



Edwin M. Lee, Mayor

Department of Human Services
Department of Aging and Adult Services

Trent Rhorer, Executive Director

MEMORANDUM

TO: AGING & ADULT SERVICES COMMISSION

THROUGH: SHIREEN MCSPADDEN, EXECUTIVE DIRECTOR

FROM: MELISSA MCGEE, INTERIM DEPUTY DIRECTOR
JOHN TSUTAKAWA, DIRECTOR OF CONTRACTS

DATE: AUGUST 3, 2016

SUBJECT: GRANT RENEWAL: SAN FRANCISCO-MARIN FOOD BANK (NON-PROFIT) FOR HOME DELIVERED GROCERIES FOR SENIORS AND ADULTS WITH DISABILITIES

GRANT TERM:	<u>Current</u> <u>Term</u> 10/1/14- 6/30/16	<u>Renewal</u> <u>Term</u> 7/1/16- 6/30/17		
GRANT AMOUNT:	<u>Current</u> \$770,072	<u>Renewal</u> \$290,698	<u>Contingency</u> \$29,070	<u>Total</u> \$319,768
ANNUAL AMOUNT:	<u>FY 14/15</u> \$349,104	<u>FY 15/16</u> \$420,968	<u>FY 16/17</u> \$290,698	
FUNDING SOURCE:	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>
FUNDING:	\$290,698	\$0	\$0	\$29,070
PERCENTAGE:	100%	0%	0%	100%

The Department of Aging and Adult Services requests authorization to renew the existing grant agreement with San Francisco-Marin Food Bank (SFMFB) for the time period beginning July 1, 2016 and ending June 30, 2017, in the amount of \$290,698 plus a 10% contingency of \$29,070 for a total not to exceed amount of \$319,768. The purpose of the grant is to provide nutrition services to eligible low-income and low-mobility seniors and adults with disabilities.

Background

In response to the significant food security issues, diverse nutritional needs, and recommendations to improve the health and well-being of seniors and adults with disabilities as presented at the Board of Supervisors' Food Security Hearing in April 2014, the Board and

Mayor provided DAAS with ongoing funding to address these needs. Notice of Funding Availability (NOFA) #617 was issued during October of 2014 for the purpose of expanding food resources. The San Francisco-Marín Food Bank (SFMFB) was among the awardees of NOFA #617 for provision of Home Delivered Groceries to seniors and adults with disabilities.

San Francisco-Marín Food Bank's Home-Delivered Grocery program started mid-year in Fiscal Year 14-15, and SFMFB was able to enroll 233 unduplicated participants and collaborated with partners to deliver 8,040 grocery bags to a total of 442 eligible participants on a weekly basis. In Fiscal Year 15-16, SFMFB enrolled 363 unduplicated participants and collaborated with partners to deliver 18,558 grocery bags to a total of 613 eligible participants on a weekly basis.

Services to be Provided

This Home-Delivered Groceries program targets low income seniors and adults with disabilities who have mobility or emotional/cognitive issues that make it difficult to shop, but still have the ability to cook or have a caretaker who can prepare meals for them. This program provides delivery of grocery bags to participants' homes. The target population is those in need of additional food resources, so as to ensure access to healthy supplemental food sources and to enhance the nutritional value of their food intake. Each food bag includes fresh fruits and vegetables, grains/staple items, and protein items. The Grantee will collaborate with food pantry networks, IHSS workers, and other community-based organization volunteers to deliver the food bags.

Because this recommended funding amount for Fiscal Year 16-17 only includes baseline funding, the budget is reduced by about 30% (additional addback funds were applied to this program in FY14-15 and 15-16), with similar reduction in proposed service units. For more specific information regarding the services to be provided, please refer to the attached Appendix A-06.

Performance

Fiscal and compliance monitoring was conducted in February of 2016. There were no findings.

Selection

Grantee was selected through NOFA (Notice of Funding Availability) #617, which was issued in October 2014.

Funding

The renewal of this grant will be funded entirely through City and County funds.

Attachments

Appendix A-06 – Services to be Provided

Appendix B-06 – Budget

APPENDIX A-06 - SERVICES TO BE PROVIDED
San Francisco-Marin Food Bank

Effective July 1, 2016 – June 30, 2017
Home Delivered Grocery Program

I. PURPOSE

The purpose of this grant is to:

- A. Provide home delivered grocery bags to low income seniors with limited mobility and in need of additional food resources, ensuring access to healthy supplemental food sources to enhance the nutritional value of their food intake.
- B. Assist program participants in maintaining their independence, quality of life, and self-sufficiency and in developing a sense of self-esteem and self-reliance by offering them the opportunity to prepare or direct the preparation of their own meals.
- C. Increase availability and accessibility of fresh, seasonal produce and other healthy food products to target populations.
- D. Collaborate with community-based organizations that advocate for, and provide services to limited mobility individuals to ensure appropriate community food assistance interventions are in place to improve the well being of the target populations.

II. DEFINITIONS

Grantee	San Francisco-Marin Food Bank (SFMFB)
CARBON	Human Service Agency's Contracts Administration Reporting and Billing On-line System
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
DAAS	Department of Aging and Adult Services
Frail/Disability	An individual that is determined to be functionally impaired because the individual either: (a) is unable to perform at least two activities of daily living (ADL), including bathing, toileting, dressing, feeding, breathing, transferring and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing, or supervision. (b) due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or others.
HSA	Human Services Agency
Home Delivered Grocery Bag	Weekly provision of food delivered to participant's home (typically two reusable bags worth)
HDG Partners	Home-Delivered Grocery partners include food pantry networks, In-Home Support Services (IHSS) workers, and other community-based organizations (CBO) with an agreement with Grantee to deliver food bag to participants.

Low Income	At or below 185% of Federal poverty level.
Minority	An ethnic person of color who is any of the following: <ul style="list-style-type: none"> a) Black – a person having origins in any of the Black racial groups of Africa, b) Hispanic – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or origin regardless of race, c) Asian/Pacific Islander – a person whose origins are from India, Pakistan or Bangladesh, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, or the United States Territories of the Pacific including the Northern Marianas, d) American Indian/Alaskan Native – an American Indian, Eskimo, Aleut, or Native Hawaiian. Source: California Code of Regulation Sec. 7130.
OOA	Office on the Aging
OCM	Office of Contracts Management
Senior	Age 60 or above

III. TARGET POPULATION

This grant will serve seniors (age 60 and over) or persons with disabilities (age 18-59) who reside in the City and County of San Francisco with one or more of the following target priorities and who meet program eligibility standards:

1. Low-income
2. Non or limited English speaking
3. Minority
4. Frail

IV. ELIGIBILITY FOR HDG PROGRAM

Program participants must:

1. Reside in San Francisco, and
2. Be a frail senior or an adult with disabilities that prevents them from standing in the food pantry lines; and
3. Be low-income with a demonstrated need for supplemental groceries due to isolation, lack of support network, or other reasons.

Eligibility screening will be performed by the Grantee. Participants must show proof of residency for the service area, proof of age, and disability or need.

V. SERVICES TO BE PROVIDED

- A. The San Francisco-Marin Food Bank (“Grantee”) will supply food bags on a weekly basis (approximately 48 weeks annually) to HDG Partners, including Community Living Campaign, Golden Gate Senior Services, IHSS, and others. The food bags will include fresh, seasonal produce.

Table A

	FY16-17
Annual Total #Unduplicated Consumers	350
BB Bags/Year	6,345
NGN Bags/Year	8,460
Total #Food Bags/Year	14,805

- B. The Grantee will enroll a minimum of unduplicated consumers as indicated in Table A and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total of home delivered grocery bags will be coordinated and provided annually to approximately the number of individuals indicated in Table A above. Some HDG partners will- distribute smaller and some larger portions of food and participants can select the site that makes the most sense for their household’s needs. The smaller portion is called the Brown Bag (BB) menu (estimated market value \$25-30) and the larger portion, the Neighborhood Grocery Network (NGN) menu (estimated value \$45-50). The bags of food feature fresh and seasonal produce, which includes, but isn't limited to - oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The bags will also include protein (such as eggs, poultry, nut butter, tuna and dried beans) and grains (such as bread, pasta, rice and oatmeal). Other fresh, frozen, canned and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). This is a labor intensive program where food is put into bags by the HDG partners who deliver the bags to the participants’ homes.
- D. The Grantee and/or HDG partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS in order to document the effectiveness of the program, and share the results with Grantee. Grantee will share the annual consumer satisfaction survey results with DAAS by June each year.

VI. OUTCOME OBJECTIVES

- A. 85% of program participants are satisfied with the groceries/food received.
- B. 85% of the participants are satisfied with the service delivery by staff and/or volunteers.
- C. 75% of the participants indicate that they feel healthier as result of participating in the program.
- D. 80% of program participants will have improved the nutritional quality of their meals or will report being less worried about getting enough food since participating in the program.

VII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS Nutritionist will act as a liaison among HSA, the Grantee, and Subcontractors.

- C. Grantee will collect and coordinate on a monthly basis service numbers from Subcontractors and report to HSA as requested

Fiscal and Compliance Monitoring:

- A. The HSA Grant Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, audited financial statement, fiscal policy manual, and supporting documentation for selected invoices.
- C. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subgrants, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.
- D. Grantee will forward to HSA Grant Manager a copy of the biennial Feeding America (FA) monitoring report.

VII. REPORTING REQUIREMENTS

- A. Grantee and/or its authorized HDG partner will be responsible for enrolling participants in CA-GetCare on a regular basis.
- B. Grantee will be responsible for reporting the monthly service units provided in CA-GetCare on a monthly basis.
- C. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system. For assistance with reporting requirements or submission of reports, contact:

Sarah Chan
OOA Nutritionist
Sarah.Chan@sfgov.org,
Department of Aging and Adult Services

Victoria Chan
Contract Manager, GB25
victoria.chan@sfgov.org
Human Services Agency

	A	B	C	D	E	F	
1	Appendix B-06, pg. 1						
2	Document Date: 7/15/2016						
3	HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES						
4	BUDGET PROPOSAL FORMS						
5	Grantee's Name: SF-Marin Food Bank				Grant Term		
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>						
7	Effective Date of Mod:		No. of Mod:		07/01/2016 - 06/30/2017		
8	Program: Home Delivered Groceries				TOTAL	Average cost/bag	
9	Annual #Bags Contracted	14,805			14,805		
10	Program Term	7/1/16 to 6/30/17			7/1/16 to 6/30/17		
11	DAAS Expenditures						
12	Salaries & Benefits	\$212,383			\$212,383	\$14.35	
13	Operating Expense	\$51,888			\$51,888	\$3.50	
14	Subtotal	\$264,271			\$264,271	\$17.85	
15	Indirect Percentage (max 10%)	10%			10%		
16	Indirect Cost (Line 14 X Line 13)	\$26,427			\$26,427	\$1.79	
17	Capital Expenditure	\$0			\$0	\$0.00	
18	TOTAL DAAS EXPENDITURES	\$290,698			\$290,698	\$19.64	
19							
20	Non-DAAS Expenditures						
21	Salaries & Benefits	\$118,435			\$118,435	\$8.00	
22	Operating Expense	\$636,615			\$636,615	\$43.00	
23	Capital Expenditure	\$0			\$0	\$0.00	
24	TOTAL Non-DAAS EXPENDITURES	\$755,050			\$755,050	\$51.00	
25							
26	TOTAL DAAS & Non-DAAS EXPENDITURES	\$1,045,748			\$1,045,748	\$70.63	
27							
28	HSA-DAAS Revenues						
29	General Fund	\$290,698			\$290,698		
30							
31							
32							
33							
34	TOTAL HSA-DAAS REVENUES	\$290,698			\$290,698		
35	<i>PER BAG COST, HSA-DAAS</i>	<i>\$19.64</i>			<i>\$19.64</i>		
36	Non-DAAS Revenues						
37	Project Income						
38	Agency Cash - Fundraising						
39	Agency In-Kind Volunteer	\$118,435			\$118,435	\$8.00	
40	Agency In-Kind Food	\$636,615			\$636,615	\$43.00	
41							
42	TOTAL NON HSA-DAAS REVENUES	\$755,050			\$755,050		
43	<i>PER BAG COST, NON HSA-DAAS</i>	<i>\$51.00</i>			<i>\$51.00</i>		
44	TOTAL REVENUES	\$1,045,748			\$1,045,748		
45	<i>PER BAG COST, TOTAL</i>	<i>\$70.63</i>			<i>\$70.63</i>		
46	Full Time Equivalent (FTE)						
48	Prepared by: Sean Brooks	Phone No.:					
49	HSA-CO Review Signature: _____	Date: _____					
50	HSA #1 (11/14/13)						

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Grantee's Name: SF-Marin Food Bank												Appendix B-06, pg. 2
2	Program: Home Delivered Groceries												Document Date: 7/15/2016
3													
4													
5	Salaries & Benefits Detail												
6													
7													
8	H.S.A-DAAS	Agency Totals		For DAAS Nutrition		7/1/16 to 6/30/17						TOTAL	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary				7/1/16 to 6/30/17	
10	Program Dev. & Mgmt	\$98,686	100%	54%	54%	\$53,389						\$53,389	
11	Agency Relations	\$41,971	100%	167%	167%	\$70,092						\$70,092	
12	Program Enrollment	\$38,728	100%	86%	86%	\$33,397						\$33,397	
13	Food Sourcing & Allocation	\$57,784	100%	4%	4%	\$2,022						\$2,022	
14	Operations Management	\$74,691	100%	3%	3%	\$1,867						\$1,867	
15	Warehouse Workers	\$38,058	100%	8%	8%	\$2,854						\$2,854	
16	Drivers	\$43,594	100%	10%	10%	\$4,141						\$4,141	
17	Volunteer Services	\$42,862	100%	5%	5%	\$2,143						\$2,143	
18	TOTALS	\$ 436,374	8.00	3.35	3.35	\$169,906						\$169,906	
19													
20	FRINGE BENEFIT RATE	25.00%											
21	EMPLOYEE FRINGE BENEFITS	\$ 109,094				\$42,477						\$42,477	
22													
23													
24	TOTAL DAAS SALARIES & BENEFITS	\$ 545,468				\$212,383						\$212,383	
25													
26													
27	Non - DAAS	Agency Totals		For DAAS Meal								TOTAL	
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary				7/1/16 to 6/30/17	
29	Volunteer Support	\$ 27,040	438%	100%	438%	\$118,435						\$118,435	
30													
31													
32													
33													
34													
35													
36													
37													
38	TOTALS	\$ 27,040	4.38	1.00	4.38	\$118,435						\$118,435	
39													
40	FRINGE BENEFIT RATE	0%											
41	EMPLOYEE FRINGE BENEFITS	\$0				\$0						\$0	
42													
43													
44	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 118,435				\$118,435						\$118,435	
45													
46	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 663,903				\$330,818						\$330,818	

	A	B	C	D	E	F	G	H	I	J	K	
1	Grantee's Name: SF-Marin Food Bank										Appendix B-06, pg. 3	
2	Program: Home Delivered Groceries										Document Date: 7/15/2016	
3												
4												
5	Operating Expense Detail											
7	H.S.A-DAAS	Annual #Bags Contracted:		14,805							TOTAL	
8	<u>Expenditure CategorW</u>	Term:		7/1/16 to 6/30/17							7/1/16 to 6/30/17	
9	Rental of Property											
10	Utilities(Elec, Water, Gas, Phone, Scavenger)											\$1,084
11	Office Supplies, Postage											\$372
12	Building Maintenance Supplies and Repair											\$531
13	FOOD COSTS											
14	Raw Food	per bag	\$ 2.39								\$35,412	\$35,412
15	Cong Food Svc Supplies	per meal										
16	HDM Food Svc Supplies	per meal										
17	Catered Meals	per meal										
18	CONSULTANT/SUBCONTRACTOR Descriptive Title											
19	Registered Dietitian											
20												
21	OTHER COSTS:											
22	Insurance											\$461
23	Staff Training & Travel											\$326
24	Rental of Equipment											\$171
25	Food Storage & Distribution											\$3,610
26	Equipment/Transportation											\$9,626
27	Occupancy											\$95
28	Program Support											\$71
29	Volunteer Support											\$129
30	TOTAL DAAS OPERATING EXPENSE											\$51,888
32	Non-DAAS											TOTAL
33	<u>Expenditure Category</u>	Program										
34	Rental of Property											
35	Utilities(Elec, Water, Gas, Phone, Scavenger)											
36	Office Supplies, Postage											
37	Building Maintenance Supplies and Repair											
38	FOOD COSTS											
39	Raw Food	per meal										
40	Cong Food Svc Supplies	per meal										
41	HDM Food Svc Supplies	per meal										
42	Catered Meals	per meal										
43	Donated Food (14805 bags x 25 lbs x \$1.72/lb)											\$636,615
44	CONSULTANT/SUBCONTRACTOR Descriptive Title											
45												
46												
47	OTHER COSTS:											
48	Insurance											
49	Staff Training & Travel											
50	Rental of Equipment											
51	Rental of Equipment											
52	Small equipment & Supplies											
53	Auto - Fuel & Insurance											
54	Repair/Maintenance											
55												
56												
57	TOTAL Non-DAAS OPERATING EXPENSE											\$636,615
58												
59	TOTAL DAAS & Non-DAAS OPERATING EXPENSE											\$688,503