

RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Santos, Francisco (CON) <francisco.santos@sfgov.org>

Tue 2/6/2024 10:40 AM

To: Fu, Han (ECN) <han.fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Hi Han,

I met with our team and confirming we can process this amendment as one legislation.

In the future recommend using one award to one contract # and separating programs with multiple projects or activities in Peoplesoft, per PnP Section 12.1:

12 | GRANTS & GIFTS

This section describes the policies and procedures to account for grants and gifts, as well as other related resources received by the City.

12.1 | Financial System Structure of Grants & Gifts

Grants and gifts, as well as types of resources received by the City further discussed in [Section 12.1.3 | Awards Types, Revenue Accounts & Recommended Structure](#), are represented in PeopleSoft by awards, contracts, and associated projects and activities.

Award

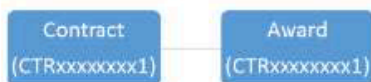
An award in PeopleSoft has a profile that tracks non-financial information for reporting (e.g., Single Audit) and milestones tracking purposes, including:

- Sponsor and Pass-through Agency
- Catalog of Federal Domestic Assistance (CFDA) Number (for federal grants)
- Project Manager (PI) and Award Administrator
- City Authorizations (Annual Appropriation Ordinance, Accept & Expend, Prop K, Delegated Authority, etc.)
- Grant Management Milestones (e.g., Billing, Report Submissions)
- Sponsor Terms and Conditions

Contract

A grant customer contract in PeopleSoft is not to be confused with a procurement contract. The grant customer contract holds sponsor (customer) addresses, letter of credit, billing limit, and other billing-related information that facilitates billing and revenue recognition for costs booked to associated projects and activities.

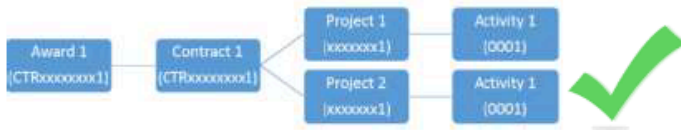
A PeopleSoft contract is set up in conjunction with a PeopleSoft award. It has a one-to-one relationship with the award. The award and the contract share the same 12-digit ID.



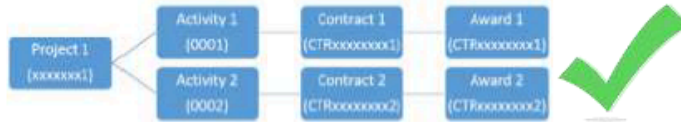
Associating Projects & Activities with Customer Contracts

There are certain system restrictions in regards to associating project activities with customer contracts.

1. A contract can have activities associated from multiple projects:



2. Different activities within a project can be associated with different contracts:



3. An activity can only be associated to one contract, not multiple contracts:



Thanks,

JR

From: Santos, Francisco (CON)

Sent: Tuesday, February 6, 2024 8:41 AM

To: Fu, Han (ECN) <Han.Fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi Han,

Sorry, please hold on processing this as four separate A&E Resolutions. Our grants team mentioned that this might okay to process as one legislation as it in one grant agreement. We'll let you know later today on the status.

Thanks,

JR

From: Santos, Francisco (CON)

Sent: Monday, February 5, 2024 5:18 PM

To: Fu, Han (ECN) <Han.Fu@sfgov.org>; Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: RE: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi Han,

We should separate by project/grant contract #, four total.

I was also looking into CTR00003048 (Project 10039121), CTR00003049 (Project 10039122), CTR00003050 (Project 10039123), and CTR00003051 (Project 10039124) and the award profile doesn't have any grant attachments in Peoplesoft. Please update per PnP Section 12.2.5.1.

PnP Section 12.5.1.1 A&E Authority:

City & County of San Francisco – Office of the Controller
ACCOUNTING POLICIES & PROCEDURES

TABLE 12-5. DOCUMENTS REQUIRED FOR GRANT ACCEPT & EXPEND PROCESS

Grants	Grant Amount*	Board Accept & Expend Needed		Board Accept & Expend through
		No	Yes	
New Grant	< \$100,000	√		N/A
	≥ \$100,000		√	Resolution
Existing Grant	Increase resulting in the total grant < \$100,000	√		N/A
	Increase making the total grant ≥ \$100,000		√	Resolution
Existing Grant (Previously approved by BOS)	Increase of < \$50,000	√		N/A
	Increase ≥ \$50,000		√	Resolution
New or Existing Grant that creates new positions	ANY		√	Ordinance

PnP Section 12.2.5.1 Attachments:

City & County of San Francisco – Office of the Controller
ACCOUNTING POLICIES & PROCEDURES

12.2.5.1 | ATTACHMENTS

The following documents are required to be uploaded to the award profile as attachments:

- A copy of the passed resolution or ordinance (if Board approval is required based on criteria in [Section 12.5.1 | Accept & Expend Authority](#))
- Signed *Grant Resolution Information Form* including the *Disability Access Checklist*. The form is available at <http://mission.sfgov.org/DocCenter/DispDetail.aspx?DocNo=69&S=0&P=ByDept.aspx&T=Board%20of%20Supervisors%20%20Grant%20Package&K=114>
- Grant award letter
- Grant agreement
- Grant budget document from the grantor
- Grant guidelines or web link to the guidelines

Thanks,

JR



Francisco Santos, Jr.

(Pronouns: he/him/his)

CONTROLLER'S OFFICE - AOSD

CITY HALL, ROOM 300 | 1 DR. CARLTON B. GOODLETT PL. | SAN FRANCISCO, CA 94102

☎ 415.554.5377 | ✉ Francisco.Santos@sfgov.org

From: Fu, Han (ECN) <han.fu@sfgov.org>

Sent: Monday, February 5, 2024 3:10 PM

To: Gratuito, Maricar (CON) <maricar.gratuito@sfgov.org>; Santos, Francisco (CON) <francisco.santos@sfgov.org>; Chen, Jessie (CON) <jessie.y.chen@sfgov.org>

Cc: Yu, Lisa (ECN) <lisa.yu@sfgov.org>

Subject: OEWD Accept and Expend Resolution Review - WIOA AA311035 \$1,404,844

Hi AOSD Team,

We are drafting A&E legislation(s) for WIOA grant, adding \$1.4M to our existing \$4,250,713 budget. WIOA grant agreement actually includes three different CFDA numbers. Do you happen to know how many pieces of legislation we will need?

- One, for one subgrant agreement (AA311035), or
- Three, for three different CFDA (17.258, 17.278, 17.259), or
- Four, for four Project codes we traditionally set up (Project 10039121~10039124)?

Funding Source	Federal CFDA #	Project Code	Project Description	FY23 Budget	Revised Budget	Budget Change
Adult	17.258	10039121	WIOA PY 23-Adult A3	1,154,481	1,605,999	451,518
Dislocated Worker	17.278	10039123	WIOA PY 23-DW A3	1,599,935	2,027,223	427,288
Rapid Response	17.278	10039124	WIOA PY 22/23-RR A3	453,294	525,897	72,603
Youth	17.259	10039122	WIOA PY 23-Youth A3	1,043,003	1,496,438	453,435
Grand Total				4,250,713	5,655,557	1,404,844

Thank you very much!

Han Fu
 Finance and Administration Division
 Office of Economic and Workforce Development
 Email: han.fu@sfgov.org