

File No. 110349

Committee Item No. 2  
Board Item No. 2

## COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee

Date: April 6, 2011

Board of Supervisors Meeting

Date 4/19/11

### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <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 type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Report                |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ethics Form 126 <i>NA</i>                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" 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

(Use back side if additional space is needed)

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Completed by: Victor Young  
Completed by: Victor Young

Date: April 1, 2011  
Date: 4-7-11

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 - Office of Financial Empowerment Direct Deposit Program -  
2 Citywide Electronic Pay and Amendment to the Annual Salary Ordinance for FY2010-2011 -  
3 \$240,000]

4 **Ordinance authorizing the Office of the Treasurer-Tax Collector to accept and expend a**  
5 **grant in the amount of \$240,000 from the Earned Assets Resource Network for**  
6 **implementing the Office of Financial Empowerment Direct Deposit Program, and**  
7 **amending Ordinance 191-10 (Annual Salary Ordinance, FY2010-2011) to provide for the**  
8 **creation of one (1) grant-funded position in the Office of Financial Empowerment.**

9  
10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. Findings.

12 (a) The Office of Financial Empowerment in the Office of the Treasurer-Tax  
13 Collector was awarded a \$240,000 grant from the Earned Assets Resource Network on  
14 December 13, 2010. The purpose of the grant is to hire and provide funding for a staff  
15 position to implement the Office's Direct Deposit Program.

16 (b) The Direct Deposit Program's goal is for all San Francisco employees to access  
17 their wages electronically and more fully participate in the financial mainstream. The program  
18 shall create an employer outreach mechanism to increase access to electronic pay that  
19 simultaneously supports low-wage workers and provides a cost-saving to local businesses. In  
20 addition, the program will set thousands of working families on the road to financial security  
21 through safer access to mainstream banking, save employers money, and reduce paper use  
22 within San Francisco. The Direct Deposit program is designed to build a pipeline for further  
23 employer-led asset building strategies and demonstrate that the workplace is an important  
24 venue for this work.

25 Section 2. Authorization to accept and expend grant funds.

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(a) The Board of Supervisors hereby authorizes the Office of the Treasurer-Tax Collector to accept and expend, on behalf of the City and County of San Francisco, funds from the Earned Assets Resource Network in the amount of \$240,000 for the purpose of implementing the Office of Financial Empowerment Direct Deposit Program.

(b) Whereas the Department proposes to maximize use of available grant funding on direct services by not including indirect costs in the grant budget; now, therefore, be it ordained that the Board of Supervisors hereby waives inclusion of indirect costs in the grant budget.

Section 3. Grant Funded Position: Amendment to FY 2010-2011 Salary Ordinance.

The hereinafter designated section and item of Ordinance No. 191-10 (Annual Salary Ordinance, FY 2010-2011) is hereby amended to read as follows:

Department: TTX01

Index Code: 080020

Program: FEG

Subfund: 2S GSF GNC

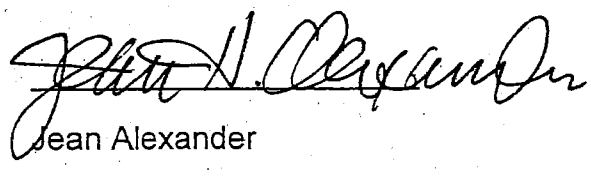
<u>Amendment</u>	<u>#of Pos</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
<i>Add</i>	<i>1.0 Grant Funded</i>	<i>Senior Management</i>	<i>\$2435 B \$2960</i>
	<i>FTE</i>	<i>Assistant 1844</i>	

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APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

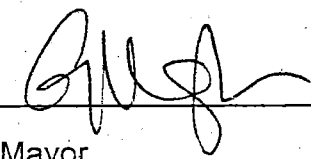
By:   
Jean Alexander

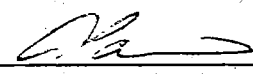
Deputy City Attorney

By:  2/1/11

Micki Callahan

Department of Human Resources

APPROVED:   
for Mayor

APPROVED:   
Controller, Grant Division

Recommended:



Department Head

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** José Cisneros, Treasurer  
**DATE:**  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
**GRANT TITLE:** Office of Financial Empowerment Direct Deposit

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2011 MAR 22 PM 4:00  
BY [Signature]

Attached please find the original and 4 copies of each of the following:

- Proposed grant ordinance; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- N/A Grant application
- Letter of Intent or grant award letter from funding agency
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Pauline Marx

Phone: 554-5260

Interoffice Mail Address: City Hall Room 140

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).

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective July 2006)

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 ordinance:

1. Grant Title: Office of Financial Empowerment Direct Deposit Program
2. Department: Office of the Treasurer and Tax Collector
3. Contact Person: Greg Kato Telephone: 554-6888

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$240,000 in four installments over two years

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Earned Assets Resource Network

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

8. Proposed Grant Project Summary:

In 2011, the San Francisco Office of Financial Empowerment will launch an ambitious new program to engage employers in financial empowerment work through the widespread adoption of electronic pay. Our goal is for all San Francisco employees to access their wages electronically and more fully participate in the financial mainstream. By leveraging the power of City Hall, we will create an employer outreach mechanism to increase access to electronic pay that simultaneously supports low-wage workers and provides a cost-saving to local businesses. This initiative will set thousands of working families on the road to financial security through safer access to mainstream banking, save employers money and reduce paper use within San Francisco. Perhaps most importantly, it will build a pipeline for further employer-led asset building strategies and demonstrate that the workplace is an important venue for this work.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 1/3/11

End-Date: 12/31/12

10. Number of new positions created and funded: 1

11. Explain the disposition of employees once the grant ends? We plan to continue to raise additional funds to support this position, should the two-year pilot phase be successful.

12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid? n/a

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? n/a

d. Is this likely to be a one-time or ongoing request for contracting out? n/a

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$ N/A

b2. How was the amount calculated? N/A

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):

c2. If no indirect costs are included, what would have been the indirect costs? \$2,500

14. Any other significant grant requirements or comments:

**\*\*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)

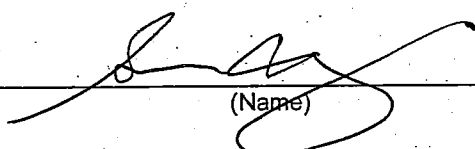
New Program(s) or Service(s)

New Site(s)

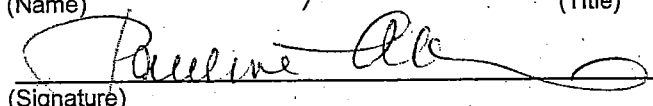
New Structure(s)

16. The Departmental ADA Coordinator and/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 or Mayor's Office of Disability Reviewer:   
(Name)

Date Reviewed: 2/3/11

Department Approval: Paoline Marx Chief Assistant Treasurer  
(Name) (Title)  
  
(Signature)

Earned Assets Resource Network  
Grant to Office of the Treasurer & Tax Collector

Budget Detail

Fund 2SGSFGNC  
Index 080018

Salaries	1844	Sr. Management Assistant	Subobject	Grant Years			Total
				FY2010-2011	FY2011-2012	FY2012-2013	
			00101	\$40,794	\$82,588	\$41,294	\$164,676
Fringe							
			01300				
				\$14,278	\$28,906	\$14,453	\$57,637
Non - Personnel							
	021	Travel	02100	2000	5000	4500	11500
	021	Other Current Expenses	03500	500	5000	687	6187
Total				\$57,572	\$121,494	\$60,934	\$240,000



December 13, 2010

Leigh Phillips  
Manager, Office of Financial Empowerment  
Office of the Treasurer  
City Hall Rm 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

**EARN**

EARNED ASSETS RESOURCE NETWORK

235 Montgomery Street  
Suite 470  
San Francisco, CA 94104

T 415.217.3660  
F 415.217.3668

www.earn.org

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2010 DEC 13 11:00 AM

Dear Ms Phillips,

We are pleased to inform you that the Earned Assets Resource Network (EARN) has authorized a grant of \$120,000 per year for two years (total \$240,000) to the San Francisco Office of Financial Empowerment (OFE), housed within the Office of the Treasurer and Tax Collector. This grant will be paid in four equal installments of \$60,000 in January 2011, July 2011, January 2012 and July 2012, or within 30 days of our receipt of an interim or annual report.

The Office of Financial Empowerment will use these funds exclusively to support the salary, benefits and expenses of your OFE staff members as follows:

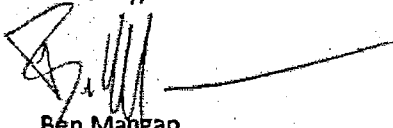
- 100% salary and benefits for the OFE Direct Deposit Program Coordinator
- Additional funds for travel and expenses

If the Office of the Treasurer would like to use these funds for any other purpose, it must obtain written approval from EARN. The Office of the Treasurer agrees to provide EARN with an interim report on June 1<sup>st</sup>, 2011 and June 1<sup>st</sup> 2012 and an annual report on December 1<sup>st</sup>, 2011 and December 1<sup>st</sup> 2012 detailing the use of the grant funds until the grant funds have been fully expended. Each report should include a financial accounting as to the use and disposition of the grant funds, signed by a financial office of your organization; and accomplishments and specific outcomes for clients achieved under the grant, including success against the following goals:

1. Provide high-quality programming to connect San Franciscans with appropriate financial products, effective financial education and support throughout the economic life-cycle.
2. Create, implement and manage effective financial empowerment programs such as Bank on San Francisco, Payday Plus SF, the Financial Education Network, Direct Deposit campaign, JoinBankOn.org and Kindergarten to College.
3. Build a strong coalition of partners dedicated to advancing financial empowerment work in San Francisco through a shared agenda.
4. Position San Francisco as a leader in the financial empowerment field, and continue to provide technical assistance through our national partners.

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

Sincerely,

  
Ben Mangat  
President and CEO

**Board of Directors**

José Arce, Chair  
Citibank

Roberta Achtenberg  
ARW, Inc.

Eugene Chan

Nicholas Eaton  
Goldman Sachs

Ken Ebanks  
Covington & Burling, LLP

Bob Friedman  
CFED

Linda Harrison  
Sotheby's International Realty

Taek Kwon  
TPG Growth, LLC

Alissa Lee  
Google

Robert Phillips  
The California Endowment

Martin Skea  
Wells Fargo

Flody Suarez  
FlodyCo

Joe Vassallo  
Green Thumb Holdings, LLC

**President & CEO**  
Ben Mangat

