

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT

TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND SAN FRANCISCO MARIN FOOD BANK

THIS AMENDMENT (this “Amendment”) is made as of **December 6, 2017**, in San Francisco, California, by and between **San Francisco Marin Food Bank, 900 Pennsylvania Ave, San Francisco CA 94107**, hereinafter referred to as “Grantee”, and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase contract amount to expand the Food Assistance Program** and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

a. Agreement. The term “Agreement” shall mean the Agreement dated **July 1, 2017** between Grantee and City.

b. Contract Monitoring Division. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. Modifications to the Agreement. The 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 **Four Million Six Hundred Eighty Five Thousand Seven Hundred Twenty Five Dollars (\$4,685,725)** for

the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Four Hundred Sixty Eight Thousand Five Hundred Seventy Three Dollars (\$468,573) for the period from July 1, 2021 to June 30, 2022 (Y5), 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 Five Million One Hundred Fifty Four Thousand Two Hundred Ninety Eight Dollars (\$5,154,298) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5)."

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

The amount of the Grant Funds disbursed hereunder shall not exceed Eight Million Four Hundred Twelve Thousand Nine Hundred Seventy Five Dollars (\$8,412,975) for the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Eight Hundred Forty One Thousand Two Hundred Ninety Eight Dollars (\$841,298) for the period from July 1 2021 to June 30, 2022 (Y5), 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 Nine Million Two Hundred Fifty Four Thousand Two Hundred Seventy Three Dollars (\$9,254,273) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5).

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, and is not available to Grantee without a revision to the Program Budgets of Appendix B 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 agreement describes the services to be provided.

Such section is hereby amended in its entirety to include Appendix A-1, pp. 1-5, 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. 1-3 of the Agreement displays the original total amount of \$4,685,725.

Such section is hereby replaced in its entirety by Appendix B-1, Calculation of Charges, pp. 1-3, which displays the budget as herein modified.

- (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, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after **December 6, 2017**.

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

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

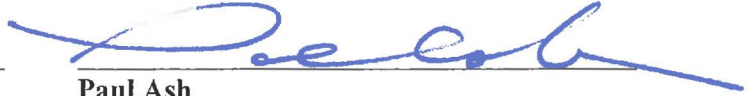
Recommended by:

SAN FRANCISCO MARIN FOOD BANK



Trent Rhorer
Executive Director
Human Services Agency

1/30/18




Paul Ash
Executive Director
900 Pennsylvania Ave
San Francisco, CA 94107
415-282-1907

Approved as to Form:

City vendor number: 16322
Federal Employer ID number: 94-3041517
DUNS Number: 187431549

By:


Anne Pearson
Deputy City Attorney

David K. Rios

**APPENDIX A-1 – SERVICES TO BE PROVIDED
SAN FRANCISCO-MARIN FOOD BANK**

**July 1, 2017 – June 30, 2022
Food Assistance Program**

I. PURPOSE

The purpose of this grant is to:

- A. Increase availability and accessibility of surplus produce and other food products to target populations and underserved areas.
- B. Supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake.
- C. Reduce food waste by collecting and distributing surplus and unmarketable, yet edible food, and provide opportunities for sponsors and volunteers to sort through and utilize foodstuffs that are donated.
- D. Assist the program participants in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations.
- E. Provide volunteer opportunities for older individuals to sort and distribute food items, and gain an increased sense of purpose and satisfaction in helping others.
- F. Collaborate with and provide technical assistance to the CBOs that advocate for and provide services to low-income seniors and adults with disabilities to ensure appropriate community food assistance intervention is in place to improve the wellbeing of the individuals.

II. DEFINITION

City	City and County of San Francisco
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CBO	Community-Based Organization
DAAS	Department of Aging and Adult Services, a division of the Human Services Agency
Food Pantry Program	The San Francisco-Marín Food Bank’s Food Pantry Program is a network of weekly and biweekly distributions of a mix of supplemental groceries (featuring fresh, seasonal produce) throughout San Francisco at senior centers and residential facilities for low-income older adults as well as community and faith-based organizations serving the public.
Grantee	San Francisco-Marín Food Bank (SFMFB)
GFS	Groceries for Seniors, DAAS funded CBOs to provide weekly grocery

HSA	distribution to older adults at various community sites Human Services Agency
HDG	Home Delivered Groceries
Low income	At or below 200% of Federal poverty level
OOA	Office on Aging, a division of DAAS
Senior	An individual aged 60 or above
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
SRO	Single Room Occupancy residential buildings
SRO Food Outreach	Home delivered grocery services are provided to individuals who are homebound by reason of illness, frailty, incapacitating disability, isolation, lack of support network

III. TARGET POPULATION

Low income seniors aged 60 and above and adults aged between 18 and 59 with disabilities

IV. SERVICES TO BE PROVIDED

A. Grantee shall provide, at minimum, an annual number of Grocery Bags to the target population, as indicated in Table A below. Means of distribution include Home-Delivered Grocery community partners and authorized community-based food distribution centers in areas that optimally target large populations of low income individuals. The sites selected for this contract period are listed on the Site Chart as approved by DAAS-OOA.

Where space permits, the target population can be enrolled through DAAS-funded Food Assistance programs (HDG, SRO Food Outreach, etc.) or at eligible pantries (participants of the Food Bank's extensive Pantry Enrollment System and/or sites indicated on the DAAS-approved Site Chart).

Table A

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	5-Yr Total
Annual Total #Unduplicated Consumers	4,886	4,948	4,948	4,948	4,948	24,678
Home Delivered Grocery Bags/Year	84,701	103,657	110,659	110,659	110,659	520,335
Pantry Bags/Year	128,845	112,610	105,608	105,608	105,608	558,279
Total Bags/year	213,546	216,267	216,267	216,267	216,267	1,078,614

- B. The Grantee and/or its authorized CBO partners will conduct client intake and enrollment and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total number of grocery bags will be coordinated and provided to the number of individuals as indicated in Table A.
- D. The weekly grocery bags shall be at minimal to include sufficient supplies of seven (7) meals for a single person household. The bi-weekly grocery bags shall be at minimal to include sufficient supplies of fourteen (14) meals for a single person household.
- E. The grocery bags feature fresh and seasonal produce, which include, but are not limited to: oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The grocery bags will also include protein (such as eggs, poultry, nut butter, tuna, and dried beans) and grains (such as bread, pasta, rice, and oatmeal). Other fresh, frozen, canned, and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). Additionally for the SRO-HDG program, non-perishable protein products will be used given the lack of refrigeration capacity among the participants.
- F. Grantee and its authorized CBO partners shall ensure that nutritionally balanced and culturally appropriate foods are provided to the target populations. Grantee shall develop written guidelines to clarify the grocery bag compositions for the different target population.
- G. Grantee shall provide appropriate technical assistance to partner CBOs, including training of volunteers, to ensure their maximum efficiency and effectiveness as grocery distribution centers.
- H. Grantee will outreach food suppliers to increase donations of culturally appropriate foods in its general food supply.
- I. Grantee will monitor distribution sites at least once a year and share the reports with DAAS and provide technical support no less than annually.
- J. Grantee will deliver food approximately forty-eight (48) weeks annually to DAAS authorized CBOs and pantry sites.
- K. Grantee shall communicate with participating CBOs regarding programmatic issues.
- L. Grantee shall provide quarterly nutrition educational materials to clients at the DAAS-OOA-approved distribution sites covering at least four (4) topics in food, nutrition, or health.
- M. Participating CBOs may refer participants who are not ambulatory for Home Delivered Groceries programs.

- N. In consultation with and with the final authorization of DAAS, Grantee shall recruit community-based organizations to serve as dedicated program distribution sites. DAAS and Grantee reserve the right to substitute CBO distribution sites as needed to maintain the program.
- O. Grantee and/or authorized CBO partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS-OOA in order to document the effectiveness of the program, and share the results with partners. Grantee will provide results to DAAS-OOA by April of each year.
- P. In collaboration with CBO partners, Grantee will be responsible for collecting participant intake/enrollment information, enrolling participants in CA-GetCare, and reporting the monthly service units provided.

V. SERVICE OBJECTIVES

On an annual basis, Grantee will:

- A. Serve the number of unduplicated consumers as indicated in Table A.
- B. Provide the number of Grocery Bags annually as indicated in Table A.

VI. OUTCOME OBJECTIVES

Based on the DAAS annual consumer satisfaction survey with sample size of at least 25% of enrolled clients:

- A. At least 85% of program participants will be satisfied (rate as “Excellent or Good”) with the food quality.
- B. At least 85% of the program participants are satisfied with the service provided by staff and/or volunteers.
- C. At least 75% of the program participants indicate that they feel healthier as result of participating in the program.
- D. At least 75% of clients will report that the service helps maintain their independence.

VII. REPORTING REQUIREMENTS

- A. Grantee shall provide DAAS-OOA a copy of the signed Memorandum of Understanding between their DAAS-OOA-approved distribution site and CBO partners.
- B. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Sections V & VI - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will be responsible for enrolling participants, and reporting the monthly service units provided in CA-GetCare on a monthly basis.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Sections V & VI - Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee

will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:

- The percentage of participants surveyed that have indicated excellent or good in rating the quality of groceries/food they received.
- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.
- The percentage of participants surveyed that have indicated they feel healthier as result of participating in the program.
- The percentage of participants will report that the service helps maintain their independence.

E. Grantee will provide Ad Hoc reports as required by the Department.

F. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system

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

Sarah Chan

Nutritionist/OOA

sarah.chan@sfgov.org

Department of Aging and Adult Services

Richard Sin

Contract Manager/HSA

richard.y.sin@sfgov.org

Human Services Agency

VIII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS-OOA Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS-OOA Nutritionist will act as a liaison between DAAS and the Grantee.
- C. The DAAS-OOA Nutritionist will provide technical assistance to Grantee as needed to meet program requirements.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, 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.
- C. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES															Appendix B-1, Page 1 Document Date: 11/27/2017					
Grantee's Name: SF-Marin Food Bank (Check One) New ___ Renewal ___ Modification X__																				
7	Effective Date of Mod.	No. of Mod.	Budget - ORIGINAL FOOD ASSISTANCE Bgrs	Add-Back 12/17 FOOD ASSISTANCE Bgrs	Revised Budget FOOD ASSISTANCE Bgrs	Budget - ORIGINAL FOOD ASSISTANCE Bgrs	Add-Back 12/17 FOOD ASSISTANCE Bgrs	Revised Budget FOOD ASSISTANCE Bgrs	Budget - ORIGINAL FOOD ASSISTANCE Bgrs	Add-Back 12/17 FOOD ASSISTANCE Bgrs	Revised Budget FOOD ASSISTANCE Bgrs	Budget - ORIGINAL FOOD ASSISTANCE Bgrs	Add-Back 12/17 FOOD ASSISTANCE Bgrs	Revised Budget FOOD ASSISTANCE Bgrs	Budget - ORIGINAL FOOD ASSISTANCE Bgrs	Add-Back 12/17 FOOD ASSISTANCE Bgrs	Revised Budget FOOD ASSISTANCE Bgrs	Grant Term 7/1/17 to 6/30/22	Average row(s)	
8	Program: Food Assistance Program			Food Assistance Bgrs			Food Assistance Bgrs			Food Assistance Bgrs			Food Assistance Bgrs			Food Assistance Bgrs			TOTAL	
9	Annual #Bgrs of Food Contracted - HDG		63,709	20,992	84,701	63,709	39,048	103,657	63,709	46,950	110,659	63,709	46,950	110,659	63,709	46,950	110,659		200,335	
10	Annual #Bgrs of Food Contracted - Parity		50,577	78,266	128,845	50,577	62,033	112,610	50,577	55,031	105,608	50,577	55,031	105,608	50,577	55,031	105,608		569,278	
11	Annual #Bgrs of Food Contracted - Total		114,286	99,258	213,546	114,286	101,081	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267		1,079,614	
13	Program Term:			7/1/17 to 6/30/18			7/1/18 to 6/30/18			7/1/18 to 6/30/20			7/1/20 to 6/30/21			7/1/21 to 6/30/22			7/1/17 to 6/30/22	
14	DAAS Expenditures																			
15	Salaries & Benefits		\$286,434	\$197,978	\$484,412	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746		\$2,447,396	\$2.27
16	Operating Expense		\$547,535	\$441,695	\$989,430	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639		\$4,991,987	\$4.00
17	Subtotal		\$833,969	\$639,673	\$1,473,842	\$833,969	\$657,417	\$1,491,385	\$833,969	\$657,417	\$1,491,385	\$833,969	\$657,417	\$1,491,385	\$833,969	\$657,417	\$1,491,385		\$7,439,383	\$6.90
18	Indirect Percentage (max 15%)		12.372%	\$0	\$13,078%	12.372%	\$0	13.09%	12.372%	\$0	13%	12.372%	\$0	12.372%	\$0	13%	12.372%		\$0	0%
19	Indirect Cost (Line 14 X Line 13)		\$103,176	\$89,577	\$192,753	\$103,176	\$92,034	\$195,210	\$103,176	\$92,034	\$195,210	\$103,176	\$92,034	\$195,210	\$103,176	\$92,034	\$195,210		\$973,592	\$9.90
20	Capital Expenditure		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0.00
21	TOTAL DAAS EXPENDITURES		\$937,145	\$729,450	\$1,666,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595		\$8,412,976	\$7.80
22	Non-DAAS Expenditures																			
23	Salaries & Benefits		\$337,978	\$311,533	\$649,511	\$337,978	\$436,305	\$774,283	\$337,978	\$504,067	\$842,045	\$337,978	\$504,067	\$842,045	\$337,978	\$504,067	\$842,045		\$3,952,930	\$3.08
24	Operating Expense		\$4,689,379	\$3,712,041	\$8,401,421	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026		\$42,421,523	\$39.33
25	Capital Expenditure		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0.00
26	TOTAL Non-DAAS EXPENDITURES		\$5,027,357	\$4,023,574	\$9,050,932	\$5,027,358	\$4,254,951	\$9,282,309	\$5,027,358	\$4,319,713	\$9,347,071	\$5,027,358	\$4,319,713	\$9,347,071	\$5,027,358	\$4,319,713	\$9,347,071		\$46,374,453	\$43.99
27	TOTAL DAAS & Non-DAAS EXPENDITURES		\$5,964,502	\$4,753,024	\$10,717,526	\$5,964,502	\$5,004,402	\$10,968,904	\$5,964,502	\$5,069,163	\$11,033,666	\$5,964,502	\$5,069,163	\$11,033,666	\$5,964,502	\$5,069,163	\$11,033,666		\$54,787,429	\$50.79
28	HSA-DAAS Revenues																			
29	Bgrs		\$840,112	\$729,450	\$1,569,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562		\$7,927,810	\$7.39
30	RNDG pass-thru (17,496 bgrs distributed)		\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831		\$206,155	\$0.19
31	Groceries for Seniors pass-thru (36,975 bgrs distributed)		\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202		\$276,010	\$0.26
32	TOTAL HSA-DAAS REVENUES		\$937,145	\$729,450	\$1,666,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595		\$8,412,976	\$7.80
33	PER BAG COST HSA-DAAS		\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35	\$7.35		\$7.35	\$7.35
34	Non-DAAS Revenues																			
35	Project Income		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0.00
36	Agency Cash - Fundraising		\$122,493	\$122,493	\$122,493	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705	\$164,705		\$781,314	\$0.74
37	Agency In-Kind Volunteer		\$337,978	\$189,040	\$527,018	\$337,978	\$274,600	\$612,578	\$337,978	\$339,362	\$677,340	\$337,978	\$339,362	\$677,340	\$337,978	\$339,362	\$677,340		\$3,171,618	\$2.97
38	Agency In-Kind Food		\$4,689,379	\$3,712,041	\$8,401,421	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026	\$4,689,379	\$3,815,646	\$9,505,026		\$42,421,523	\$39.33
39	TOTAL NON HSA-DAAS REVENUES		\$5,027,358	\$4,023,574	\$9,050,932	\$5,027,358	\$4,254,951	\$9,282,309	\$5,027,358	\$4,319,713	\$9,347,071	\$5,027,358	\$4,319,713	\$9,347,071	\$5,027,358	\$4,319,713	\$9,347,071		\$46,374,453	\$43.99
40	PER BAG COST NON HSA-DAAS		\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99	\$43.99		\$43.99	\$43.99
41	TOTAL REVENUES		\$5,964,502	\$4,753,024	\$10,717,526	\$5,964,502	\$5,004,402	\$10,968,904	\$5,964,502	\$5,069,163	\$11,033,666	\$5,964,502	\$5,069,163	\$11,033,666	\$5,964,502	\$5,069,163	\$11,033,666		\$54,787,429	\$50.79
42	PER BAG COST TOTAL		\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19		\$52.19	\$52.19
43	Full Time Equivalent (FTE)																			
44	Prepared by: Michael Brause	Phone No.:	415-282-1900																	
45	HSA-CO Review Signature:																Date:			
46	HSA #1 (11/14/13)																			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Grantee's Name: SF-Marín Food Bank																						Appendix B-1, Page 2
2																							Document Date: 11/27/2017
3	Program: Food Assistance Program																						
4																							
5																							
6	Salaries & Benefits Detail																						
7																							
8	H.S.A-DAAS																						
9	Agency Totals		For DAAS Nutrition			7/1/17 to 6/30/18			7/1/18 to 6/30/19			7/1/19 to 6/30/20			7/1/20 to 6/30/21			7/1/21 to 6/30/22			7/1/17 to 6/30/22		
10	POSITION TITLE and NAME	47,049	Total % FTE	% Nutr Prog (b)	Adjusted Nutr FTE	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	TOTAL		
11	Program Dev. & Mgmt	\$104,752	100%	43.8%	43.8%	\$30,689	\$17,620	\$48,309	\$30,689	\$15,205	\$45,894	\$30,689	\$15,205	\$45,894	\$30,689	\$15,205	\$45,894	\$30,689	\$15,205	\$45,894	\$231,884		
12	Agency Relations	\$51,382	100%	105.2%	105.2%	\$35,979	\$20,917	\$56,896	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$273,098		
13	Program Enrollment	\$38,707	100%	183.5%	183.5%	\$15,312	\$33,710	\$49,022	\$15,312	\$55,704	\$71,016	\$15,312	\$55,704	\$71,016	\$15,312	\$55,704	\$71,016	\$15,312	\$55,704	\$71,016	\$333,088		
14	Food Sourcing & Allocation	\$59,930	100%	53.2%	53.2%	\$21,181	\$12,409	\$33,590	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$161,233		
15	Operations Management	\$80,940	100%	42.2%	42.2%	\$22,705	\$13,286	\$35,993	\$22,705	\$11,483	\$34,193	\$22,705	\$11,488	\$34,193	\$22,705	\$11,488	\$34,193	\$22,705	\$11,488	\$34,193	\$172,767		
16	Warehouse Workers	\$40,876	100%	113.0%	113.0%	\$30,667	\$17,947	\$48,614	\$30,667	\$15,516	\$46,183	\$30,667	\$15,516	\$46,183	\$30,667	\$15,516	\$46,183	\$30,667	\$15,516	\$46,183	\$233,344		
17	Drivers	\$48,709	100%	141.6%	141.6%	\$45,823	\$26,805	\$72,628	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$346,613		
18	Volunteer Services	\$47,621	100%	84.7%	84.7%	\$26,791	\$15,656	\$42,477	\$26,791	\$13,562	\$40,353	\$26,791	\$13,562	\$40,353	\$26,791	\$13,562	\$40,353	\$26,791	\$13,562	\$40,353	\$203,891		
19	TOTALS	\$472,919	8.00	7.67	7.67	\$229,147	\$158,383	\$387,530	\$229,147	\$163,450	\$392,597	\$229,147	\$163,450	\$392,597	\$229,147	\$163,450	\$392,597	\$229,147	\$163,450	\$392,597	\$1,957,917		
20	FRINGE BENEFIT RATE	25%																					
21	EMPLOYEE FRINGE BENEFITS	\$118,229.75				\$57,267	\$39,596	\$96,882	\$57,267	\$40,862	\$98,149	\$57,267	\$40,862	\$98,149	\$57,267	\$40,862	\$98,149	\$57,267	\$40,862	\$98,149	\$489,479		
22	TOTAL DAAS SALARIES & BENEFITS	\$591,149				\$286,434	\$197,978	\$484,412	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$2,447,396		
23																							
24																							
25																							
26																							
27	Non - DAAS																						
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE (a)	% Nutr Prog (b)	Adjusted Nutr FTE	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	7/1/13 to 6/30/16		
29	Warehouse Volunteers	\$ 29,120	100%	687%	687%	\$107,951	\$89,724	\$197,675	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$988,451		
30	HG Delivery Volunteers	\$ 29,120	100%	1416%	1416%	\$230,027	\$99,318	\$329,343	\$230,027	\$182,357	\$412,384	\$230,027	\$247,119	\$477,146	\$230,027	\$247,119	\$477,146	\$230,027	\$247,119	\$477,146	\$2,173,164		
31	Program Dev. & Mgmt	\$104,752	100%	14.7%	14.7%	\$12,216	\$12,216	\$12,216	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$15,403	\$73,828		
32	Agency Relations	\$51,382	100%	35.3%	35.3%	\$14,387	\$14,387	\$14,387	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$18,141	\$86,949		
33	Program Enrollment	\$38,707	100%	61.6%	61.6%	\$12,396	\$12,396	\$12,396	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$23,835	\$107,735		
34	Food Sourcing & Allocation	\$59,930	100%	17.9%	17.9%	\$8,494	\$8,494	\$8,494	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$10,710	\$51,334		
35	Operations Management	\$80,940	100%	14.2%	14.2%	\$9,102	\$9,102	\$9,102	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$11,475	\$55,006		
36	Warehouse Workers	\$40,878	100%	37.9%	37.9%	\$12,293	\$12,293	\$12,293	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$15,500	\$74,293		
37	Drivers	\$48,709	100%	47.5%	47.5%	\$18,365	\$18,365	\$18,365	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$23,157	\$110,992		
38	Volunteer Services	\$47,621	100%	28.4%	28.4%	\$10,741	\$10,741	\$10,741	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$13,543	\$64,915		
39																							
40																							
41																							
42																							
43																							
44																							
45																							
46	TOTAL NON-DAAS	\$ 531,169				\$337,978	\$287,034	\$625,012	\$337,978	\$406,364	\$744,342	\$337,978	\$471,126	\$809,104	\$337,978	\$471,126	\$809,104	\$337,978	\$471,126	\$809,104	\$3,796,667		
47	FRINGE BENEFIT RATE	25%																					
48	EMPLOYEE FRINGE BENEFITS					\$24,499	\$24,499	\$24,499	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$32,941	\$156,263		
49	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 531,169				\$337,978	\$311,533	\$649,511	\$337,978	\$439,305	\$777,283	\$337,978	\$504,067	\$842,045	\$337,978	\$504,067	\$842,045	\$337,978	\$504,067	\$842,045	\$3,852,930		
50	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,122,308				\$624,412	\$509,511	\$1,133,923	\$624,412	\$643,617	\$1,282,029	\$624,412	\$708,379	\$1,332,791	\$624,412	\$708,379	\$1,332,791	\$624,412	\$708,379	\$1,332,791	\$6,400,328		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Grantee's Name: SF-Marin Food Bank																					
2																						
3	Program: Food Assistance Program																					
4																						
5																						
6	Operating Expense Detail																					
7	H.S.A-DAAS	Bags	114,286	99,260	213,546	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	TOTAL	
8	Expenditure Category	Term:	7/1/17 to 6/30/18 Original Budget	Add-Back 12/17	7/1/17 to 6/30/18 Revised Budget	7/1/18 to 6/30/19 Original Budget	Add-Back 12/17	7/1/18 to 6/30/19 Revised Budget	7/1/19 to 6/30/20 Original Budget	Add-Back 12/17	7/1/19 to 6/30/20 Revised Budget	7/1/20 to 6/30/21 Original Budget	Add-Back 12/17	7/1/20 to 6/30/21 Revised Budget	7/1/21 to 6/30/22 Original Budget	Add-Back 12/17	7/1/21 to 6/30/22 Revised Budget	7/1/17 to 6/30/22	7/1/17 to 6/30/22	7/1/17 to 6/30/22	7/1/17 to 6/30/22	
9	Rental of Property																					
10	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$10,154	\$10,144	\$20,298	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557				\$102,525	
11	Office Supplies, Postage		\$2,377	\$2,379	\$4,756	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817				\$24,023	
12	Building Maintenance Supplies and Repair		\$4,834	\$4,835	\$9,669	\$4,834	\$4,859	\$9,793	\$4,834	\$4,959	\$9,793	\$4,834	\$4,959	\$9,793	\$4,834	\$4,959	\$9,793				\$48,840	
13	FOOD COSTS							\$0														
14	Raw Food	per bag \$ 2.89	\$311,874	\$304,656	\$616,530	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225				\$3,113,428	
15	Cong Food Svc Supplies	per bag																				
16	HDM Food Svc Supplies	per bag																				
17	Catered Meals	per bag																				
18	CONSULTANT/SUBCONTRACTOR Descriptive Title																					
19	RNDC pass-thru (17,496 bags distributed)		\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831				\$209,155	
20	Groceries for Seniors pass-thru (38,975 bags distributed)		\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202				\$276,010	
21	OTHER COSTS:							\$0														
22	Insurance		\$4,304	\$4,274	\$8,578	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687				\$43,328	
23	Staff Training & Travel		\$2,447	\$2,447	\$4,894	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956				\$24,718	
24	Rental of Equipment																					
25	Food Storage & Distribution		\$29,350	\$28,829	\$58,179	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921				\$293,862	
26	Equipment/Transportation		\$83,472	\$82,646	\$166,118	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235				\$839,060	
27	Occupancy		\$736	\$738	\$1,474	\$736	\$757	\$1,493	\$736	\$757	\$1,493	\$736	\$757	\$1,493	\$736	\$757	\$1,493				\$7,448	
28	Program Support		\$598	\$592	\$1,190	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206				\$6,013	
29	Volunteer Support		\$356	\$353	\$709	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718				\$3,580	
30	TOTAL DAAS OPERATING EXPENSE		\$547,535	\$441,895	\$989,430	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639				\$4,991,987	
31	Non-DAAS																				TOTAL	
32	Expenditure Category	Program																				
33	Rental of Property																					
34	Utilities(Elec, Water, Gas, Phone, Scavenger)																					
35	Office Supplies, Postage																					
36	Building Maintenance Supplies and Repair																					
37	FOOD COSTS																					
38	Raw Food	per meal																				
39	Cong Food Svc Supplies	per meal																				
40	HDM Food Svc Supplies	per meal																				
41	Catered Meals	per meal																				
42	Donated Food (22.8 lbs/bag x \$1.67/lb)		\$4,351,554	\$3,779,424	\$8,130,977	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582				\$41,069,307	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title																					
44	OTHER COSTS:																					
45	Insurance																					
46	Staff Training & Travel																					
47	Rental of Equipment																					
48	Rental of Equipment																					
49	Small equipment & Supplies																					
50	Auto - Fuel & Insurance																					
51	Repair/Maintenance																					
52	Bags for RDNC - 12,716 @ \$10.08/bag		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)					\$0	
53	Bags for Groceries for Seniors @ \$7.35/bag		\$209,648	\$60,795	\$270,443	\$209,648	\$60,795	\$270,443	\$209,648	\$60,795	\$270,443	\$209,648	\$60,795	\$270,443	\$209,648	\$60,795	\$270,443				\$1,352,216	
54	TOTAL Non-DAAS OPERATING EXPENSE		\$4,689,379	\$3,712,041	\$8,401,421	\$4,689,379	\$3,815,646	\$8,505,026	\$4,689,379	\$3,815,646	\$8,505,026	\$4,689,379	\$3,815,646	\$8,505,026	\$4,689,379	\$3,815,646	\$8,505,026				\$42,421,523	
55	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$5,236,914	\$4,153,936	\$9,390,850	\$5,236,914	\$4,268,751	\$9,505,665	\$5,236,914	\$4,268,751	\$9,505,665	\$5,236,914	\$4,268,751	\$9,505,665	\$5,236,914	\$4,268,751	\$9,505,665					\$47,413,510



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER License # 0H81923 G2 Insurance Services, LLC 140 New Montgomery, 21st Floor San Francisco, CA 94105	CONTACT NAME: PHONE (A/C, No, Ext): (415) 426-6600	FAX (A/C, No): (415) 426-6601
	E-MAIL ADDRESS:	
INSURED San Francisco Food Bank 900 Pennsylvania Ave San Francisco, CA 94107	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance Company	NAIC # 18058
	INSURER B: Cypress Insurance Company (CA)	NAIC # 10855
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		PHPK1679416	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Abuse Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	<input checked="" type="checkbox"/>		PHPK1679416	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB591896	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	SAWC819160	07/01/2017	07/01/2018	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City and County of San Francisco, its Officers, Agents, & Employees and State of California Departments of Aging & Long Term Care, its Officers, Agents, and Employees are named additional insured with respects to the operations of the named insured as required by written contract.

CERTIFICATE HOLDER City and County of San Francisco, Human Services Agency Office of Contracts Management 1650 Mission Street, Suite 300 San Francisco, CA 94103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s): City and County of San Francisco, Human Services Agency Office of Contracts Management 1650 Mission Street, Suite 300 San Francisco, CA 94103</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \$350.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Specific Waiver

Person/Organization: City and County of San Francisco Human Service Agency

Job Description:

Waiver Premium: 350.00

Class	State	Payroll Subject to Waiver
8742	CA	128,000.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 07/01/2017

Policy No.: SAWC819160

Endorsement No.:

Insured:

Premium \$

Insurance Company: Cypress Insurance Company

WC 99 04 02C

Countersigned by _____