

File No. 211238

Committee Item No. 5

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 12, 2022

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <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 and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Brent Jalipa Date January 7, 2022

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Accept and Expend Grant - Retroactive - Crankstart - Before and Aftercare Programs -  
2 \$10,000,000 - FYs 2021-2022 and 2022-2023]

3 **Resolution retroactively authorizing the Department of Children, Youth and Their**  
4 **Families to accept and expend a grant in the amount of \$10,000,000 from Crankstart for**  
5 **support to community-based organizations to provide before and aftercare programs**  
6 **for San Francisco Unified School District for Fiscal Years (FYs) 2021-2022 and 2022-**  
7 **2023.**

8  
9 WHEREAS, The Department of Children, Youth and Their Families (DCYF) applied for  
10 funding on behalf of the City and County of San Francisco for the Crankstart Before and  
11 Aftercare Programs Grant; and

12 WHEREAS, Crankstart will distribute a two-year non-conditional grant of \$10,000,000  
13 to the City and County of San Francisco for the support to community-based organizations to  
14 provide before and aftercare programs for San Francisco Unified School District (SFUSD)  
15 students for Fiscal Years 2021-2022 and 2022-2023; and

16 WHEREAS, The grant does not require an Annual Salary Ordinance Amendment; and

17 WHEREAS, DCYF proposes to maximize use of available grant funds on program  
18 expenditures by not including indirect costs in the grant budget; now, therefore, be it

19 RESOLVED, That the Board of Supervisors authorizes DCYF to accept and expend  
20 the grant of \$10,000,000 from Crankstart to support community-based organizations' efforts to  
21 provide before and aftercare programs to SFUSD students; and, be it

22 FURTHER RESOLVED, That the Mayor, or alternatively the Executive Director of  
23 DCYF, is hereby authorized to act on behalf of the City and County of San Francisco in  
24 connection with the Crankstart award, and to enter into, execute, and deliver any and all  
25 documents required or deemed necessary or appropriate to be awarded the Crankstart

award, and all amendments thereto, including the grant proposal for this funding and the Grant Agreement with Crankstart; and, be it

FURTHER RESOLVED, That grant funds received hereunder shall not be used to supplant expenditures controlled by this body; and, be it

FURTHER RESOLVED, That the City and County of San Francisco agrees to abide by the terms and conditions of the Grant Agreement as set forth by Crankstart; and, be it

FURTHER RESOLVED, That within thirty (30) days of the agreement being fully executed by all parties, DCYF shall provide a copy to the Clerk of the Board for inclusion into the official file.

Recommended:

Approved: /s/\_\_\_\_\_

Mayor

/s/

Department Head

Approved: /s/\_\_\_\_\_

## Controller

**File Number:** 211238  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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: **Crankstart Before and Aftercare Programs Grant**
2. Department: **The Department of Children Youth and Their Families**
3. Contact Person: **Sherrice Dorsey** Telephone: **628-652-7146**
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$10,000,000**

6a. Matching Funds Required: **N/A**

b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: **Crankstart Foundation**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

**The grant will be used to support community-based organizations to provide before and aftercare programs for San Francisco Unified School District (SFUSD) students.**

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

**This project is intended for Fiscal Year (FY) 2021-22 and 2022-23.**

Start-Date: **July 1, 2021**

End-Date: **June 30, 2023**

- 10a. Amount budgeted for contractual services: **\$10,000,000**

b. Will contractual services be put out to bid? **No, existing contracts are in place for this service purpose.**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

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

- 11a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? **N/A**

b2. How was the amount calculated? **N/A**

c1. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

**The contract administration of the community-based organization has been operationalized within the existing contracts, therefore no indirect costs required.**

12. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\* (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. 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)

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments: **The sites for the before and aftercare programs are ADA compliant.**

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Anthony Tek

(Name)

Operations Assistant

(Title)

Date Reviewed: 11/15/2021

DocuSigned by:

Anthony Tek

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Maria Su, Psy.D.

(Name)

Executive Director, Department of Children, Youth & Their Families

(Title)

Date Reviewed: 11/16/2021

DocuSigned by:

*Maria Su*

(Signature Required)

## Ma, Mendy (CHF)

---

**From:** Jessica Sutton <jsutton@pfs-llc.net>  
**Sent:** Thursday, November 18, 2021 12:12 PM  
**To:** Ma, Mendy (CHF)  
**Cc:** Stefani Willis; Burbage, Heidi (CHF); Dorsey, Sherrice (CHF)  
**Subject:** RE: Crankstart Grant Start and End Date

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Mendy,

Thanks so much for checking in and helping move this forward swiftly. Yes, that is the grant period – covering the 2021-2022 and 2022-2023 academic years. \$5m will be paid as soon as possible and the second \$5m in 2022.

Thank you,  
Jess

Jessica Sutton | Senior Grants Manager

**CRANKSTART FOUNDATION**

1660 Bush Street, Suite 300, San Francisco, CA 94109 | 415.561.6540 ext. 238

Pronouns: she/her

*A partner of [Pacific Foundation Services](#)*

---

**From:** Ma, Mendy (CHF) <mendy.ma@dcyf.org>  
**Sent:** Thursday, November 18, 2021 12:06 PM  
**To:** Jessica Sutton <jsutton@pfs-llc.net>  
**Cc:** Stefani Willis <swillis@pfs-llc.net>; Burbage, Heidi (CHF) <heidi.burbage@dcyf.org>; Dorsey, Sherrice (CHF) <sherrice.dorsey@dcyf.org>  
**Subject:** Crankstart Grant Start and End Date  
**Importance:** High

Hi Jess,

This is Mendy Ma. I am working with our Controller's Office to get the approval to accept the Crankstart grant. We are making good progress, but since the award letter didn't specify the start and end date, could you please help us confirm this \$10,000,000 grant is for the period of 7/1/2021 to 6/30/2023? We understand you have a check cutting deadline and are trying to rush this process. If you could confirm for us at your earliest convenience, that would be greatly appreciated.

Thank you in advance!



## Zhimin (Mendy) Ma, CPA

Budget Manager | Pronouns: she, her, hers

SF Department of Children, Youth and Their Families

1390 Market Street, Suite 900 | San Francisco | CA 94102

P: 628-652-7143 | [Mendy.Ma@dcyf.org](mailto:Mendy.Ma@dcyf.org) | [www.dcyf.org](http://www.dcyf.org)



# CRANKSTART

---

September 10, 2021

Dear Ben Rosenfield, Controller:

I am pleased to inform you Crankstart has approved a two-year non-conditional grant of \$10,000,000 to the City and County of San Francisco Office of the Controller for the San Francisco Department of Children, Youth, and Their Families' before and aftercare programs for SFUSD students.

By accepting these grant payments, City and County of San Francisco Office of the Controller agrees to the following:

## SIGN AND UPLOAD

Sign and return this grant agreement acknowledging your receipt of the initial payment(s) and affirming your understanding of the grant terms. A copy can be uploaded to [our online applicant portal](#) by clicking the "Upload Signed Agreement" button or emailed to [grants@crankstart.org](mailto:grants@crankstart.org).

## REPORTING

Submit the following information through [our online applicant portal](#):

- Organizational profile and goals due October 31, 2021
- Progress report due March 1, 2022
- Final report due August 1, 2023

## PAYMENTS

Subsequent payments for the multi-year grant will be distributed upon receipt and review of a progress report and according to the following schedule:

NUMBER	SCHEDULED PAYMENT DATE	PAYMENT AMOUNT
1	September 2021	\$5,000,000
2	April 2022	\$5,000,000

## TERMS

- Only use the grant funds for purposes that are consistent with the federal and state rules for tax-exempt status.
- Should the grantee's public charity status change, the grantee agrees to return any unexpended funds to Crankstart.
- The grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Crankstart, its officers, directors, trustees, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the grantee, its employees or agents, in applying or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, except to the extent that such claims,

liabilities, losses or expenses arise from or in connection with any act or omission of Crankstart, its officers, directors, trustees, employees or agents.

#### MEDIA AND PUBLICITY

Please refer to the foundation as “Crankstart” in all written materials including annual reports and donor lists on your website. We kindly request that you do not announce the grant on social media (e.g., Twitter, Facebook) or issue a press release. The foundation prefers minimal publicity. We will make occasional exceptions to this, but please reach out to us first for permission.

Crankstart relies on the strong reputation and relationships of our grantees. In the event that your organization expects or receives negative publicity please notify us by emailing [grants@crankstart.org](mailto:grants@crankstart.org).

\*\*\*

Crankstart is honored to support your work. Should you have any questions regarding these grants, please let us know.

Sincerely,



---

Jackie Downing  
Executive Director  
Crankstart

---

Signed, Authorized Signatory of City and County of San  
Francisco Office of the Controller

---

Print Name

---

Date

## Grant Budget

Budget Line Item	Amount
Community Based Organization Services	10,000,000
Total	10,000,000

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of Children Youth and Their Families  
**DATE:** November 15, 2021  
**SUBJECT:** Accept and Expend Resolution for Subject Grant  
**GRANT TITLE:** Crankstart Before and Aftercare Programs Grant

---

Attached please find the original\* and 1 copy of each of the following:

- ☒ Proposed grant resolution; original\* signed by Department, Mayor, Controller
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☐ Grant application
- ☒ Grant award letter from funding agency
- ☐ Ethics Form 126 (if applicable)
- ☐ Contracts, Leases/Agreements (if applicable)
- ☐ Other (Explain):

**Special Timeline Requirements:**

**The grantor has a check cutting deadline at the beginning of December. It would be greatly appreciated if this packet could be approved by 12/1/21.**

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

Name: Sherrice Dorsey Phone: 628-652-7146

Interoffice Mail Address: **DCYF  
1390 Market Street, Suite 900, 9<sup>th</sup> floor, SF CA  
94102**

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).