1   [Grant Applications]

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3   **Ordinance amending San Francisco Administrative Code Section 10.170 to provide that**

4   **all grant applications submitted by the City requesting funding for fifty thousand**

5   **dollars or more shall be subject to approval by the Board of Supervisors by resolution,**

6   **except for grant funds approved by the Mayor and the Board of Supervisors in the**

7   **annual budget.**

8   Note: Additions are _single-underline italics Times New Roman_;
                            deletions are _~~strikethrough italics Times New Roman~~_.
9   Board amendment additions are <u>double underlined</u>.
                            Board amendment deletions are ~~strikethrough normal~~.
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11   Be it ordained by the People of the City and County of San Francisco:

12   Section 1. The San Francisco Administrative Code is hereby amended by amending

13   Section 10.170, to read as follows:

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

15   Applications for federal, State, or other grants ~~involving~~_requesting funding for less than_

16   _fifty thousand dollars for_ any project or program shall be filed on behalf of a department upon

17   the approval by the department head.

18   _Applications for federal, State, or other grants requesting funding for fifty thousand dollars or_

19   _more for any project or program is subject to the approval by resolution of the Board of Supervisors._

20   _The request for approval of a grant application must include, and shall be processed, in the following_

21   _manner:_

22   _(a)   A proposed resolution approving the grant application signed by the department head_

23   _and the Mayor or his or her designee;_

24   _(b)   A completed "Grant Application Information Form" provided by the Clerk of the Board_

25   _indicating the grant sought, the funding agency including contact information, applicable deadlines,_

1 *details of the grant, and the purpose(s) for which the grant will be utilized. Contact information shall*

2 *include a name, address, telephone number, and website address for the funding agency;*

3 *(c)   The resolution shall be introduced and either referred to committee if requested by the*

4 *department or sponsor, or placed on the For Adoption Without Committee Reference portion of the*

5 *Agenda for the next available meeting of the Board of Supervisors;*

6 *(d)   If any Supervisor requests that such a resolution be referred to a committee, the*

7 *resolution shall be submitted to a committee and reviewed by the Budget Analyst;*

8 *(e)   When approval of a grant application must be granted within two weeks in order for the*

9 *application to be timely submitted, the department may submit the grant application and retroactively*

10 *apply to the Board for approval. The retroactive approval process shall be as follows:*

11 *(1)   The department shall submit a proposed resolution approving the grant application*

12 *signed by the department head and the Mayor or his or her designee, a completed "Grant Application*

13 *Information Form", and a cover letter indicating the necessity and reason for retroactive approval to*

14 *the Clerk's Office for the Board of Supervisors;*

15 *(2)   The resolution shall be introduced and either referred to committee if requested by the*

16 *department or sponsor, or placed on the For Adoption Without Committee Reference portion of the*

17 *Agenda for the next available meeting of the Board of Supervisors;*

18 *(3)   If any Supervisor requests that the resolution be referred to a committee, the resolution*

19 *shall be submitted to a committee and reviewed by the Budget Analyst;*

20 *(f)   Grants which provide funding to departments or programs of the City and County in a*

21 *recurring manner or continue funding from one year to the next shall be included in the annual budget*

22 *submission by the department. Grant funds which are included in department budget submissions and*

23 *approved by the Mayor and the Board of Supervisors in the annual budget shall be deemed to have met*

24 *the requirements of this section.*

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1   APPROVED AS TO FORM:
    DENNIS J. HERRERA, City Attorney
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3   By: _____
           JOHN I. KENNEDY
4   Deputy City Attorney

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