

## REQUEST FOR ADVANCE WRITTEN DETERMINATION

*Under section 3.218 of the San Francisco Campaign and Governmental Conduct Code, each Department, Board, or Commission has adopted a Statement of Incompatible Activities ("SIA") that lists those outside activities that are inconsistent or incompatible with the duties of the officers and employees of the Department, Board, or Commission. Section III.C of the SIA permits an officer or employee to seek an Advance Written Determination whether a proposed outside activity is prohibited because it is inconsistent or otherwise in conflict with the officer's or employee's duties. A written Determination by the Decision-Maker that an activity is not incompatible with the SIA provides the Requestor immunity from any subsequent enforcement action for a violation of the SIA, if the material facts are as presented in the Requestor's written submission. A written Determination does not provide immunity from any other laws that prohibit the proposed activity. An officer or employee may also seek a written opinion from the Ethics Commission to determine whether the person's proposed activities violate the SIA or any other local law relating to conflicts of interest and governmental ethics.*

*To obtain a written Determination, please fill out Sections A-E legibly and completely, and submit this form to the Decision-Maker identified in Section C. Please note that the Decision-Maker may require you to provide additional information in order to make a Determination. At any time, the Decision-Maker may revoke the Determination, by providing written notice to you specifying the changed facts, circumstances or other good cause that warrants the revocation.*

**A. I am a:**

- City employee (Submit completed form to your Department head or his or her designee, or as directed in your SIA.)
- Department head (Submit completed form to your appointing officer.)
- Appointed member of a City board or commission (Submit completed form to your appointing officer, your Board or Commission, or the Ethics Commission, as directed in section III.C of the SIA. If the form is to be submitted to the Ethics Commission, please send the completed form to the Ethics Commission office at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102 or by faxing it to (415) 252-3112.)
- Elected official (Submit completed form to the Ethics Commission.)

<p><b>B. Requestor Information</b> (Please Print Clearly)</p> <p>Tiffany Carter  <hr/> Name (Last, First)  Small Business Commissioner  <hr/> Title  <div style="background-color: black; width: 100%; height: 40px; margin-top: 5px;"></div> <hr/> Small Business Commission  <hr/> 94124  <hr/> Zip Code</p>	<p><b>C. Decision-Maker Information</b> (Please Print Clearly)</p> <p>Board of Supervisors  <hr/> Name (Last, First)  Shamann Walton  <hr/> Title  President  <hr/> Name of Department, Board, or Commission  Board of Supervisors  <hr/> Office Phone  <hr/> Email  <hr/> Office Address  <hr/> Zip Code</p> <p>Decision-Maker is (check applicable):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department head</li> <li><input type="checkbox"/> Department head's designee</li> <li><input type="checkbox"/> Board or Commission</li> <li><input checked="" type="checkbox"/> Appointing officer</li> <li><input type="checkbox"/> Ethics Commission</li> </ul>
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**The Requester and Decision-Maker should retain a copy of this document for their records.**

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**The Written Request**

Provide a description of the proposed activity and an explanation of why the activity is not incompatible under the SIA of your Department, Board, or Commission SIA. Describe the proposed activity in sufficient detail for the Decision-Maker to make a fully informed determination. If necessary, the Decision-Maker may require additional information from you. Attach additional documents as appropriate.

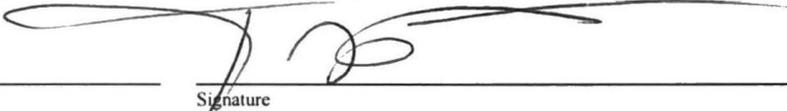
For Department Use Only—Date Written Request Received

**D. Description of Proposed Activity:**

I'm the owner of Boug Cali, a restaurant in the La Cocina Marketplace. I am looking to expand my restaurant to another location and will likely be applying for OEWD grants such as SF Shines, Small Business Accessibility Grant, etc. and seeking assistance from OEWD as I identify a new space. I'm seeking this waiver because my Commission, the Small Business Commission, is part of the Office of Small Business and related to OEWD.

**E. Verification**

I certify under penalty of perjury that the information provided on this request for Advance Written Determination is true, complete, and correct. I understand that if the Decision-Maker determines that the proposed activity is incompatible, I will not be immune from prosecution from any subsequent enforcement action brought for a violation of the SIA. I further understand that if the Decision-Maker makes a determination that the proposed activity is not incompatible, the Decision-Maker may revoke that Determination at any time based on the changed facts, circumstances, or other good cause, by providing written notice to me.



Tiffany Carter

Name of Requestor (Last, First)

Signature

3/29/2022

Date Request Submitted

**F. Written Determination by the Decision-Maker**

Based on the information submitted, I, the undersigned, find that the proposed activity:

- is incompatible with the SIA of the Department, Board, or Commission.
- is not incompatible with the SIA of the Department, Board, or Commission.

Print Name of the Decision-Maker (Last, First)

Department, Board, or Commission

Signature

Date

For Department Use Only—Date notice provided to Requestor.

**G. Comments:**

The Requester and Decision-Maker should retain a copy of this document for their records.