File No. 120414 Board Item No. 47

COMMITTEE/BOARD OF SUPERVISORS

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Board of Supervisors Meeting **Date: May 1, 2012**

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OTHER:

Completed by: Annette Lonich **Date: April 26, 2012**

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

Print Form

Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 APR 24 PM 3:10
BY

Time stamp or meeting date

I hereby submit the following item for introduction (select only one):

☐ 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment.

☒ 2. Request for next printed agenda without reference to Committee.

☐ 3. Request for hearing on a subject matter at Committee:

☐ 4. Request for letter beginning "Supervisor _____ inquires"

☐ 5. City Attorney request.

☐ 6. Call File No. _____ from Committee.

☐ 7. Budget Analyst request (attach written motion).

☐ 8. Substitute Legislation File No.

☐ 9. Request for Closed Session (attach written motion).

☐ 10. Board to Sit as A Committee of the Whole.

☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission

☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Cohen

Subject:

Accept and Expend Grant - The San Francisco Foundation - $30,000

The text is listed below or attached:

Attached

Signature of Sponsoring Supervisor:

For Clerk's Use Only:

120414

1234

[Accept and Expend Grant - San Francisco Healthy Homes Project - $30,000]

Resolution authorizing the Department of the Environment to accept and expend a grant in the amount of $30,000 from the San Francisco Foundation to support the San Francisco Healthy Homes Project by developing policies and services to improve indoor air quality and reduce toxic pesticides in public housing.

WHEREAS, After a competitive process, the San Francisco Foundation has selected the Department of the Environment for the City and County of San Francisco (SF Environment) to improve indoor air quality by reducing pests and the use of toxic pesticide in public housing sites; and

WHEREAS, The selected project, the San Francisco Healthy Homes Project, focuses on public housing sites in the Bayview Hunters Point community and surrounding Southeast area, which has a high prevalence of asthma relative to the country and San Francisco's average; and

WHEREAS, The project focuses specifically on the Alice Griffith and Sunnydale Public Housing Development sites; and

WHEREAS, The San Francisco Healthy Homes Project has directly observed the relationship between substandard housing conditions, the use of toxic cleaning and pest control products, and adverse health effects related to respiratory and other acute reactions; and

WHEREAS, While the City of San Francisco has adopted an Integrated Pest Management ordinance which applies to all municipal operations, the San Francisco Housing Authority is not required to comply with the legislation because it is primarily funded by the federal Department of Housing and Urban Development ; and

WHEREAS, The San Francisco Healthy Homes Project will result in the promotion of better policies for pest management and thus improve indoor air quality in public housing in Bayview Hunters Point and Visitacion Valley neighborhoods; and

WHEREAS, These policy initiatives and interventions for public housing sites in the Southeast area can be replicated in public housing throughout San Francisco; and

WHEREAS, Funding from this grant will provide for Integrated Pest Management assessments and services; tenant outreach and training; and policy development; and

WHEREAS, The length of the grant is from April 1, 2012 – March 31, 2013; and

WHEREAS, The grant includes $2,727 for indirect costs, as allowed by the funding source; and

WHEREAS, This grant does not require an Annual Salary Ordinance amendment; now, therefore, be it

RESOLVED, That the San Francisco Board of Supervisors authorizes the Director of the Department of the Environment to accept and expend funding in the amount of $30,000 from the San Francisco Foundation to support the San Francisco Healthy Homes Project.

Recommended:

Melanie Nutter, Director,
Department of the Environment

Approved: _____ for
Mayor

Approved: _____
Controller, Grant Division

File Number: 120414 (Provided by Clerk of Board of Supervisors)

220255 / EVSFHH-12

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: San Francisco Healthy Homes grant

2. Department: Department of the Environment (SF Environment)

3. Contact Person: Rachel Buerkle Telephone: 415-355-3704

4. Grant Approval Status (check one):

[X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $30,000

6a. Matching Funds Required: $ 0
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: The San Francisco Foundation

b. Grant Pass-Through Agency (if applicable): NA

8. Proposed Grant Project Summary: The San Francisco Foundation grant will support SF Environment's San Francisco Healthy Homes (SFHH) project, which seeks to improve indoor air quality, reduce the use of hazardous household products and promote "green" pest management services in low income homes in the Southeast area of San Francisco. As part of SFHH, SF Environment will implement a pilot Integrated Pest Management (IPM) project at a public housing site to demonstrate the effectiveness of reducing pest infestations with safer IPM methods, reducing the use of toxic pesticides. SF Environment will contract with an IPM contractor, to provide IPM treatment services in 15 to 20 units at the Alice Griffith Housing site and/or the Sunnydale Housing site. Additionally, SF Environment will provide training to low-income tenants to support IPM and provide information about safer household cleaning products; and develop a model IPM policy for the San Francisco Housing Authority (SFHA) to consider and adopt.

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

Start-Date: April 1, 2012 End-Date: March 31, 2013

10a. Amount budgeted for contractual services: $14,473
b. Will contractual services be put out to bid? Yes, using standard City processes
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes

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

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

b1. If yes, how much? $2,727 (10% of the total budget)
b2. How was the amount calculated? This is the amount allowed by the funding source
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?

12. Any other significant grant requirements or comments:

****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):

[X] Existing Site(s) [X] Existing Structure(s) [ ] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] 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:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: 4/6/12 Claudia Molina Rem
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 4/6/12 Melanie Nutter
(Signature Required)

San Francisco Department of the Environment -
Grant from the San Francisco Foundation - SF Healthy Homes

	Description	Other notes	
PERSONNEL			
Senior Environmental Specialist 5644 Environmental Justice Program Manager	Promote IPM services in low-income housing sites; develop IPM training resources; develop IPM policy for SF Housing Authority's consideration	0.10 FTE	$ 10,000
Subtotal Personnel			$ 10,000
Fringe		28%	$ 2,800
Total Personnel			**$ 12,800**
CONTRACT			
	Provide IPM treatment services in low-income housing units; develop IPM training resources	Contractor will be secured using standard city contracting processes	$ 14,473
Subtotal Contractor			$ 14,473
OTHER			
SubTotal Other			$ -
TOTAL DIRECT COSTS			$ 27,273
INDIRECT COSTS	**amount allowed by funding source**	10%	$ 2,727
TOTAL PROJECT (Direct + Indirect)			**$ 30,000**

THE SAN FRANCISCO FOUNDATION

The Community Foundation of the Bay Area

GRANT AGREEMENT

Grant Number: **80608**
Please use this number
in all correspondence

I. ACCEPTANCE OF GRANT

The conditions set forth below are deemed to be agreed to by the grantee if the grantee accepts any payment. No payments will be released until a signed copy of the Agreement is returned to the Foundation and any special conditions are met.

Contact:
Ms. Anne Eng

Phone:

Grantee:
San Francisco Department of the Environment
11 Grove Street
San Francisco, CA 94102

Payee:
San Francisco Department of the Environment
11 Grove Street
San Francisco, CA 94102

Grant Amount:
$30,000.00 for 12 months

Date Approved:
March 15, 2012

Grant Period:
April 1, 2012 -- March 31, 2013

Grant Purpose:
To promote through the San Francisco Healthy Homes Project integrated pest management (IPM) strategies and the use of safer, less-toxic household cleaning products in low-income public housing units.

Outcomes:

1. IPM measures will be implemented in 15 to 20 public housing units located at Alice Griffith and/or Sunnydale public housing development sites in the Southeast area of San Francisco.
2. At least five public housing residents will be trained in IPM and reducing asthma triggers in the home. Property managers will also be trained in IPM strategies and gain an understanding of reducing toxic pesticides in the environment.
3. IPM's effectiveness and health benefits will be demonstrated to affordable housing developers and San Francisco Housing Authority.

Activities:

1. Hire an Integrated Pest Management (IPM) firm to perform inspections, develop IPM plans and implement IPM measures at 15 to 20 public housing units.
2. Conduct an IPM training for public housing residents. Training will provide general information about health effects of pests and pesticides, integrated pest management in public housing settings, pest management safety, housekeeping strategies to identify and clean areas where pests like to hide, and pest-proofing strategies.
3. Present at a Housing Authority Commission meeting on IPM services provided through this grant.
4. Present at one to two Housing Authority Commission meetings with status updates on this project and recommendations for future expansion.
5. Provide draft Request For Proposal (RFP) language to SFHA, to promote the hiring of an IPM firm and develop proposed IPM policy language to provide to SFHA staff for consideration.

II. SPECIAL CONDITIONS

None.

III. REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

Payments will be made on the schedule below **if** special conditions described above are met **and if** narrative and financial reports have been submitted on the dates requested. Report guidelines and forms are available on the Foundation's website at www.sff.org/grantseeker/forms. Reminder notices will be sent in the month before the report is due. If you need to extend the grant period or request changes in the payment schedule or budget, please request the change in writing, briefly explaining the reason it is needed.

Please note that payments on new grants will not be released until final reports on all prior grants have been received and approved by your Program Officer.

Progress Report Due Dates (if any):
None.

Payment(s):
$30,000.00 scheduled on April 1, 2012

Final Report:
Standard Final Report due on April 30, 2013

IV. PUBLICITY

As a community foundation, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your project report(s). If your organization has a website, please link to www.sff.org. Any statement about Foundation policy should be cleared in advance through our Marketing Communications Officer.

V. BUDGET AND USE OF FUNDS

Funds must be used by the grantee strictly in accordance with the final budget on which the grant was based. Any changes must be approved in advance by the Foundation.

VI. REVERSION OF FUNDS

All funds not expended for the purposes agreed to by the grantee and the Foundation must be returned to the Foundation.

VII. AUDIT

The Foundation reserves the right to conduct an audit of any grantee if it appears appropriate and necessary.

VIII. MONITORING AND EVALUATION

In order to assess the effectiveness of our grants, the Foundation may monitor or conduct an evaluation of the program funded by this grant, which may include visits by representatives of the Foundation to observe the grantee's program procedures and operations and to discuss the program with the grantee's personnel.

IX. HOLD HARMLESS

In accepting a grant from the Foundation, the grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless The San Francisco Foundation, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the grantee, its employees or agents, in applying or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of The San Francisco Foundation, its officers, directors, trustees, employees or agents.

The Board and staff of The San Francisco Foundation are pleased to be able to make this grant (#80608) to your organization. Please sign and return one copy of this Agreement as evidence of your understanding of and agreement with the terms outlined. Please keep a copy for your files.

Return completed document to:

Grants Management
The San Francisco Foundation
225 Bush Street, Suite 500
San Francisco, CA 94104-4224

_____

_____

_____

16-Mar-12

The San Francisco Foundation — Date

Chair, Agency Board of Directors or Designee — Date

Agency Executive Director — Date

Fiscal Sponsor* — Date

***Agreement must be signed by Fiscal Sponsor if project agency does not have 501(c)(3) status.**

THE SAN FRANCISCO FOUNDATION

The Community Foundation of the Bay Area

March 16, 2012

Ms. Anne Eng
San Francisco Department of the Environment
11 Grove Street
San Francisco, CA 94102

RE: Grant Number: **80608**

Dear Ms. Eng:

On behalf of The San Francisco Foundation Board of Trustees, I am pleased to inform you that a grant has been approved in the amount of $30,000.00 for 12 months to promote through the San Francisco Healthy Homes Project integrated pest management (IPM) strategies and the use of safer, less-toxic household cleaning products in low-income public housing units.

The enclosed Grant Agreement forms the contract between San Francisco Department of the Environment and the Foundation. Please read it carefully as it outlines the conditions of the grant as well as the payment and reporting schedules. We ask that you, your Board Chair, and fiscal sponsor (if applicable) sign and return one copy; please keep a copy for your files. No payments can be made until the Grant Agreement has been returned and any special conditions have been met.

As a community foundation, our ability to fund important programs such as yours is contingent upon ongoing support from the Bay Area community. We look forward to partnering with you to let others know about the importance of philanthropy. Please include us in any communications connected with the grant, including press releases, programs, announcements, invitations, stories in the media, annual reports, and newsletters, and submit copies of any such publications with your reports. If your organization has a website, please link to www.sff.org. Our logo is available to download at ww.sff.org/grantseekers/resources-for-grantseekers; please call us if you have questions about how to use it. Any statement about Foundation policy should be cleared in advance through our Marketing Communications Officer.

Should your organization wish to apply for future funding, please note the following eligibility policy: Grantees are eligible to receive funds from the Foundation for consecutive periods of up to three years. After three years, grantees will be required to wait a period of 12 months before receiving funding. Exceptions to this policy will be made under certain circumstances. Requests for exceptions should be directed to Program Officers who will consider and make a decision in consultation with the Director of Programs.

225 BUSH STREET, SUITE 500, SAN FRANCISCO, CA 94104-4224 TELEPHONE: 415 733 8500 FAX: 415 477 2783 www.sff.org

The Foundation is pleased to assist you in your important work, and we look forward to hearing about your activities. Please do not hesitate to call me if you have any questions about this grant or the policies of the Foundation.

Yours truly,

Francesca Vietor
Program Officer, Environment

225 BUSH STREET, SUITE 500, SAN FRANCISCO, CA 94104-4224 TELEPHONE: 415 733 8500 FAX: 415 477 2783 www.sff.org

Project Support

Please tell us what your total project budget is. (If you are requesting Core Operating Support please enter your total organization budget.)

311,160.00

Is this a new project or continuing support?

New

Organizational and Project Information

Please provide a brief history of your organization and its current programs and services. (1,200 characters)

SF Environment has created groundbreaking programs and policies, helping to make San Francisco a leader in urban sustainability. Our Zero Waste program is helping San Francisco residents, businesses and visitors to divert 78% of discarded materials from landfill. Our Energy Watch program helps commercial and residential buildings to install energy efficiency measures. Our Climate Change program works with City agencies to reduce San Francisco's carbon footprint and provides Green Building services. Our Clean Air Transportation program administers commuter benefits for local employers and workers, and promotes less polluting technologies and alternative biofuels. Our Toxics Reduction program provides information on environmentally friendly alternatives, and safe and convenient disposal of toxic products. Our Environmental Justice program works to ensure that the City's most vulnerable neighborhoods have a safe, healthy environment. Our Urban Forestry program helps to coordinate the City's policies relating to street trees. Environment Now is a Green jobs program that provides training and work experience to entry-level workers facing multiple barriers to employment.

Please describe the issue/problem/need your organization is working to resolve and discuss how you are addressing it. What research or best practice models support your methods? (1,750 characters)

Asthma is a significant public health problem, especially among the poor. Bayview Hunters Point (BVHP) has a high prevalence of asthma relative to the country and to other San Francisco neighborhoods. A 2009 study revealed that 25% of BVHP's Alice Griffith Public Housing residents have asthma. Similarly, 25% of students enrolled at Bret Harte School in BVHP have asthma. Reducing pest infestations and eliminating asthma-causing and asthma-triggering pesticides in low-income housing will help protect the environment and improve the respiratory health of residents.

Many factors can contribute to asthma, including mold, dust, pests, and certain cleaning products and pesticides. Research at Alice Griffith also indicated that many families have pest and mold problems (44% had cockroach problems, 37% had mold, and 18% had rodents). Many also live in homes with structural damage that contributes to infestations, and depend on hazardous consumer products that are ineffective.

The success of pest management depends on multiple factors, many of which are outside of a residents' control. The most environmentally sensitive, cost-effective, and safe approach to pest management is Integrated Pest Management (IPM), which relies primarily on preventive measures and good sanitation, with least toxic pesticides as a last resort.

San Francisco adopted an IPM ordinance which applies to City operations. However, San Francisco Housing Authority (SFHA) is not required to comply. HUD, which funds SFHA, provides IPM guidelines but allows IPM to remain a voluntary program. To date, SFHA has not adopted an IPM policy for the 6,500 public housing units in San Francisco, resulting in unnecessary exposure to toxic products.

Please describe the work (program/project) your organization is requesting funding for and describe the impact your organization is trying to achieve. Please address how your work aligns with one or more of the Foundation's grantmaking objectives. (1,750 characters)

Through a grant from the CDC, SFE has undertaken a 2-year community-based planning process to address health disparities in SF. One goal of the resulting Community Action Plan will be to address asthma disparities through the San Francisco Healthy Homes Project (SFHH). SFHH aims to improve indoor air quality, reduce toxics exposure and institute safer and more effective pest management in public housing in Southeast SF – all benefiting tenants with asthma.

SFHH seeks funding to reduce toxics and promote IPM at the Alice Griffith and Sunnydale Public Housing sites in Southeast San Francisco. Our work will support the efforts of an existing coalition, led by SFE's Toxics Reduction staff and involving SF DPH, Californians for Pesticide Reform, and San Francisco Housing Rights Committee. With an IPM firm, the coalition is currently conducting an IPM pilot project at Sunnydale involving 15 units. CDC funding has allowed us to extend this project to the BVHP neighborhood and will fund the development of IPM plans at Alice Griffith, but cannot support implementation activities.

With your Foundation's support, we will implement IPM plans for 15-20 units at Alice Griffith and expand the IPM project at Sunnydale to include an additional 15-20 housing units. We will also train tenants and SFHA staff in IPM.

SF Healthy Homes is aligned with two of SFF's objectives. Our project supports healthy, green and sustainable communities by addressing environmental inequality and health disparities burdening low-income families. Our project will also reduce toxics in the region. IPM will not only improve indoor air quality, but also reduce toxic pesticides that may contaminate stormwater runoff and wastewaters discharged.

Does your work contain any lobbying or advocacy? Please Describe. (600 characters)

Yes. SF Environment is working with a coalition of stakeholders, urging SFHA and Housing Commission to adopt a formal IPM policy. If approved, there is a potential benefit that IPM will be used at 45 public housing sites throughout the City, involving over 6,500 housing units.

In August 2011, SF Environment and public housing tenants made a presentation before the San Francisco Housing Commission, explaining the IPM pilot project. At this time, SFHA is not convinced that IPM can be effective nor has SFHA committed to making the necessary structural repairs to keep pests out of homes.

Outcomes

What are the **main outcomes** for which you are requesting support? *Your proposal must have at least one outcome, however you may have up to three (585 characters each)*

See more information about Outcomes

Outcome 1

IPM measures will be implemented in 30 to 40 public housing units located at Alice Griffith and Sunnydale public housing development sites in the Southeast area of San Francisco. eliminate pests.

Outcome 2 *optional*

At least five public housing residents will be trained to implement IPM strategies to control pest infestations and reduce asthma triggers in the homes. SFHA property managers and maintenance staff will also be trained in IPM strategies and gain an understanding of reducing toxic pesticides in the environment.

Outcome 3 *optional*

IPM's effectiveness and health benefits will be demonstrated to SFHA management and the Housing Commission, encouraging them to hire an IPM contractor and adopt a formal IPM policy and resulting in a reduction of toxic pesticide use at public housing sites in San Francisco.

Activities

What are the most important **activities** that will help you achieve those outcomes? Include frequency/duration of program events or services provided. *Only one activity is required. (360 characters each)*

See more information about Activities

Activity 1

Hire an Integrated Pest Management (IPM) firm to perform inspections, develop IPM plans and implement IPM measures at 30 to 40 public housing units.

Activity 2 *optional*

Conduct 2 IPM trainings for public housing residents and 1 training for SFHA staff. Trainings will provide general information about health effects of pests and pesticides, integrated pest management in public housing settings, pest management safety, housekeeping strategies to identify and clean areas where pests like to hide, and pest-proofing strategies.

Activity 3 *optional*

Five public housing residents will provide community outreach and education services to other public housing residents about this project.

Activity4 *optional*

Present at one to two Housing Authority Commission meetings with status updates on this project and recommendations for future expansion

Activity 5 *optional*

Provide draft Request For Proposal (RFP) language to SFHA, to promote the hiring of an IPM firm and develop proposed IPM policy language to provide to SFHA staff for consideration

Evaluation

Please describe how your organization will evaluate the success of the project you are proposing? (Your evaluation should be directly linked to your outcomes and activities.) *(The Foundation recognizes that it is not necessary to hire outside experts to have a solid evaluation plan. We do expect that you will know what success looks like and how you will know you achieved it.) (1,045 characters)*

See more information about Evaluation

The San Francisco Healthy Homes project staff are working with stakeholders to develop a detailed evaluation plan, including a list of indicators of success. Our evaluation plan will be used to track qualitative and quantitative data and community involvement. Data will be collected from observations, focus groups, interviews, surveys, sign-in sheets, and records of comments at public hearings. Throughout this project, local community residents will participate in the evaluation process and the program will be refined based on findings. Community residents are already assisting with collecting feedback and satisfaction surveys. We are tracking resident participation in all project activities. Resident feedback will also be critical to determine if SFHA implements IPM after trainings. Improved indoor air quality will aid in preventing asthma episodes or reducing their severity in a population that has been disproportionately impacted by environmental and social factors.

Functional Expenses

The three categories in this box are the same as those on the IRS Form 990, Part II, Statement of Functional Expenses. If you are using a fiscal sponsor or are a city or university department, please estimate your project's functional expenses. Do not report the functional expenses for the fiscal sponsor or for the entire city or university.

Please note the functional expenses must be greater than 0.

• Program Services include activities that result in services being provided to beneficiaries that fulfill the organization's mission.

• Management and General includes oversight, business management, general recordkeeping, budgeting, financing, and related administrative

activities, as well as management and administration except for direct conduct of program services or fundraising activities.

• Fundraising includes publicizing; conducting fundraising campaigns; maintaining donor mailing lists; conducting special fundraising events; preparing and distributing fundraising manuals, instructions, and other materials; and conducting other activities involved with soliciting contributions from individuals, foundations, government agencies, and others.

(Please use whole numbers to represent percentages i.e. 60, 30, 10)

What percent of your organization's prior year actual spending went to program services?

90.00

What percent of your organization's prior year actual spending went to management activities?

9.00

What percent of your organization's prior year actual spending went to fundraising activities?

1.00

Budget Information

The Foundation is interested in knowing the financial plan for the work you will conduct during our grant period. We ask that you provide the projected start date for the grant you are requesting. The timeline is available on our website.

City or University Departments
Please use the Organization column for department revenue and expenses.

***Project Start Date**

7/1/2012

Project End Date

6/30/2014

Organization Fiscal Year State Date:

7/1/2012

Organization Fiscal Year End Date:

6/30/2013

Revenue Budget and Expenses

Please provide your organization's budget, project budget and your proposed budget for TSFF dollars.

The Previous Year Carry Over for the organization is also known as the previous year's End of Year Net Assets.

• Please provide a total in each category; you do not need to list individual foundations or government sources.

• Committed funding includes those sources of support that have been confirmed.

• Projected revenue includes sources of support that you are currently requesting or plan to request. Your request to The San Francisco Foundation is listed on a separate line.

In the fields below the top section is for revenue and the lower fields for expenses. If you have expenses that do not fit in the defined fields,please use the "Other" category. Please leave blank any field that does not apply .

***If you are requesting core operating support, please only complete the Organization budget column.**

Please use whole numbers and do not use any formatting!

Budget Category			
Budget Category	**Organization Budget**	**Project Budget**	**TSFF Budget**
Previous Year Carry Over	$0.00	$0.00	$0.00
Committed revenue - Other	$3,129,298.00	$0.00	$0.00

foundations/corporations			
Committed revenue - Government	$12,955,050.00	$250,000.00	$0.00
Committed Revenue - Other Partners	$0.00	$0.00	$0.00
Committed revenue - Box office revenue	$0.00	$0.00	$0.00
Committed revenue - Earned revenue	$0.00	$0.00	$0.00
Committed revenue - Individual donors	$0.00	$0.00	$0.00
Committed revenue - Income from endowment	$0.00	$0.00	$0.00
Projected revenue - Other foundations	$2,000,000.00	$0.00	$0.00
Projected revenue - Government	$12,000,000.00	$0.00	$0.00
Projected revenue - Box office revenue	$0.00	$0.00	$0.00
Projected revenue - Earned revenue	$0.00	$0.00	$0.00
Projected revenue - Individual donors	$0.00	$0.00	$0.00
Amount requested from TSFF	$0.00	$0.00	$61,160.00
Total salaries	$4,961,906.00	$100,000.00	$20,000.00
Total benefits	$2,805,077.00	$28,000.00	$5,600.00
Consultant and professional fees	$1,763,840.00	$140,600.00	$30,000.00
Occupancy expenses	$818,213.00	$0.00	$0.00
Supplies	$306,642.00	$0.00	$0.00
Equipment rental/maintenance	$32,000.00	$0.00	$0.00
Employee expenses including travel	$68,073.00	$4,000.00	$0.00
Conferences, conventions and meetings	$17,750.00	$8,000.00	$0.00
Outreach and promotion	$51,429.00	$0.00	$0.00
Printing and publications	$15,830.00	$0.00	$0.00
Other	$5,243,588.00	$25,000.00	$5,560.00

If you used the Other category in the budget above, please provide a description of the line items included. (800 characters)

Expenses:
In Organization budget column, other includes Services of other City Departments $2,142,620; grants awarded to non-profit organizations

$1,524,860; and overhead $1,576,108, for a combined total of $5,243,588

In the Project budget column, other includes overhead at $25,000. For TSSF Budget column, other includes overhead charge of 10% of direct costs, in amount of $5,560.

Please provide us with summary information about your organization's financial history. Please use the drop down to select the year's that are relevant. Do not duplicate years in the header.

Arts and Culture Applicants using the California Cultural Data Project, please copy numbers from the chart on the last page of your TSFF report.

Organization Financial History

Fiscal Year	Three years ago	Two years ago	Last year	
Fiscal Year	Fiscal year 2008	Fiscal year 2009	Fiscal year 2010	
Total Revenue	$12,711,713.00	$12,242,288.00	$14,031,022.00	
Total Expenses	$12,711,713.00	$12,242,288.00	$1,403.00	
Increase/Decrease in Net Assets	$0.00	$0.00	$0.00	
End of Year Net Assets	$0.00	$0.00	$0.00	

Please provide us with summary information about your organization's financial history. Briefly discuss how the economic downturn has affected your organization. *(2200 characters)*

SF Environment is a municipal agency of the City and County of San Francisco, but does not receive direct support from the City's General Fund, except for work orders (services) performed for other City agencies.

SF Environment's revenues are approximately $14 million for FY 2011-12 and generated from several sources: work orders from other City agencies; foundation grants; government contracts and grants; and Impound Account. SF Environment was awarded a $11.5 million contract by CPUC, which allocated public goods charge funds collected by PG&E from its ratepayers to support energy efficiency services in San Francisco. SF Environment's Energy Watch program serves multifamily buildings and commercial buildings. SF Environment also receive funds from the City's Impound Account. A small percentage (3%) of revenues received by the City's solid waste collection company, Recology, from its customers are redirected to the City and helps to fund SF Environment's Zero Waste (recycling and composting), Toxics Reduction and Green Building services and staffing costs.

Over the past two years, we have also received federal "stimulus" ARRA funding primarily from U.S. Department of Energy to develop an EV infrastructure in San Francisco and expand the Department's renewable energy, energy efficiency and Green improvement/ building retrofit services. ARRA funding will decrease significantly during this fiscal year, as the U.S. stimulus program winds down.

SF Environment's revenues are impacted by the economic downturn. Other City agencies that are dependent on General Fund revenues are faced with budget cuts and unable to request our Department's services (via work orders) at the same levels. This results in a decrease in revenues from other City departments. In the next fiscal year, 2012-13, SF Environment is facing a shortfall in revenues when federal "stimulus" programs end.

Fundraising Plan

The fundraising plan should give a sense of how the organization expects to ensure that the project and/or organization will have the resources necessary to succeed. Please briefly outline your plan to sustain your efforts over the next one to three years. *(2,200 characters)*

SF Environment has implemented the first year of a 2-year planning grant from the federal Department of Health and Human Services, Centers for Disease Control (CDC) REACH Core program, to address health disparities in the Bayview area. This CDC planning grant covers extensive community outreach, a multi-faceted assessment process called Mobilizing for Action through Planning and Partnerships (MAPP) and development of a strategic community action plan. The CDC grant term is in its 2nd year and will expire in September 2012, after completion of community action plans. SF Environment is seeking funding from SF Foundation to implement an action plan to address asthma disparities, focusing on reducing toxic pesticide use by SFHA in public housing units in the Southeast communities of San Francisco.

Personnel

The number of staff in this section should correspond to the salary expense indicated in the expense budget. Full time personnel: enter the number of full time staff. Part-time personnel: enter the full time equivalent for all part time personnel. For example, if you have 20 staff that work half time, enter 10.

Please use whole numbers and do not use any formatting!

Organization Personnel		
Category	Organization FTE	Project FTE
Number of full-time personnel	110	2
Number of full-time equivalent of part-time personnel	0	0
Total	110	2

Geographic Scope

The San Francisco Foundation is interested in the area you are serving. We are looking for information specifically in detail around neighborhood services. If your project/organization is targeting a specific neighborhood/neighborhoods please indicate this is the fields below. Please select the areas in which you provide service **(please select the most relevant geographiclevel that pertains to your organization) Multiple levels can be selected:**

Geo Level	
Geo Level	Geo Area
Neighborhood	Bayview Hunter's Point
Neighborhood	Visitacion Valley
City	San Francisco

Income

Please complete the chart below to indicate the income levels your organization targets and the approximate percentage.

For information regarding Bay Area Income Levels please visit: 2009 Bay Area Income Levels

Income	
Category	%
Poverty	0.00
Low Income	0.00
Moderate Income	0.00
Middle Income	0.00
Mixed Incomes	100.00
Undetermined	0.00
Total	100.00

Aged Range

Please provide the age range of the persons your organization serves (select all that apply):

Age Served Project
Age
5- 12/Elementary (incl K)
11-14/Middle School
14-18/High School
Children & Youth (0-18)
Young Adult (19-25)
Adults
Seniors
Families

Target Population Description

Please use this section if you would like to share any additional information regarding the population you serve. *(1,045 characters)*

SF Healthy Homes Project serves residents of the Bayview Hunters Point and Visitacion communities, targeting low-income tenants living in public housing units and families with asthma. Our project will serve Alice Griffith housing development site, where 25% of the residents reported they are suffering from asthma. The Bayview Hunters Point community has relatively high unemployment and poverty rates, compared to other areas of the City, and 90% of community residents are people of color.

Special Populations

Please complete the table below to indicate if your project plans to target any Special Populations. Please do not exceed 100% (if your population overlap please use the Target Population question to clarify.)

Special Populations	
Category	**%**
Lesbian/Gay/Bisexual	0.00
Transgender	0.00
Disabled	0.00
Immigrants	40.00
Foster youth	0.00
Homeless	0.00
Incarcerated	0.00
Ex-Offenders	0.00
Environmentally at-risk	25.00
Early School Leavers	0.00
Unemployed	20.00
Total	85.00

Diversity

Please complete the fields below the diversity information for your organization. Please enter numeric values only, do not use commas. Please note we are expecting estimates of the following:

- People served Org: the estimated number of people served by your organization per category
- People served Proj: the estimated number of people you plan to serve with the proposed project per category
- People on Staff: the estimated number of people on your staff per category
- People on Board: the estimated number of people on your board per category

For information regarding Bay Area Census data please visit: Bay Area Census page

Please use whole numbers and do not use any formatting!

Diversity

Category	People Served Org	People Served Proj	People on Staff	People on Board
White (Non Hispanic)	337451	0	61	4
African American	46781	60	10	1
Asian	265700	20	22	2
Hispanic/Latino	121774	20	12	0
Other Ethnic Minority	28573	0	0	0
Native American	1828	0	0	0
Pacific Islander	3128	20	0	0
Multi-Ethnic Minority	0	0	5	0
Undetermined	0	0	0	0
Total	805235	120	110	7

Partners and Funders

Please provide a list of your top 2 government funders (if applicable), top 2 private funders and any significant community partners. Please include the following: Organization Name - Contact Name - Contact Email – Funded Amount.

Shelly Rosenblum
U.S. Environmental Protection Agency
Radiation & Indoor Environments Team
75 Hawthorne St. / AIR-6
San Francisco, CA 94105-3901
415-947-4193 fax: 3583
rosenblum.shelly@epa.gov

Carlene Graham
Program Development Consultant
Centers for Disease Control and Prevention
4770 Buford Hwy., MS-K10
Atlanta, GA 30341
770-488-8022
cvgraham@cdc.gov

Living Cities
$175,000 grant
Arlene Rodriguez, Director of Partnerships and External Affairs
New York, NY

www.livingcities.org

Frank Foundation
$250,000 grant
Rockerfeller Philanthropy Advisors
Rae Richmond
rrichman@rockpa.org

Community Partners and Coalition Members Promoting IPM in Public Housing:

Bayview YMCA
Gina Fromer
gfromer@ymcasf.org

SF Housing Rights Committee
Sara Shortt
sara@hrcsf.org

Californians for Pesticide Reform
Sarah Aird
sarah@pesticidereform.org

Email address and phone number

To ensure our records are correct please provide the email address and phone number for the grant contact person.

anne.eng@sfgov.org; (415) 355-3735

Required Documents

Audited Financials for Applicants

Document Description:	If your organization has an annual budget of $1,000,000 or more, please submit your most recent audit report. (We will accept an audit dated within 2 years of today's date.)
Upload:	CCSF Independent Auditor's Report.pdf
Faxed:	
Request Document Waiver	Reason for Request:
Document Status / Date: 11/14/2011	

Board List

Document Description:	List of board members that includes affiliations, and indicates officers. Projects with fiscal sponsors please provide a list with your advisory board.
Upload:	CCSF Commission on the Environment Members 2011.pdf
Faxed:	
Request Document Waiver	Reason for Request:
Document Status / Date: 11/14/2011	

Financial Statements

Document Description:	Please provide your organization's financial statements for the last three years. This includes an income statement, balance sheet, and a cash flow statement. These can be zipped into one file and uploaded. Arts and Culture Applicants using the California Cultural Data Project, please upload your TSFF funder report here in lieu of financial statements. For more information please see the Application Guidelines at: http://www.sff.org/grantseekers/application-guidelines#required-documents-part-two
Upload:	
Faxed:	
Request Document Waiver	Reason for Request: waiver requested: City's financial statements are included in the Controller's

Comprehensive Annual Financial Reports, found online at http://sfcontroller.org/index.aspx?page=118. Financial statements for years 2008, 2009 and 2010 are too large to upload (over 1MB each)

Document Status / Date:
11/14/2011

Staff Bios

Document Description: Please provide a list of key staff members and a brief biography.

Upload: CCSF Dept of Environment SF Healthy Homes Project Staff Bios.pdf

Faxed:

Request Document Waiver Reason for Request:

Document Status / Date:
11/14/2011