

File No. 100138

Committee Item No. 5
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser. Date: February 22, 2010

Board of Supervisors Meeting Date _____

Cmte Board

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|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Victor Young
Completed by: Victor Young

Date February 18, 2010
Date _____

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 – Recreation and Park Department Urban Forestry Project -
2 \$65,000]

3 **Resolution authorizing the San Francisco Recreation and Park Department to apply for,**
4 **accept and expend an Urban Forestry Education Grant administered by the California**
5 **Department of Forestry and Fire Protection in the amount of \$65,000 for the Urban**
6 **Forestry Project.**

7
8 WHEREAS, The Governor of the State of California in cooperation with the California
9 State Legislature has enacted Propositions 40 and 84, which provide funds to the State of
10 California and its political subdivisions for urban forestry programs; and,

11 WHEREAS, The State Department of Forestry and Fire Protection has been delegated
12 the responsibility for the administration of the program within the State, setting up necessary
13 procedures governing application by local agencies and non-profit organizations under the
14 program; and,

15 WHEREAS, Said procedures established by the State Department of Forestry and Fire
16 Protection require the applicant to certify by resolution the approval of application before
17 submission of said application to the State; and,

18 WHEREAS, The applicant will enter into an agreement with the State Department of
19 Forestry and Fire Protection to carry out an urban forestry education project; and,

20 WHEREAS, The San Francisco Recreation and Park Department (SFRPD) has
21 submitted a grant application to the State Department of Forestry and Fire Protection in the
22 amount of \$65,000 for the Urban Forestry Project; and,

23 WHEREAS, The SFRPD proposes to maximize use of available grant funds on
24 program expenditures by not including indirect cost in the grant budget; and,
25

1 WHEREAS, The grant does not require an amendment to the Annual Salary Ordinance
2 because no positions are being created or funded through SFRPD; now, therefore, be it

3 RESOLVED, That the Board of Supervisors hereby authorizes the SFRPD to apply for
4 "Propositions 40 and 84" grant program funds; and, be it

5 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the SFRPD
6 to accept and expend \$65,000 in grant funds from the State Department of Forestry and Fire
7 Protection for the Urban Forestry Project; and, be it

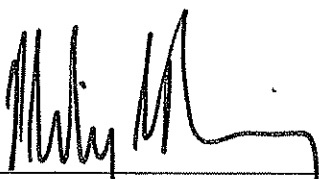
8 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
9 indirect costs in the grant budget; and, be it

10 FURTHER RESOLVED, That the San Francisco Recreation and Park Commission
11 certifies that the said applicant has or will have sufficient funds to operate and maintain the
12 project; and, be it

13 FURTHER RESOLVED, That the San Francisco Recreation and Park Commission
14 certifies that said applicant will expend grant funds prior to March 30, 2012; and, be it

15 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the General
16 Manager of the SFRPD or his designee to execute and submit all documents including, but
17 not limited to applications, agreements, payment requests and so on, which may be
18 necessary for the completion of the aforementioned project.

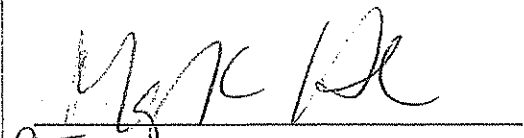
19
20 Recommended:

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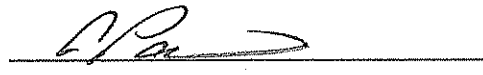
24 General Manager, Recreation and Park Department

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Approved:



Mayor



Controller

CERTIFICATION _____

Grant Information Form

File Number: _____ (Provided by Clerk of Board of Supervisors)

Grant Information Form (Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Urban Forestry Education Grant Program
2. Department: Recreation and Park Department, Capital Division
3. Contact Person: Rick Thall, Project Manager, Telephone: 415-558-4007
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Applied for: \$ 65,000
6. Amount of Grant funding awarded: \$ 65,000 (Pending final approval from Cal Fire)
- 6a. Matching Funds Required: Yes
- 6b. Source(s) of matching funds (if applicable):

Source	Amount	Date Appropriated
Open Space	\$20,000	FY 09-10
RPD General Fund	\$5,000	FY 09-10
In-Kind Services (IT staff)	\$ 10,000	FY 09-10

- 7a. Grant Source Agency: California Department of Forestry and Fire Protection
- 7b. Grant Pass-Through Agency (if applicable): Not Applicable.

8. Proposed Grant Project Summary:

This project will engage the services of one of our not-for-profit partners or a consultant to provide outreach and educational services for the Recreation and Park Department's Urban Forestry Program. The selected consultant would plan an educational campaign to precede the implementation of forestry improvement measures, such as tree removal, major limb removal or new planting.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: January 1, 2010 End-Date: March 30, 2012
10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$ 65,000

12b. Will contractual services be put out to bid? Yes

12c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? This will further LBE contracting goals as required by the Human Rights Commission.

12d. Is this likely to be a one-time or ongoing request for contracting out? One-time

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

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

Not allowed by granting agency To maximize use of grant funds on direct services.

Other: All grant funds budgeted for contractual services.

14. Any other significant grant requirements or comments: No

****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: Paulina Araica, Prop & Manager PPD Capital Division
Paulina Araica, ADA Coordinator, Recreation and Park Department

Date Reviewed: October 26, 2009

Department Approval:

Philip A. Ginsburg, General Manager, Recreation and Park Department

(Signature)



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Urban & Community Forestry Program
P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 651-6423
Website: www.fire.ca.gov



January 9, 2008

Department of Recreation & Park of S.F.
Planning Division, McLaren Lodge
501 Stanyan Street,
San Francisco, CA 94117-1898

**RE: Concept Application for Urban Forestry
Education Grant Funding Cycle 2008/2009**

Dear Applicant,

Congratulations! Your project concept application has been ranked high enough to be eligible for the next step in the application process. Two hard copies of the final proposal will be due to your CAL FIRE Regional Urban Forester by February 23, 2009. The enclosed checklist will show you what needs to be added to your concept application. Additionally, we have enclosed an Urban Forester contact list and a flow chart outlining the grant process.

Contact your CAL FIRE Regional Urban Forester for further details and instructions. He or she will also ultimately be the person administering the grant for CAL FIRE if you are successful in the final proposal process. It is suggested that you turn in your final proposal to the Regional Urban Forester well before the due date to enable them to advise you should anything be missing from your final proposal package. They will not be able to provide assistance with your final proposal package after the due date specified above.

The funds for your project have been set aside at this point pending a successful final proposal. Grant funds have not yet been awarded to your organization. You must meet the requirements of the final proposal in the allotted time to be awarded grant funds.

You should note that there is uncertainty at this time as to when grant funding will be available due to the freezing of all bond-funded obligations by the State Pooled Money Investment Board. CAL FIRE will stick to the application timeline explained above despite this uncertainty so that once the budget crisis has been resolved, grant agreements can be developed quickly thereafter. I look forward to getting your final proposal so that final grant award decisions and execution of grant agreements can be done as expeditiously as possible.

I would like to again congratulate you on a successful concept application.

Sincerely,

John Melvin
Forester I 
Urban & Community Forestry Program Lead

enc

FULL PROPOSAL APPLICATION PACKAGE

For the Excel version please go to:

http://www.fire.ca.gov/resource_mgmt/resource_mgmt/urbanforestry

IMPORTANT

1. This is the full application packet to be completed by applicants who have received prior written approval to proceed with a full application. Some information may be copied directly from the approved Concept Proposal Application. However, more detail is required for the Project Description and the Budget Information. To obtain necessary information such as application instructions, program guidelines, and sample budgets, please refer to the complete application packet available on-line at:

http://www.fire.ca.gov/resource_mgmt/resource_mgmt/urbanforestry

2. The Full Proposal Application and all accompanying documents must be mailed or delivered to California Department of Forestry and Fire Protection at the address specified in your acceptance letter.

3. Please limit your responses. Use the guidelines indicated for each response, using a minimum of 11 point font. You can insert text in unprotected cells and insert lines in excel to help with text formatting, etc. Some cells are protected and cannot be changed. The Full Proposal document should not exceed 10 pages.

Full Proposal Application Form

1. APPLICANT AND PROJECT INFORMATION

The applicant must meet eligibility requirements listed in the Request for Proposal (RFP). The applicant will act as the fiscal agent and will enter into a contract with the California Department of Forestry and Fire Protection.

Proposal Information

Project Title:	Forestry Education Grant (for San Francisco Recreation and Parks Department)
Project Manager:	Karen Mauney-Brodek
Grant Amount Requested:	\$65,000
Project Start Date:	July 1, 2009
Project Completion Date:	March 1, 2011

A) APPLICANT/FISCAL AGENT

The applicant must meet eligibility requirements listed above. The applicant will act as the fiscal agent and will enter into a contract with the Department of Forestry and Fire Protection if awarded.

Name of Organization:	Recreation & Park Department of San Francisco
Type of Organization:	City and County Department

Applicant Contact Person

Last Name:	Mauney-Brodek
First Name:	Karen
Title:	Planner
Telephone:	415-831-2789
E-mail:	karen.mauneybrodek@gmail.com

Mailing address

Line 1:	Planning Division, San Francisco Recreation and Parks Department, McLaren Lodge
Line 2:	501 Stanyan Street
City:	San Francisco
State:	CA
Zip Code:	94117-1898

B) PARTNER/CO-SPONSOR

List partner or co-sponsor, if applicable.

Name of Organization:	Mayor's Office of Greening, City and County of San Francisco
Type of Organization:	City and County Office

Partner Contact Person

Last Name:	Haryati
First Name:	Astrid
Title:	Greening Director
Telephone:	415-554-4886
E-mail:	astrid.haryati@sfgov.org
Other:	

Partner mailing address

Line 1:	City Hall, Room 201
Line 2:	1 Dr. Carlton B. Goodlett Place
City:	San Francisco
State:	CA
Zip Code:	94102

C) LOCATION INFORMATION

Please describe the location of the proposed project and include a map that clearly locates your project.

Name of project:	Forestry Education Grant (for San Francisco Recreation and Parks Department)
Communities: (City or Unincorporated Area)	City of San Francisco
Counties:	County of San Francisco

2. PROJECT SPECIFIC INFORMATION**A) PROJECT DESCRIPTION**

Describe the project. Include the number and job nature of the people involved in the project, the source of funds, materials, equipment, or services provided by the applicant. (500 words maximum)

The citizens of San Francisco voted overwhelmingly on February 5, 2008 for a number of improvements to our parks, including a commitment to our urban forest. Proposition A — the Clean and Safe Neighborhood Parks Bond - passed with 71% of the vote, exceeding the 66.7% required threshold. This bond measure includes \$4 million dollars for urban forestry projects on RPD property. However, having funds alone to implement work is not enough. We have found that the public is understandably very concerned about the trees in the parks, and we need to couple these dollars for forestry improvements with an education campaign. The use of General Obligation Bond funds does not cover the educational needs of this program. The Department needs assistance this grant can provide to develop tools and provide resources to talk to members of the public about 1) why we need to inspect and evaluate trees, 2) why a tree may appear to be healthy but could be a hazard, 3) what is a tree hazard, 4) why we need to have trees of all ages in our parks, 5) the need for tree diversity and species appropriateness. These are just some of the questions which come up and the department does not currently have the resources to adequately address these questions.

B) PROGRAM OBJECTIVES

Describe the Project's objectives

The Recreation and Parks Department's (RPD) more than 3,000 acres of parkland are estimated to contain between 50-100,000 trees. With the Bond funds in place, RPD is starting a systematic tree inventory, assessment, including removals, repair and replanting as per the recommendations of these assessments over the next 4-5 years. During the first two years of this project, the Department would use these funds (from this grant and department in-kind resources) to implement an urban forestry education program. The objective of this program would be to provide educational support and assistance to the forestry program. The education would be provided in a variety of forms including educational workshops and community meetings and written materials including flyers and brochures and online materials. This program would educate the public about the needs, value and importance of our urban forest. At the same time, this will be an opportunity to educate them about current urban forestry management techniques and hazard mitigation that will be utilized in the Bond Forestry Program. This education program would precede the implementation of forestry improvement measures such as tree removal, major limb removal or new planting.

C) SCOPE OF WORK

Describe your approach, the design (methods), and implementation of the proposed work. (200 words)

This project will engage the services of one of our not-for-profit partners or another consulting firm (service provider) which can provide outreach and educational services. Special consideration would be given to organizations which have urban forestry experience or experience working with park groups in San Francisco, such as Friends of the Urban Forest, Neighborhood Parks Council, Urban Ecology or other such organizations. These consultants would work with our Department's Forestry, Capital and Planning staff to plan an educational campaign to precede the implementation of forestry improvement measures such as tree removal, major limb removal or new planting. It is anticipated that this educational program or campaign would include a series of meetings, the creation and distribution of educational material such as handouts, mailings, and online resources. This program would focus on trees within the park and would complement an education program proposed by the City's Department of Public works which would focus on street trees.

The Department, upon final grant award, will seek (through a competitive process) the services of a provider such as one of the above listed. The educational services provided by this proposal will be provided to Neighborhood Organizations, "Friends-of-Parks" Groups, organizations like Neighborhood Parks Council, Parks Trust and their affiliates, Community Organizations and neighborhood residents and local businesses located near the parks with recommended tree work.

D) ESTIMATED TIMELINE

Briefly describe the timeline for completing proposal objectives (200 words)

July 2009 - October 2009 - Detailed Education Plan Finalized with Outreach Provider
October 2009- March 2010 - Phase One of Outreach begins, Written and Online Materials Developed, Broad Community Outreach and Education Campaign about Park Forestry Program, Tree Inventory and Assessment Program and Tree Work
April 2010 -March 2011 - Phase Two, Targeted Outreach to Communities around Parks with New Assessment and Forestry Work Occurring

Describe the products resulting from the proposed work. (200 words)

The proposed work will result in:

- 1) Clear and Focused, San Francisco Park Forestry Program Educational Materials including interactive portion of the Clean and Safe Neighborhood Bond website with online information and downloadable handouts describing the Bond's Forestry Program, discussing overall park tree needs, discussing healthy forestry care measures such as tree pruning and selective removal for safety and tree planting goals. In addition, these materials can be used in online eblasts to park stakeholders and community organizations and neighborhood newsletters and local newspapers.
- 2) A series of public meetings on the Forestry Program, discussing park forestry needs, the issues with many of our park trees, our departmental challenges, the work the Bond will deliver to improve the health of the urban forest including hazard work and new tree planting. At this time, we plan at least 5 public meetings around San Francisco discussing the Park Urban Forestry Program, but there will likely be more targeted meetings with particular neighborhood groups adjacent to parks the Forestry Program will focus on. Our outreach partner will develop with the department a PowerPoint presentation that can be used by all of our staff to provide a basic introduction to the Forestry Program so that the presentation can be given by all levels of our staff. In addition, the PowerPoint will be available online for simple public viewing by those members of the public who would like to see it from home.

F) BENEFITS

Explain how this proposal will benefit Urban Forestry. (200 words)

A more educated public is always a better public. Often forestry work is confusing and, at times, disturbing to the public. The grant will greatly benefit the education level of the public allowing them to better understand how and why the department must actively manage its urban forestry resources. In addition, this will provide an invaluable opportunity for the public to understand more the very large challenge we face managing tens of thousands of trees with a very limited staff of tree professionals. We have a sizable task and public participation and support is essential to maintain and develop our resources.

Today, San Francisco has a very developed 311 system which allows members of the public to report various conditions they note on city property, including trees. The more we can do to educate the public about important tree issues, the more sophisticated eyes we have on our almost 100,000 trees.

G) ADDITIONAL INFORMATION

Describe any other important features of your proposal. (200 words)

This is a great example of the partnering of State and City Bond funds: the two budgets together can do more than either alone. This proposal is not a "stand-alone" program - it is assisting in a large initiative for improving the information about and health of our urban forest, funded by a portion of the 2008 Clean and Safe Neighborhood Parks Bond. The bond provided \$4,000,000 for urban forestry work - mainly focusing on hazard mitigation. These valuable grant funds will allow the department to clearly and effectively explain and discuss the work of that program with the public in addition to having a large discussion about our park trees.

3. TASK AND BUDGET INFORMATION

Please provide an estimate of cost & budget information for your proposal in the following tables.

For information regarding standard labor rates, visit: <http://www.labormarketinfo.edd.ca.gov/>

Part 1: Task Item Budget

Please provide an estimate of costs and budget information for the task items proposed. Include all tasks and sub-tasks, including the costs that may be supported by agreements with partners/sub-contractors listed above. Tasks that describe the work to be undertaken should be described in brief statements in the Scope of Work (2 C above). Each task should have a separate number assigned to it. You should include one or more tasks for CEQA compliance if your proposal is subject to CEQA. All projects, with the exception of land acquisition, should include a task for Project Monitoring and Evaluation. Land acquisition costs such as purchase price, appraisal charge, survey costs, preliminary title reports costs, escrow fees and title insurance fees should be reported as separate tasks. The total amounts must correspond to the line-item table in Part 2. Other Funds includes partner or co-sponsor project amounts not included in the grant amount requested.

Project Work Task	Task Description	Other Funds	Grant Funds	Project Total
Task 1:	Outreach Services/Service Provider		\$65,000	\$65,000
Task 2:	RPD Staff to Manage Provider, Assistance	\$20,000		\$20,000
Task 3:	Webpage Creation and Maintenance	\$10,000		\$10,000
Task 4:	Written Materials Reproduction and Distribution	\$5,000		\$5,000
Add additional tasks as needed:				\$0
Administration:				\$0
Reporting:				\$0
	Monthly, annual, special, final			\$0
Invoicing:				\$0
Data collection:				\$0
CEQA or Permitting:				\$0
	Negative Declaration			\$0
	Mitigations			\$0
	EIR/EIS			\$0
	other permits			\$0
Totals		\$0	\$65,000	\$100,000
TOTAL PROPOSED BUDGET: (should match total for Part 2: Line Item Table)				\$100,000

Part 2: Line/Item Budget

Line-Item details must correspond to the task-items listed above. Please add rows and information to meet the specific needs of your proposal. Benefits may be listed separately or incorporated into the cost per hour rate. Indirect costs should be included in the overhead line item.

Line-Item Details	Description of activity	Other Funds	Grant Funds	Project Total
Total Salaries & Wages:				0
Personnel Services:				0
Class or title: Urban Forestry Manager	RPD Staff to Manage Provider, Assist in Outreach	2133.2		2133.2
Cost per hour: 53.38				0
Anticipated Hours: 40				0
Benefits and 5% Overhead included in cost per hour				0
Class or title: Planner	RPD Staff to Manage Provider, Assist in Outreach	9609.6		9609.6
Cost per hour: 60.06				0
Anticipated Hours: 160				0
Benefits and 5% Overhead included in cost per hour				0
Class or title: Project Manager	RPD Staff to Manage Provider, Assist in Outreach	8266.56		8266.56
Cost per hour: 86.11				0
Anticipated Hours: 96				0
Benefits and 5% Overhead included in cost per hour				0
Class or title: Business Analysis (Computer Specialist)	Webpage Creation and Maintenance	10136.25		10136.25
Cost per hour: 45.05				0
Anticipated Hours: 225				0
Benefits and 5% Overhead included in cost per hour				0
(insert more rows as applicable)				0
General Expenses:				0
Travel				0
Equipment				0
Supplies		5000		5000
Data Software/Hardware				0
Partner Contracts				0
Professional & Consultant contracts			\$65,000	65000
Overhead				0

100145.61

TOTAL PROPOSED BUDGET: (should match total for Part 1: Task Item Table)

A) EXPLANATION OF BUDGET AND COSTS

Describe the basis for the budget amounts listed in the tables above. (200 words)

Task 1 – This is based on a estimate of the cost of funding a non-profit partner or consultant (service provider) to provide program content, develop materials and contact a public education program. This is based on an estimate of 5 public meetings combined with targeted stakeholder engagement. Final details of the exact program would be finalized with the consulting organization, based on their education and outreach proposal.

Task 2 – This budget is based on an estimate of staff time needed to be spent by Planning, Forestry, Capital and Operations staff to review the materials and educational program developed by service provider, provide feedback, direction and assist as need in the implementation of the educational program.

Task 3 -This budget is based on the estimate of staff time needed to create and support the online materials for this educational program.

Task 4 – This budget is based on an estimate of the costs for the reproduction of written material, included distribution for this educational program.

B) OTHER FUND SOURCES:

List any other fund sources, grants or applications, public or private that are considered matching funds for this proposal.

Description	Source	Type	Requested Amount	Funded?
1 Clean and Safe Neighborhood Parks Bond	City General Obligation Bond	Bond	4,000,000	Yes
2 Staff and Supplies Funds	Open Space and General Fund	General Dept Funds	35,000	Yes
3				
4				

C) OTHER PROJECT WORK:

Location Status

List any other projects or activities conducted in the conservation area over the past three years, public or private, that are explicitly linked to this proposal.

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SIGNATURE PAGE

Original, authorized signatures are required from the applicant organization that will act as the fiscal agent.

Sign and print name, title and date.
Approval 1 *Katharine E. Petrucione* SAN FRANCISCO DEPARTMENT OF RECREATION & PARKS
DIRECTOR OF ADMINISTRATION & FINANCE

Katharine E. Petrucione KATHARINE PETRUCIONE 2/20/09
signature printed name title organization date

Approval 2 *Mary King-Gordley* SAN FRANCISCO DEPARTMENT OF RECREATION & PARKS
MANAGER OF FINANCE 2/20/09

Mary King-Gordley MARY KING-GORDLEY
signature printed name title organization date



CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION URBAN FORESTRY PROGRAM

ENVIRONMENTAL CHECKLIST

Part 1: ADMINISTRATIVE INFORMATION

1. Project Title: San Francisco Recreation and Parks Department Forestry Program – Education Grant
2. Project Applicant's Name: San Francisco Recreation and Parks Department
3. Name and title of checklist preparer: Daniel LaForte, Planner, Recreation and Parks Department

- This checklist is intended for use by applicants for California Department of Forestry and Fire Protection (CDF) Urban Forestry Program projects. It is modeled after the California Environmental Quality Act (CEQA) Environmental Checklist which has been modified to more closely focus on the types of actions and impacts expected to occur while conducting urban forestry tree planting projects. As the lead agency under CEQA, CDF must make a determination as to a project's potential environmental impacts, develop mitigations if necessary and determine the level of environmental documentation and review required. The completion of this checklist will assist CDF in identifying impacts of the proposed project prior to approval. To meet that need someone that is intimately familiar with the project and knowledgeable on potential environmental consequences must complete this checklist. The information in the checklist is meant to supplement the information provided in your application. Maps and photos supplied with your application will assist in CDF's review. This checklist is available electronically (MS Word 97) or may be completed by hand. If you need assistance please contact CDF Urban Forestry Program personnel.
- It is the intent of CDF and the Urban Forestry Program to approve tree-planting projects that are categorically exempt from further environmental review under CEQA. In order for a project to qualify for a categorical exemption CDF must find that there are no "unusual circumstances" associated with the project that lead to the project having impacts on environmental resources (e.g., threatened or endangered species, aesthetics, cultural resources, water quality, etc.) CEQA does not allow for a project's impacts to be minimized or compensated under a categorical exemption; avoiding impacts to resources is the only mitigation permitted. To meet that end the following questions were designed to identify environmental impacts that may occur in various tree planting settings and encourage project applicants to develop measures to avoid those impacts. In the event that potential impacts to a resource are identified it is recommended that the project applicant redesign or reconfigure their project proposal to avoid impacts to the resource. Failure to fully avoid impacts will result in your project requiring a "higher level" of environmental review such as the preparation of a negative declaration or environmental impact report. This could be costly and delay your project. Because of the time and cost associated with the preparation of a negative declaration or environmental impact report CDF encourages you to change your project in order to qualify for a categorical exemption.
- A brief explanation is required for "Yes" responses to the following questions. Responses must be supported by facts, not merely the personal opinion of the checklist preparer.
- All responses must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
- Earlier analyses may be used where an impact has been adequately analyzed in an earlier EIR or negative declaration. In this case, a brief discussion should identify the earlier analysis, describe the

mitigations that were developed and supply copies of relevant sections/pages. A source list should be attached, and other sources used or individuals contacted should be cited in the discussion sections were necessary.

Part 2. PROJECT DESCRIPTION

1. Project Location: (city, county, nearest town, etc.) City of San Francisco

2. Description of Project: Describe the entire project, including but not limited to size and numbers of trees, size and depth of excavations, planting site preparation (i.e., land clearing), equipment to be utilized in planting and preparing the planting site (e.g., backhoes, power augers, heavy equipment), later phases of the project, and any secondary, support, or off-site features necessary for the project's implementation. Emphasis should be placed on activities that will potentially impact the environment rather than describing project benefits.
This Grant will fund outreach and communication services to discuss forestry needs with the public in the San Francisco Parks System. It will not fund physical work.

3. Identify the type(s) of setting(s) where your project will be located.

Urban or Developed Settings	Rural, Undeveloped or Wildland Settings
<input type="checkbox"/> street (parkways, medians, sidewalks, etc.)	<input type="checkbox"/> undeveloped land
<input type="checkbox"/> existing landscaped city/county park	<input type="checkbox"/> new or rural park
<input type="checkbox"/> existing landscaped school grounds	<input type="checkbox"/> new school grounds
<input type="checkbox"/> urban trail, bike trail	<input type="checkbox"/> agricultural land
<input type="checkbox"/> public building grounds	<input type="checkbox"/> historic district, railroad right-of-way
<input checked="" type="checkbox"/> Other similar urban or developed setting. Describe setting: The project funded by this grant will have no physical affects. It will provide public education /outreach on trees needs in existing parks.	<input type="checkbox"/> riparian area (within 100 ft of a stream, lake or wetland)
	<input type="checkbox"/> Other similar rural, undeveloped or wildland setting. Describe setting:

Projects confined to urban or developed settings must address questions in Checklist, Part 4.

Projects that include rural, undeveloped or wildland settings must address questions in Checklist, Parts 3 and 4.

**Part 3: ENVIRONMENTAL IMPACT ANALYSIS FOR PROJECTS IN
RURAL, UNDEVELOPED OR WILDLAND SETTINGS**

Projects, or portions of projects, planned for rural, undeveloped or wildland settings may have impacts on various resources (e.g., threatened or endangered species, cultural resources, water quality, etc.). Therefore, project applicants must conduct the following resource studies to determine if resources exist that warrant protection.

Resource Studies:

Conduct a Natural Diversity Data Base Search

Contact CDF, Urban Forestry Program staff to determine how to conduct a Natural Diversity Data Base (NDDB) Search. Submit a copy of the search results along with this Environmental Checklist. If the NDDB search identifies any threatened or endangered species of animals or plants that may be present describe avoidance measures in the appropriate discussion section.

Conduct an archaeological records check

Contact CDF, Urban Forestry Program staff to determine how to conduct an Archaeological Records Check. Submit a copy of the results along with this Environmental Checklist. If the Records Check identifies cultural resources within the project site describe measures to avoid impacts in the appropriate discussion section.

Conduct an archaeological survey

Contact CDF, Urban Forestry Program staff to determine how to conduct an archaeology survey. Submit a copy of the survey results along with this Environmental Checklist. If the archeological survey identifies cultural resources within the project site describe measures to avoid impacts in the appropriate discussion section.

Based on the results of the resource studies please respond to the following questions for projects located in rural, undeveloped or wildland settings.

1. Discuss the results of the resource studies and briefly describe the archaeological and biological resources identified within your project site.

Will the project:

2. Require the removal of native vegetation (trees, shrubs) prior to planting, thereby potentially impacting threatened or endangered plant or animal species or cultural resources? Yes No
3. Require extensive soil disturbance, thereby potentially causing soil erosion and impacting threatened or endangered species or cultural resources? Yes No
4. Require the use of large equipment (i.e., backhoe) thereby potentially impacting threatened or endangered species or cultural resources? Yes No
5. Occur within 100 feet of a perennial watercourse, riparian zone or wetland thereby potentially impacting threatened or endangered species, cultural resources or riparian values? Yes No

6. Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance to non-agricultural use? Yes No

7. Discuss any "Yes" responses and describe measures to avoid impacts.

Part 4 ENVIRONMENTAL IMPACT ANALYSIS FOR ALL PROJECTS

Please answer the following questions for all projects and discuss all "Yes" responses.
Will the proposed project:

1. Require approval from other public agencies (e.g., permits, financing approval, or participation agreement (e.g., grading permits, CALTRANS encroachment permits, right-of-way easements, etc.)) Yes No

2. Include activities that were identified in other environmental documents or analyses and support findings of no significant impact (e.g., CEQA documents, environmental surveys, general plans, studies, reports, etc.) Yes No

3. Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to general plans, specific plans, local coastal programs, or zoning ordinances)? Yes No

4. Conflict with any ordinances protecting biological resources, such as tree preservation ordinance, Habitat Conservation Plan, or other policy? Yes No

5. Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment? Yes No

6. Result in trees, once mature, coming into contact with power lines? Yes No

7. Expose people or structures to the risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands? Yes No

8. Have sufficient water supplies available to serve the project from existing entitlements and resources or substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)? Yes No

9. Result in substantial adverse impacts to public services for tree pruning and maintenance? Yes No

10. Substantially increase the use of existing neighborhood and regional parks or other recreational facilities or require the construction of additional recreational facilities resulting in significant environmental impacts? Yes No

11. Include trees known to produce pollen/allergens/odors that are irritants or objectionable to large numbers of people? Yes No

12. Substantially damage a scenic resource or vista or degrade the existing visual character or quality of the site and its surroundings including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway? Yes No

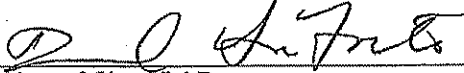
13. Result in, once trees are mature, undesirable shading of nearby property, including residences, offices, swimming pools, solar energy collectors, recreational facilities, etc. or subject adjoining properties to excessive amounts of litter and/or debris? Yes No

14. Obscure public safety improvements such as streetlights, traffic signals, signs, etc.? Yes No

If you checked "No" to all preceding questions or checked "Yes" and have provided the required Resource Studies and identified measures sufficient to protect all resource values the project may be categorically exempt from further environmental review. Sign the Certification, below, and submit this Checklist with your application to the CDF, Urban Forestry Program office. CDF will review your responses and determine whether additional environmental review is necessary prior to project approval.

Part 5: CERTIFICATION

I certify that I have reviewed the proposed project's description and inspected the project site(s). I have provided accurate and factual responses to the questions and have supplied accurate information when requesting database searches. In my opinion the proposed project will not have any negative impacts on the environment.



Signature of Checklist Preparer

2/20/09

Date

Part 6: DETERMINATION

DETERMINATION (To be completed by CDF, Urban Forestry Program Personnel)

As a representative of CDF and as lead agency for environmental review under CEQA I have determined that an environmental impact evaluation for the proposed project has been satisfactorily completed.

On the basis of this evaluation:

- I find that the proposed project will not have a significant effect on the environment and meets the Class 6 categorical exemption requirements. This project is therefore exempt from the requirement for the preparation of environmental documents. A Notice of Exemption (NOE) will be prepared by CDF.
- I find that the proposed project could not have a significant effect on the environment and does not meet the Class 4 categorical exemption requirements, therefore a negative declaration will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the applicant. A mitigated negative declaration will be prepared.
- I find that the proposed project may have a significant effect on the environment, and an environmental impact report is required.
- I find that the proposed project may have a "potentially significant impact" or "potentially significant unless mitigated impact" on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An environmental impact report is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or Negative Declaration pursuant to applicable standards and (b) have been avoided or mitigated pursuant to an earlier EIR, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

Signature of Authorized CDF Reviewer

Print Name

Title

Date



City and County of San Francisco
Recreation and Park Department

Capital Improvement Division
30 Van Ness Avenue, 5th Floor
San Francisco, CA 94102-6020

Phone: 415-581-2559 Fax: 415-581-2540
Web: parks.sfgov.org

Statement of Compliance with Applicable Laws

I, Jared Blumenfeld, certify that the San Francisco Recreation and Park Department will abide by all applicable federal, state, and local laws, ordinances, regulations and policies in carrying out this State bond-funded project. Failure to do so will lead to cancellation of the grant award.

Signature

General Manager

Title

February 19, 2009

Date


(415) 831-2701

Phone Number



Mayor Gavin Newsom
General Manager Jared Blumenfeld

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9)
STD. 204 (Rev. 6-2003)

1	INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) City and County of San Francisco SOLE PROPRIETOR - ENTER NAME AS SHOWN ON SSN (Last, First, M.I.) E-MAIL ADDRESS Karen.Mauney-Brodek@sfgov.org MAILING ADDRESS BUSINESS ADDRESS 501 Stanyan Street 501 Stanyan Street CITY, STATE, ZIP CODE CITY, STATE, ZIP CODE San Francisco, CA, 94117-1898 San Francisco, CA, 94117-1898		
3	PAYEE ENTITY TYPE CHECK ONE BOX ONLY	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): 94 - 6000417 <input type="checkbox"/> PARTNERSHIP CORPORATION: <input type="checkbox"/> ESTATE OR TRUST <input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.) <input type="checkbox"/> LEGAL (e.g., attorney services) <input checked="" type="checkbox"/> EXEMPT (nonprofit) <input type="checkbox"/> ALL OTHERS <input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETOR _____ ENTER SOCIAL SECURITY NUMBER: _____ <small>(SSN required by authority of California Revenue and Tax Code Section 18648)</small>	NOTE: Payment will not be processed without an accompanying taxpayer I.D. number.
4	PAYEE RESIDENCY STATUS <input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. <input type="checkbox"/> No services performed in California. <input type="checkbox"/> Copy of Franchise Tax Board waiver of State withholding attached.		
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.		
		AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Jared Blumenfeld	TITLE General Manager
		SIGNATURE 	DATE 02/19/2009
		TELEPHONE (415) 831-2701	
6	Please return completed form to: Department/Office: _____ Unit/Section: _____ Mailing Address: _____ City/State/Zip: _____ Telephone: () _____ Fax: () _____ E-mail Address: _____		

PAYEE DATA RECORD

STD. 204 (Rev. 8-2003) (REVERSE)

1	<p><u>Requirement to Complete Payee Data Record, STD. 204</u></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><u>Are you a California resident or nonresident?</u></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><u>Privacy Statement</u></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								

NONDISCRIMINATION COMPLIANCE STATEMENT

STD. 19 (REV. 3-95)

COMPANY NAME

City and County of San Francisco, Recreation and Park Department

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), marital status, denial of family care leave and denial of pregnancy disability leave.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

Jared Blumenfeld

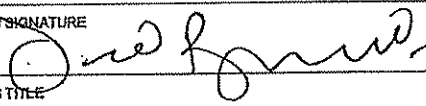
DATE EXECUTED

February 20, 2009

EXECUTED IN THE COUNTY OF

San Francisco

PROSPECTIVE CONTRACTOR'S SIGNATURE



PROSPECTIVE CONTRACTOR'S TITLE

General Manager, San Francisco Recreation and Park Department

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

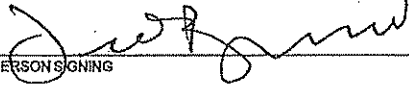
City and County of San Francisco, Recreation and Park Department

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21 (REV. 12-93)

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

CONTRACTOR/BIDDER FIRM NAME City and County of San Francisco, Recreation and Park Department		FEDERAL ID NUMBER 94-6000417
BY (Authorized Signature) 		DATE EXECUTED February 19, 2009
PRINTED NAME AND TITLE OF PERSON SIGNING Jared Blumenfeld		TELEPHONE NUMBER (Include Area Code) (415) 831-2701
TITLE General Manager, San Francisco Recreation and Park Department		
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS 501 Stanyan Street, San Francisco, CA 94117-1898		

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free workplace policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until _____^(DATE) (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.

RECREATION AND PARK COMMISSION
City and County of San Francisco
Resolution No. 0902-011

FUNDING FROM THE URBAN FORESTRY GRANT PROGRAM ENTITLED, "Urban Forestry Education Grant", AS PROVIDED THROUGH PROPOSITIONS 40 and 84.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted Propositions 40 and 84, which provide funds to the State of California and its political subdivisions for urban forestry programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and non-profit organizations under the program, and

WHEREAS, said procedures established by the State Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out an urban forestry project; now therefore, be it


RESOLVED that the Recreation and Park Commission:

1. Approved the filing of an application for "Propositions 40 and 84" grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of the Recreation and Park Commission are available to begin the project, and
4. Certifies that said applicant will expend grant funds prior to March 30, 2011, and
5. Appoints the Recreation and Park Department as agent of the Recreation and Park Commission to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests, etc., which may be necessary for the completion of the aforementioned project.

Adopted by the following vote:

Ayes	7
Noes	0
Absent	0

I hereby certify that the foregoing resolution was adopted at the Regular Meeting of the Recreation and Park Commission held on February 19, 2009.


Margaret A. McArthur, Commission Liaison

February 20, 2009

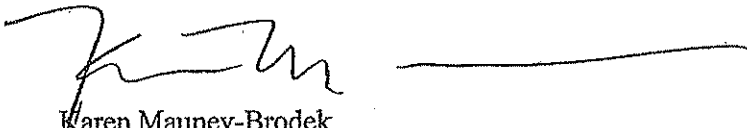
To Whom It May Concern,

The Recreation and Parks Commission of the San Francisco Recreation and Parks Department is the authority body over the Department's activities. The Commission's signed resolution is enclosed.

We have also requested a San Francisco Board of Supervisor's Resolution which is a long and complicated process. We have requested that the resolution be expedited. We anticipate this resolution to be passed by the Board of Supervisors and signed by the Mayor the week of March 9th. The final, signed resolution will be forwarded at that time. I have attached a draft of that resolution.

Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Mauney-Brodek', followed by a long horizontal line extending to the right.

Karen Mauney-Brodek

Planner

San Francisco Recreation & Park Department

Karen.mauneybrodek@gmail.com

415-831-2789

FILE NO.

RESOLUTION NO.

1 [Apply, accept-expend State Grant Funds available under the from the California State
2 Department of Forestry and Fire Protection Urban Forestry Public Education Grant in the
amount of \$65,000 for the Urban Forestry Project]

3
4 **Resolution authorizing the San Francisco Recreation and Park Department to apply,**
5 **accept and expend a Urban Forestry Public Education administered by the California**
6 **Department of Forestry and Fire Protection in the amount of \$65,000 for the Urban**
7 **Forestry Project.**

8
9 WHEREAS, The Governor of the State of California in cooperation with the California
10 State Legislature has enacted Propositions 40 and 84, which provide funds to the State of
11 California and its political subdivisions for urban forestry programs; and,

12 WHEREAS, The State Department of Forestry and Fire Protection has been delegated
13 the responsibility for the administration of the program within the State, setting up necessary
14 procedures governing application by local agencies and non-profit organizations under the
15 program; and,

16 WHEREAS, Said procedures established by the State Department of Forestry and Fire
17 Protection require the applicant to certify by resolution the approval of application before
18 submission of said application to the State; and,

19 WHEREAS, The applicant will enter into an agreement with the State of California to
20 carry out an urban forestry project; and,

21 WHEREAS, The Department proposes to maximize use of available grant funds on
22 program expenditures by not including indirect cost in the grant budget; now, therefore, be it

23 RESOLVED, That the Board of Supervisors approved the filing of an application for
24 "Propositions 40 and 84" grant program funds; and, be it

25

1 RESOLVED, That the Board of Supervisors approves the acceptance and expenditure
2 of a Urban Forestry Outreach grant in the amount of \$65,000 for the Urban Forestry Project;
3 and, be it

4
5 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
6 indirect costs in the grant budget; and, be it

7 FURTHER RESOLVED, That the Board of Supervisors certifies that Grantee has or will
8 have available prior to commencement of any work on the project included in this application,
9 sufficient funds to operate and maintain the project; and, be it

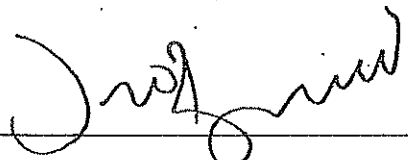
10 FURTHER RESOLVED; That the Board of Supervisors certifies that said applicant will
11 expend grant funds prior to March 30, 2011; and, be it

12 FURTHER RESOLVED, That the Board of Supervisors appoints the Recreation and
13 Park Department as agent to conduct all negotiations, execute and submit all documents
14 including, but not limited to applications, agreements, payment requests and so on, which
15 may be necessary for the completion of the aforementioned project; and, be it

16 FURTHER RESOLVED, That the Board of Supervisors certifies that Grantee has
17 reviewed, understands and agrees to the General Provisions contained in the Contract shown
18 in the Procedural Guide.

19 Approved and Adopted on this _____ day of _____ 2009

20 Recommended:

21
22 
23 _____
24 General Manager, Recreation and Park Department
25

1 Approved:

2

3

4

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6 _____
Mayor

_____ Controller

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CERTIFICATION _____

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5. Task and Budget Information

A. Budget

Provide an estimate of costs and budget information for the project.

Project Work Task	Task Description	Matched Funds	Amount Requested	Task Total Cost
Task 1	Service Provider - Educ./Outreach Service		\$65,000.00	\$65,000.00
Task 2	RPD Staff To Manager Provider, Assistant	\$20,000.00	\$0.00	\$20,000.00
Task 3	Webpage Creation and Maintenance	\$10,000.00	\$0.00	\$10,000.00
Task 4	Written Materials Repro and Distribution	\$5,000.00		\$5,000.00
Additional Tasks				
Admin / Overhead	Overhead is built into the tasks above			
TOTALS		\$35,000.00	\$65,000.00	\$100,000.00

B. Explanation of Budget and Costs

In the space provided, describe the basis for the budget amounts listed above.

Task 1 – This is based on an estimate of the cost of funding a non-profit partner or consultant (service provider) to provide program content, develop materials and contact a public education program. This is based on an estimate of 3 – 7 public meetings combined with targeted stakeholder engagement. Final details of the exact program would be finalized with the consulting organization, based on their education and outreach proposal.

Task 2 – This budget is based on an estimate of staff time needed to be spent by Planning, Forestry, Capital and Operations staff to review the materials and educational program developed by service provider, provide feedback, direction and assist as needed in the implementation of the educational program.

Task 3 -This budget is based on the estimate of staff time needed to create and support the online materials for this educational program.

Task 4 – This budget is based on an estimate of the costs for the reproduction of written material, included distribution for this educational program.

C. Other Funding Sources

List other funding sources, grants or applications that are considered matching funds for this proposal.

Description	Source	Requested Amount	Funded?
Clean and Safe Neighborhood Parks Bond	SF City General Obligation Bond	4,000,000	YES
Staff Time and Equipment Funds	SF City Budget	\$35,000.00	YES

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee:
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee
- 3. Request for Committee hearing on a subject matter.
- 4. Request for letter beginning "Supervisor _____ inquires..."
- 5. City Attorney request.
- 6. Call file from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2010 FEB -2 PM 1:39
BY SK

Sponsor(s): Supervisor Eric Mar

SUBJECT: Apply-accept-expend State Grant Funds in the amount of \$65,000 from the California State Department of Forestry and Fire Protection Urban Forestry Education Program for the Urban Forestry Project

The text is listed below or attached:

Resolution authorizing the San Francisco Recreation and Park Department to apply for, accept and expend an urban Forestry Education Grant administered by the California Department of Forestry and Fire Protection in the amount of \$65,000 for the Urban Forestry Project.

Signature of Sponsoring Supervisor : _____ 

For Clerk's Use Only:



Mayor Gavin Newsom
Philip A. Ginsburg, General Manager

November 6, 2009

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 an original and four copies of proposed resolution for the Board of Supervisors approval which will authorize the San Francisco Recreation and Park Department to apply for, accept and expend an Urban Forestry Education Grant from the California Department of Forestry and Fire Protection.

The following is a list of accompanying documents (five sets):

- Grant Information Form
- Copy of Intent of Fund from Funding Agency
- Copy of Grant Application
- Copy of Grant Budget

A certified copy of the adopted resolution is required for submittal to California Department of Forestry and Fire Protection. Please send the certified copy of the resolution to the San Francisco Recreation and Park Department, Planning Unit, Attention: Karen Mauney-Brodek, 501 Stanyan Street, San Francisco, CA 94117-1898.

The following person may be contacted regarding this matter: Toni Moran, (415) 581-2555.

Sincerely,

Philip A. Ginsburg
General Manager, San Francisco Recreation and Park Department



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