

File No. 100147

Committee Item No. 1

Board Item No. 1

### COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Subcommittee BUDGET AND FINANCE

Date 4/7/10

Board of Supervisors Meeting

Date 4/13/10

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input checked="" 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 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                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

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|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Material From Applicants *</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
| <input type="checkbox"/> | <input type="checkbox"/> | _____                             |
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Completed by: Gail Johnson

Date 4/2/10

Completed by: Ug

Date 4/8/10

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



1 [2010 Annual Fundraising Drive]

2

3 **Resolution designating those agencies qualified to participate in the 2010 Annual Joint**  
4 **Fundraising Drive for officers and employees of the City and County of San Francisco.**

5

6 WHEREAS, Section 16.93-4 of the Administrative Code of the City and County of San  
7 Francisco requires that by May 1st of each year, the Board of Supervisors, by resolution, shall  
8 designate those agencies that qualify to participate in the City's Annual Fundraising Drive for  
9 that year; and,

10 WHEREAS, The agencies referred to below have each submitted an application for  
11 participation in the 2010 Annual Fundraising Drive; and,

12 WHEREAS, Applicants are qualified to participate in the Annual Fundraising Drive if  
13 they meet the requirements contained in Administrative Code Section 16.93-2; now, therefore,  
14 be it

15 RESOLVED, That the Board of Supervisors of the City and County of San Francisco  
16 finds that applicants who participate in the City's Annual Fundraising Drive must meet the  
17 following criteria contained in Administrative Code Section 16.93-2:

- 18 1. An applicant must be a federated agency representing 10 or more charitable  
19 organizations, of which at least 50 percent shall represent organizations located in  
20 the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa,  
21 and Marin;
- 22 2. The federated agency must certify to the Board that the Internal Revenue Service  
23 has determined that contributions to all of the represented charitable organizations  
24 are tax deductible;

25

- 1           3. The federated agency must have been in existence with 10 or more qualified  
2           charities for at least one year prior to the date of application and provide satisfactory  
3           evidence to that effect at the time of filing an application with the Board;
- 4           4. The federated agency must submit its most recent certified audit at the time of filing  
5           an application with the Board;
- 6           5. The federated agency must submit an application to the Board that includes all  
7           information that may be relevant to the criteria listed above; and, be it

8           **FURTHER RESOLVED**, That the Board of Supervisors hereby finds and determines  
9           that the requirements of Administrative Code Section 16.93-2 have been met by the following  
10          applicants:

11           Bay Area Black United Fund, Inc.; Local Independent Charities of America; Earth  
12          Share of California; Global Impact; United Way of the Bay Area; Community Health Charities  
13          of California; and, be it

14           **FURTHER RESOLVED**, That the Board of Supervisors hereby designates the following  
15          agencies as agencies that qualify to participate in the City's Annual Fundraising Drive for  
16          2010:

17           Bay Area Black United Fund, Inc.; Local Independent Charities of America; Earth  
18          Share of California; Global Impact; United Way of the Bay Area; Community Health Charities  
19          of California; and, be it

20           **FURTHER RESOLVED**, That the designated agencies shall fulfill all obligations and  
21          responsibilities required of participants in the City's Annual Fundraising Drive.



# OFFICE OF THE CITY ADMINISTRATOR

Gavin Newsom, Mayor  
Edwin M. Lee, City Administrator

March 24, 2010

Ms. Angela Calvillo  
Clerk, Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Rm. 244  
San Francisco, CA 94102

Subject: Annual Fundraising Drive File No. 100147

Dear Ms. Calvillo:

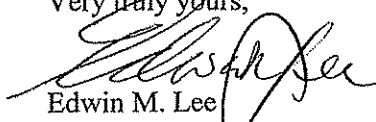
Pursuant to Section 16.93-3 of the Administrative Code, my office has reviewed the applications to participate in the Annual Joint Fundraising Drive. This review is in accordance with the criteria delineated in Administrative Code Section 16.93-2.

Although the Earthshare of California application was received on March 2, 2010, one day past the March 1, 2010 deadline, we are including its application in our certification review. Final approval of its participation in the 2010 Fundraising Drive is within the discretion of the Board. Our review indicates that all six agencies that applied to participate have met the criteria determined by the Board of Supervisors. The agencies are: Bay Area Black United Fund, Inc., Community Health Charities, Earth Share of California (Environmental Federation of California), Global Impact, Local Independent Charities and the United Way of the Bay Area.

Our review is limited to the points delineated in the Administrative Code. We have recommended that representatives of the applicant agencies attend the Budget and Finance Committee meeting to respond to any other concerns you may have. Applicants will be notified of the date and time of the meeting.

If you should have any questions or desire additional information, please contact Jill Lerner (554-6075) of my office.

Very truly yours,

  
Edwin M. Lee  
City Administrator

Enclosures

cc: Budget & Finance Committee  
Honorable John Avalos, Chair  
Honorable Ross Mirkarimi  
Honorable Sean Elsbernd

Deputy City Attorney Cheryl Adams  
Budget Analyst  
Gail Johnson, Committee Clerk  
Applicant Organizations

RECEIVED  
BOARD OF SUPERVISORS  
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**SUMMARY OF FINDINGS**  
**2010 Review of Applications**  
**To Participate in Annual Joint Fundraising Drive**

**SUMMARY OF METHODOLOGY AND FINDINGS**

Our review consisted of an examination of the materials provided in File No. 100147 and telephone conversations with representatives from applicant organizations. We were advised by Deputy City Attorney Cheryl Adams that telephone inquiries were appropriate to clarify information supplied by the applicants. This is the same method we have used in past years to prepare this report to the Board of Supervisors.

All six organizations that applied for participation in the 2010 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code.

**CRITERIA**

Following is a list of the criteria established by the Board of Supervisors and information as to how the applicants met each requirement. All agencies must satisfy subsections (a) through (e).

Criterion A: Be a federated agency representing ten (10) or more charitable organizations of which 50 percent shall represent organizations located in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin.

According to the City Attorney, "located in the counties" may be defined as having offices, fundraising or otherwise doing business in those counties.

1. Bay Area Black United Fund, Inc.

Bay Area Black United Fund, Inc. represents more than 20 agencies with 50 percent or more of the agencies located in the Bay Area counties.

2. Community Health Charities

Community Health Charities represents more than 40 charitable agencies with 50 percent or more of the agencies located in the Bay Area counties.

3. Earth Share of California (Environmental Federation of California)

Earth Share of California represents more than 75 agencies, with 50 percent or more of the agencies located in the Bay Area counties.

4. Global Impact

Global Impact represents more than 45 agencies of which 50 percent or more are located in the Bay Area counties.

5. Local Independent Charities (LIC)

Local Independent Charities represents over 30 agencies of which 50 percent or more are located in the Bay Area counties.

6. United Way of the Bay Area

United Way of the Bay Area represents over 100 agencies, of which 50 percent or more are located in the Bay Area counties.

Criterion B: The federated agency must certify to the Board of Supervisors that the Federal Internal Revenue Service has determined that contributions to all of the represented charitable organizations are tax deductible.

Each of the applicant organizations included a determination letter from the Internal Revenue Service indicating proof of tax-deductible status.

Criterion C: The federated agency must have been in existence with 10 or more qualified charities for at least one year prior to the date of application and provide satisfactory evidence to that effect at the time of filing an application with the Board.

This criterion was met by all agencies.

Criterion D: The federated agency must submit its most recent certified audit at the time of filing an application with the Board.

The applicant agencies provided these documents, as detailed below:

1. Bay Area Black United Fund, Inc. submitted Audited Financial Statements for the years ended December 31, 2008 and 2007, with an Independent Auditors' Report by Grant & Smith, LLP, dated July 17, 2009.

2. Community Health Charities of California submitted Financial Statements dated June 30, 2009, with an Independent Auditors' Report by David L. Wright, CPA, dated September 2, 2009.
3. Earth Share of California (Environmental Federation of California, Inc.) submitted Financial Statements for the years ended June 30, 2009 and 2008, with an Independent Auditors' Report by Bregante & Company, LLP, dated December 9, 2009.
4. Global Impact submitted Financial Statements and Supplementary Information for the years ended June 30, 2009 and 2008, with an Independent Auditors' Report by BDO Seidman, LLP, dated October 27, 2009.
5. Local Independent Charities submitted Financial Statements for the years ended April 30, 2009 and 2008, with an Independent Auditor's Report by Maze & Associates Accountancy Corporation, dated August 17, 2009.
6. United Way of the Bay Area submitted Financial Statements for years ended June 30, 2009 and 2008, with an Independent Auditor's Report by Moss Adams LLP, dated November 18, 2009.

Criterion E: Agencies that wish to participate in the Annual Drive are required to submit applications to the Board of Supervisors that include all information that may be relevant to the criteria listed in the Section.

As stated earlier in this report, the City Attorney advised that the applications might be considered complete, although clarification may have been necessary to conduct this review.

All applicants provided documentation in their letters of application to the Board of Supervisors or confirmed by telephone that they are in compliance with the requirements of Section 16.93-2. This constitutes "certification."

Therefore, all applicants were in compliance with Criterion E.



Subject: 2010 Annual Fundraising Drive File 100147  
Budget and Finance Committee

Annual Joint Fundraising Drive Contact List

Gail Johnson, Clerk  
Budget and Finance Committee  
Telephone: (415) 554-4445

Applicant Organizations

Contact Person

Bay Area Black United Fund, Inc.  
(BABUF)  
1212 Broadway, Ste.810  
Oakland, CA 94612

Woody Carter  
Executive Director  
(510) 763-7270  
(510) 763-1155 (F)

Community Health Charities  
2363 Boulevard Circle, Ste. 105  
Walnut Creek, CA 94595

Krystie Collard  
Executive Director  
(925) 947-5771  
(925) 947-5772 (F)

Earth Share of California  
49 Powell Street, Ste. 510  
San Francisco, CA 94102

Haley Ciborowski  
Bay Area Development Mgr.  
(415) 981-1999x305  
(415) 981-3773 (F)

Global Impact  
66 Canal Center Plaza, Ste. 310  
Alexandria, VA 22314

Alison Iqbal  
Member Services Associate  
(703) 717-5232  
(703) 717-5235 (F)

Local Independent Charities  
1100 Larkspur Landing Circle, Ste. 340  
Larkspur, CA 94939

Michelle Clancy  
Campaign & Membership  
Services  
(415) 925-2600  
(415) 925-2650 (F)

United Way of the Bay Area  
221 Main Street, Ste. 300  
San Francisco, CA 94105

Rick Oculito  
Development Officer  
(415) 808-4331  
(415) 817-4657 (F)

