

File No. 121164

Committee Item No. 3

Board Item No. 2

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date January 9, 2013

Board of Supervisors Meeting

Date January 29, 2013

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Alisa Miller Date January 4, 2013

Completed by: Alisa Miller Date January 10, 2013

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

1 [Accept and Expend Grant - Office of Financial Empowerment Kindergarten to College  
2 Outreach Position - Up to \$80,000]

3 **Ordinance authorizing the Office of the Treasurer-Tax Collector to accept and expend a**  
4 **grant in the amount of up to \$80,000 from the Earned Assets Resource Network for**  
5 **implementing the Office of Financial Empowerment Kindergarten to College program,**  
6 **and amending Ordinance 165-12 (Annual Salary Ordinance, FYs 2012-2013 and 2013-**  
7 **2014) to provide for the creation of one (1) grant-funded position in the Office of**  
8 **Financial Empowerment.**

9 Be it ordained by the People of the City and County of San Francisco:

10 Section 1. Findings.

11 (a) The Office of Financial Empowerment in the Office of the Treasurer-Tax  
12 Collector was awarded an up to \$80,000 grant from the Earned Assets Resource Network on  
13 August 7, 2012. The purpose of the grant is to hire and provide funding for a staff position to  
14 conduct outreach to families in the Kindergarten to College program.

15 (b) The City and County of San Francisco established the Kindergarten to College  
16 program in 2010 to provide college savings accounts for San Francisco Unified School District  
17 kindergarteners with an initial deposit of \$50, provide financial education curriculum, and  
18 encourage savings for higher education.

19 Section 2. Authorization to accept and expend grant funds.

20 (a) The Board of Supervisors hereby authorizes the Office of the Treasurer-Tax  
21 Collector to accept and expend, on behalf of the City and County of San Francisco, funds  
22 from the Earned Assets Resource Network in the amount of \$80,000 for the purpose of  
23 implementing the Office of Financial Empowerment Kindergarten to College program.

24 ~~(b) Whereas the Department proposes to maximize use of available grant funding~~  
25 ~~on direct services by not including indirect costs in the grant budget; now, therefore, be it~~

1 (b) Whereas the Department proposes to maximize use of available grant funding  
 2 on direct services by not including indirect costs in the grant budget; now, therefore, be it  
 3 ordained that the Board of Supervisors hereby waives inclusion of indirect costs in the grant  
 4 budget.

5 Section 3. Grant Funded Position: Amendment to FYs 2012-2013 and 2013-2014  
 6 Salary Ordinance.

7 The hereinafter designated section and item of Ordinance No. 165-12 (Annual Salary  
 8 Ordinance, FYs 2012-2013 and 2013-2014) is hereby amended to read as follows:  
 9

10 Department: TTX01

11 Index Code: 080046

12 Program: FEG

13 Subfund: 2S GSF GNC

<u>Amendment</u>	<u>#of Pos</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
<i>Add</i>	<i>1.0 Grant Funded</i>	<i>Junior Management</i>	<i>\$2104 B \$2557</i>
	<i>FTE</i>	<i>Assistant 1840</i>	

17 //

18 //

19 //

20 //

21 //

22 //

23 //

24 //

25

1 APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

2  
3  
4 By: Jean Alexander  
5  
6 Jean Alexander  
7 Deputy City Attorney

By: Micki Callahan 11/29/12  
Micki Callahan  
Department of Human Resources

8  
9 APPROVED: [Signature]  
10 Mayor

11  
12 APPROVED: [Signature]  
13 Controller, Grant Division

14  
15 Recommended:  
16  
17 [Signature]  
18 Pauline Marx  
19 Chief Assistant Treasurer

File Number: 121164  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective May 2011)

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

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

1. Grant Title: Office of Financial Empowerment Kindergarten to College Outreach

2. Department: Office of the Treasurer & Tax Collector

3. Contact Person: Greg Kato Telephone: (415)554-6888

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: up to \$80,000

6a. Matching Funds Required: \$ 0

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

7a. Grant Source Agency: Earned Assets Resource Network (EARN)

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

8. Proposed Grant Project Summary: Kindergarten to College (K2C) is a college savings program for San Francisco Unified School District kindergarten students with an initial \$50 deposit from the City and County of San Francisco. In the 2012-13 school year K2C will expand to all San Francisco kindergartens after a two year phase-in period at one quarter, then one half of kindergartens. EARN has granted up to \$80,000 for one outreach position to work with schools and families on this program. K2C has budgeted \$80,000 for the position.

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

Start-Date: October 1, 2012

End-Date: June 30, 2013

10. Number of new positions created and funded: 0.75 FTE

11. Explain the disposition of employees once the grant ends? Limited term appointment to the grant funding.

12a. Amount budgeted for contractual services: 0

b. Will contractual services be put out to bid? N/A

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

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

13a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? \$ N/A  
b2. How was the amount calculated? N/A

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

- Not allowed by granting agency
- Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? \$2,500

14. Any other significant grant requirements or comments:

This is funding for a limited term position for nine months, hence the 0.75 FTE reflected in the attached budget.

**\*\*Disability Access Checklist\*\***

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" 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)                 |   |

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

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

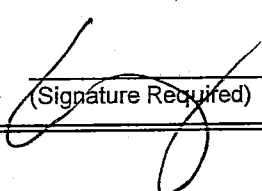
Carla Johnson

(Name)

Interim Director

(Title)

Date Reviewed: 9-18-12

  
(Signature Required)

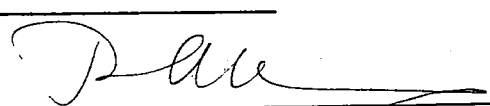
Overall Department Head or Designee Approval:

(Name)

Pauline Marx, Chief Assistant Treasurer

(Title)

Date Reviewed: 9/18/12

  
(Signature Required)

Earned Assets Resource Network  
 Grant to Office of the Treasurer & Tax Collector

Budget Detail

Fund 2SGSFGNC  
 Index 080046

Salaries				Subobject	FY2012-2013	Total
	1840	Jr. Management Assistant		00101	\$49,862	\$49,862
Fringe						
				01300	\$21,939	\$21,939
Non - Personnel						
	021	Travel		02100	3000	\$3,000
	021	Other Current Expenses		03500	5199	\$5,199
Total					\$80,000	\$80,000

**Kato, Greg**

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**From:** Brar, Anee  
**Sent:** Tuesday, August 07, 2012 4:47 PM  
**To:** Kato, Greg  
**Cc:** Phillips, Leigh  
**Subject:** FW: K2C Award letter  
**Attachments:** EARN K2C Outreach Award Letter\_Signed.pdf

Hi Greg,

Attached please find the signed letter from Ben to move forward on the IAQ for the 1840. Please let me know if you have any questions.

Thanks,  
Anee

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**From:** Tad Oyler [<mailto:tad@earn.org>]  
**Sent:** Tuesday, August 07, 2012 2:46 PM  
**To:** Brar, Anee  
**Cc:** Ben Mangan; Phillips, Leigh  
**Subject:** RE: K2C Award letter

Hey Anee,

Here's your signed K2C letter. Let me know if you need anything else.

Thanks,  
Tad



Tad Oyler | Grants Coordinator  
[tad@earn.org](mailto:tad@earn.org) | Tel. 415.217.3665 | Fax. 415.217.3663  
235 Montgomery Street, Suite 47D | San Francisco, CA 94104  
[earn.org](http://earn.org) | [facebook.com/earnorg](https://www.facebook.com/earnorg) | [twitter.com/earn](https://twitter.com/earn) | [youtube.com/earn](https://www.youtube.com/earn)





Treasurer José Cisneros  
City and County of San Francisco  
City Hall Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102.

235 Montgomery Street  
Suite 470  
San Francisco, CA 94104

T 415.217.3660  
F 415.217.3663

Dear Treasurer Cisneros,


We are pleased to inform you that the Earned Assets Resource Network (EARN) has authorized a grant of up to \$80,000 for the San Francisco Office of Financial Empowerment (OFE), housed within the Office of the Treasurer and Tax Collector. This grant will be paid in two installments in January 2013 and July 2013 or until the funds are expended.

The Office of Financial Empowerment will use these funds to create a full-time position to expand outreach in support of the Kindergarten to College (K2C) program. This position will coordinate outreach activities for K2C and provide professional development training and materials to deliver financial education in the classroom for nearly 350 kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade teachers, impacting nearly 8,000 students. If the OFE would like to use these funds for any other purpose, it must obtain written approval from EARN.

The OFE agrees to provide EARN with an annual report on July 1<sup>st</sup> 2013, detailing the use of the grant funds until the grant funds have been fully expended. Each report shall include a financial accounting as to the use and disposition of the grant funds, signed by a financial officer of your organization; and accomplishments and specific outcomes for clients achieved under the grant.

We are pleased to be working with you as a partner in your efforts to advance financial empowerment work in San Francisco.

Sincerely,



Ben Mangan  
President & CEO, EARN

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *EL* Mayor Edwin M. Lee *JE*  
RE: Accept and Expend Grant – Office of Financial Empowerment  
Kindergarten to College Outreach Position – up to \$80,000  
DATE: December 4, 2012

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Attached for introduction to the Board of Supervisors is the ordinance authorizing the Office of the Treasurer-Tax Collector to accept and expend a grant in the amount of up to \$80,000 from the Earned Assets Resource Network for implementing the Office of Financial Empowerment Kindergarten to College program, and amending Ordinance 165-12 (Annual Salary Ordinance, FYs 2012-2013 and 2013-2014) to provide for the creation of one (1) grant-funded position in the Office of Financial Empowerment.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2012 DEC -4 PM 2:27  
AK

121164