

B-4. Grant Resolution Cover Memo & Checklist

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Carmen Chu, City Administrator
DATE: April 1, 2021
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Governor's Office of Business and Economic Development Local Equity Grant Funding

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Ken Bukowski, Office of the City Administrator Phone: 415-554-6172

Interoffice Mail Address: City Hall, Room 362

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

B-5. Grant Resolution Information Form

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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

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

1. Grant Title: **Governor's Office of Business and Economic Development Local Equity Grant Funding**
2. Department: **City Administrator / Office of Cannabis**
3. Contact Person: **Ken Bukowski** Telephone: **415-554-6172**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$2,055,841.43**
- 6a. Matching Funds Required: \$
 b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **California Governor's Office of Business and Economic Development**
 b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **To support San Francisco's verified equity applicants with technical assistance and start up and ongoing costs associated with commercial cannabis businesses.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
 Start-Date: **April 15, 2021** End-Date: **October 31, 2022**
- 10a. Amount budgeted for contractual services:
 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.**
- 11a. Does the budget include indirect costs? Yes No
 b1. If yes, how much? **\$205,584.**
 b2. How was the amount calculated? **10% of the total award per the Grant Agreement.**
 c1. 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?

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input checked="" type="checkbox"/> Rehabilitated Site(s) | <input checked="" type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input checked="" type="checkbox"/> New Site(s) | <input checked="" type="checkbox"/> New Structure(s) | |

14. 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
- 3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer, the Department of Building Inspection Accessibility Reviewers, or the Mayor's Office on Disability Compliance Officers.**

If such access would be technically infeasible, this is described in the comments section below:

Comments:

From MOD: In the event that grant monies are used by the awardee for site or structure improvements, these improvements must also align with the appropriate accessibility codes and regulations per Title 24 and the California Building Code (CBC). Please see item (3.), above and/or contact the Mayor's Office on Disability with questions regarding this requirement.

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Nicole Bohn
(Name)

Director, Mayor's Office on Disability
(Title)

Date Reviewed: April 1, 2021


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Kenneth A. Bukowski
(Name)

Deputy City Administrator
(Title)

Date Reviewed: 4/5/21


(Signature Required)