

FY 2017 Application Cover Pages

**For San Diego
Tourism Marketing District Funds**

APPLICANT ORGANIZATION NAME:

The Stephen Pierce Foundation

Mailing Address: 121 Broadway, Ste. 200

San Diego, CA 92101

Telephone: (858) 205-3881

FAX: (651) 305-3881

Website: thestephenpiercefoundation.org

Primary Contact Information:

Name: Stephen Pierce

Title: CEO

Telephone: (858) 205-3881

FAX: (615) 305-3881

Email: stephen@proplayersinc.com

Website (if different from above): Same as Above

BRIEF DESCRIPTION OF YOUR ORGANIZATION OR COMPANY:

The Stephen Pierce Foundation (SPF) is a non-profit organization which is committed to improving and providing educational opportunities for financially underprivileged youth by mentoring student athletes and providing scholarships to deserving students. Since 1998 the foundation has promoted, produced and marketed the NFL Pro Bowl galas and the NFL Retired Players Convention.

YOUR ORGANIZATION MISSION STATEMENT OR STATEMENT OF PURPOSE:

The Stephen Pierce Foundation (SPF) is dedicated to opening the door of opportunity to financially underprivileged youth through education, mentorship and scholarship programs, which as a result maximize academic potential and increase success.

YOUR ORGANIZATION'S PROGRAMS AND SERVICES:

Briefly describe your core programs and services and describe any plans for change, growth, or reduction in the proposed year. Please limit your response to one page.

Mock Trial Program – The Stephen Pierce Foundation (SPF) recruited and sponsored a high school mock trial team which soared to success. Out of 28 high schools the team placed 6th and was honored by several San Diego organizations, including Bar Associations and Women's organizations. The Foundation provided a mock trial court room set-up, educational materials, supplies and transportation. The foundation elected to fund and sponsor this particular team because it is located in a gang-infested, high crime, low income neighborhood. The Foundation also co-sponsored one of the team members to attend a summer mock trial institute in Washington, D.C. The team provides an opportunity for students to develop public speaking, writing and social skills. The program also encourages team work and offers the opportunity to learn court room decorum. The program serves 150 students per year.

SAT Prep Tutoring Program – The Foundation created an SAT prep tutoring program for financially challenged students who cannot afford SAT Prep Courses, which cost between \$500 and \$2,500 per student. The Foundation recruits college students to teach SAT Math and English with the goal of narrowing the substantial gap between the SAT scores of students who possess financial means to pay for SAT prep Courses and students who lack those resources. This program serves 75-100 students each semester.

Toys-for-Tots Program - The foundation also produces a Toys-for-Tots program for financially challenged families to make certain that as many children as possible are reached with a vibrant holiday stage production and toys. This program generously assists financially struggling parents and serves 300 children each year.

Scholarship Program – The foundation raises funds through a series of fundraisers throughout the year, ranging from phone banks to live auctions. The program supports college scholarships to financially challenged high school students who live in underserved communities. The Foundation also provides book grants. The program serves 125 students each year.

IS YOUR ORGANIZATION A NON-PROFIT ORGANIZATION?

Yes / No

If Yes:

1) **Board of Directors Disclosure:** On a separate sheet, describe the roles and responsibilities of your Board of Directors and attach a roster of your current Board and Officers to the SDTMD Application **(See Page 16)**

2) **Mandatory Disclosure of Business Interests:** **On a separate sheet, disclose the information following these guidelines:** *Pursuant to section 225 of The City Charter of the City of San Diego, California ("Charter"), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor's failure to fully disclose all of the information required by Charter section 225, or Contractor's failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.*

(See Page 19)

IS YOUR ORGANIZATION A FOR-PROFIT ORGANIZATION?

Yes / No

If Yes: **Mandatory Disclosure of Business Interests:** **On a separate sheet, disclose the information following these guidelines:** *Pursuant to section 225 of The City Charter of the City of San Diego, California ("Charter"), all contractors and subcontractors shall make a full and complete disclosure of the name and identity of any and all persons directly or indirectly involved in any transaction funded by, or proposed to be funded by, the SDTMD and the precise nature of all interests of all persons therein. Contractor's failure to fully disclose all of the information required by Charter section 225, or Contractor's failure to require each of its subcontractors to fully disclose such information, shall be a default of the Agreement.*

Closing Date of Applicant's Most Recently Completed Fiscal Year: 12 / 31 / 2014

CPA REVIEW/AUDIT (Please answer the following questions)

Does your organization receive a financial audit*? Yes No

If not, were unaudited financial statements prepared? Yes No

Was a copy of the audit report/financial statements submitted to the City? Yes No

What period is covered by your most recent audit report/financial statements: CY14 Tax

Does your Board of Directors receive and discuss the management letter from the audit report? Yes No

***NOTE:** Contractors receiving \$75,000 or more in federal, state, City and/or SDTMD funds shall have Financial Statement Audits prepared in accordance with GAAP and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit report shall include the following statements:

- a) A statement of expenditure of SDTMD funds by program, to be identified in the same expenditure classifications as contained in the final budget and compared with the budgeted amounts;
 - b) A statement of revenues and expenditures, and a balance sheet of all funds received by Corporation; and
 - c) A statement certifying compliance with all terms and conditions of the SDTMD's contract with Contractor, and that all required reports and disclosures have been submitted, completed by an executive officer of Corporation.
- Contractor shall provide the SDTMD a copy of the Financial Statement Audit within 150 calendar days of the end of Contractor's last complete fiscal year.

Will your organization receive any other public funding in **FY 2017**? Yes No

If "Yes", list funding source(s), amount of funding, and dedicated use of funds:

Is your organization applying for any other public funding in **FY 2017**? Yes No

If "Yes", list funding source(s), amount of funding requests, and proposed use of funds:

What is your total operating budget in **FY 2017**? Unknown

Itemize All Projected Sources of Revenue (Private + Public): _____

Based upon the budget thus far the projected Revenue is \$700,100 with the Sources California Classic and Sponsorships _____

SDTMD CONTRACT COMPLIANCE (Returning Applicants only)

For the most recent fiscal year - has your organization filed quarterly reports? Yes No:
What period is covered by your most recently submitted report: _____

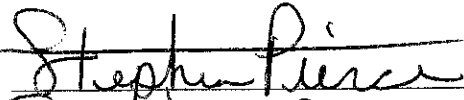
REQUIRED ATTACHMENTS (Please check off prior to submittal)

The Completed Application must contain the following required documents in this order:

Signed Application Cover Page

- EXHIBIT A: Proposed Scope of Work Narrative**
- EXHIBIT B: Budget for Proposed Scope of Work by Category**
- EXHIBIT B1: FY 2017 Budget Narrative By Category**
- EXHIBIT E: Targeted Return on Investment In Hotel Room Night Revenue Worksheet**
- EXHIBIT F: Personnel Schedule:** Required for all positions being claimed against San Diego Tourism Marketing District Funds.
- Board of Directors List (if applicable):** List of Board of Directors including business names and addresses.
- Disclosure of Business Interests (if applicable):**
- Applicant Questionnaire**
- Audit Compliance Acknowledgement**
- Accounting Compliance Acknowledgement**
- Work Force Report:** Completed City of San Diego Work Force Report
- Certificate of Good Standing:** *Online printout* from Secretary of State and Franchise Tax Board www.ss.ca.gov/business. All required filings must be current and the status of the business / corporation must have a current "Active" status.

Authorized Signatory / Title: Stephen Pierce, CEO

Signature: 

Date: 12/01/15

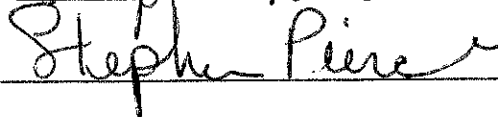


EXHIBIT A: PROPOSED SCOPE OF WORK NARRATIVE
The Stephen Pierce Foundation

1) Proposed Scope of Work Narrative

Revenue for the California Classic Challenge is generate from the following events and activities:

- **California Classic Celebrity Golf Tournament** – The general public will be invited to play golf with a celebrity for a fee. This event will offer sponsorship and marketing opportunities for national corporations and local businesses. Proceeds from the event will be donated to the Stephen Pierce Foundation.
- **California Classic Tribute Concert Gala/VIP Reception** – A formal black tie event celebrating past and present athletes and coaches and their impact in the host city communities. This event will offer sponsorship and opportunities for national corporations and local businesses.
- **Annual California Classic Challenge Football Game** – The college football game, inviting two prestigious colleges to battle it out on the football field. Tickets will be sold. This event will offer sponsorship and marketing opportunities for national corporations and local businesses. Proceeds from the event will be donated to The Stephen Pierce.
- **California Classic Challenge Drum Line and Step Show** – “Greek style” show and a battle of the bands event in which tickets will be sold. This event will offer sponsorship and marketing opportunities for national corporations and local businesses. Proceeds from the event will be donated to the Stephen Pierce Foundation.

The following is a list of the scope of work for proposed sales, marketing/promotional program and/or event utilizing TMD funding.

1. Solicit and secure sponsors including, without limitation, acquiring enough support from national and local businesses in order to help underwrite the costs associated with producing the California Classic Challenge, soliciting local sponsors by approaching businesses with sponsor opportunity packages.
2. Outreach to local news stations and newspapers
3. Revenue opportunities including sponsor acquisition ticket sales
4. Manage all sponsor activation and fulfillment pre and post events

EXHIBIT A: PROPOSED SCOPE OF WORK NARRATIVE
The Stephen Pierce Foundation

5. Develop a sponsorship packet at various levels as stated below:

a. Title Sponsorship	\$200,000
b. Gold Level - Presentation	\$150,000
c. Silver Level - Presentation	\$100,000
d. Bronze Level - Presentation	\$ 75,000
e. Drumline Show	\$ 50,000
f. Step Show	\$ 20,000
g. VIP Reception	\$ 15,000
h. Gold Level – Participation	\$ 10,000
i. Silver Level – Participation	\$ 5,000
j. Bronze Level – Participation	\$ 2,500
k. Customized Opportunities	\$ Various

6. Orchestrate VIP hospitality through the California Classic Challenge weekend

Description of how the SPF will be working in collaboration with other TMD funded Organizations to support the promotion of rooms.

The Stephen Pierce Foundation will be working in conjunction with other organizations and companies to promote rooms via local new stations, social media, newspaper, advertisement and through sponsor marketing outlets.

2) Applicant Qualifications

The Stephen Pierce Foundation is uniquely qualified to provide the proposed California Classic Event. The President Stephen Pierce is the current President of the National Football League Former Players Association in San Diego. He was a former NFL Wide Receiver for the Cleveland Browns. Stephen has been very successful in marketing, producing, and promoting special events at the Super Bowl, Pro Bowl, NFL Players Convention, 2010 Moto Expo SD and Juneteenth. Mr. Pierce has a network of committed professional athletes, celebrities, business leaders and high profile corporations to create an exciting athletic event.

**EXHIBIT A: PROPOSED SCOPE OF WORK NARRATIVE
THE STEPHEN PIERCE FOUNDATION**

3) Budget Assumptions for use of Tourism Market District Funds

EXHIBIT B1 - BUDGET NARRATIVE BY CATEGORY	TOTAL
<u>Advertising</u>	
Postage	\$ 500.00
Photographer	\$ 500.00
Photographer (Stepshow/Drumline)	\$ 400.00
TOTAL	\$ 1,400.00
<u>Bid Fees/Team Payouts</u>	
Team Guarantee (each football team)	\$ 200,000.00
	\$ 200,000.00
<u>Personnel Salaries</u>	
Reservationist (sales & hotel booking)	\$ 4,800.00
TOTAL	\$ 4,800.00
<u>Travel</u>	
Courtesy Shuttle	\$ 800.00
TOTAL	\$ 800.00
 GRAND TOTAL	 \$ 207,000.00

EXHIBIT A: PROPOSED SCOPE OF WORK NARRATIVE

The Stephen Pierce Foundation

4) Targeted Return on Investment (ROI) in TMD Hotel Room Nights

The team hotels will be located at the Town & Country Hotel and San Diego Marriott; both properties are in Mission Valley. The package hotel for attendees will be located at the Marriott Marquis San Diego Marina. The total number of block hotel rooms will be 3,000 for a total of three nights. Guests will be encouraged through San Diego marketing materials and possible Greater San Diego Chamber collaborations to extend their stay therefore, increasing hotel revenue.

5) Progress/Success Management Timing

The Stephen Pierce Foundation will invest in a room reservation booking system which will track the number of room sales for both the participants and attendees. The system will track the number of rooms sold and the number of vacancies with capacity to create a goal card for weekly tracking.

Organization Name _____

OVERHEAD POOL/GENERAL AND ADMINISTRATIVE COSTS

	A	B	C
Expenses	General and Administrative Expenses	Less Unallowable Costs	Allowable General and Administrative Expenses
Overhead			
Personnel salary and wages - executive			\$ -
Personnel benefits - executive			-
Personnel salary and wages - administrative			-
Personnel benefits - administrative			-
Advertising			-
Auto expense			-
Depreciation			-
Employee morale/entertainment			-
Facility Rental (Idle facility costs unallowable)		*	-
Hospitality supplies/kitchen supplies			-
Information and Technology support services			-
Insurance	-		-
Licenses/fees/taxes			-
Meals and entertainment			-
Office supplies			-
Outside services			-
Professional services: legal, acct, consultants			-
Recruitment			-
Repair and maintenance			-
Telephone			-
Travel			-
Training			-
Utilities			-
* Alcohol		*	-
* Donations/Thank you gifts		*	-
* Interest expense		*	-
* Lobbying/Political contributions		*	-
* Penalties/Late fees		*	-
* Tangible property		*	-
General and administrative - other (please list)			-
_____			-
_____			-
_____			-
_____			-
_____			-
_____			-
Total Overhead Expenses	\$ -	\$ -	\$ -

**BENEFIT CATEGORY A3
FY16 SDTMD Contract Budget
Draft Exhibit B**

Date 12/01/15

Organization Name

The Stephen Pierce Foundation

Indirect Cost Allocation Worksheet

Budget Category	Total Budget	Less: Inequitable adjustments	Modified Total Direct Cost Base	Overhead Rate %	Allocated G&A Dollar
TMD Direct Expenses (exhibit B - page 1)					
A1.1	\$ -	-	-	0%	\$ -
A1.2	207,000.00	(201,400.00)	5,600.00	100%	-
A1.3	-	-	-	0%	-
A1.4	-	-	-	0%	-
A1.5	-	-	-	0%	-
B	-	-	-	0%	-
TMD Direct	207,000.00	(201,400.00)	5,600.00	100%	-
Non-TMD direct program expenses	-	-	-	0%	-
Total Direct Cost Budget	207,000.00	(201,400.00)	5,600.00	100%	\$ - *
Allowable Overhead Costs (exhibit B - page 2, column C)	-	*			-
Unallowable Overhead Costs (exhibit B - page 2, column B)	-				-
Total Organizational budget	\$ 207,000.00				

Overhead rate: percentage of individual budget category line to total direct cost budget.
Allocated G&A: Individual budget category indirect rate multiplied by total allowable indirect costs.

EXHIBIT B1
BUDGET NARRATIVE BY CATEGORY
FY 2017

DATE: 12/01/15

ORGANIZATION NAME: The Stephen Pierce Foundation
TMD Funds: CATEGORY A: \$ _____
TMD Funds: CATEGORY B: \$ DMO
TOTAL TMD FUNDS A + B: \$ _____

ORGANIZATION'S TOTAL ANNUAL BUDGET (TMD + PRIVATE SOURCE): \$ _____

CATEGORY A
BUDGET NARRATIVE BY SUB-CATEGORY:

A1.1 Hotel Meeting Sales: TMD FUNDS: \$ _____
NARRATIVE (of budget line items):

A1.2 Event Mgmt. / Group Sales Development: TMD FUNDS: \$ 207,000
NARRATIVE (of budget line items):

SEE ATTACHED – (PAGE 3 AND 4)
PROPOSED BUDGET NARRATIVE FOR CALIFORNIA CLASSIC

A1.3 Tourism Development/Travel Trade: TMD FUNDS: \$ _____
NARRATIVE (of budget line items):

A1.4 Group Meeting Direct Marketing:
NARRATIVE (of budget line items):

TMD FUNDS: \$ _____

A1.5 Consumer Direct Sales & Marketing:
NARRATIVE (of budget line items):

TMD FUNDS: \$ _____

CATEGORY B (For DMO)
BUDGET NARRATIVE:

B: General TV / Radio Broadcast & Outdoor Media: TMD FUNDS*: \$ _____

***EXPENSE BREAKDOWN:**

- **ADVERTISING FUNDS:** \$ _____
- **ADVERTISING AGENCY FEES:** \$ _____
- **PERSONNEL SALARY & WAGES:** \$ _____
- **OTHER:** \$ _____

NARRATIVE (of budget line items):

EXHIBIT E ROI FOR SDTMD FUNDS FY 2017
--

ORGANIZATION / PROGRAM NAME: The Stephen Pierce Foundation

TMD BENEFIT CATEGORIES:

- MAIN CATEGORY (List one):

A3 – GENERAL COMPETITIVE TARGETING

- PROGRAM CATEGORIES (Mark all that apply): A1.1 A1.2 A1.3 A1.4 A1.5 Other

FY 2017 TARGETED ROI WORKSHEET		
<i>All ROI results for awarded TMD funds will be subject to a third-party audit.</i>		
TMD FUNDS REQUESTED	A	\$ 207,000
DATES OF EVENT OR PROMOTION :	September 1 – 3, 2017	
NUMBER OF YEARS THE EVENT / PROGRAM HAS BEEN IN OPERATION:	0	
PROJECTED AVERAGE DAILY RATE (ADR) for EVENT OR PROMO DATES*	B	\$ 159.90
* USE SAN DIEGO CITY ADR in TMD Hotel Room Night Revenue from SDTA / Smith Travel / Tourism Economics		

HISTORIC Number of TMD Room Nights Generated by Program / Event / Promotion	C	N/A
Total Estimated HISTORIC TMD Room Night Revenue @ above ADR (BxC = D)	D	\$ N/A

Projected Number of NEW TMD ROOM NIGHTS generated due to proposed use of TMD funds (Explain in your "Scope of Work Narrative").	E	3,000
Total Estimated NEW TMD ROOM NIGHT REVENUE generated @ above ADR (BxE = F)	F	\$ 479,700
RETURN ON INVESTMENT in NEW TMD ROOM NIGHT REVENUE: Total NEW TMD Room Night Revenue Generated: TMD Funds Requested. (F/A :1)		2: 1

TOTAL ESTIMATED SAN DIEGO CITY TMD ROOM NIGHTS (combined) (C+E = G)	G	3,000
TOTAL ESTIMATED SD CITY TMD ROOM NIGHT REVENUE (combined) (BxG = H)	H	\$479,700
TOTAL IMPACT RETURN ON INVESTMENT: Total TMD Room Night Revenue Generated : TMD Funds Requested (H/A :1)		2: 1

MEDIA IMPRESSIONS & BROADCAST EXPOSURE (If Applicable):	
Regional, National & International Broadcast Media (attach separate page if necessary)	N/A
Web / Social / Digital Media (attach separate page if necessary)	SEE ATTACHED
Geographical Area / Sub Region of Event if applicable	N/A

**EXHIBIT F
PERSONNEL SCHEDULE --FY 2017**

The purpose of this form is to list the positions being claimed against Tourism Marketing District Funds for the Fiscal Year. An updated copy of this form must be maintained at all times and any adjustments must be reported to the SDTMD. Prior approval is required where changes will impact approved budgets for executed SDTMD agreements. Please round amounts to whole dollars. If the staffing claimed against TMD funds exceeds six employees (6), a separate spreadsheet is to be generated by the applicant that is supported by the applicant's budget and submitted as "EXHIBIT F".

NO.	A POSITION TITLE	B JOB CLASSIFICATION (SALES/MARKETING/ADMIN, ETC.)	C FOR HOURLY EMPLOYEES - AVERAGE TOTAL HRS PER MONTH (W / TMD FUNDS)	D AVERAGE AMOUNT PAID PER MONTH (W / TMD FUNDS)	E SALARIED EMPLOYEES ANNUAL BASE PAY (W / TMD FUNDS)	F BONUSES AND COMMISSIONS (W/TMD FUNDS)	G ANNUAL AMOUNT FUNDED WITH TMD FUNDS
1	Reservationist	Sales	80	800			4,800
2							
3							
4							
5							
6							
TOTAL TMD FUNDED PAYROLL							4,800

DRAFT 10.02.15

Board of Director's List The Stephen Pierce Foundation

Roles and Responsibilities of the SPF Board of Directors

The Stephen Pierce Foundation (SPF) Board consists of:

- Chairman of the Board
- Board Members

The responsibility of the Board is to establish a mission statement and purpose for the foundation, in addition to selecting the Executive Director. Other responsibilities consists of ensuring effective planning and setting policies. The Board monitors and strengthens the SPF programs and services. Finally the SPF board ensures legal and ethical integrity of all its programs and services.

Roster of Current Board Members

Stephen Pierce, President and Chairman of the Board	
James Gordon, Gray Roots Real Estate Managing Broker	(510) 290-9337
Derryl Williams, Communication Designer	(619) 254-1965
Gwen Rey, Creative Concierge	(619) 300-6732
Anthony Simmons, CEO Pro Athletes Business Group	(510) 776-2646
Clovis Honore	(619) 867-4554
Dr. Kalifa Anderson-Bey	(619) 739-1999
Aireal Doolittle, Senior Director SRM Petroleum Product LLC	(832) 866-7299

Disclosure of Business Interests

Not Applicable

FY 2017 SDTMD Applicant Questionnaire:

Applying Organization: The Stephen Pierce Foundation

- How long has your Organization been in business?
Since 2008 / (7 years)
- How long has your proposed Program /Event /Promotion been in existence?
The California Classic is a new event
- What is your proposed Program's / Event's / Promotion's total operating budget?
\$647,200
- What are your Organization's FY 2017 projected revenue sources and amounts?
Sponsorships and California Classic Revenue \$700,100
- Does your Organization make charitable donations? If 'yes', list which charities and how much annually?
The organization make charitable donations in the form of In-Kind to Toys for Tots and the San Diego Black Police Department
- Is your Organization a Profit or Not-for-Profit organization?
The Stephen Pierce Foundation is a Not-for-Profit
- How much will your organization have in reserve funds in FY 2017?
TBD
- If your Organization is a former contractor of the City of San Diego, have you submitted acceptable final report packages on any completed contracts, and is your Organization in good standing with the City of San Diego?
No
- Have you read the "Funding Eligibility", "Funding Limitations" and "Additional Requirements" on pages 17-19 of the FY 2017 Guidelines & Application?

Yes

Stephen Pierce CEO

Stephen Pierce, CEO	12/02/15
Name	Title / Organization
<u>Stephen Pierce CEO</u>	

AUDIT COMPLIANCE ACKNOWLEDGEMENT:

See Page 30 of SDTMD Guidelines and Application:


Contractors receiving \$75,000 or more in federal, state, city and/or SDTMD funds shall have Financial Statement Audits prepared in accordance with GAAP and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit report shall include the following statements:

- a) A statement of expenditure of SDTMD funds by program, to be identified in the same expenditure classifications as contained in the final budget and compared with the budgeted amounts;
- b) A statement of revenues and expenditures, and a balance sheet of all funds received by Corporation; and
- c) A statement certifying compliance with all terms and conditions of the SDTMD's contract with Contractor, and that all required reports and disclosures have been submitted, completed by an executive officer of Corporation.


Contractor shall provide the SDTMD a copy of the Financial Statement Audit within 150 calendar days of the end of Contractor's last complete fiscal year.

I have read and understand the Audit Compliance Acknowledgement:

Stephen Pierce
Name: Printed / Typed


Name: Signature

12/01/15
Date

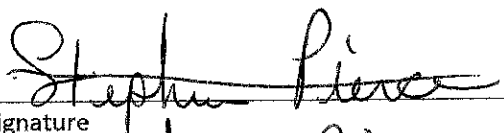
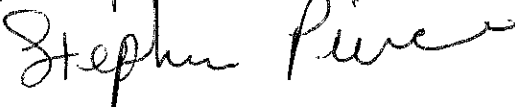


General:

- Monthly submission of reconciliation reports and/or reimbursement packets is required.
- SDTMD has 30 business days from receipt of a **complete and correct** packet to review and reimburse.
- Expenses incurred older than 60 days prior to the submission will not be eligible for reimbursement without prior approval and extenuating circumstance.**
- Reimbursement checks will be mailed to the Contractor.
- Copies of "Requests for reimbursement" shall be retained by contractor for no less than five years.
- Contractors are to remit reimbursement packets and budgets using SDTMD's templates and chart of accounts.
- Additional written explanation is required on any submitted item in which the invoice is not self explanatory.
- Any calculation shown on an invoice, reducing the amount requested, needs to include an explanation of methodology or rationale for determining costs.
- Unclear, unexplained, or unsubstantiated reimbursement report items will be removed from the submission packet. In some cases, these items will be allowed to be resubmitted with explanation if it falls within the time limitations established in the contract.
- Illegible receipts will not be considered for reimbursement.
- Do not use staples or special binding for your submission packet. A large paperclip or binder clip will suffice.
- Submit your packet single sided only. Double sided packets will be returned.
- Include all pages of a multipage invoice and bank statements. (Online bank activity will also be accepted.) Please reference each item.
- Verify totals and watch out for rounding errors.
- Contractors must pay for each expense (and clear the bank) before requesting reimbursement. Contact vendors with outstanding checks if checks have not cleared. It is your responsibility to keep track of this.
- No double dipping, if reimbursed by another entity, the expense becomes ineligible
- Only out of market advertising is eligible for reimbursement.

Travel:

- TMD assessment funds can only reimburse toward the equivalent of coach airfare when use of public air carrier transport is required in order to perform the Contractor's obligations under this agreement.
- GSA for incidentals is at 75% of the rate for the first and last day of travel.
- Taxi, parking, vehicle rental will be considered as incidental costs and included in the per diem rates. Exception: Vehicle rental that is paid in lieu of airfare or when the vehicle is driving between meetings with clients/potential clients.
- Please include a copy of the pertinent GSA rates for each area being visited as back-up.
- Conferences require proof of registration and receipt.
- Sales missions require itinerary, location, clients visited, agenda and calendar.
- Mileage reimbursement requests require a mileage log and purpose of trip.


 Signature _____


12/01/15

Date



City of San Diego

EQUAL OPPORTUNITY CONTRACTING (EOC)

1200 Third Avenue • Suite 200 • San Diego, CA 92101

Phone: (619) 236-6000 • Fax: (619) 235-5209

WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED
CONTRACTOR IDENTIFICATION**

Type of Contractor: Construction Vendor/Supplier Financial Institution Lessee/Lessor
 Consultant Grant Recipient Insurance Company Other

Name of Company: The Stephen Pierce Foundation

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): 121 Broadway, Suite 200

City: San Diego County: San Diego State: CA Zip: 92101

Telephone Number: (858) 205-3881 Fax Number: (619) 330-9915

Name of Company CEO: Stephen Pierce

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: Same as Above

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Type of Business: Non-Profit Type of License: _____

The Company has appointed: _____

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: () _____ Fax Number: () _____

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force *
- Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of _____
(Firm Name)

_____ hereby certify that information provided
(County) (State)

herein is true and correct. This document was executed on this _____ day of _____, 20____

(Authorized Signature) (Print Authorized Signature Name)

WORK FORCE REPORT - Page 2

NAME OF FIRM: The Stephen Pierce Foundation

DATE: 12/01/15

OFFICE(S) or BRANCH(ES): _____

COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
 - (2) Hispanic, Latino, Mexican-American, Puerto Rican
 - (3) Asian, Pacific Islander
 - (4) American Indian, Eskimo
 - (5) Filipino
 - (6) White, Caucasian
 - (7) Other ethnicity; not falling into other groups
- *Numbers are estimated

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional	2	1												
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services	5	5	5	5	5	5			1	1	2	1		
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column	7	6	5	5	5	5			1	1	2	1		
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Grand Total All Employees	38
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Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
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Non-Profit Organizations Only:

Board of Directors	3	2												
Volunteers		1												
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: The Stephen Pierce Foundation

DATE: 12/01/15

OFFICE(S) or BRANCH(ES): _____

COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black, African-American
- (2) Hispanic, Latino, Mexican-American, Puerto Rican
- (3) Asian, Pacific Islander
- (4) American Indian, Eskimo
- (5) Filipino
- (6) White, Caucasian
- (7) Other ethnicity; not falling into other groups

TRADE OCCUPATIONAL CATEGORY	(1) Black		(2) Hispanic		(3) Asian		(4) American Indian		(5) Filipino		(6) White		(7) Other Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
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Grand Total All Employees

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
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The Stephen Pierce Foundation

Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Friday, November 13, 2015. Please refer to Processing Times for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

Entity Name:	THE STEPHEN PIERCE FOUNDATION
Entity Number:	C2595653
Creation Date:	06 07 2006
Status:	ACTIVE
Jurisdiction:	CALIFORNIA
County:	SAN DIEGO
City:	SAN DIEGO CA 92101
Agent for Service of Process:	SALLIE BLACKMAN
Agent Address:	110 WEST C. STREET SUIT 1300 SAN DIEGO CA 92101

* Indicates the information is not contained in the California Secretary of State's database.

If the status of the corporation is "Surrender," the agent for service of process is automatically revoked. Please refer to California Corporations Code section 2114 for information relating to service upon corporations that have surrendered.

For information on checking or reserving a name, refer to Name Availability.

For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to Information Requests.

For help with searching an entity name, refer to Search Tips.

For descriptions of the various fields and status types, refer to Field Descriptions and Status Definitions.