

File No. 110413

Committee Item No. _____

Board Item No. 24

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date April 12, 2011

Cmte Board

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

Completed by: Andrea Ausberry Date April 7, 2011

Completed by: _____ Date _____

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

1 [Accept and Expend Grant - Joint Use School Facilities Project - \$23,000]

2
3 **Resolution authorizing the Department of Children, Youth and Families to retroactively**
4 **accept and expend grant funding in the amount of \$23,000 from the California**
5 **Department of Public Health to fund a collaborative project with the San Francisco**
6 **Unified School District to develop a policy related to the joint use of school district**
7 **facilities that will benefit the school district, city, and community by increasing access**
8 **to space where educational, health, social services, sports, recreation, and other**
9 **activities can be provided for the period of September 15, 2010, through January 31,**
10 **2012.**

11
12 WHEREAS, The City and County of San Francisco was awarded a grant on
13 September 10, 2010 in the amount of \$23,000 from the California Department of Health
14 to fund a collaborative project with San Francisco Unified School District to develop a policy
15 related to the joint use of school district facilities that will benefit the school district, city and
16 community by increasing access to space where educational, health, social services, sports,
17 recreation and other activities; and

18 WHEREAS, Policies that allow joint use of school facilities during out of school time
19 have been shown to help meet community needs and optimize public resources in other
20 communities across the country; and

21 WHEREAS, The San Francisco Unified School District has partnered with the
22 Department of Children, Youth & Their Families on this issue for the last year and half through
23 a process that involved community stakeholders and resulted in documentation of existing
24 procedures; and

25 WHEREAS, The San Francisco Unified School District will collaborate with the

1 Department of Children, Youth & Their Families on this grant-funded project; and,

2 WHEREAS, The Department of Children, Youth & Their Families will submit all
3 fiscal and programmatic reports to the California Department of Public Health in FY 2010-
4 2011 and FY 2011-2012; and,


5 WHEREAS, The grant does not require an ASO amendment; and,

6 WHEREAS, The Department proposes to maximize use of available grant funds
7 on program expenditures by not including indirect costs in the grant budget; now
8 therefore be it

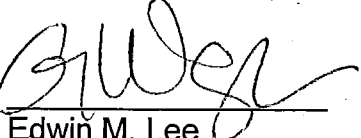
9 RESOLVED, That the Department of Children, Youth and Their Families is
10 hereby authorized to retroactively accept and expend the grant from the California
11 Department of Public Health in the amount of \$23,000 from September 15, 2010 through
12 January 31, 2012; and therefore be it

13 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
14 indirect costs in the grant budget.

15
16 RECOMMENDED:

17 
18 _____
19 Maria Su, Director
20 Department of Children, Youth and Their Families

21 APPROVED:

22 
23 _____
24 Edwin M. Lee
25 Mayor

22 
23 _____
24 Ben Rosenfield
25 For Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Maria Su, Director
Department of Children, Youth & Their Families

DATE: February 24, 2011

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: Joint Use of School Facilities Mini-Grant

Attached please find the original and 4 copies of each of the following:

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Sandra Naughton

Interoffice Mail Address: DCYF, 1390 Market Street, Suite 900, SF, CA 94102
or snaughton@dcyf.org

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 110413
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective July 2006)

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: Joint Use of School Facilities Mini-Grant

2. Department: Department of Children Youth and their Families

3. Contact Person: Sandra Naughton Telephone: 415-701-5618

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$23,000 (in two payments: phase I=\$7,000 and phase II= \$16,000)

6a. Matching Funds Required: None were required, but \$12,480 of in-kind resources were identified in the grant application for Phase I.

b. Source(s) of matching funds (if applicable): No matching funds, but of the in-kind funds \$2,080 are Children's Fund dollars (for DCYF staff time), and the remaining matching funds are from SFUSD funding sources (for their staff time).

7a. Grant Source Agency: The California Department of Public Health's California LEAN (Leaders Encouraging Activity and Nutrition) and Safe and Active Communities Branch

b. Grant Pass-Through Agency (if applicable): University of California, San Francisco

8. Proposed Grant Project Summary: During the last year, SFUSD partnered with the San Francisco Department of Children, Youth & Their Families (DCYF) to engage stakeholders in exploring joint use practices. The effort documented existing joint use practices in SFUSD and initiated a dialogue with a group of stakeholders about the ways the district could enhance its joint use efforts. This grant will allow SFUSD and its partners to further develop those initial visions and to craft a joint use policy that will benefit the community by increasing access to space where educational, health, social services, recreation and other activities can be provided.

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

Start-Date: September 15, 2010

End-Date: January 31, 2012

Note: The project is in two phases: Phase I: September 15, 2010 – January 31, 2011 and Phase II: February 1, 2011 – January 31, 2012

10. Number of new positions created and funded: 0

11. Explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$6,716 for Phase I

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

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

13a. Does the budget include indirect costs? Yes No

b1. If yes, how much?

b2. How was the amount calculated?

c. 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? \$3,450 (15% of total grant)

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. 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)

16. The Departmental ADA Coordinator and/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: WHEN CHOOSING AMONG POTENTIAL SCHOOL LOCATIONS, PREFERENCE SHOULD BE GIVEN TO THOSE LOCATIONS WITH THE BEST WHEELCHAIR ACCESS. WHEN OPENING SCHOOL FACILITIES AFTER HOURS, THE ACCESSIBLE ENTRANCE & ROUTE MUST BE OPENED.

Departmental or Mayor's Office of Disability Reviewer: _____

[Signature]
(Name)
SUSAN P. WALTERS, DIR, M.O.D.

Date Reviewed: 3/10/11

Department Approval: _____

[Signature]
(Name)
[Signature]
(Title)



Joint Use MINI-GRANT APPLICATION
Improving Community Access to School Facilities
July 2010



Application Cover Sheet

Applying Agency: San Francisco Department of Children, Youth, and Their Families

Federal Tax Identification Number: 946000417

Applicant Agency Address 1390 Market Street, Suite 900
San Francisco, CA 94102

Primary agency contact person: Sandra Naughton

Phone Number: (415) 554-9518

Email: snaughton@dcyf.org

Target school district for joint use policy work: San Francisco Unified School District

County: San Francisco

Total number of schools in the district:

Number of elementary schools (K-6): 70

Number of elementary schools (K-8): 7

Number of middle schools (grade 7 or 8, 7-9 or 7-10): 14

Number of high schools (any of grades 9-10): 19

Percentage of students eligible for free and reduced price meals in district: (see Attachment A – Data sources to find this information if you do not already know it):

56.3%

Joint Use MINI-GRANT APPLICATION
Improving Community Access to School Facilities
July 2010

1. Local Need (20 points)

San Francisco is a dense urban city with more than 776,000 residents. Covering 47 square miles, it is the second densest city in the country. According to a 2007 open space access and gap analysis conducted by the Neighborhood Parks Council, San Francisco's 7.8 acres of open space per 1,000 residents is less than the National Recreation and Park Association's standard of 10 acres per 1,000 residents. While the city as a whole lacks sufficient open space, the analysis also found that many San Francisco's lowest income neighborhoods have even less open space access.

As a result, there are increased demands on the city's public school spaces to help meet the needs of its diverse residents – particularly its diverse children, youth and family populations. San Francisco Unified School District (SFUSD) serves more than 56,000 students; more than 56% of whom qualify for free/reduced priced meals. The SFUSD student body, and the families of those students, is one of the most diverse in the state. In 2009-10, 32% of students were Chinese, 23% Latino, 12% African American, 10% white, 10% other non-white, 6% Filipino, and 7% of other ethnicities. Across the district, 28% of students were designated as English Language Learners and 10% were enrolled in special education. In addition, almost 100 languages are spoken by SFUSD families, a significant portion of whom are newcomers to this country. The district offers 39 biliteracy programs, 18 dual language immersion programs, and several other multilingual programs in Cantonese, Mandarin, Spanish, and Filipino. In terms of standardized test scores, SFUSD struggles to close the achievement gap. In 2008-09, Latino, African American and Asian Pacific Islander students tested 20 percentage points or more below the district and state averages for percent of students proficient in mathematics and language arts. The achievement gaps also impact drop-out rates -- African Americans have the highest drop-out rate in the district. About 18% of SFUSD high school students drop out over the four-year period from the beginning of 9th grade to the end of 12th grade, while more than 30% of African American students drop out.

Given its diverse population and limited state resources, SFUSD works with hundreds of community and city agencies to address the basic, health, educational, recreational, and enrichment needs of families. In addition to educational supports, many SFUSD students need access to recreation and opportunities for physical activity. According to the CDE data, about 30% of 5th, 7th, and 9th graders are not within the Healthy Fitness Zone. The 2007 California Health Interview Survey also indicates that 22.4% of local teens are physically active for one day per week or less, compared to the state average of 16.6%. Community agencies offering a variety of services to help families and youth thrive need to utilize school space to deliver these much needed services.

During the last year, SFUSD partnered with the San Francisco Department of Children, Youth & Their Families (DCYF) to engage stakeholders in exploring joint use practices. The effort documented existing joint use practices in SFUSD and initiated a dialogue about ways the district could enhance its joint use efforts. This grant will allow SFUSD and its partners to further develop those initial visions and to craft a joint use policy that

Joint Use MINI-GRANT APPLICATION
Improving Community Access to School Facilities
July 2010

will benefit the community by increasing access to space where educational, health, social services, sports, recreation, and other activities can be provided.

2. School/district/COE/community capacity (20 points)

SFUSD partners with a wide range of city agencies for services, programs, and use of district facilities and grounds, including DCYF, Department of the Environment (DOE), and Public Utilities Commission (PUC), as well as more than 400 community organizations, such as the San Francisco School Alliance, the San Francisco Education Fund, and San Francisco School Volunteers. Additionally, SFUSD has a long-standing relationship with the city's Department of Recreation and Parks, which gives the district free, priority access to its athletic fields and makes park space adjacent to school sites available to these schools for recess.

a) Individuals who will be working on the joint use initiative:

- Sandra Naughton, Senior Planner and Policy Analyst, DCYF. Will serve as primary project manager for the grant and liaison with community-based organizations and other city agencies. DCYF's lead staff on SFUSD-related projects and was the City's lead for the recent joint use efforts with SFUSD.
- Kevin Truitt, Associate Superintendent, Student Support Services Department, SFUSD. Will serve as content expert and decision-maker on SFUSD's relationships with community and city agencies that provide recreational, educational, health, and other services to SFUSD families. SFUSD's lead staff on support services.
- David L. Goldin, A.I.A., Chief Facilities Officer, SFUSD. Will serve as content expert and decision-maker on SFUSD facilities. SFUSD's lead staff on facilities and was a key leader in the recent joint use efforts led by SFUSD and DCYF.
- Elizabeth Lee, Sr. Management Asst., Facilities - Real Estate & Auxiliary Services, SFUSD. Will provide data on facility use, existing practices, and help inform the development of joint use policy. Manager over team that administers permits for community use of facilities and participated in the recent joint use efforts.
- Chris Armentrout, Development and Local Government Relations, SFUSD. Will serve as primary liaison to SFUSD leadership for the grant. SFUSD's lead staff on City-related projects and was SFUSD's lead for the recent joint use efforts with SFUSD and the Schools as Community Hubs Pilot Project.
- Jeff Vincent, Deputy Director, Center for Cities & Schools, University of California-Berkeley. Will be the primary consultant and content expert. Has decades of experience in joint use and has worked with SFUSD and DCYF for several years on this topic.

b) District Wellness Committee

SFUSD currently has a Wellness Initiative Advisory Council that oversees issues related to the health and wellness of SFUSD students. This Advisory Council is composed of leaders from SFUSD, DCYF and the SF Department of Public Health (DPH) – the three public entities that fund the San Francisco Wellness Initiative. The initiative aims to build on existing resources to improve the way local government, the school district and

Joint Use MINI-GRANT APPLICATION
Improving Community Access to School Facilities
July 2010

community-based organizations work together to address student health needs. In collaboration with school site administrators, the Initiative manages Wellness Programs in fifteen public high schools. In addition, the programs bring community-based organizations onto campuses, provide referrals to public and private health providers, and educate youth about resources and services available both on and off campus. The Wellness Initiative Advisory Council met quarterly last school year, and plans to meet quarterly in the upcoming year.

3. Description of current joint use efforts in district (15)

Although SFUSD does not have a comprehensive joint use policy, there is a lot of community use of both indoor and outdoor school spaces for physical activities and other uses. However, open community use for physical activity remains limited. A recent pilot collaboration between the City of San Francisco (Mayor's office, Recreation and Park Department, and Department of Public Works) and SFUSD has explored expanding community use for physical activity. Under the Schools as Community Hubs Pilot Project, SFUSD allows the City to unlock outdoor playground areas for open, unsupervised use at 11 public schools throughout the city (one middle school and ten elementary schools) on the weekends and selected school holidays during daylight hours. This project, now in its second year, is meant to help increase the amount of recreational space available to the public. A list of participating schools can be found here: http://www.sfgov.org/site/mayor_page.asp?id=98076. City and school partners would like to increase their collaboration on joint use and pursue expanding this and other joint use activities and policies, to increase community use.

4. Partner Collaboration (10)

DCYF and SFUSD have an ongoing partnership and have convened numerous committees and working groups on topics related to school-community partnerships. For example, DCYF and SFUSD co-lead the San Francisco Afterschool for All Advisory Council which aims to engage a variety of stakeholders to share data, leverage resources and coordinate efforts to increase access to quality afterschool programs for all K-8 youth in the city. Stakeholders involved include community-based organizations, parent organizations, private schools, private funders, faith-based organizations, city agencies, and SFUSD staff. SFUSD and DCYF also led the Partnership Committee, which was a forum of a variety of public and private stakeholders to address citywide and district-wide policy issues impacting school-community-city partnerships. Additionally, last year DCYF and SFUSD convened three "Joint Use Stakeholder Group" meetings to discuss improving and expanding community use throughout the district. Stakeholder group members included numerous SFUSD departments, principals and teachers, a school board member, city agencies, a community college representative, parent representatives, youth advocates, and community-based organizations. Meetings were facilitated by the Center for Cities & Schools at the University of California-Berkeley. Through the meetings, a shared understanding of public school facilities as public assets was generated and a discussion of current challenges and possible policy and procedural improvements. This grant will be used to further the work of the stakeholder group.

Attachment B

California Project LEAN
 Improving Community Access to School Facilities
 BUDGET WORKSHEET

For the period September 1, 2010 through January 31, 2011

			TOTAL
A. PERSONNEL COSTS	\$ -		\$ -
B. FRINGE BENEFITS	-	% of Personnel Costs	\$ -
C. OPERATING EXPENSE	-	% or Range	\$ -
E. TRAVEL AND PER DIEM	284		\$ 284
F. SUBCONTRACTS	6,716		\$ 6,716
G. OTHER COSTS	-		\$ -
H. INDIRECT COSTS	-	% of Personnel Costs	\$ -
	\$ 7,000	TOTAL	\$ 7,000

Note: If funding is not going to support salaries, proceed to Budget Break down worksheet on the tab below.
 Under Travel and Per Diem, budget for 1 Central Valley grantee meeting sponsored by CDPH as well as local travel.

Attachment B

California Project LEAN
Improving Community Access to School Facilities
BUDGET WORKSHEET

For the period February 1, 2011 through January 31, 2012

	\$	%	%	TOTAL
		or	of	
		Range	Personnel	
			Costs	
A. PERSONNEL COSTS	-			-
B. FRINGE BENEFITS	-			-
C. OPERATING EXPENSE	-			-
E. TRAVEL AND PER DIEM	367			367
F. SUBCONTRACTS	15,633			15,633
G. OTHER COSTS	-			-
H. INDIRECT COSTS	-			-
TOTAL	\$ 16,000			\$ 16,000

Note: If funding is not going to support salaries, proceed to Budget Break down worksheet on the tab below.
 Under Travel and Per Diem, budget for 1 grantee meeting in Sacramento sponsored by CDPH as well as local travel.

**Improving Community Access to School Facilities
Budget Justification
09/01/2010 to 01/31/2011**

PERSONNEL EXPENSE

	NAME	JOB TITLE	SALARY / HOURLY RATE	% FTE or number of hours	TOTAL	
1	Sandra Naughton	Sr. Planner and Policy Analyst, DCYF	\$40/hr	40 hours	1,600	IN-KIND
2	Various SFUSD staff listed in application		varies	varies by personnel	8,000	IN-KIND
3					0	
4					0	
5					0	
TOTAL PERSONNEL EXPENSES						

FRINGE BENEFITS (% of Personnel Expenses)		IF FRINGE IS % OF TOTAL PERSONNEL, ENTER HERE	
--	--	---	--

IF FRINGE IS NOT A STRAIGHT CALCULATED PERCENTAGE, ENTER DETAIL HERE		Enter Fringe % OR Fringe Amt		
NAME	JOB TITLE	FRINGE %	FRINGE AMT	
Sandra Naughton	Sr. Planner and Policy Analyst, DCYF	30%	480	IN-KIND
Various SFUSD staff listed in application		30%	2,400	IN-KIND

OPERATING EXPENSES OR GENERAL EXPENSE			\$
EXPENSE	DESCRIPTION	AMOUNT	

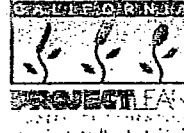
TRAVEL AND PER DIEM			ENTER TOTAL FOR ONE TRAVELER				\$	284
# TRAVELERS	EVENT	# DAYS	TOTAL TRANSPORTATION COST (AIRFARE, GROUND TRANSPORTATION, ETC.)	TOTAL LODGING	TOTAL PER DIEM	TOTAL MILES TRAVELED - ALL DAYS	TOTAL	
1	Training by CDPH in Central Valley	2		94		380 miles @ \$0.50/mile	284	

SUBCONTRACTS (INCLUDE COPY OF SUBCONTRACT IF \$5,000 OR OVER)			\$	6,716.00
SUBCONTRACTOR	DESCRIPTION	AMOUNT		
University of California-Berkeley, Center for Cities & Schools	Primary consultant on project. Contract pending grant award.	6,716		

OTHER COST			\$	
EXPENSE	DESCRIPTION	AMOUNT		

INDIRECT COST (% of Personnel Expenses)		\$	-
--	--	----	---

TOTAL EXPENSE		\$	7,000
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October 29, 2010

Sandra Naughton
San Francisco Department of Children, Youth, and Their Families
1390 Market Street, Suite 900
San Francisco, CA 94102

Re: Joint Use of School Facilities Mini-Grant

Dear Ms. Naughton:

We are writing to provide an update on the funding for your joint use of school facilities grant. We are pleased to share that your award amount for phase II of the grant has increased. Please see revised funding amount below.

Grant period: September 15, 2010 – January 31, 2012
Total grant amount: \$23,000

Phase I: September 15, 2010 – January 31, 2011
Grant amount: \$7,000

Phase II: February 1, 2011 – January 31, 2012
Grant amount: \$16,000

As outlined in the Request for Application, funding is dependent upon completion of deliverables and progress towards goals outlined in scope of work.

If you have any questions, feel free to contact Joanne Gooley at (916) 449-5294 or joanne.gooley@cdph.ca.gov.

Sincerely,

Peggy Agron, MA, RD
Chief, California Project LEAN
California Department of Public Health
www.CaliforniaProjectLEAN.org

Barb Alberson, MPH, Chief
State & Local Injury Control Section
Safe and Active Communities Branch
California Department of Public Health

California Project LEAN (Leaders Encouraging Activity and Nutrition)
California Department of Public Health
P.O. Box 997377, MS 7211, Sacramento, CA 95899-7377, (916) 552-9907, Fax (916) 552-9909

Safe and Active Communities Branch
California Department of Public Health
P.O. Box 997377, MS 7214, Sacramento, CA 95899-7377, (916) 552-9874, Fax (916) 552-9810

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- 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 Committee hearing on a subject matter
- 4. Request for letter beginning "Supervisor _____ inquires..."
- 5. City Attorney request
- 6. Call file from Committee
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole

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

- Small Business Commission
- Ethics Commission
- Building Inspection Commission
- Youth Commission
- Planning Commission

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

Sponsor(s): Supervisor Carmen Chu

SUBJECT: DCYF grant of \$23,000 for Joint Use School Facilities Project

The text is listed below or attached:
see attachment.

Signature of Sponsoring Supervisor:  _____

For Clerk's Use Only:

110413

