

File No. 150157

Committee Item No. 6

Board Item No. 15

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date March 11, 2015

Board of Supervisors Meeting

Date March 17, 2015

Cmte Board

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

<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Linda Wong Date March 6, 2015
Completed by: L.W. Date March 12, 2015

1 [Accept and Expend Grant - Office of Financial Empowerment Kindergarten to College
2 Program - Amendment to the Annual Salary Ordinance - \$100,000]

3 **Ordinance retroactively authorizing the Office of the Treasurer-Tax Collector to**
4 **accept and expend a grant in the amount of \$100,000 from Earned Assets Resource**
5 **Network for implementing the Office of Financial Empowerment Kindergarten to**
6 **College Program, for the term of December 1, 2014, through December 1, 2015; and**
7 **amending Ordinance No. 147-14 (Annual Salary Ordinance, FYs 2014-2015 and 2015-**
8 **2016) to provide for the creation of one grant-funded position in the Office of**
9 **Financial Empowerment.**

10
11 NOTE: Additions are *italic, Times New Roman, single underlined*;
12 Deletions are ~~*italic, Times New Roman*~~;
13 Board amendment additions are double underlined;
14 Board amendment deletions are ~~normal~~.

15 Be it ordained by the People of the City and County of San Francisco:

16 Section 1. Findings.

17 (a) The Office of Financial Empowerment in the Office of the Treasurer-Tax Collector
18 was awarded a \$100,000 grant from the Earned Assets Resource Network (EARN) on
19 August 27, 2014. The purpose of the grant is to hire and provide funding for a staff position
20 to conduct outreach to families in the Kindergarten to College program.

21 (b) The City and County of San Francisco established the Kindergarten to College
22 program in 2010 to provide college savings accounts for San Francisco Unified School
23 District kindergarteners with an initial deposit of \$50, provide financial education curriculum,
24 and encourage savings for higher education.

25 Section 2. Authorization to Accept and Expend Grant Funds.

1 (a) The Board of Supervisors hereby authorizes the Office of the Treasurer-Tax
2 Collector to accept and expend, on behalf of the City and County of San Francisco, funds
3 from the Earned Assets Resource Network in the amount of \$100,000 for the purpose of
4 implementing the Office of Financial Empowerment Kindergarten to College program.

5 (b) Whereas the Department proposes to maximize use of available grant funding on
6 direct services by not including indirect costs in the grant budget; now, therefore, be it
7 ordained that the Board of Supervisors hereby waives inclusion of indirect costs in the grant
8 budget.

9 Section 3. Grant Funded Position; Amendment to FY2014-2015 and FY2015-2016
10 Salary Ordinance.

11 The hereinafter designated section and item of Ordinance 147-14 (Annual Salary
12 Ordinance, FY2014-2015 and FY2015-2016) is hereby amended to read as follows:

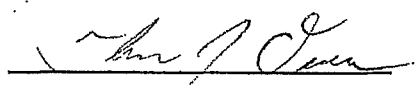
13
14 Department: TTX01
15 Index Code: 080040
16 Program: FEG
17 Subfund: 2S GSF GNC

<u>Amendment</u>	<u>#of Pos</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
<i>Add</i>	<i>1.0 Grant Funded FTE (pro-rated for FY14-15)</i>	<i>Junior Management Assistant 1840</i>	<i>\$2230 B \$2711</i>


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

By: 

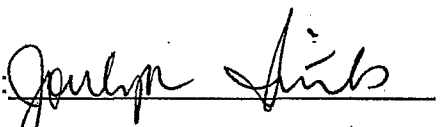
Thomas Owen
Deputy City Attorney

By: 

Micki Callahan
Department of Human Resources

APPROVED: 

for Mayor

APPROVED: 

for Controller, Grant Division

Recommended:



Pauline Marx
Chief Assistant Treasurer

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Amanda Fried, Policy and Legislative Manager, TTX
DATE: February 2, 2015
SUBJECT: Accept and Expend Ordinance for Office of Financial Empowerment Kindergarten to College

GRANT TITLE:

Attached please find the original* and one copy of each of the following:

- Proposed grant ordinance; original* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain): Email explaining timing of grant effective dates

RECEIVED
2015 FEB - 4 AM 8:40
CITY & COUNTY OF S.F.
CONTROLLERS - AOSID

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted ordinance:

Name: Amanda Kahn Fried

Phone: 4-0889

Interoffice Mail Address: City Hall Room 110

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: _____
(Provided by Clerk of Board of Supervisors)

Grant Ordinance Information Form
(Effective July 2011)

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 resolution:

1. Grant Title: Kindergarten to College Outreach Position
2. Department: Office of the Treasurer and Tax Collector
3. Contact Person: Amanda Fried Telephone: (415)554-0889
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$100,000
6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: Earned Assets Resource Network (EARN)
b. Grant Pass-Through Agency (if applicable): n/a
8. Proposed Grant Project Summary: Grant funds will support the work of the San Francisco Office of Financial Empowerment to increase financial security for San Franciscans. Specific uses: Support the salary and benefits of a full-time Outreach Coordinator for the Kindergarten to College Program to manage the community outreach and school site coordination activities for the K2C program.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: December 1st 2014 End-Date: December 1st 2015
10. Number of new positions created and funded: 1
11. Explain the disposition of employees once the grant ends?
12. a. 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?
13. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much? \$
b. 2. How was the amount calculated?
c. 1. 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):

c. 2. If no indirect costs are included, what would have been the indirect costs?

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. 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 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) | |

16. 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 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:

Although no indirect costs are part of the grant, requests for reasonable modifications and effective communication such as ASL interpretation must be funded during the grant cycle upon program participants' requests.

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

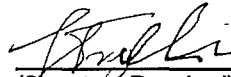
Joanna Fraguli

(Name)

Dep. Director for Programmatic Access

(Title)

Date Reviewed: 11/24/2014


(Signature Required)

Overall Department Head or Designee Approval:

Amanda Fried

(Name)

Manager, Policy and Legislation

(Title)

Date Reviewed: 11/24/14


(Signature Required)

EARN

Grant to Office of the Treasurer & Tax Collector

Budget Detail

Program	Subfund	Index	Subobject	Purpose	Amount
FEG	2S GSF GC	080040	78201	To provide salary and benefits for a full-time K2C Outreach Coordinator position	\$100,000
				Total	\$100,000

eARN

EARNED ASSETS RESOURCE NETWORK

235 Montgomery Street
Suite 470
San Francisco, CA 94104

T 415.217.3660
F 415.217.3663

August 27th, 2014

Treasurer José Cisneros
City and County of San Francisco
City Hall Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Treasurer Cisneros,

We are pleased to inform you that the Earned Assets Resource Network (EARN) has authorized a grant of up to \$100,000 for the San Francisco Office of Financial Empowerment (OFE), housed within the Office of the Treasurer and Tax Collector. This grant will be paid in two installments in January 2015 and July 2015 based on actual expenses incurred.

The Office of Financial Empowerment will use these funds to create a full-time position to expand outreach in support of the Kindergarten to College (K2C) program. This position will coordinate outreach and school site coordination activities for K2C, reaching over 18,000 students during the grant period. If the OFE would like to use these funds for any other purpose, it must obtain written approval from EARN.

The OFE agrees to provide EARN with an annual report on July 1st 2015, detailing the use of the grant funds until the grant funds have been fully expended. Each report shall include a financial accounting as to the use and disposition of the grant funds, signed by a financial officer of your organization; and accomplishments and specific outcomes for clients achieved under the grant.

We are pleased to be working with you as a partner in your efforts to advance financial empowerment work in San Francisco.

Sincerely,



Nga Chiem
President

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.
- 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):

Subject:

The text is listed below or attached:

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: