File No. 240743 **Committee Item No.** 4
Board Item No. 5

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee **Date** September 4, 2024
Board of Supervisors Meeting **Date** September 10, 2024

Cmte Board

Cmte	Board	
☐	☐	**Motion**
☒	☒	**Resolution**
☐	☐	**Ordinance**
☐	☐	**Legislative Digest**
☐	☐	**Budget and Legislative Analyst Report**
☐	☐	**Youth Commission Report**
☐	☐	**Introduction Form**
☒	☒	**Department/Agency Cover Letter and/or Report**
☐	☐	**MOU**
☒	☒	**Grant Information Form**
☒	☒	**Grant Budget**
☒	☒	**Contract/Agreement**
☒	☒	**Award Letter**

- **Grant Subaward Notice, Agreement, and Budget is one document**

☒	☒	**Form 126 – Ethics Commission**
☐	☐	**Application**
☐	☐	**Public Correspondence**

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

☒	☒	TTX Statement on Retroactivity 8/30/2024
☐	☐	
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☐	☐	
☐	☐	

Completed by: Brent Jalipa **Date** August 29, 2024
Completed by: Brent Jalipa **Date** September 5, 2024

FILE NO. 240743 RESOLUTION NO.

[Accept and Expend Grant - Retroactive - Larkin Street Youth Services - Rising Up - Office of Financial Empowerment - $181,368]

Resolution retroactively authorizing the Office of the Treasurer and Tax Collector to accept and expend a grant increase in amount of $65,000 for a total amount of $181,368 from Larkin Street Youth Services for the purpose of providing one-on-one financial coaching to Transitional Age Youth through the Rising Up campaign from July 1, 2023, through October 31, 2024.

WHEREAS, The Rising Up campaign is a public-private partnership that includes six City departments, five non-profit organizations, several local companies, and a group of philanthropic supporters; and

WHEREAS, Larkin Street Youth Services is the anchor institution and fiscal sponsor of the Rising Up campaign, and the Department of Homelessness and Supportive Housing is the lead government agency; and

WHEREAS, The goal of Rising Up is to achieve a 50% reduction for homeless youth ages 18-24 by 2023 by helping Transitional Age Youth (TAY) with problem solving services to help them get long term financial support; and

WHEREAS, The Office of Financial Empowerment's Smart Money Coaching program empowers TAY to navigate the financial system so that they can make informed decisions and improve their financial lives; and

WHEREAS, Financial coaches help to identify the barriers that prevent TAY from accessing the financial mainstream and then outline clear and actionable steps to achieve resolutions so that TAY can strengthen their own financial capability; and

WHEREAS, The grant period is from July 1, 2023, through October 31, 2024; and

WHEREAS, The grant does not create any new positions, and will not require an amendment to the Annual Salary Ordinance; and

WHEREAS, A request for retroactive approval is being sought because the award agreement and increased funds were received on February 7, 2024 and immediately utilized to maintain services levels through the remainder of Fiscal Year 2023-2024; and

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

RESOLVED, That the Board of Supervisors hereby authorizes the Office of the Treasurer and Tax Collector to accept and expend the grant increase in the amount of $65,000 for a total amount of $181,368 from Larkin Street Youth Services on behalf of the City and County of San Francisco; and, be it

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

FURTHER RESOLVED, That the Board of Supervisors authorizes the Treasurer, or his designee, to enter into the agreement on behalf of the City and County of San Francisco; and, be it

FURTHER RESOLVED, That within thirty (30) days of the agreement being fully executed by all parties, the Office of the Treasurer and Tax Collector shall provide the final agreement to the Clerk of the Board for inclusion in the official file.

Recommended: Approved: ____/s/_____

Mayor

____/s/_____

Department Head Approved: __/s/_____

Controller

DocuSign Envelope ID: 617CEF79-0074-4CB0-8934-4318E1D4847A

File Number: 240743
(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: **Rising Up Campaign**
2. Department: **Office of the Treasurer & Tax Collector**
3. Contact Person: **Eric Manke** Telephone: **(415) 350-0700**
4. Grant Approval Status (check one):

   [X] Approved by funding agency [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: $
6. a. Matching Funds Required: **No**
   b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: **Larkin Street Youth Services**
   b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:

   This grant is to support OFE's Smart Money Coaching program to partner with the Department of Homelessness and Supportive Housing and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.

   The initial agreement awarded $116,368 for the program. The additional $65,000 in funds are to maintain the same service levels for the remainder of Fiscal Year 2023-24 and bring the agreement total to $181,368.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: **July 1, 2023** End-Date: **October 31, 2024**
10. a. Amount budgeted for contractual services: **$65,000**
    b. Will contractual services be put out to bid? **Yes**
    c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **Yes**
    d. Is this likely to be a one-time or ongoing request for contracting out? **Ongoing**
11. a. Does the budget include indirect costs?
    [ ] Yes **[X]** No
    b. 1. If yes, how much? $

****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):

[X] 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:

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

Adrienne Yan
(Name)

Manager, Taxpayer Assistance
(Title)

Date Reviewed: DocuSigned by: Adrienne Yan 4/5/2024
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Tajel Shah
(Name)

Chief Assistance Treasurer
(Title)

Date Reviewed: 4/8/2024
(Signature Required)

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SUBAWARD AGREEMENT BETWEEN
LARKIN STREET YOUTH SERVICES
AND
THE SAN FRANCISCO OFFICE OF THE TREASURER & TAX COLLECTOR

Revised February 2024

This Subaward Agreement is made and entered into on the subscribed date by LARKIN STREET YOUTH SERVICES, hereinafter referred to as "Larkin Street" or "Contractor" with its principal office located at 134 Golden Gate Avenue, San Francisco, CA, 94102, and, the San Francisco Office of the Treasurer & Tax Collector with its principal office located at 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco CA, 94102, hereinafter referred to as "Subawardee."

1. RECITALS

Larkin Street is the Anchor Institution and prime recipient of private funding awarded to the Rising Up Campaign. It is Larkin Street's responsibility, under a Memorandum of Understanding with the San Francisco Department of Homelessness and Supportive Housing and oversight by the Rising Up Steering Committee, to deploy private funds via subcontract agreements to a network of nonprofit providers in service of the campaign's goal to reduce youth homelessness in San Francisco by 50% by 2023.

2. TERM OF SUBAWARD

This subaward shall cover the 16-month grant period, from July 1, 2023 – October 31, 2024, depending on mutual agreement and the continued availability of private funding.

3. COMPLIANCE TERMS AND CONDITIONS

Subawardee is responsible for contracted services as they pertain to the requirements outlined under the original granting entity. Subawardee agrees to comply with all relevant local, state and federal statutes and regulations, if any, in performing its obligations under this agreement. The Subawardee shall incorporate all terms and conditions of this Agreement in all lower tier subawards (if applicable).

4. SCOPE OF SERVICES

Subawardee shall use its best efforts to provide the services set forth in Appendix A of this Agreement. Subawardee shall perform its duties and obligations under this subaward as an independent contractor and for no purpose shall any of its officers, directors, members, employees, Subawardees or agents be considered an employee or joint venture of Larkin Street.

5. PAYMENT FOR SERVICES

A. The maximum amount payable shall not exceed ~~$116,368~~ $181,368.

DS SA DS TS

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B. Allowability of costs, costs incurred must be within the original contract performance period and aligned with the approved budget set forth in Appendix B of this Agreement.

6. GRANT DISBURSEMENT

Date	Amount	Documentation
July 2023	$58,184	Upon receipt of fully executed subaward agreement
January 2024	~~$58,184~~ **$123,184**	Upon receipt of a six-month report that demonstrates that at least 80% of the initial payment has been expended.
Total	~~$116,368~~ **$181,368**	

DS TS

DS SA

7. DOCUMENTATION REQUIREMENTS:

A. Documentation: Subawardee will provide, upon request, supporting documentation of booked expenses, including General Ledger showing where booked expenses are allocated, or copies of expense receipts.

B. Time period covered shall comply with the grant period noted in Section 2.

C. Total Estimated Cost of Subaward shall not to exceed ~~$116,368~~ $181,368.

G. Original signature of authorized representative on the 6- and 12-month reports will certify the accuracy of the Office of the Treasurer & Tax Collector's fiscal and programmatic performance.

8. BUDGET MODIFICATION

The parties may modify the Project Budget (Appendix B) only with the prior written approval of Larkin Street but no such modification shall increase the maximum amount payable. Requests will be considered based on whether the request is appropriate and relevant to the overall scope of work for the contract. Notably, line item changes less than 10% and within the total subaward amount do not require approval.

9. INCORPORATION BY REFERENCE

The terms and conditions of the grant program legislation and regulations under which the prime grant award was made a part hereof by reference. A copy can be obtained from Larkin Street upon request.

10. TERMINATION

This subaward may be terminated as follows: (i) either party may terminate this agreement upon 30 days written notice to the other party, (ii) Larkin Street may terminate, effective on the date that the Subawardee receives written notice, if the

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prime terminates in whole or relevant part, or if the Subawardee violates or breaches this subaward. Larkin Street shall allow full credit of the subawardee for any reasonable non-cancelable obligations properly incurred by the subawardee prior to termination. On the effective date of termination, work shall stop and the Subawardee shall cancel as many outstanding obligations as possible and not incur any more obligations.

11. RECORD RETENTION AND ACCESS TO RECORDS

The Subawardee shall grant Larkin Street and their authorized representatives upon request access to any books, documents, papers and records pertinent to this subaward for audit, examination, excerpt and transcription. The Subawardee shall retain all such records for three years after final payment is made under the contract and all pending matters are closed, unless extended by an audit, litigation, or other action involving the records, whichever is later.

12. EQUAL EMPLOYMENT OPPORTUNITY

The Subawardee shall, unless exempt, comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemental in Dept. of Labor regulations (41 CFR Part 60). Subawardee shall not discriminate against any employee or applicant for employment because of race, color, religions, sex, or national origin and shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

13. CERTIFICATION REGARDING DEBARMENT, ETC.

Unless it is exempt from doing so, Subawardee shall comply with 45 CFR Part 76, Appendix B-Certification Regarding Debarment, Suspension, Ineligibility. Voluntary Exclusion-Lower Tier Covered Transactions, and Subawardee certifies by signing this subaward that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

14. PERFORMANCE REPORTING

Within 6 and 12 months of the Subaward Agreement’s execution, Subawardee shall provide Larkin Street with a report not to exceed two pages describing how the funds supported the goals and objectives outlined in Appendix A, using the Report Template included as Appendix D.

Subawardee shall immediately notify Larkin Street of developments that have a significant impact on subaward performance and of problems, delays, or adverse conditions that materially impair its ability to meet subaward objectives, including providing a statement of the action taken or contemplated and any assistance needed to resolve the situation.

15. PRINCIPAL INVESTIGATOR/PROJECT COORDINATOR

Subawardee shall identify a Project Coordinator responsible for the performance of the

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programmatic aspects of the subaward Scope of Work.

16. INDEMNIFICATION

Subawardee shall defend, indemnify, and hold contractor, its officers, employees, and agents harmless from and against any and all claims, losses, damages, costs, expenses including reasonable attorney's fees or other liability of any kind arising out of or connected directly or indirectly with the indemnifying party's acts or failure to act in the performance of this contract including but not limited to any accident or injury to persons or property or any liability for patent or copyright infringement. This indemnification shall be conditioned upon the indemnified party giving the indemnifying party reasonable notice of a claim or loss and an opportunity to participate in the defense thereof.

17. INSURANCE

Larkin Street and subawardee warrant that they each maintain a policy or policies of insurance or self-insurance at minimum levels of:

A. General/Professional Liability: $1,000,000 each occurrence/$2,000,000 aggregate per location/project.
B. Automobile Liability: $1,000,000 each occurrence
C. Workers Compensation: Statutory limits; $1,000,000 Employers Liability

Subawardee shall furnish Larkin Street with a certificate of insurance evidencing this coverage and including Larkin Street as an additional insured on the General/Professional liability policies with respect to this contract.

18. NOTICES

All notices and other communications required or permitted under this subaward shall be in writing and deemed given when delivered personally or five days after being sent by registered mail, postage prepaid and addressed to the addresses first shown in this subaward.

19. WARRANTIES

Subawardee warrants that services will be performed in a good and workmanlike manner, in accordance with the attached scope of work, and by personnel with the requisite skill, qualifications, and licenses.

20. CONTRACTUAL DISPUTES AND ARBITRATION

Any controversy or claim arising out of or relating to this subaward, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

21. ASSIGNMENT

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This subaward shall not be assignable by Subawardee without the prior written consent of Larkin Street. Any attempted assignment contrary hereto is voidable at the option of Larkin Street.

22. GOVERNING LAW

This agreement is entered into in San Francisco County, California and all terms herein shall be interpreted in accordance with the laws of the State of California.

23. SURVIVAL OF OBLIGATIONS

Expiration of the term or termination of this subaward shall not affect any rights or obligations of the parties which have accrued prior thereto.

24. SEVERABILITY

If any part, term, or provision of this subaward shall be held void, illegal, unenforceable, the validity of the remaining portions or provisions shall not be affected thereby.

25. ENTIRE AGREEMENT

This subaward constitutes the entire agreement between the parties and supersedes any prior or contemporaneous understanding or agreement, oral or written, with respect to matters herein.

26. AMENDMENT

This subaward shall not be modified, amended, or waived, whether in whole or in part, except by a subsequent writing signed by the authorized representatives of both parties.

27. CAPTIONS

The captions of this subaward are for convenience and reference only and are not intended to affect the interpretations or construction of the subaward.

28. SUBAWARDEE MONITORING

Subawardee may be subject to fiscal or program monitoring under the terms of Larkin Street's Subawardee Monitoring Policy, attached as Appendix C. Subawardee also agrees to participate in any program monitoring conducted by TPC personnel, as required.

DocuSigned by:
Sherilyn Adams
B22BCA6D10934CF...

Sherilyn Adams
Chief Executive Officer
Larkin Street Youth Services

Date: 2/5/2024

DocuSigned by:
F45D3F78545F404...

Tajel Shah
Chief Assistant Treasurer
Office of the Treasurer & Tax Collector

Date: 2/6/2024

DocuSign Envelope ID: AAFAA1C3-61DB-4BC6-9417-92138B1B9252

APPENDIX A: SCOPE OF WORK
Revised February 2024

Purpose of Funding: Funding shall support program costs to deliver the following service and outcomes of the Rising Up Campaign:

Goal: Remove barriers to housing through one-on-one financial coaching with a focus on establishing or rebuilding credit and resolving debt.

Contracted Services:

- Provide one-on-one financial counseling ("Smart Money Coaching") to 80 Rising Up participants to assist youth with:
  - Opening and transitioning to safe and affordable bank account or prepaid card
  - Clearing negative banking records
  - Saving increments of 2% net income
  - Decreasing debt by increments of 10%
  - Enrolling in a credit building product
  - Establishing a credit score o Increasing credit score
  - Accessing public benefits
- Quantify outcomes to measure overall impact of coaching on clients served including total and average dollars saved, total and average debt reduced and total and average increases in credit score.
- Host and participate in four workshops, either in-person or online. Workshops may be used to promote Smart Money Coaching to potential clients or associated community partners, to provide technical assistance regarding financial issues facing people experiencing homelessness or to outline challenges and share successes.

Outcomes Objectives:

FCI will offer one-on-one financial coaching and meet the following service and outcome objectives cumulatively across the coming fiscal year:

- Serve 80 total clients through one-on-one Smart Money Coaching.
- Complete 250 one-one-one counseling sessions, including initial and follow up sessions.
- Complete 35 initial financial coaching sessions.
- Complete 215 follow up financial coaching sessions.
- Maintain an overall appointment show rate of at least 60%.

Clients enrolled in the program will collectively achieve a total of 100 positive financial outcomes with a focus on credit and debt to remove barriers to housing – including but not limited to:

- Client opens or transitions to a safe and affordable bank account or prepaid card
- Client uses a bank account actively
- Client adopts a new savings behavior
- Client sets aside at least one week's worth of income for the future

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- Client reduces the number of delinquent accounts
- Client has an incorrect item on a credit or ChexSystems report removed
- Client decreases non-mortgage debt by increments of 10%
- Client signs up for student debt relief program (i.e. Public Service Loan Forgiveness, Fresh Start, IDR plan such as the SAVE plan)
- Client has their student loan debt removed
- Client enrolls in a credit building product
- Client with no credit score establishes a credit score
- Client with an established credit score increases their score by increments of 35 points
- Client accesses public benefits
- Client successfully submits an official incident report (e.g., files police report in the case of identity theft)
- Client receives support escalating a consumer rights violation on a credit report to an appropriate attorney.

40% of clients served through Smart Money Coaching should achieve at least one of the above positive financial outcome.

As part of this work, OFE/FCI will also quantify outcomes to measure overall impact of coaching on clients served including total and average dollars saved, total and average debt reduced and total and average increases in credit score.

OFE/FCI will also participate in Rising Up partner meetings to provide information about financial issues facing people experiencing homelessness, to outline challenges and to share successes.

OFE's Financial Capability Program Manager will provide staff support to the continuing success of service delivery for Rising Up, including convening check-in meetings, synthesizing data on outcomes, providing training for financial coaches, and providing administration for the Smart Money Coaching Program.

APPENDIX B: BUDGET

Revised February 2024

Budget Item	Total Cost
Financial Counseling services (Original)	$99,880.00
Financial Counseling services (Amended)	$65,000.00
OFE salary/fringe	$16,488.00

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TOTAL	**$181,368.00**

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Appendix C:
SUBAWARDEE MONITORING POLICY

Subawardees of Larkin Street Youth Services are monitored on their program and fiscal performance. These policies and procedures may change if new directives are received from the funder. All new funder directives affecting subawardees will be forwarded to the subawardee contact of record within a month of receipt.

Programmatic Outcome Review

Larkin Street Youth Services may conduct regular or occasional meetings with subawardee to review work plans, discuss performance, share successes, disseminate best practices, and address concerns and challenges.

Data collection methods and program performance may be reviewed during site visits. Larkin Street Youth Services staff do not necessarily visit all subawardees every year, but reserve the right within subaward agreements to do so. Site visits may consist of program staff interviews and a review of program documentation. Program and data collection review may include inspection of any/all of the following:

- Client sign-in sheets
- Case files, including counselor notes
- Program logs
- Policies related to client grievance procedures and client confidentiality

Subawardee performance is reviewed during payment approval process for progress towards goals. Any shortfalls are addressed with the subawardee either through a phone call from Larkin Street staff (usually the Program Director or Chief of Programs) or during subawardee meetings.

Financial Review

Subawardee fiscal performance is reviewed during payment approval process for adherence to budget and reasonableness.

Financial policies and procedures are reviewed during site visit. Larkin Street Youth Services staff do not necessarily visit all subawardees every year, but reserve the right within subaward agreements to do so. Fiscal review may include inspection of any/all of the following:

- General Ledger
- Payroll Records
- Banking Records
- Financial Policies and Procedures
- Audit Results
- Internal Controls

Review by Original Funder

Subawardees are required to make themselves available for any program or fiscal monitoring conducted at the behest of the original funder. Larkin Street will notify subawardees of any scheduled required funder visits in as timely a manner as possible, but notification is dependent on the timing of communications from the funder and a minimum notification timeframe cannot be guaranteed.

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Appendix D:
6-month month and 12-month Report Template

Submit to: Ilsa Lund, ilund@larkinstreetyouth.org

Subcontract term: July 1, 2022 – June 30, 2023
Interim report due: January 15, 2023 – This report will trigger payment of the second installment.
Final report due: July 31, 2023

Subcontractor:	Office of the Treasurer & Tax Collector
Report Date:	
Name, Title, Phone, and Email of person completing the report:	
Description of how funds were used in service if the goals and objectives outlined in Appendix A of your subaward agreement:	
Total # of Rising Up youth served to date:	
Total # of Rising Up youth who have achieved a positive financial outcome:	
Total debt reduced ($):	
Total youth savings ($):	
Average increases in credit score:	
Challenges	
Successes	
Signature of Authorized Representative:	

Not to exceed 2 pages

Please attach a Budget vs. Actual report on spending based on the approved budget (Appendix B)

Memorandum

To: Members of the Board of Supervisors

From: Office of the Treasurer & Tax Collector

Date: August 30, 2024

Re: Accept and Expend Grant – Retroactive - Rising Up - Office of Financial Empowerment - $65,000

This memo explains why we are requesting retroactive approval to accept and expend funds for from Larkin Street Youth Services for the purpose of providing one-on-one financial coaching to Transitional Age Youth through the Rising Up campaign

A request for retroactive approval is being sought because the updated award agreement and increased funds were received and immediately utilized to maintain financial counseling service levels through the remainder of Fiscal Year 2023-2024.

Background: The initial agreement awarded $116,368 for the program and was approved by the Board of Supervisors through Fiscal Year 2023-2024 budget process. The services for financial coaching continued to be in demand, so an additional $65,000 was granted for the same fiscal year. Since the original grant award was accepted by the Board and the additional amount was less than $100,000 an Accept & Expend was not deemed required. It was later identified that the Controller's Office Policy & Procedures require Board action.

The total award amount for Fiscal Year 2023-24 is $181,368.

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Incomplete - Pending Signature

San Francisco Ethics Commission
25 Van Ness Avenue, Suite 220, San Francisco, CA 94102
Phone: 415.252.3100 . Fax: 415.252.3112
ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 240743

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4
(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)
A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of $100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: https://sfethics.org/compliance/city-officers/contract-approval-city-officers

1. FILING INFORMATION

TYPE OF FILING	DATE OF ORIGINAL FILING (*for amendment only*)
Original	
AMENDMENT DESCRIPTION – Explain reason for amendment	

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

NAME OF FILER'S CONTACT	TELEPHONE NUMBER
Angela Calvillo	415-554-5184
FULL DEPARTMENT NAME	**EMAIL**
Office of the Clerk of the Board	Board.of.Supervisors@sfgov.org

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Eric Manke	415-350-0700
FULL DEPARTMENT NAME	**DEPARTMENT CONTACT EMAIL**
TTX Office of the Treasurer & Tax Collector	eric.manke@sfgov.org

DocuSign Envelope ID: 45794823-EDB0-4905-BC72-B3B7CE0A33AA

Incomplete - Pending Signature

5. CONTRACTOR	
NAME OF CONTRACTOR Larkin Street Youth Services	**TELEPHONE NUMBER** 415-673-0911
STREET ADDRESS (including City, State and Zip Code) 134 Golden Gate Avenue, San Francisco, CA 94102	**EMAIL**

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	**ORIGINAL BID/RFP NUMBER**	**FILE NUMBER (*If applicable*)** 240743
DESCRIPTION OF AMOUNT OF CONTRACT $181,368		
NATURE OF THE CONTRACT *(Please describe)* This grant is to support Office of Financial Empowerment's Smart Money Coaching program to partner with the Department of Homelessness and Supportive Housing and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
☐	**THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM**
☒	**A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES** Board of Supervisors
☐	**THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS**

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Incomplete - pending signature

9. AFFILIATES AND SUBCONTRACTORS

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Roos	Eric	Other Principal Officer
2	Elias	Marcie	Other Principal Officer
3	Shapiro	Sally	Other Principal Officer
4	Valentine	D.	Other Principal Officer
5	Cameron	Cecily	CFO
6	Foo	Catherine	Other Principal Officer
7	Grossman	Blake	Other Principal Officer
8	Obaro	Bambo	Other Principal Officer
9	Adams	Sherilyn	CEO
10	Barnett	Fiona	Board of Directors
11	Berg	Siri	Board of Directors
12	Brahm	Jennifer	Board of Directors
13	Cohen	Andy	Board of Directors
14	Hoecker	Anne	Board of Directors
15	Horn	Tim	Board of Directors
16	Johnson	Eric	Board of Directors
17	Kerzic	Richard	Board of Directors
18	Kiss	Patrick	Board of Directors
19	Hatvany Kitchen	Natalie	Board of Directors

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#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	Linder	Marcus	Board of Directors
21	Matlock	Michael	Board of Directors
22	McInerney	Thomas	Board of Directors
23	Modi	Kunal	Board of Directors
24	Ogan	Heather	Board of Directors
25	Perkins III	Edward	Board of Directors
26	Viola	John	Board of Directors
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#	**LAST NAME/ENTITY/SUBCONTRACTOR**	**FIRST NAME**	**TYPE**
39			
40			
41			
42			
43			
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45			
46			
47			
48			
49			
50			
☐	Check this box if you need to include additional names. Please submit a separate form with complete information. Select "Supplemental" for filing type.		

10. VERIFICATION	
I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete. **I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**	
SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK BOS Clerk of the Board	**DATE SIGNED**

April 3, 2024

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 a proposed resolution for Board of Supervisors approval, which authorizes the Treasurer to accept and expend grant funding from Larkin Street Youth Services.

The following accompanying documents are included:

- Grant Information Form (including Disability Checklist).
- Grant Budget
- Copy of Award Letter
- Completed Ethics Commission Form SFEC-126

In lieu of a grant application, please accept the following summary of how the Office of the Treasurer & Tax Collector was awarded this funding:

The Rising Up campaign is multi-year public-private partnership that includes six City & County of San Francisco departments, five non-profit organizations, a number of local companies, and a group of philanthropic supporters. In response to the large number of young people experiencing homelessness in San Francisco, Mayor London Breed announced the official launch of Rising Up in October 2018. Funding included an initial $10 million investment ($1 million in local general funds and $9 million in state funds from the Homeless Coordinating and Financing Council) into the campaign by the San Francisco Department of Homelessness and Supportive Housing (HSH) and approximately $7.3 million in private funding.

Larkin Street Youth Services is the anchor institution and fiscal sponsor, and the HSH is the lead government agency. As part of the Rising Up Steering Committee, Larkin Street manages subawards of the private funds to partner agencies such as the grant being approved by this resolution to the Office of the Treasurer & Tax Collector.

This grant will support our Office of Financial Empowerment's Smart Money Coaching program to partner with the HSH and deliver financial coaching to at-risk Transitional Age Youth (TAY) through the Rising Up campaign. Smart Money Coaching will provide one-on-

one financial coaching to TAY through all phases of the Rising Up program to support their financial capability and address their unique financial challenges.

Please do not hesitate to contact me with questions about the grant or the Rising Up campaign.

Thank you,

Eric Manke
Policy and Communications Manager
(415) 350-0700
Eric.manke@sfgov.org

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **Eric Manke**

DATE: **April 3, 2024**

SUBJECT: **Accept and Expend Resolution for Subject Grant**

GRANT TITLE: **Rising Up Campaign**

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

_X_ Proposed grant resolution; original* signed by Department, Mayor, Controller

_X_ Grant information form, including disability checklist

_X_ Grant budget (*included in agreement*)

__ Grant application – *Please see explanation in the included cover letter*

_X_ Letter of Intent or grant award letter from funding agency (*subaward agreement*)

_X_ Ethics Form 126 (if applicable)

___ Contracts, Leases/Agreements (if applicable)

__ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Eric Manke Phone: 415-350-0700

Interoffice Mail Address:

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).

From:	Trejo, Sara (MYR)
To:	BOS Legislation, (BOS)
Cc:	Paulino, Tom (MYR); Manke, Eric (TTX)
Subject:	Mayor -- Resolution -- Larkin Street Youth Services Grant
Date:	Tuesday, July 2, 2024 2:27:54 PM
Attachments:	Cover Letter Accept-Expend Larkin Street Youth 2024_Final.pdf Cover Memo Checklist_Larkin Street 2024_Final.pdf Accept-Expend Resolution_Larkin Street Grant 2024.doc Larking Street Youth 2024 Accept Expend Resolution Signed.pdf Grant Resolution Information Form_Larkin Street 2024_Signed.pdf OFE_Subward Agreement and Budget_July 1, 2023 - June 3, 2024_Amended Feb24.docx.pdf SFEC_Form_126f4BOS---Larkin Street 2024.pdf

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Hello Clerks,

Attached is a Resolution retroactively authorizing the Office of the Treasurer and Tax Collector to accept and expend a grant increase in amount of $65,000 for a total amount of $181,368 from Larkin Street Youth Services for the purpose of providing one-on-one financial coaching to Transitional Age Youth through the Rising Up campaign from July 1, 2023, through October 31, 2024.

Best regards,

Sara Trejo
Legislative Aide
Office of the Mayor
City and County of San Francisco
415.554.6141 | sara.trejo@sfgov.org