

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

**Grant Ordinance Information Form**  
(Effective July 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 resolution:

1. Grant Title: Cities and Counties for Fine and Fee Justice
2. Department: Office of the Treasurer & Tax Collector
3. Contact Person: Eric Manke Telephone: (415) 554-4509
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for:
6. a. Matching Funds Required: No  
b. Source(s) of matching funds (if applicable):
7. a. Grant Source Agency: JPB Foundation  
b. Grant Pass-Through Agency (if applicable): PolicyLink
8. Proposed Grant Project Summary:

City and County of San Francisco will participate in the design and implementation of Cities and Counties for Fine and Fee Justice, a national initiative to reform fines and fees and create replicable policy interventions in local jurisdictions across the United States.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: December 1, 2019 End-Date: July 31, 2021

10. Number of new positions created and funded: 0

11. Explain the disposition of employees once the grant ends? N/A

12. a. Amount budgeted for contractual services: \$250,000  
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? One-time
13. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? N/A  
b. 2. How was the amount calculated? N/A  
c. 1. 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):

c. 2. If no indirect costs are included, what would have been the indirect costs?

Similar grants included 10% indirect cost rate which would result in approximately \$25,000

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:

Grace O'Connor

(Name)

Manager

(Title)

Date Reviewed:

2/3/2020



(Signature Required)

Overall Department Head or Designee Approval:

Tajel Shah

(Name)

Chief Assistant Treasurer

(Title)

Date Reviewed:

2/04/2020



(Signature Required)