

File No. 180663

Committee Item No. 10

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight  
Board of Supervisors Meeting:

Date: July 18, 2018

Date: \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>RPC Reso No. 1612-009 - December 15, 2016</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____  |

Prepared by: John Carroll

Date: July 13, 2018

Prepared by: John Carroll

Date: \_\_\_\_\_

1 [Accept and Expend Grant - San Francisco Parks Alliance - Community Events, Staff  
2 Development, Recreation Programming - \$124,614 - FY2016-2017]

3 **Resolution retroactively authorizing the Recreation and Park Department to accept and**  
4 **expend a grant in the amount of approximately \$124,614 from the San Francisco Parks**  
5 **Alliance to fund community events, staff development, recreation programming, and**  
6 **other activities that occurred in FY2016-2017, for the period of July 1, 2016, through**  
7 **June 30, 2017; and waiving indirect costs.**

8  
9 WHEREAS, Since 1971 the San Francisco Parks Alliance ("SFPA"), a non-profit  
10 organization, has been a partner of, fiscal sponsor to, and philanthropic benefactor of the  
11 Recreation and Park Department ("RPD"), supporting San Francisco's parks, open spaces  
12 and recreation programs; and

13 WHEREAS, SFPA acts as a fiscal agent for RPD, including soliciting funds for RPD,  
14 and then managing approximately 50 small gift accounts on RPD's behalf; and

15 WHEREAS, Throughout each fiscal year SFPA contributes to RPD from these gift  
16 funds to help sustain a wide variety of RPD activities; and

17 WHEREAS, In FY2016-2017 SFPA contributed \$124,614 to RPD from these gift funds  
18 including \$43,703 to support the Department's annual community events and associated  
19 activities; \$37,274 to support staff development and appreciation activities; \$21,323 to support  
20 recreation programs, including junior tennis and adaptive recreation; \$16,717 to support  
21 natural areas and park volunteer programs; \$5,597 to support the commemorative park bench  
22 program; and

23 WHEREAS, RPD proposes to maximize use of available Grant funds on project  
24 expenditures by not including indirect costs in the Grant budget; and

1           WHEREAS, On December 15, 2016, the Recreation and Park Commission voted, by  
2 Resolution No. 1612-009, to recommend that the Board of Supervisors accept this Grant;  
3 now, therefore, be it

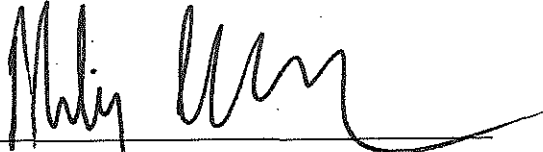
4           RESOLVED, That the Board of Supervisors retroactively approves the Grant, and  
5 authorizes the General Manager of the Recreation and Park Department to accept and  
6 expend the Grant and to perform all acts required of the City there under; and, be it

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

9           FURTHER RESOLVED, That the Board of Supervisors authorizes the Recreation and  
10 Park General Manager to enter into any modifications to the Grant that the Recreation and  
11 Park General Manager determines, in consultation with the City Attorney, are in the best  
12 interests of the City and do not materially increase the obligations or liabilities of the City, are  
13 necessary or advisable to effectuate the purposes of the Grant or this Resolution, and are in  
14 compliance with all applicable laws, including the City's Charter.

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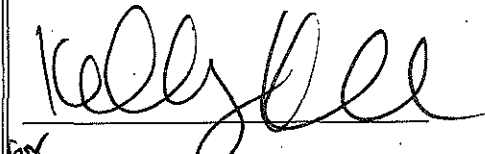
Recommended:

  
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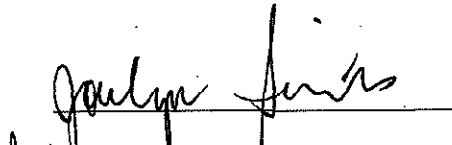
General Manager, Recreation and Park Department

Approved:

Approved:

  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

Controller

File Number: 180663  
(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: SFPA Retroactive Grant for FY 2016-2017
2. Department: Recreation and Park Department
3. Contact Person: Nathan Tinclair, Assistant Director of Partnerships Telephone: 415-831-6842

4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$124,614

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

- 7a. Grant Source Agency: San Francisco Parks Alliance (SFPA)  
b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:  
To support a variety of Department programs and operations in FY2016-2017.

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

Start-Date: 7/1/16 End-Date: 6/30/17

- 10a. Amount budgeted for contractual services: \$0  
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 Local Business Enterprise (LBE) requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A

- 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? \$6,230.70

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:

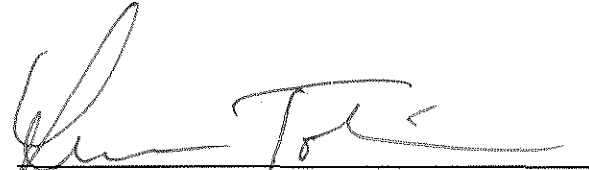
Comments:

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

Lucas Tobin  
(Name)

ADA Coordinator for Programmatic Access  
(Title)

Date Reviewed: 2/28/18

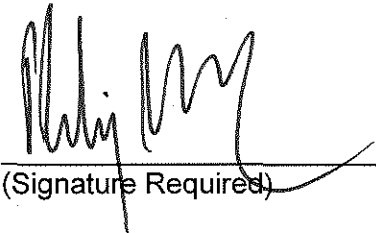
  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Philip A. Ginsburg  
(Name)

General Manager, Recreation and Park Department  
(Title)

Date Reviewed: 1.25.18

  
(Signature Required)



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

SFPA Retroactive FY 2016-17  
Grant Budget

Community Events	\$43,702
Staff Development and Appreciation Activities	\$37,274
Recreation Programs, incl Adaptive Recreation and Jr. Tennis	\$21,323
Natural Areas and Volunteer Programs	\$16,717
Commemorative Park Bench Program	\$5,597

**Total: \$124,614**



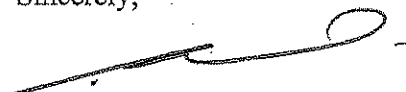
February 12, 2018

Nathan Tinclair  
Assistant Director of Partnerships  
San Francisco Recreation and Park Department  
City & County of San Francisco  
McLaren Lodge in Golden Gate Park  
501 Stanyan Street  
San Francisco, CA 94117  
(415) 831-6842  
[nathan.tinclair@sfgov.org](mailto:nathan.tinclair@sfgov.org)

Dear Mr. Tinclair:

I am confirming that San Francisco Parks Alliance (SFPA) has contributed \$124,614 to the Recreation and Parks Department for grants during the period of July 1, 2016 to June 30, 2017.

Sincerely,



Drew Becher  
Chief Executive Officer  
San Francisco Parks Alliance  
1663 Mission Street, Suite 320  
San Francisco, CA 94103  
[drew@sfparksalliance.org](mailto:drew@sfparksalliance.org)



RECREATION AND PARK COMMISSION  
City and County of San Francisco  
Resolution No. 1612-009

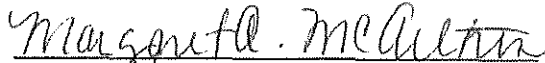
SAN FRANCISCO PARKS ALLIANCE – FY 2016-17 GRANT

**RESOLVED**, That this Commission recommend that the Board of Supervisors authorize the Recreation and Park Department to accept and expend up to \$150,000 in in-kind grants from the San Francisco Parks Alliance to fund community events, staff development, recreation programming, and other activities in fiscal year 2016-2017.

Adopted by the following vote:

Ayes	6
Noes	0
Absent	0

I hereby certify that the foregoing resolution  
was adopted at the Recreation and Park  
Commission meeting held on December 15, 2016.

  
Margaret A. McArthur, Commission Liaison



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

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Nathan Tinclair, SF Recreation and Parks Partnerships  
**DATE:** March 12, 2018  
**SUBJECT:** Accept and Expend Grant Resolution for SFPA Grant for FY 2016-17  
**GRANT TITLE:** SFPA Retroactive Grant for FY 2016-17

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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 access check list
- Grant Budget
- Award Letter
- Rec Park Commission Resolution No. 1612-009

27  
2018 JUN 19 PM 1:41  
AK  
BOARD OF SUPERVISORS  
SAN FRANCISCO

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Nathan Tinclair

Phone: 415-831-6842

Interoffice Mail Address: [nathan.tinclair@sfgov.org](mailto:nathan.tinclair@sfgov.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).



OFFICE OF THE MAYOR  
SAN FRANCISCO



MARK FARRELL  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM:  Mayor Mark Farrell  
RE: Accept and Expend Grant – San Francisco Parks Alliance – SFPA  
Retroactive Grant for FY 2016-2017 – \$124,614  
DATE: June 19, 2018

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Attached for introduction to the Board of Supervisors is a resolution retroactively authorizing the Recreation and Park Department to accept and expend a Grant from the San Francisco Parks Alliance to fund community events, staff development, recreation programming, and other activities from Fiscal Year 2016-2017 that together are valued at approximately \$124,614.

Should you have any questions, please contact Andres Power 554-5168.

BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 JUN 19 PM 1:41  
AK