

File No. 120178

Committee Item No. 9
Board Item No. 5

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee Date: March 28, 2012

Board of Supervisors Meeting Date 4/3/12

Cmte Board

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| <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 & Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126 |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
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Completed by: Victor Young
Completed by: Victor Young

Date: March 23, 2012
Date: 3-29-12

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

1 [2012 Annual Fundraising Drive]

2

3 **Resolution designating those agencies qualified to participate in the 2012 Annual Joint**
4 **Fundraising Drive for officers and employees of the City and County of San Francisco.**

5

6 WHEREAS, Section 16.93-4 of the Administrative Code of the City and County of San
7 Francisco requires that by May 1st of each year, the Board of Supervisors, by resolution, shall
8 designate those agencies that qualify to participate in the City's Annual Fundraising Drive for
9 that year; and,

10 WHEREAS, The agencies referred to below have each submitted an application for
11 participation in the 2012 Annual Fundraising Drive; and,

12 WHEREAS, Applicants are qualified to participate in the Annual Fundraising Drive if
13 they meet the requirements contained in Administrative Code Section 16.93-2; now, therefore,
14 be it

15 RESOLVED, That the Board of Supervisors of the City and County of San Francisco
16 finds that applicants who participate in the City's Annual Fundraising Drive must meet the
17 following criteria contained in Administrative Code Section 16.93-2:

- 18 1. An applicant must be a federated agency representing 10 or more charitable
19 organizations, of which at least 50 percent shall represent organizations located in
20 the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa,
21 and Marin;
- 22 2. The federated agency must certify to the Board that the Internal Revenue Service
23 has determined that contributions to all of the represented charitable organizations
24 are tax deductible;

25

- 1 3. The federated agency must have been in existence with 10 or more qualified
2 charities for at least one year prior to the date of application and provide satisfactory
3 evidence to that effect at the time of filing an application with the Board;
- 4 4. The federated agency must submit its most recent certified audit at the time of filing
5 an application with the Board;
- 6 5. The federated agency must submit an application to the Board that includes all
7 information that may be relevant to the criteria listed above; and, be it

8 FURTHER RESOLVED, That the Board of Supervisors hereby finds and determines
9 that the requirements of Administrative Code Section 16.93-2 have been met by the following
10 applicants:

11 Bay Area Black United Fund, Inc.; Local Independent Charities of America; United Way
12 of the Bay Area; Global Impact; Community Health Charities of California; EarthShare of
13 California; and, be it

14 FURTHER RESOLVED, That the Board of Supervisors hereby designates the following
15 agencies as agencies that qualify to participate in the City's Annual Fundraising Drive for
16 2012:

17 Bay Area Black United Fund, Inc.; Local Independent Charities of America; United Way
18 of the Bay Area; Global Impact; Community Health Charities of California; EarthShare of
19 California; and, be it

20 FURTHER RESOLVED, That the designated agencies shall fulfill all obligations and
21 responsibilities required of participants in the City's Annual Fundraising Drive.

22
23
24
25



OFFICE OF THE
CITY ADMINISTRATOR *epage*

*BOS-11
COB*



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

March 6, 2012

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAR -8 AM 11:26

Subject: 2012 Combined Charities Annual Fundraising Drive, File No. 120178

Dear Ms. Calvillo:

Pursuant to Section 16.93-3 of the Administrative Code, my office has reviewed the applications to participate in the Annual Combined Charities Fundraising Drive. This review is in accordance with the criteria delineated in Administrative Code Section 16.93-2.

Our review indicates that all six agencies that applied to participate have met the criteria determined by the Board of Supervisors. The agencies are: Bay Area Black United Fund, Inc., Community Health Charities, Earth Share of California (Environmental Federation of California), Global Impact, Local Independent Charities and United Way of the Bay Area.

Our review is limited to the points delineated in the Administrative Code. We have recommended that representatives of the applicant agencies attend the Budget and Finance Committee meeting to respond to any questions the committee may have. Applicants will be notified of the date and time of the meeting.

If you should have any questions or desire additional information, please contact Joan Lubamersky (554-4859) of my office.

Very truly yours,

Naomi M. Kelly
City Administrator

Enclosures

- | | |
|--------------------------------|--|
| cc: Budget & Finance Committee | Honorable David Chiu, President of the Board |
| Honorable Carmen Chu, Chair | Deputy City Attorney, Cheryl Adams |
| Honorable John Avalos | Budget Analyst |
| Honorable Jane Kim | Victor Young, Committee Clerk |
| Honorable Malia Cohen | Applicant Organizations |
| Honorable Scott Wiener | |

SUMMARY OF FINDINGS
2012 Review of Applications
To Participate in Annual Combined Charities Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File No. 120178 and telephone conversations with representatives from applicant organizations. We have been advised by Deputy City Attorney Cheryl Adams several years ago that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All six organizations that applied for participation in the 2012 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code Section 16.93-2.

CRITERIA

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement. All agencies must satisfy subsections (a) through (e).

Criterion A: Be a federated agency representing ten (10) or more charitable organizations of which 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising or otherwise doing business in those counties:

1. Bay Area Black United Fund, Inc.

Bay Area Black United Fund, Inc. represents more than 50 agencies with 50 percent or more of the agencies located in the Bay Area counties.

2. Community Health Charities

Community Health Charities represents more than 40 charitable agencies with 50 percent or more of the agencies located in the Bay Area counties.

3. EarthShare of California (Environmental Federation of California)

Earth Share of California represents more than 75 agencies, with 50 percent or more of the agencies located in the Bay Area counties.

4. Global Impact

Global Impact represents more than 45 agencies of which 50 percent or more are located in the Bay Area counties.

5. Local Independent Charities (LIC)

Local Independent Charities represents over 250 agencies of which 50 percent or more are located in the Bay Area counties.

6. United Way of the Bay Area

United Way of the Bay Area represents over 270 agencies, of which 50 percent or more are located in the Bay Area counties.

Criterion B: The federated agency must certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Each of the applicant organizations included a determination letter from the Internal Revenue Service indicating proof of their tax-deductible status.

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

The applicant agencies provided these documents, as detailed below:

1. Bay Area Black United Fund, Inc. submitted Audited Financial Statements for the years ending December 31, 2009 and 2010, with an Independent Auditors' Report by Grant & Smith, LLP, dated December 2, 2011.
2. Community Health Charities of California submitted Financial Statements dated June 30, 2011, and an Independent Auditors' Report by Stroub & Company, CPAs dated September 22, 2011.

3. EarthShare of California (Environmental Federation of California, Inc.) submitted Financial Statements for the years ending June 30, 2011 and 2010, with an Independent Auditors' Report by Bregante & Company, LLP, dated December 20, 2011.
4. Global Impact submitted Financial Statements and Supplemental Information for the years ended June 30, 2010 and 2009, with an Independent Auditors' Report by IBDO USA, LLP dated October 25, 2010.
5. Local Independent Charities submitted Financial Statements for the years ending April 30, 2010 and 2009, with an Independent Auditor's Report by Maze & Associates Accountancy Corporation, dated August 25, 2010.
6. United Way of the Bay Area submitted Financial Statements for years ending June 30, 2011 and 2010, with a Report of Independent Auditors by Moss Adams LLP, dated December, 2, 2011.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

All applicants provided documentation in their letters of application to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-2. This constitutes "certification."

Therefore, all applicants were in compliance with Criterion E.

Attachment: Federation contacts for 2012 campaign

Contacts for Federations CCSF 2012 Campaign (File 120178)

Organization and address	Contact person, phone, fax, email
<p>Bay Area Black United Fund, Inc. (BABUF) 1212 Broadway, Suite 810 Oakland, CA 94612</p>	<p>Linda Dails Office Manager (510) 763-7270 (510) 763-1155 (F) ldails@babuf.org</p>
<p>Community Health Charities 2363 Boulevard Circle, Suite 105. Walnut Creek, CA 94595</p>	<p>Krystie Scull Executive Director (925) 947-5771 (925) 947-5772 (F) kscull@healthcharitiescal.org</p>
<p>EarthShare of California 49 Powell Street, Suite 510 San Francisco, CA 94102</p>	<p>Dave Coyle Associate Director (415) 981-1999 x 305 (415) 981-3773 (F) dave@earthshareca.org</p>
<p>Global Impact 66 Canal Center Plaza, Suite 310 Alexandria, VA 23314</p>	<p>Jim Hill (510) 332-4179 (510) 482-5646 (F) jhillco@juno.com</p>
<p>Local Independent Charities 1100 Larkspur Landing Circle, Suite 340 Larkspur, CA 94939</p>	<p>Michelle Clancy Campaign & Membership Services (415) 925-2600 (415) 925-2540 (F) mclancy@mcguireinc.com</p>
<p>United Way of the Bay Area 221 Main Street, Suite 300 San Francisco, CA 94105</p>	<p>Joan Byrne Director of Development 415-808-4326 415-817-4602 (F) Jbyrne@uwba.org</p>

**BAY
AREA
BLACK
UNITED
FUND, INC.**



RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2012 FEB 21 PM 3:49

File # 120178

February 17, 2012

BOARD OF TRUSTEES

*L.J. Jennings, Chairperson
Jetstream Mortgage, Owner*

*Donna M. Hankins, Treasurer
Donna M. Hankins & Associates*

*Frederick E. Jordan
F.E. Jordan & Associates*

*Bernida M. Regan, Esquire -
Secretary
Merriwether & Williams*

*Retha S. Robinson
Koshland Program
San Francisco Community
Foundation*

*Keith M. Spears
Hamilton Lane*

*Tiffany Showell
Consultant*

STANFORD FELLOW

*Andii N. Davis
Lemar Hight*

*Woody Carter, Ph.D.
Executive Director*

Ms. Angela Calvillo
Clerk, Board of Supervisor
1 Dr. Carlton Goodlet Place, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo,

The Bay Area Black United Fund wishes to apply for inclusion of the 2012 Annual Fundraising Drive, Therefore, we are submitting the following information:

1. A list of our federated agencies, this represents fulfillment of criteria (A).
2. A copy of our IRS Tax Exempt letter; this fulfills criteria (B).
3. A certification letter certifying to our representing 10 or more agencies with us for more than one year; this fulfills criteria (C)
4. A copy of our most recent audit this fulfills criteria (D)
5. Other relevant information
 - A. Mission Statement
 - B. Overheard Cost 14%
 - C. Member Agencies - that have already applied to be part of the BABUF federation. (See attached list)
 - D. BABUF Brochure

Thank you for your time and consideration in this matter.

Kindest regards,


Woody Carter, Ph.D.
Executive Director

** Complete copy of document is located in

File No. 120178

"It's not about charity...it's about change"

1212 Broadway, Suite 730, Oakland, California 94612
Tel. (510) 763-7270 • Fax (510) 763-3625 • www.babuf.org
An Affiliate of the National Black United Fund, Inc.



Ms. Angela Calvillo
Office of the Clerk
San Francisco Board of Supervisors
City Hall, Room 244
1Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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SAN FRANCISCO
2012 FEB 24 AM 10:32
lc

RE: 2012 City & County of San Francisco Annual Fundraising Drive

Dear Ms. Calvillo:

Please find attached an application with attachments for the 2012 Fundraising Campaign. I have attached all required material based on my understanding of Section 16.93-3 of the Administrative Code.

It was a pleasure to work with the City and County on the 2011 Campaign and we look forward to 2012.

Thank you for your consideration of this application and please let me know if you have any questions.

Best regards,

Michelle C Clancy
Membership Services
Local Independent Charities of America

** Complete copy of document is
located in

File No. 120178

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2012 FEB 28 PM 3:23
RC

February 27, 2012

Ms. Angela Calvillo
Office of the Clerk
San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: 2012 Combined Charities Campaign

Dear Ms. Calvillo:

The United Way of the Bay Area wishes to apply for participation in the 2012 San Francisco City and County Employees Combined Charities Campaign. I have attached all required materials in accordance with my understanding of the Administrative Code set forth by the Board of Supervisors in Section 16.93-2. You will find enclosed:

1. A list of 2012 United Way of the Bay Area Grantees and Certified Agencies, at least 50% of which are located in the 6 counties listed in Sec. 16.93-2. (Criteria A).
2. A copy of our IRS 501(c)(3) Tax Exempt letter (Criteria B).
3. A copy of the United Way of the Bay Area's 2010-2011 Annual Report (Criteria C-1).
4. A copy of United Way of the Bay Area's most recent Form 990 (Criteria C-2).
5. A copy of United Way of the Bay Area's most recent certified audit (Criteria D).

It was a pleasure to facilitate donor support through the City and County of San Francisco Charitable Campaign in 2011 and we look forward to 2012.

Thank you for your consideration of this application. If you require any additional information please contact James Rogers at (415) 808-4323 or jrogers@uwba.org.

Sincerely,



Anne Wilson
Chief Executive Officer

AW/ajd
Enclosures: (5)
cc: James Richard Rogers Jr.



United Way of the Bay Area

221 Main St., Suite 300
San Francisco, CA 94105
415.808.4300

1970 Broadway, Suite 600
Oakland, CA 94612
510.238.2410

401 Amador St.
Vallejo, CA 94590
707.644.4131

www.uwba.org

** Complete copy of document is
located in

File No. 120178

GLOBAL IMPACT

Assuring help for people in need

March 1, 2012

Ms. Angela Calvillo
Clerk, Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Rm. 244
San Francisco, CA 94102

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 FEB 29 AM 10:34
BY *Pa*

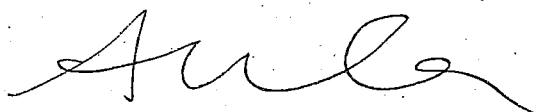
Dear Ms. Calvillo:

On behalf of our member charities, Global Impact requests participation in the 2012 San Francisco City and County Annual Joint Fundraising Drive. Enclosed for your review is the list showing those of our member charities with representation in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin. In addition, nearly all of our member charities participate in federal and state workplace giving campaigns in the Bay Area. Enclosed is a list of all participating member charities.

Per section 16.93-2, Global Impact is in compliance with all criteria. Global Impact and its members are exempt under Section 501(c)(3) of the United State Internal Revenue Code of 1954. Global Impact serves as the fiscal representative for its members and will provide documentation supporting their eligibility upon request.

If you have questions or need additional information, please contact me at 703-717-5232. We thank the campaign committee for their consideration of our application and look forward to a successful 2012 campaign.

Sincerely,



Alison Iqbal
Manager, Charity Partnerships and Outreach
Alison.iqbal@charity.org

** Complete copy of document is
located in

File No. 120178

 **Community
Health Charities®**
California

WORKING FOR A HEALTHY AMERICA

Member Charities

AIDS Research Foundation amFAR
Alisa Ann Ruch Burn Foundation
ALS Association
Alzheimer's Association
AMC Cancer Research Center
American Diabetes Association
American Liver Foundation
American Lung Association
Arthritis Foundation
Autism Speaks
California Hospice Foundation
Cancer Research Institute
Children's Tumor Foundation
Christopher and Dana Reeve Foundation
City of Hope
Crohn's & Colitis Foundation of America
Cystic Fibrosis Foundation
Cystic Fibrosis Research, Inc. (CFRI)
Easter Seals
Epilepsy Foundation
Families of Spinal Muscular Atrophy
Firefighters Burn Institute
Hemophilia Council of California
Hemophilia Foundation of Northern California
Hemophilia Foundation of Southern California
Hospice Foundation
Huntington's Disease Society of America
Hydrocephalus Association
Juvenile Diabetes Research Foundation International
Leukemia & Lymphoma Society
Lupus Foundation of America
Lupus Foundation of Southern California
March of Dimes
Mission Hospice of San Mateo County
Myasthenia Gravis Foundation
National Alliance on Mental Illness (NAMI)
National Kidney Foundation
National Multiple Sclerosis Society
National Reye's Syndrome Foundation
New Horizons-SFVAR
Pancreatic Cancer Action Network
Parkinson's Institute
Planned Parenthood Mar Monte
Prevent Blindness Northern California
Ronald McDonald House Charities
of Southern California
San Jose Firefighters Burn Foundation
Sickle Cell Disease Foundation of California
St. Jude Children's Research Hospital
Susan G. Komen for the Cure
Team of Advocates for Special Kids "TASK"
United Cerebral Palsy
Membership varies by County

February 29, 2012

Ms. Angela Calvillo
Clerk of the Board
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102

Subject: 2012 Annual Joint Fundraising Drive

Dear Ms. Calvillo,

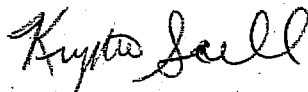
Enclosed you will find the following items in order to qualify for the
City/County of San Francisco Annual Joint Fundraising Drive:

- Audited financial statement for fiscal year ending June 2011
- Current agency membership list for the 2012 campaign year
- Copy of the 501(c)3 IRS determination letter

If you should require any further information, please do not hesitate
to contact me.

Sincerely,

Krystie Scull
Executive Director



Enclosures

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 FEB 30 AM 9:27
BY [initials]
RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAR -1 AM 9:58

** Complete copy of document is
located in

File No. 120/78



49 Powell Street, Ste. 510, San Francisco, CA 94102
T 800.368.1819 F 415.981.3773

3655 So. Grand Ave., Ste. 280, Los Angeles, CA 90007
T 213.747.1872 F 213.747.2944

earthshareca.org

February 29, 2012

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2012 MAR -1 PM 4:32
LSC

Dear Ms. Calvillo:

EarthShare California hereby applies for inclusion in the 2012 Employee Joint Fundraising Drive.

EarthShare California is a charitable federation representing environmental organizations and meets the requirements for participating in the Annual Drive. Specifically:

- EarthShare California is a federated agency representing more than ten IRS tax-exempt charitable organizations, of which more than 50 percent are located in the Bay Area counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin. A list of our member organizations is enclosed; those located in the six above named counties are indicated with an "x"
- EarthShare California was founded in 1982 and has been in existence with ten or more qualified charities since that time. A copy of our IRS 501(c)(3) determination letter dated 2000 (referencing the original determination date of 1982) and a copy of our Letter of Incorporation in California dated 1982 are enclosed.
- Our most recent audited financial statement and IRS Form 990 are enclosed.

Since 1985, we have enjoyed partnering with the City and County of San Francisco on the Annual Fund Drive. We look forward to participating in the 2012 charitable giving campaign.

Thank you for your consideration of our application. Should you have any questions, please contact me.

Sincerely,

Dave Coyle
Associate Director, EarthShare California
dave@earthshareca.org
Phone 415- 981-1999 ext 305

** Complete copy of document is located in

File No. 120178

