



235 Montgomery Street
Suite 470
San Francisco, CA 94104

T 415.217.3660
F 415.217.3663

August 27th, 2014

Treasurer José Cisneros
City and County of San Francisco
City Hall Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Treasurer Cisneros,

We are pleased to inform you that the Earned Assets Resource Network (EARN) has authorized a grant of up to \$100,000 for the San Francisco Office of Financial Empowerment (OFE), housed within the Office of the Treasurer and Tax Collector. This grant will be paid in two installments in January 2015 and July 2015 based on actual expenses incurred.

The Office of Financial Empowerment will use these funds to create a full-time position to expand outreach in support of the Kindergarten to College (K2C) program. This position will coordinate outreach and school site coordination activities for K2C, reaching over 18,000 students during the grant period. If the OFE would like to use these funds for any other purpose, it must obtain written approval from EARN.

The OFE agrees to provide EARN with an annual report on July 1st 2015, detailing the use of the grant funds until the grant funds have been fully expended. Each report shall include a financial accounting as to the use and disposition of the grant funds, signed by a financial officer of your organization; and accomplishments and specific outcomes for clients achieved under the grant.

We are pleased to be working with you as a partner in your efforts to advance financial empowerment work in San Francisco.

Sincerely,

A handwritten signature in black ink, appearing to read "Nga Chiem".

Nga Chiem
President