

File No. 100971

Committee Item No. 1

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date August 9, 2010

Board of Supervisors Meeting 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 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 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Memorandum of Understanding _____ |
| <input type="checkbox"/>              | <input type="checkbox"/> | _____                             |
| <input type="checkbox"/>              | <input type="checkbox"/> | _____                             |
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| <input type="checkbox"/>              | <input type="checkbox"/> | _____                             |

Completed by: Alisa Somera Date August 6, 2010

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

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



1 [Accept and Expend Grant - Lowe's Local Hiring Agreement - \$750,000]

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**Resolution authorizing the Office of Economic & Workforce Development to retroactively accept and expend a grant in the amount of \$750,000 from Lowe's HIW, Inc. to plan and manage an employment program.**

WHEREAS, The grant award from Lowe's HIW, Inc. (Lowe's) to the Office of Economic and Workforce Development (OEWD) in the amount of \$750,000 is to fund employment training and placement of San Francisco residents in retail and end-use employment; and

WHEREAS, The grant, in order to maximize direct client services, does not have indirect costs in the grant budget; and

WHEREAS, The grant award is payable in three installments over a two-year period, beginning in FY 2009-2010; and

WHEREAS, OEWD is the fiscal and programmatic administrator for the subject Lowe's grant; and

WHEREAS, The grant award does not require an Annual Salary Ordinance amendment; now, therefore, be it

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

FURTHER RESOLVED, That the OEWD is authorized to accept and expend the grant in the amount of \$750,000 from Lowe's over a two-year period beginning in FY 2009-2010.

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Recommended:

Miller

Department Head

Approved:

G. Wilson  
for Mayor

Approved:

[Signature]  
Controller

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Rhonda Simmons, Director of Workforce Development,  
Office of Economic and Workforce Development  
**DATE:** June 17, 2010  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Lowe's HIW, Inc. Local Hiring Agreement

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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 checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain): MOU between City & County of San Francisco (CCSF) and  
Lowe's HIW, Inc.

**Special Timeline Requirements:**

None

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

Name: Rhonda Simmons Phone: 415-581-2351

Interoffice Mail Address: Workforce Division, OEWD  
50 Van Ness Ave, SF CA

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: 100971  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective March 2005)

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: Lowe's HIW, Inc. Local Hiring Agreement
2. Department: Office of Economic and Workforce Development
3. Contact Person: Amy Wallace Telephone: 415-581-2313
4. Grant Approval Status (check one):

Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$750,000.00

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

- 7a. Grant Source Agency: Lowe's HIW, Inc.
- b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:

This grant will fund planning and management of an employment program by facilitating a partnership between multiple stakeholders and service providers including employers, community based training organizations, the One-Stop Career Link System, and others.

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

Estimated Start-Date: January 1, 2010 Estimated End-Date: December 31, 2011

Note – Duration of grant is two years with an estimated start date of January 1, 2010. No end date is specified and the above end date of December 31, 2011 is estimated based on the approximate start date of January 1, 2010.

10a. Amount budgeted for contractual services: \$750,000

b. Will contractual services be put out to bid? N/A

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? N/A

11a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? N/A  
b2. How was the amount calculated? N/A

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?

Indirect costs are incorporated into Department budget.

12. Any other significant grant requirements or comments: N/A

**\*\*Disability Access Checklist\*\***

N/A

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 type="checkbox"/> Existing Program(s) or Service(s)       |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" 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 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:

Departmental or Mayor's Office of Disability Reviewer: Marc Majoris  
(Name)

Date Reviewed: 7/14/10

Department Approval: Marc Majoris Workforce Development Mgr  
(Name) (Title)  
[Signature]  
(Signature)

<b>Budget: Lowe's Grant 2 Year Period</b>	
	<b>Private Grant</b>
Staffing & Personnel	\$0
Equipment & Operating	\$0
CBO Subgrant	\$750,000
<b>TOTAL COSTS</b>	<b>\$750,000</b>



LOWE'S BUDGET				
Char	Character	Subobj	Subobject	Dept Amt
038	City Grant Program	03800	Community Based Organization Svcs - Budget	\$750,000
<b>TOTAL</b>				<b>\$750,000</b>

# City and County of San Francisco First Source Hiring Program



Gavin Newsom, Mayor

Office of Economic  
and Workforce Development

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of August 13, 2009, by and between the City and County of San Francisco (the "City") through its First Source Hiring Administration ("FSHA") and Lowes HIW, Inc. ("Project Sponsor").

WHEREAS, Project Sponsor, as developer, proposes to construct 107,400 square feet of commercial space (the "Project") at 491 Bayshore Avenue/196 Loomis Street, Lots 8, 9, 11, 13, 15, 16, 18, 21 and 28 in Assessor's Block 5598, San Francisco California ("Site"); and

WHEREAS, the Administrative Code of the City provides at Chapter 83 for a "First Source Hiring Program" which has as its purpose the creation of employment opportunities for qualified Economically Disadvantaged Individuals (as defined in Exhibit A); and

WHEREAS, the Project requires a building permit for a commercial activity of greater than 25,000 square feet and/or is a residential project greater than ten (10) units and therefore falls within the scope of the Chapter 83 of the Administrative Code; and

WHEREAS, the City and Project Sponsor agree that the City of San Francisco's Office of Economic and Workforce Development ("OEWD") and the CityBuild program ("CityBuild") will serve the roles set forth below; and

WHEREAS, Project Sponsor has not yet entered into a contract with a construction contractor ("Contractor") to construct the Project upon the Site, nor has the identity of the Contractor been determined; and

WHEREAS, Project Sponsor wishes to make a good faith effort to comply with the City's First Source Hiring Program.

Therefore, the parties to this Memorandum of Understanding agree as follows:

- A. Project Sponsor, upon entering into a contract for the construction of the Project after the date of this MOU, will include in that contract a provision requiring the Contractor to execute a First Source Hiring Agreement in the form attached hereto as Exhibit A and the Form 1 City Build Workforce Projection Form attached hereto as Exhibit B. It is the Project Sponsor's responsibility to provide a signed copy of Exhibit A to First Source Hiring Program and CityBuild.

**FORM SFEC-126**  
**NOTIFICATION OF CONTRACT APPROVAL**  
 (S.F. Campaign and Government Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly)</i>	
Name of Contractor: Young Community Developers, Inc.	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
(1) Claude Everhart, Michael Theriault, Carol Tatum, Dr. Toye Moses, Shirley Jones, Chuck Turner, A. Neal Bailey, James Bryant (2) Fathina Holmes, Acting CEO; Jinny Yoo, Controller; Michael Brookter, COO (3) None (4) None (5) None	
Contractor address: 1715 Yosemite Avenue San Francisco, CA 94124	
Date that contract was approved:	Amount of contract: \$750,000
Describe the nature of the contract that was approved: The subject Lowe's grant award in the amount of \$750,000 is to fund employment training and placement of San Francisco residents in retail and end-use employment.	
Comments:	

This contract was approved by (check applicable)

The City elective officer(s) identified on this form

A board on which the City elective officer(s) serves

San Francisco Board of Supervisors

Print Name of Board

The board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on the form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly)</i>	
Name of filer: Clerk of the San Francisco Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: BOS.Legislation@sfgov.org

Signature of the Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if Submitted by Board Secretary or Clerk)

Date Signed

