

1 [Grant Applications]

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3 **Ordinance amending San Francisco Administrative Code Section 10.170 to provide that**  
4 **all applications submitted by the City for federal, State, or other grants requesting**  
5 **funding for fifty thousand dollars or more for any project or program shall be subject to**  
6 **approval by the Board of Supervisors by resolution.**

7 Note: Additions are single-underline italics Times New Roman;  
8 deletions are ~~strikethrough italics Times New Roman~~.  
9 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The San Francisco Administrative Code is hereby amended by amending  
12 Section 10.170, to read as follows:

13 **Sec. 10.170. Grant – Application Procedure.**

14 Applications for federal, State, or other grants ~~involving~~ requesting funding for less than  
15 fifty thousand dollars for any project or program shall be filed on behalf of a department upon  
16 the approval by the department head.

17 Applications for federal, State, or other grants requesting funding for fifty thousand dollars or  
18 more for any project or program is subject to the approval by resolution of the Board of Supervisors.

19 The request for approval of a grant application must include, and shall be processed, in the following  
20 manner:

21 (a) A proposed resolution approving the grant application signed by the department head  
22 and the Mayor or his or her designee;

23 (b) A completed "Grant Application Information Form" provided by the Clerk of the Board  
24 indicating the grant sought, applicable deadlines, details of the grant, and the purpose(s) for which the  
25 grant will be utilized;

1           (c) The resolution shall be introduced, referred to the appropriate committee, and submitted  
2 for review by the Budget Analyst;

3           (d) All resolutions shall be calendared as consent items for consideration by the assigned  
4 committee.

5           (e) When approval of a grant application must be granted within three weeks in order for  
6 the application to be timely submitted, the department may submit the grant application and  
7 retroactively apply to the Board for approval. The retroactive approval process shall be as follows:

8           (1) The department shall submit the proposed resolution approving the grant application  
9 signed by the department head and the Mayor or his or her designee, completed "Grant Application  
10 Information Form", and cover letter indicating the necessity and reason for retroactive approval to the  
11 Clerk's Office for the Board of Supervisors;

12           (2) The resolution shall be introduced, referred to the appropriate committee, and submitted  
13 for review by the Budget Analyst;

14           (3) All resolutions shall be calendared as consent items for consideration by the assigned  
15 committee.

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17 APPROVED AS TO FORM:  
18 DENNIS J. HERRERA, City Attorney

19 By: \_\_\_\_\_  
20 JOHN I. KENNEDY  
21 Deputy City Attorney