

File No. 110120

Committee Item No. 1
Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee

Date: March 16, 2011

Board of Supervisors Meeting

Date 3/22/11

Cmte Board

- | | | |
|---------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" 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"/> | 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 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| * <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | *Applications from agencies qualified to participate in the 2011 Annual Joint Fundraising Drive |

OTHER

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Completed by: Victor Young

Date: March 11, 2011

Completed by: Victor Young

Date: _____

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

1 [2011 Annual Fundraising Drive]

2

3 **Resolution designating those agencies qualified to participate in the 2011 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 2011 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.; United Way of the Bay Area; Global Impact; Local
12 Independent Charities of America; Community Health Charities of California; Earth Share of
13 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 2011:

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



Edwin M. Lee, Mayor
Amy L. Brown, Acting City Administrator

March 7, 2011

Angela Calvillo, Clerk of the Board
Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: 2011 Combined Charities 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 Combined Charities Fundraising Drive. This review is in accordance with the criteria delineated in Administrative Code Section 16.93-2.

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 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 & Finance Committee meeting to respond to any questions the committee 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 Joan Lubamersky (554-4859) of my office.

Very truly yours,

Amy L. Brown
Acting City Administrator

Enclosures

cc: Budget & Finance Committee	Honorable David Chiu, President of the Board
Honorable Carmen Chu, Chair	Deputy City Attorney, Cheryl Adams
Honorable Ross Mirkarimi	Budget Analyst
Honorable Jane Kim	Victor Young, Committee Clerk
Honorable Scott Wiener	Applicant Organizations

SUMMARY OF FINDINGS
2011 Review of Applications
To Participate in Annual Combined Charities Fundraising Drive

SUMMARY OF METHODOLOGY AND FINDINGS

Our review consisted of an examination of the materials provided in File No. 110120 and telephone conversations with representatives from applicant organizations. We have been 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 2011 Joint Fundraising Drive were in compliance with the criteria established by the Board of Supervisors as delineated in the Administrative Code Section 16.93-2.

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 50 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 200 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 150 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 their 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 ending 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, and an Independent Auditors' Report by Stroub & Company, CPAs dated September 14, 2010.

3. Earth Share of California (Environmental Federation of California, Inc.) submitted Financial Statements for the years ending 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 ending June 30, 2010 and 2009, with an Independent Auditors' Report by IBDO USA, LLP dated October 25, 2010.
5. Local Independent Charities submitted Financial Statements for the years ending April 30, 2010 and 2009, with an Independent Auditor's Report by Maze & Associates Accountancy Corporation, dated August 25, 2010.
6. United Way of the Bay Area submitted Financial Statements for years ending June 30, 2010 and 2009, with an Independent Auditor's Report by Moss Adams LLP, dated October 26, 2010.

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.

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.

Attachment: Federation contacts for 2011 campaign

Contacts for Federations CCSF 2011 Campaign (File 110120)

Organization and address	Contact person, phone, fax, email
<p>Bay Area Black United Fund, Inc. (BABUF) 1212 Broadway, Suite 810 Oakland, CA 94612</p>	<p>Linda Dails Office Manager (510) 763-7270 (510) 763-1155 (F) ldials@babuf.org</p>
<p>Community Health Charities 2363 Boulevard Circle, Suite 105 Walnut Creek, CA 94595</p>	<p>Krystie Scull Executive Director (925) 947-5771 (925) 947-5772 (F) kscull@healthcharitiescal.org and Susan Hamilton shamilton@healthcharitiescal.org</p>
<p>Earth Share of California 49 Powell Street, Suite 510 San Francisco, CA 94102</p>	<p>Dave Coyle Northern California Regional Manager (415) 981-1999 x 305 (415) 981-3773 (F) dave@earthshareca.org</p>
<p>Global Impact 66 Canal Center Plaza, Suite 310 Alexandria, VA 23314</p>	<p>Jim Hill 703-717-5200 (703) 717-5235 (F) jhillco@juno.com</p>
<p>Local Independent Charities 1100 Larkspur Landing Circle, Suite 340 Larkspur, CA 94939</p>	<p>Michelle Clancy Campaign & Membership Services (415) 925-2600 (415) 925-2540 (F) mclancy@mcguireinc.com</p>
<p>United Way of the Bay Area 221 Main Street, Suite 300 San Francisco, CA 94105</p>	<p>Rick Oculito Development Officer (415) 808-4331 (415) 817-4657 (F) roculito@uwba.org</p>

**BAY
AREA
BLACK
UNITED
FUND, INC.**



Complete copy of document
located in File No. 110120

File # 110120

February 16, 2011

BOARD OF TRUSTEES

*L.J. Jennings, Chairperson
Jetstream Mortgage, Owner*

*Donna M. Hankins, Treasurer
Donna M. Hankins & Associates*

*Frederick E. Jordan
F.E. Jordan & Associates*

*Bernida M. Regan, Esquire -
Secretary
Merriwether & Williams*

*Retha S. Robinson
Koshland Program
San Francisco Community
Foundation*

*Keith M. Spears
Hamilton Lane*

*Tiffany Showell
Consultant*

STANFORD FELLOW

*Andii N. Davis
Lemar Hight*

*Woody Carter, Ph.D.
Executive Director*

Ms. Angela Calvillo
Clerk, Board of Supervisor
1 Dr. Carlton Goodlet Place, Room 244
San Francisco, CA 94102

Dear Ms. Calvillo,

The Bay Area Black United Fund wishes to apply for inclusion of the 2011 Annual Fundraising Drive, Therefore, we are submitting the following information:

1. A list of our federated agencies, this represents fulfillment of criteria (A).
2. A copy of our IRS Tax Exempt letter; this fulfills criteria (B).
3. A certification letter certifying to our representing 10 or more agencies with us for more than one year; this fulfills criteria (C)
4. A copy of our most recent 990, this fulfills criteria (D) (Our 2009 Audit is not complete-upon completion we will forward a copy to your office)
5. Other relevant information
 - A. Mission Statement
 - B. Overhead Cost 14%
 - C. Member Agencies - that have already applied to be part of the BABUF federation. (See attached list)
 - D. BABUF Brochure

Thank you for your time and consideration in this matter.

Kindest regards,

Woody Carter, Ph.D.
Executive Director

Cc: Olga Frierson
Office of the City Administrator

"It's not about charity...it's about change"

1212 Broadway, Suite 230, Oakland, California 94612
Tel. (510) 763-7270 • Fax (510) 763-3625 • www.babuf.org

Affiliate of the National Black United Fund, Inc.

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2011 FEB 17 PM 3:30

File # 110120

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2011 FEB 22 PM 3:34

BY RBC

February 22, 2011

Ms. Angela Calvillo
Office of the Clerk
San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Re: 2011 Combined Charities Campaign

Dear Ms. Calvillo:

The United Way of the Bay Area wishes to apply for participation in the 2011 San Francisco City and County Employees Combined Charities Campaign in accordance with the regulations set forth by the Board of Supervisors in Section 16.93-2. You will find enclosed:

1. A list of 2010 United Way of the Bay Area Grantees and Certified Agencies with all organizations representing Bay Area counties (Criteria A) and with all being in existence for at least one year (Criteria C).
2. A copy of our IRS 501(c)(3) Tax Exempt letter (Criteria B).
3. A copy of the United Way of the Bay Area's 2009-2010 Annual Report (Criteria D).

Thank you for your time and consideration in this matter.

Sincerely,


Anne Wilson
Chief Executive Officer

AW/ajd
Enclosures: (3)
cc: Rick Oculfo



United Way of the Bay Area

221 Main St, Suite 300
San Francisco, CA 94105
415.888.4300

1970 Broadway, Suite 600
Oakland, CA 94612
510.238.2410

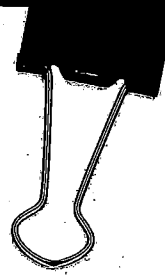
401 Amador St.
Vallejo, CA 94590
707.644.4131

www.uwba.org

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2011 FEB 22 PM 3:34

GLOBAL IMPACT

Assuring help for people in need.



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SAN FRANCISCO
2011 FEB 24 AM 11:30
BY _____

March 1, 2011

Complete copy of document
located in File No. 110120

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

File # 110120

Dear Ms. Calvillo:

On behalf of our member charities, Global Impact requests participation in the 2011 San Francisco City and County Annual Joint Fundraising Drive. Enclosed for your review is the list showing those of our member charities with representation in the counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa, and Marin. In addition, nearly all of our member charities participate in federal and state workplace giving campaigns in the Bay Area.

Also enclosed is a list of all participating member charities. We have added 3 new charities for participation this year: American Himalayan Foundation, Millennium Promise and Partners In Health.

Per section 16.93-2, Global Impact is in compliance with all criteria. Global Impact and its members are exempt under Section 501(c)(3) of the United State Internal Revenue Code of 1954. Global Impact serves as the fiscal representative for its members and will provide documentation supporting their eligibility upon request.

If you have questions or need additional information, please contact me at 703-717-5232. We thank the campaign committee for their consideration of our application and look forward to a successful 2011 campaign.

Sincerely,

Alison Iqbal
Member Services Associate
Alison.iqbal@charity.org

Complete copy of document
located in File No. 110120



RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2011 FEB 25 AM 11:35

BY AK

File #110120

February 24, 2011

RE: SF City & County Combined Charities Campaign

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Sir or Madam:

Local Independent Charities of America (LICA) would like to formally request that we be included on the Pledge Card for the 2011 City & County of San Francisco Annual Joint Fundraising Drive. LICA is a qualified federation in accordance with Administrative Code, Section 16.93-2.

LICA is aware of the responsibilities of being a participating federation as outlined by the Memorandum of Understanding and will gladly work with the other members to ensure the 2010 campaign is a success. LICA's administrative and fundraising overhead is currently less than 3%.


Thank you for your time and consideration. If you require any additional information, please call me at (800) 876-0413, extension 100.

Sincerely,

Mickelle C Clancy
Membership Services
Local Independent Charities of America

Enclosed:

- LICA Certification Page
- LICA List of Agencies
- LICA 501(c)3 Letter
- LICA 4/30/2010 Audit
- LICA 4/30/2010 Form 990

 **Community
Health Charities®**
California
WORKING FOR A HEALTHY AMERICA

Member Charities

AIDS Research Foundation amFAR
Alisa Ann Ruch Burn Foundation
Alliance for Technology Access
ALS Association
Alzheimer's Association
AMC Cancer Research Center
American Diabetes Association
American Liver Foundation
American Lung Association
Arc of Southeast Los Angeles County
Arthritis Foundation
Autism Speaks
Breast Cancer Network of Strength
California Hospice Foundation
Cancer Research Institute
Children's Tumor Foundation
Christopher and Dana Reeve Foundation
City of Hope
Crohn's & Colitis Foundation of America
Cystic Fibrosis Foundation
Cystic Fibrosis Research Foundation, Inc. (CFRI)
Easter Seals
Epilepsy Foundation
Families of Spinal Muscular Atrophy
Firefighters Burn Institute
Hemophilia Council of California
Hemophilia Foundation of Southern California
Hospice Foundation
Huntington's Disease Society of America
Hydrocephalus Association
Juvenile Diabetes Research Foundation International
Leukemia & Lymphoma Society
Lupus Foundation of America
Lupus International
March of Dimes
Myasthenia Gravis Foundation
National Alliance on Mental Illness (NAMI)
National Kidney Foundation
National Multiple Sclerosis Society
National Parkinson Foundation, INC.
National Rey's Syndrome Foundation
Parkinson's Institute
Planned Parenthood
Prevent Blindness America
Ronald McDonald House Charities
of Southern California
San Jose Firefighters Burn Foundation
Sickle Cell Disease Foundation of California
St. Jude Children's Research Hospital
Susan G. Komen For The Cure
United Cerebral Palsy
Membership varies by County

February 24, 2011

File # 110120

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

Subject: 2011 Annual Joint Fundraising Drive

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2011 FEB 28 PM 4:59
AKC

Dear Ms. Calvillo,

Enclosed you will find the following items in order to qualify for the City/County of San Francisco Annual Joint Fundraising Drive:

- Audited financial statement for fiscal year ending June 2010
- Current agency membership list for the 2011 campaign year
- Copy of the 501(c)3 IRS determination letter

If you should require any further information, please do not hesitate to contact me.

Sincerely,

Krystie Scull

Krystie Scull
Executive Director

Enclosures



49 Powell Street, Ste. 510, San Francisco, CA 94102
T 800.368.1819 F 415.981.3773

3655 So. Grand Ave., Ste. 280, Los Angeles, CA 90007
T 213.747.1872 F 213.747.2944

earthshareca.org

Complete copy of documents
located in File NO. 110120

March 1, 2011

Ms. Angela Calvillo
Clerk of the Board of Supervisors
City and County of San Francisco
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

File # 110120

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2011 MAR -1 PM 12:26
BY *ABC*

Dear Ms. Calvillo:

EarthShare California hereby applies for inclusion in the 2011 Employee Joint Fundraising Drive.

EarthShare California is a charitable federation representing environmental organizations and meets the requirements for participating in the Annual Drive. Specifically:

- EarthShare California is a federated agency representing more than ten IRS tax-exempt charitable organizations, of which more than 50 percent are located in the Bay Area counties of San Francisco, San Mateo, Santa Clara, Alameda, Contra Costa and Marin. A list of our member organizations is enclosed; those located in the six named counties are indicated.
- EarthShare California was founded in 1982 and has been in existence with 10 or more qualified charities since that time. A copy of our IRS 501(c)(3) determination letter dated 2000 (referencing the original determination date of 1982) and a copy of our Letter of Incorporation in California dated 1982 are enclosed.
- Our most recent audited financial statement and IRS Form 990 are enclosed.

Since 1985, we have enjoyed working with the City and County on the Annual Fund Drive. We look forward to participating in the 2011 charitable campaign.

Thank you for your consideration of our application. If you should have any questions, please feel free to contact me.

Sincerely,

Dave Coyle
Northern California Regional Manager
dave@earthshareca.org
Phone 415- 981-1999 extension 305

