

**File Number:** \_\_\_\_\_  
(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: **Crankstart Before and Aftercare Programs Grant**
- 2. Department: **The Department of Children Youth and Their Families**
- 3. Contact Person: **Sherrice Dorsey** Telephone: **628-652-7146**
- 4. Grant Approval Status (check one):
  - Approved by funding agency
  - Not yet approved
- 5. Amount of Grant Funding Approved or Applied for: **\$10,000,000**
- 6a. Matching Funds Required: **N/A**
- b. Source(s) of matching funds (if applicable): **N/A**
- 7a. Grant Source Agency: **Crankstart Foundation**
- b. Grant Pass-Through Agency (if applicable): **N/A**
- 8. Proposed Grant Project Summary:
 

**The grant will be used to support community-based organizations to provide before and aftercare programs for San Francisco Unified School District (SFUSD) students.**
- 9. Grant Project Schedule, as allowed in approval documents, or as proposed:
 

**This project is intended for Fiscal Year (FY) 2021-22 and 2022-23.**

Start-Date: **July 1, 2021** End-Date: **June 30, 2023**
- 10a. Amount budgeted for contractual services: **\$10,000,000**
- b. Will contractual services be put out to bid? **No, existing contracts are in place for this service purpose.**
- 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? **One-time**
- 11a. Does the budget include indirect costs?  Yes  No
  - b1. If yes, how much? **N/A**
  - b2. How was the amount calculated? **N/A**

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?

**The contract administration of the community-based organization has been operationalized within the existing contracts, therefore no indirect costs required.**

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):

Existing Site(s)

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: **The sites for the before and aftercare programs are ADA compliant.**

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

Anthony Tek

(Name)

Operations Assistant

(Title)

Date Reviewed: 11/15/2021

DocuSigned by:

*Anthony Tek*

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Maria Su, Psy.D.

(Name)

Executive Director, Department of Children, Youth & Their Families

(Title)

Date Reviewed: 11/16/2021

DocuSigned by:

*Maria Su*

(Signature Required)

## Ma, Mendy (CHF)

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**From:** Jessica Sutton <jsutton@pfs-llc.net>  
**Sent:** Thursday, November 18, 2021 12:12 PM  
**To:** Ma, Mendy (CHF)  
**Cc:** Stefani Willis; Burbage, Heidi (CHF); Dorsey, Sherrice (CHF)  
**Subject:** RE: Crankstart Grant Start and End Date

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Hi Mendy,

Thanks so much for checking in and helping move this forward swiftly. Yes, that is the grant period – covering the 2021-2022 and 2022-2023 academic years. \$5m will be paid as soon as possible and the second \$5m in 2022.

Thank you,  
Jess

Jessica Sutton | Senior Grants Manager

**CRANKSTART FOUNDATION**

1660 Bush Street, Suite 300, San Francisco, CA 94109 | 415.561.6540 ext. 238

Pronouns: she/her

*A partner of [Pacific Foundation Services](#)*

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**From:** Ma, Mendy (CHF) <mendy.ma@dcyf.org>  
**Sent:** Thursday, November 18, 2021 12:06 PM  
**To:** Jessica Sutton <jsutton@pfs-llc.net>  
**Cc:** Stefani Willis <swillis@pfs-llc.net>; Burbage, Heidi (CHF) <heidi.burbage@dcyf.org>; Dorsey, Sherrice (CHF) <sherrice.dorsey@dcyf.org>  
**Subject:** Crankstart Grant Start and End Date  
**Importance:** High

Hi Jess,

This is Mendy Ma. I am working with our Controller's Office to get the approval to accept the Crankstart grant. We are making good progress, but since the award letter didn't specify the start and end date, could you please help us confirm this \$10,000,000 grant is for the period of 7/1/2021 to 6/30/2023? We understand you have a check cutting deadline and are trying to rush this process. If you could confirm for us at your earliest convenience, that would be greatly appreciated.

Thank you in advance!



**Zhimin (Mendy) Ma, CPA**

Budget Manager | Pronouns: she, her, hers

SF Department of Children, Youth and Their Families

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P: 628-652-7143 | [Mendy.Ma@dcyf.org](mailto:Mendy.Ma@dcyf.org) | [www.dcyf.org](http://www.dcyf.org)