

File No. 140932

Committee Item No. 2

Board Item No. 6

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 29, 2014

Board of Supervisors Meeting

Date November 4, 2014

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" 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 and 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)

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Completed by: Linda Wong Date October 24, 2014
 Completed by: L.W. Date October 29, 2014

1 [Accept and Expend Grant - California Department of Parks and Recreation's Habitat
2 Conservation Fund - Youth Stewardship Program - \$200,000]

3 **Resolution authorizing the Recreation and Park Department to accept and expend a**
4 **grant of \$200,000 from the California Department of Parks and Recreation's Habitat**
5 **Conservation Fund to support the Youth Stewardship Program.**

6
7 WHEREAS, The California Department of Parks and Recreation (CDPR) administers
8 the Habitat Conservation Fund (HCF) Program, which provides funding for nature
9 interpretation programs to bring urban residents into park and wildlife areas, protection of
10 various plant and animal species, and acquisition and development of wildlife corridors and
11 trails; and

12 WHEREAS, The Youth Stewardship Program (YSP) which engages students, K-12th
13 grade, in environmental education and service learning projects throughout San Francisco's
14 parks and open spaces; and

15 WHEREAS, CDPR has awarded RPD an HCF grant in the amount of \$200,000 to
16 support the YSP from October 1, 2015, through June 30, 2019; and

17 WHEREAS, The terms and conditions of the Grant are detailed in an agreement on file
18 at the Clerk of the Board of Supervisors in File No. 140932 ("Grant Agreement"), which is
19 hereby declared to be part of this resolution as set forth fully herein; and

20 WHEREAS, The Grant does not require an Annual Salary Ordinance (ASO)
21 Amendment; and

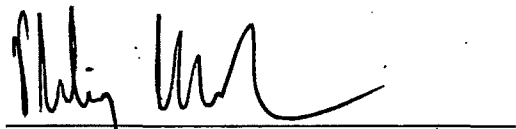
22 WHEREAS, The Grant prohibits the use of grant funds for indirect costs; now,
23 therefore, be it

1 RESOLVED, That the Board of Supervisors authorizes the Recreation and Park
2 Department General Manager to accept and expend the grant of \$200,000 from the California
3 Department of Parks and Recreation's Habitat Conservation Fund to support the Youth
4 Stewardship Program; and be it

5 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
6 indirect costs in the grant budget; and be it

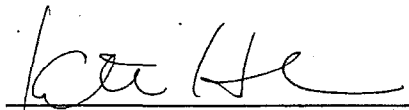
7 FURTHER RESOLVED, That the Board of Supervisors authorizes the General
8 Manager, or his or her designee, to conduct all negotiations, execute and submit all
9 documents, including, but not limited to applications, agreements, amendments, payment
10 requests and so on, which may be necessary for the completion of the project.

11
12 Recommended:

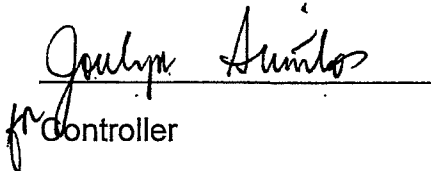
13
14 
15 _____

16 General Manager, Recreation and Park Department

17
18 Approved:

19
20
21 
22 _____

23 for Mayor

24 
25 _____
for Controller

Recreation and Park Department
BOARD OF SUPERVISORS

Page 2
May 7, 2014



Edwin M. Lee, Mayor
Philip A. Ginsburg, General Manager

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Daliah Khoury, Deputy Director of Development
DATE: May 9, 2014
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Youth Stewardship Program

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

Proposed grant resolution; original signed by Department; Controller

Grant information form, including disability checklist

Grant budget

Grant award letter from funding agency

Other (Explain):

Special Timeline Requirements: n/a

Departmental representative to receive a copy of the adopted resolution:

Name: Daliah Khoury

Phone: 415/831-6897

Interoffice Mail Address: RPD, McLaren Lodge, 501 Stanyan Street

Certified copy required Yes

No X

(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: _____
(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: Youth Stewardship Program
2. Department: Recreation and Park Department
3. Contact Person: Daliah Khoury Telephone: (415) 831-6897
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$200,000
- 6a. Matching Funds Required: \$200,000
b. Source(s) of matching funds (if applicable): General Fund Allocation
- 7a. Grant Source Agency: California Department of Parks and Recreation, Habitat Conservation Fund
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: To support the Youth Stewardship Program.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: October 1, 2015 End-Date: June 30, 2019
- 10a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
- 11a. Does the budget include indirect costs? Yes No
b1. If yes, how much? \$
b2. How was the amount calculated?
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? \$10,000

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):

- | | | |
|--|---|---|
| <input 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:

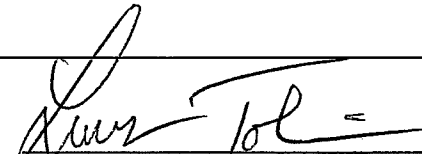
Lucas Tobin

(Name)

ADA Coordinator for Programmatic Access

(Title)

Date Reviewed: 5/15/14


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

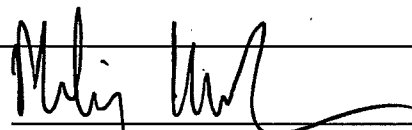
Phil Ginsburg

(Name)

General Manager

(Title)

Date Reviewed: 5/12/14


(Signature Required)



Edwin M. Lee, Mayor
Philip A. Ginsburg, General Manager

Habitat Conservation Fund
Youth Stewardship Program
Grant Budget

Line Item	HCF Grant	Required Match - General Fund	Total
[2] AmeriCorps Environmental Educators (Full-time for 10 months/year)	\$150,000	\$150,000	\$300,000
[1] Volunteer Coordinator (Part-time for 10 months/year)	\$35,000	\$35,000	\$70,000
Equipment and Supplies	\$10,000	\$10,000	\$20,000
Outreach	\$5,000	\$5,000	\$10,000
TOTAL PROJECT COST	\$200,000	\$200,000	\$400,000



DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001
(916) 653-7423

Major General Anthony L. Jackson, USMC (Ret), Director

March 24, 2014

Daliah Khoury
Deputy Director of Development
City & County of San Francisco RPD
McLaren Lodge
501 Stanyan Street
San Francisco, CA 94117

Re: Youth Stewardship Program, \$200,000

Dear Daliah Khoury,

The Office of Grants and Local Services (OGALS) has completed the application review process for the Habitat Conservation Fund (HCF) Program. We are pleased to inform you that the project identified above has been selected for funding. Congratulations! Following is important information and requirements for grantees.

As an HCF grant recipient, you or another representative from your agency must attend an HCF Grant Administration workshop to learn more about the HCF contract and grant administration process. Workshop attendance is mandatory prior to receiving a grant contract. Information on the mandatory workshop will be provided separately.

The contract performance period for this project will begin on July 1, 2014. You should not begin your project until you receive a fully-executed contract. OGALS will initiate a contract and send it to you for your signature after the state budget is enacted *and* the mandatory workshop attendance has occurred.

Each HCF Program grantee awarded funds for acquisition, enhancement, restoration, or development projects must record a Deed Restriction on the project property (if owned by the grantee). The Deed Restriction ensures that the property is used for a purpose consistent with the grant scope for the length of the contract performance period. The Deed Restriction is required after the acquisition is complete (for acquisition projects) or *prior* to paying for enhancement, restoration, or development costs (for enhancement, restoration, or development projects).

In the meantime, if you have any questions about your project or the HCF Program, please contact your project officer, Cristelle Taillon, at (916) 654-8686, or Cristelle.Taillon@parks.ca.gov. Additional grant program information is available on OGALS website at <http://www.parks.ca.gov/grants> and by using the links to "Annual Programs" and "Habitat Conservation Fund Program".

Daliah Khoury
March 24, 2014
Page 2

Congratulations again on your successful application! We look forward to working with you to deliver quality recreation opportunities to your constituents.

Sincerely,

A handwritten signature in black ink, appearing to read "Sedrick Mitchell". The signature is written in a cursive, somewhat stylized font.

Sedrick Mitchell, Deputy Director
External Affairs

cc: Project file

100

State of California - Natural Resources Agency
Department of Parks and Recreation
GRANT CONTRACT
Habitat Conservation Fund
Wildlife Area Activities

RECEIVED
 SEP 19 2014
 DEPARTMENT OF PARKS AND RECREATION
 2150 CALIFORNIA STREET

GRANTEE City & County of San Francisco

GRANT PERFORMANCE PERIOD is from July 01, 2014 through June 30, 2019

PROJECT TITLE YOUTH STEWARDSHIP PROGRAM. PROJECT NUMBER HL-38-002

The GRANTEE agrees to the terms and conditions of this contract, hereinafter referred to as AGREEMENT, and the State of California, acting by and through the California Department of Parks and Recreation, agrees to fund the total grant amount indicated below. The GRANTEE agrees to complete the GRANT SCOPE as defined in the GRANT SCOPE / Cost Estimate Form of the APPLICATION submitted to the State of California.

GRANT SCOPE:

Development of an environmental stewardship program to engage K-12 students in environmental education and service learning projects in the City of San Francisco.

Total State Grant not to exceed \$200,000.00 (or 50% of the total project, which ever is less)

The General and Special Provisions attached are made a part of and incorporated into the Contract.

City & County of San Francisco
 Grantee

By *Phil Ginsburg*
 Typed or printed name of Authorized Representative
Phil Ginsburg
 Signature of Authorized Representative

STATE OF CALIFORNIA
 DEPARTMENT OF PARKS AND RECREATION

By *Richard Penick*
 Date 19 September 2014

Title General Manager

Date 8/29/14

CERTIFICATION OF FUNDING

CONTRACT NO C9773015	AMENDMENT NO	CALSTARS VENDOR NO. 4000003038-02			PROJECT NO. HL-38-002
AMOUNT ENCUMBERED BY THIS DOCUMENT \$200,000.00		FUND. Habitat Conservation Fund			
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT	ITEM 3790-601-0262(1)	CHAPTER 9	STATUTE 1990	FISCAL YEAR 2014/15	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 200,000.00	INDEX. 1091	OBJ. EXPEND 702	PCA. 63666	PROJECT / WORK PHASE	
T.B.A. NO.	I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.				
B.R.. NO.	ACCOUNTING OFFICER'S SIGNATURE <u><i>Kathleen Lawrence</i></u>			DATE. 9-22-14	

grantee 9/19/14

Print Form

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 (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee. - BIF
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

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

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

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

Sponsor(s):

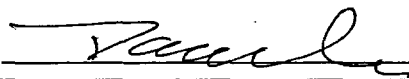
Supervisor David Chiu

Subject:

Resolution authorizing Recreation and Park Department Youth Stewardship Grant

The text is listed below or attached:

See attached.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

