

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Todd Rufo, Director, Office of Economic and Workforce Development
DATE: June 24, 2013
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Enterprise Zone hiring tax credit web application development, \$16,000

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: Firmstep Proposal and In-Kind Confirmation Letter
- Grant application
- Grant award letter from funding agency
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: _____ Phone: _____

Interoffice Mail Address: _____

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).