

## LEGISLATION RECEIVED CHECKLIST

Date 12/29/25

File Number (if applicable) \_\_\_\_\_

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

### **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](mailto: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](mailto: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](mailto: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](mailto:BOS.Legislation@sfgov.org)**

Patrick Leung 415-818-3689

Sheriff's Office

Name and Telephone Number

Department