

File No. 211143

Committee Item No. 7

Board Item No. 24

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date December 8, 2021

Date December 14, 2021

#### 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 type="checkbox"/>            | <input 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 checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <u>TTX Presentation 12/8/2021</u> |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____                             |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____                             |
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| <input type="checkbox"/> | <input type="checkbox"/>            | _____                             |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____                             |

Completed by: Brent Jalipa

Date December 2, 2021

Completed by: Brent Jalipa

Date December 10, 2021

1 [Accept and Expend Grant - Larkin Street Youth Services - Rising Up - \$130,000]

2

3 **Resolution authorizing the Office of the Treasurer and Tax Collector to accept and**  
4 **expend a grant in the amount of \$130,000 from Larkin Street Youth Services for the**  
5 **purpose of providing one-on-one financial coaching to Transitional Age Youth through**  
6 **the Rising Up campaign from January 1, 2022, through December 31, 2022.**

7

8 WHEREAS, The Rising Up campaign is a public-private partnership that includes six  
9 City departments, five non-profit organizations, a number of local companies, and a group of  
10 philanthropic supporters; and

11 WHEREAS, Larkin Street Youth Services is the anchor institution and fiscal sponsor  
12 of the Rising Up campaign, and the Department of Homelessness and Supportive Housing is  
13 the lead government agency; and

14 WHEREAS, The goal of Rising Up is to achieve a 50% reduction for homeless youth  
15 ages 18-24 by 2023 by helping Transitional Age Youth (TAY) with problem solving services to  
16 help them get long term financial support; and

17 WHEREAS, The Office of Financial Empowerment’s Smart Money Coaching program  
18 will empower TAY to navigate the financial system so that they can make informed decisions  
19 and improve their financial lives; and

20 WHEREAS, Financial coaches will help to identify the barriers that prevent TAY from  
21 accessing the financial mainstream and then outline clear and actionable steps to achieve  
22 resolutions so that TAY can strengthen their own financial capability; and

23 WHEREAS, The grant period is from January 1, 2022, through December 31, 2022;  
24 and

25

1 WHEREAS, The grant does not create any new positions, and will not require an  
2 amendment to the Annual Salary Ordinance; and

3 WHEREAS, The Office proposes to maximize use of available grant funds on  
4 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

5 RESOLVED, That the Board of Supervisors hereby authorizes the Office of the  
6 Treasurer and Tax Collector to accept and expend the grant in the amount of \$130,000 from  
7 Larkin Street Youth Services on behalf of the City and County of San Francisco; and, be it

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

10 FURTHER RESOLVED, That the Board of Supervisors authorizes the Treasurer, or  
11 his designee, to enter into the agreement on behalf of the City and County of San Francisco;  
12 and, be it

13 FURTHER RESOLVED, That within thirty (30) days of the agreement being fully  
14 executed by all parties, the Office of the Treasurer and Tax Collector shall provide the final  
15 agreement to the Clerk of the Board for inclusion into the official file.  
16  
17

18 Recommended:

Approved: /s/\_\_\_\_\_

19 Mayor

20 /s/\_\_\_\_\_

21 Department Head

Approved: /s/\_\_\_\_\_

22 Controller  
23  
24  
25

**File Number:** 211143  
(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: **Rising Up Campaign**
- 2. Department: **Office of the Treasurer & Tax Collector**
- 3. Contact Person: **Eric Manke** Telephone: **(415) 350-0700**

- 4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for:

- 6. a. Matching Funds Required: **No**
- b. Source(s) of matching funds (if applicable):

- 7. a. Grant Source Agency: **Larkin Street Youth Services**
- b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

**This grant is to support OFE’s Smart Money Coaching program to partner with the Department of Homelessness and Supportive Housing and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.**

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

Start-Date: **January 1, 2022**                      End-Date: **December 31, 2022**

10. Number of new positions created and funded: **0**

11. Explain the disposition of employees once the grant ends? **N/A**

- 12. a. Amount budgeted for contractual services: **\$130,000**
- b. Will contractual services be put out to bid? **Yes**
- c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements? **Yes**
- d. Is this likely to be a one-time or ongoing request for contracting out? **Ongoing**

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



- b. 1. If yes, how much? **N/A**
- b. 2. How was the amount calculated? **N/A**
- 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?

**Similar grants included 10% indirect cost rate which would result in approximately \$13,000**

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

**\*\*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:

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

Grace O'Connor

(Name)

Manage, Taxpayer Assistance Services

(Title)

Date Reviewed: 9/24/2021

DocuSigned by:  
*Grace O'Connor*  
2E12C628C9D0182  
 (Signature Required)

Overall Department Head or Designee Approval:

Tajel Shah

(Name)

Chief Assistant Treasurer

(Title)

Date Reviewed: 9/24/2021

DocuSigned by:  
*Tajel Shah*  
F45D8F78545F484...  
 (Signature Required)

**Office of Financial Empowerment**  
**Smart Money Coaching for Transitional Age Youth – Rising Up campaign**

	<b>January 1, 2022 – June 30, 2022</b>	<b>July 1, 2022 – December 31, 2022</b>	<b>Total</b>
Financial Coaching Services	\$65,000	\$65,000	\$130,000
<b>Total</b>	\$65,000	\$65,000	\$130,000



YOUTH SERVICES

Larkin Street Youth Services  
134 Golden Gate Ave.  
San Francisco, CA 94102  
Tel (415) 673-0911  
Fax (415) 749-3838  
larkinstreetyouth.org

**Board of Directors**

Susan K. Alexander, Chair  
Eric Roos Vice-Chair  
Adam Moise, Secretary  
D. Valentine, Treasurer  
Daniel A. Cody, At-Large  
Cecily Cameron, At-Large  
Blake Grossman, At-Large  
John Hicks, At-Large  
Sherilyn Adams, Executive Director

Jeremy Avenier  
Fiona Barnett  
Siri Berg  
Jennifer Brahm  
Marcie Elias  
Conor Famulener  
Cat Foo  
Tim Horn  
Anne Hoecker  
Eric Johnson  
Richard Kerzic  
Patrick Kiss  
Natalie Hatvany Kitchen  
Michael Matlock  
Willis Newton Jr.  
Bambo Obaro  
Sally Shapiro  
John Viola

September 22, 2021

Amanda Fried, Chief of Policy and Communications  
San Francisco Office of Financial Empowerment  
Office of the Treasurer & Tax Collector  
City Hall, Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102

RE: Grant for Office of Financial Empowerment Smart Money Coaching

Dear Amanda:

It is my pleasure to inform you that Larkin Street Youth Services has approved a \$130,000 grant to City and County of San Francisco (“Grantee”) to support the charitable activities of the Office of Financial Empowerment’s (OFE) Smart Money Coaching program for the period from January 1, 2022 to December 31, 2022. This grant is to support OFE’s Smart Money Coaching program to partner with the Department of Homelessness and Supportive Housing and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.

**Rising Up Campaign**

The Rising Up campaign is a public-private partnership that includes six City departments, five non-profit organizations, a number of local companies, and a group of philanthropic supporters. Larkin Street Youth Services is the anchor institution and fiscal sponsor, and the Department of Homelessness and Supportive Housing is the lead government agency. The goal of Rising Up is to achieve a 50% reduction for homeless youth ages 18-24 by 2023 by:

- Providing Rapid Rehousing services to at least 400 Transition Aged Youth in the next 3 years.
- Helping 450 TAY with Problem Solving Services to help them get housed without long term financial support.

**Smart Money Coaching for Transitional Age Youth**

Smart Money Coaching OFE program that provides free and confidential one-on-one financial coaching to anyone living, working, or receiving services in San Francisco. In the context of the Rising Up campaign, Smart Money Coaching will empower TAY to navigate the financial system so that they can make informed decisions and improve their financial lives. Many of the financial challenges that TAY experience are due to

racist and structural flaws embedded in the financial system, which is not designed to serve low-income consumers. Given this reality, financial coaches will help to identify the barriers that prevent TAY from accessing the financial mainstream and then outline clear and actionable steps to achieve resolutions so that TAY can strengthen their own financial capability.

On behalf of Larkin Street Youth Services, we are pleased to partner with Smart Money Coaching to support our youth in the Rising Up campaign.

Sincerely,



---

Sherilyn Adams  
Executive Director  
Larkin Street Youth Services

9/22/21

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Date



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September 28, 2021

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Attached please find a proposed resolution for Board of Supervisors approval, which authorizes the Treasurer to accept and expend grant funding from Larkin Street Youth Services.

The following accompanying documents are included:

- Grant Information Form (including Disability Checklist).
- Grant Budget
- Copy of Award Letter
- Completed Ethics Commission Form SFEC-126

In lieu of a grant application, please accept the following summary of how the Office of the Treasurer & Tax Collector was awarded this funding:

The Rising Up campaign is multi-year public-private partnership that includes six City & County of San Francisco departments, five non-profit organizations, a number of local companies, and a group of philanthropic supporters. In response to the large number of young people experiencing homelessness in San Francisco, Mayor London Breed announced the official launch of Rising Up in October 2018. Funding included an initial \$10 million investment (\$1 million in local general funds and \$9 million in state funds from the Homeless Coordinating and Financing Council) into the campaign by the San Francisco Department of Homelessness and Supportive Housing (HSH) and approximately \$7.3 million in private funding.

Larkin Street Youth Services is the anchor institution and fiscal sponsor, and the HSH is the lead government agency. As part of the Rising Up Steering Committee, Larkin Street manages subawards of the private funds to partner agencies such as the grant being approved by this resolution to the Office of the Treasurer & Tax Collector.

This grant will support our Office of Financial Empowerment's Smart Money Coaching program to partner with the HSH and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.

Please do not hesitate to contact me with questions about the grant or the Rising Up campaign.

Thank you,

Eric Manke  
Policy and Communications Manager  
(415) 350-0700  
[Eric.manke@sfgov.org](mailto:Eric.manke@sfgov.org)

# Smart Money Coaching and the Rising Up Campaign

Amanda Fried, Office of the Treasurer & Tax Collector  
Sherilyn Adams, Larkin Street Youth Services

Budget Committee Presentation  
December 8, 2021



\$130,000 grant from Larkin Street Youth Services to the Office of the Treasurer & Tax Collector to provide one-on-one financial coaching (aka Smart Money Coaching) to Transitional Age Youth through the Rising Up campaign from January 1, 2022, through December 31, 2022





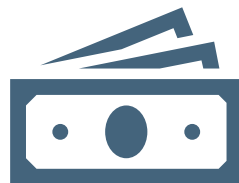
# Rising Up

- Public/private partnership launched by Mayor London Breed to support the city-wide goal of reducing youth homelessness in San Francisco by 50% by 2023.
- Implementation led by Homelessness and Supportive Housing (HSH) and Larkin Street Youth Services
- Rising Up's goal is to prevent 450 transition age youth (TAY) from entering homelessness and to place 400 TAY in their own apartments via Rapid Rehousing.

The key to successfully housing youth in Rapid Rehousing is wraparound support from expert providers:



**Housing Location Services**



**Housing Subsidy**



**Case Management**



**Behavioral Health Care**



**Conflict Resolution**



**Life Skills Training**



**Career Navigation**



**Smart Money Coaching**

**The combination of housing and services works.**

**246**

**youth have secured their own apartments  
since the Rising Up campaign launched in 2019**

**88%**

**remain housed or moved into another stable situation.**

# What is Smart Money Coaching?

- Provides free, confidential, one-on-one financial guidance.
- Available to anyone living, working or receiving services in San Francisco, regardless of citizenship status.
- Began when a family experiencing homelessness won a below-market-rate unit in the City's housing lottery, only to have their housing application denied because of subprime credit
- Services are funded by SFPL, HSH, HSA and MOHCD and offered by three financial coaching providers: BALANCE, LGBT Center, Financial Capability Investment



# How can a Smart Money Coach help you?

- ✓ Navigate sudden changes to your income or expenses
- ✓ Access your Child Tax Credit, stimulus payments and other pandemic relief
- ✓ Request lower payments from creditors and/or suspend payments due to financial hardship
- ✓ Reduce debt and negotiate interest rates
- ✓ Establish or improve your credit score
- ✓ Open a bank account
- ✓ Save for the future
- ✓ Find out if you are eligible for any public benefits



Through our partnership with Rising Up, our coach John Luna from Financial Capability Investment has helped 84 clients exiting homelessness remove \$85k in debt and save \$13k.



# Thank You!

Please reach out for more information or clarification.

[Amanda.Fried@sfgov.org](mailto:Amanda.Fried@sfgov.org)





## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 211143

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Eric Manke	415-350-0700
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
TTX Office of the Treasurer & Tax Collector	eric.manke@sfgov.org



5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Larkin Street Youth Services	<b>TELEPHONE NUMBER</b> 415-673-0911
<b>STREET ADDRESS (including City, State and Zip Code)</b> 134 Golden Gate Avenue, San Francisco, CA 94102	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 211143
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$130,000		
<b>NATURE OF THE CONTRACT (Please describe)</b> This grant is to support Office of Financial Empowerment's Smart Money Coaching program to partner with the Department of Homelessness and Supportive Housing and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Alexander	Susan K.	Other Principal Officer
2	Roos	Eric	Other Principal Officer
3	Valentine	D	Other Principal Officer
4	Moise	Adam	Other Principal Officer
5	Cameron	Cecily	Board of Directors
6	Cody	Daniel A.	Board of Directors
7	Grossman	Blake	Board of Directors
8	Hicks	John	Board of Directors
9	Adams	Sherilyn	Board of Directors
10	Avenier	Jeremy	Board of Directors
11	Barnett	Fiona	Board of Directors
12	Berg	Siri	Board of Directors
13	Brahm	Jennifer	Board of Directors
14	Elias	Marcie	Board of Directors
15	Famulener	Conor	Board of Directors
16	Foo	Catherine	Board of Directors
17	Hoecker	Anne	Board of Directors
18	Horn	Tim	Board of Directors
19	Johnson	Eric	Board of Directors

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	Kerzic	Richard	Board of Directors
21	Kiss	Patrick	Board of Directors
22	Kitchen	Natalie Hatvany	Board of Directors
23	Matlock	Michael	Board of Directors
24	Newton Jr.	Willis	Board of Directors
25	Obaro	Bambo	Board of Directors
26	Shapiro	Sally	Board of Directors
27	Viola	John	Board of Directors
28			
29			
30			
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33			
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35			
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38			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------



**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Eric Manke  
**DATE:** September 28, 2021  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Rising Up Campaign

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

- Proposed grant resolution; original\* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application – *Please see explanation in the included cover letter*
- Letter of Intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

**Special Timeline Requirements:**

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

Name: Eric Manke Phone: 415-350-0700

Interoffice Mail Address:

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).