

LEGISLATION RECEIVED CHECKLIST

Date 12/29/25

File Number (if applicable) _____

Legislation for Introduction (NEW) ►►► Legislative Clerk
 Legislation Pending in Committee (AMENDED) ►►► Committee Clerk
 Legislation for Board Agenda (AMENDED) ►►► Deputy Clerk

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**

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**

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**

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**

Patrick Leung 415-818-3689

Sheriff's Office

Name and Telephone Number

Department