

File No. 230015

Committee Item No. 8

Board Item No. 13

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date February 15, 2023

Board of Supervisors Meeting Date February 28, 2023

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Appendix A-2 Services to be Provided</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Appendix B-3 Budget Summary</u>          |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Grant Agreement 7/1/2022</u>             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amendment No. 1 5/1/2022</u>             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>HSA Presentation 2/15/2023</u>           |
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Completed by: Brent Jalipa Date February 9, 2023

Completed by: Brent Jalipa Date February 22, 2023

1 [Grant Agreement Amendment - Glide Foundation - Free Meals Program - Not to Exceed  
2 \$12,055,383]

3 **Resolution approving a second amendment to the grant agreement between the City**  
4 **and County of San Francisco and the non-profit Glide Foundation, for the**  
5 **administration of the Free Meals Program, to increase the grant amount by \$4,187,149**  
6 **for a total not to exceed amount of \$12,055,383 effective upon approval of this**  
7 **Resolution, with no change to the grant period of July 1, 2021, through June 30, 2025.**

8

9 WHEREAS, The City and County of San Francisco, by and through its Human Services  
10 Agency, wishes to administer the Free Meals Program to distribute free meals to San  
11 Franciscans in the Tenderloin District; and

12 WHEREAS, The Human Services Agency conducted a Request for Proposals #907 for  
13 this service in January 2021; and

14 WHEREAS, Glide Foundation submitted a proposal, and was awarded the grant for the  
15 total amount of \$7,076,776 for the period of July 1, 2021 through June 30, 2025; and

16 WHEREAS, On May 5, 2021, the Human Services Commission approved the Free  
17 Meals Program grant with Glide Foundation in the amount of \$7,076,776 for the period of  
18 July 1, 2021, through June 30, 2025; and

19 WHEREAS, The Human Services Agency entered into a grant agreement with Glide  
20 Foundation for the period from July 1, 2021, through June 30, 2025, for a total not to exceed  
21 amount of \$7,076,776; and

22 WHEREAS, On May 4, 2022, the Human Services Commission approved the first  
23 amendment to the grant agreement with Glide Foundation to increase the grant amount by  
24 \$791,458 for a revised not to exceed amount of \$7,868,234 during the period of July 1, 2021,  
25 through June 30, 2025; and

1           WHEREAS, The Human Services Agency entered into the first amendment of the grant  
2 agreement with Glide Foundation for the period from July 1, 2021, through June 30, 2025, for  
3 a total not to exceed amount of \$7,868,234; and

4           WHEREAS, Charter, Section 9.118(b), provides that agreements entered into by a  
5 department requiring expenditures exceeding ten million dollars shall be subject to approval  
6 by the Board of Supervisors; and

7           WHEREAS, On December 15, 2022, the Human Services Commission approved the  
8 second amendment to the Free Meals Program grant agreement with Glide Foundation to  
9 increase the grant amount by \$4,187,149 for a revised not to exceed amount of \$12,055,383  
10 for the period of July 1, 2021, through June 30, 2025; and

11           WHEREAS, The City and County of San Francisco, wishes to amend the grant  
12 agreement with Glide Foundation to increase the grant amount by \$4,187,149 for a revised  
13 not to exceed amount of \$12,055,383 during the period of July 1, 2021, through June 30,  
14 2025; now, therefore, be it

15           RESOLVED, That the Board of Supervisors hereby authorizes the second amendment  
16 to the grant agreement between the City and County of San Francisco and Glide Foundation  
17 to provide the Free Meals Program during the period of July 1, 2021, through June 30, 2025,  
18 for a total not to exceed amount of \$12,055,383; and, be it

19           FURTHER RESOLVED, That within thirty (30) days of the amendment being fully  
20 executed by all parties, the Human Services Agency shall provide the final grant agreement to  
21 the Clerk of the Board for inclusion into the official file.

1 APPROVED:

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5 /s/\_\_\_\_\_

6 Trent Rhorer

7 Executive Director, Human Services Agency

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<b>Item 8</b> <b>File 23-0015</b>	<b>Department:</b> Human Services Agency
<b>EXECUTIVE SUMMARY</b>	
<p><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed resolution approves the second amendment to the grant agreement between the City and County of San Francisco and Glide Foundation for administration of the Free Meals program, increasing the agreement by \$4,187,149 from \$7,868,234 to \$12,055,383 with no change to the grant period of July 1, 2021 through June 30, 2025.</li> </ul> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• The purpose of the Free Meals program is to provide three nutritious meals a day in a safe environment for individuals who do not have access to healthy food. Services are provided at 330 Ellis Street, targeting clients who live in the Tenderloin and South of Market neighborhoods, but it is open to any individual who lives in San Francisco.</li> <li>• The second modification increases the number of meals served to 439,887 annually from FY 2022-23 through FY 2024-25. In FY 2021-22 Glide provided 540,539 meals.</li> <li>• According to the FY 2021-22 monitoring reports, Glide met or exceeded each of the objectives in the agreement and had no findings in their fiscal and compliance monitoring.</li> </ul> <p><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• The proposed amendment reflects an increase in the average cost subsidy per meal covered by HSA from \$4.04 under the existing agreement to \$6.16 under the proposed second amendment.</li> <li>• City funding is from General Fund revenue. Glide will provide \$7,733,031 in program funding through cash contributions, in-kind donations, and federal assistance.</li> <li>• The increase in City funding is driven by expenses that were previously covered by private fundraising, increases in the cost of food and non-food supplies, and a Cost of Doing Business (CODB) increase of 4 percent.</li> </ul> <p><b>Policy Consideration</b></p> <ul style="list-style-type: none"> <li>• If Glide continues to serve meals at the FY 2021-22 rate, the contract spending authority would be exhausted in the first quarter of final year of the agreement.</li> <li>• Glide is “delinquent” in registering as a non-profit with the State and therefore may not operate as a non-profit or solicit donations. Glide submitted their renewal for FY 2020-21 on December 29, 2022. It can take up to 90 days for the State’s registry to update.</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Amend the proposed resolution to request that HSA provide a written report confirming that Glide Foundation’s registration with the State is in good standing by March 30, 2023 and submit the report to the legislative file.</li> <li>• Approval of the proposed resolution is a policy matter.</li> </ul>	

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND****Free Meals Program Procurement**

In January 2021, the Human Services Agency (HSA) and the Department of Disability and Aging Services (DAS) released a competitive Request for Proposals (RFP) #907 seeking proposals from nonprofit organizations interested in providing the Free Meals program, which provides three free meals a day, seven days a week. The program targets services to low-income individuals in the Tenderloin and South of Market neighborhoods; however, the meals are open to every resident of the City. The proposed term in the RFP was four years from July 1, 2021, to June 30, 2025.

HSA received one response to their RFP from the Glide Foundation (Glide). Glide's proposal was evaluated by a panel of three readers and scored an average of 92 out of a total 100 points.<sup>1</sup> Out of the 100 points, the proposal was evaluated based on program approach, receiving an average of 40 points out of a maximum 45 points; organizational capacity, receiving an average of 28 points out of a maximum 30 points; and, fiscal capacity, receiving an average of 24 points out of a maximum 25 points.

**Grant Agreement Terms and Amendments**

HSA entered into an agreement with Glide Foundation effective July 1, 2021, through June 30, 2025, to provide the free meals program for a not to exceed amount of \$7,076,776. The agreement was amended in May 2022, to increase the not to exceed amount by \$791,458 from \$7,076,776 to \$7,868,234. Neither the initial agreement nor the amendment met the Board of Supervisor's \$10 million threshold for review and approval, so it did not previously come before the Board. The grant was previously administered by DAS, but it is now administered by HSA's Citywide Food Access Team.

The original agreement conformed to the RFP for the free meals program. The RFP also stated that the recipient would provide an additional snack meal program through CAAP-CalFresh, which would provide snacks to the CAAP-CalFresh clients scheduled to work during organized shifts. HSA reports that this was also awarded to Glide Foundation but as a separate grant.

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<sup>1</sup> Panelists included: a Wellness Program Manager, a Chief Operating Officer & Housing Director, and a Chief Program Officer.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution approves the second amendment to the grant agreement between the City and the non-profit Glide Foundation for administration of the Free Meals program, and increases the grant agreement amount by \$4,187,149 from \$7,868,234 to \$12,055,383 with no change to the grant period of July 1, 2021 through June 30, 2025.

**Program Requirements**

The purpose of the Free Meals program is to provide three nutritious meals a day in a safe environment for individuals who do not have access to healthy food. The goals of the program are to reduce hunger, food insecurity, and improve nutrition for individuals who are at-risk. Services are provided at 330 Ellis Street and target clients who live in the Tenderloin and South of Market neighborhoods, but it is open to any individual who lives in San Francisco.

Glide's obligations in their grant agreement include, but are not limited to :

- Preparing and serving breakfast, lunch, and dinner to clients seven days a week at a location accessible to clients living in the Tenderloin and South of Market neighborhoods.
- Ensuring that the three meals provided collectively meet 100 percent of the daily Dietary Recommended Intake for major nutrients and comply with national Dietary Guidelines for Americans.
- Ensuring that the meal site is a focal point where clients have access to information, resources, and referral services.
- Ensuring a registered dietician provides analysis of the nutrient components of the planned menus, quarterly trainings for nutrition program staff, and conducts and documents on-site kitchen safety and sanitation monitoring.

**Change in Contracted Level of Service**

The second amendment to the grant agreement revises the service objectives, increasing the number of meals provided annually from the originally budgeted 390,000 in the original agreement to 439,887 meals annually in FY 2022-23 through FY 2024-25. The number of meals provided in FY 2021-22 has previously been revised from 390,000 to 409,450.

**Performance Monitoring**

The second amendment revises the outcome objectives to include a fifth objective that requires all relevant staff obtain and maintain food handler certifications. Exhibit 1 below summarizes the service and outcome objectives as well as the performance of Glide on these measures based on their FY 2021-22 performance monitoring conducted by DAS. According to the monitoring report, Glide met or exceeded each of the objectives in the agreement. The report noted that there were only 52 respondents who provided consumer feedback, likely a small percentage of total consumers based on the 514,754 meals provided as of May 2022. DAS recommended Glide staff strategize about ways to increase the response rate for the next fiscal year. DAS also found that Glide was deficient in meeting nutrition compliance and quality assurance (NCQA) requirements

in FY 2021-22 due to staffing changes with the contractor used to provide nutrition support. DAS requested and received a corrective action plan from Glide to address these deficiencies.

### Exhibit 1: Glide Foundation Free Meals Program Service & Outcome Objective Performance

Objective	Target	FY 2021-22 Performance
<i>Service Objective</i>		
Meals served	409,450	514,754*
<i>Outcome Objectives</i>		
1. Clients report increased consumption of fruits, vegetables, and/or whole grains	75%	98%
2. Clients feel less worried about getting enough food to meet their needs	85%	98%
3. Clients rate the quality of meals received as excellent or good	85%	100%
4. Clients feel safe and welcomed by program staff	85%	98%
5. Relevant staff obtain and maintain their ServSafe Food Handler certification	100%	N/A (New objective)

Source: FY 2021-22 DAS Nutrition Program Monitoring Report

\*514,754 meals were provided as of May 2022 when the performance monitoring report was conducted, but HSA reports that Glide provided 540,539 meals for the full 2021-2022 fiscal year.

#### *Fiscal and Compliance Monitoring*

The Department on the Status of Women conducted FY 2021-22 fiscal and compliance monitoring for Glide, including the Free Meals program agreement. As of April 2022, their review of Glide's fiscal documents, including the most recent audited financial statements and financial reports, resulted in no findings, and they reported that Glide conforms with all governance best practices.

As of February 1, 2023, Glide Foundation is reported as "Delinquent" in submitting their charity renewal form on the State Attorney General's Charity Registration Search tool. Their renewal expired November 15, 2021. According to the California Attorney General's website, "Delinquent Status" is assigned "to charity registrants that are out of compliance and may not operate or solicit until required annual reporting and/or fees are submitted to the Registry. Required annual filings include a renewal report (Form RRF-1), a complete, unredacted copy of IRS Form 990, including all schedules as-submitted to the IRS, a renewal fee determined by gross annual revenue, and other documentation as required or requested by the Registry."

HSA staff report that Glide submitted their FY 2020-21 renewal form as of December 29, 2022, and it was received on December 30, 2022. Glide has been told it can take 30 to 90 days for Glide's status to be updated online; 90 days from receipt is March 30, 2023. According to a February 2023 Controller's Office policy, "Policy and Procedures regarding City Nonprofit Supplier Compliance with California Attorney General Registry of Charitable Trusts," existing non-profit suppliers must remedy noncompliance status by June 30, 2023. HSA staff report that the FY 2021-22 filing is not due until May 15, 2023.



If approved, the Budget and Legislative Analyst recommends amending the proposed resolution to request that HSA provide a written report confirming that Glide Foundation's registration with the State is in good standing by March 30, 2023 and submit the report to the legislative file.

### FISCAL IMPACT

HSA is requesting an additional \$4,187,149 in funding for Glide to provide the Free Meals program, increasing the not-to-exceed amount of the grant agreement from \$7,868,234 to \$12,055,383. The grant agreement includes a 10 percent contingency to cover unanticipated expenses. The projected sources and uses of funds over the four-year term of the grant agreement are shown in Exhibit 2 below.

#### Exhibit 2: Projected Sources and Uses of Funds for Proposed Grant Agreement

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Total
<b>HSA Funding</b>					
General Funds	\$1,767,297	\$3,026,695	\$3,026,695	\$3,026,695	\$10,847,381
One time only HSA General Funds	112,057				112,057
<b>Total HSA Revenues</b>	<b>\$1,879,354</b>	<b>\$3,026,695</b>	<b>\$3,026,695</b>	<b>\$3,026,695</b>	<b>\$10,959,439</b>
<b>Expenditures</b>					
Salaries & Benefits	780,583	1,251,229	1,251,229	1,251,229	4,534,271
Operating Expenses	756,197	1,380,679	1,380,679	1,380,679	4,898,234
Indirect Cost Rate (15%)	230,517	394,786	394,786	394,786	1,414,876
One Time Only Expenses	112,057				112,057
<b>Total Expenditures</b>	<b>\$1,879,354</b>	<b>\$3,026,695</b>	<b>\$3,026,695</b>	<b>\$3,026,695</b>	<b>\$10,959,439</b>
Contingency (10%)					1,095,944
<b>Not to Exceed Amount</b>					<b>\$12,055,383</b>

Source: Appendix B-3 of the Original Grant Agreement, First Amendment, and Proposed Second Amendment

Note: Differences are due to rounding

The total cost for each meal is \$10.51; City funding would subsidize costs by approximately \$6.16 per meal.

#### Funding Sources

All funding from HSA is from General Fund revenue. In addition to HSA's grant, Glide anticipates that it will provide approximately \$7,733,031 in program funding through cash contributions, in-kind donations, and \$10,000 in federal assistance funding.

#### *Increase in City Funding*

Across the four-year period covered by the grant agreement with Glide, the total City funding from HSA (excluding the contingency amount) increases by \$3,806,499 from what was budgeted in the first amendment. This is primarily driven by: (1) expenses that were previously covered by private fundraising, including salaries and benefits as well as operating expenses, such as staff training and travel, security program uniforms and supplies, and additional garbage and recycling costs; (2) increases in the cost of food and non-food supplies (to-go meal containers, cleaning

and kitchen supplies) – the cost per meal for raw food and congregate food service supplies increases in this amendment from \$0.94 per meal to \$2.67 per meal; and (3) an increase from the 4 percent Cost of Doing Business allocation.

#### *Funding Source Changes*

The overall share of program costs that are covered by the City’s General Fund is increasing to 58.6 percent under the proposed amendment from 54.3 percent under the previous budget. The share of program costs covered by private fundraising is decreasing to 41.4 percent from 45.7 percent. The proposed amendment also reflects an increase in the average cost subsidy per meal covered by HSA from \$4.04 under the existing agreement to \$6.16 under the proposed second amendment.

#### *Program Actuals vs. Budgeted*

HSA reports that in FY 2021-22, the total HSA spending on the Free Meals program was \$2,079,625, which is \$5,659 less than the \$2,085,284 budgeted for FY 2021-22. In years, FY 2022-23 through FY 2024-25, HSA is budgeting \$3,026,695 in annual costs for the Free Meals program. This is an increase of \$941,411 (46 percent) compared to actual spending in FY 2021-22.

### **POLICY CONSIDERATION**

Modification 1 to the existing agreement included 409,450 meals served in FY 2021-22, however, according to HSA, 540,539 meals were actually served. If Glide continues to serve meals at this rate, it would serve 2,162,156 meals over four years, which exceeds the 1,777,927 meals that is included in the proposed amendment. Based on this projection, the contract spending authority would be exhausted in the first quarter of final year of the agreement. Amendments to the contract that exceed \$500,000 would require Board of Supervisors approval.

#### **Delinquent Status**

As noted above, The Controller’s new policy allows non-profit suppliers to be paid until June 30, 2023 if they have delinquent status. Glide Foundation is “delinquent” in registering as non-profit with the California Attorney General and therefore may not operate as a non-profit or solicit donations, both of which are essential to the proposed grant agreement. We therefore consider approval of the proposed resolution to be a policy matter.

### **RECOMMENDATIONS**

1. Amend the proposed resolution to request that HSA provide a written report confirming that Glide Foundation’s registration with the State is in good standing by March 30, 2023 and submit the report to the legislative file.
2. Approval of the proposed resolution is a policy matter for the Board of Supervisors.



SAN FRANCISCO  
HUMAN SERVICES AGENCY

# GLIDE's Free Meals Grant

Presented by Cindy Lin



# Modification Request

## Glide Free Meals Program

- Result of RFP released 1/6/2021
- Current grant not to exceed: \$7,868,234
- Modification request for additional \$4,187,149
- New total not to exceed: \$12,055,383
- Modification will support:
  - More accurate cost of meals due to inflation
  - Higher reimbursement per meal



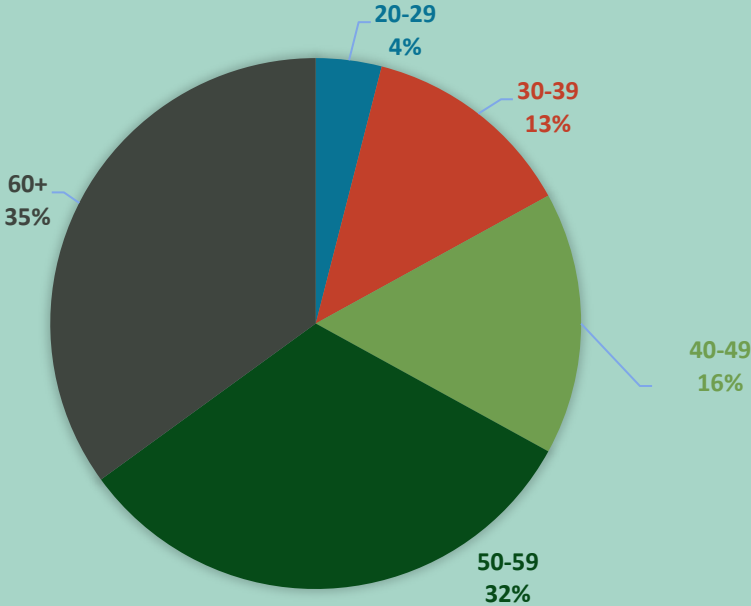
# Daily Free Meals Program

- Located in the Tenderloin neighborhood but provides food for all — no exceptions, no exclusions.
- Began in 1969 as a weekly volunteer-run potluck for 50 people
- Now serving three nutritious meals a day, 364 days per year
- FY 21/22: 575,000 meals served
  - Monthly average: 46,300
  - Daily average: 1,600
- Serves as an entry point for many of GLIDE's other holistic, evidence-based programs.

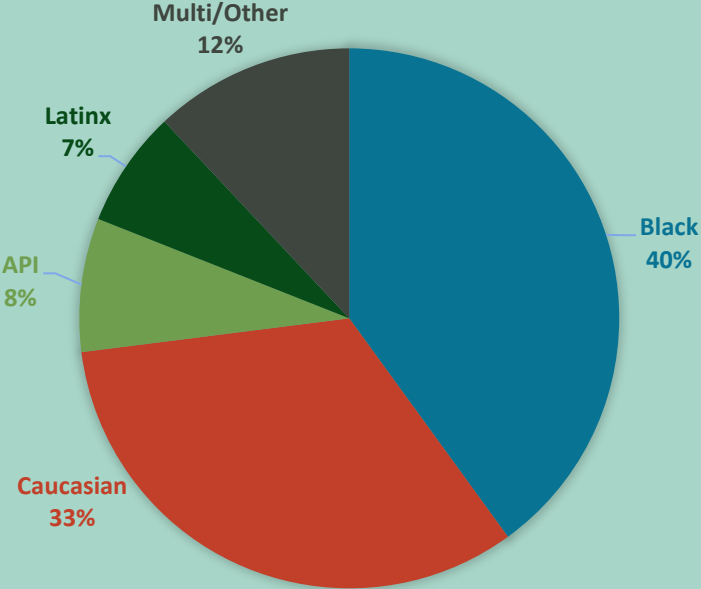


# Client Demographics

Age



Race



# Survey Responses

- 100% of respondents rated the quality of the meal as excellent or good.
- 98% of respondents felt less worried about getting enough food to meet their needs.
- 98% of respondents report increased consumption of fruits, vegetables, and/or whole grains.





SAN FRANCISCO  
HUMAN SERVICES AGENCY

**Thank you!**  
**Questions?**

[www.sfhsa.org](http://www.sfhsa.org)





**CITY AND COUNTY OF SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**SECOND AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*  
**GLIDE FOUNDATION**  
**Grant ID: 1000022128**

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This **AMENDMENT** of the **JULY 1, 2021** Grant Agreement (the "Agreement") is dated as of \_\_\_\_\_, **2023** and is made in the City and County of San Francisco, State of California, by and between **Glide Foundation, 330 Ellis Street, San Francisco, CA 94102** ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

**WHEREAS**, the Agreement was competitively procured as required through **Request for Proposals (RFP) #907 which was competitively bid in January 2021** and this modification is consistent therewith; and

**WHEREAS**, the City's Board of Supervisors] approved this Agreement by **[INSERT RESOLUTION NUMBER]** on **[INSERT DATE OF COMMISSION OR BOARD ACTION]**;

**WHEREAS**, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

**WHEREAS**, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the grant amount and revise the Scope of Services** and,

**WHEREAS**, City and Grantee desire to execute this amendment to update the prior Agreement;

**NOW, THEREFORE**, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
  - a. Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City.
  - b. First amendment, dated May 1, 2022.**
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

- (a) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Seven Million, One Hundred Fifty-Two Thousand, Nine Hundred Forty Dollars (\$7,152,940)** for the period **from July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Seven Hundred Fifteen Thousand, Two Hundred Ninety-Four Dollars (\$715,294)** for the period from **July 1, 2021 to June 30, 2025, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seven Million, Eight Hundred Sixty-Eight Thousand, Two Hundred Thirty-Four Dollars (\$7,868,234)** for the period **July 1, 2021 to June 30, 2025.**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B-2, and is not available to Grantee without a revision to the Program Budgets of Appendix B-2 specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby superseded in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Ten Million, Nine Hundred Fifty-Nine Thousand, Four Hundred Thirty-Nine Dollars, (\$10,959,439)** for the period from **July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **One Million, Ninety-Five Thousand, Nine Hundred Forty-Four Dollars (\$1,095,944)** for the period from **July 1, 2021 to June 30, 2025, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twelve Million, Fifty-Five Thousand, Three Hundred Eighty-Three Dollars (\$12,055,383)** for the period from **July 1, 2021 to June 30, 2025.**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B-3, and is not available to Grantee without a revision to the Program Budgets of Appendix B-3 specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- (c) **Appendix A.** Appendix A-1, of the aforesaid agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-2, pp. 1-6, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (d) **Appendix B.** Appendix B-2, Calculation of Charges, pp. 1-4, of the Aforesaid Agreement displays the original total amount of **\$7,152,940**.

Such section is hereby superseded in its entirety by Appendix B-3, Calculation of Charges, pp. 1-4, which displays the budget as herein modified to **\$10,959,439**.

- (e) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-2, Services to be Provided  
Appendix B-3, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subgrantees  
Appendix F, FEMA Emergency & Exigency Contracts Requirements  
Appendix G, Federal Requirements for Subrecipients  
Appendix H, HIPAA Business Associate Addendum

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY  
HUMAN SERVICES AGENCY

GRANTEE:  
SAN FRANCISCO-MARIN FOOD BANK

By: \_\_\_\_\_  
Trent Rhorer  
Executive Director  
Human Services Agency

By: \_\_\_\_\_  
Name: Erby Foster  
Title: Chief Financial & Operating Officer

**Approved as to Form:**

David Chiu  
City Attorney

Phone: 415-674-6082  
Email: efoster@glide.org

Federal Tax ID #: 94-1156481  
City Supplier ID: 0000019495  
DUNS Number: 074672916

By: \_\_\_\_\_  
Louise S. Simpson  
Deputy City Attorney

## APPENDIX A-2 – Services to be Provided

### Glide Foundation

#### Free Meals Program July 1, 2021 – June 30, 2025

#### I. Purpose

The purpose of this grant is to provide nutritious meals three times a day in a safe environment to individuals who do not have sufficient access to healthy food to meet their daily dietary needs. The program aims to help reduce hunger, food insecurity, and improve the nutritional status of individuals most at risk. The program intends to serve as a focal point where individuals can access information and additional resources.

#### II. Definitions

At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
CFAT	Citywide Food Access Team
City	City and County of San Francisco, a municipal corporation.
Client	An individual participating in the free meals program
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
Grantee	Glide Foundation

HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking 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.
Low-Income	Having income at or below 300% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified by CFAT.
Registered Dietitian (RD)	Registered Dietitian: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, or dinner meal provided to an individual through the free meals program.
SFHSA	Human Services Agency of the City and County of San Francisco
Socially Isolated	Having few social relationships and few people to interact with regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and grantors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9.</i> )

### **III. Target Population**

This program is designed to serve all populations and ethnicities with a focus on low-income individuals living in the Tenderloin and South of Market neighborhoods, Supervisorial Districts 5 and 6 in the City and County of San Francisco though all San Francisco residents may be served. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons who are socially isolated
2. Persons with limited English-speaking proficiency
3. Persons from communities of color
4. Persons who identify as LGBTQ+
5. Persons at risk of institutionalization

### **IV. Eligibility for Services**

An individual who lives in the City and County of San Francisco.

### **V. Location and Times of Services**

The grantee will provide the free meals program at 330 Ellis Street, San Francisco, CA, 94102. The grantee determines the service time(s) for each meal service. The location and meal service times are subject to CFAT approval.

### **VI. Description of Services and Program Requirements**

1. Grantee shall prepare and serve breakfast, lunch, and dinner to clients seven days a week at a location accessible to clients living in the Tenderloin and South of Market neighborhoods in Supervisorial Districts 5 and 6.
2. Grantee shall ensure the three meals each day collectively provide 100% of the daily Dietary Recommended Intake (DRI) for major nutrients and comply with the current Dietary Guidelines for Americans, published by the USDA and the U.S. Department of Health and Human Services.
3. Grantee will submit for review and approval by CFAT every 6 months or less, and at least one month in advance of use, a minimum of a two-week cycle menu for the program with the required corresponding nutrient analysis completed by their staff or consultant Registered Dietitian (RD).
4. Grantee will ensure that the meal site is a focal point where clients have access to information, resources, and referral services. The grantee may provide information and referral services directly or through collaborative partnerships with other community organizations.
5. Grantee shall provide a security team for the agency's meal program operation. This team will be responsible for helping to maintain safety for clients and staff, and for mediation and conflict resolution throughout the day at the program site.
6. Grantee shall equip the security team with identifying and noticeable uniform apparel to support a noticeable presence while providing service across the agency's programs.
7. Grantee shall provide quarterly in-service trainings for the security team to enhance their skills to effectively mediate and resolve conflicts when they arise and to maintain safety for clients and staff. Topics may include but are not limited to harm

- reduction, de-escalation, mental health, “first aid”, and successful engagement with program clients.
8. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC) and CFAT.
  9. Grantee will ensure that the procurement, preparation, service, and delivery of all meals and snacks meet state and local food, sanitation, health and safety requirements.
  10. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the program. The grantee will ensure the manager on staff possess a food safety manager certification.
  11. Grantee will comply with the City’s Food Service Waste Reduction Ordinance #060944, and use reusable, biodegradable, compostable and/or recyclable food service supplies.
  12. Grantee will ensure that an RD conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
  13. Grantee will ensure that an RD conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in-service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. An RD must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
  14. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
  15. Grantee will ensure that services delivered are consistent with professional standards for this service and there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the clients.
  16. Grantee will develop a grievance policy with approval from CFAT. The grievance policy must be translated into languages spoken by program clients.
  17. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.



**VII. Service Objectives**

Grantee will provide the units of service detailed in Table A below:

<b>Table A Service Objective Summary</b>	<b>FY 21/22</b>	<b>Revised FY 21/22</b>	<b>FY 22/23</b>	<b>Revised FY 22/23</b>	<b>FY 23/24</b>	<b>Revised FY 23/24</b>	<b>FY 24/25</b>	<b>Revised FY 24/25</b>
<b>Meals</b>	<b>390,000</b>	<b>409,450</b>	<b>390,000</b>	<b>439,887</b>	<b>390,000</b>	<b>439,887</b>	<b>390,000</b>	<b>439,887</b>
<b>One (1) unit of service = One (1) meal</b>								

**VIII. Outcome Objectives**

1. Clients report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%\*.
2. Clients feel less worried about getting enough food to meet their needs. Target: 85%\*.
3. Clients rate the quality of meals they received as excellent or good. Target: 85%\*.
4. Clients feel safe and welcomed by program staff. Target: 85%\*.
5. Relevant staff obtain and maintain their ServSafe Food Handler certification. Target: 100%.

\*Based on a client survey and a sample size of at least twenty-five percent (25%) of the clients accessing the program at the time the grantee administers the survey.

**IX. Reporting Requirements**

1. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of breakfast meals served daily and year-to-date averages
  - Number of lunch meals served daily and year-to-date averages
  - Number of dinner meals served daily and year-to-date averages
  - Number of active employees who make up the security team
2. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to CFAT once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and July 15.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A-2 of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SFHSA. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
5. Grantee shall develop and deliver ad hoc reports as requested by SFHSA.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Cathy Huang, Program Analyst Citywide Food Access Team, SFHSA Cathy.Huang@sfgov.org	Jennifer Grant, Contract Manager Office of Contract Management, SFHSA Jennifer.Grant@sfgov.org
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**X. Monitoring Activities**

1. 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).

2. Fiscal Compliance and Contract Monitoring

Fiscal monitoring will include review of the 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. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY**

Grantee's Name: Board of Trustees of the Glide Foundation  
 Program Name: Free Meals and Program Security

(Check One) New  Renewal  Modification

Effective Date of Mod: 1/1/23 No. of Mod: 3

Appendix B-3, Page 1  
 Dated 12/2/2022

Grant Term

7/1/21 to 6/30/25

	REVISED TOTAL	ORIGINAL BASELINE	ADJUSTED BASELINE	CODB	REVISED TOTAL	ORIGINAL BASELINE	ADJUSTED BASELINE	CODB	REVISED TOTAL	ORIGINAL BASELINE	ADJUSTED BASELINE	CODB	REVISED TOTAL	GRANT TOTAL	Average cost/meal
<b>Annual # Meals Contracted</b>	458,266	390,000	439,887		439,887	390,000	439,887		439,887	390,000	439,887		439,887	1,777,927	
<b>Program Term</b>	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 23/24	FY 23/24	FY 24/25	FY 24/25	FY 24/25	FY 24/25	7/1/21 to 6/30/25	
<b>HSA Expenditures</b>															
Salaries & Benefits	\$780,583	\$783,893	\$1,150,003	\$101,227	\$1,251,229	\$783,893	\$1,150,003	\$101,227	\$1,251,229	\$783,893	\$1,150,003	\$101,227	\$1,251,229	\$4,534,271	\$2.55
Operating Expense	\$756,197	\$703,311	\$1,380,679		\$1,380,679	\$703,311	\$1,380,679		\$1,380,679	\$703,311	\$1,380,679		\$1,380,679	\$4,898,234	\$2.76
<b>Subtotal</b>	<b>\$1,536,780</b>	<b>\$1,487,204</b>	<b>\$2,530,682</b>	<b>\$101,227</b>	<b>\$2,631,908</b>	<b>\$1,487,204</b>	<b>\$2,530,682</b>	<b>\$101,227</b>	<b>\$2,631,909</b>	<b>\$1,487,204</b>	<b>\$2,530,682</b>	<b>\$101,227</b>	<b>\$2,631,909</b>	<b>\$9,432,506</b>	<b>\$5.31</b>
Indirect Percentage	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	15%	
Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$230,517	\$223,081	\$379,602	\$15,184	\$394,786	\$223,081	\$379,602	\$15,184	\$394,786	\$223,081	\$379,602	\$15,184	\$394,786	\$1,414,876	\$0.80
<b>Capital/OTO Expenditure</b>	<b>\$112,057</b>													\$112,057	\$0.06
<b>TOTAL HSA EXPENDITURES</b>	<b>\$1,879,354</b>	<b>\$1,710,284</b>	<b>\$2,910,284</b>	<b>\$116,411</b>	<b>\$3,026,695</b>	<b>\$1,710,284</b>	<b>\$2,910,284</b>	<b>\$116,411</b>	<b>\$3,026,695</b>	<b>\$1,710,284</b>	<b>\$2,910,284</b>	<b>\$116,411</b>	<b>\$3,026,695</b>	<b>\$10,959,439</b>	<b>\$6.16</b>
<b>HSA Revenues</b>															
General Funds	\$1,767,297	\$1,710,284	\$2,910,284		\$3,026,695	\$1,710,284	\$2,910,284		\$3,026,695	\$1,710,284	\$2,910,284		\$3,026,695	\$10,847,382	
OTO H.S.A. General Funds	\$112,057													\$112,057	
<b>TOTAL HSA REVENUES</b>	<b>\$1,879,354</b>		<b>\$2,910,284</b>		<b>\$3,026,695</b>		<b>\$2,910,284</b>		<b>\$3,026,695</b>		<b>\$2,910,284</b>		<b>\$3,026,695</b>	<b>\$10,959,439</b>	
<b>PER MEAL COST, HSA</b>	<b>\$3.86</b>		<b>\$6.62</b>		<b>\$6.88</b>		<b>\$6.62</b>		<b>\$6.88</b>		<b>\$6.62</b>		<b>\$6.88</b>	<b>\$6.16</b>	
<b>TOTAL REVENUES</b>	<b>\$3,388,765</b>		<b>\$4,983,498</b>		<b>\$5,099,909</b>		<b>\$4,983,498</b>		<b>\$5,099,909</b>		<b>\$4,983,498</b>		<b>\$5,099,909</b>	<b>\$18,692,470</b>	
<b>PER BAG COST, TOTAL</b>	<b>\$7.39</b>		<b>\$11.33</b>		<b>\$11.59</b>		<b>\$11.33</b>		<b>\$11.59</b>		<b>\$11.33</b>		<b>\$11.59</b>	<b>\$10.51</b>	

Prepared by: Charles Simms

Date: 11/21/22

HSA #1

Salaries & Benefits Detail					REVISED TOTAL	ORIGINAL BASELINE	ADJUSTED BASELINE	CODB	REVISED TOTAL	ORIGINAL BASELINE	REVISED TOTAL	ORIGINAL BASELINE	REVISED TOTAL	GRANT TOTAL
HSA Expenditures	Agency Totals		BASELINE FY 22-23	FY 22-23 ADJUSTMENT	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	7/1/21 to 6/30/25
	Annual Full Time Salary for FTE	Total % FTE	%	% Nutr Prog										Total
Director	\$178,152	100%	85%	85%	\$144,218	\$120,649	\$151,429		\$151,429	\$120,649	\$151,429	\$120,649	\$151,429	\$598,506
Manager	\$85,000	100%	75%	75%	\$70,288	\$62,871	\$63,750		\$63,750	\$62,871	\$63,750	\$62,871	\$63,750	\$261,538
Chef	\$42,035	100%	80%	80%	\$33,449	\$24,625	\$33,628		\$33,628	\$24,625	\$33,628	\$24,625	\$33,628	\$134,334
Prep Cook	\$50,489	100%	65%	65%	\$27,014	\$24,767	\$32,818		\$32,818	\$24,767	\$32,818	\$24,767	\$32,818	\$125,468
Shift Leader	\$59,361	100%	79%	79%	\$44,662	\$37,004	\$46,895		\$46,895	\$37,004	\$46,895	\$37,004	\$46,895	\$185,348
Shift Leader	\$55,897	100%	79%	79%	\$40,094	\$30,575	\$44,159		\$44,159	\$30,575	\$44,159	\$30,575	\$44,159	\$172,570
Shift Leader	\$57,736	100%	90%	90%	\$48,073	\$33,707	\$51,962		\$51,962	\$33,707	\$51,962	\$33,707	\$51,962	\$203,959
Purchasing Agent	\$75,657	100%	80%	80%	\$51,467	\$39,993	\$60,525		\$60,525	\$39,993	\$60,525	\$39,993	\$60,525	\$233,043
Dishwashers -2 (TBA)	\$40,322	200%	90%	90%	\$67,788	\$52,981	\$72,580		\$72,580	\$52,981	\$72,580	\$52,981	\$72,580	\$285,527
Program Navigator	\$58,097	100%	33%	33%	\$36,005	\$17,353	\$19,172		\$19,172	\$17,353	\$19,172	\$17,353	\$19,172	\$93,521
Program Navigator	\$59,842	100%	33%	33%			\$19,748		\$19,748		\$19,748		\$19,748	\$59,244
Stockroom/Driver	\$50,489	100%	55%	55%	\$23,464	\$19,391	\$27,769		\$27,769	\$19,391	\$27,769	\$19,391	\$27,769	\$106,771
Stockroom - TBH	\$50,489	100%	68%	68%	\$28,111	\$24,003	\$34,156		\$34,156	\$24,003	\$34,156	\$24,003	\$34,156	\$130,579
Pantry Chef	\$51,038	100%		55%			\$28,071		\$28,071		\$28,071		\$28,071	\$84,213
Floater	\$45,761	100%		55%			\$25,168		\$25,168		\$25,168		\$25,168	\$75,505
Safety Manager	\$72,000	100%	50%	50%		\$22,924	\$36,000		\$36,000	\$22,924	\$36,000	\$22,924	\$36,000	\$108,000
Safety Shift Lead	\$51,981	100%	50%	50%		\$25,398	\$25,991	\$11,436	\$37,426	\$25,398	\$37,426	\$25,398	\$37,426	\$112,279
Safety Shift Lead	\$54,061	100%	50%	50%		\$25,430	\$27,031	\$11,893	\$38,924	\$25,430	\$38,924	\$25,430	\$38,924	\$116,772
Front Desk Coord	\$45,762	100%		5%			\$2,288	\$21,114	\$23,402		\$23,402		\$23,402	\$70,205
Safety Monitor	\$52,328	100%	50%	50%		\$14,277	\$26,164	\$2,616	\$28,780	\$14,277	\$28,780	\$14,277	\$28,780	\$86,341
Safety Monitor	\$52,317	100%	50%	50%		\$21,199	\$26,159	\$2,616	\$28,775	\$21,199	\$28,775	\$21,199	\$28,775	\$86,324
Safety Monitor	\$54,058	100%	25%	25%		\$10,134	\$13,515	\$8,109	\$21,623	\$10,134	\$21,623	\$10,134	\$21,623	\$64,870
Safety Monitor	\$47,343	100%		25%			\$11,836	\$7,101	\$18,937		\$18,937		\$18,937	\$56,811
Safety Monitor	\$46,531	100%		25%			\$11,633	\$6,980	\$18,613		\$18,613		\$18,613	\$55,838
Safety Monitor	\$52,273	100%	25%	25%		\$9,958	\$13,068	\$7,841	\$20,909	\$9,958	\$20,909	\$9,958	\$20,909	\$62,728
<b>TOTALS</b>	<b>\$ 1,489,020</b>			<b>1377%</b>	<b>\$614,633</b>	<b>\$617,238</b>	<b>\$905,514</b>	<b>\$79,706</b>	<b>\$985,220</b>	<b>\$617,238</b>	<b>\$985,220</b>	<b>\$617,238</b>	<b>\$985,220</b>	<b>\$3,570,292</b>
FRINGE BENEFIT RATE	27.0%													
EMPLOYEE FRINGE BENEFITS	\$ 402,035				\$165,951	\$166,654	\$244,489	\$21,521	\$266,009	\$166,654	\$266,009	\$166,654	\$266,009	\$899,417
<b>TOTAL HSA SALARIES &amp; BENEFITS</b>	<b>\$ 1,891,055</b>				<b>\$780,583</b>	<b>\$783,893</b>	<b>\$1,150,003</b>	<b>\$101,227</b>	<b>\$1,251,229</b>	<b>\$783,893</b>	<b>\$1,251,229</b>	<b>\$783,893</b>	<b>\$1,251,229</b>	<b>\$4,469,710</b>

**Operating Expense Detail**

HSA Expenditures	Annual #Meals Contracted:	458,266	390,000	439,887	390,000	439,887	390,000	439,887	\$1,777,927
		REVISED TOTAL	ORIGINAL BASELINE	REVISED TOTAL	ORIGINAL BASELINE	REVISED TOTAL	ORIGINAL BASELINE	REVISED TOTAL	GRANT TOTAL
Term:		FY 21/22	FY 22/23	FY 22/23	FY 23/24	FY 23/24	FY 24/25	FY 24/25	7/1/21 to 6/30/25
<b>Expenditure Category</b>									
Rental of Property		\$5,072	\$5,072	\$5,072	\$5,072	\$5,072	\$5,072	\$5,072	\$20,288
Utilities(Elec, Water, Gas, Phone, Scavenger)									
Office Supplies, Postage, Printing, & Copying				\$5,500		\$5,500		\$5,500	\$16,500
Building Maintenance, Supplies, and Repair									
<b>Food Costs</b>									
Raw Food	per meal \$ 1.81	\$477,158	\$430,369	\$796,195	\$430,369	\$796,195	\$430,369	\$796,195	\$2,814,955
Cong Food Svc Supplies	per meal \$ 0.86	\$158,558	\$152,461	\$378,303	\$152,461	\$378,303	\$152,461	\$378,303	\$1,276,536
HDM Food Svc Supplies	per meal \$ -								
Catered Meals	per meal \$ -								
<b>CONSULTANT/SUBCONTRACTOR Descriptive Title</b>									
Registered Dietitian									
<b>Other Costs</b>									
Insurance									
Staff Training & Travel				\$10,000		\$10,000		\$10,000	\$30,000
Rental of Equipment		\$3,550	\$3,550	\$13,550	\$3,550	\$13,550	\$3,550	\$13,550	\$44,200
Small equipment & Supplies		\$5,190	\$5,190	\$8,785	\$5,190	\$8,785	\$5,190	\$8,785	\$31,545
Security Program Uniforms and Supplies				\$25,000		\$25,000		\$25,000	\$75,000
Repair/Maintenance		\$86,671	\$86,671	\$95,045	\$86,671	\$95,045	\$86,671	\$95,045	\$371,807
Food storage/Refrigeration		\$8,387	\$8,387	\$12,618	\$8,387	\$12,618	\$8,387	\$12,618	\$46,240
Garbage & Recycling		\$11,611	\$11,611	\$30,611	\$11,611	\$30,611	\$11,611	\$30,611	\$103,444
<b>TOTAL HSA OPERATING EXPENSE</b>		<b>\$756,197</b>	<b>\$703,311</b>	<b>\$1,380,679</b>	<b>\$703,311</b>	<b>\$1,380,679</b>	<b>\$703,311</b>	<b>\$1,380,679</b>	<b>\$4,830,516</b>
<b>HSA #3</b>									

**Capital/OTO Expenditure Detail  
(Equipment and Remodeling Cost)**

HAS								TOTAL
		7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/21 to 6/30/22	FY 22/23	FY 23/24	FY 24/25	7/1/21 to 6/30/25
No.	ITEM/DESCRIPTION	ORIGINAL	MOD	REVISED				
	Cleaning services and disinfecting supplies	\$23,000	-\$7,500	\$15,500				\$15,500
	Gloves, aprons, and PPE	\$6,800	-\$1,800	\$5,000				\$5,000
	To-go Containers, utensils, and bags	\$257,200	-\$210,443	\$46,757				\$46,757
	Additional off-site storage rental	\$11,800		\$11,800				\$11,800
	Equipment rental	\$1,200	\$31,800	\$33,000				\$33,000
<b>TOTAL HSA-OCP OTO EQUIPMENT &amp; REMODELING COS</b>		<b>\$300,000</b>	<b>-\$187,943</b>	<b>\$112,057</b>				<b>\$112,057</b>

HSA #4

**CITY AND COUNTY OF SAN FRANCISCO**

**GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

**GLIDE FOUNDATION**

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**THIS GRANT AGREEMENT** (“Agreement”) is made as of **JULY 1, 2021**, in the City and County of San Francisco, State of California, by and between **Glide Foundation, 330 Ellis Street, San Francisco, CA 94102** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the Human Services Agency (“Department”),

**RECITALS**

**WHEREAS**, Grantee has applied to the Department for a **Free Meals Program** grant to fund the matters set forth in a grant plan; and summarized briefly as follows:

**To provide the Free Meals Program; and**

**WHEREAS**, City desires to provide such a grant on the terms and conditions set forth herein:

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1.1 Specific Terms.** Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

- (a) “**ADA**” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “**Agency**” shall mean Human Services Agency or Department of Human Services
- (c) “**Application Documents**” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted in respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

- (d) “**Budget**” shall mean the budget attached hereto as part of Appendix B or B-1, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.
- (e) “**Charter**” shall mean the Charter of City.
- (f) “**Contractor**” shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (g) “**Controller**” shall mean the Controller of City.
- (h) “**Eligible Expenses**” shall have the meaning set forth in Appendix A.
- (i) “**Event of Default**” shall have the meaning set forth in Section 11.1.
- (j) “**Fiscal Quarter**” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (k) “**Fiscal Year**” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (l) “**Funding Request**” shall have the meaning set forth in Section 5.3(a).
- (m) “**Grant**” shall mean this Agreement.
- (n) “**Grant Funds**” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (o) “**Grant Plan**” shall have the meaning set forth in Appendices A, B, and B-1, or shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; provided, however, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.
- (p) “**HRC**” shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean “CMD” or the Contract Monitoring Division of the City.
- (q) “**Indemnified Parties**” shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (r) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.
- (s) “**Publication**” shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or



other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

**1.2 Additional Terms.** The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of the Department. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation”. The use of the term “subcontractor,” “successor” or “assign” herein refers only to a subcontractor (“subgrantee”), successor or assign expressly permitted under Article 13.

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” herein or “hereto” refer to this Agreement as a whole.

## **ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS**

**2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

**2.2 Certification of Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City’s obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

**2.3 Automatic Termination for Nonappropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

**2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

**2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as

required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

### ARTICLE 3 TERM

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.** The term of this Agreement shall commence on July 1, 2021 and expire on June 30, 2025, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

### ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

**4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

**4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

**4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

**4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights

thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

#### **4.5 Publications and Work Product.**

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

(e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element

of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

### 5.1 Maximum Amount of Grant Funds.

The amount of the Grant Funds disbursed hereunder shall not exceed **Six Million, Four Hundred Thirty Three Thousand, Four Hundred Thirty Two Dollars (\$6,433,432)** for the period from **July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Six Hundred Forty Three Thousand, Three Hundred Forty Four Dollars (\$643,344)** for the period from **July 1, 2024 to June 30, 2025, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seven Million, Seventy Six Thousand, Seven Hundred Seventy Six Dollars (\$7,076,776)** for the period from **July 1, 2021 to June 30, 2025.**

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B and B-1, and is not available to Grantee without a written revision to the Program Budgets of Appendix B and B-1 approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any

Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds no more than once during each month for the term of the grant, **July 1, 2021 to June 30, 2025**.

#### **5.4 State or Federal Funds**

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(c) **Single Audit Requirements.** Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

### **ARTICLE 6 REPORTING REQUIREMENTS; AUDITS; PENALTIES FOR FALSE CLAIMS**

**6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

**6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

**6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

**6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash

flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

**6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

**6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

**6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of the Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if the Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

## **ARTICLE 7 TAXES**

**7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

**7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

**7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

**8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

**8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

**8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

**8.4 Conflict of Interest.**

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

**8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.

**8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

**8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

**ARTICLE 9  
INDEMNIFICATION AND GENERAL LIABILITY**

**9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement.



Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

**9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

**9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

**9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

**10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

(a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.

(b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual

Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

**10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:

(a) Name as additional insured City and its officers, agents and employees.

(b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

## ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

(a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

(d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

**11.2 Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

**11.3 Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

(a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

(b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and

(c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

**11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

### **12.1 Protection of Private Information.**

**a. Personal Information.** Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are

incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of Chapter 12M of the San Francisco Administrative Code shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

**b. Protected Social Service and Personal Health Information.** Contractor, all subgrantees, and all agents and employees of Contractor and any subgrantee shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subgrantees or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

**c. Proprietary and Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

**12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

**12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

## ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

**13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law

without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

**13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

**13.3 Subcontracting.** If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

**14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

**14.3 Consequences of Recharacterization.**

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee

for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

## ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or e-mail, and shall be addressed as follows:):

If to the Department or City:      Human Services Agency  
Tara Alvarez, GB28  
Office of Contract Management  
P.O. Box 7988  
San Francisco, CA 94120-7988  
Phone No. 415-557-6398  
Email: [Tara.Alvarez@sfgov.org](mailto:Tara.Alvarez@sfgov.org)

If to Grantee:                              Glide Foundation  
330 Ellis Street  
San Francisco, CA 94102  
Attn: Erby Foster  
Email: [efoster@glide.org](mailto:efoster@glide.org)

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt

**15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

## ARTICLE 16 COMPLIANCE

### 16.1 Local Business Enterprise Utilization; Liquidated Damages. Reserved.

### 16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

**16.3 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing



below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section..

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

**16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs- of the Confidentiality, Fraud, Civil Rights, and State Hearings Manual published by the California Department of Social Services (available online at <http://www.cdss.ca.gov/getinfo/pdf/3cfcman.pdf>) requires that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:

- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

**16.8. Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply

with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

**16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 % in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

**16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives

prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Working with Minors.** In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

**16.14 Reserved. Duty to Collect and Record Client Sexual Orientation and Gender Identity (SOGI) Data.**

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor’s or Subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall

apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

**16.18 Reserved. Slavery Era Disclosure.**

**16.19 Distribution of Beverages and Water.**

**(a) Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

**(b) Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24, as part of its performance of this Agreement.

**16.20 Compliance with California Department on Aging.** If grant is in excess of \$100,000 in California Department of Aging Funding, grantee is required to complete and submit of Standard Form LLL, "Disclosure Form to Report Lobbying", Form LLL to be found at: <http://www.adp.ca.gov/NNA/files/DocumentsLX.doc>

**16.21 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

## ARTICLE 17 MISCELLANEOUS

**17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent

or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

**17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

**17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

**17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

**Appendix A, Services to be Provided**

**Appendix B, Free Meals Budget**

**Appendix B-1, Free Meals Security Budget**

**Appendix C, Method of Payment**

**Appendix D, Interests in Other City Grants**

**Appendix E, Permitted Subgrantees**

**Appendix F, Site Chart**

**Appendix G, HIPAA Business Associate Agreement**

**Appendix H, FEMA Emergency & Exigency Contracts Requirements**

**17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

**17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

**17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.	Article 12	Disclosure of Information and Documents
Section 6.4	Financial Statements.	Section 13.4	Grantee Retains Responsibility.
Section 6.5	Books and Records.	Section 14.3	Consequences of Recharacterization.
Section 6.6	Inspection and Audit.	This Article 17	Miscellaneous
Section 6.7	Submitting False Claims; Monetary Penalties		
Article 7	Taxes		
Article 8	Representations and Warranties		
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

**17.11 Further Assurances.** From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

**17.12 Dispute Resolution Procedure.** The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

**Step 1** The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

**Step 2** Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

**Step 3** Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve

and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [http://www.sfgov.org/site/npgrantingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270).

**17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**17.14 Services During a City-Declared Emergency.** In case of an emergency that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement

**CITY**

**GRANTEE:**

HUMAN SERVICES AGENCY

**GLIDE FOUNDATION**

DocuSigned by:  
*Trent Rhorer* 8/16/2021  
By: 9753A8870BB74EE...  
Trent Rhorer  
Executive Director  
Human Services Agency

DocuSigned by:  
*Erby L. Foster, Jr.* 7/28/2021  
By: 33D23B6650F8498...  
Print Name: Erby Foster  
Title: Executive Director  
Address: 330 Ellis Street  
City, State ZIP: San Francisco, CA 94102  
  
Phone: (415) 674-6000  
  
Federal Tax ID #: 94-1156481  
City Supplier ID: 0000019495  
DUNS Number: 074672916

**Approved as to Form:**

Dennis J. Herrera  
City Attorney

DocuSigned by:  
*David Ries* 8/13/2021  
By: EFF4B6C6BE4244A...  
David K. Ries  
Deputy City Attorney



APPENDIX A – Services to be Provided  
 Glide Foundation  
 Free Meals Program  
 July 1, 2021 to June 30, 2025

## I. Purpose

The purpose of the free meals program is to provide nutritious meals three times a day in a safe environment to individuals who do not have sufficient access to healthy food to meet their daily dietary needs. The program aims to help reduce hunger, food insecurity, and improve the nutritional status of individuals most at risk. The program intends to serve as a focal point where individuals can access information and additional resources.

## II. Definitions

Grantee	Glide Foundation
CARBON	Contracts Administration, Reporting, and Billing On-line System.
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	An individual participating in the free meals program
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages 2 and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA). <a href="https://health.gov/dietaryguidelines/">https://health.gov/dietaryguidelines/</a>
Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations. <a href="https://www.nal.usda.gov/fnic/dietary-reference-intakes">https://www.nal.usda.gov/fnic/dietary-reference-intakes</a>
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.

Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian (RD) that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified in the DAS OCP policy memorandum.
OCP	Office of Community Partnerships.
Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, dinner provided to an individual through the free meals program.
SF-HSA	Human Services Agency of the City and County of San Francisco
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and grantors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9.</i> )

### III. Target Population

The target population is low-income individuals living in the Tenderloin and South of Market neighborhoods, Supervisorial District 6 in the City and County of San Francisco with the greatest economic and social need and with particular attention to the following individuals:

- Limited or No English-Speaking Proficiency
- Minority
- Frail
- LGBTQ+

### IV. Eligibility for Services

An individual who lives in the City and County of San Francisco.

## **V. Location and Times of Services**

The grantee will provide the free meals program at 330 Ellis Street, San Francisco, CA, 94102. The grantee determines the service time(s) for each meal service. The location and meal services times are subject to DAS OCP approval. The grantee will provide DAS OCP with a site chart that reflects the current agreed upon location and meal service times.

## **VI. Description of Services and Program Requirements**

1. Grantee shall prepare and serve breakfast, lunch, and dinner to clients seven days a week at a location accessible to clients living in the Tenderloin and South of Market neighborhoods in Supervisorial District 6.
2. Grantee shall ensure the three meals each day collectively provide 100% of the daily Dietary Recommended Intake (DRI) for major nutrients and comply with the current Dietary Guidelines for Americans, published by the USDA and the U.S. Department of Health and Human Services.
3. Grantee will submit for review and approval by DAS OCP every 6 months or less, and at least one month in advance of use, a minimum of a two-week cycle menu for the program with the required corresponding nutrient analysis completed by their staff or consultant RD.
4. Grantee will ensure that the meal site is a focal point where clients have access to information, resources, and referral services. The grantee may provide information and referral services directly or through a collaborative partnerships with other community organizations.
5. Grantee shall provide a security team for the agency's meal program operation. This team will be responsible for helping to maintain safety for clients and staff, and for mediation and conflict resolution throughout the day at the program site.
6. Grantee shall equip the security team with identifying and noticeable uniform apparel to support a noticeable presence while providing service across the agency's programs.
7. Grantee shall provide quarterly in-service trainings for the security team to enhance their skills to effectively mediate and resolve conflicts when they arise and to maintain safety for clients and staff. Topics may include but are not limited to harm reduction, de-escalation, mental health, "first aid", and successful engagement with program clients.
8. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC) and DAS OCP.
9. Grantee will ensure that the procurement, preparation, service, and delivery of all meals and snacks meet state and local food, sanitation, health and safety requirements.
10. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the program. The grantee will ensure the manager on staff possess a food safety manager certification.

11. Grantee will comply with the City’s food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
12. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
13. Grantee will ensure that a registered dietitian (RD) conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
14. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
15. Grantee will ensure that services delivered are consistent with professional standards for this service and there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the clients.
16. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
17. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.

**VII. Service Objectives**

Grantee will provide the units of service detailed in Table A below:

Table A Service Objective Summary	FY 21/22	FY 22/23	FY 23/24	FY 24/25
Meals	390,000	390,000	390,000	390,000
One (1) unit of service = One (1) meal				

**VIII. Outcome Objectives**

1. Clients report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Clients feel less worried about getting enough food to meet their needs. Target: 85%.
3. Clients rate the quality of meals they received as excellent or good. Target: 85%.
4. Clients feel safe and welcomed by program staff. Target: 85%.

Based on a client survey and a sample size of at least twenty-five percent (25%) of the clients accessing the program at the time the grantee administers the survey.

## IX. Reporting Requirements

1. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of breakfast meals served daily and year-to-date averages
  - Number of lunch meals served daily and year-to-date averages
  - Number of dinner meals served daily and year-to-date averages
  - Number of active employees who make up the security team
2. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.
5. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD Lead Nutritionist and Program Analyst DAS OCP <a href="mailto:Tiffany.Kearney@SFgov.org">Tiffany.Kearney@SFgov.org</a>	Patrick Garcia Contract Manager Human Services Agency <a href="mailto:Patrick.Garcia@SFgov.org">Patrick.Garcia@SFgov.org</a>
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## X. Monitoring Activities

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained if applicable; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of security awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III-VI.

2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the 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. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G
1	<b>BUDGET FORMS</b>					Appendix B, pg. 1	
2						5/5/2021	
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES</b>						
4							
5	Grantee's Name: Board of Trustees of the Glide Foundation					Grant Term	
6	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					7/1/21 to 6/30/25	
7	Effective Date of Mod: _____ No. of Mod: _____						
8	<b>Program: Free Meals</b>					<b>TOTAL</b>	
9	<b>Annual # Meals Contracted</b>	390,000	390,000	390,000	390,000	1,560,000	Average cost/meal
10	Program Term	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
11	<b>DAS Expenditures</b>						
12	Salaries & Benefits	\$541,304	\$541,304	\$541,304	\$541,304	\$2,165,215	\$1.39
13	Operating Expense	\$688,478	\$688,478	\$688,478	\$688,478	\$2,753,912	\$1.77
14	<b>Subtotal</b>	\$1,229,782	\$1,229,782	\$1,229,782	\$1,229,782	\$4,919,127	\$3.15
15	Indirect Percentage	15%	15%	15%	15%	15%	
16	Indirect Cost (Line 15 X Line 14, check Gen. Guidance regarding indirect exclusion)	\$184,467	\$184,467	\$184,467	\$184,467	\$737,869	\$0.47
17	Capital Expenditure						
18	<b>TOTAL DAS EXPENDITURES</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$5,656,996</b>	<b>\$3.63</b>
19							
20	<b>Non-DAS Expenditures</b>						
21		\$510,043	\$510,043	\$510,043	\$510,043	\$2,040,174	\$1.31
22	Operating Expense	\$755,927	\$755,927	\$755,927	\$755,927	\$3,023,708	\$1.94
23	Capital Expenditure	\$34,752	\$34,752	\$34,752	\$34,752	\$139,008	\$0.09
24	<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$1,300,722</b>	<b>\$1,300,722</b>	<b>\$1,300,722</b>	<b>\$1,300,722</b>	<b>\$5,202,890</b>	<b>\$3.34</b>
25							
26	<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$2,714,971</b>	<b>\$2,714,971</b>	<b>\$2,714,971</b>	<b>\$2,714,971</b>	<b>\$10,859,886</b>	<b>\$6.96</b>
27							
28	<b>HSA-DAS Revenues</b>						
29	General Funds	\$1,414,249	\$1,414,249	\$1,414,249	\$1,414,249	\$5,656,996	
30							
31							
32							
33							
34	<b>TOTAL HSA-DAS REVENUES</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$1,414,249</b>	<b>\$5,656,996</b>	
35	<b>PER MEAL COST, HSA-DAS</b>	<b>\$3.63</b>	<b>\$3.63</b>	<b>\$3.63</b>	<b>\$3.63</b>	<b>\$3.63</b>	
36	<b>Non-DAS Revenues</b>						
37	Cash Contributions	316,000	316,000	316,000	316,000	1,264,000	\$0.81
38	In-Kind Contributions	\$611,178	\$611,178	\$611,178	\$611,178	2,444,712	\$1.57
39	Federal Assistance (FEMA)	\$10,000	\$10,000	\$10,000	\$10,000	40,000	\$0.03
40							
41							
42	<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$937,178</b>	<b>\$937,178</b>	<b>\$937,178</b>	<b>\$937,178</b>	<b>\$3,748,712</b>	
43	<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$2.40</b>	<b>\$2.40</b>	<b>\$2.40</b>	<b>\$2.40</b>	<b>\$2.40</b>	
44	<b>TOTAL REVENUES</b>	<b>\$2,351,427</b>	<b>\$2,351,427</b>	<b>\$2,351,427</b>	<b>\$2,351,427</b>	<b>\$9,405,708</b>	
45	<b>PER BAG COST, TOTAL</b>	<b>\$6.03</b>	<b>\$6.03</b>	<b>\$6.03</b>	<b>\$6.03</b>	<b>\$6.03</b>	
46	Full Time Equivalent (FTE)						
48	Prepared by: Charles Simms						Date: 5/5/21
49	HSA-CO Review Signature:						
50	HSA #1						Form Rev. 12/22/16

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	A	B	C	D	E	F	G	H	I	J	K
1	Grantee's Name: Board of Trustees of the Glide Foundation					Appendix B, page 2					
2	Program: Free Meals					Date: 5/5/21					
3											
4											
5	<b>Salaries &amp; Benefits Detail</b>										
6											
7											
8	<b>H.S.A-DAS</b>										
	<b>Agency Totals</b>		<b>For DAAS Nutrition</b>			<b>7/1/21 to 6/30/22</b>	<b>7/1/22 to 6/30/23</b>	<b>7/1/23 to 6/30/24</b>	<b>7/1/24 to 6/30/25</b>	<b>7/1/21 to 6/30/25</b>	
9	<b>POSITION TITLE and NAME</b>	<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Total</b>	
10	Director - George Gundry	\$161,589	100%	66%	66%	\$106,649	\$106,649	\$106,649	\$106,649	\$426,596	
11	Culinary Manager - Joselyn Barrera	\$89,255	100%	67%	67%	\$59,801	\$59,801	\$59,801	\$59,801	\$239,204	
12	Chef - Cho Wing Chung	\$41,331	100%	62%	62%	\$25,625	\$25,625	\$25,625	\$25,625	\$102,500	
13	Prep Cook - Bobby Furlough	\$41,560	100%	62%	62%	\$25,767	\$25,767	\$25,767	\$25,767	\$103,068	
14	Shift Leader - James Sampaga	\$53,853	100%	52%	52%	\$28,004	\$28,004	\$28,004	\$28,004	\$112,016	
15	Shift Leader - Curtis McGregor	\$47,259	100%	52%	52%	\$24,575	\$24,575	\$24,575	\$24,575	\$98,300	
16	Shift Leader - Jonathan Fennell	\$51,357	100%	52%	52%	\$26,706	\$26,706	\$26,706	\$26,706	\$106,824	
17	Purchasing Agent - Leon Thomas III	\$61,279	100%	62%	62%	\$37,993	\$37,993	\$37,993	\$37,993	\$151,972	
18	Dishwashers -2	\$75,320	100%	53%	53%	\$39,981	\$39,981	\$39,981	\$39,981	\$159,923	
19	Program Navigator-2	\$103,526	100%	10%	10%	\$10,353	\$10,353	\$10,353	\$10,353	\$41,412	
20	Stockroom/Driver - Alonzo Holloway	\$37,483	100%	52%	52%	\$19,491	\$19,491	\$19,491	\$19,491	\$77,964	
21		\$35,465	100%	60%	60%	\$21,279	\$21,279	\$21,279	\$21,279	\$85,116	
22	<b>TOTALS</b>	<b>\$ 799,278</b>	<b>1200%</b>	<b>650%</b>	<b>650%</b>	<b>\$426,224</b>	<b>\$426,224</b>	<b>\$426,224</b>	<b>\$426,224</b>	<b>\$1,704,895</b>	
23											
24	<b>FRINGE BENEFIT RATE</b>	27.0%									
25	<b>EMPLOYEE FRINGE BENEFITS</b>	\$ 215,805				\$115,080	\$115,080	\$115,080	\$115,080	\$460,320	
26											
27											
28	<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$ 1,015,083</b>				<b>\$541,304</b>	<b>\$541,304</b>	<b>\$541,304</b>	<b>\$541,304</b>	<b>\$2,165,215</b>	
29											
30											
31	<b>Non - DAS</b>										
	<b>Agency Totals</b>		<b>For DAAS Meal</b>			<b>7/1/21 to 6/30/22</b>	<b>7/1/22 to 6/30/23</b>	<b>7/1/23 to 6/30/24</b>	<b>7/1/24 to 6/30/25</b>	<b>7/1/21 to 6/30/25</b>	
32	<b>POSITION TITLE and NAME</b>	<b>Annual Full Time Salary for FTE</b>	<b>Total % FTE (a)</b>	<b>% Nutr Prog (b)</b>	<b>Adjusted Nutr FTE</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Budgeted Salary</b>	<b>Total</b>	
33	Director, Daily Free Meals Program - Gundry, George A	\$161,589	100%	21%	21%	\$33,934	\$33,934	\$33,934	\$33,934	\$135,736	
34	Daily Free Meals Program Manager - Barrera, Joselyn M	\$89,255	100%	19%	19%	\$16,958	\$16,958	\$16,958	\$16,958	\$67,832	
35	Cook/Chef - Chung, Cho Wing	\$41,331	100%	25%	25%	\$10,333	\$10,333	\$10,333	\$10,333	\$41,332	
36	Cook - Adams, Joann B.	\$41,331	100%	87%	87%	\$35,958	\$35,958	\$35,958	\$35,958	\$143,832	
37	Chef - Lopez, Hector Alfaro	\$42,995	100%	87%	87%	\$37,406	\$37,406	\$37,406	\$37,406	\$149,624	
38	Prep Cook - Furlough, Bobby R.	\$41,560	100%	24%	24%	\$9,974	\$9,974	\$9,974	\$9,974	\$39,896	
39	Shift Lead - Sampaga, James M.	\$58,853	100%	35%	35%	\$20,599	\$20,599	\$20,599	\$20,599	\$82,396	
40	Shift Lead - McGregor, Curtis J.	\$47,259	100%	35%	35%	\$16,541	\$16,541	\$16,541	\$16,541	\$66,164	
41	Shift Lead - Fennell, Jonathan R.	\$51,357	100%	35%	35%	\$17,975	\$17,975	\$17,975	\$17,975	\$71,900	
42	Purchasing Agent - Thomas III, Leon E	\$61,279	100%	25%	25%	\$15,320	\$15,320	\$15,320	\$15,320	\$61,280	
43	Steward/Dishwasher - Kahwaty, Mark	\$37,483	100%	34%	34%	\$12,744	\$12,744	\$12,744	\$12,744	\$50,976	
44	Dishwasher - Curry, Teresa L	\$37,837	100%	34%	34%	\$12,864	\$12,864	\$12,864	\$12,864	\$51,456	
45	Meals Navigator - Brown, Pamela D.	\$50,296	100%	77%	77%	\$38,728	\$38,728	\$38,728	\$38,728	\$154,912	
46	Meals Navigator 2 - Truong, Diane H.	\$53,229	100%	77%	77%	\$40,987	\$40,987	\$40,987	\$40,987	\$163,948	
47	Stockroom Worker - Holloway, Alonzo L	\$37,483	100%	35%	35%	\$13,119	\$13,119	\$13,119	\$13,119	\$52,476	
48	Stockroom/Dishwasher - Gorbet Jr., Larry Ronald	\$35,465	100%	27%	27%	\$9,576	\$9,576	\$9,576	\$9,576	\$38,304	
49	Steward - Rudolph, Lorenzo D	\$38,336	100%	87%	87%	\$33,352	\$33,352	\$33,352	\$33,352	\$133,408	
50	Cook/Expeditor - Jenkins, Gerain Marquis	\$39,438	100%	64%	64%	\$25,241	\$25,241	\$25,241	\$25,241	\$100,964	
51	<b>TOTAL NON-DAS</b>	<b>\$ 966,378</b>	<b>1800%</b>	<b>828%</b>	<b>828%</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$1,606,436</b>	
52											
53	<b>FRINGE BENEFIT RATE</b>	27.0%									
54	<b>EMPLOYEE FRINGE BENEFITS</b>	\$ 260,922				\$108,434	\$108,434	\$108,434	\$108,434	\$433,738	
55											
56											
57	<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$ 1,227,301</b>				<b>\$510,043</b>	<b>\$510,043</b>	<b>\$510,043</b>	<b>\$510,043</b>	<b>\$2,040,174</b>	
58											
59	<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$ 2,242,383</b>				<b>\$1,051,347</b>	<b>\$1,051,347</b>	<b>\$1,051,347</b>	<b>\$1,051,347</b>	<b>\$4,205,389</b>	
60	<b>HSA #2</b>										



	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Board of Trustee:								Appendix B, page 3
2	Program: Free Meals								Document Date: 5/5/21
3									
4									
5									
6	<b>Operating Expense Detail</b>								
7	<b>H.S.A-DAS</b>	Annual #Meals Contracted:	390,000	390,000	390,000	390,000	<b>TOTAL</b>		
8		Term:	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25		
9	<u>Expenditure Category</u>								
10	Rental of Property		\$5,072	\$5,072	\$5,072	\$5,072	\$20,288		
11	Utilities(Elec, Water, Gas, Phone, Scavenger)								
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14									
15	<u>Food Costs</u>								
16	Raw Food	per meal \$ 0.76	\$426,369	\$426,369	\$426,369	\$426,369	\$1,705,476		
17	Cong Food Svc Supplies	per meal \$ 0.18	\$141,628	\$141,628	\$141,628	\$141,628	\$566,512		
18	HDM Food Svc Supplies	per meal \$ -							
19	Catered Meals	per meal \$ -							
20	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
21									
22									
23	<u>Other Costs</u>								
24	Insurance								
25	Staff Training & Travel								
26	Rental of Equipment		\$3,550	\$3,550	\$3,550	\$3,550	\$14,200		
27	Small equipment & Supplies		\$5,190	\$5,190	\$5,190	\$5,190	\$20,760		
28	Auto - Fuel & Insurance								
29	Repair/Maintenance		\$86,671	\$86,671	\$86,671	\$86,671	\$346,684		
30	Food storage/Refrigeration		\$8,387	\$8,387	\$8,387	\$8,387	\$33,548		
31	Garbage & Recycling		\$11,611	\$11,611	\$11,611	\$11,611	\$46,444		
32	<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$688,478</b>	<b>\$688,478</b>	<b>\$688,478</b>	<b>\$688,478</b>	<b>\$2,753,912</b>		
34	<b>Non-DAS</b>								
35	<u>Expenditure Category</u>								
36	Rental of Property								
37	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,905	\$3,905	\$3,905	\$3,905	\$15,620		
38	Office Supplies, Postage		\$4,194	\$4,194	\$4,194	\$4,194	\$16,776		
39	Building Maintenance Supplies and Repair								
40									
41	<u>Food Costs</u>								
42	Raw Food	per meal \$ -							
43	Cong Food Svc Supplies	per meal \$ -							
44	HDM Food Svc Supplies	per meal \$ -							
45	Catered Meals	per meal \$ -							
46	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
47	Registered Dietitian		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000		
48									
49	<u>Other Costs</u>								
50	Insurance								
51	Staff Training & Travel								
52	Rental of Equipment		\$23,163	\$23,163	\$23,163	\$23,163	\$92,652		
53	Occupancy		\$542,767	\$542,767	\$542,767	\$542,767	\$2,171,068		
54	Small equipment & Supplies		\$3,595	\$3,595	\$3,595	\$3,595	\$14,380		
55	Information Technology		\$77,545	\$77,545	\$77,545	\$77,545	\$310,180		
56	Repair/Maintenance		\$55,405	\$55,405	\$55,405	\$55,405	\$221,620		
57	Food storage/Refrigeration		\$7,151	\$7,151	\$7,151	\$7,151	\$28,604		
58	Garbage & Recycling		\$36,202	\$36,202	\$36,202	\$36,202	\$144,808		
59	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>		<b>\$755,927</b>	<b>\$755,927</b>	<b>\$755,927</b>	<b>\$755,927</b>	<b>\$2,846,504</b>		
60									
61	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>		<b>\$1,444,405</b>	<b>\$1,444,405</b>	<b>\$1,444,405</b>	<b>\$1,444,405</b>	<b>\$5,600,416</b>		
66	<b>HSA #3</b>								

	A	B	C	D	E	F	G
1	Grantee's Name: Board of Trustees of the Glide Found		Appendix B, Page				
2	Program: Free Meals		Document Date:		5/5/21		
3							
4							
5	<b>Capital Expenditure Detail</b>						
6	<b>(Equipment and Remodeling Cost)</b>						
7							TOTAL
8	<b>H.S.A-DAS</b>		7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25
9	No.	ITEM/DESCRIPTION					
10							
11							
12							
13							
14							
15							
16							
17							
18	<b>TOTAL DAS-OCF EQUIPMENT &amp; REMODELING COST</b>						
19							
20	<b>Non-DAS</b>						
21		ITEM/DESCRIPTION					
22	1	Delivery truck	23,904	23,904	23,904	23,904	95,616
23	2	Delivery van	10,848	10,848	10,848	10,848	43,392
24							
25							
26							
27	<b>TOTAL NON DAS-OCF EQUIPMENT &amp; REMODELING COST</b>		<b>34,752</b>	<b>34,752</b>	<b>34,752</b>	<b>34,752</b>	<b>139,008</b>
28							
29	<b>TOTAL DAS &amp; NON-DAS CAPITAL EXPENDITURE</b>		<b>34,752</b>	<b>34,752</b>	<b>34,752</b>	<b>34,752</b>	<b>34,752</b>
30	(Equipment and Remodeling Cost)						
31	<b>HSA #4</b>						

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
BY PROGRAM**

Name	Term				
<b>Board of Trustees of the Glide Foundation</b>	7/1/21 - 6/30/25				
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
If modification, Effective Date of Mod.      No. of Mod.					
<b>Program: Program Security</b>					
Budget Reference Page No.(s)					Total
Program Term	7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
<b>Expenditures</b>					
Salaries & Benefits	\$168,790	\$168,790	\$168,790	\$168,790	\$675,160
Operating Expenses	\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$168,790</b>	<b>\$168,790</b>	<b>\$168,790</b>	<b>\$168,790</b>	<b>\$675,160</b>
Indirect Percentage (%)	15%	15%	15%	15%	15%
Indirect Cost (Line 16 X Line 15)	\$25,319	\$25,319	\$25,319	\$25,319	\$101,276
Subcontractor/Capital Expenditures	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$776,436</b>
<b>HSA Revenues</b>					
General Funds	\$194,109	\$194,109	\$194,109	\$194,109	\$776,436
					\$0
					\$0
					\$0
					\$0
<b>TOTAL HSA REVENUES</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$776,436</b>
<b>Other Revenues</b>					
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total Revenues</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$194,109</b>	<b>\$776,436</b>
Full Time Equivalent (FTE)					
Prepared by: Charles Simms	Telephone No.: 415-674-6128				
HSA-CO Review Signature: _____					
HSA #1	6/20/2018				

**Salaries & Benefits Detail**

POSITION TITLE	Agency Totals		HSA Program		7/1/21 - 6/30/22	7/1/22 - 6/30/23	7/1/23 - 6/30/24	7/1/24 - 6/30/25	7/1/21 - 6/30/25
	Annual Full Time Salary for FTE	Total FTE	% FTE funded by HSA (Max 100%)	Adjusted FTE	DAS		DAS		TOTAL
					Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Community Safety and Training Manager - Ray White	\$77,868	1.00	15%	0.15	\$11,680	\$11,680	\$11,680	\$11,680	\$46,720
Shift Lead - Steve Virign	\$50,861	1.00	50%	0.50	\$25,430	\$25,430	\$25,430	\$25,430	\$101,720
Shift Lead - LaTanya Simmons	\$45,847	1.00	50%	0.50	\$22,924	\$22,924	\$22,924	\$22,924	\$91,696
Shift Lead - Lisa Pelletier-Ross	\$50,796	1.00	50%	0.50	\$25,398	\$25,398	\$25,398	\$25,398	\$101,592
Safety Monitor - Jerome Reed	\$42,398	1.00	50%	0.50	\$21,199	\$21,199	\$21,199	\$21,199	\$84,796
Safety Monitor - Darius Kittles	\$35,693	0.80	50%	0.40	\$14,277	\$14,277	\$14,277	\$14,277	\$57,108
Safety Monitor - Ricky Wong	\$40,534	1.00	15%	0.15	\$6,080	\$6,080	\$6,080	\$6,080	\$24,320
Safety Monitor - Iris Butler	\$39,934	1.00	15%	0.15	\$5,918	\$5,918	\$5,918	\$5,918	\$23,670
<b>TOTALS</b>	<b>\$383,932</b>	<b>7.80</b>	<b>295%</b>	<b>2.85</b>	<b>\$132,906</b>	<b>\$132,906</b>	<b>\$132,906</b>	<b>\$132,906</b>	<b>\$531,622</b>
FRINGE BENEFIT RATE	27%								
EMPLOYEE FRINGE BENEFITS	\$103,662				\$35,884	\$35,884	\$35,884	\$35,884	\$143,538
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$487,594</b>				<b>\$168,790</b>	<b>\$168,790</b>	<b>\$168,790</b>	<b>\$168,790</b>	<b>\$675,160</b>
<b>HSA #2</b>									<b>6/20/2018</b>

## Appendix C – Method of Payment

- I. In accordance with Section 3 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
  
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSA within 15 days after the month of service to SFHSA's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>  
  
Grantee may submit bills, invoices and related documentation in the format specified by SFHSA via paper or email only upon special permission by their assigned Contract Manager.
  
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: <http://www.sfgov.org/ach>
  
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C. Grantee shall notify SFHSA Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
  
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A. The invoice supplied shall include the total dollar amount claimed for the month.
  - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant.
  - C. The invoice shall show by line item:
    1. Budgeted amount (per approved grant budget or modification)
    2. Expenses for invoice period
    3. Expenses year-to-date
    4. % of budget expended
    5. Remaining balance
    6. Adjustments, including advance payment recovery
    7. Program income when specified in the grant agreement.
  - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
  - E. With written approval from SFHSA Program/Contract Manager, Grantee may adjust items within the existing budget of the grant in accordance with SFHSA Office of Contract Management Policy for Budget Line Item Revisions.
  - F. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been

rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee’s accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor’s paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency:	CFDA or other Identification #:
1.	_____
2.	_____
3.	_____
4.	_____

VI. Following SFHSA verification of submitted Invoice with required documentation of incurred expenses via CARBON, SFHSA will authorize payment within 10 business days after receipt of the invoice.

VII. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee’s accounting records. If a refund is due SFHSA, it will be submitted with the final report.

VIII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee’s monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular “automatic” procedure. Approval will be a consensus of Program and Contract Staff.

Once the grant is certified, the Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
  2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
  3. Final invoice from the preceding fiscal year must be received prior to advance distribution.
- IX. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.
- X. Timely and Complete Submission of Time Study- Failure to submit required time study by specified deadlines may result in withholding of grant payments.

### Appendix D – Interests In Other City Grants

\*\*Subgrantees must also list their interests in other City contracts

City Department or Commission	Date of Grant	Amount of Grant
SF Department of Homelessness & Supportive Housing (HSH)	7/1/14 – 6/30/22	\$388,161
SF Department of Public Health	7/1/20 – 6/30/22	\$221,700
SF Department of Public Health	7/1/20 – 6/30/22	\$13,754
SF Department of Public Health	7/1/20 – 6/30/22	\$383,444
SF Department of Public Health	1/1/20 – 6/30/22	\$200,000
California Department of Education (CDE)	7/1/20 – 6/30/22	\$27,676
California Department of Education (CDE)	7/1/20 – 6/30/22	\$262,998
San Francisco Department of Children, Youth, and Families (DCYF)	7/1/20 – 6/30/23	\$419,800
San Francisco Office of Early Care and Education (OECE)	7/1/20 – 6/30/22	\$376,497
San Francisco Children and Families First Commission (First 5)	7/1/20 – 6/30/22	\$384,678
Adult Probation Department (APD)	7/1/20 – 5/31/22	\$330,000
Department on the Status of Women	7/1/20 – 6/30/25	\$95,437



## Appendix E – Permitted Subcontractors

None

Appendix F - Site Chart

OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Board of Trustees of the Glide Foundation  
 MAILING ADDRESS: 330 Ellis Street, San Francisco, CA 94102  
 Deputy Director of Programs: Lillian Mark  
 PROGRAM DIRECTOR: George Gundry

PHONE NO.: 415-674-6021  
 PHONE NO.: 415-674-6037

EMAIL: [lmark@glide.org](mailto:lmark@glide.org)  
 EMAIL: [gandry@glide.org](mailto:gandry@glide.org)

Type of Meal (indicate Breakfast, Lunch, Dinner)	Breakfast	Lunch	Dinner																
<b>Name of Site</b>	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program																
<b>Address and Zip</b>	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102																
<b>Phone Number</b>	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)																
<b>Alternate Phone Number</b>	415-771-8420	415-771-8420	415-771-8420																
<b>Neighborhood</b>	Tenderloin	Tenderloin	Tenderloin																
<b>Supervisorial District No.</b>	6	6	6																
<b>Bus Line #</b>	27, 38, 14	27, 38, 14	27, 38, 14																
<b>Site Manager/Coordinator</b>	George Gundry, Program Director	George Gundry, Program Director	George Gundry, Program Director																
<b>Site Hours Open</b>	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm																
<b>Additional Programming Offered at the Site</b>	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5																
<b>Hours of Scheduled Programming</b>	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm																
<b>Days Open for Meal Service</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun																
<b>Hours of Meal Service</b>	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm																
<b>Vegetarian meal option available (Yes or No)</b>	Yes	Yes	Yes																
<b>Number of Meals</b>		390,000																	390,000
<b># Service Days</b>		364																	
<b>Average # meals per day</b>		1,071																	
<b>Days Closed (list holidays closed)</b>	January 1st (New Year's Day)	January 1st (New Year's Day)	January 1st (New Year's Day)																
<b>ADA Accessible</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>																

Appendix F - Site Chart

OFFICE OF COMMUNITY PARTNERSHIPS

<p>AGENCY: Board of Trustees of the Glide Foundation</p>	
<p>MAILING ADDRESS: 330 Ellis Street, San Francisco, CA 94102</p>	
<p>Deputy Director of Programs: Lillian Mark</p>	<p>PHONE NO.: 415-674-6021</p>
<p>PROGRAM DIRECTOR: George Gundry</p>	<p>PHONE NO.: 415-674-6037</p>
<p>EMAIL: <a href="mailto:mark@glide.org">mark@glide.org</a></p>	
<p>EMAIL: <a href="mailto:gaundry@glide.org">gaundry@glide.org</a></p>	

Type of Meal (indicate Breakfast, Lunch, Dinner)	Breakfast	Lunch	Dinner						
<b>Name of Site</b>	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program						
<b>Address and Zip</b>	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102						
<b>Phone Number</b>	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)						
<b>Alternate Phone Number</b>	415-771-8420	415-771-8420	415-771-8420						
<b>Neighborhood</b>	Tenderloin	Tenderloin	Tenderloin						
<b>Supervisorial District No.</b>	6	6	6						
<b>Bus Line #</b>	27, 38, 14	27, 38, 14	27, 38, 14						
<b>Site Manager/Coordinator</b>	George Gundry, Program Director	George Gundry, Program Director	George Gundry, Program Director						
<b>Site Hours Open</b>	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm						
<b>Additional Programming Offered at the Site</b>	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program; Walk-In Center/Integrated Case Management; Women's Center; Men In Progress; Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5						
<b>Hours of Scheduled Programming</b>	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm						
<b>Days Open for Meal Service</b>	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun						
<b>Hours of Meal Service</b>	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm						
<b>Vegetarian meal option available (Yes or No)</b>	Yes	Yes	Yes						
<b>Number of Meals</b>		390,000							390,000
<b># Service Days</b>		364							
<b>Average # meals per day</b>		1,071							
<b>Days Closed (list holidays closed)</b>	January 1st (New Year's Day)	January 1st (New Year's Day)	January 1st (New Year's Day)						
<b>ADA Accessible</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No						

Appendix F - Site Chart

OFFICE OF COMMUNITY PARTNERSHIPS

AGENCY: Board of Trustees of the Glide Foundation

MAILING ADDRESS: 330 Ellis Street, San Francisco, CA 94102

Deputy Director of Programs: Lillian Mark

PROGRAM DIRECTOR: George Gundry

EMAIL: [lmark@glide.org](mailto:lmark@glide.org)

EMAIL: [ggundry@glide.org](mailto:ggundry@glide.org)

PHONE NO.: 415-674-6021

PHONE NO.: 415-674-6037

Type of Meal (indicate Breakfast, Lunch, Dinner)	Breakfast	Lunch	Dinner						
Name of Site	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program						
Address and Zip	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102	330 Ellis Street San Francisco, CA 94102						
Phone Number	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)						
Alternate Phone Number	415-771-8420	415-771-8420	415-771-8420						
Neighborhood	Tenderloin	Tenderloin	Tenderloin						
Supervisory District No.	6	6	6						
Bus Line #	27, 38, 14	27, 38, 14	27, 38, 14						
Site Manager/Coordinator	George Gundry, Program Director	George Gundry, Program Director	George Gundry, Program Director						
Site Hours Open	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm						
Additional Programming Offered at the Site	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5	Daily Free Meals Program, Walk-In Center/Integrated Case Management, Women's Center, Men In Progress, Outpatient Substance Abuse Treatment, HIV Testing and Linkages, Syringe Access, Congregational Life, Licensed Childcare, Family Resource Center, Afterschool Program for K-5						
Hours of Scheduled Programming	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm						
Days Open for Meal Service	x_Mon_x_Tues x_Wed_x_Thurs x_Fri_x_Sat x_Sun	x_Mon_x_Tues x_Wed_x_Thurs x_Fri_x_Sat x_Sun	x_Mon_x_Tues x_Wed_x_Thurs x_Fri_x_Sat x_Sun						
Hours of Meal Service	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm						
Vegetarian meal option available (Yes or No)	Yes	Yes	Yes						
Number of Meals	390,000								390,000
# Service Days	364								
Average # meals per day	1,071			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Days Closed (list holidays closed)	January 1st (New Year's Day)	January 1st (New Year's Day)	January 1st (New Year's Day)						
ADA Accessible	X_Yes ___No	X_Yes ___No	X_Yes ___No	___Yes ___No	___Yes ___No	___Yes ___No	___Yes ___No	___Yes ___No	___Yes ___No

Appendix F - Site Chart		OFFICE OF COMMUNITY PARTNERSHIPS	
AGENCY:	Board of Trustees of the Glide Foundation		
MAILING ADDRESS:	330 Ellis Street, San Francisco, CA 94102		
Deputy Director of Programs:	Lillian Mark	<a href="mailto:lmark@glide.org">lmark@glide.org</a>	415-674-6021
PROGRAM DIRECTOR:	George Gundry	<a href="mailto:ggundry@glide.org">ggundry@glide.org</a>	415-674-6037
Type of Meal (indicate Breakfast, Lunch, Dinner)	Breakfast	Lunch	Dinner
Name of Site	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program	GLIDE Daily Free Meals Program
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Phone Number	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)	415-674-6000 (Main) 415-674-6037 (Program)
Alternate Phone Number	415-771-8420	415-771-8420	415-771-8420
Neighborhood	Tenderloin	Tenderloin	Tenderloin
Supervisory District No.	6	6	6
Bus Line #	27, 38, 14	27, 38, 14	27, 38, 14
Site Manager/Coordinator	George Gundry, Program Director	George Gundry, Program Director	George Gundry, Program Director
Site Hours Open	7:00 am - 5:00 pm	7:00 am - 5:00 pm	7:00 am - 5:00 pm
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Hours of Scheduled Programming	8:00 am - 9:00 am	12:00 pm - 1:00 pm	4:00 pm - 5:00 pm
Days Open for Meal Service	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thurs <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun
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Vegetarian meal option available (Yes or No)	Yes	Yes	Yes
Number of Meals	390,000		
# Service Days	364		
Average # meals per day	1,071		
Days Closed (list holidays closed)	January 1st (New Year's Day)	January 1st (New Year's Day)	January 1st (New Year's Day)
ADA Accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Appendix G**  
City and County of San Francisco  
HIPAA Business Associate Agreement

This Business Associate Agreement (“BAA”) supplements and is made a part of the agreement by and between the City and County of San Francisco, the Covered Entity (“CE”), and Glide Foundation (“Contractor”), the Business Associate (“BA”), dated July 1, 2021 (“Agreement”). To the extent that the terms of the Agreement are inconsistent with the terms of this BAA, the terms of this BAA shall control.

**RECITALS**

A. CE, by and through the Human Services Agency (HSA), wishes to disclose certain information to BA pursuant to the terms of the Agreement, some of which may constitute Protected Health Information (“PHI”) (defined below).

B. For purposes of the Agreement and this BAA, CE requires Contractor, even if Contractor is also a covered entity under HIPAA, to comply with the terms and conditions of this BAA as a BA of CE.

C. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).

D. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into an agreement containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this BAA.

E. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this BAA to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the corresponding Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

**1. Definitions.**

a. **Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such

**Appendix G**  
City and County of San Francisco  
HIPAA Business Associate Agreement

information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

**b. Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Part 164, Subpart D.

**c. Business Associate** is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, but other than in the capacity of a member of the workforce of such covered entity or arrangement, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.

**d. Covered Entity** means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

**e. Data Aggregation** means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**f. Designated Record Set** means a group of records maintained by or for a CE, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**g. Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this BAA, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.

**h. Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

**i. Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

**j. Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

**Appendix G**  
City and County of San Francisco  
HIPAA Business Associate Agreement

**k. Protected Health Information or PHI** means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this BAA, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.

**l. Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.

**m. Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.

**n. Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.

**o. Unsecured PHI** means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

**2. Obligations of Business Associate.**

**a. User Training.** The BA shall provide, and shall ensure that BA subcontractors provide, training on PHI privacy and security, including HIPAA and HITECH and its regulations, to each employee or agent that will access, use or disclose Protected Information, upon hire and/or prior to accessing, using or disclosing Protected Information for the first time, and at least annually thereafter during the term of the Agreement. BA shall maintain, and shall ensure that BA subcontractors maintain, records indicating the name of each employee or agent and date on which the PHI privacy and security trainings were completed. BA shall retain, and ensure that BA subcontractors retain, such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.

**b. Permitted Uses.** BA may use, access, and/or disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. Further, BA shall not use



**Appendix G**  
City and County of San Francisco  
HIPAA Business Associate Agreement

Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2). and 164.504(e)(4)(i)].

**c. Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2 (n) of this BAA, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].

**d. Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information other than as permitted or required by the Agreement and BAA, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Information solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Agreement.

**e. Appropriate Safeguards.** BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Agreement or this BAA, including, but not limited to, administrative, physical

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and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).

**f. Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.f. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.

**g. Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.

**h. Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and

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HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.

**i. Amendment of Protected Information.** Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

**j. Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the “Secretary”) for purposes of determining BA’s compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

**k. Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of “minimum necessary” is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary” to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.

**l. Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

**m. Notification of Breach.** BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the BAA; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through

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45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]

**Notifications to CE shall be made to;**

San Francisco Human Services Agency

Privacy Office:

[HSAPrivacyOffice@sfgov.org](mailto:HSAPrivacyOffice@sfgov.org)

Information Security Office: [HSA.IT.Information.Security@sfgov.org](mailto:HSA.IT.Information.Security@sfgov.org)

**n. Breach Pattern or Practice by Business Associate's Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Agreement or this BAA, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

**3. Termination.**

**a. Material Breach.** A breach by BA of any provision of this BAA, as determined by CE, shall constitute a material breach of the Agreement and this BAA and shall provide grounds for immediate termination of the Agreement and this BAA, any provision in the Agreement to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii).]

**b. Judicial or Administrative Proceedings.** CE may terminate the Agreement and this BAA, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

**c. Effect of Termination.** Upon termination of the Agreement and this BAA for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this BAA to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE

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elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.

**d. Civil and Criminal Penalties.** BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).

**e. Disclaimer.** CE makes no warranty or representation that compliance by BA with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

**4. Amendment to Comply with Law.**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the updated standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Agreement upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement or this BAA when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

**5. Reimbursement for Fines or Penalties.**

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days from City's written notice to BA of such fines, penalties or damages.

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## **APPENDIX H FEMA EMERGENCY & EXIGENCY CONTRACTS REQUIREMENTS**

- 1. Contract Requirements.** This contract may be eligible for FEMA funding. FEMA requires inclusion of the following contract provisions for procurement under exigent or emergency circumstances. The Parties must comply with these provisions as a minimum. In the event of a conflict with other provisions in this contract that address the same or a similar requirement, the provisions that are stricter and impose the greater duties upon Contractor shall apply.
- 2. Remedies for Breach.** In addition to all other remedies included in this contract, Contractor shall, at a minimum, be liable to the City for all foreseeable damages it incurs as a result of Contractor violation or breach of the terms of this contract. This includes without limitation any costs incurred to remediate defects in Contractor's services and/or the additional expenses to complete Contractor's services beyond the amounts agreed to in this contract, after Contractor has had a reasonable opportunity to remediate and/or complete its services as otherwise set for in this contract. All remedies provided for in this contract may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.
- 3. Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Contract, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs reasonably necessary to effectuate demobilization from the work.
- 4. Termination for Cause.** On and after any event of default, City shall have the right to exercise its legal and equitable remedies, including without limitation, the right to terminate this contract for cause or to seek specific performance of all or any part of this contract. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any event of default. Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this contract or any other contract between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such event of default and any liquidated damages due from Contractor pursuant to the terms of this contract or any other contract.
- 5. Work Hours and Safety Standards.** If this contract is for a price in excess of \$100,000, and involves the employment of mechanics or laborers, Contractor agrees as follows:

A. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed

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on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

B. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (A) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, Contractor and subcontractor(s) shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (A) of this section, in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (A) of this section.

C. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (B) of this section.

D. Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (A) through (D) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (A) through (D) of this section.

E. This Section 5 does not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**6. Rights to Inventions.** If FEMA's funding for this contract meets the definition of "funding agreement," and if this contract constitutes a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work, the City agrees to comply with the requirements of 37 C.F.R. Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by FEMA.

**7. Clean Air Act.** If this contract is for a price in excess of \$150,000, Contractor agrees as follows:

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A. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

B. The Contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

C. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**8. Federal Water Pollution Act.** If this contract is for a price in excess of \$150,000, Contractor agrees as follows:

A. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

B. The Contractor agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

C. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**9. Debarment and Suspension.** If this contract is for a price in excess of \$25,000, Contractor agrees as follows:

A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Contractor is required to verify that none of the Contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

B. The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

C. This certification is a material representation of fact relied upon by the City. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

D. The Contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of



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any contract that may arise from this offer. The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**10. Procurement of Recovered Materials**

A. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

- i. Competitively within a timeframe providing for compliance with the contract performance schedule;
- ii. Meeting contract performance requirements; or
- iii. At a reasonable price.

B. Information about this requirement, along with the list of EPA-designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

C. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”

**11. Time and Material Contracts.** To the extent this contract includes work that is paid on a time and material basis, such work must have a guaranteed maximum price (GMP). The GMP is set forth in the body of this contract. The GMP constitutes a ceiling price that Contractor exceeds at its own risk.

**12. Access to Records.** The following access to records requirements apply to this contract:

A. The Contractor agrees to provide City, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

B. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

C. The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

D. In compliance with the Disaster Recovery Act of 2018, the City and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**13. Department of Homeland Security Seal, Logo, and Flags.** The Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

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**14. Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The Contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**15. No Obligation by Federal Government.** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from the contract.

**16. Program Fraud and False or Fraudulent Statements or Related Acts.** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

**17. Byrd Anti-Lobbying Certification.**

A. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification pursuant to the Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

B. If this contract is for a price of \$100,000 or more, Contractor, and its lower tiers, must sign and submit to the City the following certification:

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any

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agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, **Glide Foundation** certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

DocuSigned by:

*Erby L. Foster, Jr.*

Signature of Contractor's Authorized Official

Erby L. Foster, Jr.

CFOO

Name and Title of Contractor's Authorized Official

7/28/2021

Date

**CITY AND COUNTY OF SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**FIRST AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**GLIDE FOUNDATION**  
**Grant ID: 1000022128**

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**FIRST AMENDMENT**

This AMENDMENT of the, **July 1, 2021 Grant Agreement** (the "Agreement") is dated as of **May 1, 2022 and** is made in the City and County of San Francisco, State of California, by and between **Glide Foundation, 330 Ellis Street, San Francisco, CA 94102** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through the **Human Services Agency** ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Proposals (RPF) #907 which was competitively bid in January 2021 and this modification is consistent therewith; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and update standard contractual clauses; and,

**WHEREAS**, City and Grantee desire to execute this amendment to update the prior Agreement;

**NOW, THEREFORE**, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:
  - (a.) Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Six Million, Four Hundred Thirty Three Thousand, Four Hundred Thirty Two Dollars (\$6,433,432)** for the period from **July 1, 2021 to June 30, 2025, plus**

**any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount: Up to Six Hundred Forty Three Thousand, Three Hundred Forty Four Dollars (\$643,344) for the period from July 1, 2024 to June 30, 2025, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seven Million, Seventy Six Thousand, Seven Hundred Seventy Six Dollars (\$7,076,776)** for the period from **July 1, 2021 to June 30, 2025.**

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B and B-1, and is not available to Grantee without a written revision to the Program Budgets of Appendix B and B-1 approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

Such section is hereby superseded in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed **Seven Million, One Hundred Fifty-Two Thousand, Nine Hundred Forty Dollars (\$7,152,940)** for the period from **July 1, 2021 to June 30, 2025, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount: Up to Seven Hundred Fifteen Thousand, Two Hundred Ninety Four Dollars (\$715,294) for the period from July 1, 2024 to June 30, 2025, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seven Million, Eight Hundred Sixty-Eight Thousand, Two Hundred Thirty-Four Dollars (\$7,868,234)** for the period from **July 1, 2021 to June 30, 2025.**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B-1 and B-2, and is not available to Grantee without a revision to the Program Budgets of Appendix B-1 and B-2 specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by

Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- (b.) **Appendix A.** Appendix A, of the aforesaid agreement describes the services to be provided.

Such section is hereby superseded in its entirety by Appendix A-1, pp. 1-6, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c.) **Appendix B.** Appendix B, Calculation of Charges, pp. 1-4 of the Aforesaid Agreement displays the original total amount of **\$5,656,996**.

Such section is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. 1-4, which displays the budget as herein modified to **\$6,376,504**.

- (d.) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A-1, Services to be Provided  
Appendix B-1, Free Meals Security Budget  
Appendix B-2, Free Meals Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subgrantees  
Appendix F, Site Chart  
Appendix G, HIPAA Business Associate Agreement  
Appendix H, FEMA Emergency & Exigency Contracts Requirements

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

**CITY**

**GRANTEE:**

HUMAN SERVICES AGENCY

**GLIDE FOUNDATION**

DocuSigned by:  
*Trent Rhorer* 6/10/2022  
By: 9753A8870BB74EE...  
Trent Rhorer  
Executive Director

DocuSigned by:  
*Erby Foster* 6/8/2022  
By: 33D29B8850F8496...  
Print Name: Erby Foster  
Title: Executive Director  
Address: 330 Ellis Street  
City, State ZIP: San Francisco, CA 94102

Phone: (415) 674-6000

Federal Tax ID #: 94-1156481  
City Supplier ID: 0000019495  
DUNS Number: 074672916

**Approved as to Form:**

David Chiu  
City Attorney

DocuSigned by:  
*David Ries* 6/10/2022  
By: EFF1B6C5BE4244A...  
David K. Ries  
Deputy City Attorney

APPENDIX A-1 – Services to be Provided  
 Glide Foundation  
 Free Meals Program  
 July 1, 2021 to June 30, 2025

## I. Purpose

The purpose of the free meals program is to provide nutritious meals three times a day in a safe environment to individuals who do not have sufficient access to healthy food to meet their daily dietary needs. The program aims to help reduce hunger, food insecurity, and improve the nutritional status of individuals most at risk. The program intends to serve as a focal point where individuals can access information and additional resources.

## II. Definitions

Grantee	Glide Foundation
At Risk of Institutionalization	To be considered at risk of institutionalization, a person must have, at a minimum, one of the following: 1) functional impairment in a minimum of two Activities of Daily Living (ADL): eating, dressing, transfer, bathing, toileting, and grooming; or 2) a medical condition to the extent requiring the level of care that would be provided in a nursing facility; or 3) be unable to manage his/her own affairs due to emotional and/or cognitive impairment, evidenced by functional impairment in a minimum of three Instrumental Activities of Daily Living (IADLs): preparing meals, managing money, shopping for groceries or personal items, performing housework, using a telephone.
CARBON	Contracts Administration, Reporting, and Billing On-line System.
City	City and County of San Francisco, a municipal corporation.
CRFC	California Retail Food Code establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local health agencies to enforce these provisions.
Client	An individual participating in the free meals program
Communities of Color	An inclusive term and unifying term for persons who do not identify as White, who have been historically and systemically disadvantaged by institutionalized and interpersonal racism.
DAS	Department of Disability and Aging Services
Dietary Guidelines for Americans (DGA)	Evidence-based food and beverage recommendations for Americans ages 2 and older that aim to promote health, prevent chronic disease, and help people reach and maintain a healthy weight. Published jointly every 5 years by the U.S. Department of Health and Human Services (HHS) and the U.S. Department of Agriculture (USDA).



Dietary Reference Intakes (DRI)	Nutrient reference values published by the Institute of Medicine (IOM) that represent the most current scientific knowledge on nutrient needs of healthy populations.
HACCP	Hazard Analysis of Critical Control Points. A prevention-based food safety system focusing on time and temperature control at different crucial food service system points, monitoring and documenting practices, and taking corrective actions when failure to meet critical limits is detected.
LGBTQ+	An acronym/term used to refer to persons who self-identify as non -heterosexual and/or whose gender identity does not correspond to their birth sex. This includes, but is not limited to, lesbian, gay, bisexual, transgender, genderqueer, and gender non-binary.
Limited English-Speaking Proficiency	Any person who does not speak English well or is otherwise unable to communicate effectively in English because English is not the person's primary language.
Low-Income	Having income at or below 100% of the federal poverty line as defined by the federal Bureau of the Census and published annually by the U.S. Department of Health and Human Services. Eligibility for program enrollment and/or participation is not means tested. Clients self-report income status.
Menu Analysis	An evaluation conducted by a registered dietitian (RD) that includes a nutrient analysis of the meals offered through the nutrition program. The purpose of the nutrient analysis is to determine if daily meals and weekly menus comply with the regulatory nutritional standards. At a minimum, the analysis will include calories, protein, fat, saturated fat, fiber, calcium, magnesium, sodium, vitamin A, vitamin C, vitamin D, and vitamin B12. When utilizing a computerized menu analysis, the grantee will analyze meals on a weekly basis for a minimum of two (2) weeks. Meals shall meet no less than one-third of the DRI for all calculated nutrients daily, or as specified in the DAS OCP policy memorandum.
OCP	Office of Community Partnerships.
OCM	Office of Contract Management, San Francisco Human Services Agency.
Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN)	Registered Dietitian or Registered Dietitian Nutritionist: An individual who shall be both: 1) Qualified as specified in Sections 2585 and 2586, Business and Professions Code, and 2) Registered by the Commission on Dietetic Registration. A Registered Dietitian (R.D.) shall be covered by professional liability insurance either individually (if a consultant) or through grantee.
Service Unit	One breakfast, lunch, or dinner meal provided to an individual through the free meals program.
SF-HSA	Human Services Agency of the City and County of San Francisco
Socially Isolated	Having few social relationships and few people to interact with

	regularly.
SOGI	Sexual Orientation and Gender Identity; <i>Ordinance No. 159-16</i> amended the San Francisco Administrative Code to require City departments and grantors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve ( <i>Chapter 104, Sections 104.1 through 104.9.</i> )

### III. Target Population

The target population is low-income individuals living in the Tenderloin and South of Market neighborhoods, Supervisorial District 6 in the City and County of San Francisco. Services shall be designed to engage one or more of the following target populations, which have been identified as demonstrating the greatest economic and social need:

1. Persons who are socially isolated
2. Persons with limited English-speaking proficiency
3. Persons from communities of color
4. Persons who identify as LGBTQ+
5. Persons at risk of institutionalization

### IV. Eligibility for Services

An individual who lives in the City and County of San Francisco.

### V. Location and Times of Services

The grantee will provide the free meals program at 330 Ellis Street, San Francisco, CA, 94102. The grantee determines the service time(s) for each meal service. The location and meal service times are subject to DAS OCP approval. The grantee will provide DAS OCP with a site chart that reflects the current agreed upon location and meal service times.

### VI. Description of Services and Program Requirements

1. Grantee shall prepare and serve breakfast, lunch, and dinner to clients seven days a week at a location accessible to clients living in the Tenderloin and South of Market neighborhoods in Supervisorial District 6.
2. Grantee shall ensure the three meals each day collectively provide 100% of the daily Dietary Recommended Intake (DRI) for major nutrients and comply with the current Dietary Guidelines for Americans, published by the USDA and the U.S. Department of Health and Human Services.
3. Grantee will submit for review and approval by DAS OCP every 6 months or less, and at least one month in advance of use, a minimum of a two-week cycle menu for the program with the required corresponding nutrient analysis completed by their staff or consultant RD.
4. Grantee will ensure that the meal site is a focal point where clients have access to information, resources, and referral services. The grantee may provide information

- and referral services directly or through collaborative partnerships with other community organizations.
5. Grantee shall provide a security team for the agency's meal program operation. This team will be responsible for helping to maintain safety for clients and staff, and for mediation and conflict resolution throughout the day at the program site.
  6. Grantee shall equip the security team with identifying and noticeable uniform apparel to support a noticeable presence while providing service across the agency's programs.
  7. Grantee shall provide quarterly in-service trainings for the security team to enhance their skills to effectively mediate and resolve conflicts when they arise and to maintain safety for clients and staff. Topics may include but are not limited to harm reduction, de-escalation, mental health, "first aid", and successful engagement with program clients.
  8. Grantee will develop and maintain nutrition policies and procedures that are in compliance with and meet the nutrition and food service standards set forth by California Retail Food Code (CRFC) and DAS OCP.
  9. Grantee will ensure that the procurement, preparation, service, and delivery of all meals and snacks meet state and local food, sanitation, health and safety requirements.
  10. Grantee will have a qualified manager on staff who conducts the day-to-day management and administrative functions of the program. The grantee will ensure the manager on staff possess a food safety manager certification.
  11. Grantee will comply with the City's food service waste reduction ordinance (File #06094), and use reusable, biodegradable, compostable and/or recyclable food service supplies.
  12. Grantee will ensure that a registered dietitian (RD) conducts and documents an on-site HACCP safety and sanitation monitoring of the production kitchen during meal preparation and the meal service site at least once per quarter and a minimum of four times during the fiscal year.
  13. Grantee will ensure that a registered dietitian (RD) conducts and documents quarterly in-service trainings for nutrition program staff (e.g. food service and delivery workers). Topics shall include at a minimum HACCP procedures, emergency preparedness, OSHA and other kitchen safety standards. Grantee will also provide the in service trainings as part of a new employee and/or volunteer orientation process and additional in-service trainings as needed to address any HACCP monitoring findings and/or to reinforce best food safety and sanitation practices as needed. Grantee will document, schedule, and conduct in-service trainings in a timely manner when there are monitoring findings. A registered dietitian (RD) must review and approve an annual in-service training plan and the training curriculum for nutrition program staff.
  14. Grantee will ensure that the RD on staff or consultant RD reviews and approves menu substitutions in advance of their use and that staff documents the substitutions made.
  15. Grantee will ensure that services delivered are consistent with professional standards for this service and there is a sufficient number of qualified staff, paid and volunteer, with the appropriate education, experience, and cultural competency to carry out the requirements of the program and deliver quality services to meet the needs of the clients.

16. Grantee will develop a grievance policy consistent with DAS OCP policy memorandum.
17. Grantee will meet and comply with program reporting requirements on client utilization of services and outcome of services.

**VII. Service Objectives**

Grantee will provide the units of service detailed in Table A below:

<b>Table A Service Objective Summary</b>	<b>FY 21/22</b>	<b>modification</b>	<b>Revised FY 21/22</b>	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>
<b>Meals</b>	<b>390,000</b>	<b>+19,450</b>	<b>409,450</b>	<b>390,000</b>	<b>390,000</b>	<b>390,000</b>
<b>One (1) unit of service = One (1) meal</b>						

**VIII. Outcome Objectives**

1. Clients report increased consumption of fruits, vegetables, and/or whole grains. Target: 75%.
2. Clients feel less worried about getting enough food to meet their needs. Target: 85%.
3. Clients rate the quality of meals they received as excellent or good. Target: 85%.
4. Clients feel safe and welcomed by program staff. Target: 85%.

Based on a client survey and a sample size of at least twenty-five percent (25%) of the clients accessing the program at the time the grantee administers the survey.

**IX. Reporting Requirements**

1. Grantee will enter monthly reports and metrics into the CARBON database system by the 15th of the following month that includes the following information:
  - Number of breakfast meals served daily and year-to-date averages
  - Number of lunch meals served daily and year-to-date averages
  - Number of dinner meals served daily and year-to-date averages
  - Number of active employees who make up the security team
2. Grantee will submit HACCP monitoring reports of the production kitchen and congregate sites to DAS OCP once per quarter. Quarterly reports due Oct. 15; Jan. 15; April 15; and June 15.
3. Grantee will enter the annual service and outcome objective metrics identified in the Appendix A of the grant in the CARBON database by the 15th of the month following the end of the program year.
4. Grantee shall develop and deliver bi-annual summary reports of SOGI data collected in the year as requested by SF-HSA, DAS, and OCP. The due dates for submitting the bi-annual summary reports are July 10 and January 10.

5. Grantee shall develop and deliver ad hoc reports as requested by SF-HSA, DAS, and OCP.
6. Grantee shall be compliant with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules to the extent applicable.
7. For assistance with reporting requirements or submission of reports, contact:

Tiffany Kearney, RD Lead Nutritionist and Program Analyst DAS OCP Tiffany.Kearney@sfgov.org	Rocio Duenas Contract Manager HSA OCM Rocio.Duenas@sfgov.org
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**X. Monitoring Activities**

1. Program Monitoring: Program monitoring will include review of compliance to specific program standards or requirements; client eligibility and targeted mandates, back up documentation for the units of service and all reporting, and progress of service and outcome objectives; how participant records are collected and maintained if applicable; maintenance of service unit logs; agency and organization standards, which include current organizational chart, evidence of provision of training to staff regarding the Elder Abuse Reporting; evidence of provision of security awareness training to staff; program operation, which includes a review of a written policies and procedures manual of all DAS OCP funded programs, written project income policies if applicable, grievance procedure posted in the center/office, hours of operation are current according to the site chart; a board of directors list and whether services are provided appropriately according to Sections III-VI.
2. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the 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. The compliance monitoring will include review of the Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, MOUs, the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	E	F	G	J	M	P	Q	R
1	<b>BUDGET FORMS</b>								Appendix B-2, Page 1
2									4/21/2022
3	<b>HUMAN SERVICES AGENCY - DEPARTMENT OF DISABILITY AND AGING SERVICES</b>								
4									
5	Grantee's Name: Board of Trustees of the Glide Foundation							Grant Term	
6	(Check One) New ___ Renewal ___ Modification <u>X</u> ___							7/1/21 to 6/30/25	
7	Effective Date of Mod:		No. of Mod:						
8	<b>Program: Free Meals</b>		<b>MODIFICATION</b>	<b>REVISED</b>				<b>TOTAL</b>	Average cost/meal
9	<b>Annual # Meals Contracted</b>	409,450	-	409,450	390,000	390,000	390,000	1,579,450	
10	<b>Program Term</b>	7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25	
11	<b>DAS Expenditures</b>								
12	Salaries & Benefits	\$681,414		\$681,414	\$616,197	\$616,197	\$616,197	\$2,530,004	\$1.60
13	Operating Expense	\$688,478		\$688,478	\$688,478	\$688,478	\$688,478	\$2,753,912	\$1.74
14	<b>Subtotal</b>	<b>\$1,369,892</b>		<b>\$1,369,892</b>	<b>\$1,304,675</b>	<b>\$1,304,675</b>	<b>\$1,304,675</b>	<b>\$5,283,916</b>	<b>\$3.35</b>
15	Indirect Percentage	15%			15%	15%	15%	15%	
16	Indirect Cost (Line 15 X Line 14, check Gen.Guidance regarding indirect exclusion)	\$205,484		\$205,484	\$195,701	\$195,701	\$195,701	\$792,587	\$0.50
17	<b>Capital/OTO Expenditure</b>		<b>\$300,000</b>	<b>\$300,000</b>				<b>\$300,000</b>	<b>\$0.19</b>
18	<b>TOTAL DAS EXPENDITURES</b>	<b>\$1,575,376</b>	<b>\$300,000</b>	<b>\$1,875,376</b>	<b>\$1,500,376</b>	<b>\$1,500,376</b>	<b>\$1,500,376</b>	<b>\$6,376,504</b>	<b>\$4.04</b>
19									
20	<b>Non-DAS Expenditures</b>								
21	Salaries & Benefits	\$510,043		\$510,043	\$510,043	\$510,043	\$510,043	\$2,040,174	\$1.29
22	Operating Expense	\$968,594		\$968,594	\$958,492	\$958,492	\$958,492	\$3,844,069	\$2.43
23	Capital Expenditure	\$34,752		\$34,752	\$34,752	\$34,752	\$34,752	\$139,008	\$0.09
24	<b>TOTAL Non-DAS EXPENDITURES</b>	<b>\$1,513,389</b>		<b>\$1,513,389</b>	<b>\$1,503,287</b>	<b>\$1,503,287</b>	<b>\$1,503,287</b>	<b>\$6,023,250</b>	<b>\$3.81</b>
25									
26	<b>TOTAL DAS &amp; Non-DAS EXPENDITURES</b>	<b>\$3,088,765</b>	<b>\$300,000</b>	<b>\$3,388,765</b>	<b>\$3,003,663</b>	<b>\$3,003,663</b>	<b>\$3,003,663</b>	<b>\$12,399,754</b>	<b>\$7.85</b>
27									
28	<b>HSA-DAS Revenues</b>								
29	General Funds	\$1,575,376		\$1,575,376	\$1,500,376	\$1,500,376	\$1,500,376	\$6,076,504	
30	OTO H.S.A. General Funds		\$300,000	\$300,000				\$300,000	
31									
32									
33									
34	<b>TOTAL HSA-DAS REVENUES</b>	<b>\$1,575,376</b>	<b>\$300,000</b>	<b>\$1,875,376</b>	<b>\$1,500,376</b>	<b>\$1,500,376</b>	<b>\$1,500,376</b>	<b>\$6,376,504</b>	
35	<b>PER MEAL COST, HSA-DAS</b>	<b>\$3.85</b>		<b>\$3.85</b>	<b>\$3.85</b>	<b>\$3.85</b>	<b>\$3.85</b>	<b>\$4.04</b>	
36	<b>Non-DAS Revenues</b>								
37	Cash Contributions	\$892,211		\$892,211	\$886,109	\$882,109	\$882,109	\$3,542,538	\$2.24
38	In-Kind Contributions	\$611,178		\$611,178	\$607,178	\$611,178	\$611,178	\$2,440,712	\$1.55
39	Federal Assistance (FEMA)	\$10,000		\$10,000	\$10,000	\$10,000	\$10,000	\$40,000	\$0.03
40									
41									
42	<b>TOTAL NON HSA-DAS REVENUES</b>	<b>\$1,513,389</b>		<b>\$1,513,389</b>	<b>\$1,503,287</b>	<b>\$1,503,287</b>	<b>\$1,503,287</b>	<b>\$6,023,250</b>	
43	<b>PER MEAL COST, NON HSA-DAS</b>	<b>\$3.70</b>		<b>\$3.70</b>	<b>\$3.85</b>	<b>\$3.85</b>	<b>\$3.85</b>	<b>\$3.81</b>	
44	<b>TOTAL REVENUES</b>	<b>\$3,088,765</b>	<b>\$300,000</b>	<b>\$3,388,765</b>	<b>\$3,003,663</b>	<b>\$3,003,663</b>	<b>\$3,003,663</b>	<b>\$12,399,754</b>	
45	<b>PER BAG COST, TOTAL</b>	<b>\$7.54</b>		<b>\$8.28</b>	<b>\$7.70</b>	<b>\$7.70</b>	<b>\$7.70</b>	<b>\$7.85</b>	
46	Full Time Equivalent (FTE)								
48	Prepared by: Charles Simms								Date: 11/3/21
49	HSA-CO Review Signature:								
50	<b>HSA #1</b>	Form Rev. 12/22/16							

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	A	B	C	D	E	F	G	H	I	J	K	L	P	S	V	Y	Z
1	Grantee's Name: Board of Trustees of the Glide Foundation																Appendix B-2, Page 2
2	Program: Free Meals																Date: 4/21/22
3																	
4																	
5	<b>Salaries &amp; Benefits Detail</b>																
6																	
7																	
8	<b>H.S.A-DAS</b>	<b>Agency Totals</b>		<b>ORIGINAL - For DAS Nutrition</b>		<b>MODIFICATION - For DAS Nutrition</b>		<b>ADDBACK - For DAS Nutrition</b>		<b>REVISED - For DAS Nutrition</b>		<b>7/1/21 to 6/30/22</b>	<b>7/1/22 to 6/30/23</b>	<b>7/1/23 to 6/30/24</b>	<b>7/1/24 to 6/30/25</b>	<b>7/1/21 to 6/30/25</b>	
9	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Total	
10	Director	\$161,589	100%	66%	66%	9%	9%	10%	10%	85%	85%	\$137,351	\$120,649	\$120,649	\$120,649	\$499,298	
11	Culinary Manager	\$89,255	100%	67%	67%	8%	8%			75%	75%	\$66,941	\$62,871	\$62,871	\$62,871	\$255,554	
12	Chef	\$41,331	100%	62%	62%	3%	3%	4%	4%	69%	69%	\$28,903	\$24,625	\$24,625	\$24,625	\$102,778	
13	Prep Cook	\$41,560	100%	62%	62%	3%	3%			65%	65%	\$27,014	\$24,767	\$24,767	\$24,767	\$101,315	
14	Shift Leader	\$53,853	100%	52%	52%	8%	8%	15%	15%	75%	75%	\$40,390	\$37,004	\$37,004	\$37,004	\$151,402	
15	Shift Leader	\$47,259	100%	52%	52%	8%	8%	15%	15%	75%	75%	\$35,445	\$30,575	\$30,575	\$30,575	\$127,170	
16	Shift Leader	\$51,357	100%	52%	52%	8%	8%	15%	15%	75%	75%	\$38,518	\$33,707	\$33,707	\$33,707	\$139,638	
17	Purchasing Agent	\$61,279	100%	62%	62%	3%	3%	5%	5%	70%	70%	\$42,895	\$39,993	\$39,993	\$39,993	\$162,874	
18	Dishwashers -2	\$75,320	100%	53%	53%	2%	2%	20%	20%	75%	75%	\$56,490	\$52,981	\$52,981	\$52,981	\$215,432	
19	Program Navigator-2	\$103,526	100%	10%	10%	10%	10%			20%	20%	\$20,705	\$17,353	\$17,353	\$17,353	\$72,764	
20	Stockroom/Driver	\$37,483	100%	52%	52%	3%	3%			55%	55%	\$20,616	\$19,391	\$19,391	\$19,391	\$78,789	
21	Stockroom	\$35,465	100%	60%	60%					60%	60%	\$21,279	\$21,279	\$21,279	\$21,279	\$85,116	
22	<b>TOTALS</b>	<b>\$ 799,278</b>	<b>1200%</b>	<b>650%</b>	<b>650%</b>	<b>65%</b>	<b>65%</b>	<b>84%</b>	<b>84%</b>	<b>799%</b>	<b>799%</b>	<b>\$536,546</b>	<b>\$485,194</b>	<b>\$485,194</b>	<b>\$485,194</b>	<b>\$1,992,129</b>	
23	FRINGE BENEFIT RATE	27.0%															
24	EMPLOYEE FRINGE BENEFITS	\$ 215,805										\$144,868	\$131,002	\$131,002	\$131,002	\$537,875	
25																	
26																	
27																	
28	<b>TOTAL DAS SALARIES &amp; BENEFITS</b>	<b>\$ 1,015,083</b>										<b>\$681,414</b>	<b>\$616,197</b>	<b>\$616,197</b>	<b>\$616,197</b>	<b>\$2,530,004</b>	
29																	
30																	
31	<b>Non - DAS</b>	<b>Agency Totals</b>		<b>For DAS Meal</b>		<b>7/1/21 to 6/30/22</b>	<b>7/1/22 to 6/30/23</b>	<b>7/1/23 to 6/30/24</b>	<b>7/1/24 to 6/30/25</b>	<b>7/1/21 to 6/30/25</b>							
32	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	Budgeted Salary	Total							
33	Director, Daily Free Meals Program	\$161,589	100%	21%	21%	\$33,934	\$33,934	\$33,934	\$33,934	\$135,736							
34	Daily Free Meals Program Manager	\$89,255	100%	19%	19%	\$16,958	\$16,958	\$16,958	\$16,958	\$67,832							
35	Cook/Chef	\$41,331	100%	25%	25%	\$10,333	\$10,333	\$10,333	\$10,333	\$41,332							
36	Cook	\$41,331	100%	87%	87%	\$35,958	\$35,958	\$35,958	\$35,958	\$143,832							
37	Chef	\$42,995	100%	87%	87%	\$37,406	\$37,406	\$37,406	\$37,406	\$149,624							
38	Prep Cook	\$41,560	100%	24%	24%	\$9,974	\$9,974	\$9,974	\$9,974	\$39,896							
39	Shift Lead	\$58,853	100%	35%	35%	\$20,599	\$20,599	\$20,599	\$20,599	\$82,396							
40	Shift Lead	\$47,259	100%	35%	35%	\$16,541	\$16,541	\$16,541	\$16,541	\$66,164							
41	Shift Lead	\$51,357	100%	35%	35%	\$17,975	\$17,975	\$17,975	\$17,975	\$71,900							
42	Purchasing Agent	\$61,279	100%	25%	25%	\$15,320	\$15,320	\$15,320	\$15,320	\$61,280							
43	Steward/Dishwasher	\$37,483	100%	34%	34%	\$12,744	\$12,744	\$12,744	\$12,744	\$50,976							
44	Dishwasher	\$37,837	100%	34%	34%	\$12,864	\$12,864	\$12,864	\$12,864	\$51,456							
45	Meals Navigator	\$50,296	100%	77%	77%	\$38,728	\$38,728	\$38,728	\$38,728	\$154,912							
46	Meals Navigator 2	\$53,229	100%	77%	77%	\$40,987	\$40,987	\$40,987	\$40,987	\$163,948							
47	Stockroom Worker	\$37,483	100%	35%	35%	\$13,119	\$13,119	\$13,119	\$13,119	\$52,476							
48	Stockroom/Dishwasher	\$35,465	100%	27%	27%	\$9,576	\$9,576	\$9,576	\$9,576	\$38,304							
49	Steward	\$38,336	100%	87%	87%	\$33,352	\$33,352	\$33,352	\$33,352	\$133,408							
50	Cook/Expeditor	\$39,438	100%	64%	64%	\$25,241	\$25,241	\$25,241	\$25,241	\$100,964							
51	<b>TOTAL NON-DAS</b>	<b>\$ 966,378</b>	<b>1800%</b>	<b>828%</b>	<b>828%</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$401,609</b>	<b>\$1,606,436</b>							
52	FRINGE BENEFIT RATE	27.0%															
53	EMPLOYEE FRINGE BENEFITS	\$ 260,922				\$108,434	\$108,434	\$108,434	\$108,434	\$433,738							
54																	
55																	
56																	
57	<b>TOTAL Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$ 1,227,301</b>				<b>\$510,043</b>	<b>\$510,043</b>	<b>\$510,043</b>	<b>\$510,043</b>	<b>\$2,040,174</b>							
58																	
59	<b>TOTAL DAS &amp; Non-DAS SALARIES &amp; BENEFITS</b>	<b>\$ 2,242,383</b>				<b>\$1,191,457</b>	<b>\$1,126,240</b>	<b>\$1,126,240</b>	<b>\$1,126,240</b>	<b>\$4,570,178</b>							
60	<b>HSA #2</b>																

	A	B	C	D	E	F	G	H	I
1	Grantee's Name: Board of Trustees of the Glide Foundation								Appendix B-2, Page 3
2	Program: Free Meals								Document Date: 4/21/22
3									
4									
5	<b>Operating Expense Detail</b>								
7	<b>H.S.A-DAS</b>	Annual #Meals Contracted:	409,450	390,000	390,000	390,000	<b>TOTAL</b>		
8		Term:	7/1/21 to 6/30/22	7/1/22 to 6/30/23	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/21 to 6/30/25		
9	<u>Expenditure Category</u>								
10	Rental of Property		\$5,072	\$5,072	\$5,072	\$5,072	\$20,288		
11	Utilities(Elec, Water, Gas, Phone, Scavenger)								
12	Office Supplies, Postage								
13	Building Maintenance Supplies and Repair								
14									
15	<u>Food Costs</u>								
16	Raw Food	per meal \$ 0.76	\$426,369	\$426,369	\$426,369	\$426,369	\$1,705,476		
17	Cong Food Svc Supplies	per meal \$ 0.18	\$141,628	\$141,628	\$141,628	\$141,628	\$566,512		
18	HDM Food Svc Supplies	per meal \$ -							
19	Catered Meals	per meal \$ -							
20	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
21	Registered Dietitian								
22									
23	<u>Other Costs</u>								
24	Insurance								
25	Staff Training & Travel								
26	Rental of Equipment		\$3,550	\$3,550	\$3,550	\$3,550	\$14,200		
27	Small equipment & Supplies		\$5,190	\$5,190	\$5,190	\$5,190	\$20,760		
28	Auto - Fuel & Insurance								
29	Repair/Maintenance		\$86,671	\$86,671	\$86,671	\$86,671	\$346,684		
30	Food storage/Refrigeration		\$8,387	\$8,387	\$8,387	\$8,387	\$33,548		
31	Garbage & Recycling		\$11,611	\$11,611	\$11,611	\$11,611	\$46,444		
32	<b>TOTAL DAAS OPERATING EXPENSE</b>		<b>\$688,478</b>	<b>\$688,478</b>	<b>\$688,478</b>	<b>\$688,478</b>	<b>\$2,753,912</b>		
34	<b>Non-DAS</b>								
35	<u>Expenditure Category</u>								
36	Rental of Property								
37	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$3,905	\$3,905	\$3,905	\$3,905	\$15,620		
38	Office Supplies, Postage		\$4,194	\$4,194	\$4,194	\$4,194	\$16,776		
39	Building Maintenance Supplies and Repair								
40									
41	<u>Food Costs</u>								
42	Raw Food	per meal \$ 0.40	\$162,716	\$154,987	\$154,987	\$154,987	\$627,676		
43	Cong Food Svc Supplies	per meal \$ 0.12	\$49,951	\$47,578	\$47,578	\$47,578	\$192,686		
44	HDM Food Svc Supplies	per meal \$ -							
45	Catered Meals	per meal \$ -							
46	<u>CONSULTANT/SUBCONTRACTOR Descriptive Title</u>								
47	Registered Dietitian		\$2,000	\$2,000	\$2,000	\$2,000	\$8,000		
48									
49	<u>Other Costs</u>								
50	Insurance								
51	Staff Training & Travel								
52	Rental of Equipment		\$23,163	\$23,163	\$23,163	\$23,163	\$92,652		
53	Occupancy		\$542,767	\$542,767	\$542,767	\$542,767	\$2,171,068		
54	Small equipment & Supplies		\$3,595	\$3,595	\$3,595	\$3,595	\$14,380		
55	Information Technology		\$77,545	\$77,545	\$77,545	\$77,545	\$310,180		
56	Repair/Maintenance		\$55,405	\$55,405	\$55,405	\$55,405	\$221,620		
57	Food storage/Refrigeration		\$7,151	\$7,151	\$7,151	\$7,151	\$28,604		
58	Garbage & Recycling		\$36,202	\$36,202	\$36,202	\$36,202	\$144,808		
59	<b>TOTAL Non-DAAS OPERATING EXPENSE</b>		<b>\$968,594</b>	<b>\$958,492</b>	<b>\$958,492</b>	<b>\$958,492</b>	<b>\$3,844,069</b>		
60									
61	<b>TOTAL DAAS &amp; Non-DAAS OPERATING EXPENSE</b>		<b>\$1,657,072</b>	<b>\$1,646,970</b>	<b>\$1,646,970</b>	<b>\$1,646,970</b>	<b>\$6,597,981</b>		
66	<b>HSA #3</b>								



	A	B	C	D	E	F	G
1	Grantee's Name: Board of Trustees of the Glide Foundation					Appendix B-2, Page 4	
2	Program: Free Meals					Document Date: 4/21/22	
3							
4							
5	<b>Capital/OTO Expenditure Detail</b>						
6	<b>(Equipment and Remodeling Cost)</b>						
7							
8	<b>H.S.A-DAS</b>		<b>7/1/21 to 6/30/22</b>	<b>7/1/22 to 6/30/23</b>	<b>7/1/23 to 6/30/24</b>	<b>7/1/24 to 6/30/25</b>	<b>TOTAL</b>
9	No.	ITEM/DESCRIPTION					
10		Cleaning services and disinfecting supplies	\$23,000				\$23,000
11		Gloves, aprons, and PPE	\$6,800				\$6,800
12		To-go Containers, utensils, and bags	\$257,200				\$257,200
13		Additional off-site storage rental	\$11,800				\$11,800
14		Equipment rental	\$1,200				\$1,200
15							
16							
17							
18	<b>TOTAL DAS-OTC OTO EQUIPMENT &amp; REMODELING COS</b>		<b>\$300,000</b>				<b>\$300,000</b>
19							
20	<b>Non-DAS</b>						
21	No.	ITEM/DESCRIPTION					
22	1	Delivery truck	\$23,904	\$23,904	\$23,904	\$23,904	\$95,616
23	2	Delivery van	\$10,848	\$10,848	\$10,848	\$10,848	\$43,392
24							
25							
26							
27	<b>TOTAL NON DAS-OTC OTO EQUIPMENT &amp; REMODELING COST</b>		<b>\$34,752</b>	<b>\$34,752</b>	<b>\$34,752</b>	<b>\$34,752</b>	<b>\$139,008</b>
28							
29	<b>TOTAL DAS &amp; NON-DAS CAPITAL EXPENDITURE</b>		<b>\$334,752</b>	<b>\$34,752</b>	<b>\$34,752</b>	<b>\$34,752</b>	<b>\$439,008</b>
30	(Equipment and Remodeling Cost)						
31	<b>HSA #4</b>						



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 230015

Bid/RFP #: RFP 907

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Jennifer Grant	415-355-6801
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HSA Contracts	Jennifer.Grant@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Glide Foundation	<b>TELEPHONE NUMBER</b> 415-674-6082
<b>STREET ADDRESS (including City, State and Zip Code)</b> 330 Ellis Street, San Francisco, CA 94102	<b>EMAIL</b> efoster@glide.org

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b> RFP 907	<b>FILE NUMBER (If applicable)</b> 230015
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> Not To Exceed \$12,055,383		
<b>NATURE OF THE CONTRACT (Please describe)</b> Second amendment to the grant agreement between the City and County of San Francisco and Glide Foundation for the administration of the Free Meals Program, to increase the grant amount by \$4,187,149 for a total not to exceed amount of \$12,055,383 to commence to commence following Board approval.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Hanrahan	Karen	CEO
2	Cooper	Jean	CFO
3	Foster	Kaye	Board of Directors
4	Glide	Mary	Board of Directors
5	Archibong	Ime	Board of Directors
6	Cohen	Emily	Board of Directors
7	Collins	Paula	Board of Directors
8	Flick	Cheryl	Board of Directors
9	Brown Glad	Crickette	Board of Directors
10	Lawson	Erica	Board of Directors
11	Layne	Tracy	Board of Directors
12	Magee	Allison	Board of Directors
13	Mendoza	Hydra	Board of Directors
14	Osberg	Sharon	Board of Directors
15	Ryle	Mark	Board of Directors
16	walker	Virginia	Board of Directors
17	walter	Malcolm	Board of Directors
18	weiner	ROSS	Board of Directors
19	williams	Cecil	Board of Directors

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	WU	Lin-Hua	Board of Directors
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------



**SAN FRANCISCO  
HUMAN SERVICES AGENCY**

Department of Benefits  
and Family Support

Department of Disability  
and Aging Services

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



**London Breed**  
Mayor

**Trent Rhorer**  
Executive Director

December 19, 2022

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

RE: Proposed Resolution for second grant agreement amendment with Glide Foundation for the provision of the Free Meals Program

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the second amendment to the grant agreement with Glide Foundation for the provision of the Free Meals Program for the period from July 1, 2021 to June 30, 2025 for a total Not To Exceed amount of \$12,055,383.

The purpose of this grant is to support Glide in providing three meals a day annually in District 5. Additional funding has been added to support increased operational costs Glide is incurring related to the procurement of food and supplies for the provision of meals. The rising cost of food, coupled with the higher expense of compostable "to-go" containers, have significantly increased the per meal rate. Funding for this amendment is provided through City and County General Funds.

If you need additional information, please contact Jennifer Grant, Contract Manager, at [Jennifer.Grant@sfgov.org](mailto:Jennifer.Grant@sfgov.org).

Attached please find a copy of the proposed resolution. Please calendar this item at the Board's earliest convenience and advise us of the date of introduction.

Thank you for your assistance.

Sincerely,

Trent Rhorer  
Executive Director

Enclosures