

File No. 110072

Committee Item No. 3

Board Item No. 5

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: February 2, 2011

Board of Supervisors Meeting

Date 2/8/11

#### 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 - <u>NA</u>
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<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"/>

_____
_____
_____
_____

Completed by: Victor Young

Date: January 28, 2011

Completed by: Victor Young

Date: 2-3-11

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

1 [Accept and Expend Grant - Federal Green Jobs Workforce Development Training Project -  
2 \$238,000]

3  
4 **Ordinance authorizing the Office of Economic & Workforce Development to**  
5 **retroactively accept and expend a grant in the amount of \$238,000 from the United**  
6 **States Department of Labor Employment and Training Administration to fund the Green**  
7 **Jobs Workforce Development Training Project, and amending Ordinance No. 191-10**  
8 **(Annual Salary Ordinance FY2010-2011) to reflect the addition of one (1) grant funded**  
9 **1824 Principal Administrative Analyst at 0.5 FTE in FY2010-2011 in the Office of**  
10 **Economic and Workforce Development.**

11  
12 Note: Additions are single-underline italics Times New Roman;

13 deletions are ~~strikethrough italics Times New Roman~~;

14 Board amendment additions are double underlined;

15 Board amendment deletions are ~~strikethrough normal~~.

16  
17 Be it ordained by the People of the City and County of San Francisco:

18  
19 **Section 1. Findings**

20 The grant award from the United States Department of Labor Employment and Training  
21 Fund (DOL) to the Office of Economic and Workforce Development (OEWD) in the amount of  
22 \$238,000 is to support the Green Jobs Workforce Development Training Project, which  
23 provides job training, placement, and supportive services to San Francisco residents who are  
24 unable to participate in the Green Skills Academy because they do not meet the income  
25 requirements to qualify for the Workforce Investment Act; and

1 The grant award from the United States Department of Labor Employment and Training  
2 Administration to the Office of Economic and Workforce Development (OEWD) in the amount  
3 of \$238,000 is to support the Green Jobs Workforce Development Training Project.  
4

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

5 The Board of Supervisors hereby authorizes the Office of Economic & Workforce  
6 Development to retroactively accept and expend the Green Jobs Workforce Development  
7 Training Project Grant in the amount of \$238,000 from the United States Department of Labor  
8 (DOL) Employment and Training Administration (ETA) to provide job training, supportive  
9 services to, and job placement services to San Francisco residents who are unable to  
10 participate in the Green Skills Academy; and

11 The Board of Supervisors further authorizes the OEWD Director, or designee, to  
12 furnish additional information or assurances the DOL or ETA may request in connection with  
13 this grant, to execute any and all agreements or other documents, and to take any other steps  
14 necessary to accept, distribute and expend the grant funds.  
15


16 **Section 3. Grant funded position; Amendment to FY 2010-2011 Annual Salary**  
17 **Ordinance.**

18 The hereinafter designated sections and items of Ordinance No. 191-10 (Annual Salary  
19 Ordinance, FY 2010-2011) are hereby amended to add one position at 0.5 FTE in the Office  
20 of Economic and Workforce Development as follows:  
21  
22  
23  
24


1 Department: ECN  
2 Program: BL1  
3 Subfund: 2S CDB GNC  
4 Index Code: MEWBOX

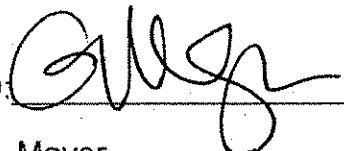
5 Amendment	# of Pos.	Class and Item No.	Compensation
6 Add	0.50 FTE	1824 Principal Administrative Analyst	\$3,346.00 - \$4,067.00

9 APPROVED AS TO FORM:

11 By:   
12 Virginia Dario Elizondo  
Deputy City Attorney


APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

By:   
Micki Callahan  
Department of Human Resources

14 APPROVED:   
15 For Mayor

17 APPROVED:   
18 Controller, Grant Division

20 Recommended:

22   
23 Department Head

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Rhonda Simmons, Director of Workforce Development,  
Office of Economic and Workforce Development  
**DATE:** December 13, 2010  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
**GRANT TITLE:** Green Jobs Workforce Development Training Project

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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

☒ Grant information form, including disability checklist

☒ Grant budget

☒ Grant application

☒ Grant award letter from funding agency

☐ Other (Explain):

**Special Timeline Requirements:**

None

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

Name: Rhonda Simmons

Phone: 415-581-2351

Interoffice Mail Address: Workforce Division, OEWD  
50 Van Ness Ave, SF CA

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 resolutions and ordinances authorizing a Department to accept and expend grant funds.

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

1. Grant Title: Green Jobs Workforce Development Training Project
2. Department: Office of Economic and Workforce Development
3. Contact Person: Amy Wallace Telephone: (415) 581-2313
4. Grant Approval Status (check one):  
☒ [X] Approved by funding agency ☐ [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$238,000.00
- 6a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: US Department of Labor Employment & Training Administration  
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary:  
This grant will fund the Green Jobs Workforce Development Training Pilot, which will leverage and integrate into the newly launched Green Skills Academy (GSA) that the City and County of San Francisco recently launched to train Workforce Investment Act enrolled clients. The Green Jobs Workforce Development Training Project will train, provide supportive services to, and place San Francisco residents who are unable to participate in the Green Skills Academy because they do not meet the income requirements to qualify for the Workforce Investment Act.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: May 1, 2010 End-Date: April 30, 2012
10. Number of new positions created and funded: 1
11. Explain the disposition of employees once the grant ends? Employees will be dismissed when grant ends.
- 12a. Amount budgeted for contractual services: \$30,161  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
- 13a. Does the budget include indirect costs? ☐ [ ] Yes ☒ [X] 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?

Indirect costs are incorporated into Department budget.

14. Any other significant grant requirements or comments: N/A

**\*\*Disability Access Checklist\*\***

N/A

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: Marc Majors

(Name)

Date Reviewed: 12/21/10

Department Approval: Marc Majors

(Name)

Workforce Development Manager

(Title)

(Signature)

GREEN JOBS WORKFORCE TRAINING DEVELOPMENT PROJECT BUDGET				
Char	Character	Subobj	Subobject	Dept Amt
001	Salaries	00101	Misc - Regular	\$134,276
013	Mandatory Fringe Benefits	01300	Retirement - Budget	\$73,563
038	City Grant Program	03800	Community Based Organization Svcs - Budget	\$30,161
<b>TOTAL</b>				<b>\$238,000</b>



*FY 2009 Earmarked Proposal to the:*

**U.S. Department of Labor Employment & Training Administration**

*Project Title:*

**Green Jobs Workforce Development Training Pilot**

*Submitted By:*

**San Francisco Department of Economic and Workforce Development**

**50 Van Ness Avenue  
San Francisco, CA 94102  
Voice: (415) 581-2313  
Fax: 581-2317  
amy.wallace@sfgov.org**

*Transmitted By:*

**Michael Cohen**



*Date:*

Application for Federal Assistance SF-424		Version 2
*1. Type of Submission: <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s) *Other (Specify):		
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name : City & County of San Francisco- Office of Economic & Workforce Development		
*b. Employer/Taxpayer Identification Number (EIN/TIN):		*c. Organizational DUNS:
946000417		788656416
d. Address:		
* Street 1: 50 Van Ness Street 2: * City: San Francisco County: * State: CA Province: * Country: United States * Zip / Postal Code: 94102		
e. Organizational Unit:		
Department Name:		Division Name:
Office of Economic & Workforce Development		Workforce Development Division
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: * First Name: Amy		
Middle Name:		
* Last Name: Wallace		
Suffix:		
Title:		
Organizational Affiliation:		
Deputy Director:		
* Telephone Number: 415-581-2313		Fax Number:
* Email: amy.wallace@sfgov.org		

Application for Federal Assistance SF-424	Version 2
<p>* 9. Type of Applicant 1: (See Earmark Reference Book for Applicant Types)</p> <p>B- County Government</p> <p>Type of Applicant 2:</p> <p>C- City Government</p> <p>Type of Applicant 3:</p> <p>* Other (Specify)</p>	
<p>* 10. Name of Federal Agency:</p> <p>US Department of Labor</p>	
<p>* 11. Catalog of Federal Domestic Assistance Number:</p> <p>17.261</p> <p>CFDA Title:</p> <p>Congressional Earmark 2009</p>	
<p>* 12. Funding Opportunity Number:</p> <p>* Title:</p>	
<p>13. Competition Identification Number:</p> <p>Title:</p>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.)</p> <p>City and County of San Francisco, CA</p>	
<p>* 15. Descriptive Title of Applicants Project:</p> <p>Green Jobs Workforce Development Training Pilot</p>	

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424		Version 2
<b>* 16. Congressional Districts of:</b>		
*a. Applicant: CA-008, CA-012	*b. Program/Project: CA-008, CA-012	
<b>* 17. Proposed Project:</b>		
*a. Start Date: 3/1/2010	*b. End Date: 2/28/2012	
<b>* 18. Estimated Funding (\$):</b>		
* a. Federal:	\$ 238,000	
* b. Applicant	\$	
* c. State	\$	
* d. Local	\$	
* e. Other	\$	
* f. Program Income	\$	
* g. TOTAL	\$ 238,000	
<b>* 19. Is application subject to review by State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372		
<b>* 20. Is the applicant delinquent on any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)</b>		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative</b>		
Prefix:	* First Name: Michael	
Middle Name:		
* Last Name:	Cohen	
Suffix:		
Title:	Director- Office of Economic and Workforce Development	
* Telephone Number:	(415) 581-2313	Fax Number:
* Email:	Michael.cohen@sfgov.org	
* Signature of Authorized Representative	* Date Signed: 11/4/2009	

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Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT  
NOTIFICATION OF  
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - **GREEN JOBS WORKFORCE DEVELOPMENT TRAINING PILOT.**

Name & Address of Awardee:  
CITY & COUNTY OF SAN FRANCISCO-  
OFFICE OF ECONOMIC & WORKFORCE  
DEVELOPMENT  
50 VAN NESS  
SAN FRANCISCO, CALIFORNIA 94102

Agreement #: EA-20257-10-60-A-6  
CFDA #: 17.261  
Accounting Code: 1630-2010-0501740910BD20100174001310SPR0031041CAOFAM0AOFAM0-  
A90310-410023-ETA-DEFAULT TASK-  
Mod Amount: \$238,000.00  
EIN: 946000417  
DUNS #: 788656416

The Period of Performance shall be from May 01, 2010 thru April 30, 2012.

Total Government's Financial Obligation is \$238,000.00 (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR

29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;

OMB Circular A-21, for Institutions of Higher Education; OR

OMB Circular A-122, for Non-Profit Organizations.

48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act

29 CFR Part 93, Lobbying Certification

29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements

29 CFR Part 98, Debarment and Suspension; Drug Free Workplace

20 CFR Part 652 et al., Workforce Investment Act

Wagner-Peyser Act

Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

5/6/10  
DATE OF ACCEPTANCE

AUTHORIZED SIGNATURE FOR AWARDEE

MICHAEL COHEN  
(TYPED NAME AND TITLE)

MAY 27 2010

DATE OF EXECUTION

SIGNATURE OF GRANT OFFICER

B. JAI JOHNSON  
(TYPED NAME AND TITLE)

