

File No. 220207

Committee Item No. 8

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date April 6, 2022

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date March 30, 2022

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - Hellman Foundation - Hellman Foundation Grant -  
2 \$100,000]

3 **Resolution retroactively authorizing the Department of Public Health to accept and**  
4 **expend a grant in the supplemental amount of \$100,000 from the Hellman Foundation**  
5 **for participation in a program, entitled “Hellman Foundation Grant,” to bridge the**  
6 **divide between healthcare systems and the food community through the innovation of**  
7 **providing “food as medicine” through clinic-based food “pharmacies” for the period of**  
8 **November 15, 2021, through November 15, 2022.**

9

10 WHEREAS, The Hellman Foundation (HF) has agreed to fund the Department of  
11 Public Health (DPH) with the supplemental amount of \$100,000 for participation in a program,  
12 entitled “Hellman Foundation Grant,” for the period of November 15, 2021, through November  
13 15, 2022; and

14 WHEREAS, The San Francisco Health Network’s low-income patients bear a  
15 disproportionately high burden of food insecurity and health consequences, such as  
16 hypertension and diabetes; and

17 WHEREAS, Improving the availability and consumption of healthy and nutritious foods  
18 would have significant impact on this public health challenge; and

19 WHEREAS, This grant would help to bridge the divide between healthcare systems  
20 and the food community through the innovation of providing “food as medicine” through clinic-  
21 based food “pharmacies”; and

22 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

23 WHEREAS, A request for retroactive approval is being sought because DPH received  
24 the full award agreement on November 18, 2021, for a project start date of November 15,  
25 2021; and

1           WHEREAS, The Department proposes to maximize use of available grant funds on  
2 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

3           RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in  
4 the grant budget; and, be it

5           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
6 expend a grant in the supplemental amount of \$100,000 from the HF; and, be it

7           FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
8 expend the grant funds pursuant to Administrative Code, Section 10.170-1; and, be it

9           FURTHER RESOLVED, That the Director of Health is authorized to enter into the  
10 Agreement on behalf of the City; and, be it

11           FURTHER RESOLVED, That within 30 days of the Agreement being fully-executed by  
12 all parties, the Director of Health shall provide the final Agreement to the Clerk of the Board  
13 for inclusion into the official file.

1 Recommended:  
2  
3 \_\_\_\_\_ /s/ \_\_\_\_\_

Approved: \_\_\_\_\_ /s/ \_\_\_\_\_  
Mayor

4 Dr. Grant Colfax  
5 Director of Health

Approved: \_\_\_\_\_ /s/ \_\_\_\_\_  
Controller

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**File Number:** 220207  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Hellman Foundation Grant**

2. Department: **Department of Public Health, Population Health Division**

3. Contact Person: **Rita Nguyen** Telephone: **(415) 437-6244**

4. Grant Approval Status (check one):

Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 100,000**

6a. Matching Funds Required: **\$ N.A.**

b. Source(s) of matching funds (if applicable): **N.A.**

7a. Grant Source Agency: **Hellman Foundation**

b. Grant Pass-Through Agency (if applicable): **N.A.**

8. Proposed Grant Project Summary: **The San Francisco Health Network’s low-income patients bear a disproportionately high burden of food insecurity and health consequences such as hypertension and diabetes. Improving the availability and consumption of healthy and nutritious foods, including produce and whole grains, would have significant impacts on this public health challenge. According to a recent study led by researchers at UC San Francisco, HIV positive people who received healthy food and snacks for six months were more likely to follow their medication regimens. The study also found that people with type 2 diabetes were less depressed and less likely to make trade-offs between food and healthcare.**

**Food As Medicine seeks to bridge the divide between healthcare systems and the food community including the SF Marin Food Bank, farmers’ markets, and grocery stores. This partnership can transform and sustain the eating habits of low-income patients accessing healthcare services from community clinics in San Francisco. The collaboration intends to do this through the innovation of providing “food as medicine” through clinic-based food “pharmacies.”**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **11/15/2021** End-Date: **11/15/2022**

10a. Amount budgeted for contractual services: **100,000**

b. Will contractual services be put out to bid? **No**

c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

11a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much?

b2. How was the amount calculated? **N.A.**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **10% of Salaries and Benefits**

12. Any other significant grant requirements or comments:

**The grant does not require an ASO amendment.**

**We respectfully request for approval to accept and expend these funds retroactive to November 15, 2021. The grantor has approved a one year supplemental award of \$100,000 for the term of November 15, 2021 thru November 15, 2022. We received the award letter on November 18, 2021.**

**Project Description: Hellman Foundation grant for \$100,000**

**Project ID: 10038390**

**Proposal ID: CTR00002816**

**Fund ID: 11580**

**Version ID: 0001**

**Authority ID: 10001**

**Activity ID: 0001**

**\*\*Disability Access Checklist\*\*\*(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)      |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |  |

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Toni Rucker, PhD  
(Name)

DPH ADA Coordinator  
(Title)

Date Reviewed: 2/2/2022 | 12:17 PM PST

DocuSigned by:  
Toni Rucker  
AB4292F7331E44D...  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Dr. Grant Colfax  
(Name)

Director of Health  
(Title)

Date Reviewed: 2/7/2022 | 6:11 PM PST

DocuSigned by:  
Greg Wagner  
285275047508485...  
(Signature Required)  
Greg wagner, COO for

**DPH 1: Department of Public Health Contract Budget Summary by Program**

DPH Section PHD			
Contract Term (mm/dd/yyyy)	11/15/2021-11/15/2022	Fiscal Year(s)	FY21-22
Agency/Organization Name	San Francisco Public Health Foundation	Funding Notification Date	
Name (may be same as above)	San Francisco Public Health Foundation		
Program/Provider Name	Food as Medicine		
Appendix Number	A-1/B-1		<b>TOTALS</b>
Contract Term (mm/dd/yy-mm/dd/yy)	11/15/2021-11/15/2022		
<b>EXPENSES</b>			
Salaries - Project Coordinator	\$ 73,910		\$ 73,910
Employee Benefits (23%)	\$ 16,999		\$ 16,999
Total Personnel Expenses	\$ 90,909		\$ 90,909
Operating Expense	\$ -		\$ -
Capital Expense	\$ -		\$ -
<b>Subtotal Direct Costs</b>	<b>\$ 90,909</b>		<b>\$ 90,909</b>
Indirect Cost Amount	\$ 9,091		\$ 9,091
Indirect Cost Rate (10%)	10.0%		10.0%
<b>Total Expenses</b>	<b>\$ 100,000</b>		<b>\$ 100,000</b>
<b>REVENUES &amp; FUNDING SOURCES</b>			
<b>DPH Funding Sources</b>			
Hellman Foundation	100,000		100,000
			-
			-
			-
			-
			-
			-
			-
			-
This row left blank for funding sources not in drop-down list			
<b>Total DPH Revenues</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
<b>Non-DPH Funding Sources (select from drop-down list)</b>			
			-
			-
			-
This row left blank for funding sources not in drop-down list			
<b>Total Non-DPH Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenues (DPH and Non-DPH)</b>	<b>100,000</b>	<b>-</b>	<b>100,000</b>
Payment Method	Cost Reimbursement (CR)		
Prepared By Rita Watt			

San Francisco Department of Public Health (SFDPH)  
Population Health Division

Hellman Foundation Grant

**BUDGET JUSTIFICATION**  
11/15/2021 – 11/15/2022

<b>A.</b>	<b>PERSONNEL</b>	
<b>B.</b>	<b>MANDATORY FRINGE</b>	
	<b>TOTAL PERSONNEL:</b>	<b>\$0</b>
<b>C.</b>	<b>TRAVEL</b>	<b>\$0</b>
<b>D.</b>	<b>EQUIPMENT</b>	<b>\$0</b>
<b>E.</b>	<b>SUPPLIES</b>	<b>\$0</b>
<b>F.</b>	<b>CONTRACTUAL</b>	
	<b>San Francisco Public Health Foundation for Health Practitioner position:</b>	<b>\$100,000</b>
<b>G.</b>	<b>OTHER</b>	<b>\$0</b>
	<b>TOTAL DIRECT COSTS</b>	<b>\$100,000</b>
<b>H.</b>	<b>INDIRECT COSTS</b>	<b>\$0</b>
	<b>TOTAL BUDGET:</b>	<b>\$100,000</b>

# HELLMAN FOUNDATION

November 18, 2021

Greg Wagner  
Chief Operating Officer  
San Francisco Department of Public Health  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

Dear Greg:

On behalf of the Board of Directors of the Hellman Foundation, I am pleased to inform you that the Hellman Foundation approved an additional supplemental one-year grant of \$100,000 to the San Francisco Department of Public Health. This grant is to the San Francisco Department of Public Health, who will be collaborating with the San Francisco Public Health Foundation to support the **Food as Medicine Collaborative**. This timeline for this grant is from November 15, 2021 – November 15, 2022.

*Please note that this funding is supplemental to your existing grant agreement. Please include reporting on the use of these funds in your existing reporting timeline so that the reporting is combined into a single submission. All of the terms and conditions in the Original Grant Agreement shall remain in effect. Please reach out to your Foundation contact to discuss deadlines and contents.*

When acknowledging this gift, please list the donor as **Hellman Foundation**. Hirsch Philanthropy Partners is the point of contact for the Hellman Foundation; all correspondence, questions, and acknowledgements should be directed to Tamari Hedani at [grants@hellmanfoundation.org](mailto:grants@hellmanfoundation.org).

The Hellman Foundation is happy to be able to support the work of Food as Medicine and wishes you continued success in your work.

Sincerely,



Susan Hirsch  
Chief Executive Officer

# HELLMAN FOUNDATION

November 8, 2021

Greg Wagner  
Chief Operating Officer  
San Francisco Department of Public Health  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

Dear Greg:

We are pleased to inform you that the Board of Directors of the Hellman Foundation has approved a grant of \$405,000 paid over three years to the San Francisco Department of Public Health. This grant is to support the backbone position for Food As Medicine.

The Hellman Foundation Grant Agreement includes this award letter and the attached document outlining acceptable *Use of Grant Funds*. If this Grant Agreement correctly sets forth your understanding of the terms and conditions of the grant, please sign, date and return an electronic copy to us at your earliest convenience.

For the administrative purposes of this Agreement, Hirsch Philanthropy Partners will be the point of contact for the Hellman Foundation. All correspondence should be directed to Hirsch Philanthropy Partners at [grants@hellmanfoundation.org](mailto:grants@hellmanfoundation.org) or (415) 837-5408.

## **Grant Period**

The grant period is May 1, 2022 to May 1, 2025. Funds from the grant may only be disbursed by the San Francisco Department of Public Health during the grant period unless an extension is approved.

## **Payment Schedule**

The first installment of \$135,000 will be released May 2022. Subsequent installments of \$135,000 will be released in:

- May 2023; and
- May 2024.

All future payments are contingent upon appropriate use of funds as demonstrated in grant reporting described below.

## **Communications and Reporting Requirements**

We look forward to learning about your organization's activities and impact over the course of the grant period.

### **1) Progress Report:**

The San Francisco Department of Public Health must submit a brief progress report by March 1, 2023 and 2024 before subsequent installments will be released. The narrative portion should not exceed three pages. The report should include the following:

- An update on the key organizational activities and milestones during the grant period;
- The outputs and outcomes that your organization has achieved during the grant period, including impact to beneficiaries;

- Any major challenges or obstacles encountered in achieving anticipated activities or outcomes in the past year;
- A summary of your organization's anticipated milestones, major outputs and measurable outcomes for the next year of funding;
- A budget for your current fiscal year, including actual and budgeted revenue and expenditures, indicating use of Hellman Foundation grant funds;
- A list of major funders and grants supporting the organization; and,
- Any other relevant materials, updates or urgent needs.

## 2) Final Report:

A final report will be due by March 1, 2025 and should include the information listed below. The narrative portion should not exceed five pages excluding any supporting documents.

The report should include the following:

- A brief narrative describing key activities and accomplishments during the grant period, as well as any anticipated accomplishments before the end of the grant period;
- The outputs and outcomes your organization has achieved during the grant period, including impact to beneficiaries;
- Future plans for your organization, highlighting needs and opportunities;
- A budget for your current fiscal year, including actual and budgeted revenue and expenditures and indicating use of Hellman Foundation grant funds. On this report, please indicate if you request an extension on the grant period to fully spend grant funds.

An addendum to this report will be due by May 1, 2025, if necessary, after all grant funds have been expended according to this agreement, and should include the following:

- A final financial report, including actual and budget revenue and expenditures and indicating full disbursement of Hellman Foundation grant funds.
- Any important accomplishments or outcomes achieved in the final two months of the grant period (optional).

*Please note that if you have two concurrent Hellman Foundation grants we would request that the reporting for the grants be combined into a single submission. Please reach out to your Foundation contact to discuss deadlines and contents.*

In addition, we ask that you reach out to us with any important news, changes in key personnel, or significant challenges you encounter during the grant period.

### **Acknowledgement**

When acknowledging this grant, please refer to the donor as **Hellman Foundation**. Please note that the Foundation, its board members and staff, do not wish to be recognized with certificates, plaques, or similar mementos.

The Hellman Foundation is happy to be able to support the work of the San Francisco Department of Public Health and wishes you continued success in your work.

Sincerely,



Susan Hirsch  
Executive Director

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Please sign and date below and return the Agreement electronically to grants@hellmanfoundation.org

**We accept this *Grant Agreement*.**

Printed Name: Greg Wagner

Title: Chief Operating Offi

Signature: 

Date: 11 / 12 / 2021

## *USE OF GRANT FUNDS*

This Grant Agreement sets forth all terms and conditions of this grant; there are no agreements or understandings between the two parties other than those set forth in this Grant Agreement. Listed below are general restrictions and provisions on the use of grant funds.

- Grant funds must be used only for the purposes, program, budget and organizations as indicated in the grant application materials presented to the Hellman Foundation (“Foundation”) and/or as modified in the Grant Agreement. Any and all modifications to this Grant Agreement must be in writing, approved and signed by both the Foundation and the grantee.
- Any grant funds not used or committed for the specific purpose of the grant within the specified grant term must be returned to the Foundation at the end of the grant period unless the Foundation gives written approval to do otherwise.
- The Foundation’s grant has been made to your organization on the express condition of its exempt status as a governmental unit and that it is not a private foundation within the meaning of §509(a) and as a governmental unit (Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose). Please notify us immediately of any change in your organization’s status. If your exempt status does change, the Foundation reserves the right to have all remaining grant funds immediately returned.
- The Foundation’s grant has been made to your organization on the express condition that, as required by Internal Revenue Code §§501(c) (3) and 4945 (d) (1) and (2), your organization will not engage in any political activities. For purposes of this condition, engaging in political activities includes, but is not limited to, trying to influence the election of political candidates or the outcome of an election, or engaging in any other type of political activity that is determined to be in violation of the intent of applicable federal and state regulations. Violation of this condition may result in an obligation to return to the Foundation all funds received pursuant to this grant.
- Payment Schedule: The tentative schedule of grant payments is an estimate of the timing and amount of the payments to the Grantee that will satisfactorily meet the requirements of the grant. The Hellman Foundation, however, on its own initiative or at the request of the Grantee, may modify scheduled dates and payment amounts. The Foundation will notify the Grantee when and if the Foundation is considering making such changes. The Hellman Foundation may at any subsequent time by notice to the Grantee cancel or postpone and thereafter cancel payment of the undisbursed portion of the grant. Also, after entering into a Grant Agreement, it is possible that circumstances will arise which will persuade the Hellman Foundation that an unpaid grant should not be disbursed.
- Because the Foundation is making payments in installments, over a period of years, the Foundation reserves the right to withhold future installments in the event that the Grantee either (a) indicates explicitly, or through Grantee’s conduct, that it no longer intends to complete the project that is the subject of the grant, (b) fails to meet fundraising goals that the Grantee has set are part of its proposal to the Foundation, or (c) significantly changes the scope or purpose of the project.
- Any future Foundation grants to your organization and/or any renewals of project funding are at the sole discretion of the Foundation’s Board of Directors.

<b>TITLE</b>	Hellman Foundation Grant Agreement - SFDPH and Food as...
<b>FILE NAME</b>	Hellman_Foundatio...0-22-21 and 5.pdf
<b>DOCUMENT ID</b>	cace96f6ada53f67543040a8386cc0d574300355
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Completed

## Document History



SENT

**11 / 08 / 2021**

20:04:03 UTC

Sent for signature to Greg Wagner (greg.wagner@sfdph.org)  
 from grants@hellmanfoundation.org  
 IP: 136.25.134.37



VIEWED

**11 / 13 / 2021**

01:11:25 UTC

Viewed by Greg Wagner (greg.wagner@sfdph.org)  
 IP: 67.188.209.113



SIGNED

**11 / 13 / 2021**

01:12:47 UTC

Signed by Greg Wagner (greg.wagner@sfdph.org)  
 IP: 67.188.209.113



COMPLETED

**11 / 13 / 2021**

01:12:47 UTC

The document has been completed.



London N. Breed  
Mayor

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Dr. Grant Colfax  
Director of Health  
**DATE:** 2/8/2022  
**SUBJECT:** Grant Accept and Expend  
**GRANT TITLE:** Accept and Expend Grant - Hellman Foundation Grant - \$100,000

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Attached please find the original and 1 copy of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist
- Budget and Budget Justification
- Grant application: Not Applicable. No application submitted.
- Agreement / Award Letter
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Gregory Wong (greg.wong@sfdph.org) Phone: 554-2521

Interoffice Mail Address: Dept. of Public Health, 101 Grove St # 108

Certified copy required Yes

No