

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective May 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying ordinance:

1. Grant Title: Small Business Development Center Grant
2. Department: Office of Economic and Workforce Development
3. Contact Person: Joaquin Torres Telephone: (415) 554-7013
4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$150,000
- 6a. Matching Funds Required: \$150,000  
b. Source(s) of matching funds (if applicable): Community Development Block Grant funds, general funds
- 7a. Grant Source Agency: Small Business Administration  
b. Grant Pass-Through Agency (if applicable): Humboldt State University Sponsored Programs Foundation (Norcal SBDC Lead Center)
8. Proposed Grant Project Summary: Through establishment of the SF SBDC, provide access to trainings that focus on operations, personnel administration, marketing, merchandising, accounting and financial management, capital planning, securing loans, and other issues relevant to small business in San Francisco.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 2/1/14                      End-Date: 12/31/14
10. Number of new positions created and funded: 1
11. Explain the disposition of employees once the grant ends? Employees will be separated when grant term expires.
- 12a. Amount budgeted for contractual services: \$20,000  
b. Will contractual services be put out to bid? Yes  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes  
d. Is this likely to be a one-time or ongoing request for contracting out? Ongoing
- 13a. Does the budget include indirect costs?                       Yes                       No

b1. If yes, how much? \$13,636

b2. How was the amount calculated? 10% of direct program costs

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):

c2. If no indirect costs are included, what would have been the indirect costs?

14. Any other significant grant requirements or comments:

**\*\*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 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 ADA Coordinator or Mayor's Office of Disability Reviewer:

Eugene T. Flannery

(Name)

Environmental Compliance Manager/ADA Coordinator

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)

Overall Department Head or Designee Approval:

Todd Rufo

(Name)

OEWD Director

(Title)

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_  
(Signature Required)