbird Farm and Urban Sprouts, shall grow produce (to include different varieties of fruits, vegetables, and culinary herbs) in San Francisco Supervisorial District 9, 10, and/or 11 and distribute it for free through food security programs. All sites for growing the produce must be within District 9, 10, and/or 11. The produce must be grown by Grantee staff, paid trainees/interns, and/or volunteers.

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

If a trainee/intern is classified as an employee, Grantee shall pay the trainees/interns according to San Francisco’s Minimum Compensation Ordinance; if not classified as an employee, Grantee shall pay the trainee/intern a

<sup>2</sup> California Retail Food Code section 113877

<sup>3</sup>For the 2023 U.S Health and Human Services Federal Poverty Guidelines, please visit the following: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>.

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

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

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

All produce must be grown using practices that are approved for organic food production and adhere to the guidelines of the City's Integrated Pest Management Program, as outlined by the Integrated Pest Management Ordinance of 1996. Grantee will ensure that the packing and distribution of produce meets the state and local food safety and sanitation requirements, and the standards described in the most recent California Retail Food Code (CRFC). Grantee will have quality control policies and procedures in place to ensure that distributed produce is of high quality and falls within expiration timelines.

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

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

**V. Location and Time of Services**

Grantee's and Subcontractors' growing and programming shall take place at Alemany Farm, Hummingbird Farm, June Jordan Farm & Kitchen, and three gardens in the Sunnydale Public Housing Community. Distribution locations and time of services shall be agreed upon between Grantee and CFAT.

**VI. Service Objectives**

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

- A. Grantee shall at minimum grow and distribute 20,000 pounds of produce to 500 unduplicated recipients



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

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

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

## **VII. Outcome Objectives**

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

- A.** 85% of responding recipients report the produce they received through this program was of high quality
- B.** 85% of responding recipients report the produce they received through this program allowed them to prepare well-balanced meals
- C.** 85% of responding recipients report the produce they received through this program was culturally appropriate
- D.** 90% of trainees/interns report feeling more prepared to apply for paid staff positions in community development, urban agriculture, and land management
- E.** 90% of trainees/interns would recommend Grantee's educational program to others seeking paid staff positions in urban agriculture and land management

## VIII. Data Collection and Reporting Requirements

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

A. Grantee must designate staff to input fiscal, program, and data reporting into CARBON at the beginning of the grant term. These staff will receive training on CARBON from City staff after the start of the grant term.

### B. Quarterly Reports

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

- The number of pounds and types of produce grown at each site by month;
- Food security distribution partners, number of people served by each partner, and number of pounds and types of produce distributed through each partner by week;
- The number of trainees/interns;
- The number of volunteer workdays hosted, and total number of volunteers in attendance;
- The number of community engagement events hosted, including the number of attendees; and,
- Demographic data for trainees/interns and produce recipients:
  - Date of Birth
  - Zip code
  - Race/ethnicity
  - Primary language
  - Sexual orientation
  - Gender identity<sup>4</sup>

### C. Annual Report

Grantee will provide an annual report summarizing grant activities, referencing the tasks as described in Sections VI & VII- Service and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.

D. Grantee may be required to issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to SFHSA no later than July 31 each grant year with the exception of Fiscal Year 2022-2023. This report must be submitted to the CARBON system.

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

F. Grantee may be required to utilize CFAT's shared registration database for their program and client data. Should SFHSA decide to require the Grantee to

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<sup>4</sup> 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*).

enter client level data into the database, SFHSA will provide support and training over a 60-day period for this transition.

- G. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will send evidence of staff completion of this training to Program Analyst if requested and maintain on file.
- H. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
- I. Grantee will develop a grievance policy with approval from SFHSA/CFAT. The grievance policy must be translated into languages spoken by program participants and clients.

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

[Jennifer.Grant@sfgov.org](mailto:Jennifer.Grant@sfgov.org)

Contract Manager, Office of Contract Management, SFHSA

or

[Cathy.Huang@sfgov.org](mailto:Cathy.Huang@sfgov.org)

Program Analyst, Citywide Food Access Team, SFHSA

## **IX. Monitoring Activities**

### **A. Program Monitoring will include review of:**

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

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

### **B. Fiscal Compliance and Contract Monitoring will include review of Grantee's:**

- Organizational Budget;
- General ledger;

- Quarterly balance sheet;
- Cost allocation procedures and plan;
- State and Federal tax forms;
- Audited financial statement;
- Fiscal policy manual;
- Supporting documentation for selected invoices;
- Cash receipts and disbursement journals;
- Personnel Manual;
- Emergency Operations Plan;
- Compliance with the Americans with Disabilities Act;
- Subcontracts and MOUs;
- Current board roster; and,
- Selected board minutes for compliance with the sunshine ordinance.

**X. Data Privacy Stipulations**

**A. Criminal Justice, Immigration Status and Federal Tax Information**

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

**B. Data Security and Storage**

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

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

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

**C. Use of Data**

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

## HUMAN SERVICES AGENCY BUDGET SUMMARY BY PROGRAM

Agency: Earth Island Institute/Friends of Alemany Farm

Grant Term: 5/1/23-6/30/25

(Check One) New  Renewal  Modification 

If modification, Effective Date of Mod. 7/1/24 No. of Mod. 1

**Program: Farming Toward Food Security**

	FY 22/23	FY 23/24	FY 24/25	TOTAL
	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	5/1/23-6/30/25
<b>Expenditures</b>				
Salaries & Benefits	\$32,332	\$190,190	\$104,785	\$327,307
Operating Expense	\$29,560	\$118,454	\$36,234	\$184,248
<b>Subtotal</b>	<b>\$61,892</b>	<b>\$308,644</b>	<b>\$141,019</b>	<b>\$511,555</b>
Indirect Percentage (%)	12%	12%	13%	12%
Indirect Cost (Line 16 X Line 15)	\$7,427	\$37,037	\$17,481	\$61,946
Capital Expenditure				
Total Expenditures	\$69,319	\$345,681	\$158,500	\$573,500
<b>HSA Revenues</b>				
General Fund	\$69,319	\$345,681	\$158,500	\$573,500
TOTAL HSA REVENUES	\$69,319	\$345,681	\$158,500	\$573,500
<b>Other Revenues</b>				
Program income	\$10,000	\$40,000	\$25,000	\$75,000
Foundations	\$5,000	\$40,000	\$20,000	\$65,000
Individual & Corporate Donations	\$15,000	\$90,000	\$70,000	\$175,000
Total Other Revenues	\$30,000	\$170,000	\$115,000	\$315,000
Total Revenues	\$99,319	\$515,681	\$273,500	\$888,500

Prepared by: John Stokes

Telephone No.: 415.239.1363 Date 1/12/24

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

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		FY 22/23	FY 23/24	FY 24/25	TOTAL
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	5/1/23-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	5/1/23-6/30/25
Farm Director	\$79,000	1.00	50%	0.50	\$6,715	\$39,500	\$28,400	\$74,615
Farm Manager	\$67,500	1.00	50%	0.50	\$5,738	\$33,750		\$39,488
Trainee Program Manager	\$65,000	1.00	50%	0.50	\$5,525	\$32,500	\$18,480	\$56,505
Farm Assistant	\$54,000	0.50	60%	0.30	\$2,754	\$16,200	\$8,175	\$27,129
Trainee position #1	\$45,760	0.22	60%	0.13	\$1,027	\$6,040	\$5,491	\$12,558
Trainee position #2	\$45,760	0.22	60%	0.13	\$1,027	\$6,040	\$5,491	\$12,558
Trainee position #3	\$45,760	0.22	60%	0.13	\$1,027	\$6,040	\$5,491	\$12,558
Trainee position #4	\$45,760	0.22	60%	0.13	\$1,027	\$6,040		\$7,067
Trainee position #5	\$45,760	0.22	60%	0.13	\$1,027	\$6,040		\$7,067
Executive Director	\$82,000	1.00	35%	0.35			\$12,300	\$12,300
TOTALS	\$576,300	5.60		2.81	\$25,866	\$152,152	\$83,828	\$261,845
FRINGE BENEFIT RATE	0.25							
EMPLOYEE FRINGE BENEFITS	\$144,075				\$6,466	\$38,038	\$20,957	\$65,461
TOTAL SALARIES & BENEFITS	\$720,375				\$32,332	\$190,190	\$104,785	\$327,307

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

**Operating Expense Detail**

<u>Expenditure Category</u>	<u>FY 22/23</u> <u>5/1/23-6/30/23</u>	<u>FY 23/24</u> <u>7/1/23-6/30/24</u>	<u>FY 24/25</u> <u>7/1/24-6/30/25</u>	<u>TOTAL</u> <u>5/1/23-6/30/25</u>
Rental of Property				
Utilities(Elec, Water, Gas, Phone, Garbage)				
Office Supplies, Postage				
Building Maintenance Supplies and Repair				
Printing and Reproduction				
Insurance				
Staff Training				
Staff Travel-(Local & Out of Town)				
Rental of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
Hummingbird Farm/PODER	\$16,460	\$65,840	\$18,100	\$100,400
Urban Sprouts	\$11,600	\$46,400	\$18,134	\$76,134
OTHER				
Program Supplies	\$500	\$2,214		\$2,714
Farm Supplies	\$1,000	\$4,000		\$5,000
TOTAL OPERATING EXPENSE	\$29,560	\$118,454	\$36,234	\$184,248