

File No. 101022

Committee Item No. _____

Board Item No. 45

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date August 3, 2010

Cmte Board

- | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input 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 Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <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 type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input 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

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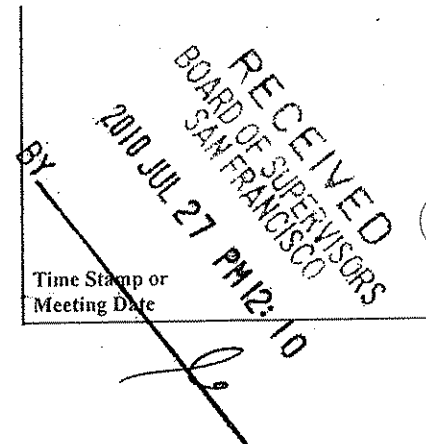
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Completed by: Annette Lonich Date July 29, 2010

Completed by: _____ Date _____

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

INTRODUCTION FORM
By member of the Board of Supervisors or the Mayor



I hereby submit the following item for introduction:

- _____ 1. For reference to Committee:
 An ordinance, resolution, motion, or charter amendment
- x_____ 2. Request for next printed agenda without reference to Committee
- _____ 3. Request for Committee hearing on a subject matter
- _____ 4. Request for letter beginning "Supervisor _____ inquires..."
- _____ 5. City Attorney request
- _____ 6. Call file from Committee
- _____ 7. Budget Analyst request (attach written motion).
- _____ 8. Substitute Legislation File Nos.
- _____ 9. Request for Closed Session
- _____ 10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Commission | <input type="checkbox"/> Youth Commission |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission | |

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Supervisor Mar

SUBJECT: Resolution authorizing the Department of the Environment to accept and expend a grant in the amount of \$18,000.00 from Altamont Education Advisory Board to expand recycling and lunchroom composting programs at schools in San Francisco.

The text is listed below or attached:

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

1 [Accept-Expend Regional Grant – Recycling and Lunchroom Composting Programs -
2 \$18,000]

3
4 Resolution authorizing the Department of the Environment to accept and expend a
5 grant in the amount of \$18,000.00 from Altamont Education Advisory Board to expand
6 recycling and lunchroom composting programs at schools in San Francisco.

7
8 WHEREAS, Based on evaluation of responses to an Altamont Education Advisory
9 Board request for proposals in the area of Waste Reduction and Environmental Education, the
10 Department of the Environment's School Education Program was selected to be the recipient
11 of \$18,000.00 in funding to support the San Francisco Unified School District in diverting 50%
12 of its waste by the end of 2011 by providing compostable bags to schools and stipends to
13 custodians; and,

14 WHEREAS, While the City achieved 72% city-wide waste diversion in 2009, San
15 Francisco Unified School District only diverted approximately 47% of its waste in 2009; and,

16 WHEREAS, On December 9, 2003, the San Francisco Board of Education adopted
17 landfill diversion goals of 50% by 2006, 75% by 2015 and 85% by 2025; and,

18 WHEREAS, A school's waste stream is generally comprised of 41% paper,
19 2% glass, 4% metal, 12% plastic, and 32% organic matter such as food scraps, yard
20 trimmings, and soiled paper, which means schools with comprehensive recycling and
21 composting programs could potentially divert up to 97% of their waste; and,

22 WHEREAS, For seventeen years, San Francisco's public and private schools have
23 sought the assistance of the Department of the Environment to teach environmental concepts,
24 implement successful resource conservation and waste diversion programs, and create
25 positive behavior changes towards the environment; and,

1 WHEREAS, The Department of the Environment operates one of the most progressive
2 waste diversion programs in the country and is ideally positioned to apply its recycling and
3 recovery knowledge to schools; and,

4 WHEREAS, Many schools struggle to implement waste diversion programs without
5 adequate classroom recycling bins, compostable bags, and the on-going participation of
6 custodians; and,

7 WHEREAS, The Department of the Environment's School Education Program has
8 partnered with the San Francisco Unified School District and Recology Waste Management
9 Company to address the challenges faced by schools; and,

10 WHEREAS, Funding from this grant will help provide compostable bags and stipends
11 for custodians to assist in implementing waste diversion programs; and,

12 WHEREAS, The grant budget includes provision for indirect costs of \$1800; and,

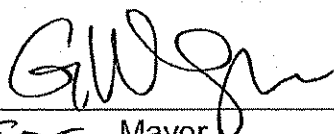
13 WHEREAS, This grant does not require an ASO amendment; now, therefore, be it

14 RESOLVED, That the San Francisco Board of Supervisors authorizes the Director of
15 the Department of the Environment to accept and expend funding in the amount of
16 \$18,000.00 from the Altamont Education Advisory Board to expand recycling and lunchroom
17 composting programs at schools in San Francisco.

18
19 Recommended:

20 
21 _____

22 Department Head

23
24 Approved: 
25 For Mayor

Approved: 
Controller, Grant Division

File Number:

(Provided by Clerk of Board of Supervisors)

Grant Information Form

(Effective January 2000)

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: Food to Flowers!
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: \$18,000

6a. Matching Funds Required: \$ 0

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

7a. Grant Source Agency: Altamont Education Advisory Board

b. Grant Pass-Through Agency (if applicable): none

8. Proposed Grant Project Summary:

While the City of San Francisco reported a diversion rate of 72% for 2009, the San Francisco Unified School District (SFUSD) only reported a diversion rate of 47% for 2009. In an effort to increase diversion, the Board of Education passed a resolution that set landfill diversion goals of 50% by 2006, 75% by 2015 and 85% by 2025. In recognition of SFUSD's need for support in order to reach their diversion goals, SFE requests funding from the Altamont Education Advisory Board to help pay for compostable bags for the green compost carts at schools and provide stipends to custodians working at schools that achieve a diversion rate greater than 50%.

By providing compostable bags and custodian stipends, this project addresses implementation barriers experienced by individual schools-- messy compost bins and lack of cooperation from custodians. Through on-site audits, staff training, school-wide assemblies, and ongoing monitoring, SFE will ensure that schools receiving these resources will achieve the required diversion rates.

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

Start-Date: July 1, 2010 End-Date: June 30, 2011

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

2a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

Compostable bags will be purchased through existing contracts that were entered into under standard city contracting procedures.

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

Yes.

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

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$1800

b2. How was the amount calculated? 10% of the total direct costs requested is the amount approved by the funding agency

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):

14. Any other significant grant requirements or comments:

This project will greatly benefit environmental quality through increasing the amount of materials being reused, recycled and composted by schools. Food to Flowers! serves as an important model for other school districts interested in implementing lunchroom composting and aggressive recycling programs and setting district diversion goals.

****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)

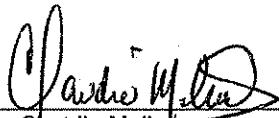
☐ New Site(s)

☐ 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: _____


Claudia Molina

Date Reviewed: 7/15/2010

Department Approval: _____

David Assmann

Acting Director

(Name)

(Title)


(Signature)

**Department of the Environment-City and County of San Francisco
Altamont Education Advisory Board Grant Budget
Accept and Expend**

				AEAB
		Non-personnel		
		Custodian Stipends	To award chosen custodians with one-time stipends for the rate of waste diversion at their respectful schools.	\$4,000
		Compostable Bags	Compostable bags will be purchased through existing contracts that were entered into under standard city contracting procedures.	\$12,200
		TOTAL Non-personnel		\$16,200
		TOTAL DIRECT COSTS		\$16,200
		Indirect Costs @ 10%	Designated for SF Environment by the funding source: rent, utilities, phones, mail.	\$1,800
		TOTAL PROJECT (Direct + Indirect)		\$18,000



EDUCATION ADVISORY BOARD
Altamont Landfill Settlement Agreement

GRANT AGREEMENT

Between the Altamont Education Advisory Board and:

Grantee: San Francisco Department of the Environment
Address: 11 Grove Street
San Francisco, CA 94102
Contact Person: Rachel Pomerantz, Environmental Education Coordinator, and Tamar Hurwitz
Board Contact: Ruth C. Abbe, Chair
Grant Number: #10-49

Purpose and Conditions of the Grant

This grant from the Altamont Education Advisory Board is made to San Francisco Department of the Environment for the purpose and with the conditions outlined below.

Grant Purpose: Food to Flowers!
Grant Objectives: Funds will be used to continue the recycling efforts at Food to Flowers! and to purchase additional compostable bags.
Grant Period: July 1, 2010 – June 30, 2011
Grant Amount: \$18,000.00
Reporting Schedule:

- Progress report should be provided by: December 31, 2010.
- Final report should be provided at the end of the grant period, but no later than by: June 30, 2011.

Special Conditions:

I. Unconditional <input checked="" type="checkbox"/>	II. Unrestricted <input type="checkbox"/>
Conditional <input type="checkbox"/>	Restricted <input checked="" type="checkbox"/>

Restricted grants can be used only to fund the stated purpose of the grant. Conditional grants are paid only after a condition has been met.

Altamont Education Advisory Board Grant Agreement
Grant #10-49

By signing this agreement, your organization certifies to the Altamont Education Advisory Board that (i) no tangible benefit, goods, or services are received by any individuals or entities connected with the Altamont Education Advisory Board, and (ii) this grant will not be used by you to satisfy the payment of any pledge or other personal financial obligation on behalf of the donors of the Altamont Education Advisory Board.

Dated as of: JUNE 14, 2010

By signing this agreement the Grantee signatory acknowledges that he/she has read and understood the Agreement and that the Grantee accepts its terms and conditions.

Grantee:

By:

Name: TAMAR HURWITZ Signature: 

Altamont Education Advisory Board:

By:

Ruth C. Abbe, Chair



Proposal to the Altamont Education Advisory Board

The Department of the Environment for the City and County of San Francisco (SF Environment) respectfully requests \$20,700 from the Altamont Education Advisory Board to increase diversion in the San Francisco Unified School District (SFUSD) and San Francisco's private schools by expanding our School Educational program. In conjunction with a variety of educational program offerings, we will help schools develop infrastructure to support and increase waste diversion and provide the resources needed to sustain those programs. This project will work in partnership with Recology, San Francisco's permitted waste and recycling hauler, as well as San Francisco Unified School District and private schools.

Organizational Summary

In 1995, San Francisco voters approved the creation of a new Commission and Department of the Environment. SF Environment has the mission of improving, enhancing, and preserving the environment, and promoting San Francisco's long-term well-being. To that end, SF Environment's programs address waste reduction, energy conservation, toxics, green building, the urban forest, and environmental justice.

For over twenty-three years, the City of San Francisco has been home to the award winning Recycling Program responsible for helping San Francisco achieve a diversion rate of 70% for 2006. The program received national recognition when the San Francisco Board of Supervisors adopted the goal of achieving a 75% diversion rate by 2010 and a zero-waste target in 2020.

School Education Program Summary

The purpose of SF Environment's School Education Program is to provide K-12 students with standards-based environmental education programs that motivate and empower students to protect the environment by composting and recycling. SF Environment's work continues to create a lasting impact in environmental education. We have collaborated with the California Integrated Waste Management Board to develop standardized curriculum, and received the 2005 Governor's Environmental and Economic Leadership Award for our outstanding environmental education program. From our lunchroom composting program to classroom presentations and field trips, the School Education Program works with more than 17,000 students a year.

Food to Flowers! is SF Environment's lunchroom composting program, which includes a comprehensive education package. After attending faculty meetings to inform teachers about the program and answer questions, SF Environment's staff partners with teachers to provide classroom presentations to train student compost monitors. Staff then conducts assemblies that teach students how recycling and composting help protect nature and divert waste from local landfills. Finally, staff assists compost monitors in the lunchroom during the first week or two of implementation.

The success of *Food to Flowers!* is largely due to a clear and dynamic program identity featuring our kids' mascot, *Phoebe the Phoenix*, who appears on prompts such as banners and compost monitor aprons. A larger-than-life *Phoebe the Phoenix* makes guest appearances at school assemblies and is a resounding success with teachers and students who are eager to learn from her how to compost their school lunches using the City's green cart program.

Need for the Project

While the City of San Francisco reported a diversion rate of 70% for 2006, SFUSD's diversion rate remains below that of the rest of the city. In an effort to increase diversion, the Board of Education passed a resolution that set landfill diversion goals of 50% by 2006, 75% by 2015 and 85% by 2025. SFUSD's Custodial Services are prioritizing these goals and identifies school sites where SF Environment can easily implement programs.

SF Environment has found that the number one barrier for schools with lunchroom composting programs, and the number one concern for schools thinking about starting lunchroom composting is the responsibility of moving the carts in and out for pickup, and maintaining their cleanliness. Custodians or, occasionally, lunchroom personnel, are often responsible for moving and cleaning the carts. However, compost carts get fairly dirty, and the level of thoroughness with which custodians clean them varies greatly from school to school. Thanks to a grant provided by the Altamont Education and Advisory Board for the 2009-2010 school year, SF Environment has provided 36 schools with a year's supply of compostable bags for their carts, which help to keep them clean. While the SFUSD's Custodial Services has agreed to provide schools with compostable liner bags in subsequent years—and has so far done so—we anticipate that the current budget crisis will limit the amount of bags the SFUSD can distribute to schools. Therefore we are requesting additional funding this year for more compostable bags in order to support the SFUSD—and composting schools—in this time of financial crisis and imminent budget cuts.

Although custodians are usually responsible for lining the carts with these compostable bags, custodians often don't have the time or desire to move, line and wash the carts. This added responsibility that is not part of their job description can create stress for the custodian and a resistance to working with the rest of the school to implement the program. To address this issue, SF Environment would like to continue offering stipends to custodians (or to lunchroom personnel if they are the ones doing the work) that help their school achieve 50% or higher diversion rate. Stipends will only be made available once. Through our partnership with SFUSD and Recology, we have identified the cooperation and leadership of custodians and lunchroom personnel as an integral piece in the success of school diversion programs.

Through generous grants with the Altamont Education Advisory Board between March 2004 and May 2010, SF Environment will have awarded at least 135 custodians at 85 schools with diversion stipends. These monetary awards allowed SF Environment to further strengthen our partnership with custodians and custodial supervisors and show appreciation for their waste reduction efforts. The monetary awards opened the doors of communication between our staff and custodians, and in our conversations with them, we learned more about what night custodians do on their shifts, how consistent their recycling and composting pickups are, and what their ideas were for improving the programs. Additionally, the pride and gratitude custodians feel when receiving their stipend checks fosters a greater commitment on their behalf to help with the *Food to Flowers!* program. SF Environment doesn't view stipends as a means of maintaining a school's diversion programs in the long term. However, in the short term, stipends help gain the custodian's confidence and enthusiasm, which is essential for the long-term success of a school's diversion program. We have found that in addition to custodial involvement, lunchroom personnel often provide crucial *Food to Flowers!* support such as setting up the carts, lining the carts, and supervising students at the carts. Like custodians, at many schools the cooperation and assistance of lunchroom personnel is key to program success. Because of this, in 2010-2011 we would like to continue offering stipends, when appropriate, to lunchroom personnel as well as custodians.

The 2009-2010 school year has been prolific in regards to implementing school recycling and composting programs, and most notably in new garbage service reductions: Between September 2009 and February 2010, SF Environment was able to make such adjustments at 24 schools, reducing garbage service by about 59 cubic yards per

week. Between August 2009 and May 2010, SF Environment will have: Assisted 30 schools in starting and/or improving their composting and/or recycling programs; started lunchroom composting programs at least 17 new schools; and presented its recycling and composting education program to more than 645 teachers and 10,473 students. Based on these findings, it is evident that the Education Program provides a significant level of support to schools. Given the success of our efforts to promote waste diversion at schools and that we are on the brink of making school composting programs the status quo in San Francisco, SF Environment must secure additional financial resources in order to provide the resources necessary to assist more schools in starting and maintaining diversion programs and increasing diversion.

Project Goals & Objectives

The main objective of this project is to raise the diversion rate of 15 schools to 50% or greater by the end of the 2010-2011 school year. SF Environment will accomplish this by:

- Annually working with 25 schools to implement/and or improve *Food to Flowers!* lunchroom composting and/or extensive recycling programs.
- Providing stipends to custodians and/or lunchroom personnel working at schools that achieve a diversion rate greater than 50%.
- Providing stipends to custodians and/or lunchroom personnel working at schools that achieve a diversion rate of 45%-49% but not above 50% due to circumstances beyond the custodian's control such as public dumping in school dumpsters and challenging student populations. These cases would be rare, but this stipulation allows SF Environment to honor the efforts of custodians who are working hard to support school programs as they work towards reaching 50% diversion.
- Providing compostable bags to line compost carts at schools in order to make school composting programs more sustainable and more attractive to schools.
- Providing commingled collection bins in classrooms and other highly trafficked areas.
- Coordinating 60 waste diversion related field trips and leading corresponding classroom presentations.
- Speaking at meetings for principals, teachers and custodians; after-school programs; and PTA meetings.
- Holding annual award ceremony to honor schools with exceptional diversion programs.

Population Served

The target audience for this project will be the City's 151 public and 109 private schools, which serve a diverse student population of more than 90,000 students and employ more than 7,000 staff. Thousands of parents will also be served due to the natural outcome of students passing new knowledge and behavior on to their parents.

Performance Measures for Objectives

Diversion rates for all 25 schools will be determined through waste assessments performed by SF Environment over a 1-week period and supplemented by Recology's diversion calculations (which differ in methodology from SF Environment's). On the evenings prior to the mornings of schools' garbage, recycling and compost pickups, staff will visit schools and note how full their recycling, composting or garbage containers are. Additionally, we will interview night custodians to determine how much garbage or recycling they are putting out during their late night shifts. After collecting data for one week, we'll suggest service changes, and then, taking service changes into account, refer to Recology's diversion rate methodology to determine each school's new diversion rate. We will also continue to survey teachers and principals and observe students in the lunchroom to assess behavior change.

Project Timeline Date

	Activity	Outcome/Deliverables
June-December 2010	• Recruit schools • Provide technical assistance, education, waste assessments and follow-up	• Programs implemented/improved at 15 schools • Diversion data collected for 15 schools
January -April 2011	• Continue aforementioned activities	• Program implemented/improved at 10 schools • Diversion data collected for 10 schools • Progress report completed
May 2011	• Complete check-in visits at schools • Hold School Award Ceremony • Award stipends	• Diversion data for 25 schools finalized • Custodians awarded stipends
June 2011	• Evaluate waste assessment data	• Programs evaluated • Final Report Completed

In Conclusion

SF Environment has extensive experience in developing and implementing programs that work. By establishing a clear program identity; providing comprehensive educational programs; and developing strong partnerships with SFUSD, the waste hauler and individual schools, SF Environment promotes positive behavior change and increases diversion in San Francisco schools. Awarding diversion stipends to custodians and/or lunchroom personnel, and providing compostable bags for lining compost carts will encourage more schools to

participate and motivate custodians and lunchroom personnel to become allies of the program. With these additional resources available to schools, SF Environment can spend less time problem solving and more time getting additional schools on *Food to Flowers!*. SF Environment will also be able to continue to expand school diversion programs with strategies like bathroom composting; recycling and composting at after-school, breakfast and child development programs; end-of-the-year locker cleanouts and presentations to the PTA. Furthermore, as seen with the Santa Barbara Environmental Service's citywide foodscrap composting initiative — which contacted SF Environment this school year for guidance on how to support the program within their school districts; and the city of San Antonio — which requested direction in education and outreach in creating its ten year waste diversion plan— SF Environment's *Food to Flowers!* program can be used as a template for schools throughout California and the country.

SF Environment receives no funds from the City's General Fund and relies on fundraising to achieve the many goals with which it has been charged. The Department must therefore continue to diversify its funding base. Funding from the Altamont Education Advisory Board is vital to ensuring the ongoing implementation and enhancement of our existing educational programs.

*Legislative Checklist to be submitted with all supporting materials for items
scheduled on a Committee Consent Calendar*

Board of Supervisors File Number: _____

Department: Environment

Department Contact: Shawn Rosenmoss

Contact Phone Number: 415-355-3746

Type of Legislation on Consent Calendar:

- ☐ amendments to the City Code that have no fiscal impact and have not been subjected to the 30-day rule provided in Rule 5.41 (which governs amendments to the City Code that have been determined by the President to create or revise major City policy);
- ☐ specific authorizations to sell bonds;
- ☐ the refunding of bonds when done only to achieve lower interest rates and cost savings for the City;
- ☐ authorizations for the acceptance of gifts;
- ☒ authorizations for the acceptance and expenditure of grant funds;
- ☐ authorizations for renewing property leases, with no significant changes in the terms of the lease (the implementation of COLAs is not considered a significant change in the terms of a lease);
- ☐ supplemental appropriations that only involve non-General Fund monies or re-appropriate funds that have been previously appropriated by the Board of Supervisors;
- ☐ releases of reserves under \$500,000;
- ☐ other items that the Committee Chair and the Budget Analyst agree do not require a Budget Analyst's review and report.

Description: This resolution authorizes the Department of the Environment (SF Environment) to accept and expend a grant in the amount of \$18,000 from the Altamont Education Advisory Board to purchase additional compostable bags for school recycling and composting programs and to award chosen custodians with one-time stipends for their exemplarily leadership and participation in school recycling and lunchroom composting programs.

Presentation of Budgetary Information to Board Committees in Conformance with Budget Analyst Reference Guide

- ◆ Summary budget information included
- ☐ Position Detail Information (included in budget)
- ☐ Equipment Detail Information
- ☐ Capital/Facilities Improvement Project Information
- ☐ Consultant/Contractor Expenditures and Selection Processes
- ☐ Written explanation and justification for budget request.

Information provided in Conformance with Budget Analyst Reference Guide for the following:

- ☐ Amendments to City Code (Administrative Code, Municipal Code, Health Code, etc.)
- ☐ Issuance of Debt (i.e., Bonds)
- ☐ Gifts to the City
- ◆ Grants (authorization to apply for, accept and expend)
- ☐ Property Leases – City as Lessor
- ☐ Property Leases – City as Lessee
- ☐ "Proposition J" Contracts (City contractors under Charter Section 10.104)
- ☐ Releases of Reserves
- ☐ Supplemental Appropriations
- ☐ Memoranda of Understanding (MOU) and other Agreements

Other Information Provided:

Budget Analyst Reference Guide Questions

23. Describe the source of funds.

The Altamont Education Advisory Board.

24. Describe the grant-funded project clearly, concisely and in layman's terms.

SF Environment will expand its recycling and lunchroom composting programs for schools by purchasing compostable bags and awarding exemplarily custodians with one-time stipends. Such stipends will demonstrate SF Environment's recognition of the additional work custodians provide in starting waste diversion programs, which is vital to the success of school recycling and lunchroom composting programs. Additionally, stipends serve as incentive to other custodians to become more active in their school's waste diversion programs.

25. Provide context and detail to the grant so that the proposed project can be compared to current operations.

SF Environment is well equipped to assist all schools with implementing successful recycling and lunchroom composting programs. It has been providing school education services and field trips on reducing and recycling waste, climate change, and water conservation for decades and won the prestigious Governor's Economic and Environmental Leadership Award for its programs. Through its lunchroom composting program, *Food to Flowers!*, SF Environment helps schools successfully divert their organic waste by providing technical support, hands-on compost monitor trainings, school-wide assemblies, and free materials such as posters, and standardized lesson plans. Additionally, SFE supports school recycling programs by providing technical assistance and classroom recycling bins. SF Environment has developed working relationships with school custodians and is eager to provide these custodians with stipends in order to encourage them to continue to participate in SFE programs, and motivate other custodians to participate.

26. Identify any ongoing costs for the Department once the grant funds expire, such as new personnel, new equipment, new leases, etc and how the Department would fund such future costs. These funds help the SF Environment School Ed team to perform its regular duties of supporting local schools to implement waste diversion programs.

27. If the grant period has begun before the Department has been given Board of Supervisor approval, the Department should state why it is late in seeking approval and the resolution must provide for retroactivity. NA

28. State if the Department has accepted the grant or encumbered any expenses that the grant funds would reimburse the City. The Department should state why they have either accepted and/or began expending the grant funds before receiving approval. NA

29. If grant funds have been expended or encumbered, state the amount of funds that have been expended or encumbered and for what purpose. NA

30. If there is a significant delay in seeking Board of Supervisor approval from the time the grant period began, state how the proposed project would be completed in the remaining period of time available and/or if the Department has asked for or received an extension of the grant period. NA

31. If the grant is a multi-year grant, state the amount of the grant in future years and if future years would be included in the Department's budget. Include a proposed multiyear budget. NA

32. Indicate whether or not matching funds are required from the City, and if so, in what amount and the source of such matching funds. NA

33. If matching funds are not required but the Department is providing in-kind contributions for the grant, the Department should clearly state how you are proposing to provide in-kind contributions. Also state whether these in-kind contributions are new services to supplement the grant or existing services. SF Environment is providing in-kind support to this grant in the form of existing services. This grant helps the Department perform its regular duties.

34. Provide a detailed budget by object including personnel detail, equipment detail and details on services/consultants/contractors. Each line item in the budget should be explained. See attached budget

35. The number of full time equivalent positions (FTE), the Job Title, Classification, and percentage of fringe benefits should be clearly stated in the budget of the grant. In most cases, any position funded under a grant should be "G" coded, or designated as a grant funded position that would terminate when the grant expires. The resolution should state that the position(s) should be "G" coded. N/A

36. If a portion of the grant funds would be spent on contractual services, the Department needs to clarify how those contracts were awarded, whether a sole-source or an RFP process. If a contract is proposed to be awarded on a sole source basis, the Department needs to clearly explain why the Department chose the contractor. The Department should provide a detailed budget for the contractual services, including the number of hours dedicated to the project and the hourly rate if applicable. Compostable bags will be purchased through existing contracts that were entered into under standard city contracting procedures.

37. If a Department plans on work-ordering grant funds to another Department, the Department should note what Department would receive the work-order and what services will be provided for the work ordered funds. NA

38. Indicate if indirect costs were included in the budget. If indirect costs are included, state how the indirect cost rate was determined. If indirect costs were not included, indicate why. Indirect costs of \$1800 or 10% of the total direct costs were included in the budget. This is the amount allowed by the funding agency.

39. If travel is included in the budget, the Department should detail how many people are traveling, their identities (i.e. City employees or consultants), where they are going and for how long. N/A

40. All grant reports must include a form entitled the "Grant Application Information Form" with a Disability Access Checklist at the end.