

File No. 101444

Committee Item No. 7  
Board Item No. 02

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: December 8, 2010

Board of Supervisors Meeting

Date 01/04/11

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Ethics Form 126 <i>NA</i>
<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 <i>✓</i>
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Application <i>✓</i>
<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"/>	_____
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Completed by: Victor Young

Date: December 3, 2010

Completed by: Victor Young

Date: 12-7-10

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 - Chinatown Broadway Streetscape Improvement Design Plan –  
2 \$250,000]

3  
4 Ordinance authorizing the San Francisco Planning Department to accept and expend a  
5 grant in the amount of \$250,000 from the California Department of Transportation,  
6 Division of Transportation Planning for the FY 2010-11 Environmental Justice Grant for  
7 the Chinatown Broadway Streetscape Improvement Design Plan, and amending  
8 Ordinance 191-10 (Annual Salary Ordinance, FY 2010-2011) to reflect the addition of  
9 one (1) limited duration Job Class 5293 Planner IV, grant funded position (0.06 FTE), in  
10 the Planning Department.

11 Note: Additions are single-underline italics Times New Roman;  
12 Deletions are ~~strikethrough italics Times New Roman~~.  
13 Board amendment additions are double underlined.  
14 Board amendment deletions are ~~strikethrough normal~~.

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

16 Section 1. Findings.

17 (a) The Planning Department of the City and County of San Francisco applied in  
18 partnership with the Chinatown Community Development Center for funding from the Division  
19 of Transportation Planning of the California Department of Transportation, and was awarded  
20 \$250,000 on August 16, 2010. The purpose of the grant funding is to a hire new position and  
21 support staff in completing the Chinatown Broadway Streetscape Improvement Design Plan.

22 (b) The goal of the Chinatown Broadway Streetscape Improvement Design Plan is  
23 to work closely with residents and merchants to develop a community design plan that will  
24 transform a former freeway connector in San Francisco's densest neighborhood into a vibrant  
25 multi-modal commercial corridor. With the participation of low-income residents and  
monolingual merchants historically underrepresented in the transportation planning process,

1 the project will improve pedestrian safety, encourage jobs/housing transportation linkages,  
2 develop community partnerships, and enhance alternative transportation modes to reduce the  
3 corridor's carbon footprint and greenhouse gas emissions.

4 (c) As a project co-applicant, the Chinatown Community Development Center will  
5 coordinate public engagement activities. The Chinatown Community Development Center has  
6 the linguistic capability, cultural competency, and local knowledge needed to foster the  
7 participation of low-income residents and monolingual merchants historically  
8 underrepresented in the transportation planning process and to develop key community  
9 partnerships. In 2009, the Chinatown Community Development Center completed a  
10 preliminary planning process for Broadway streetscape, which included interviewing schools,  
11 community-based organizations, and merchants; conducting pedestrian counts and surveys;  
12 and conducting bicycle counts. They collaborated with numerous stakeholders along  
13 Broadway, including Ping Yuen tenants association and the Community Tenants Association.  
14 The Chinatown Community Development Center will coordinate community engagement  
15 activities, including a series of three workshops; merchant and stakeholder interviews; a  
16 public open house to present the final product; and the development of an implementation and  
17 endorsement strategy. In compliance with the Division of Transportation Planning of the  
18 California Department of Transportation guidelines, which state, "If the grant applicant  
19 specifically identifies a sub-recipient/subcontractor in the Scope of Work, the sub-recipient  
20 may be employed without further bidding," the Planning Department will enter into a grant  
21 agreement with the co-applicant, the Chinatown Community Development Center, to complete  
22 the project.

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

24 (a) The Board of Supervisors hereby authorizes the San Francisco Planning  
25 Department to accept and expend, on behalf of the City and County of San Francisco, funds

1 from the Division of Transportation Planning of the California Department of Transportation in  
2 the amount of \$250,000 for the purpose of creating the Chinatown Broadway Streetscape  
3 Improvement Design Plan.

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

8 (c) The grant provision includes a matching requirement of \$28,000, of which  
9 \$16,240 is provided by the Planning Department's General Fund budget, \$8,400 is provided  
10 by the Chinatown Community Development Center; and \$3,360 is provided by Municipal  
11 Transportation Agency's fines, forfeitures, and penalties budget.

12 (d) The term of the grant is from February 2, 2011 through February 28, 2013.

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

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

16  
17 Department: CPC San Francisco Planning Department

18 Index Code: TBD

19 Program: FAH Long Range Planning

20 Subfund: 2S NDF GNC

21  
22 

<u>Amendment</u>	<u>#of Pos</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
<i>Add</i>	<i>0.06 FTE</i>	<i>5293 Planner IV (limited duration)</i>	<i>\$3,566 B \$4,334</i>

1 APPROVED AS TO FORM:

2  
3 By:

  
Thomas Owen  
Deputy City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

4  
5  
6  
7 By:

  
Micki Callahan  
Department of Human Resources

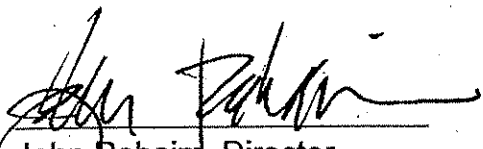
8  
9  
10 APPROVED:

  
for Gavin Newsom  
Mayor

11  
12 APPROVED:

  
Ben Rosenfield  
Controller, Grant Division

13 Recommended:

14  
15  
16   
John Rahaim, Director  
San Francisco Planning Department

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** John Rahaim, Director, Planning Department  
**DATE:** November 3, 2010  
**SUBJECT:** Accept and Expend Ordinance for California Department of Transportation, Division of Transportation Planning grant  
**GRANT TITLE:** FY 2010-11 Environmental Justice Grant for Chinatown Broadway Streetscape Improvement Design Plan

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

- ☒ Proposed grant ordinance; original signed by Department, Mayor, Controller, Human Resources, City Attorney
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☒ Grant application
- ☒ Letter of Intent or grant award letter from funding agency
- ☐ Other (Explain):

**Special Timeline Requirements:**

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

Name: Nadia Feeser

Phone: 558-6417

Interoffice Mail Address: 1650 Mission Street, Suite 400

Certified copy required Yes ☐

No ☒

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

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

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

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

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

1. Grant Title: FY 2010-11 Environmental Justice Grant for Chinatown Broadway Streetscape Improvement Design Plan

2. Department: San Francisco Planning Department

3. Contact Person: Nadia Feeser, Sheila Nickolopoulos Telephone: 558-6417, 575-9089

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$250,000

6a. Matching Funds Required: \$28,000

b. Source(s) of matching funds (if applicable): \$16,240 from the San Francisco Planning Department's General Fund Budget; \$8,400 is provided by the Chinatown Community Development Center; and \$3,360 is provided by the San Francisco Municipal Transportation Agency's fines, forfeitures, and penalties budget.

7a. Grant Source Agency: California Department of Transportation, Division of Transportation Planning

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

8. Proposed Grant Project Summary:

The Broadway Streetscape Improvement Design Plan will develop a community design plan for the revitalization of Broadway between Grant Avenue and Powell Street. With the participation of low-income residents and monolingual merchants historically underrepresented in the transportation planning process, this project will create a vibrant multi-modal commercial corridor that encourages jobs/housing transportation linkages, develops community partnerships, and enhances alternative transportation modes to further reduce the corridor's carbon footprint and greenhouse gas emissions.

Adequate transportation within the neighborhood is crucial for Chinatown's residents, who have the lowest rate of car ownership in the City, to ensure mobility and accessibility to other parts of San Francisco. Safe, walkable streets have significant environmental benefits for residents and visitors by providing opportunities for alternative modes of transportation, encouraging walking, and reducing traffic congestion, greenhouse gas emissions, and local toxic air contaminants.

According to resident and merchant surveys, this 2 ½ block stretch of Broadway is heavily used by local residents (49% cite Chinatown and North Beach zip codes). It is also a key neighborhood commercial corridor; 45% of survey respondents report shopping as one of their purposes for going to Broadway. Although Broadway is a vehicular corridor with heavy traffic, 75% of respondents walked or used public transit to get to Broadway. Similarly, 98% of users said that pedestrian safety improvements on Broadway are "Very Important." This project will create a community-based capital improvements plan to enhance pedestrian and cyclist safety and comfort while balancing the regional transportation uses of the corridor for vehicular and freight uses.



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

Start-Date: 2/1/2011

End-Date: 2/28/2013

10. Number of new positions created and funded: One (1) limited duration Job Class 5293 Planner IV position (0.15 FTE) will be funded through this grant to manage the project implementation. This will be funded for 5 months, so we need position authority for  $0.06 \text{ FTEs} = 0.15 \text{ FTEs} * 5/12 \text{ months}$ .

11. Explain the disposition of employees once the grant ends? The limited duration position created and funded through this grant will end when the funding ends.

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

b. Will contractual services be put out to bid? no

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

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

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 (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? The indirect costs associated with this grant (rent, phone, IT, and other administrative costs) will be absorbed within City Planning's approved budget.

14. Any other significant grant requirements or comments:

This is a multi-agency project. There are two work orders to other departments:

\* DPW - \$60,000 for technical assistance in developing design options, finalizing corridor drawings, developing cost estimate and phasing plans for capital improvements, and compiling the site topographic survey

\* MTA - \$30,000 for compiling data (traffic and other existing data), technical assistance in developing design options, traffic engineering analysis, and finalizing corridor drawings

A grant agreement with Chinatown Community Development Center for \$75,000 will fund community engagement activities, including a series of three workshops; merchant and stakeholder interviews; a public open house to present the final product; and the development of an implementation and endorsement strategy.

#### **\*\*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)

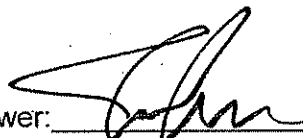
☐ New Site(s)

☐ 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:

 JOHN PAUL SCOTT  
11.4.2010 (Name) DEPUTY DIRECTOR

Date Reviewed: 11-4-2010

Department Approval:

Nadia Fleiser  
(Name)

Finance Director  
(Title)

Nadia Fleiser  
(Signature)

Subobject	Grant Funds			Total	Match	Total Project	Match funding source
	FY 2010-11	FY 2011-12					
Salaries							
5299, Planner IV Environmental Review	\$ 2,412	\$ 5,787	\$ 8,199	\$ 1,590	\$ 9,789	General Fund, indirect costs	
5293, Planner IV	4,990	11,977	16,967	3,104	20,071	General Fund, indirect costs	
5291, Planner III	12,796	30,710	43,506	8,435	51,941	General Fund, indirect costs	
Fringe							
	4,802	11,526	16,328	3,111	19,439	General Fund, indirect costs	
Grant Agreement with Chinatown Community Development Center							
	22,059	52,941	75,000	8,400	83,400	CCDC	
Services to Other Departments							
Public Works	17,647	42,353	60,000	-	60,000		
MTA	8,824	21,176	30,000	3,360	33,360	MTA's fine, forfeiture, & penalties budget	
	\$ 73,530	\$ 176,470	\$ 250,000	\$ 28,000	\$ 278,000		

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRANSPORTATION PLANNING, MS-32

1120 N STREET

P.O. BOX 942874

SACRAMENTO, CA 94274-0001

PHONE (916) 654-8175

FAX (916) 653-0001

*Flex your power!  
Be energy efficient!*

August 16, 2010

Ms. Susan Exline  
Planner  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

Dear Ms. Exline:

On behalf of the California Department of Transportation (Department), Division of Transportation Planning, I am pleased to offer my congratulations to your agency for the recent award of a Fiscal Year 2010-11 Environmental Justice Grant. Please note that funding is contingent upon passage of the State budget.

**Project Title:** Chinatown Broadway Streetscape Improvement Design Plan  
**Grant Award:** \$250,000

In accepting this grant, your organization agrees to be a partner with the State in our common mission to improve mobility and the quality of life in California. Your efforts will help integrate land use, housing, and transportation to achieve a prosperous economy, quality of environment, and equity for all people.

Listed below are required conditions that planning grant recipients must fulfill in order to develop a contract, begin work, and accept grant funding from the Department. Please be advised that a swift response to the requested conditions will expedite the contracting process, effectively increasing the amount of time to complete your work. Fulfillment of the conditions must be completed by October 5, 2010. Applicants who do not meet the program conditions are at risk of having their award rescinded and will thereby be replaced by a project listed on the project waiting list.

**Program Conditions**

- Amend scope of work and project timeline to reflect the procurement of consultant(s).
- Local match for a grant request of \$250,000 should be \$27,770 (10%) of the project cost and of which no more than 2.5% can be in-kind. Please revise your project timeline to reflect this.

*"Caltrans improves mobility across California"*

- The local match must be evenly distributed. Please re-distribute your local match in the budget/project timeline to be expended on a proportional basis as directed on page 5 of the Transportation Planning Grants Guide.
- The project timeline should be extended to the end of the contract.

The contracting process can begin once the conditions have been met. A signed, executed Fund Transfer Agreement (Contract) is required prior to project start-up. A sample contract has been posted on our website ([www.dot.ca.gov/hq/tpp/offices/ocp/ej\\_cbtp\\_toolbox.html](http://www.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html)) for your review. If there are terms of the contract that your agency objects to, please contact your District Liaison immediately. We encourage your agency to ensure that funding agreements with sub-recipients, if any, are in place prior to execution of the Fund Transfer Agreement. Additionally, your agency is responsible for notifying all stakeholders, including sub-recipients, of the status of your grant application.

The Department wishes to be an active partner in this project. District staff are a great resource and should be included when planning both technical advisory and community meetings. In addition, district staff will help to ensure that the approved scope of work, project timeline, and project funding will be maintained throughout the life of the contract.

Please contact Blesilda Gebreyesus, your District Liaison, at (510) 286-5575 to discuss the conditional requirements and the contracting process. You will need to provide Blesilda with all of the required documents identified above, submitted as a package.

Sincerely,



Tom Neumann,  
Chief, Office of Community Planning

c: Blesilda Gebreyesus, Senior Transportation Planner, District 4  
Ed Philpot, Branch Chief, Office of Community Planning

