



MEMO

DATE: March 20, 2026
TO: Board of Supervisors
FROM: San Francisco Human Services Agency
RE: Retroactivity re: File #260211

This Resolution seeks authorization for the San Francisco Human Services Agency (HSA) to retroactively accept and expend a grant in the amount of \$9,100,000 from the CCSF General Fund.

This was an Emergency contract under Administrative Code Section 21.15. The contract was certified 10/31/25. The Cover Letter and BOS Resolution were then drafted and sent through the internal SFHSA approval process.

Meanwhile, on 11/3/25 it was determined that certain details had not been included in the contract, such as deadlines for clients to use the funds and requirements to ensure that unspent funds were refunded to the City. After consulting with the City Attorney's office (CAT), we were instructed on 12/3/25 to formally modify the contract.

The Contract Modification was certified on 1/29/26.

The previously drafted versions of the Cover Letter and BOS Resolution were then revised and sent through the internal SFHSA approval process again. The documents were sent to CAT on 2/6/26 who responded on 2/17/26. The final versions were signed by HSA Executive Director on 2/25/26 and sent to the BOS clerk on 2/26/26.

We respectfully request retroactive authorization for this contract.

Please contact Jennifer Grant, Senior Administrative Analyst, Office of Contract Management, at Jennifer.Grant@sfgov.org for any questions about this request.