

**San Francisco Health Commission - Finance Committee**  
**Contract Summary Template**

Contractor:	Project Open Hand		
Contact ID:	1000002671		
Term:	Current: 4/1/2017 – 3/1/2027	Proposed: 4/1/2017 – 3/1/2027	
SFDPH Division:	Ambulatory Care - HIV Health Services		

Prior Contract Amt.	Proposed Contract Amt.	Difference (Amt.)	Difference (Percent)
Total NTE: \$18,800,344 Annual: \$1,738,776 (no contingency)	Total NTE: \$20,528,580 Annual: \$2,238,776	\$1,728,236 – Total \$500,000	9.2% - Total contract 28% - Annual

#		Program Response
1	Contract Description (What is the purpose of the contract, what service(s) are being purchased and for what population?)	<ul style="list-style-type: none"> <li>Purpose of the contract is to improve the nutritional health of all people living with HIV/AIDS (PLWHA) through prepared meals, groceries, nutrition assessments and other food and nutrition services free of charge to clients with low incomes.</li> <li>Project Open Hand serves over 100,000 prepared meals and over 20,000 grocery bags to approximately 1,125 People Living with HIV/AIDS (PLWHA) annually.</li> </ul>
2	What is the larger context, if any, for providing this contracted service?	<ul style="list-style-type: none"> <li>Good nutrition and food security are vital to long-term health and well-being of people with HIV.</li> <li>Studies have found that people living with HIV who regularly eat healthy food in the right amounts can better tolerate HIV medications, maintain a healthy weight, have fewer illnesses and overall have improved HIV and related health outcomes.</li> </ul>
3	What is the contract action before the Finance Committee (i.e., amendment; new, but continuing)?	<ul style="list-style-type: none"> <li>Amendment. Adding anticipated Ryan White Part A to 2025-2026 and 2026-2027.</li> </ul>
4	What are primary changes in the contract terms? If increasing contract amount, why? If retroactive, why?	<ul style="list-style-type: none"> <li>Increase in funding amount due to anticipated \$500,000 award of Ryan White Part A carryforward federal grant funding to Food service for two years - FY 2025-26 and 2026-27. The annual funding increases together support an additional amount for food expenses, and the balance for program operational support. Non-food purchase associated costs are mostly related to preparation and delivery of food including nutritionists, driver, porter and client engagement specialist.</li> </ul>



		A standard 12% contingency is applied on top of these increases.
5	What are the proposed contract deliverables? What is the payment structure – Fee for Service, Cost Reimbursement, Hourly, etc?	<ul style="list-style-type: none"> <li>• Project Open Hand delivers three unit of service categories to 1,125 HIV-positive San Francisco residents: <ul style="list-style-type: none"> <li>• Food: Prepared Meals (101,983) \$14.68/meal</li> <li>• Food: Grocery Bags (20,577) \$30.37/grocery bag</li> <li>• Nutrition Counseling Hours (330) \$125/hour</li> </ul> </li> <li>• Contract is Cost Reimbursement</li> <li>• HHS does client services utilization review (units of service and unduplicated clients) both allocated and delivered on a monthly basis as well as at the end of year. Contractor cannot bill more than awarded amount. Contractor can only bill for their actual incurred expenses for the given month.</li> </ul>
6	What has been contractor's performance to date?	<ul style="list-style-type: none"> <li>• For the 2023-2024 contract year, POH delivered: <ul style="list-style-type: none"> <li>• 100% of their Units of Service (UOS)</li> <li>• 100% of their Unduplicated Clients (UDC)</li> <li>• 100% of their awarded funding.</li> </ul> </li> <li>• This is consistent with prior contract years. This is the only contract funded by HIV Health Services (HHS).</li> <li>• Provider has been delivering this service for over 20 years.</li> </ul>
7	What is the funding source(s) for this contract? Include rough percentages.	<p>Funding sources are Ryan White Part A carryover, State Office of AIDS Ryan White Part B, and San Francisco Getting to Zero. For contract year:</p> <ul style="list-style-type: none"> <li>• Approximately \$300,000 RWPA C/O (15%)</li> <li>• Approximately \$1,347,885 SOA RWPB (66%)</li> <li>• Approximately \$390,891 SFGF GTZ (19%)</li> </ul>
8	Are there any potential red flags (e.g., performance, financial sustainability, cash flow, community, etc.)?	<ul style="list-style-type: none"> <li>• Project Open Hand received a 3 out of 4 in overall program monitoring for FY 23-24.</li> <li>• Project Open Hand was selected as a 2024 California Nonprofit of the Year by State Senator Scott Wiener.</li> </ul>