

File No. 101251

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee CITY OPERATIONS AND
NEIGHBORHOOD SERVICES

Date 10/25/10

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"/> | Introduction Form (for hearings) |
| <input checked="" 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"/> | 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"/> | <u>Form 126</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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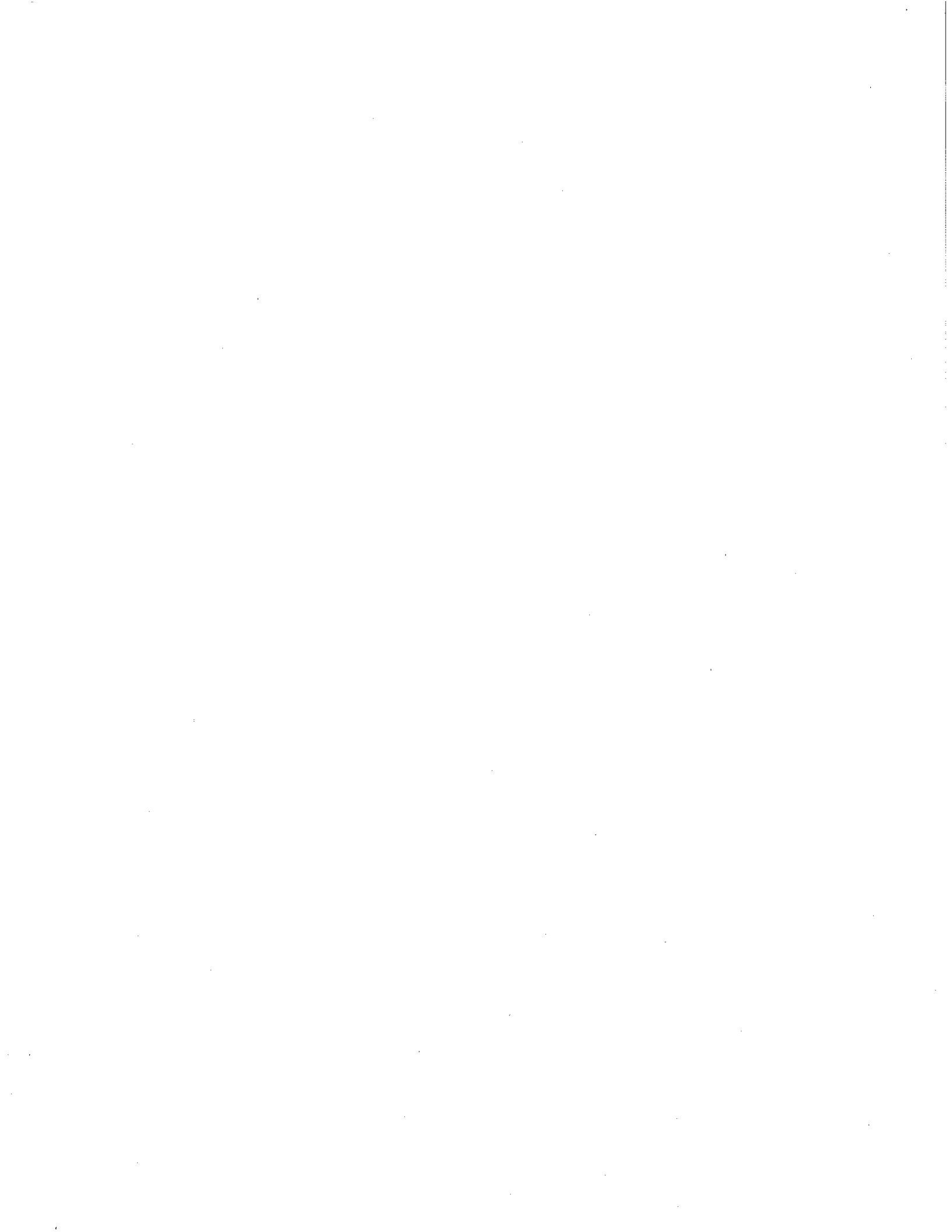
Completed by: Gail Johnson

Date 10/21/10

Completed by: _____

Date _____

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



1 [Accept and Expend Grant - Recreation and Park Department - Youth Stewardship Program -
2 \$165,000]

3 **Resolution authorizing the San Francisco Recreation and Park Department to**
4 **retroactively accept and expend a grant in the amount of \$165,000 to support the San**
5 **Francisco Recreation and Park Department's Youth Stewardship Program for the**
6 **period of October 1, 2010, through October 1, 2015.**

7
8 WHEREAS, The Habitat Conservation Fund Program intent is to protect, restore and
9 enhance wildlife habitat and fisheries vital to maintaining California's quality of life; and

10 WHEREAS, The Habitat Conservation Fund Program provides funding for nature
11 interpretation and other programs which bring urban residents into park and wildlife areas;
12 and

13 WHEREAS, The Recreation and Park Department's Youth Stewardship Program has
14 been engaging youth in habitat restoration and environmental education projects in parks city-
15 wide for the past the twelve years; and

16 WHEREAS, The San Francisco Recreation and Park Department was awarded a
17 Habitat Conservation Fund grant in the amount of \$165,000 to provide funding for the Youth
18 Stewardship Program, and

19 WHEREAS, The Recreation and Park Commission by Resolution number 1004-002 did
20 recommend the San Francisco Board of Supervisors to apply, accept and expend a Habitat
21 Conservation Fund grant for the Recreation and Park Department's Volunteer Services
22 Division; and

23 WHEREAS, The grant does not include indirect costs to maximize the use of the grant;
24 and

25 ////

FILE NO.


RESOLUTION NO.

1 WHEREAS, The grant does not require an ASO amendment; now, therefore, be it
2 RESOLVED, That the Recreation and Park Department is hereby authorized to accept
3 and expend a Habitat Conservation Fund grant in the amount of \$165,000 for the Youth
4 Stewardship Program; and, be it

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

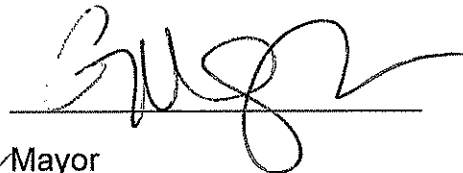
7 FURTHER RESOLVED, That the Board of Supervisors appoints the Director of
8 Volunteer Services of the Recreation and Park Department as agent to conduct all
9 negotiations, execute and submit all documents including, but not limited to applications,
10 agreements, and so on, which may be necessary for the completion of the aforementioned
11 program.
12

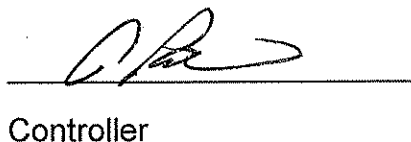
13 Recommended:

14 
15 _____
16

17 General Manager, Recreation and Parks Department

18 Approved:
19

20
21
22 
23 _____
24 Mayor

25


Controller



Mayor Gavin Newsom
Philip A. Ginsburg, General Manager

September 13, 2010

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 an original and four copies of proposed resolution for the Board of Supervisors approval which will authorize the San Francisco Recreation and Park Department to accept and expend a grant valued at \$165,000 from the California State Department of Parks and Recreation.

The following is a list of accompanying documents (five sets):

1. Accept and Expend Board Resolution Approving Grant Funds
2. Grant Form
3. Grant Budget
4. Grant Award Letter

Special Timeline Requirements: We would like legislation introduced on September 21, 2010.

The following person may be contacted regarding this matter: Toni Moran, (415) 581-2555.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg". The signature is fluid and cursive.

Philip A. Ginsburg
General Manager, San Francisco Recreation and Park Department



Grant Information Form

File Number: _____ (Provided by Clerk of Board of Supervisors)

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: Habitat Conservation Fund Program Category – Youth Stewardship Program
2. Department: Recreation and Park Department
3. Contact Person: Toni Moran, Capital Improvement Division,
Telephone: (415) 581-2555
4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Applied for: \$165,000

- 6a. Matching Funds Required: yes, a minimum 50% grant match requirement.
- b. Source(s) of matching funds (if applicable):

Source of Matching Funds	Amount
General Fund – Volunteer and Education Coordinator Salary	\$165,000
Total Match	\$165,000

7a. Grant Source Agency: State of California, Department of Parks and Recreation

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: Youth Stewardship Program
YSP engages up to 1400 students each year in service learning experiences. Students participate in habitat restoration, gardening and environmental education activities that support the San Francisco Unified School District and California state education standards.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: October 1, 2010 End-Date: October 1, 2015

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount of Grant budgeted for contractual services: \$150,000

- 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 DBE requirements? Yes
- d. Is this likely to be a one-time or ongoing request for contracting out? One-time

- 13a. Does the Grant budget include indirect costs? Yes No
 b1. If yes, how much?
 b2. How was the amount calculated?
 c. 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):

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):
- | | |
|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) |
| <input checked="" 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 Recreation and Park Department Inclusion Services Coordinator has 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:

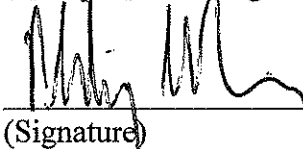
The San Francisco Recreation and Park Department will provide reasonable accommodation to children with disabilities to participate in our programs. Special needs children applying for accommodation should provide their IEP report, which includes the stated accommodation(s) to be provided.

Children with disabilities should have specific written accommodation in their Individualized Education Program (IEP). A child's IEP report will qualify the child to receive inclusion services corresponding to the appropriate benefit level through the San Francisco Unified School District (SFUSD) in collaboration with the San Francisco Recreation and Park Department.

Recreation and Park Department Inclusion Services Coordinator Reviewer: Lillian Bautista

Date Reviewed: August 30, 2010

Department Approval: Philip A. Ginsburg, General Manager, Recreation and Park Department



 (Signature)

9-14-10

 (Date)

COST ESTIMATE FORM

YSP Program Cost (2011-2016)			
Description of Work	DPR Grant(s)	Other Non-HCF funding sources (Required Match*)	Total
Develop, lead, coordinate YSP (2 AmeriCorps Environmental Educators, fulltime, for 10 months/yr)	\$150,000	\$165,000	\$315,000
Equipment (hand tools, rain gear, binoculars)	\$5,000		\$5,000
Project Supplies (water quality testing kits, art supplies)	\$5,000		\$5,000
Outreach brochures and curriculum printing	\$5,000		\$5,000
	Subtotal: \$165,000	\$165,000	\$330,000

*Applicant's Match Sources (by name)	
SFRPD: Open Space Fund (Volunteer and Education Coordinator Position (2011-2016)	\$165,000
Total funding sources:	\$165,000



State of California • The Resources Agency

DEPARTMENT OF PARKS AND RECREATION • P.O. Box 942896 • Sacramento, CA 94296-0001
(916) 653-9380

Arnold Schwarzenegger, Governor

Ruth Coleman, Director

July 1, 2010

Kristin Bowman
City & County of San Francisco RPD
501 Stanyan Street, McLaren Lodge
San Francisco, CA 94117-1898

Re: Project Number HL-38-001 -- Youth Stewardship Program -- \$165,000

Dear Ms. Bowman:

The Office of Grants and Local Services (OGALS) has completed the application review process for the Habitat Conservation Fund (HCF) Program. We are pleased to inform you that the project identified above has been selected for funding, subject to the availability of State funds and appropriation by the Legislature. Congratulations!

As an HCF grant recipient, you or another representative from your agency must attend a 2010 HCF Grant Administration workshop to learn more about the HCF contract and grant administration process. Workshop attendance is mandatory prior to receiving a grant contract. More information about these workshops will be forthcoming.

The HCF Program requires the Legislature to appropriate the program funds each year in the annual State budget. The State's fiscal year begins July 1 of each year. However, legislative action may occur after July 1. Because HCF projects are subject to the availability of State funds, you should not begin your project until the funds have been appropriated and you receive a fully executed contract. OGALS will initiate a contract and send it to you for your signature after the State budget is enacted and mandatory workshop attendance has occurred.

In the meantime, if you have any questions about your project or the HCF Program, please contact your project officer, Albert Ventura, by phone at (916) 651-8579 or by email at aven@parks.ca.gov. Additional grant program information is available on OGALS website at <http://www.parks.ca.gov/grants> and by using the links to "Annual and Specified Programs" and then "Habitat Conservation Fund Program".

Congratulations again on your successful application! We look forward to working with you to deliver quality recreation opportunities for your constituents.

Sincerely,

Patrick Mitchell
Deputy Directorcc: Philip A. Ginsburg, General Manager
Project File

**CALIFORNIA WILDLIFE PROTECTION ACT OF 1990
HABITAT CONSERVATION FUND PROJECT GRANT APPLICATION**

REVISED

THIS FORM AND REQUIRED ATTACHMENTS MUST BE SUBMITTED FOR EACH PROJECT SITE

PROGRAM TYPE (check one below)

<input type="checkbox"/> Deer/Lion	<input type="checkbox"/> Wetlands	<input type="checkbox"/> Anadromous Salmonid and Anadromous Trout	<input type="checkbox"/> Trails
<input type="checkbox"/> RETP	<input type="checkbox"/> Riparian		3 Programs

PROJECT NAME San Francisco Recreation and Parks Department: Youth Stewardship Program (YSP)	Grant Request Amount \$ <u>\$165,000</u> Plus Required Match Amount \$ <u>\$165,000</u> Equals TOTAL PROJECT COST \$ <u>\$330,000</u>
--	---

GRANT APPLICANT (agency and address, include zip code) San Francisco Recreation and Parks Department 501 Stanyan Street San Francisco, CA 94117	COUNTY San Francisco PROJECT ADDRESS (OR NEAREST CITY) 811 Stanyan Street NEAREST CROSS STREET Between Beulah and Frederick
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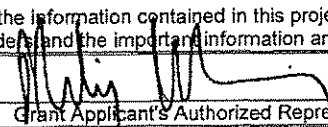
GRANT APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION Phil Ginsburg, General Manager	<u>Phil.Ginsburg@sfgov.org</u> 415 831-2700
--	---

Name (typed or printed) and Title	Email Address	Phone
PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT IF DIFFERENT FROM AUTHORIZED REPRESENTATIVE		
Kristin Bowman, Director of Volunteer Services	<u>Kristin.Bowman@sfgov.org</u>	415 831-6325

Name (typed or printed) and Title	Email Address	Phone
GRANT-SCOPE: (Items of work to be completed with HCF Funds and the required Match amount. Do not include project merits. If a trail project, include the linear feet of the trail)		
The Habitat Conservation Fund Project will help support and develop the Youth Stewardship Program over a five year period (2011-2016). Grant funds will be used to fund two AmeriCorps environmental educators and to purchase education materials and supplies.		
Each year, the YSP will engage 500 students in year long outdoor experiences at their neighborhood wildlife area. The YSP targets low income, underserved communities, primarily in the southeastern region of the city. The program includes an initial class room visit, 5 field trips consisting of environmental education and service learning, and pre and post field trip activities. The program takes place at 6 wildlife areas: Bayview Hill, Glen Canyon Park, Golden Gate Park Oak Woodlands, Lake Merced, McLaren Park, and Mt Davidson.		

For acquisition projects, project land will be _____ acres (total) _____ Acres to be acquired in fee simple by applicant. _____ Acres to be acquired as permanent easement (explain) _____	For development or restoration/enhancement projects, land tenure is: _____ acres (total). _____ Acres owned in fee simple by applicant. _____ Recordation number(s) (attach additional sheet if necessary) _____ Acres available under a _____ year lease. _____ Acres other interest (explain) _____	For programs, project land is: (Please check one) _____ 5 _____ Owned in fee simple by applicant _____ Utilized through a program agreement with land owner
--	---	---

I certify that the information contained in this project application form, including required attachments, is accurate and that I have read and understand the important information and assurances on the reverse of this form.

SIGNED  Grant Applicant's Authorized Representative as shown in Resolution	DATE <u>1/11/10</u>
--	---------------------

GCR Grants Resolution Tracking

ID: 2035

City Department: Recreation and Parks

Ordinance (O) or Resolution (R): R

Grantor: California State Department of Parks and Recreation

Grant Type: S

Contact Person: Toni Moran

Phone #: 415-581-2555

Program Title: Habitat Conservation Fund Program Category-Youth Stewardship Program

Grant Start Date: 10/1/2010

Grant End Date: 10/1/2015

ARRA 2009:

Grant Award: \$165,000.00

Date Recvd for Review: 8/30/2010

Match/In-Kind: \$165,000.00

Date To Controller/Signature: 9/17/2010

Total Amount: \$330,000.00

Date Sent to Mayor's Office: 9/21/2010

Comments:

Project Descript: The Youth Stewardship Program engages up to 1,400 students each year in service learning experiences. Students participate in habitat restoration, gardening and environmental education activities that support the San Francisco Unified School District.

Controller Contact: Wing Yiu

Grant Code/Detail:

Index code:

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

City Elective Officer Information <i>(Please print clearly.)</i>	
Name of City elective officer(s): SF Board of Supervisors	City elective office(s) held: Members, SF Board of Supervisors

Contractor Information <i>(Please print clearly.)</i>	
Name of contractor: Bay Area Community Resources	
<p><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></p> <p><i>Board Members: Lissa Franklin, Bryan Breckenridge, Adrian Dollard, Robert Davisson, Ruth Rubalcava, David Glickman, Christina Lee, David Lilienstein, Nancy McEvers Anderson, Rob Ness, Monica Vaughn Executive Director, Martin Weinstein; Associate Executive Director, Mary Jo Williams; Chief Financial Officer, Cathleen Campbell 3) NA, non profit organization 4)NA 5)NA</i></p>	
Contractor address: 3219 Pierce Street Richmond California 94804	
Date that contract was approved:	Amount of contract: \$150,000
Describe the nature of the contract that was approved: Provide two AmeriCorps environmental educators to lead environmental education field trips for youth.	
Comments: Bay Area Community Resources is an approved city vendor	

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 this form sits

Print Name of Board

Filer Information <i>(Please print clearly.)</i>	
Name of filer:	Contact telephone number: 0
Address:	E-mail:

Signature of City 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

