

File No. 211143

Committee Item No. 7

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date December 8, 2021

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: Brent Jalipa Date December 2, 2021

Completed by: Brent Jalipa Date _____

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):

- Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
- Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
- New Site(s) 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

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

Date



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



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 . 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

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

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

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

4. CONTRACTING DEPARTMENT CONTACT

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

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

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 211143
DESCRIPTION OF AMOUNT OF CONTRACT \$130,000		
NATURE OF THE CONTRACT (Please describe) 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
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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			
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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>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p>	<p>DATE SIGNED</p>
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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

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).