



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

MEMORANDUM

Department of Benefits
and Family Support

Department of Disability
and Aging Services

Office of Early Care
and Education

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org



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:	OCTOBER 22, 2021															
SUBJECT:	NEW GRANTS: MULTIPLE GRANTEES for PREPARED MEAL SUPPORT SERVICES (see table on next page)															
LGRANT TERM:	11/01/2021 – 6/30/2022															
GRANT AMOUNTS	See Table Below															
FUNDING SOURCE	<table border="0"> <thead> <tr> <th><u>County</u></th> <th><u>State</u></th> <th><u>Federal</u></th> <th><u>Contingency</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>\$300,000</td> <td>\$3,300,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>100%</td> </tr> </tbody> </table>	<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>				\$300,000	\$3,300,000					100%
<u>County</u>	<u>State</u>	<u>Federal</u>	<u>Contingency</u>	<u>Total</u>												
			\$300,000	\$3,300,000												
				100%												
GRANT AMOUNT	\$3,000,000															
PERCENTAGE	100%															

DS
EB

The Human Services Agency (HSA) requests authorization to enter into new grant agreements with multiple providers to supplement the City’s food security network by improving food access and security through the Prepared Meal Support Services program for the period of November 1, 2021 to June 30, 2022 in the combined amount of \$3,000,000 plus a 10% contingency for a total amount not to exceed \$3,300,000. The funding amounts are detailed in the table below.

Grantee	FY 21/22	10% Contingency	Total Not to Exceed
SF New Deal (Households with Children 0-5)	\$1,850,000	\$185,000	\$2,035,000
Chinatown Community Development Center (SROs)	\$400,000	\$40,000	\$440,000
SF New Deal (SROs)	\$750,000	\$75,000	\$825,000
Total	\$3,000,000	\$300,000	\$3,300,000

Background

In June of 2021, the Covid-19 Food Coordination Group (CFCG) held three community listening sessions to hear from service providers directly on where they needed the most support and where service gaps existed when it came to food access within our vulnerable populations. Service providers identified residents of Single Room Occupancy (SRO) hotels and families with young children as two vulnerable populations that needed extra food support due to the many challenges they faced, and continue to face, as a result of the pandemic. SRO residents often had to share a communal kitchen which made it difficult for them to shelter in place safely and maintain physical distance from others. SRO residents were already vulnerable prior to the pandemic as they are often low-income and elderly. Another group that had challenges accessing resources were families with young children. Because many parents work standard business hours and lack adequate child care for their young children, they cannot access food resources, which are often only available during the standard 9AM-5PM, Monday through Friday. During the pandemic, pressure on households with young children intensified as family earners lost work, childcare burdens increased, and young children lacked the free pick-up meal support of school-age children.

As a result of our findings during the listening sessions, Request for Proposals (RFP) # 953 was released with two components- one to address the challenges faced by SRO residents and one to address the specific needs of families with young children.

Services to be Provided

SF New Deal has been selected as a grantee for the two components of this program and the Chinatown Community Development Center (“CCDC”) has been selected as a second grantee for one component. The first component provides families with young children access to free meal packs at participating restaurants that are open beyond the standard hours of operation of Monday through Friday, 9AM-5PM.

The second component provides meal vouchers redeemable at participating restaurants for SRO residents. SF New Deal will coordinate the portion of this program in Districts 6 and 9, and CCDC Chinatown Community Development Center will coordinate the portion of this program in District 3.

For more detailed information about services to be provided, please refer to individual Appendix A's (attached).

Location

Both proposed programs serve clients in either:

- One of the three zip codes with the highest number of children enrolled in early care and education subsidies (94112, 94124, 94134)
- One of the three Supervisorial Districts with the highest percentage of San Francisco's housing units with shared kitchen and food storage facilities (Districts 3, 6, 9)

For more detailed information about locations where services will be provided, please refer to individual Appendix A's (attached).

Selection

Grantees were selected through RFP #953 issued in July 2021.

Funding

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

ATTACHMENTS

SF New Deal (Households with Children 0-5)

Appendix A-Services to be Provided

Appendix B- Program Budget

Chinatown Community Development Center (SROs)

Appendix A-Services to be Provided

Appendix B- Program Budget

SF New Deal (SROs)

Appendix A-Services to be Provided

Appendix B- Program Budget

Appendix A – Services to be Provided

SF New Deal

Prepared Meal Support: Households
(Meal Pick-up for Households with Children 5 Years Old and Under)

Effective 11/01/21– 6/30/2022

I. Purpose of Grant

The purpose of this grant is to implement a program whereby San Francisco households with at least one child under the age of five can pick up packs of prepared meals from participating restaurants in or within one mile of the household's zip code. The purpose of this program is to assist low-income San Francisco households with small children with the time and financial demands of purchasing and preparing food for their household. Additionally, with most children under five not enrolled in elementary school, these families may not be able to access meal programs through schools.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
COVID Food Coordination Group (CFCG)	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 SF HSA.
Culturally-appropriate meals	Meals that use ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Limited-English proficiency	Person limited in ability or unable to speak, read and/or write the English language well enough to understand and be understood without the aid of an interpreter.

Marginalized Population	This population can be defined by race, ethnic status, religion, immigration status, sexual orientation, and gender status.
Service Unit	One meal
Grantee	SF New Deal
CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).

III. Target Population

Low-income San Francisco households with at least one child under the age of 5. While the program may serve San Franciscans in any zip code, Grantee's proposed program must have participating restaurants and serve clients in the three San Francisco zip codes with the highest number of children enrolled in early care and education subsidies as of February 2020: 94124, 94134, and 94112. Areas of service beyond the three designated zip codes shall be agreed upon with Grantee and CFCG.

IV. Description of Services

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

Grantee shall administer a program whereby low-income households with at least one child under the age of five can pick up a free, culturally-appropriate "Prepared Meal Pack" from a restaurant in or within one mile of the participating household's zip code. The purpose of this program is to support households with children by helping to alleviate some of the financial and time demands associated with grocery shopping and cooking, especially with many food resources only being accessible between 9:00 am and 5:00 pm. Prepared Meal Packs will be available for pick-up during time windows that are convenient for working families, such as after 5:00 pm and on weekends.

A Prepared Meal Pack will consist of either six or twelve individually-packed meals, or family-style portions that equate to six or twelve meals. The frequency of client pick-up to be determined by Grantee with approval from CFCG. The number of meals per Prepared Meal Pack may change throughout the program with approval from the CFCG. Grantee's Call Center will provide customer support to program participants in at

minimum San Francisco's Threshold Languages: Chinese, English, Spanish, and Tagalog.

During the restaurant onboarding process, Grantee will collect all SF Department of Public Health ("SF DPH") health and permitting documentation. Grantee's Call Center will provide support and solutions to restaurants with technical issues or restaurants in need of support regarding the fulfillment of orders.

Grantee should develop and utilize additional partnerships with community-based organizations, mutual-aid networks, after-school programs, and/or childcare and healthcare providers to share information about this program and reach qualifying households. Grantee should develop and support distribution of program advertising materials in San Francisco's Threshold Languages that provide information about the service and eligibility.

V. Location and Time of Services

While the program may serve San Franciscans in any zip code, Grantee's proposed program must have participating restaurants and serve clients in the three San Francisco zip codes with the highest number of children enrolled in early care and education subsidies as of February 2020: 94124, 94134, and 94112. Areas of service beyond the three designated zip codes shall be agreed upon with Grantee and CFCG. Pick up sites outside of restaurants may be considered in order to best meet the needs of families. Grantee must request approval from the CFCG prior to allowing pick up sites outside of participating restaurants.

While the timing of services is to be determined by Grantee and participating restaurants, Prepared Meal Packs must be available for pick-up from some vendors during time windows that are convenient for working families, such as after 5:00 pm and on weekends.

VI. Service Objectives

Between November 1, 2021 and June 30, 2022, Grantee will meet the following service objectives:

1. Provide 127,328 meals to households with at least one child under 5;
2. Partner with at least 15 San Francisco-based restaurants;
3. Partner with at least 10 community based organizations who serve families to in order to conduct outreach; and,
4. Offer a minimum of 8 unique cuisine types among these restaurants

VII. Outcome Objectives

Grantee will meet the following outcome objectives by the end of the Grant term (June 30, 2022) using data collection methods and if applicable, surveys that are approved by CFCG:

1. At least 75% of the client and family liked the Meal(s)
2. At least 75% of clients said the Meal portion size was adequate
3. At least 75% of clients said the program increased their family's food security
4. At least 75% of clients said the program decreased challenges to food access
5. At least 80% of the vendors said that participating in the program increased business
6. At least 75% of clients felt they had a dignified meal experience (high quality food, culturally-appropriate cuisine choices, and experienced good service)

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. 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 within 30 days since the beginning of the grant term.
- B. Monthly Reporting: Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. The monthly report shall at minimum include the total units of service, the total number of unique clients served, and the total number of unique households served, as well as unique clients and households served year-to-date. If Grantee distributes food at more than one site, Grantee must submit the report by site, and in aggregate, each month. Grantee will enter the monthly metrics in the CARBON database by the 15th of the month following service. Grantee shall use the following template for monthly reporting:

Month	Units of Service	Unique Households	Unique People	Year to Date Households	Year to Date People
November					
December					
January					
February					
March					

April					
May					
June					

This template will be available for download from the CARBON system.

On a monthly basis, Grantee will also submit client breakdown by referral site, and meal number breakdown by restaurant.

C. Quarterly Reporting: Grantee will enroll all clients into grantee database and will provide a quarterly report of client-level information. Grantee will enter the quarterly metrics in the CARBON database:

- by **February 15, 2022** for services provided between November 1, 2021 through January 31, 2022;
- by **May 15, 2022** for services provided between February 1, 2022 through April 30, 2022;
- and by **July 15, 2022** for services provided between May 1, 2022 through June 30, 2022.

In addition, the Grantee shall submit an outreach plan to the City one month into the grant term (**December 1, 2021**) outlining how they intend to recruit and enroll families.

Grantee's quarterly report shall provide the following information:¹

1. Referral Site (e.g., name of community-based organization);
2. Recipient First Name
3. Recipient Last Name
4. Recipient Date of Birth
5. Recipient Address
6. Recipient Zip Code
7. Household Size
8. Race
9. Ethnicity
10. Primary Language
11. Gender identity
12. Sex at birth
13. Sexual orientation²

¹ A client's refusal to answer any question does not preclude them from participating in the program.

² Items 11 through 13 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*).

14. Whether the recipient receives CalFresh (Note: This does not disqualify the recipient from receiving your services nor do you need to request eligibility information from your clients.)

A template including these fields will be available for download in CARBON.

D. 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.

E. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

F. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.

G. If and when the City develops a shared registration database, Grantee shall utilize this system for their client and program data. 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.

H. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.

I. 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.

J. Grantee will develop a grievance policy with approval from HSA/CFCG within the first 30 days of the contract term. The grievance policy 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, SF HSA

or

Tommy McClain
thomas.mcclain@sfgov.org
Program Manager, Food Coordination Group, 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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name		Term	
SF New Deal		11/1/21-6/30/22	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod. No. of Mod.			
Program: Prepared Meal Support Services/Households		11/1/21-6/30/22	
Program Term	11/1/21-6/30/22		Totals
Expenditures			
Salaries & Benefits	\$ 104,676		\$ 104,676
Operating Expense	\$ 1,682,764		\$ 1,682,764
Subtotal	\$ 1,787,440		\$ 1,787,440
Indirect Percentage (%)	4%		4%
Indirect Cost (Line 16 X Line 15)	\$ 62,560		\$ 62,560
Capital Expenditure			
Total Expenditures	\$ 1,850,000		\$ 1,850,000
HSA Revenues			
General Fund	\$ 1,850,000		\$ 1,850,000
TOTAL HSA REVENUES	\$ 1,850,000		\$ 1,850,000
Other Revenues			
Total Revenues			\$ 1,850,000
Prepared by: Jacob Bindman		Telephone No.:	Date: 10/24/21
HSA-CO Review Signature: _____			
HSA #1		10/15/2021	

Program: Prepared Meal Support Services/Households

Salaries & Benefits Detail**SF New Deal****Program: Prepared Meal Support Services/Households****11/1/21-6/30/22**

POSITION TITLE	Agency Totals		HSA Program		Budgeted Salary (8 months)	HSA Program
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		
Program Manager	\$ 75,000	1.00	90%	0.90	\$ 29,700	\$ 29,700
Client Success Manager	\$ 75,000	1.00	25%	0.25	\$ 8,250	\$ 8,250
Associate Director of Service Ops	\$ 90,000	1.00	25%	0.25	\$ 9,900	\$ 9,900
Director of Call Center	\$ 85,000	1.00	25%	0.25	\$ 9,350	\$ 9,350
Client Services Manager	\$ 75,000	1.00	35%	0.35	\$ 11,550	\$ 11,550
Designer (fliers and website)	\$ 70,000	1.00	5%	0.05	\$ 1,540	\$ 1,540
System Administrator	\$ 110,000	1.00	35%	0.35	\$ 16,940	\$ 16,940
TOTALS	\$ 580,000	7.00	240%	2.40	\$ 87,230	\$ 87,230
FRINGE BENEFIT RATE	20%				\$17,446	\$ 17,446
TOTAL SALARIES & BENEFITS	\$ 580,000				\$ 104,676	\$ 104,676
HSA #2						

Program: Prepared Meal Suppo

Operating Expense Detail

11/1/21-6/30/22

<u>Expenditure Category</u>	HSA project			TOTALS
Rental of Property				
Utilities (Elec/Water/Gas/Phone/Garbage/WiFi)	\$ 3,200			\$ 3,200.00
Office Supplies (incl. Postage)				
Maintenance Supplies/Repair				
Printing, Reproduction, Outreach	\$ 85,000			\$ 85,000
Insurance	\$ 1,797			\$ 1,797
Staff Training	\$ 1,167			\$ 1,167
Staff/Volunteer Travel (Local & Out of Town)				
Rental/Lease of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
OTHER				
Cost of Meals (\$12.50 X 127,328 Meals)	\$ 1,591,600			\$ 1,591,600
TOTAL OPERATING EXPENSE	\$ 1,682,764			\$ 1,682,764

HSA #3

10/15/2021

SF New Deal
Program: Prepared Meal Support Services/Households

Program Expenditure Detail

EQUIPMENT		TERM	11/1/21-6/30/22			TOTAL
No.	ITEM/DESCRIPTION					
TOTAL EQUIPMENT COST						
R E M O D E L I N G						
Description:						
TOTAL REMODELING COST						
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)						
HSA #4					10/15/2021	

Appendix A – Services to be Provided

Chinatown Community Development Center

Prepared Meal Support: SROs

(Meal Pick up for Residents of Single Room Occupancy Buildings with Limited Food Preparation/Storage Space)

Effective 11/01/21– 6/30/2022

I. Purpose

The purpose of this grant is to provide a meal voucher program to link SRO residents with free meals from local restaurants, in order to supplement the City’s food security network by improving food access and security for Single Room Occupancy (SRO) residents in San Francisco.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
COVID Food Coordination Group (CFCG)	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.
Culturally-appropriate meals	Meals that use ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Limited-English proficiency	Person limited in ability or unable to speak, read and/or write the English language well enough to understand and be understood without the aid of an interpreter.
Marginalized Population	This population can be defined by race, ethnic status, religion, immigration status, sexual orientation, and gender status.
Service Unit	One meal voucher
Grantee	Chinatown Community Development Center (CCDC)
CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).
SRO	Single Room Occupancy

III. Target Population

SRO residents in District 3 of San Francisco.

IV. Description of Services and Program Requirements

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

Grantee will develop and administer a meal voucher program for SRO residents in District 3 of San Francisco. Voucher recipients will be able to exchange each meal voucher for a free preapproved meal from a participating restaurant. Vouchers will have no cash redemption value.

Grantee will develop partnerships with restaurants based in District 3 to provide nutritious and culturally appropriate meals to residents of District 3 SROs. Meals will be a substantial portion and include a combination of grains, protein and vegetables. Restaurants will provide multiple meal options for voucher recipients to choose from.

Grantee will screen and enroll all clients into Grantee's database and meet all data collection and reporting requirements set forth in section VIII. Clients enrolled in the program will receive up to 60 vouchers throughout the grant term. Grantee will maintain a record of enrolled clients and voucher distribution. Grantee shall, at minimum, meet the service objectives set forth in Section VI.

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.

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.

Each meal voucher is valued at maximum \$10, which includes sales tax. Vouchers have no cash redemption value.

V. Location and Time of Services

Vouchers will be distributed at in-person pick up locations based in District 3 that are easily accessible to program participants.

Meal vouchers can be redeemed at the discretion of clients any day of the week at participating restaurants during their normal operating hours.

VI. Service Objectives

Between November 1, 2021 and June 30, 2022, Grantee will meet the following service objectives:

1. Serve at minimum 555 unduplicated clients during grant term.
2. Distribute at minimum 33,300 service units over grant term.
3. Partner with at least 20 participating restaurants and provide at least 6 cuisine options to voucher recipients to choose from.

VII. Outcome Objectives

Grantee will meet the following outcome objectives by the end of the Grant term (June 30, 2022):

Grantee will administer a consumer satisfaction survey using a survey tool approved by HSA. The survey results will be shared with HSA by July 15th or on a mutually agreed upon date between CFCG and the Grantee to measure these outcome objectives:

1. At least 80% of voucher recipients liked the meal based on client survey.
2. At least 85% expressed that they felt the service decreased their food insecurity as measured by client survey.
3. At least 85% of clients were satisfied with food choices and locations.
4. At least 75% of clients report reduced use of shared kitchen facilities.

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 within 30 days of the beginning of the grant term.

B. Monthly Reporting: Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. The monthly report shall at minimum include the total units of service, the total number of unique clients served, and the total number of unique households served, as well as unique clients and households served year-to-date. If you distribute food at more than one site, please submit the report by site, and in aggregate, each month. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month. Grantee shall use the following template for monthly reporting:

Month	Units of Service	Unduplicated SRO Rooms	Unduplicated Households	Unduplicated Individuals	Year to Date SRO Rooms	Year to Date Households	Year to Date Individuals
November							
December							
January							
February							
March							
April							
May							
June							

This template will be available for download from the CARBON system. Grantee shall also submit a monthly breakdown of voucher redemption by restaurant.

C. Quarterly Reporting: Grantee will enroll all clients into grantee database and will provide a quarterly report of client-level information. Grantee will enter the quarterly metrics in the CARBON database:

- by **February 15, 2022** for services provided between November 1, 2021 through January 31, 2022;
- by **May 15, 2022** for services provided between February 1, 2022 through April 30, 2022;
- and by **July 15, 2022** for services provided between May 1, 2022 through June 30, 2022.

In addition, the Grantee shall submit an initial registration list for review by the City one month into the grant term (December 1, 2021). A client’s refusal to answer any question does not preclude them from participating in the program.

Grantee’s quarterly report shall provide the following information:

1. Recipient First Name

2. Recipient Last Name
3. Recipient Date of Birth
4. Recipient Address
5. Recipient Zip Code
6. Household Size
7. Race
8. Ethnicity
9. Primary Language
10. Gender identity
11. Sex at birth
12. Sexual orientation¹
13. Whether the recipient receives CalFresh (Note: This does not disqualify the recipient from receiving your services.)

A template including these fields will be available for download in CARBON.

D. The Grantee will be required to conduct the 6-item food security survey with all clients at the beginning of the grant term and at the end of the grant term, as well as the 1-item food program utilization assessment during the beginning and end of the contract term. The two surveys, as well as translations in Spanish and Chinese, will be available for download in CARBON. Contact the City if you need support getting the surveys translated into additional languages. The Grantee will be required to submit the aggregate results from these surveys to the City once they are complete.

E. 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.

F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

G. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.

H. If and when the City develops a shared registration database, Grantee shall utilize this system for their client and program data. 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

¹ Items 11 through 13 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*).

the basis of contract monitoring and verification for grantee invoicing. It will also provide reporting functions for the grantee.

I. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.

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

K. Grantee will develop a grievance policy with approval from HSA/CFCG.

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

Jennifer.Grant@sfgov.org
Contract Manager, Office of Contract Management, San Francisco Human
Services Agency

or

Cathy.Huang@sfgov.org
Program Manager, Food Coordination Group, San Francisco Human Services
Agency

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.

	A	B	C	D	E
1				Appendix B, Page 1	
2					
3	HUMAN SERVICES AGENCY BUDGET SUMMARY				
4	BY PROGRAM				
5	Name			Term	
6	Chinatown Community Development Center			11/1/2021-6/30/2022	
7	(Check One) New <input checked="" type="checkbox"/> Renewal _____ Modification _____				
8	If modification, Effective Date of Mod.	No. of Mod.			
9	Program: Prepared Meal Support Services/SRO				
10		HSA FUNDED			Total
11	Program Term	11/1/21-6/30/22			11/1/21-6/30/22
12	Expenditures				
13	Salaries & Benefits	\$ 70,142			\$ 70,142
14	Operating Expense	\$ 317,351			\$ 317,351
15	Subtotal	\$ 387,493			\$ 387,493
16	Indirect Percentage (%)	13%			
17	Indirect Cost (Line 16 X Line 15)	\$ 12,506			\$ 12,506
18	Capital Expenditure				
19	Total Expenditures	\$ 400,000			\$ 400,000
20	HSA Revenues				
21	General Fund	\$ 400,000			\$ 400,000
22					
23					
24					
25					
26					
27	TOTAL HSA REVENUES	\$ 400,000			\$ 400,000
28	Other Revenues				
29	Chinatown CDC Fundraising Revenue	\$ 45,000			\$ 45,000
30					
31					
32					
33	Total Other Revenues	\$ 45,000			\$ 45,000
34	Total Revenues	\$ 445,000			\$ 445,000
35					
37	Prepared by: Wai Ching Kwan		Telephone No.: 415-984-1459	Date: 10/20/2021	
38	HSA-CO Review Signature:				

	A	B	C	D	E	F	G	H
1							Appendix B, Page 2	
2								
3								
4	Chinatown Community Development Center							
5	Program: Prepared Meal Support Services/SRO							
6								
7			Salaries & Benefits Detail					
8								
9						11/1/21-6/30/22		
10		Agency Totals		HSA Program		HSA FUNDED		TOTAL
11	POSITION TITLE	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	Budgeted Salary		PROJECT BUDGET
12	Community Organizer (lead)	\$60,000	1.00	50%	0.50	\$ 20,000		\$ 20,000
13	Planning Manager	\$85,000	1.00	10%	0.10	\$ 5,667		\$ 5,667
14	Community Organizer	\$60,000	1.00	46%	0.46	\$ 18,400		\$ 18,400
15	Program Associate & Database Administrator	\$72,000	1.00	20%	0.20	\$ 9,600		\$ 9,600
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29	TOTALS	\$ 277,000	4.00	126%	1.26	\$ 53,667		\$ 53,667
30								
31	FRINGE BENEFIT RATE	30.7%						
32	EMPLOYEE FRINGE BENEFITS					\$ 16,476		\$ 16,476
33								
34								
35	TOTAL SALARIES & BENEFITS					\$ 70,142		\$ 70,142

	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2											
3											
4	Chinatown Community Development Center										
5	Program: Prepared Meal Support Services/SRO										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	<u>Expenditure Category</u>				TERM 11/1/21-6/30/22						TOTAL 11/1/21-6/30/22
13	Rental of Property				\$ 8,000						\$ 8,000
14	Utilities(Elec, Water, Gas, Phone, Garbage)				\$ 2,000						\$ 2,000
15	Office Supplies, Postage				\$ 2,000						\$ 2,000
16	Building Maintenance Supplies and Repair				\$ 6,000						\$ 6,000
17	Printing and Reproduction				\$ 6,851						\$ 6,851
18	Insurance				\$ 200						\$ 200
19	Staff Training				\$ 200						\$ 200
20	Staff Travel-(Local & Out of Town)				\$ 100						\$ 100
21	Rental of Equipment										
22	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
23											
24											
25											
26											
27											
28	OTHER										
29	Meal Vouchers (\$10/voucher x 33,300 x 86%)				\$ 288,000						\$ 288,000
30	Computer (database) subscription & supplies				\$ 4,000						\$ 4,000
31											
32											
33											
34											
35	TOTAL OPERATING EXPENSE				\$ 317,351						\$ 317,351
36											
37	HSA #3										10/25/2016

	A	B	C	D	E	F
1	Appendix B, Page 4					
2						
3						
4	Chinatown Community Development Center					
5	Program: Prepared Meal Support Services/SRO					
6						
7	Program Expenditure Detail					
8						
9						TOTAL
10	EQUIPMENT		TERM	11/1/21-6/30/22		
11	No.	ITEM/DESCRIPTION				
12						
13						
14						
15						
16						
17						
18						
19						
20	TOTAL EQUIPMENT COST					
21						
22	R E M O D E L I N G					
23	Description:					
24						
25						
26						
27						
28						
29	TOTAL REMODELING COST					
30						
31	TOTAL CAPITAL EXPENDITURE					
32	(Equipment and Remodeling Cost)					
33	HSA #4		10/25/2016			

Appendix A – Services to be Provided

SF New Deal

Prepared Meal Support: SROs
(Meal Pick-up for Residents of Single Room Occupancy Buildings with Limited Food Preparation/Storage Space)

Effective 11/01/21– 6/30/2022

I. Purpose

The purpose of this grant is to provide a meal voucher program to link SRO residents with free meals from local restaurants, in order to supplement the City’s food security network by improving food access and security for Single Room Occupancy (SRO) residents in San Francisco.

II. Definitions

City	City and County of San Francisco, a municipal corporation
BIPOC	Black, Indigenous and People of Color
COVID Food Coordination Group (CFCG)	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 SF HSA.
Culturally-appropriate meals	Meals that use ingredients and preparations of foods that acknowledge and appreciate the experiences, traditions, and diverse preferences of a particular population.
SF HSA	San Francisco Human Services Agency
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.
Limited-English proficiency	Person limited in ability or unable to speak, read and/or write the English language well enough to understand and be understood without the aid of an interpreter.
Marginalized Population	This population can be defined by race, ethnic status, religion, immigration status, sexual orientation, and gender status.

Service Unit	One meal
Grantee	SF New Deal
CARBON	Contracts Administration, Reporting, and Billing On-line System
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>).
SRO	Single Room Occupancy

III. Target Population

Low-income San Franciscans living in SRO buildings in San Francisco Supervisorial Districts 6 and 9 with limited storage space and/or limited or shared facilities for food preparation.

IV. Description of Services

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

Grantee shall administer a voucher program for SRO residents in San Francisco Supervisorial Districts 6 and District 9 for those individuals to receive free, prepared meals from participating neighborhood restaurants.

Grantee's Call Center will provide customer support to program participants in at minimum San Francisco's Threshold Languages: Chinese, English, Spanish, and Tagalog.

During the restaurant onboarding process, Grantee will collect all SF Department of Public Health ("SF DPH") health and permitting documentation. Grantee's Call Center will provide support and solutions to restaurants with technical issues or restaurants in need of support regarding the fulfillment of orders.

Grantee will develop partnerships with SRO building managers, affordable housing providers, tenant organizations, community-based organizations, mutual-aid networks, after-school programs, and/or childcare and healthcare providers to share information

about this program and as voucher distribution partners. Grantee should develop and support distribution of program advertising materials in San Francisco's Threshold Languages that provide information about the service and eligibility.

Each meal voucher is valued at maximum \$12.50, which includes sales tax. Vouchers have no cash redemption value.

V. Location and Time of Services

San Francisco Supervisorial Districts 6 and 9. Timing of services to be determined by Grantee and participating restaurants.

VI. Service Objectives

Between November 1, 2021 and June 30, 2022, Grantee will meet the following service objectives:

1. Provide 43,100 meals to SRO residents across Districts 6 and 9;
2. Partner with 5 restaurants in District 6; and,
3. Partner with 5 restaurants in District 9.

VII. Outcome Objectives

Grantee will meet the following outcome objectives by the end of the Grant term (June 30, 2022) using data collection methods and if applicable, surveys that are approved by CFCG:

1. At least 75% of the clients liked the Meal(s);
2. At least 75% of clients said the Meal portion size was adequate;
3. At least 75% of clients said the program increased their family's food security
4. At least 75% of clients said the program decreased challenges to food access
5. At least 80% of the vendors said that participating in the program increased business; and,
6. At least 75% of clients felt they had a dignified meal experience (high quality food, culturally-appropriate cuisine choices, and experienced good service).

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. 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 within 30 days since the beginning of the grant term.

B. Monthly Reporting: Grantee will provide a monthly report of activities, referencing the tasks as described in Section VI & VII- Service and Outcome Objectives. The monthly report shall at minimum include the total units of service, the total number of unique clients served, and the total number of unique households served, as well as unique clients and households served year-to-date. If Grantee distributes food at more than one site, Grantee must submit the report by site, and in aggregate, each month. Grantee will enter the monthly metrics in the CARBON database by the 15th of the month following service. Grantee shall use the following template for monthly reporting:

Month	Units of Service	Unduplicated SRO Rooms	Unduplicated Households	Unduplicated Individuals	Year to Date SRO Rooms	Year to Date Households	Year to Date Individuals
November							
December							
January							
February							
March							
April							
May							
June							

This template will be available for download from the CARBON system.

On a monthly basis, Grantee will also submit client breakdown by voucher distribution site, and meal number breakdown by restaurant.

C. Quarterly Reporting: Grantee will enroll all clients into grantee database and will provide a quarterly report of client-level information. Grantee will enter the quarterly metrics in the CARBON database:

- by **February 15, 2022** for services provided between November 1, 2021 through January 31, 2022;
- by **May 15, 2022** for services provided between February 1, 2022 through April 30, 2022;
- and by **July 15, 2022** for services provided between May 1, 2022 through June 30, 2022.

In addition, the Grantee shall submit a list of their distribution partners/sites by **December 1, 2021**.

Grantee's quarterly report shall provide the following information:¹

1. Place of voucher distribution (e.g., address of community-based organization);
2. Recipient First Name
3. Recipient Last Name
4. Recipient Date of Birth
5. Recipient Address
6. Recipient Zip Code
7. Household Size
8. Race
9. Ethnicity
10. Primary Language
11. Gender identity
12. Sex at birth
13. Sexual orientation²
14. Whether the recipient receives CalFresh (Note: This does not disqualify the recipient from receiving your services nor do you need to request eligibility information from your clients.)

A template including these fields will be available for download in CARBON.

D. Participants residing in supportive housing sites who have partnerships with Grantee will be required to fill out a 6-item food security survey and 1-item food program utilization assessment at the beginning and end of the grant term. SRO residents who do not receive vouchers for a six-month duration will be exempt from completing the food security and program utilization surveys. The two surveys, as well as translations in Spanish and Chinese, will be available for download in CARBON. Contact the City if you need support getting the surveys translated into additional languages. The Grantee will be required to submit the aggregate results from these surveys to the City once they are complete.

E. 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.

F. Grantee shall issue a Fiscal Closeout Report at the end of the fiscal year. The report is due to HSA no later than July 31 each grant year. This report must be submitted to the CARBON system.

¹ A client's refusal to answer any question does not preclude them from participating in the program.

² Items 11 through 13 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*).

G. Grantee shall develop and deliver ad hoc reports as requested by HSA/CFCG.

H. If and when the City develops a shared registration database, Grantee shall utilize this system for their client and program data. 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.

I. Grantee program staff will complete a data security awareness training on an annual basis; Grantee will maintain evidence of staff completion of this training.

J. 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.

K. Grantee will develop a grievance policy with approval from HSA/CFCG within the first 30 days of the contract term. The grievance policy 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, San Francisco Human Services Agency

or

Tommy McClain

thomas.mcclain@sfgov.org

Program Manager, Food Coordination Group, San Francisco Human Services Agency

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.

**HUMAN SERVICES AGENCY BUDGET SUMMARY
BY PROGRAM**

Name		Term	
SF New Deal		11/1/21-6/30/22	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod. No. of Mod.			
Program: Prepared Meal Support Services/SRO		11/1/21-6/30/22	
Program Term	11/1/21-6/30/22		Totals
Expenditures			
Salaries & Benefits	\$ 101,376		\$ 101,376
Operating Expense	\$ 612,910		\$ 612,910
Subtotal	\$ 714,286		\$ 714,286
Indirect Percentage (%)	5%		5%
Indirect Cost (Line 16 X Line 15)	\$ 35,714		\$ 35,714
Capital Expenditure			\$ -
Total Expenditures	\$ 750,000		\$ 750,000
HSA Revenues			
General Fund			\$ 750,000
TOTAL HSA REVENUES	\$ 750,000		\$ 750,000
Other Revenues			
Total Revenues			\$ 750,000
Prepared by: Jacob Bindman		Telephone No.:	Date: 10/24/21
HSA-CO Review Signature: _____			
HSA #1		10/15/2021	

SF New Deal
 Program: Prepared Meal Support Services/SRO

Salaries & Benefits Detail

11/1/21-6/30/22

POSITION TITLE	Agency Totals		HSA Program		Budgeted Salary (8 months)	HSA Program
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE		
Program Manager	\$ 75,000	1.00	65%	0.65	\$ 32,175	\$ 32,175
Client Success Manager	\$ 75,000	1.00	25%	0.25	\$ 12,375	\$ 12,375
Associate Director of Service Ops	\$ 90,000	1.00	10%	0.10	\$ 5,940	\$ 5,940
Director of Call Center	\$ 85,000	1.00	15%	0.15	\$ 8,415	\$ 8,415
Client Services Manager	\$ 75,000	1.00	25%	0.25	\$ 12,375	\$ 12,375
Graphic Designer (for vouchers and fliers)	\$ 70,000	1.00	5%	0.05	\$ 2,310	\$ 2,310
Systems Administrator	\$ 110,000	1.00	15%	0.15	\$ 10,890	\$ 10,890
TOTALS	\$ 580,000	7.00	160%	1.60	\$ 84,480	\$ 84,480

FRINGE BENEFIT RATE	20%				\$16,896	\$ 16,896
---------------------	-----	--	--	--	----------	-----------

TOTAL SALARIES & BENEFITS	\$ 580,000				\$ 101,376	\$ 101,376
---------------------------	------------	--	--	--	------------	------------

HSA #2

SF New Deal

Program: Prepared Meal Support Services/SRO

Operating Expense Detail

<u>Expenditure Category</u>	HSA project (8 mos)			11/1/21-6/30/22 TOTALS
Rental of Property				
Utilities (Elec/Water/Gas/Phone/Garbage/WiFi)	\$ 3,200			\$ 3,200
Office Supplies (incl. Postage)				
Maintenance Supplies/Repair				
Printing, Reproduction, Outreach	\$ 67,500			\$ 67,500
Insurance	\$ 1,790			\$ 1,790
Staff Training	\$ 1,670			\$ 1,670
Staff/Volunteer Travel (Local & Out of Town)				
Rental/Lease of Equipment				
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
OTHER				
Cost of Meals (\$12.50 X 43,100 Meals)	\$ 538,750			\$ 538,750
TOTAL OPERATING EXPENSE	\$ 612,910			\$ 612,910

HSA #3

10/15/2021

SF New Deal
Program: Prepared Meal Support Services/SRO

Program Expenditure Detail

EQUIPMENT		TERM	11/1/21-6/30/22			TOTAL
No.	ITEM/DESCRIPTION					
TOTAL EQUIPMENT COST						
R E M O D E L I N G						
Description:						
TOTAL REMODELING COST						
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)						
HSA #4					10/15/2021	