

## Fried, Amanda (TTX)

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**From:** Fried, Amanda (TTX)  
**Sent:** Monday, February 02, 2015 9:44 AM  
**To:** Zheng, Suhan (CON)  
**Cc:** Gomez, Juan (CON); Gratuito, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Suhan-

You are correct. EARN is stating that they will not start the grant period until the ordinance is approved and effective. We will get confirmation from EARN after this occurs stating the grant period and reporting requirements.

I will bring this up for CON signature now. Thank you!

Amanda

Amanda Kahn Fried  
Policy and Legislative Manager  
Office of the Treasurer and Tax Collector  
(415)554-0889

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**From:** Zheng, Suhan (CON)  
**Sent:** Wednesday, January 28, 2015 4:41 PM  
**To:** Fried, Amanda (TTX)  
**Cc:** Gomez, Juan (CON); Gratuito, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Amanda,

I'm so sorry for just getting to this now!

But, I think the email should suffice for now since this hasn't gone to the BOS yet, especially with this:  
"comfortable amending the payment schedule to align with the acceptance of the grant by the Board of Supervisors and based on actual expenses incurred by the project."

I could take that to mean that until the BOS says yes, the grant period has not started?

After it's passed by the board, I think the next step would be to get a confirmation email to say that the new grant period is xx/xx/xx to xx/xx/xx and reports are due xx/xx/xx. That would be the optimal grant documentation.

Suhan Zheng

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**From:** Fried, Amanda (TTX)  
**Sent:** Friday, January 23, 2015 3:58 PM  
**To:** Zheng, Suhan (CON)  
**Cc:** Gomez, Juan (CON); Gratuito, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Suhan, please see attached documentation and let me know if it will suffice.

Thanks so much!

(Apologies for the long lag time here)

Amanda Kahn Fried  
Policy and Legislative Manager  
Office of the Treasurer and Tax Collector  
(415)554-0889

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**From:** Zheng, Suhan (CON)  
**Sent:** Monday, November 24, 2014 3:27 PM  
**To:** Fried, Amanda (TTX)  
**Cc:** Gomez, Juan (CON); Gratuito, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Amanda,

Because the grant award letter seems to be consistent with a start/end date of 6/30/14-7/30/15 with the 1) two installment payments in January 2015 and July 2015, 2) an annual report due 7/1/2015, and 3) previous grants have had the same grant period, might you have additional communications from the grantor that suggests new agreed upon grant plan dates? If not, even an email from the grantor confirming these new dates along with a new annual report date of 12/31/2015 would suffice as supporting documentation.

Thank you!

Suhan Zheng

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**From:** Fried, Amanda (TTX)  
**Sent:** Monday, November 24, 2014 2:14 PM  
**To:** Zheng, Suhan (CON)  
**Cc:** Gomez, Juan (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Suhan-

We'd like to keep the grant starting December 1<sup>st</sup>. Thanks!

Amanda

Amanda Kahn Fried  
Policy and Legislative Manager  
Office of the Treasurer and Tax Collector  
(415)554-0889

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**From:** Zheng, Suhan (CON)  
**Sent:** Friday, November 21, 2014 4:22 PM  
**To:** Fried, Amanda (TTX)  
**Cc:** Gomez, Juan (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Amanda,

I've attached a track changes copy of the ordinance to note all the changes that I recommend.

The other two places I noted were:

1. In the cover letter:

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

I think that should read "Office of Financial Empowerment Kindergarten to College"

2. In the Grant Ordinance Information Form:

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

**Start-Date: December 1<sup>st</sup> 2014 End-Date: December 1<sup>st</sup> 2015**

Should this be 7/1/14 to 6/30/15? (like the previous TXK2C2 grants?)

Also, if so, would you have any grant documents that would show these start/end dates?

Let me know if you have any questions!

Suhan Zheng

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**From:** Fried, Amanda (TTX)  
**Sent:** Friday, November 21, 2014 3:14 PM  
**To:** Zheng, Suhan (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Suhan-

Thanks so much for taking an informal look at this package before I submit the originals!

Please let me know if I need to make any changes.

Thanks,

Amanda Kahn Fried  
Policy and Legislative Manager  
Office of the Treasurer and Tax Collector  
(415)554-0889

[amanda.fried@sfgov.org](mailto:amanda.fried@sfgov.org)

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As of 10/3 I am no longer in the Mayor's Office of HOPE. For all HOPE related matters, please contact [Bevan.Dufty@sfgov.org](mailto:Bevan.Dufty@sfgov.org) and [Christine.Keener@sfgov.org](mailto:Christine.Keener@sfgov.org).

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**From:** Fried, Amanda (TTX)  
**Sent:** Friday, November 21, 2014 11:37 AM  
**To:** Murrell, Drew (CON)  
**Cc:** Zheng, Suhan (CON); Allersma, Michelle (CON); Gratuito, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Will do- thanks.

Suhan, when did you leave HSA?

Thanks,

Amanda Kahn Fried  
Policy and Legislative Manager  
Office of the Treasurer and Tax Collector

(415)554-0889

[amanda.fried@sfgov.org](mailto:amanda.fried@sfgov.org)

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As of 10/3 I am no longer in the Mayor's Office of HOPE. For all HOPE related matters, please contact [Bevan.Dufty@sfgov.org](mailto:Bevan.Dufty@sfgov.org) and [Christine.Keener@sfgov.org](mailto:Christine.Keener@sfgov.org).

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**From:** Murrell, Drew (CON)  
**Sent:** Friday, November 21, 2014 11:21 AM  
**To:** Fried, Amanda (TTX)  
**Cc:** Zheng, Suhan (CON); Allersma, Michelle (CON); Grauto, Maricar (CON)  
**Subject:** FW: accept and expend for CON sign off

Hi Amanda,

Could you bring the originals to Suhan in Room 300?

Thanks,

Drew

Drew Murrell  
Controller's Office of Budget & Analysis  
City & County of San Francisco  
(P) 415.554.7647  
(E) [Drew.Murrell@sfgov.org](mailto:Drew.Murrell@sfgov.org)

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**From:** Zheng, Suhan (CON)  
**Sent:** Friday, November 21, 2014 11:20 AM  
**To:** Murrell, Drew (CON)  
**Cc:** Allersma, Michelle (CON); Grauto, Maricar (CON)  
**Subject:** RE: accept and expend for CON sign off

Hi Drew,

It's for Jocelyn to sign after we've reviewed. If you bring the package to me in room 300, I'll do the prelim review and have Jocelyn sign off after her review.

*Suhan Zheng*

Controller's Office -Accounting Operations  
(415) 554-7414  
Email: [Suhan.Zheng@sfgov.org](mailto:Suhan.Zheng@sfgov.org)  
Controller's Public Page: <http://www.sfcontroller.org>  
Controller's Intranet Page: <http://conpolicy>

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**From:** Murrell, Drew (CON)  
**Sent:** Friday, November 21, 2014 11:18 AM  
**To:** Grauto, Maricar (CON)  
**Cc:** Allersma, Michelle (CON); Zheng, Suhan (CON)  
**Subject:** FW: accept and expend for CON sign off

Maricar,

This has a signature line for the grants unit is that you or someone else in AOSD?

Drew

Drew Murrell  
Controller's Office of Budget & Analysis  
City & County of San Francisco  
(P) 415.554.7647  
(E) [Drew.Murrell@sfgov.org](mailto:Drew.Murrell@sfgov.org)

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**From:** Fried, Amanda (TTX)  
**Sent:** Friday, November 21, 2014 11:16 AM  
**To:** Murrell, Drew (CON); Allersma, Michelle (CON)  
**Subject:** accept and expend for CON sign off

Hi Drew and Michelle-

I am trying to get an accept and expend introduced next week that requires the CON sign off. City Attorney and Mayor's Budget Office gave the OK—can you help me figure out who signs in your office? The ordinance is attached, and I can bring the original up as well.

Thanks!  
Amanda

Amanda Kahn Fried  
Policy and Legislative Manager  
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As of 10/3 I am no longer in the Mayor's Office of HOPE. For all HOPE related matters, please contact [Bevan.Dufty@sfgov.org](mailto:Bevan.Dufty@sfgov.org) and [Christine.Keener@sfgov.org](mailto:Christine.Keener@sfgov.org).