

File No. 111084

Committee Item No. 4
Board Item No. 20

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: October 26, 2011

Board of Supervisors Meeting

Date 11/1/2011

Cmte Board

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget & Legislative Analyst Report |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Ethics Form 126 |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |

OTHER

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Completed by: Victor Young

Date: October 21, 2011

Completed by: Victor Young

Date: 10-27-11

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

FILE NO. 111084

ORDINANCE NO. _____

RO#12008
SA#08

1 [Appropriating ~~\$1,843,125~~ ~~\$1,900,000~~ of Children's Fund Contingency in the Department of
2 Children, Youth and their Families to Fund Subsidized Child Care for Low Income Families -
3 FY2011-2012]

4 Ordinance appropriating \$1,843,125 ~~\$1,900,000~~ of Children's Fund Designated
5 Contingency to the Department of Children, Youth and Their Families to allow
6 California Department of Education Title 5 contractors to provide subsidized child care
7 funding for low income families in order to mitigate State cuts in FY2011-2012.

8
9 Note: Additions are single-underline italics Times New Roman;
10 deletions are ~~strikethrough italics Times New Roman~~.
11 Board amendment additions are double underlined.
12 Board amendment deletions are ~~strikethrough normal~~.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The sources of funding outlined below are herein appropriated to reflect the
15 funding available for Fiscal Year 2011-2012.

16
17 **SOURCES Appropriation**

Fund	Index/ Project	Subobject	Description	Amount
2S CHF NPR	235002	098CT	Designated for Contingencies	<u>\$1,843,125</u> \$1,900,000
Children's Fund – Non- Project				
Total SOURCES Appropriation				<u>\$1,843,125</u> <u>\$1,900,000</u>

1 Section 2. The uses of funding outlined below are herein appropriated in Subobject
 2 081SS (GF – Social Services) and reflects the projected uses of funding to support the
 3 Department of Children, Youth and Their Families in providing subsidized child care funding
 4 for low income families through California Department of Education Title 5 contractors in order
 5 to mitigate State cuts in Fiscal Year 2011-2012.

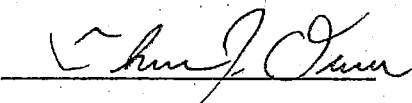
6
 7 **USES Appropriation**

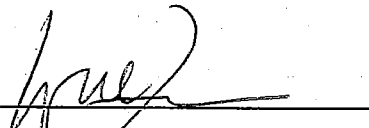
Fund	Index/ Project	Subobject	Description	Amount
2S CHF NPR	235002	081SS	Work Order to	<u>\$1,843,125</u>
Children's Fund – Non-			Human Services	<u>\$1,900,000</u>
Project			Agency	
Total USES Appropriation				<u><u>\$1,843,125</u></u>
				<u><u>\$1,900,000</u></u>

13
 14
 15
 16 Section 3. The Controller is authorized to record transfers between funds and adjust
 17 the accounting treatment of sources and uses appropriated in this ordinance as necessary to
 18 conform with Generally Accepted Accounting Principles.

19
 20 APPROVED AS TO FORM:
 DENNIS J. HERRERA, City Attorney

FUNDS AVAILABLE
 Ben Rosenfield, Controller

21
 22 By: 
 23 Deputy City Attorney

24 By: 
 Date: September 30, 2011
 Amended: October 26, 2011

Item 4
File 11-1084

Department:
Department of Children, Youth and Their Families (DCYF)

EXECUTIVE SUMMARY

Legislative Objective

- Ordinance appropriating \$1,900,000 from the Children's Fund Designated Contingency for the Department of Children, Youth, and Their Families (DCYF), to fund 196 slots in childcare programs provided by 15 non-profit Community Based Organizations (CBOs) to offset State funding reductions in FY 2011-12.

Key Points

- The State of California provides grant funds to non-profit CBOs that provide childcare services to low-income families under Title 5 of the California Education Code. In FY 2010-11, the State provided \$16,331,246 in Title 5 grants to 15 San Francisco non-profit CBOs to fund 1,834 slots in childcare programs, based on an estimated cost of \$8,900 for each childcare slot. These child care programs generally provide care and education for children from birth to five years of age. In FY 2011-12, the State reduced funding to the 15 San Francisco CBOs by \$2,316,625, from \$16,331,246 to \$14,014,621, equivalent to 1,575 slots in childcare programs, based on an estimated cost of approximately \$8,900 for each slot in the childcare program. The reduction in State funding in FY 2011-12 compared to FY 2010-11 resulted in approximately 259 fewer slots in childcare programs.
- The FY 2011-12 DCYF budget, as previously approved by the Board of Supervisors, contained a Children's Fund Designated Contingency of \$2,600,000 to offset estimated reductions in State funding for youth and children's programs, including childcare programs. DCYF is now requesting the appropriation of \$1,843,125 in Children's Fund Designated Contingency funds, which would fund a work order between DCYF and the Human Services Agency (HSA). HSA would use such monies to pay for 196 slots in childcare programs provided by the 15 CBOs based on an estimated cost of approximately \$9,258 per childcare slot (excluding program administrative costs) and to pay for program administrative costs.

Fiscal Impacts

- The Budget and Legislative Analyst recommends reducing the proposed appropriation request by \$56,875, from \$1,900,000 to \$1,843,125 to reflect the requested costs of funding the 196 slots in the Title 5 childcare programs.
- According to Ms. Tara Madison, DCYF Operations and Budget Director, DCYF has no immediate plans at this time to request appropriation of the balance of Children's Fund Designated Contingency amount of \$756,875 (\$2,600,000 less \$1,843,125). However, due to the possibility of additional State reductions for other youth and children's programs, including childcare programs, DCYF may submit another request to the Board of Supervisors if additional monies are needed.

Recommendation

- Amend the proposed ordinance to reduce the appropriation by \$56,875, from \$1,900,000 to \$1,843,125.
- Approve the proposed ordinance, as amended.

MANDATE STATEMENT

Mandate Statement

Charter Section 9.105 requires that amendments to the Annual Appropriation Ordinance be approved by ordinance of the Board of Supervisors.

DETAILS OF PROPOSED LEGISLATION

The Department of Children, Youth, and Their Families' (DCYF) FY 2011-12 budget, as previously appropriated by the Board of Supervisors, included a Children's Fund Designated Contingency of \$2,600,000 to offset estimated reductions in State funding for youth and children's programs, including childcare programs. The proposed ordinance would appropriate \$1,900,000 in Children's Fund Designated Contingency monies to pay for an estimated 196 slots in childcare programs, previously funded by the State of California. Child care programs generally provide care and education for children from birth to five years of age.

The State provides grant funds directly to non-profit Community Based Organizations (CBOs) that provide childcare services, including slots in childcare programs, to low-income families under Title 5 of the California Education Code.¹ In FY 2010-11, the State provided 15 San Francisco CBOs \$16,331,246 in Title 5 grants to fund 1,834 slots in childcare programs, based on an estimated cost of approximately \$8,900 for each slot in the childcare program.

In FY 2011-12, the State reduced funding to the 15 San Francisco CBOs by \$2,316,625, from \$16,331,246 to \$14,014,621, to fund 1,575 slots in childcare programs, with an estimated cost of approximately \$8,900 for each slot in the childcare program. This represented a reduction of 259 slots in childcare programs in FY 2011-12 compared to FY 2010-11.

In accordance with the budget submitted by DCYF, the estimated cost to fund 196 slots in childcare programs is \$1,814,722 (see Attachment I), which is an average cost of approximately \$9,258 for each slot in a childcare program². Additionally, DCYF is requesting \$28,403 (see Attachment II) for the administrative costs related to this program, for a total request of \$1,843,125.

FISCAL IMPACTS

Although the proposed ordinance appropriates \$1,900,000 in Children's Fund Designated Contingency funds, DCYF has provided a budget for \$1,843,125 as follows:

¹ Title 5 of the California Education Code provides definitions of facilities designated for childcare and the process by which Community Based Organizations can apply for State funding through grants. This is separate from the CalWORKS voucher funding for childcare that the State also provides.

² The estimated cost per slot in a childcare program is based on the CBO's operating and administrative costs for providing the program, including salaries, materials, facility costs, and other operating and administrative costs.

<u>Sources of Funds</u>	
Children's Funds Designated Contingency	\$1,900,000
<u>Uses of Funds</u>	
Childcare Services Provided by CBOs	1,814,722
Program Administrative Costs	<u>28,403</u>
	1,843,125
Unallocated Amount	\$56,875

According to Ms. Taras W. Madison, Budget and Operations Director for DCYF, under the proposed ordinance, \$1,843,125 in Children's Fund Designated Contingency funds would be work ordered to HSA. HSA would enter into new grant agreements with the 15 CBOs, for the expenditure of \$1,814,722 in Children's Fund monies to pay for the childcare slots. The balance of \$28,403 would pay for the program's administrative costs.

Attachment I, provided by Ms. Madison, provides details of the allocation for each of the 15 CBOs, totaling \$1,814,722, under this requested appropriation. As shown in Attachment I, the requested amount of \$1,814,722 from the Children's Fund Designated Contingency would pay for an estimated 196 slots in childcare programs, or an estimated amount of \$9,258 for each slot in the childcare program.

Attachment II, provided by Ms. Madison, provides details of the \$28,403 requested for the program's administrative costs.

The Budget and Legislative Analyst recommends amending the proposed ordinance to reduce the appropriation by \$56,875, from \$1,900,000 to \$1,843,125 to reflect the requested costs of financing the 196 slots in childcare programs and the related HSA administrative costs.

Although the reduction of State funding in FY 2011-12, as compared to FY 2010-11, resulted in 259 fewer slots in childcare programs, DCYF is requesting appropriation of Children's Fund Designated Contingency funds sufficient to fund 196 slots in childcare programs (63 less than in FY 2010-11). According to Ms. Madison, the \$1,814,722 in requested Children's Fund monies to pay for 196 slots in childcare programs is based on the 15 CBOs' response to DCYF's Notice of Funding Availability (NOFA). Ms. Madison states that the 63 unfunded childcare slots will be addressed by other identified funding, such as filling slots in childcare programs with private payers or using other funds to supplement the costs of subsidized slots in childcare programs, and will result in the same level of service in FY 2011-12 as in FY 2010-11.

The requested appropriation amount of \$1,843,125 in Children's Fund Designation Contingency would leave an unappropriated balance of \$756,875 (\$2,600,000 less \$1,843,125). According to Ms. Madison, DCYF has no immediate plans, at this time, to request appropriation of the balance of the Children's Fund Designated Contingency amount. However, due to the possibility of additional State reductions, DCYF may submit another request to the Board of Supervisors if additional monies are needed.

RECOMMENDATIONS

1. Amend the proposed ordinance to reduce the appropriation by \$56,875, from \$1,900,000 to \$1,843,125.
2. Approve the proposed ordinance, as amended.

Community Based Organization	FY10-11 Total		Approximate		FY11-12 Total		Approximate		State		Approximate		Approximate Total Number of Slots Under Proposed Ordinance
	State Contract Amount	Amount	Childcare Slots for FY10-11	Childcare Slots for FY10-11	State Contract Amount	Amount	Childcare Slots for FY11-12	Childcare Slots for FY11-12	Reduction from FY 2010-11 to FY 2011-12	Amount Requested from City	Slots From Requested City Amount		
Catholic Charities	\$418,418	\$418,418	47	40	\$360,043	\$360,043	40	40	\$58,375	\$58,375	6	46	
Chinatown Community	424,245	424,245	47	41	365,057	365,057	41	41	59,188	50,000	5	46	
Compass Children's Center	639,121	639,121	72	62	549,955	549,955	62	62	89,166	89,166	10	72	
Economic Opportunity Council	2,886,491	2,886,491	325	280	2,483,344	2,483,344	280	280	403,147	281,097	29	309	
Florence Crittenton/WVY	2,639,337	2,639,337	297	256	2,270,981	2,270,981	256	256	368,356	281,392	31	287	
Frandelja	424,494	424,494	47	41	365,270	365,270	41	41	59,224	59,224	6	47	
Family Services Agency	1,279,293	1,279,293	144	124	1,100,815	1,100,815	124	124	178,478	140,000	15	139	
Good Samaritan FRC	282,265	282,265	31	27	242,604	242,604	27	27	39,661	39,661	4	31	
Janet Pomeroy Center	723,883	723,883	81	69	617,388	617,388	69	69	106,495	104,965	11	80	
Mission CC Consortium	2,047,471	2,047,471	230	198	1,761,822	1,761,822	198	198	285,649	285,649	32	230	
Mission Neighborhood Centers	1,419,533	1,419,533	160	134	1,190,403	1,190,403	134	134	229,130	35,120	3	137	
South of Market Child Care	607,194	607,194	68	58	522,482	522,482	58	58	84,712	67,000	7	65	
Telegraph Hill	143,300	143,300	16	13	123,207	123,207	13	13	20,093	20,093	2	15	
True Sunshine	313,163	313,163	35	30	269,473	269,473	30	30	43,690	31,719	3	33	
Wu Yee Children's Services	2,083,038	2,083,038	234	202	1,791,777	1,791,777	202	202	291,261	291,261	32	234	
TOTAL	\$16,331,246	\$16,331,246	1,834	1,575	\$14,014,621	\$14,014,621	1,575	1,575	\$2,316,625	\$1,814,722	196	1,771	

Children's Council of San Francisco

H.S.A

Attachment II

SF Title 5 (SFT5)

Draft 5 - Budget

July 1, 2011 to June 30, 2012

PERSONNEL

Salaries	Annual Rate	FTE Prcnt	Mod.	Budget
Fiscal Department Manager	\$ 85,014	4.00%	1.00	\$ 3,401.00
Staff Accountant-Ordaz Cabrera, J- L-6	45,767	17.00%	1.00	7,780.00
Systems Admin. Manager	78,517	1.20%	1.00	942.00
Total Salaries		22.20%		12,123.00
		Operating FTE		
FRINGE BENEFITS				
FICA		7.65%		927.00
SUI		1.05%		127.00
Workers' Compensation		2.05%		249.00
Retirement		3.00%		364.00
Medical Benefits		15.39%		1,866.00
Total Fringes		29.14%		3,533.00
Total Personnel				15,656.00
Start-up Costs				
Systems Admin. Manager	78,517	2.00%		1,570.00
Fringes	Rate	29.14%		457.00
Total Start-up Costs				2,027.00
Other Administrative Costs				
Office Supplies				697.00
Printing and Photocopying				356.00
Software and License Fees				400.00
Postage				455.00
Telephone				515.00
Repair and Maintenance				529.00
Rent and Utilities				3,937.00
Total Non Personnel Expenses		24%		6,889.00
Administrative Cost		11%		3,256.00
Direct Program Expenses				
Bank Fees				500.00
Translations				-
Local Travel				75.00
Training/Conference				
Total Direct Program Expenses				575.00
Total Administrative Costs				\$ 28,403.00
Pass-through				
Provider Payments	Avg. per month	151,226.83		1,814,722
				1,814,722
Total Costs				\$ 1,843,125

Youth Commission
City Hall ~ Room 345
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4532



(415) 554-6446
(415) 554-6140 FAX
www.sfgov.org/youth_commission

YOUTH COMMISSION MEMORANDUM

TO: Honorable Mayor Edwin M. Lee
Honorable Members, Board of Supervisors

CC: Angela Calvillo, Clerk of the Board
Maria Su, Director, Department of Children, Youth, and Their Families
Nicole Wheaton, Commissions and Appointments, Mayor's Office
Jason Elliott, Mayor's Liaison to the Board of Supervisors

FROM: Youth Commission

DATE: October 25, 2011

RE: Youth Commission position on Board of Supervisors file no. 111084 [Appropriating \$1,900,000 of Children's Fund Contingency in the Department of Children, Youth and Their Families to Fund Subsidized Child Care for Low Income Families in FY2011-2012]

At our regularly scheduled meeting of October 17, 2011, the Youth Commission voted 16-0 to pass the following motion:

To support file no. 111084, which would mitigate state cuts to local Early Childhood Education providers by appropriating \$1,900,000 of Children's Fund Contingency in the Department of Children, Youth, and their Families to allow California Department of Education Title Five Contractors to continue providing subsidized child care to low income families in San Francisco in FY2011-2012.

We would like to give you some context for the position expressed above.

Our motion was very clear and concise regarding the proposed actions by the Department of Children, Youth and Their Families (DCYF) to backfill funding cuts made by the state to non-profit child care providers that serve San Francisco youth: we think this is a great idea.

During discussion of this ordinance, Youth Commissioners raised questions about how supplemental appropriations work in general and also whether DCYF will have available funds to backfill state cuts like this in future fiscal years. Maria Su, the Director of DCYF, was generous in explaining the very technical process of a budget supplemental appropriation, as well as a Notice of Funds Availability (NOFA) process—and she was honest about the difficulty

that City policymakers face when it comes to the question of backfilling state cuts. Ms. Su's comments gave us much clarity on our position on this ordinance.

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

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

Contractor Information (Please print clearly.)

Name of contractor:
Children's Council of San Francisco

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.

- 1) See attached list
- 2) Sandee Blechman, Executive Director
John Uselman, Director of Finance
- 3)n/a
- 4)Catholic Charities
Chinatown Community
Compass Children's Center
Economic Opportunity Council
Florence Crittenton/WY
Frandelja
Family Service Agency
Good Samaritan FRC
Janet Pomeroy Center
Mission CC Consortium
Mission Neighborhood Centers
South of Market Child Care
Telegraph Hill
True Sunshine
Wu Yee Children's Services

Contractor address:
445 Church Street, San Francisco, CA 94114

Date that contract was approved: (By the SF Board of Supervisors)	Amount of contract: \$1,843,125
--	---

Describe the nature of the contract that was approved:
Child care subsidy administration and Wages+ payments

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 this form sits

Print Name of Board

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

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



Board of Directors

	Name <i>Office Held</i> Class year and Start Date	Business Phone <i>Job Title</i> <i>Affiliation</i> Fax Number	Mobile Phone Email	Home Phone Home Address
1.	Elena Schmid <i>President</i> Class of 2010 7/2007	Retired Formerly: <i>Vice President, Corporate &</i> <i>Strategic Development</i> California Independent System Operator	eschmid@sonic.net	(415) 550-9065 130 Laidley Street San Francisco, CA 94131
2.	Amy Zhang <i>Vice President</i> Class of 2011 6/2008	(415) 946-4008 <i>Amy Zhang, CPA</i>	(415) 370-6208 amvcalcpa@gmail.com	35901 Tozier Street Newark, CA 94560
3.	Renita Sinn <i>Secretary</i> Class of 2011 6/2008	MBA Candidate -- 2010 Haas School of Business Univ. of California, Berkeley	(415) 271-7877 sinnre@gmail.com renita_sinn@mba.berkeley.edu	775 Alvarado Rd. Berkeley, CA 94075
4.	Catriona M. Fallon <i>Treasurer</i> Class of 2011 4/2005	(650) 857-3579 <i>Director,</i> Investor Relations Hewlett-Packard Company 3000 Hanover Street Bldg. 20B, MS 1032 Palo Alto, CA 94304-1112	(415) 948-5686 catrionamary@yahoo.com catriona.m.fallon@hp.com	328 29th Street San Francisco, CA 94131
5.	Albert Archangel Class of 2010 2/2007	(415) 786-1015 <i>IT Consultant</i>	(415) 786-1015 al.archangel@gmail.com	(925) 376-7717 5 Wandel Drive Moraga, CA 94556-1829
6.	Sara Bennett Class of 2012 4/2009	<i>Clinical Social Worker</i> San Francisco Unified School District 460 Arguello Blvd. San Francisco, CA 94118	(914) 473-5373 account-saben555@gmail.com Saben555@yahoo.com	456 34th Avenue San Francisco, CA 94121
7.	Gurpal Dosanjh Class of 2009 2003	(415) 222-3911 <i>Financial Consultant</i> Wells Fargo Bank 550 California, 4 th Floor San Francisco, CA 94104	(650) 279-6815 gurpal.dosanjh@wellsfargo.com gurpald@hotmail.com	(415) 837-0237 394 Orange Street #2 Oakland, CA 94610
8.	Fred Kaynor Class of 2013 02/2010	(925) 274-7759 <i>Vice President, Global</i> <i>Marketing</i> MasterCard Worldwide 2999 Oak Road, Suite 1020 Walnut Creek, CA 94597	(510) 432-1241 fred_kaynor@mastercard.com fkaynor@hotmail.com	(510) 653-8274 6307 Brookside Avenue Oakland, CA 94618



Board of Directors

	Name <i>Office Held</i> Class year and Start Date	Business Phone <i>Job Title</i> <i>Affiliation</i> Fax Number	Mobile Phone Email	Home Phone Home Address
9.	Amy Lee Class of 2013	Associate Attorney Lewis Brisbois Bisgaard & Smith, LLP San Francisco, CA	amy_lee2323@yahoo.com	(415)265-1965 1951 Telegraph Ave., Apt 504 Oakland, CA 94612
10.	Jezabel Serrano Class of 2013	Manager Ernst & Young San Francisco, CA	serrano1626@sbcglobal.net	(415) 602-2137 375 Delano Avenue San Francisco, CA 94112
11.	Leigh Flores	Haas Board Fellow	310-781-0966 L.flores11@berkeley.columbia.edu Leigh.flores@gmail.com	1838 Alsace Avenue Los Angeles, CA 90019
12.	Jenni Tonti	Haas Board Fellow	718-551-2312 jenni_tonti@mba.berkeley.edu	338 Alcatraz Avenue Oakland, CA 94618

Executive Director	Sandee Blechman	sblechman@childrenscouncil.org	445 Church Street San Francisco, CA 94114 main: (415) 276-2900 fax: (415) 392-2397	(415) 276-2948
Deputy Director of Programs	Michael Williams	mwilliams@childrenscouncil.org		(415) 276-2942
Director of Finance	John Uselman	juselman@childrenscouncil.org		(415) 276-2925
Executive Assistant	Laurie Krane	lkrane@childrenscouncil.org		(415) 276-2904