

Committee Item No. 4
Board Item No. 7

AGENDA PACKET CONTENTS LIST

Date November 4, 2015

Date November 17, 2015

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

[illegible]

Completed by: Linda Wong Date October 30, 2015
Completed by: Linda Wong Date November 1, 2015

1 [Accept and Expend Gift - Renovate-HERO - Mayor Ed Lee's Earth Day Climate Action Tour
2 and Dialogs - \$12,500]

3 **Resolution retroactively authorizing the Department of the Environment to accept and**
4 **expend a gift in the amount of \$12,500 from Renovate-HERO to sponsor Mayor Ed**
5 **Lee's Climate Action Tour and Dialogues on April 22, 2015, and June 18, 2015.**

6
7 WHEREAS, Renovate-HERO has agreed to sponsor Mayor Ed Lee's Climate Action
8 Tours and Dialogues; and

9 WHEREAS, Mayor Ed Lee's Climate Action Tour and Dialogues provide opportunities
10 for business and environmental leaders and policy makers to discuss the City's environmental
11 goals and objectives and learn from one another; and

12 WHEREAS, The gift budget does not include indirect costs in order to maximize the
13 use of funds for direct services; and

14 WHEREAS, A request for retroactive approval is being sought because the Department
15 of the Environment needed to determine budgetary requirements; and

16 WHEREAS, The gift does not require an Annual Salary Ordinance (ASO) amendment;
17 now, therefore, be it

18 **RESOLVED**, That the San Francisco Board of Supervisors authorizes the Director of
19 the Department of the Environment to retroactively accept and expend a gift of \$12,500 from
20 Renovate-HERO to sponsor Mayor Ed Lee's Climate Action Tours and Dialogues.

1 Recommended:

Approved: Kate Lee

for Mayor

2
3 Deborah D. Rephael

4 Department Head

Approved: Judith Smith

for Controller, Grant Division

Mayor Lee

BOARD OF SUPERVISORS

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TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of the Environment
DATE: July 15, 2015
SUBJECT: Accept and Expend Resolution for Gifts
GRANT TITLE: Mayor Lee's Earth Day Climate Action Tours –
Private Gift from Renovate-Hero

Attached please find the original and 4 copies 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
- ☐ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Rachel Buerkle

Phone: 415-355-3704

Interoffice Mail Address:

Certified copy required Yes ☐

No X

(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: _____

220342 / EVCMET-15

(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: Mayor Ed Lee's Earth Day Climate Action Tours and Dialogues

2. Department: Department of the Environment

3. Contact Person: Shawn Rosenmoss

Telephone: 415-355-3746

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$12,500

6a. Matching Funds Required: \$ 0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Renovate-HERO

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

8. Proposed Grant Project Summary: Funds have been gifted to the Department of the Environment to sponsor Mayor Lee's Earth Day Climate Action Tours and Dialogues on April 22, 2015 and June 18, 2015.

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

Start-Date: April 22, 2015

End-Date: June 18, 2015

10a. Amount budgeted for contractual services: \$12,500

b. Will contractual services be put out to bid? No, the Department will use already in-force contracts.

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? One-Time

11a. Does the budget include indirect costs?

☐ [] Yes

☒ [X] No

b1. If yes, how much?

b2. How was the amount calculated?

c1. If not, why are indirect costs not included?

☐ [] Not allowed by granting agency

☒ [X] 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? Zero – no staff time expense.

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):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> 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: All of the facilities are privately owned facilities of various types of buildings in both the residential and commercial sectors. Staff will make site visits to perform site assessments.

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

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

Date Reviewed: 7/20/15

Claudia Molina
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Deborah O. Raphael, Director, Department of the Environment

Date Reviewed: 7/20/15

Deborah O. Raphael
(Signature Required)

Department of the Environment-City and County of San Francisco
Mayor Lee's Earth Day Climate Action Tours
Accept and Expend

		Non-personnel		
		Contracting	Catering, decoration and promotion providers will be chosen using standard practices for procuring services and will be certified city vendors	\$12,500
		TOTAL Non-personnel		\$12,500
		TOTAL DIRECT COSTS		\$12,500

From: Blair McNeill [<mailto:bmcneill@heroprogram.com>]

Sent: Wednesday, April 01, 2015 5:02 PM

To: Rosenmoss, Shawn (ENV)

Cc: Christine Gately-Evans

Subject: RE: Catchup

Hi Shawn-


Thanks for making this happen...we're excited about getting on the bus! Please find a high-res eps version of the HERO logo attached.

Based on our conversation yesterday, I believe we are on the same page. In terms of the sponsorship level and terms...please confirm the following:

- \$12,500 Platinum Sponsorship level
- Exclusivity as the only PACE sponsor
- Reserved spot for presentation during one of the strands (prior to the reception on June 18th)
- All of the other points in the flyer you sent us...

Thanks-

Blair McNeill | O: (858)605.9430 | M: (678)596.8058

 **HERO** Renovate America, Inc. | 15073 Avenue of Science | Ste 200 | San Diego, CA 92128

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *SE* Mayor Edwin M. Lee *NE*
RE: Accept and Expend Gift – Mayor Ed Lee's Earth Day Climate Action Tour - \$12,500
DATE: September 22, 2015

Attached for introduction to the Board of Supervisors is a resolution a retroactively authorizing the Department of the Environment to accept and expend a gift in the amount of \$12,500 from Renovate-HERO to sponsor Mayor Ed Lee's Climate Action Tour and Dialogues on April 22, 2015 and June 18, 2015.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

RECEIVED
OFFICE OF THE MAYOR
SAN FRANCISCO
SEP 22 PM 4:44
ll

