

LEGISLATION RECEIVED CHECKLIST

Date January 16, 2025 File Number (if applicable) _____

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|--|-----------------------|
| <input type="checkbox"/> Legislation for Introduction (NEW) | ▶▶▶ Legislative Clerk |
| <input type="checkbox"/> Legislation Pending in Committee (AMENDED) | ▶▶▶ Committee Clerk |
| <input type="checkbox"/> Legislation for Board Agenda (AMENDED) | ▶▶▶ Deputy Clerk |

Supervisor, Mayor, and Departmental Submittals

Grant Ordinance

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - ☐ Cover letter (original)
 - ☐ Grant budget/application
 - ☐ Grant information form, including signed disability checklist
 - ☐ Letter of Intent or grant award letter from funding agency
 - ☐ Contract, Leases/Agreements (if applicable)
 - ☐ Ethics Form 126 (*if applicable*) in **Word** format
 - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Ordinance

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - ☐ Cover letter (original)
 - ☐ Settlement Report/Agreement (for settlements)
 - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Grant Resolution

- ☐ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- ☐ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - ☐ Cover letter (original)
 - ☐ Grant budget/application
 - ☐ Grant information form, including signed disability checklist
 - ☐ Letter of Intent or grant award letter from funding agency
 - ☐ Contract, Leases/Agreements (if applicable)
 - ☐ Ethics Form 126 (*if applicable*) in **Word** format
 - ☐ Other support documents *as identified in the cover letter and legislation*
- ☐ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

Resolution

- ☒ **Legislation:** Original, 1 hard copy, and 1 electronic copy in **Word** format
- ☐ **Signature:** None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- ☒ **Supporting documents:** 1 full set, and separate **pdf** copies of each in email
 - ☒ Cover letter (original)
 - ☐ Settlement Report/Agreement (for settlements)
 - ☒ Other support documents *as identified in the cover letter and legislation*
- ☒ **E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org**

HENRY GONG (415) 554-7241
Name and Telephone Number

SAN FRANCISCO SHERIFF'S OFFICE
Department