

File No. 201300

Committee Item No. 12

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 9, 2020

Board of Supervisors Meeting

Date _____

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date December 4, 2020

Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - Retroactive - Center for Tech and Civic Life - November 3, 2020 -
2 \$864,801]

2

3 **Resolution retroactively authorizing the Department of Elections to accept and expend**
4 **a grant in the amount of \$864,801 from the Center for Tech and Civic Life to support the**
5 **City’s administration of the November 3, 2020, Consolidated General Election, for a**
6 **grant project period of June 15, 2020, through December 31, 2020.**

7

8 WHEREAS, On September 1, 2020, the Center for Tech and Civic Life (“CTCL”), a
9 nonprofit organization, announced that it would accept applications from local elections
10 officials for grants to assist with challenges arising from the COVID-19 pandemic; and

11 WHEREAS, CTCL received \$250 million from Priscilla Chan and Mark Zuckerberg to
12 fund these election administration grants; and

13 WHEREAS, The Department of Elections (“DOE”) promptly applied for a grant from
14 CTCL and on September 23, 2020, the organization notified DOE that it would receive a grant
15 of \$864,801; and

16 WHEREAS, The grant funds may only be used for the purpose of planning and
17 operationalizing election administration in San Francisco; and

18 WHEREAS, The DOE may use the grant funds for ballot drop boxes, department real
19 estate costs, non-partisan voter education, personal protective equipment (“PPE”) for staff,
20 poll workers, or voters, poll worker recruitment funds, hazard pay, and/or training expenses,
21 polling place rental and cleaning expenses for early voting or Election Day, temporary staffing,
22 voting materials in languages other than English, and vote-by-mail voting equipment and
23 supplies; and

24

25

1 WHEREAS, The grant funds may not replace previously appropriated or budgeted
2 funds for the DOE's administration of the November 3, 2020, Consolidated General Election;
3 and

4 WHEREAS, The DOE may only apply the grant funds to costs incurred through
5 December 31, 2020; and

6 WHEREAS, The DOE's grant agreement with CTCL is on file with the Clerk of
7 the Board of Supervisors in File No. 201300; and

8 WHEREAS, The grant terms prohibit applying grant funds to indirect costs; now,
9 therefore, be it

10 RESOLVED, That the Board of Supervisors authorizes the DOE to retroactively accept
11 and expend grant funds in the amount of \$864,801 from CTCL; and, be it

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

14 FURTHER RESOLVED, That the Director of the DOE is authorized to enter into a grant
15 agreement with CTCL on behalf of the City.

16

17 RECOMMENDED:

APPROVED:

18

19 /s/
John Arntz
20 Director of Elections

 /s/
Mayor

21

22

 /s/
23 Controller

24

25 n:\ethics\as2020\9690393\01484414.docx

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: Accept and Expend - Funds for Election Administration in Response to COVID-19- \$846,801
2. Department: Department of Elections
3. Contact Person: John Arntz Telephone: (415) 554-4375
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$846,801
6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: Center for Tech and Civic Life
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: The purpose of this agreement is to provide the City and County of San Francisco (City) with funds to reimburse the City for payments made pursuant to a purchase agreement, lease agreement, or other contract for election administration activities in response to COVID-19
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: June 15, 2020 End-Date: December 31, 2020
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: \$846,801
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?
d. Is this likely to be a one-time or ongoing request for contracting out? This will be a one-time request.
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? Negligible

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

Andy Pastalanice
(Name)

Manager - Precinct Services Division
(Title)

Date Reviewed: 11/16/20

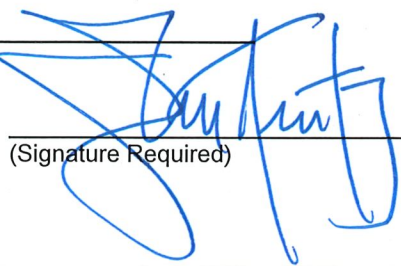

(Signature Required)

Overall Department Head or Designee Approval:

JOHN ARVIZ
(Name)

DIRECTOR
(Title)

Date Reviewed: 11/16/20


(Signature Required)



CENTER FOR
TECH AND
CIVIC LIFE

September 23, 2020

City and County of San Francisco, California

Department of Elections

1 Dr. Carlton B. Goodlett Place, Room 48

San Francisco, CA 94102

Dear John Arntz,

I am pleased to inform you that based on and in reliance upon the information and materials provided by the City and County of San Francisco, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of the City and County of San Francisco ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$846,801.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City and County of San Francisco in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).

2. This grant shall be used only for the Purpose described above, and for no other purposes.
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Election department real estate costs, or costs associated with satellite election department offices, Non-partisan voter education, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, Voting materials in languages other than English, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Department of Elections (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and




conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.

10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

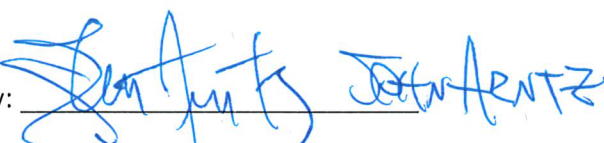


Tiana Epps Johnson


Executive Director

Center for Tech and Civic Life

GRANTEE

By: 
Title: Director
Date: 10/13/20

Approved as to Form:



Andrew Shen
Deputy City Attorney



CTCL COVID-19 Response Grant Budget

11/16/2020

Vendor	Category	Content	Grant-Funded Positions	Amount
Voting Center Lease/Set-up				
Bill Graham Civic Auditorium	Non-Personnel Services	Additional Lease/Set-up/Advertising	None	\$ 446,660.46
Drop-Off Location Set-up				
Spotlight Promotions	Materials & Supplies	Large Tents for Drop-off Locations	None	\$ 21,259.44
United Site Services	Non-Personnel Services	Porta Potty Rental	None	\$ 16,311.10
Ballot Processing				
Xtech	Materials & Supplies	Computers for Ballot Processing	None	\$ 113,925.00
Poll Worker Stipend				
Additional Poll Worker Stipend	Non-Personnel Services	Additional Stipend for 1,300 poll workers	None	\$ 247,000.00
PPEs & Sanitation				
Center Hardware	Materials & Supplies	Vehicle Electrostatic Disinfectant Sprayer	None	\$ 1,645.00
Total Expenditure				\$ 846,801.00
Total Grant				\$ 846,801.00

Introduction Form

By a Member of the Board of Supervisors or 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 inquiries"
- 5. City Attorney Request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic 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 the Imperative Form.

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor: