

File No.101170

Committee Item No. \_\_\_\_\_

Board Item No. 29

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date September 21, 2010

Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/> | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/> | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/> | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input type="checkbox"/> | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/> | <input type="checkbox"/>            | Public Correspondence                        |

OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Andrea Ausberry Date 9/16/10

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.

PL

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1 [Accept and Expend Grant –Susceptibility to Smoking Among Migrants in China - \$4,901]

2  
3 **Resolution authorizing the San Francisco Department of Public Health to accept and**  
4 **expend retroactively a grant in the amount of \$4,901 from the San Diego State**  
5 **University Research Foundation to support a project that will establish a Handheld**  
6 **Assisted Personal Interview system, including training and consultation for the period**  
7 **of September 17, 2009 through June 30, 2010.**

8  
9 WHEREAS, DPH has received a grant award in the amount of \$4,901 from the SDSU  
10 Research Foundation to support a special project that will further understanding of the  
11 susceptibility to smoking initiation among young rural migrants in China; and,

12 WHEREAS, The project shall commence on September 17, 2009 and shall expire upon  
13 satisfactory completion of the services described in the agreement, but not later than June 30,  
14 2010; and,

15 WHEREAS, An ASO amendment is not required as the grant partially reimburses DPH  
16 for one existing position, one Health Program Coordinator III (Job Class #2593) at .75 FTE,  
17 for the period of September 17, 2009 through June 30, 2010; and,

18 WHEREAS, As a condition of receiving the grant funds, SDSU Research Foundation  
19 requires the City to enter into an agreement (the "Agreement"), a copy of which is on file with  
20 the Clerk of the Board of Supervisors in File No. 101170; which is hereby declared to be a part  
21 of this resolution as if set forth fully herein; and,

22 WHEREAS, A request for retroactive approval is being sought because the DPH did  
23 not receive the Agreement until August 4, 2010; and,

24 WHEREAS, The grant budget includes a provision for indirect costs in the amount of  
25 \$871; now, therefore, be it

FILE NO.

RESOLUTION NO.

1 RESOLVED, That DPH is hereby authorized to accept and expend a grant in the  
2 amount of \$4,901 the SDSU Research Foundation; and, be it


3 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and  
4 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,  
5 be it


6 FURTHER RESOLVED, That the Controller is directed to designate the positions  
7 funded under this agreement as a "G" or grant-funded position which would terminate when  
8 the agreement expires; and, be it

9 FURTHER RESOLVED, That the Director of Health is authorized to enter into the  
10 agreement on behalf of the City.

11  
12 RECOMMENDED:

APPROVED:

13   
14 \_\_\_\_\_  
15 Mitchell Katz, M.D.  
16 Director of Health

  
17 \_\_\_\_\_  
18 Office of the Mayor

  
19 \_\_\_\_\_  
20 Office of the Controller



Gavin Newsom  
Mayor

Mitchell H. Katz, MD  
Director of Health

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mitchell H. Katz, M.D.  
Director of Health *MH*  
**DATE:** August 30, 2010  
**SUBJECT:** Grant Accept and Expend  
**GRANT TITLE:** Susceptibility to Smoking among Migrants in China - \$4,901

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

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application: Not Applicable, DPH did not apply for this grant
- Award Letter - Not applicable , no application was submitted, they were asked to participate in the project
- Agreement
- Other (Explain):

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted resolution:**

Name: Ann Santos

Phone: 255-3546

Interoffice Mail Address: Dept. of Public Health, Community Behavioral Health,  
1380 Howard St.

Certified copy required Yes

No

File Number: 101173  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

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: Susceptibility to Smoking among Migrants in China
2. Department: Department of Public Health  
AIDS Office  
HIV Epidemiology Section
3. Contact Person: Henry Fisher Raymond Telephone: 554-9093
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$4,901
- 6a. Matching Funds Required: No  
b. Source(s) of matching funds (if applicable): N/A
- 7a. Grant Source Agency: National Institutes of Health (NIH)-Fogarty International Center  
b. Grant Pass-Through Agency (if applicable): San Diego State University Research Foundation
8. Proposed Grant Project Summary:
  - a. Assist in establishing a Handheld Assisted Personal Interview (HAPI) system for research project
  - b. Conduct training workshops on the use of HAPI for survey research
  - c. Provide consultation on HAPI related study issues
  - d. Assist in the dissemination of study results
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: September 17, 2009 End-Date: June 30, 2010
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: N/A  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
- 13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$871 b2. How was the amount calculated? 26.5 % of total salaries

c. If no, why are indirect costs not included? N/A

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

14. Any other significant grant requirements or comments: DPH respectfully requests for approval to accept and expend these funds retroactive to September 17, 2009 because the Department received the contract on August 4, 2010.

**\*\*Disability Access Checklist\*\***

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

  
Jason Hashimoto

Date Reviewed: 9/1/10

Department Approval:

  
Mitchell Katz, M.D.

Director of Public Health

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**

AIDS Office - HIV/AIDS Statistic and Epidemiology Section

Susceptibility to Smoking Initiation among Young Rural-Urban Migrants in China

September 17, 2009 - June 30, 2010

Application

Dept / Div: HPH-03  
 Fund Group: 2S/CHS/GMC  
 Index Code: HCHPDHIVSVGR  
 Grant Code:  
 Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	22.59% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
A. PERSONNEL											
1. Health Program Coordinator III											
2593 5 H. Raymond	90,818	20,516	111,334	75.00%	0.75	7,568	0.46	2,611	590	3,201	
2. COLA 4%	0	0	0	0%	0.00	0	0	676	153	829	
3. STEP Increases 5%	0	0	0	0%	0.00	0	0	0	0	0	

TOTAL SALARY/FRINGE 90,818 20,516 111,334 0.75 3,287 743 4,030

00101 SALARIES 3,287

00103 FRNG BN 743

SUB TOTAL 4,030



**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
 AIDS Office - HIV/AIDS Statistic and Epidemiology Section  
 Susceptibility to Smoking Initiation among Young Rural-Urban Migrants in China  
 September 17, 2009 - June 30, 2010  
 Application

Dept/Div: HPH-03  
 Fund Group: 2S/CHS/GNC  
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 Grant Detail:

CATEGORY/LINE ITEM	Annual Salary	22.59% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
<b>C. TRAVEL</b>											
1. Local Travel (02301)										0	
2. Out-of-Jurisdiction Travel(02101)										0	
<b>Sub Total TRAVEL</b>										<u>0</u>	
<b>D. EQUIPMENT</b>											
1. Computers (06061)										0	
<b>Sub Total EQUIPMENT</b>										<u>0</u>	
<b>E. MATERIALS AND SUPPLIES</b>											
1. Office supplies (04951)										0	
<b>Sub Total SUPPLIES</b>										<u>0</u>	
<b>F. CONTRACTUAL SERVICES (02789)</b>											
1. Contracts										0	
<b>Sub Total CONTRACTS</b>										<u>0</u>	
<b>G. OTHER</b>											
1. Rent support/mtg fac (03011)										0	
2. Telephone/Com (03241)										0	
3. Postage (03561)										0	
4. Delivery/Courier svc (03521)										0	
5. Reproduction/Photocopy										0	
a. Photocopier leasing (03131)										0	
b. Photocopier maint (02931)										0	
c. Repro svc (In House)(03551)										0	
6. Print/Slide svc (Outside)(03552)										0	
7. Subscriptions (03571)										0	
8. Staff training (02201)										0	
9. Interpretation (03599)										0	
10. Membership (02401)										0	
11. MIS Services (ACE)(02789)										0	
12. Computer Maint., etc. (02931)										0	
13. SAS Licensing Fees (05221)										0	
14. NDI Match (03599)										0	
15. Refreshments for Community Meetings (04699)										0	
<b>Sub Total OTHER</b>										<u>0</u>	
<b>TOTAL DIRECT COST</b>										<b>4,030</b>	

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**

AIDS Office - HIV/AIDS Statistic and Epidemiology Section

Susceptibility to Smoking Initiation among Young Rural-Urban Migrants in China

September 17, 2009 - June 30, 2010

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CATEGORY/LINE ITEM	Annual Salary	22.59% Annual Frin Ben	Total Annual Sal/Frin Ben	% OF TIME	% OF FTE	Monthly Rate	Mth	Salary Budget	Frin Ben Budget	Total Budget	Comments
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**BUDGET SUMMARY**

A. SALARIES					FTE = 0.75			3,287		3,287	
B. MANDATORY FRINGE								743		743	
C. TRAVEL								0		0	
D. EQUIPMENT								0		0	
E. MATERIALS AND SUPPLIES								0		0	
F. CONTRACT / MOU								0		0	
G. OTHER								0		0	
DIRECT COSTS								4,030		4,030	
H. INDIRECT COST (26.51% of salaries)								871		871	
<b>TOTAL BUDGET</b>								<b>4,901</b>		<b>4,901</b>	
<b>AWARD</b>								<b>4,901</b>		<b>4,901</b>	
<b>SURPL/(DEFICIT)</b>								<b>0</b>		<b>0</b>	

San Francisco Department of Public Health (SFDPH)  
AIDS Office  
HIV Epidemiology Section

**Susceptibility to Smoking Initiation among Young Rural-Urban Migrants in China**

**BUDGET JUSTIFICATION**

**September 17, 2009 – June 30, 2010**

<b>A.</b>	<b>PERSONNEL</b>		
<b>B.</b>	<b>MANDATORY FRINGE</b>		
1.	0.75 2593 – Health Program Coordinator III: H Fisher Raymond		
	Annual Salary	\$3,287	
	Mandatory Fringe Benefits (@ 22.59%) = \$743		\$4,030

Mr. Raymond is an expert in the application of HAPI technology. He will provide consultation on setting up the QDS software, programming and training. He will visit Beijing once in Year One, with 10 days per diem and consulting fees of \$300 per day provided for the trip and planning meetings.

Total Personnel:		\$4,030
Total Salaries		\$3,287
Total Fringe		\$743
<b>TOTAL PERSONNEL:</b>		<b>\$4,030</b>
<b>C.</b>	<b>TRAVEL</b>	<b>\$0</b>
<b>D.</b>	<b>EQUIPMENT</b>	<b>\$0</b>
<b>E.</b>	<b>SUPPLIES</b>	<b>\$0</b>
<b>F.</b>	<b>CONTRACTUAL</b>	<b>\$0</b>
<b>G.</b>	<b>OTHER</b>	<b>\$0</b>
	<b>TOTAL DIRECT COSTS</b>	<b>\$4,030</b>
<b>H.</b>	<b>INDIRECT COSTS (26.51% of total salaries)</b>	<b>\$871</b>
	<b>TOTAL BUDGET:</b>	<b>\$4,901</b>

**Subaward  
between  
San Diego State University Research Foundation  
and  
San Francisco Department of Public Health  
SDSU Research Foundation Fund #56012A P3927 7802 211  
Encumbrance #E0007280**

This document is to serve as a Subaward between San Diego State University Research Foundation (hereinafter referred to as "SDSU Research Foundation"), a non-profit corporation under the laws of the State of California, in the City of San Diego, with its principal offices located at 5250 Campanile Drive, San Diego, CA 92182-1934 and San Francisco Department of Public Health with its principal offices located at 1380 Howard Street, San Francisco, CA 94103 (hereinafter referred to as "Subawardee").

WITNESSETH THAT:

WHEREAS, SDSU Research Foundation has received an award from NIH-Fogarty International Center, Award Number: 1R03TW008361-01 CFDA Number: 93.989, titled "International Research and Research Training", for the project entitled "Susceptibility to Smoking Initiation Among Young Rural-Urban Migrants in China. The parent grant for this FIRCA is Grant R3 CA130728 and international site is in China.

WHEREAS, SDSU Research Foundation desires to obtain the services of the Subawardee to perform work under this Subaward; and,

WHEREAS, the Subawardee has represented to SDSU Research Foundation that it is knowledgeable, qualified, and expert in skills required for this project and covenants that it is capable of performing the services required under this agreement and desires SDSU Research Foundation to engage its services;

NOW THEREFORE, the parties do mutually agree as follows:

**ARTICLE I. SCOPE OF WORK; COOPERATION.**

The Subawardee agrees to undertake, carry out and complete for SDSU Research Foundation, in a satisfactory and competent manner, all of the work and services set forth in Exhibit A, and the agreed approved project budget as set forth in Exhibit B, both of which are attached hereto and made part hereof.

In addition to the specific services and formal reports required hereunder, Subawardee agrees that it will at all times during the performance of this agreement maintain close liaison with SDSU Research Foundation's project director in order to assure a well integrated effort.

## **ARTICLE II. STATUS OF PARTIES.**

The Subawardee is acting as an independent contractor in the performance of work under this Subaward, and shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this Subaward.

## **ARTICLE III. KEY PERSONNEL.**

Key personnel for this Project shall include:

Dr. Thomas Novotny, serving as SDSU Research Foundation's Project Director.

Dr. Henry Raymond, serving as the Subawardee's Project Director.

Subawardee shall not replace or substitute another individual as its project director without the expressed written prior approval of SDSU Research Foundation.

## **ARTICLE IV. PERIOD OF PERFORMANCE.**

The period of performance of this Subaward shall be from September 17, 2009 through June 30, 2010.

## **ARTICLE V. SUBAWARD ADMINISTRATION.**

This Subaward shall be administered in accordance with the applicable provisions of:

Office of Management and Budget  
2 CFR, Part 225  
Cost Principles for State and Local Governments (OMB Circular A-87)

Office of Management and Budget  
Circular A-102  
Administrative Requirements for State and Local Governments

Office of Management and Budget  
Circular A-133

Audits of States, Local Governments, and Non-Profit Organizations

Documents referenced above are available electronically: Office of Management and Budget – OMB Circulars  
<http://www.whitehouse.gov/OMB/circular/index.html>

If there is a conflict between the main Subaward Articles and the general principles of the subaward administration documents incorporated above, the Subaward Articles shall take precedence.

**ARTICLE VI. COMPENSATION AND MAXIMUM COST.**

In full and complete consideration of Subawardee's satisfactory performance under this Agreement, Subawardee shall be reimbursed for allowable costs incurred in providing the work required of this Subaward not to exceed a maximum amount of \$4,901

Subaward expenditures shall be in accordance with the detailed budget which appears as Exhibit B, attached hereto and incorporated by reference herein, and is expressly made part of this Subaward. Minor variances among budget line items are allowable to the extent they are in accordance with the applicable cost principles and administrative requirements set forth in Article V, and the terms of this Agreement.

**ARTICLE VII. PAYMENT.**

Subawardee shall be reimbursed for allowable costs up to a maximum of \$4,901. Payment to Subawardee shall be made within thirty (30) days upon receipt and approval by SDSU Research Foundation of an itemized invoice showing approved budget categories, expenditures for the period covered by the invoice, and cumulative expenditures to date.

All invoices submitted must contain the following certification statement: "I certify that all expenditures reported (or payment requested) are for appropriate purposes and in accordance with the provisions of the Subaward." All invoices must be signed by the Subawardee's chief financial officer or designee.

Invoices may be submitted monthly if Subawardee so desires, but no less often than quarterly. All payments made under this Subaward shall be considered provisional and subject to audit under Article VII. Final invoices must be received by SDSU Research Foundation no later than 30 days after June 30, 2010. On receipt and approval of the invoice or voucher designated by the Subawardee as the "final invoice" or "final voucher" and upon compliance by the Subawardee with all provisions of this Agreement, SDSU Research Foundation shall promptly pay to the Subawardee any balance of allowable cost.

The Subawardee agrees that any refunds, rebates, credits, or other amounts (including interest thereon, accruing to or received by the Subawardee or any assignee under this Agreement) shall be paid, or where appropriate, credited, by the Subawardee to SDSU Research Foundation to the extent that they are properly allocable to costs for which the Subawardee has been reimbursed by SDSU Research Foundation under this Agreement.

#### **ARTICLE VIII. FINANCIAL MANAGEMENT SYSTEMS.**

Subawardee shall maintain acceptable financial management systems during the term of the Subaward. Such systems shall provide:

- accurate, current and complete disclosure of the financial activity under this Subaward;
- records that identify the source and application of SDSU Research Foundation's funds;
- effective control over and accountability for all funds, property and other assets;
- comparison of actual outlays with budgeted Subaward amounts;
- consistency with the applicable regulatory cost principles; and,
- accounting records supported by source documentation.

Subawardee shall arrange for an annual examination by an independent accountant in order to ascertain the effectiveness of the Subawardee's financial management systems and internal procedures established to meet the terms of this Subaward.

If Subawardee is an organization subject to the uniform administrative requirements of 2 CFR, Part 215 or OMB Circular A-102 or arranges for audits that comply with OMB Circulars A-133 or equivalent guidelines, Subawardee shall provide SDSU Research Foundation with a copy of all written reports that were prepared by the Subawardee's independent accountant in order to be in compliance with the appropriate Circular.

Other Subawardees shall provide annually to SDSU Research Foundation, at the end of each of the Subawardee's fiscal year, annual audited financial statements and any written communication designed to comply with Statement on Auditing Standards #60 that were prepared by the Subawardee's independent accountants.

Failure to comply with the terms of this Article may lead to Subaward termination in accordance with Article XIV.

## **ARTICLE IX. RECORDS RETENTION AND AUDIT.**

SDSU Research Foundation, NIH-Fogarty International Center, the Comptroller General of the United States, or any of their duly authorized representatives shall have unrestricted access to and the right to examine and audit directly pertinent books, documents, papers and records of Subawardee including financial transactions and supporting documents, general accounting system, internal controls, management practices, policies and procedures. Such books, documents, papers and records shall be retained by Subawardee for a period of three years following the date of the final payment under this Subaward.

It is understood and agreed, that in the event SDSU Research Foundation is subject to an audit conducted by NIH-Fogarty International Center that results in the identification of unallowable costs associated with this agreement, Subawardee shall promptly issue a refund to SDSU Research Foundation for eventual repayment to NIH-Fogarty International Center.

## **ARTICLE X. EQUAL OPPORTUNITY/ NON-DISCRIMINATION/AFFIRMATIVE ACTION.**

Subawardee shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 USC 2000 as amended by the Equal Opportunity Act of March 24, 1972, Public Law No. 92-261) in that it shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or intend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, handicap, medical condition, or marital status.

Subawardee shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin in accordance with Title VII of the Civil Rights Act of 1964. Subawardee shall comply with Section 503 of the Rehabilitation Act of 1973, as amended (29 USC 794), pertaining to the prohibition of discrimination against qualified handicapped persons.

SDSU Research Foundation is a government contractor subject to the requirements of Executive Order 11246, as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor"; Section 402 of the Vietnam Era Veterans Readjustment Act of 1972, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and related rules and regulations of the Department of Labor and the Office of Federal Contract Compliance programs. As a government contractor, SDSU Research Foundation is obligated to obtain from its subawardees and suppliers certain certifications with regard to applicable contracts as follows:

- A. Certification of compliance with the Equal Opportunity Clause set forth in Section 202 of Executive Order 11246 if the subaward exceeds \$10,000 in any year.



**INTRODUCTION FORM**

By a member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2010 SEP 14 PM 1:36

Time Stamp or  
Meeting Date

AK

I hereby submit the following item for introduction:

- 1. For reference to Committee:  
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee
- 3. Request for Committee hearing on a subject matter.
- 4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires...".
- 5. City Attorney request.
- 6. Call file from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note:** For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

**Sponsor(s):** Supervisor Eric Mar

**SUBJECT:** Accept & Expend Grant – Susceptibility to Smoking among Migrants in China - \$4,901.00

The text is listed below or attached:

Signature of Sponsoring Supervisor:



**For Clerk's Use Only:**

