

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

February 26, 2019

Ms. Angela Calvillo
Clerk of the 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 the grant agreement and amendments to Meals on Wheels of San Francisco for the provision of Nutrition Programs services to older adults and adults with disabilities

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting retroactive approval of the original grant with Meals on Wheels and three amendments for the provision of Nutrition Programs services to seniors and adults with disabilities.

Following the recent discovery of a grant (to Tenderloin Housing Clinic) that had not been submitted in 2014/15 for review and approval by the Board of Supervisors, I directed staff to undertake a comprehensive review of approvals on all of HSA's existing contracts/grants. As part of this effort, staff found that the present grant to Meals on Wheels of San Francisco had not been submitted as required in 2017. While this grant and associated amendments had been approved through the Aging and Adult Services Commission, it is clear, based on the dollar amount of the grant, they required approval by the Board of Supervisors.

The Aging and Adult Services Commission approved the original agreement with Meals on Wheels on June 7, 2017. The Commission approved Amendment No. 1 on October 4, 2017. The Commission approved the cost of doing business (CODB) adjustment in Amendment No. 2 on November 1, 2017. The remaining increase in Amendment No. 2 was within contingency. The Commission approved Amendment No. 3 on December 5, 2018.

HSA is cognizant that all contracts and grants with dollar values above \$10 million must be reviewed and approved by the Board of Supervisors. We have made changes in our tracking systems, internal

Ms. Angela Calvillo

Page 2

February 26, 2019

approval forms and review processes to address this problem with regard to future contracts/grants and amendments to them.

Attached please find a copy of the proposed resolution. Please schedule this item for the earliest meeting possible and advise us of the date of introduction, as this is a time sensitive matter.

If you need additional information, please contact Elizabeth Leone, Senior Contract Manager at (415) 557-5727.

Thank you for your assistance.

Sincerely,



Trent Rhorer
Executive Director