

# Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

**Department Name:** Department on the Status of Women

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - Proposed Efficiency/Reduction Savings Loaded in BPMS via Target Reports:** Completed "Form 1B: Target Proposal" Printed report from GFS Target, reports 15.40.001 & 15.40.002.
  - Department Budget Summary:** Completed "Form 1C: Department Budget Summary" Submission includes copy of report 15.50.012.
- IDS Detail:** Completed "Form 1D: IDS Detail."
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Position Changes:** Completed "Form 3B: Position Changes."
- Layoffs:** Completed "Form 3C: Position Reductions Resulting in Layoffs."
- Contingency Reductions:** Completed "Form 3D: Contingency Reductions."
- Equipment & Fleet Requests:** Completed "Form 4A: New General Fund Equipment"; "Form 4B: Fleet".
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as part of the budget submission.
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js.
- Interdepartmental Services Balancing:** Included Excel download of 15.20.012 3.b.2 IDS balancing report from Enterprise Planning.
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect any proposed position changes.
- New Legislation:**
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by 03/01/20.
- Other Requests:** Submitted requests for the following items (through separate forms), if applicable:
  - COIT
  - Capital

**For Chief Financial Officer/Budget Manager:**

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Natalie Alvarez

Signature: 

**BUDGET FORM 1A: Summary of Major Changes**  
FY 2021-22 and FY 2022-23

**DEPT NAME HERE**

Major Changes	Department Response to Major Changes	Equity Lens: Explain what populations are benefited by these changes and how they are benefited. How will the department know those were successful?	Equity Lens: Explain what populations are negatively impacted by these changes and how they are impacted. Describe what strategies your Department recommends to mitigate any potential adverse impacts.
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal, and how the department proposes to fund each significant change (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in Position section below.</p>	<p>The department has proposed on-going cuts of \$747,022 and a potential contingency of \$249,007 for FY21-22 &amp; FY 22-23 proposed budgets. The department is undergoing a restructure and reprioritization of existing funds and these changes will be reflected in the city grants program to meet the required target deductions. The department will also reduce a workorder and redirect those funds to the city grants program and conduct an RFP to align with the fund recommendations. The department will also receive additional funding from HSH as part of a contract transfer for the Mary Elizabeth Inn and will include these funds in the city grants program to support homeless women who have experienced domestic violence.</p>	<p>The department will implement a racial equity lens when awarding all future grants and will target vulnerable populations that have been historically dis-invested in, with a particular focus on Black, Brown and Indigenous and communities. The department will reduce work order funding and conduct an RFP to redirect those funds to implement healthy initiatives and programs in these populations as well. The department will conduct a survey to understand changes in outcomes.</p>	<p>All populations that the department serves are already the most vulnerable, dis-invested, most negatively impacted communities and so reductions in funding will only exacerbate those already critical conditions. The department recommends that we have our proposed cuts restored and/ or help in identifying potential outside funding sources to mitigate or offset the negative impacts.</p>
<p><b>2. TARGET.</b> How did the department meet its target? What are the high-level programmatic, operational, or staffing impacts of this proposed reduction?</p>	<p>The department reviewed all of our grant awardees and made across the board cuts of 10% plus additional targeted cuts for a few agencies that were receiving funding from multiple department sources (i.e. general funds and grant funds from our Department), agencies that had requested funding reductions (because they couldn't spend all of the funds) and agencies whose mission was not in alignment with our core services. In addition to the on-going cuts of \$747,022 and a potential contingency of \$249,007 for FY21-22 &amp; FY 22-23, we also implemented negligible additional reductions that will be</p>	<p>n/a</p>	<p>All populations that the department serves are already the most vulnerable, dis-invested, most negatively impacted communities and so reductions in funding will only exacerbate those already critical conditions. The department recommends that we have our proposed cuts restored and/ or help in identifying potential outside funding sources to mitigate or offset the negative impacts.</p>
<p><b>3. EXPENDITURE CHANGES.</b> What major expenditure changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. What is the overall General Fund impact? Highlight any changes related to major changes/initiatives as noted in the Summary section.</p>	<p>The department is undergoing a restructure to position itself to better utilize and maximize its general fund dollars. Some changes include moving more expensive positions onto grant funding to reduce the load on general funding. The department will also position itself to secure more grant funding to lessen the load on general funding. The department will begin retaining the mandated 10% administration fee from the Marriage License revenue. Expenditures related to operations and CBO services in this fund have been reduced. Overall, these changes represent a decrease in the load on our general</p>	<p>The department will implement a racial equity lens when awarding all future grants and will target vulnerable populations that have been historically dis-invested in, particularly Black, Brown and Indigenous and communities. The department will reduce work order funding and conduct an RFP to redirect those funds to implement healthy initiatives and similar programs in these populations. The Department will conduct a survey to track and analyze changes in outcomes. The department will increase the city grants program due to the transfer of the MEI contract from HSH and these funds will continue to benefit women experiencing homelessness and domestic violence.</p>	<p>All populations that the department serves are already the most vulnerable, dis-invested, most negatively impacted communities and so reductions in funding will only exacerbate those already critical conditions. The department recommends that we have our proposed cuts restored and/ or help in identifying potential outside funding sources to mitigate or offset the negative impacts.</p>
<p><b>4. REVENUE.</b> What revenue changes did the department submit from the base budget? Please differentiate between General Fund and non-General Fund.  (This should match an Audit Trail, as shown in form 2A Revenue Report).</p>	<p>Non-General Fund Revenue: The department has reduced Marriage License Fee revenue, which is mandated to fund domestic violence shelter-based programs. Revenue has been reduced to adjust for a projected decline in funding based on fees/monies actually being received in this fund, namely due to the ongoing impacts of COVID-19 (i.e. less people are getting married, therefore fewer fees coming in).</p>	<p>n/a</p>	<p>The reduction in this self-supporting funding will also affect the previously mentioned communities that have traditionally been negatively impacted. The department plans to work with the three city grant awardees who receive this funding to understand current operational needs and strategize potential options and solutions.</p>
<p><b>5. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?  If so, please submit drafts of legislation along with the budget submission. Or provide a summary of desired legislation and an expected date of submission, if still in progress.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>6. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>n/a</p>		
<p><b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>n/a</p>		
<p><b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.77)? If so, for what reason are is the request being made?</p>	<p>n/a</p>		
<p><b>9. FELLOWSHIP PROGRAMS.</b> Did the department apply to any citywide fellowship programs, including San Francisco Fellows, the Fish Fellowship, or the 1249 HR Analyst Trainee Program?</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p><b>10. BUDGET EQUITY.</b> How will your department support advancing racial equity through its services to the community and within your organization, including the goals and actions identified in the Racial Equity Action Plan?</p>	<p>The department plans to incorporate a racial equity lens in all its organizational and operational functions, including personnel, services, grant awards, purchasing, etc.</p>		

Select a Report  
 15.40.001 GFS Target & Non GFS Balance - Dept Detail  
 CY

Budget Year  
 2022  
 2021

Snapshot  
 Current  
 Phase CY

Department  
 WOM  
 2020-2021

Phase BY 2021-2022

Phase BY+1 2022-2023

BY+1 2023

Department: WOM Status of Women

(General Fund Supported)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	City Grant Program	8,395,544	(497,022)	7,898,522	8,395,544	(497,022)	7,898,522
	Mandatory Fringe Benefits	332,364	0	332,364	333,179	0	333,179
	Materials & Supplies	16,435	0	16,435	16,435	0	16,435
	Non-Personnel Services	65,840	0	65,840	65,840	0	65,840
	Salaries	759,647	0	759,647	796,858	0	796,858
	Services Of Other Depts	447,391	(250,000)	197,391	447,391	(250,000)	197,391
		<b>10,017,221</b>	<b>(747,022)</b>	<b>9,270,199</b>	<b>10,055,247</b>	<b>(747,022)</b>	<b>9,308,225</b>

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General Fund Support - BY Target vs Mayor Proposed

General Fund Support - BY+ 1 Target vs Mayor Proposed

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(747,022)	9,270,199	9,270,199
			0

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(747,022)	9,308,225	9,308,225
			0

Department: WOM Status of Women

(Non GFS Balance)

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	City Grant Program	329,237	(90,000)	239,237	329,237	(143,126)	186,111
	Mandatory Fringe Benefits	0	0	0	0	0	0
	Materials & Supplies	993	0	993	993	0	993
	Non-Personnel Services	78,896	54,000	132,896	78,896	54,000	132,896
	Programmatic Projects	0	0	0	0	0	0
	Salaries	0	0	0	0	0	0
		<b>409,126</b>	<b>(36,000)</b>	<b>373,126</b>	<b>409,126</b>	<b>(89,126)</b>	<b>320,000</b>
<b>REVENUE</b>	Intergovernmental: State	0	0	0	0	0	0
	Licenses, Permits, & Franchises	310,000	(90,000)	220,000	310,000	(90,000)	220,000
	Other Revenues	46,000	54,000	100,000	46,000	54,000	100,000
	Unappropriated Fund Balance	53,126	0	53,126	0	0	0
		<b>409,126</b>	<b>(36,000)</b>	<b>373,126</b>	<b>356,000</b>	<b>(36,000)</b>	<b>320,000</b>

Non-General Fund Support - Revenue Balance

Revenue Total : 373,126

Expenditure Total : 373,126

Revenue Surplus(Deficit) : 0

Non-General Fund Support - BY +1 Revenue Balance

Revenue Total : 320,000

Expenditure Total : 320,000

Revenue Surplus(Deficit) : 0

Select a Report      Budget Year      Snapshot      Department  
 15.40.002 GFS Target & Non-GFS Balance - Dept Summary      2022      Current      WOM  
**CY**      2021      **Phase CY**      2020-2021      **Phase BY**      2021-2022      **Phase BY+1**      2022-2023      **BY+1**      2023

**Department: WOM Status of Women (General Fund Supported)**

Account Lvl 2 Code	Category	BY General Fund Supported			BY+1 General Fund Supported		
		BY Base	BY DEPT + MYR Changes	BY MYR Proposed Amt	BY+1 Base	BY+1 DEPT + MYR Changes	BY+1 MYR Proposed Amt
<b>EXPENDITURE</b>	City Grant Program	8,395,544	(497,022)	7,898,522	8,395,544	(497,022)	7,898,522
	Mandatory Fringe Benefits	332,364	0	332,364	333,179	0	333,179
	Materials & Supplies	16,435	0	16,435	16,435	0	16,435
	Non-Personnel Services	65,840	0	65,840	65,840	0	65,840
	Salaries	759,647	0	759,647	796,858	0	796,858
	Services Of Other Depts	447,391	(250,000)	197,391	447,391	(250,000)	197,391
		<b>10,017,221</b>	<b>(747,022)</b>	<b>9,270,199</b>	<b>10,055,247</b>	<b>(747,022)</b>	<b>9,308,225</b>

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**General Fund Support - BY Target vs Mayor Proposed**

Department	Baseline Target	BY MYR Proposed GFS	Amt Over (Under) Target
Reduction Target	(747,022)	9,270,199	0

**Non-General Fund Support - Revenue Balance**

Revenue Total : 373,126  
 Expenditure Total : 373,126  
 Revenue Surplus(Deficit) : 0

**15.40.002 Target & Non GFS Balance - Dept Summary**

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**General Fund Support - BY+ 1 Target vs Mayor Proposed**

BY+1 Department	BY+1 Baseline Target	BY+1 MYR Proposed GFS	BY+1 Amt Over (Under) Target
Reduction Target	(747,022)	9,308,225	0

**Non-General Fund Support - BY +1 Revenue Balance**

Revenue Total : 320,000  
 Expenditure Total : 320,000  
 Revenue Surplus(Deficit) : 0

Department	WOM Status of Women	BY Non General Fund Supported			BY+1 Non General Fund Supported		
		Revenue Total	Expenditure Total	Revenue Surplus(Deficit)	Revenue Total	Expenditure Total	Revenue Surplus (Deficit)
WOM	WOM Status of Women	409,126	409,126	0	356,000	409,126	(53,126)

**BUDGET FORM 1C: Department Budget Summary  
FY 2021-22 and FY 2022-23**

Department Total Budget Historical Comparison (Mayor's Proposed)

Budget Year 2021-2022 and 2022-2023

**WOM Status of Women**

<b>Authorized Positions</b>	<b>2020-2021 Original Budget</b>	<b>2021-2022 Proposed Budget</b>	<b>Change From 2020-2021</b>	<b>2022-2023 Proposed Budget</b>	<b>Change From 2021-2022</b>
Total Authorized	6.75	7.10	0.35	6.09	(1.01)
Non-Operating Positions (cap/other)	(1.37)	(1.00)	0.37		1.00
<b>Net Operating Positions</b>	<b>5.38</b>	<b>6.10</b>	<b>0.72</b>	<b>6.09</b>	<b>(0.01)</b>

**Sources**

Licenses, Permits, & Franchises	310,000	220,000	(90,000)	220,000	
Other Revenues	46,000	100,000	54,000	100,000	
Unappropriated Fund Balance	53,126	53,126			(53,126)
General Fund Support	9,870,300	9,270,199	(600,101)	9,308,225	38,026
<b>Sources Total</b>	<b>10,279,426</b>	<b>9,643,325</b>	<b>(636,101)</b>	<b>9,628,225</b>	<b>(15,100)</b>

**Uses - Operating Expenditures**

Salaries	639,404	759,647	120,243	796,858	37,211
Mandatory Fringe Benefits	284,757	332,364	47,607	333,179	815
Non-Personnel Services	144,736	198,736	54,000	198,736	
City Grant Program	8,754,814	8,137,759	(617,055)	8,084,633	(53,126)
Materials & Supplies	17,428	17,428		17,428	
Services Of Other Depts	438,287	197,391	(240,896)	197,391	
<b>Uses Total</b>	<b>10,279,426</b>	<b>9,643,325</b>	<b>(636,101)</b>	<b>9,628,225</b>	<b>(15,100)</b>

**Uses - Division Description**

WOM Status Of Women	10,279,426	9,643,325	(636,101)	9,628,225	(15,100)
<b>Uses by Division Total</b>	<b>10,279,426</b>	<b>9,643,325</b>	<b>(636,101)</b>	<b>9,628,225</b>	<b>(15,100)</b>

Budget System Report 15.30.005 filtered on Regular Revenues																				FY 2021-22			FY 2022-23			FORMULA	FILL IN	
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	Start Dept Amt	End Dept Amt	Var Dept Amt	Start BY+1 Dept Amt	End BY+1 Dept Amt	Var BY+1 Dept Amt	Change submitted?	Revenue Description & Explanation of Change
Self Supporting	WOM	232395	WOM Status Of Women	12900	SR WOM Domestic Violence Prog	10026801	WO Status of Women	1	WO Status of Women	10000	Operating	420921	4200LicPm	420921	Marriage License	Unspecified	D01	Regular Revenues	4	On-Going	310,000.00	220,000.00	(90,000.00)	310,000.00	220,000.00	(90,000.00)	yes	Non-General Fund: (Fund 12900) The Department receives marriage license fee revenue. Section 18305 of CAL. WIC. CODE § 18290 mandates that the Board of Supervisors direct the County Clerk to deposit twenty-three dollars (\$23) of each San Francisco marriage license fee (MLF) into the County domestic violence shelter-based program special fund administered by the Department on the Status of Women. It states that the Department may use funds to cover administrative costs associated with the collection and segregation of the additional marriage license fees, administration of the county domestic violence shelter-based programs special fund, monitoring of the domestic violence shelter-based programs, and meeting the other administrative requirements imposed by this chapter. A reduction has been imposed to adjust for revenue decline associated with the current COVID-19 pandemic.
Self Supporting	WOM	232395	WOM Status Of Women	14820	SR ETF-Gift	10001241	WOGIFT-Fy 2017	1	Fy 2017 Gift	10001	Grants	478101	4750OthRev	478101	Gifts And Bequests	Unspecified	D01	Regular Revenues	4	On-Going	40,000.00	94,000.00	54,000.00	40,000.00	94,000.00	54,000.00	yes	Non-General Fund:(Fund 14820)-Revenue increased due to additional gift/grant funds to be received for fellowship and operational needs.
Self Supporting	WOM	232395	WOM Status Of Women	14820	SR ETF-Gift	10001242	WO-Misc Donations	1	WO-Misc Donations	10001	Grants	478101	4750OthRev	478101	Gifts And Bequests	Unspecified	D01	Regular Revenues	4	On-Going	6,000.00	6,000.00	-	6,000.00	6,000.00	-	no	Non-General Fund:(Fund 14820)- The department anticipates gift/grant funds to remain on-going as to support fellowship and operational needs.

BUDGET FORM 3A: Expenditure Changes  
DEPARTMENT: DOSW

Budget System Report 15.30.005 filtered on Gross Expenditures														Total BY Expendit (99,626.00)			Total BY+1 Expendit (99,626.00)			FORMULA	FILL IN							
GFS Type	Dept	Dept ID	Dept ID Description	Fund ID	Fund Title	Project ID	Project Title	Activity ID	Activity Title	Authority ID	Authority Title	Account Lvl 5	Account Lvl 5 Name	Account ID	Account Title	TRIO Title	AAO Category	AAO Title	Change Type Title	Change Type Code	FY 2021-22 Start Dept Amt	FY 2021-22 End Dept Amt	FY 2021-22 Var Dept Amt	FY 2022-23 Start BY+1 Dept Amt	FY 2022-23 End BY+1 Dept Amt	FY 2022-23 Var BY+1 Dept Amt	Change submitted?	Explanation of Change
GFS	WOM	232395	WOM Status Of Women	10000	GF Annual Account Ctrl	10026801	WO Status of Women	1	WO Status of Women	10000	Operating	538000	5380CityGP	538000	CBO Services - Budget	Unspecified	J01	Gross Expenditures	4	On-Going	7,996,517.00	7,499,495.00	(497,022.00)	7,996,517.00	7,499,495.00	(497,022.00)	yes	General: (Fund 10000)The department has proposed on-going cuts of \$747,022 to DOSW city grants program proposed budget. The cuts will be reflected on the city grants program in order to meet the required target deductions. Also, an additional expenditure change not associated with target reduction is a reduction to a workorder to redirect those funds to the city grants program and conduct an RFP to align with the fund recommendations.
GFS	WOM	232395	WOM Status Of Women	10000	GF Annual Account Ctrl	10026801	WO Status of Women	1	WO Status of Women	10000	Operating	581400	58100thDep	581400	Sr-Cfc-First 5 Commission	Unspecified	J01	Gross Expenditures	4	On-Going	250,000.00	-	(250,000.00)	250,000.00	-	(250,000.00)	yes	General: (Fund 10000)The department has proposed on-going cuts of \$747,022 to DOSW city grants program proposed budget. The cuts will be reflected on the city grants program in order to meet the required target deductions. Also, an additional expenditure change not associated with target reduction is a reduction to a workorder to redirect those funds to the city grants program and conduct an RFP to align with the fund recommendations.
Self Supporting	WOM	232395	WOM Status Of Women	12900	SR WOM Domestic Violence Prog	10026801	WO Status of Women	1	WO Status of Women	10000	Operating	538000	5380CityGP	538000	CBO Services - Budget	Unspecified	J01	Gross Expenditures	4	On-Going	292,000.00	202,000.00	(90,000.00)	292,000.00	202,000.00	(90,000.00)	yes	Non-General Fund: (Fund 12900) The Department receives marriage license fee revenue. Section 18305 of CAL. WIC. CODE § 18390 mandates that the Board of Supervisors direct the County Clerk to deposit twenty-three dollars (\$23) of each San Francisco marriage license fee (MLF) into the County domestic violence shelter-based program special fund administered by the Department on the Status of Women. This is a self supporting fund and was reduced to adjust for revenue decline associated with the current COVID-19 pandemic.
Self Supporting	WOM	232395	WOM Status Of Women	14820	SR ETF- Gift	10001241	WOGIF-Fy 2017	1	Fy 2017 Gift	10001	Grants	527830	5210NPSvcs	527830	Stipends	Unspecified	J01	Gross Expenditures	4	On-Going	39,000.00	93,000.00	54,000.00	39,000.00	93,000.00	54,000.00	yes	Non-General Fund: (Fund 14820) Revenue increased due to additional gift/grant funds to be received for fellowship.
GFS	WOM	232395	WOM Status Of Women	10000	GF Annual Account Ctrl	10026801	WO Status of Women	1	WO Status of Women	10000	Operating	538000	5380CityGP	538000	CBO Services - Budget	Unspecified	J01	Gross Expenditures	4	On-Going	7,996,517.00	8,679,913.00	683,396.00	7,996,517.00	8,679,913.00	683,396.00	yes	General Fund: (Fund 10000) The department will also receive additional funding from HSH as part of a contract transfer for the Mary Elizabeth Inn and will include these funds in the city grants program to support homeless women who have experienced domestic violence.







London N. Breed  
Mayor

City and County of San Francisco  
**Department on the Status of Women**



Kimberly Ellis  
Director

**San Francisco Department on the Status of Women  
FY 2020-2021 Organization Chart**

**Director**  
**0961**  
Kimberly Ellis

**Jr Management Assistant**  
**1840**  
Herschell Larrick

**Sr Administrative Analyst**  
**1823/2998**  
Carol Sacco

**Pr. Administrative Analyst**  
**1824/2998**  
Elizabeth Newman

**Rep, Comm Status of Women**  
**2998**  
Elise Hansell

**Jr Administrative Analyst**  
**1820**  
Natalie Alvarez

**Rep, Comm Status of Women**  
**2998**  
Roxanne Hoegger Alejandre