

File No. 230814

Committee Item No. 4

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 6, 2023

Board of Supervisors Meeting Date _____

Cmte Board

- Motion
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- Budget and Legislative Analyst Report
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- 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)

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Completed by: Brent Jalipa Date August 31, 2023

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - Blue Shield California Foundation - Leveraging
2 Collaboratives to End Domestic Violence Program - \$150,000]

3 **Resolution retroactively authorizing the Department on the Status of Women to accept**
4 **and expend a grant from the Blue Shield California Foundation in the amount of**
5 **\$150,000 for a one-year grant period from April 1, 2023, through March 31, 2024, for the**
6 **Leveraging Collaboratives to End Domestic Violence Program.**

7
8 WHEREAS, On March 20, 2023, the Blue Shield California Foundation sent the
9 Department on the Status of Women (“Department”) an intent-to-award letter for funding in the
10 amount of \$150,000 for the Leveraging Collaboratives to End Domestic Violence program for
11 the period of April 1, 2023, through March 31, 2024; and

12 WHEREAS, Funding from the Blue Shield California Foundation will enable the
13 Department on the Status of Women to continue its work with the HEALing Roots
14 Collaborative to address the root causes of domestic violence and develop prevention
15 strategies for domestic violence; and

16 WHEREAS, The award budget has no provision for indirect costs.

17 RESOLVED, That the Department on the Status of Women is authorized to accept and
18 expend up to \$150,000 awarded by the Blue Shield California Foundation to support the
19 Leveraging Collaboratives to End Domestic Violence program.

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RECOMMENDED:

/s/_____

Kimberly Ellis, Director
Department on the Status of Women

APPROVED: /s/_____

London N. Breed, Mayor

APPROVED: /s/_____

Ben Rosenfield, Controller

File Number: 230814
(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: **Blue Shield California Foundation Leveraging Collaboratives to End Domestic Violence Grant**

2. Department: **Status of Women**

3. Contact Person: **Kimberly Ellis** Telephone: **415-252-2571**

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$150,000**

6. a. Matching Funds Required: **\$0**
b. Source(s) of matching funds (if applicable): **N/A**

7. a. Grant Source Agency: **Blue Shield of California Foundation**
b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

Funding from the Blue Shield of California Foundation will enable the Department on the Status of Women (the Department) to create a new podcast series asking the question “what is the economic cost of domestic violence?” to provide insight into the issue of domestic violence in the City and County of San Francisco.

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

Start-Date: **04/01/2023** End-Date: **03/31/2024**

10. a. 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**

11. a. Does the budget include indirect costs?
 Yes No
b. If yes, how much? **\$0**
c. How was the amount calculated? **N/A**
d. 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):
e. If no indirect costs are included, what would have been the indirect costs?

Other (please explain):

e. If no indirect costs are included, what would have been the indirect costs?

Indirect costs would have been related to any fringe benefits paid to subgrantees. Instead, the Department has opted to pay them a monthly, flat fee.

12. Any other significant grant requirements or comments: None.

****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 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) | |

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:

Lauren Battung
(Name)

Department ADA Coordinator/Executive Management Assistant
(Title)

Date Reviewed: 4/26/2023

DocuSigned by:
Lauren Battung
(Signature Required) B1509DB8DDFC4DD...

Department Head or Designee Approval of Grant Information Form:

Kimberly Ellis
(Name)

Director
(Title)

Date Reviewed: 4/26/2023

DocuSigned by:
Kimberly Ellis
(Signature Required) A7C043D019324CA...

ORGANIZATION:

City and County of San Francisco Department on the Status of Women

Field	Response
Signatory	Kimberly Ellis
Is project sponsored by applicant organization?	Yes
Amount Requested	\$150,000
Total Organizational Budget	\$13,949,500
Length (in months) of Proposed Support/Grant Term	12
Geographic Area Served by Request	City and County of San Francisco
RFP or Initiative Name	Not an RFP response
Primary Population Served	Women, girls, and nonbinary people in San Francisco, CA
Primary Area Served	San Francisco, CA
Fiscal Year End (MM/DD)	06/30
Total Project Budget	\$150,000
Organizational Objectives / Grantmaking Priority Areas <i>Description of how general organizational objectives address one or more of BSCF's grantmaking priorities. (2000 characters)</i>	<p>The objectives of the HEALing Roots Collaborative are to address BSCF's priorities on collaborating for healthy communities and ending the cycle of domestic violence while working towards future sustainability. The HEALing Roots Collaborative will engage several different sectors, some of which have not previously focused on domestic violence, to address community factors for preventing intimate partner violence.</p> <p>The Department on the Status of Women's policy priority areas align with Blue Shield's grantmaking priorities. Our work to advance gender equity through ensuring the health and physical safety, economic security, and civic participation and political engagement of women, girls, and nonbinary people addresses BSCF's focus on breaking the cycle of domestic violence as well as the intersection between preventing domestic violence and economic security and mobility. Some examples of the policies that our department champions can be found in our Executive Summary. Our work is done in collaboration with other public and non-profit agencies such as W.O.M.A.N. Inc., Black Women Revolt, and Young Community Developers. Outside of the HEALing Roots Collaborative, DOSW works with other City and County department and nonprofit partners to address a variety of issues facing the women, girls, and nonbinary individuals of San Francisco and beyond.</p>

<p>Project Risks / Challenges <i>Description of the most significant risks or challenges facing the project you are proposing. (2000 characters)</i></p>	<p>The major project risks and challenges have largely been successfully faced by the Collaborative already. These struggles were largely due to staffing issues at DOSW that were then exacerbated by the onset of the COVID pandemic as well as issues navigating the landscape of meeting and organizing in an unprecedented pandemic. Additionally, COVID required an outsized focus on immediate needs by the Collaborative.</p> <p>While we don't foresee future issues, we stand prepared for the potential for staffing changes, economic downturns, and issues addressing the need for additional funding sources for the Collaborative to thrive.</p>
<p>Project Outcomes (2000 characters)</p>	<p>Outcome 1: Strengthen the structure, governance, and decision-making processes of the HEALing Roots Collaborative through the development of a mission and vision statement.</p> <p>Outcome 2: Conduct interviews/focus groups to better understand the impacts of COVID-19 as it applies to domestic violence and compile existing data to inform the Collaborative's work.</p> <p>Outcome 3: Research and present pathways for the Collaborative to determine long-term sustainability and continued collaboration</p>
<p>Outcomes Measured <i>Briefly describe how you will measure the outcomes described above for the proposed project. (2000 characters)</i></p>	<p>We will track the learnings of the Collaborative from collaborative reflection sessions, technical assistance sessions, and peer learning sessions through meeting notes.</p>
<p>Dissemination of Outcomes <i>Briefly describe how project outcomes / impact will be shared with others. (2000 characters)</i></p>	<p>Our mission and vision statements and sustainability plan will be shared publicly through online platforms as well as presentations at the Commission on the Status of Women meetings.</p> <p>HEALing Roots will continue to stay connected with Blue Shield of California Foundation staff and the technical assistance team led by the Center for Collaborative Planning to update them on lessons learned and best practices.</p>

<p>Needs Statement <i>Brief statement of the need for this project as identified through relevant facts from the community, referencing statistics, and/or research or evidence-based models. (2000 characters)</i></p>	<p>Domestic violence is a serious public health epidemic that has wide-ranging effects across one's lifespan. Domestic violence has lifetime economic costs and can impact one's ability to access housing, health care, and maintain a job.¹ There are disparities within San Francisco's rates of domestic violence, and the experience of survivors, by race, gender, and sexual orientation. In San Francisco, Black and Latinx women are disproportionately impacted by domestic violence. High school students who identify as Lesbian, Gay, or Bisexual are more likely to have experienced violence.²</p> <p>In 2019 the HEALing Roots Collaborative first convened, recognizing that domestic violence has its roots in abuse of power and control, and that interpersonal violence is exacerbated by existing gender and racial disparities. Through forming a shared language around domestic violence, and the systemic inequities that reinforce violence, the Collaborative has deepened our collective understanding of the ways that domestic violence impacts our families, communities, and respective organizations.</p> <p>In San Francisco, as in other parts of the country, we have witnessed the disproportionate impact of COVID-19 on Black, Latinx, and Indigenous communities. The compounding stressors of the pandemic have accelerated and exacerbated abusive situations, resulting in a dramatic spike in calls to WOMAN Inc.'s domestic violence support hotline.</p> <p>With this funding, the HEALing Roots Collaborative looks to the future to be able to continue to provide domestic violence prevention services to the women, girls, and nonbinary people of San Francisco, with an added focus on serving Black, Latinx, and Indigenous communities.</p> <p>¹ The Centers for Disease Control and Prevention (CDC) estimates that the lifetime economic cost associated with medical services for domestic violence-related injuries, lost productivity from paid work, criminal justice and other costs, was \$3.6 trillion. The cost of intimate partner violence over a victim's lifetime was \$103,767 for women and \$23,414 for men.</p> <p>² 2020 Family Violence in San Francisco Report</p>
<p>Project Summary <i>Brief summary (1-3 sentences) of how requested funding would be used. Discuss how the organization proposes to proceed with the project, if funded. The summary should include the</i></p>	<p>Requested funding will allow the members of the HEALing Roots Collaborative to continue our ongoing work to actively prevent domestic violence.</p> <p>As of now, the Collaborative has succeeded in establishing itself in this work. We are working together to address the root causes of domestic violence and are striving towards solutions. Over the past four years we have learned how to come together in a more cohesive and collaborative way to</p>

<p><i>activities to be performed under the project and the basic timeframe for accomplishing the objectives and activities.</i> (2000 characters)</p>	<p>tackle the larger issues facing our communities surrounding DV.</p> <p>Additionally, the transitional year will give our Collaborative the opportunity to not only reflect on the experience of the LCDV grant, but to take lessons learned and apply them to the work currently being done and future work that will be done.</p> <p>Our plan is to use this year and these funds to chart new pathways towards preventing DV in San Francisco, new ways for our Collaborative to sustainably exist and thrive, and new funding opportunities and projects that we can take on together.</p>
<p>Proposed Key Objectives</p>	<p>By March 31, 2024, and throughout the grant period, participate in Foundation-sponsored learning and evaluation activities in service of ongoing domestic violence prevention systems change goals identified by the Collaborative during the previous grant cycle.</p> <p>By March 31, 2024, create documentation of future direction of the HEALing Roots Collaborative that may include a value proposition, vision statement, and operating norms.</p> <p>By March 31, 2024, create a sustainability plan for the HEALing Roots Collaborative to address domestic violence prevention that may include resource needs for sustaining the Collaborative and identify potential sources of future funding.</p>

Organization Documents (to be uploaded to Fluxx)

- 2023 Organization Budget
- Recent unaudited financial statement (no older than 12 months).
 - E.g., profit and loss
- 990 (most recent)
- Audited Financial Statement (if available, most recent)

Project Documents (to be uploaded to Fluxx)

- Project Budget (in BSCF template)
- Project Budget Narrative (in BSCF template)
- Fiscal Sponsorship Agreement (if applicable)

BSCF Budget Template

Instructions

Instructions for Using this Project Budget Template

This budget template is designed to provide BSCF information on the overall proposed project and how BSCF funds would be used to support the work. See the **SAMPLE** tab for a sample for Budget Year 1 (sample cannot be edited).

During the course of review, BSCF staff may request the budget be updated to reflect the Foundation's interest in the project.

If awarded, the agreed to project budget will need to be reported on. Use the green tab(s) labeled Report - Actual ONLY to report on actual expenses related to BSCF approved funds. Ignore them at the application stage.

Even if there are lobbying expenses associated with this project, the lobbying section at the bottom must be completed (see instructions below).

TAB KEY: Budget **Use for Applications ONLY** Report **Use for Reporting ONLY** Consolidated **Enter Start/End Dates ONLY**

General

Save a copy of this file replacing "OrgName" in the template file name with your organization's name, and enter the date where indicated.

Enter in clear cells ONLY. Cells filled with grey and black either have calculation formulas or are not applicable in that section.

All entries are for \$ amounts only. Percentage fields are auto-populated based on entries.

Start on the Budget Year 1 tab and enter information in the top left section first, including [Organization Name](#). If request is more than 12 months, enter the annual organization budget, project budget, and BSCF request for that period ONLY (if future annual budget information unknown, provide estimate.)

Entries in the Budget tab(s) are summarized on the Budget Consolidated tab. If Budget is for only one year, the Consolidated Tab will reflect that.

Project Start and End dates need to be filled in at the top of each tab, including Consolidated. Also enter Project Duration on the Consolidated tab.

The BSCF Request chart in the upper right of each page is populated with information entered in other cells. Do not enter values in these cells.

The indirect % in this chart is based on the entire project budget and may be a slightly different number than the Indirect line of of the budget.

The top line of the BSCF Request chart - Project Income - indicates % of request to BSCF compared to the entire project budget. It is not included in the Total Net calculation.

Complete each tab as applicable to the proposed project (Budget Year 1, Budget Year 2, Budget Year 3). Year 1 is considered the first 12 months of the proposed project. For projects longer than 12 months, use the subsequent tab.

As noted above, Project Start and Project End Dates for the entire proposed grant need to be entered on the Budget Consolidated tab. All other information will auto-populate from the other sheet(s).

If more lines of information are entered than provided in the template, ensure the added rows are reflected in the calculated cells.

If there is a slight variance, it may be due to decimal rounding. Adjust any figures with a decimal to correct.

Income

Committed Support is documented commitments or already received funds.

Contribution from your organization's existing funds should be entered here (i.e. as in-kind contribution).

Non-Committed Support is grant proposals submitted or other pending support.

There are several cells blocked in this section and colored grey. Do not enter values in these cells.

Expenses

Expenses in the BSCF Grant column are proposed expenses related to this request to BSCF only.

Expenses in the Other Funding column are proposed expenses related to the entire project only.

For Salaries information, provide title and % FTE (full time equivalent) for each relevant staff member in column B and enter the related \$ in amount in the next column (for other funding only include a \$ entry). Include titles of staff only - employee name is not necessary.

Indirect costs are considered up to 15% of the direct expenses of the proposed BSCF budget. Allocations can be lower. Enter indirect % for Other Funding sources as well. Indirect % is calculated by multiplying the Indirect % entered by (Total Direct Expenses - Equipment).

Note: the % here might be slightly different than the % in the summary chart at the top of the page as the calculations are distinct.

Lobbying - MUST BE COMPLETED EVEN IF NO LOBBYING ACTIVITY IN PROJECT

Under federal tax law, the amount of BSCF's grant for this project must not exceed the non-lobbying portion of the budget for the project.

To demonstrate compliance with this requirement, BSCF will rely on the representations made in the grant proposal, including the proposed budget, concerning the amounts that would be spent on efforts to influence legislation. With entries, ensure an accurate allocation of project expenditures to lobbying activities.

When value in the cell marked with "Must be greater or = to 0" is greater than or equal to 0, the project budget is in compliance with the requirement that BSCF's grant would not exceed the non-lobbying proportion of the project budget.

No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

Report - Actual Tabs

Actual Tabs are for use for reporting on awarded grants ONLY.

The Actual tabs will be auto-populated with information from the applicable Budget Year Tab and the carried over cells highlighted in grey.

If information changed or reporting on a shorter term (i.e., six months), adjust accordingly. For BSCF Actual under the Income header, enter the portion of the award being reported on corresponding to the Start/End dates entered for reporting at the top of the page.

The Reporting Start and End Dates and Reporting Term in Months for the entire grant need to be entered on the Actual Consolidated tab.

All other information will auto-populate from the other sheet(s).

The reported on lobbying budget is for the ENTIRE project budget (not just the BSCF portion). Enter his amount manually where indicated.

If there is a remaining balance at the final reporting stage, contact BSCF **before** submitting the report to discuss.

Department on the Status of Women				BSCF Request	%
HEALing Roots Collaborative				Project Income	150,000 / 82%
		Annual Org Budget	\$ 13,949,500	Personnel	150,000 / 100%
Year 1 Project Start Date =04/01/2023		Project Budget	\$ 183,644	Contracted Svcs	- / 0%
Year 1 Project End Date = 03/31/2024		BSCF Request	\$ 150,000	Other	- / 0%
Budget - Year 1				Indirect	- / 0%
				Net Variance	(0) / 0%

Income	BSCF	Other Funding	Total Project Budget	% of project budget
Support				
Committed Support				
SF Department on the Status of Women				
Senior Administrative Analyst Salary (.05 FTE)		8,595.00	8,595.00	
Senior Administrative Analyst Fringe Benefits (40%)		6,962.00	6,962.00	
Department Director Salary (.05 FTE)		18,227.30	18,227.30	
Department Director Fringe Benefits (40%)		7,290.92	7,290.92	
Meeting Space		1,193.10	1,193.10	
Young Community Developers		12,000.00	12,000.00	
W.O.M.A.N. Inc.		12,000.00	12,000.00	
Committed Subtotal		66,268.32	66,268	36%
Non-Committed Support				
BSCF Request	150,000		150,000	
Non-Committed Subtotal	150,000	-	150,000	82%
Total Income	\$ 150,000	\$ 66,268	\$ 216,268	118%

Expenses	BSCF	Other Funding	Total Project Budget	% of project budget
Direct Expenses				
Salaries				
% FTE				
Strategic Initiatives Program Manager	100%	108,039	108,039	
Senior Administrative Analyst	5%	8,595	8,595	
Department Director	5%	18,227.30	18,227.30	
Total Salaries and Wages	108,039	26,822	108,039	59%
Fringe Benefits (% of salaries and wages)	39%	41,961	41,961	
Total Personnel Costs	150,000	41,075	164,253	89%
Contractors				
YCD Program Manager (.054 FTE)		7,391	7,391	
WOMAN Inc. Project Manager (.12 FTE)		12,000	12,000	
Total Contracted Services	-	19,391	19,391	11%
Other Costs				
Equipment (100% project dedicated only)		-	-	
Rent		1,193.10	1,193.10	
Printing and Mail (100% project related)		-	-	
Travel (project specific)		-	-	
Total Other Costs	-	1,193	1,193	-
Direct Expenses Total	150,000	61,659	183,644	100%
Indirect Expenses				
Indirect Expenses Total	-	-	-	-
Indirect Expense % (maximum 15% for BSCF)	-	-	-	
Total Expenses	\$ 150,000	\$ 61,659	\$ 183,644	100%
Variance (should = "-")		(0) 4,609	32,624	

REQUIRED: Lobbying Expenses (Includes planned expenses for direct and grassroots lobbying associated with the project).				
Lobbying Expenses*			-	Must be greater than or = "0"
Non-Lobbying Expenses			-	
Total Project Expenses	(should equal total expenses from line 104)	150,000	\$ -	(150,000)

* Note: No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

Department on the Status of Women			BSCF Request	%
HEALing Roots Collaborative			Project Income	150,000 82%
Entire Project Start Date = XX/XX/XX		Annual Org Budget	\$ 13,949,500	
Entire Project End Date = XX/XX/XX		Project Budget	\$ 183,644	
Project Duration = XX months		BSCF Request	\$ 150,000	
Budget - Consolidated				
BSCF Project Budget by Year				
Year 1		150,000		100%
Year 2		-		0%
Year 3		-		0%
Year 4		-		0%
Year 5		-		0%

Income	BSCF	Other Funding	Total Project Budget	% of project budget
Support				
Committed Subtotal		66,268	66,268	36%
Non-Committed Subtotal	150,000	-	150,000	82%
Total Income	\$ 150,000	\$ 66,268	\$ 216,268	118%

Expenses	BSCF	Other Funding	Total Project Budget	% of project budget
Direct Expenses				
Total Personnel Costs	150,000	41,075	191,075	104%
Total Contracted Services	-	19,391	19,391	11%
Total Other Costs	-	1,193	1,193	1%
Direct Expenses Total	150,000	61,659	211,660	115%
Indirect Expenses				
Indirect Expenses Total	-	-	-	-
Total Expenses	\$ 150,000	\$ 61,659	\$ 211,660	115%
Variance (should = "-")	(0)	4,609	4,609	

REQUIRED: Lobbying Expenses (Includes planned expenses for direct and grassroots lobbying associated with the project).				
Lobbying Expenses*			-	Must be greater than or = "0"
Non-Lobbying Expenses			-	
Total Project Expenses (should equal total expenses from line 36)	150,000		\$ -	(150,000)

* Note: No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

Department on the Status of Women		BSCF Actual	%
HEALing Roots Collaborative		Project Income	150,000 82%
Annual Org Budget	\$ 13,949,500	Personnel	- 0%
Project Budget	\$ 183,644	Contracted Srvs	- 0%
BSCF Grant	\$ 150,000	Other	- 0%
Year 1 Project Start Date = 04/01/2023		Indirect	- 0%
Year 1 Project End Date = 03/31/2024		Total Net	150,000 -100%
Reporting Term = XX Months			
Actual - Year 1			

Income	BSCF Approved Budget	BSCF Actual	Variance \$	Variance %
Support				
BSCF Grant	150,000	-		
Total BSCF Grant Income	\$ 150,000	\$ -	\$ 150,000	100%

Expenses	BSCF Approved Budget	BSCF Actual	Variance \$	Variance %
Direct Expenses				
Salaries				
Strategic Initiatives Program Manager	% FTE			
#REF!	100%	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
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#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
#REF!	#REF!	#REF!	-	#REF!
Total Salaries and Wages		108,039	-	#REF!
Fringe Benefits (% of salaries and wages)	39%	41,961	-	41,961
Total Personnel Costs		150,000	-	#REF!
Contractors				
YCD Program Manager (.054 FTE)		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
Total Contracted Services		-	-	#REF!
Other Costs				
Equipment (100% project dedicated only)		-	-	-
Printing and Mail (100% project related)		-	-	-
Travel (project specific)		-	-	-
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
#REF!		#REF!	-	#REF!
Total Other Costs		-	-	#REF!
Direct Expenses Total		150,000	-	#REF!
Indirect Expenses				
Indirect Expenses Total		-	-	-
Indirect Expense % (maximum 15% for BSCF)		-	-	
Total Expenses		\$ 150,000	\$ -	#REF!
Variance (should = "-")		(0)	-	#REF!

REQUIRED: Lobbying Worksheet (Includes ACTUAL expenses for direct and grassroots lobbying associated with the ENTIRE project).				
Lobbying Expenses* (ENTIRE project budget)			-	Must be greater than or = "0"
Non-Lobbying Expenses (ENTIRE Project Budget)			-	
Total Project Expenses (should equal total expenses from line 61)		150,000	\$ -	-

* Note: No portion of BSCF grant funds may be allocated to or used for lobbying expenses.

Department on the Status of Women				BSCF Actual	%			
HEALing Roots Collaborative				Project Income	150,000 82%			
	Annual Org Budget	\$	13,949,500	Personnel	- 0%			
Reporting Start Date = XX/XX/XX	Project Budget	\$	183,644	Contracted Srvs	- 0%			
Reporting End Date = XX/XX/XX	BSCF Grant	\$	150,000	Other	- 0%			
Reporting Term = XX months				Indirect	- 0%			
Actual - Consolidated				Total Net	150,000 -100%			
				BSCF Project Actuals by Year				%
				Year 1	-	-		
				Year 2	-	-		
				Year 3	-	-		
				Year 4	-	-		
				Year 5	- -			
Income		BSCF Approved Budget	BSCF Actual	Variance \$	Variance %			
Support								
BSCF Grant		150,000	-					
Total Income		\$ 150,000	\$ -	\$ 150,000	100%			
Expenses		BSCF Approved Budget	BSCF Actual	Variance \$	Variance %			
Direct Expenses								
Total Personnel Costs		150,000	-	150,000	100%			
Total Contracted Services		-	-	-	-			
Total Other Costs		-	-	-	-			
Direct Expenses Total		150,000	-	150,000	100%			
Indirect Expenses								
Indirect Expenses Total		-	-	-	-			
Total Expenses		\$ 150,000	\$ -	\$ 150,000	100%			
Variance (should = "-")		(0)	-	(0)				

COVID OR STREAMLINED

City and County of San Francisco

COV-2212-19522 | \$150,000.00

Plan Investments | TC Duong

Leveraging Collaboration to End Domestic Violence: Prevention among faith communities and city agencies in San Francisco | 2023

Grant Start Date April 1, 2023 **Grant End Date** March 31, 2024

Status

Awarded

▼ AMENDMENT REQUEST

To Request an Amendment

1. Click the "Edit" button at the top of the screen.
2. Complete the information in the Amendment Request section (Note: The items listed below require entry before the amendment can be submitted. Once fields are populated, the compliance warning will disappear from this list.)
3. If a budget modification is being requested (see note below to determine if necessary to request), attach a revised project budget (see instructions) and select the "Project Budget".
4. Save the record.
5. Click the "Request Amendment" button in the upper right hand corner to submit it to the Foundation for review.

Budget Modification Policy

Prior approval is **NOT** needed for all proposed budget modifications. Please click [here](#) to view the BSCF Budget Modification Policy and follow the steps above **IF** your proposed changes require prior approval.

- ⚠ Type of Amendment Request is blank.
- ⚠ Brief Summary of Modification Request is blank.

Type of Amendment Request:

Current Grant End Date: March 31, 2024

Proposed Modification End Date:

Proposed Extension (in months) of Grant Term:

Current Key Objectives:

By March 31, 2024, produce a six-episode podcast series on the impacts of COVID-19 and the intersection of economic security and mobility and domestic violence. The podcast will highlight existing trends and connect with San Francisco city agencies (such as the Office of Economic and Workforce Development) working on economic security for survivors of domestic violence.

By March 31, 2024, and throughout the grant period, participate in Foundation-sponsored learning and evaluation activities in service of ongoing domestic violence prevention systems change goals identified by the Collaborative during the previous grant cycle.

By March 31, 2024, convene the Healing Roots collaborative regularly to revisit structure and governance and create documentation of future direction and a sustainability plan that may include a value proposition, vision statement, operating norms, and potential sources of future funding.

Change to Final Key Objectives:

Brief Summary of Modification Request:

Narrative Budget Justification:

Revised Project Budget Attachment

If a budget modification is being requested, a revised project budget showing both the budget revisions and funds spent to date needs to accompany this amendment request*. Please download the most recent version of the project budget in the PROJECT DOCUMENTS section below (or from a previously submitted report, if applicable), edit the budget tab(s) to reflect changes and highlight where these changes are being requested so we can compare it to the finalized budget for this grant and complete the report tab(s) to reflect spending, Upload the document, assign the "Project Budget (Revised)" document type from the drop-down menu and then check the box below to confirm the document has been added.

***Please Note: No-Cost Extensions** do not require a revised project budget.

Revised Project Budget



Update Organization Information Reminder

Please **update your organization's information** in the "Organization" link in the left navigation section before submitting an application.

▼ ORGANIZATION AND CONTACT INFORMATION

Organization Name	City and County of San Francisco
Location	San Francisco ,CA
Primary Contact	Cameron Lucas

Signatory

Kimberly Ellis

Organization CEO**Board Chair****Medical Director (if applicable)**

Note on Contact Entry: If you are a grantee moderator, you can add new contacts either here or in the "People" section in the left navigation bar. If you don't see a "save" button when adding a new contact, please **adjust the zoom on your browser** to zoom in to 90% or smaller.

If you or another user at your organization need moderator rights please email us at grants@blueshieldcafoundation.org

Please Note: Due to confidentiality and access controls, moderator rights cannot be assigned to universities and fiscal sponsors.

Is project sponsored by applicant organization? No

PROJECT INFORMATION

Total Project Budget: \$184,948.00

▼ MEASUREMENT - OUTCOME - IMPACT**Organizational Objectives / Grantmaking Priority Areas:**

The objectives of the HEALing Roots Collaborative are to address BSCF's priorities on collaborating for healthy communities and ending the cycle of domestic violence while working towards future sustainability. The HEALing Roots Collaborative will engage several different sectors, some of which have not previously focused on domestic violence, to address community factors for preventing intimate partner violence.

The Department on the Status of Women's policy priority areas align with Blue Shield's grantmaking priorities. Our work to advance gender equity through ensuring the health and physical_safety, economic security, and civic participation and political engagement of women, girls, and nonbinary people addresses BSCF's focus on breaking the cycle of domestic violence as well as the intersection between preventing domestic violence and economic security and mobility. Some examples of the policies that our department champions can be found in our Executive Summary. Our work is done in collaboration with other public and non-profit agencies such as W.O.M.A.N. Inc., Black Women Revolt, and Young Community Developers. Outside of the HEALing Roots Collaborative, DOSW works with other City and County department and nonprofit partners to address a variety of issues facing the women, girls, and nonbinary individuals of San Francisco and beyond.

Project Risks / Challenges:

The major project risks and challenges have largely been successfully faced by the Collaborative already. These struggles were largely due to staffing issues at DOSW that were then exacerbated by the onset of the COVID pandemic as well as issues navigating the landscape of meeting and organizing in an unprecedented pandemic. Additionally, COVID required an outsized focus on immediate needs by the Collaborative.

While we don't foresee future issues, we stand prepared for the potential for staffing changes, economic downturns, and issues addressing the need for additional funding sources for the Collaborative to thrive.

Project Outcomes:

Outcome 1: Strengthen the structure, governance, and decision-making processes of the HEALing Roots Collaborative through the development of a mission and vision statement.

Outcome 2: Conduct interviews/focus groups to better understand the impacts of COVID-19 as it applies to domestic violence and compile existing data to inform the Collaborative's work.

Outcome 3: Research and present pathways for the Collaborative to determine long-term sustainability and continued collaboration

Outcomes Measured:

We will track the learnings of the Collaborative from collaborative reflection sessions, technical assistance sessions, and peer learning sessions through meeting notes.

Dissemination of Outcomes:

Our mission and vision statements and sustainability plan will be shared publicly through online platforms as well as presentations at the Commission on the Status of Women meetings.

HEALing Roots will continue to stay connected with Blue Shield of California Foundation staff and the technical assistance team led by the Center for Collaborative Planning to update them on lessons learned and best practices.

▼ **NARRATIVE DESCRIPTION**

Needs Statement:

Domestic violence is a serious public health epidemic that has wide-ranging effects across one's lifespan. Domestic violence has lifetime economic costs and can impact one's ability to access housing, health care, and maintain a job.¹ There are disparities within San Francisco's rates of domestic violence, and the experience of survivors, by race, gender, and sexual orientation. In San Francisco, Black and Latinx women are disproportionately impacted by domestic violence. High school students who identify as Lesbian, Gay, or Bisexual are more likely to have experienced violence.²

In 2019 the HEALing Roots Collaborative first convened, recognizing that domestic violence has its roots in abuse of power and control, and that interpersonal violence is exacerbated by existing gender and racial disparities. Through forming a shared language around domestic violence, and the systemic inequities that reinforce violence, the Collaborative has deepened our collective understanding of the ways that domestic violence impacts our families, communities, and respective organizations. With this funding, the HEALing Roots Collaborative looks to the future to be able to continue to provide domestic violence prevention services to the women, girls, and nonbinary people of San Francisco, with an added focus on serving Black, Latinx, and Indigenous communities.

¹ The Centers for Disease Control and Prevention (CDC) estimates that the lifetime economic cost associated with medical services for domestic violence-related injuries, lost productivity from paid work, criminal justice and other costs, was \$3.6 trillion. The cost of intimate partner violence over a victim's lifetime was \$103,767 for women and \$23,414 for men.

² 2020 Family Violence in San Francisco Report

Project Summary:

Requested funding will allow the members of the HEALing Roots Collaborative to continue our ongoing work to actively prevent domestic violence.

As of now, the Collaborative has succeeded in establishing itself in this work. We are working together to address the root causes of domestic violence and are striving towards solutions. Over the past four years we have learned how to come together in a more cohesive and collaborative way to tackle the larger issues facing our communities surrounding DV.

Additionally, the transitional year will give our Collaborative the opportunity to not only reflect on the experience of the LCDV grant, but to take lessons learned and apply them to the work currently being done and future work that will be done.

Our plan is to use this year and these funds to chart new pathways towards preventing DV in San Francisco, new ways for our Collaborative to sustainably exist and thrive, and new funding opportunities and projects that we can take on together.

Proposed Key Objective 1:

By March 31, 2024, and throughout the grant period, participate in Foundation-sponsored learning and evaluation activities in service of ongoing domestic violence prevention systems change goals identified by the Collaborative during the previous grant cycle.

Proposed Key Objective 2:

By March 31, 2024, create documentation of future direction of the HEALing Roots Collaborative that may include a value proposition, vision statement, and operating norms

Proposed Key Objective 3:

By March 31, 2024, create a sustainability plan for the HEALing Roots Collaborative to address domestic violence prevention that may include resource needs for sustaining the Collaborative and identify potential sources of future funding.

Proposed Additional Objectives:

▼ DOCUMENTS

Grantee Document Self-Certification.

In an attempt to make our grantmaking processes more efficient and trust-based, we have reduced the number of financial and compliance documents we require to submit a proposal. In some cases, however, there is a special circumstance where any number of the documents below are needed for the complexity of a specific funding decision. **PLEASE CONFIRM BELOW IF YOU ARE ABLE TO SUBMIT ALL THE FOLLOWING DOCUMENTS FOR FUNDING CONSIDERATION IF NECESSARY.** If a document(s) cannot be submitted, please let us know why in the **Document Certification Narrative** box.

Financial Documents

- Articles of Incorporation
- Audit
- Board List
- Form 990
- IRS Determination Letter
- Org Budget

- Org Chart
- Org Bylaws
- Recent Financial Statements

Document Self-Certification:

▼ Organization Documents

Instructions for Document Upload

Click the **green + icon** next to Organization Documents below and select the document you wish to upload by clicking "add files" in the pop-up window. Once added, assign a document type from the drop down list. You can add additional documents by clicking "add files" again. Once all documents have been added and labeled, click "start upload". Close the document upload box when upload confirmed.

After files have been uploaded, please complete the checklist below to confirm the documents have been added to the record. A "Leave a Note" window will open when you check the box. Entry in this field is not required - just click "save" to close the window.

Descriptions of Individual Organization Documents

Organization Budget

Upload a current, yearly financial plan that estimates the revenue and expenditures for your organization. The revenue section typically details all of the projected sources of income for an organization such as grants, contracts, memberships and fundraising. The expenditures section typically details all of the costs associated with operating the organization and all of its projects such as personnel, occupancy, supplies, communications and program expenses. Any file type is permitted but should be formatted to print out on 8.5 x 11 paper before uploading.

Recent Financial Statement

Upload your organization's most recent available unaudited financial statement. A financial statement is a public document that indicates the financial status of your organization year to date and should contain information such as trial balance, statement of revenue and expenditures. This is different than an audit document. It is most helpful when it compares actual income and expenses to either budgeted amounts for the same year, or actual amounts for the previous year. Any file type is permitted but should be formatted to print out on 8.5 x 11 paper before uploading.

IRS Form 990

Upload your organization's most recent IRS Form 990 or Form 990-EZ. If your organization is a city or county government entity, this information is not required. If your organization has not been required to file a Form 990, upload a simple word document by way of explanation.

Board List

A listing of board members.

Audited Financial Statement

If your organization conducts an audit, upload the most recent audited financial statements. If your organization is a city or county, a summary sheet of the most recent audit will suffice. If not available, this information is not required.

Organizational Chart

Organization's most recent organizational chart, if available.

- Organization Budget (if requested)
- Recent Financial Statement (if requested)
- IRS Form 990 (if requested)
- Board List (if requested)

- Audited Financial Statement (if requested)
- Organizational Chart (if requested)

ORGANIZATION DOCUMENTS

 CCSF_9900.pdf 


IRS Form 990

Added by Cameron Lucas at 11:30 AM on January 13, 2023

 CCSF ACFR FY2021.pdf 


Audited Financial Statement

Added by Cameron Lucas at 11:30 AM on January 13, 2023

 DOSW Budget_FY22-FY24.png 



Organization Budget

Added by Elise Hansell at 1:11 PM on July 15, 2022

 4 WOM_Org_Chart_FY 22-23_FY23-24.pdf 



Organizational Chart

Added by Elise Hansell at 1:07 PM on July 15, 2022

 City and County of San Francisco CAFR FY2019.pdf 

Audited Financial Statement

Added by Elise Hansell at 2:28 PM on January 12, 2021

 DOSW FY 20-21 Budget-Blueshield App 1-6-20..docx[90].docx 

Added by Elise Hansell at 3:24 PM on January 8, 2021

▼ Project Documents

Instructions for Document Upload

Click the **green + icon** next to Project Documents below and select the document you wish to upload by clicking "add files" in the pop-up window. Once added, assign a document type from the drop down list. You can add additional documents by clicking "add files" again. Once all documents have been added and labeled, click "start upload". Close the document upload box when upload confirmed.

After files have been uploaded, please complete the checklist below to confirm the documents have been added to the record. A "Leave a Note" window will open when you check the box. Entry in this field is not required - just click "save" to close the window.

Descriptions of Individual Project Documents

Project Budget

Download this **PROJECT BUDGET TEMPLATE** and complete. Right Click on Budget Template and save the template to your computer. Once you complete the template, upload it by clicking the "Upload File" link. Browse and attach the file. Click "Save" to save the file in the application. Note: Check that attachment is properly formatted to print out on 8.5 x 11 paper before uploading.



Project Budget Narrative

Download this **PROJECT BUDGET NARRATIVE TEMPLATE** to outline how the project budget will be expended to to meet the proposed grant objectives. The project budget narrative field completed at the LOI stage (if applicable) can be used as a guide but the responses in the form will specifically describe how requested funds tie to the project budget. The narrative responses should be succinct and meaningful justifications for the budget required to meet all proposed grant objectives. When complete, name this file with your organization name and date where indicated in the file name and upload the document here.



Additional Documents

Upload any document(s) providing additional project detail not captured within the proposal questions.



PROJECT DOCUMENTS

Budget Narrative_BSCF_Transitional Grant 1-30-23.docx

Project Budget Narrative
Current version added by Maria Garcia-Chinn at 11:44 AM on February 6, 2023

CCSF_DOSW Project Budget 2-1-23.xlsx

Project Budget (Revised)
Added by Maria Garcia-Chinn at 11:43 AM on February 6, 2023

CCSF_DOSW Project Budget 1-13-23.xlsx

Project Budget
Current version added by Maria Garcia-Chinn at 3:37 PM on January 13, 2023

Project Budget

Project Budget Narrative



London N. Breed
Mayor

City and County of San Francisco
Department on the Status of Women



July 5, 2023

San Francisco Board of Supervisors
Budget and Finance Committee
1. Dr. Carlton B. Goodlett Place, City Hall
San Francisco, CA 94102

RE: Accept and Expend Resolution

Dear Supervisors Chan, Mandelman, and Safai,

The Department on the Status of Women is submitting a retroactive resolution for the Blue Shield California Foundation Leveraging Collaboratives to End Domestic Violence grant program.

The grant funds will be used to compensate our nonprofit partners as we work with them to create a podcast series aimed at highlighting the economic and social costs of domestic violence in the City and County through panel discussions with nonprofit and public sector stakeholders.

The Blue Shield California Foundation sent the Department an intent-to-award letter on March 20, 2023, for funding in the amount of \$150,000 to continue the work of the HEALing Roots Collaborative in addressing the root causes and economic effects of domestic violence in the City and County of San Francisco. The Department and the Collaborative decided to begin work immediately due to the restricted one-year timeline upon which the grant was awarded to the Department.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Ellis".

Kimberly Ellis
Director
Department on the Status of Women

From: [Conine-Nakano, Susanna \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Lucas, Cameron \(WOM\)](#)
Subject: Mayor -- Resolution -- Blue Shield California Grant
Date: Tuesday, July 11, 2023 4:06:10 PM
Attachments: [Mayor -- Resolution -- Blue Shield California Grant.zip](#)

Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution retroactively authorizing the Department on the Status of Women to accept and expend a grant from the Blue Shield California Foundation in the amount of \$150,000 for a one-year grant period from April 1, 2023, through March 31, 2024, for the Leveraging Collaboratives to End Domestic Violence Program. Resolution authorizing the San Francisco Public Utilities Commission to accept and expend grant funds of up to \$538,051 from the California Department of Water Resources for the pipeline construction of the San Francisco Zoo Recycled Water Project, pursuant to Administrative Code section 10.170-1(b), for the period of October 2023 through December 2024.

Best,
Susanna

Susanna Conine-Nakano
Office of Mayor London N. Breed
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 200
San Francisco, CA 94102
415-554-6147