



San Francisco Department of Public Health

Daniel Tsai
Director of Health

City and County of San Francisco
Daniel Lurie
Mayor

Memorandum

To: Honorable Members of the Board of Supervisors

From: San Francisco Department of Public Health

Date: Thursday, January 8, 2026

RE: **Retroactivity re: File 251189**

This Resolution seeks authorization for the Department of Public Health (DPH) to retroactively submit an application for the Ryan White HIV/AIDS Emergency Relief Grant Program.

Ordinance No. 265-05 requires City Departments to submit applications for approval at least 60 days prior to the grant deadline for review and approval. HRSA released the application guidance on July 21, 2025, with a submission deadline of October 2, 2025. This allowed only 52 business days for the entire application process. The application documents and budget were prepared and due to time constraints, DPH could not submit the application for approval to the Board of Supervisors prior to the submission due date.

We respectfully request retroactive authorization for this item. Please contact Lily Conover, SFDPH Controller, at lily.conover@sfdph.org for any questions about this request for retroactive authorization.