

File No. 211237

Committee Item No. 8

Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 5, 2022

Board of Supervisors Meeting Date January 11, 2022

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" 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 and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input checked="" 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)

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Completed by: Brent Jalipa Date December 29, 2021

Completed by: Brent Jalipa Date January 7, 2022

1 [Accept and Expend Gift - Retroactive - Bay Area Air Quality Management District - Wildfire
2 Air Quality Response Program - Air Filtration Units - Estimated Market Value \$100,000]

3 **Resolution retroactively authorizing the Department of Emergency Management to**
4 **accept and expend a gift of new air filtration units with an estimated market value of**
5 **\$100,000 from the Bay Area Air Quality Management District to support implementation**
6 **of the Wildfire Air Quality Response Program for the project term of August 1, 2021,**
7 **through July 31, 2024.**

8
9 WHEREAS, The Department of Emergency Management (DEM) manages the
10 response efforts in San Francisco to help communities prepare for wildfire smoke that have
11 the potential to impact air quality in the City for consecutive days; and

12 WHEREAS, California, including the San Francisco Bay Area, experienced some of the
13 deadliest and most destructive wildfires in its history over the last several years; and

14 WHEREAS, Studies show that climate change is not only causing higher temperatures
15 and longer dry periods, but also lengthening the wildfire season and increasing the risk of
16 wildfires throughout the state; and

17 WHEREAS, The Bay Area Air Quality Management District's (BAAQMD) Wildfire Air
18 Quality Response Program (WAQRP) is a comprehensive program intended to prepare for
19 and respond to catastrophic wildfires and ensure health-protective measures and strategies
20 are in place; and

21 WHEREAS, BAAQMD and DEM have negotiated a Memorandum of Understanding
22 that specific terms and conditions under which BAAQMD would donate, and DEM would
23 accept air filtration units with a total monetary value of approximately \$100,000, for use during
24 wildfire smoke events; and

1 WHEREAS, Under the San Francisco Administrative Code, Section 10.100.305, DEM
2 must obtain Board of Supervisors' approval to accept a donation with a market value of more
3 than \$10,000; now, therefore, be it

4 RESOLVED, That the Board of Supervisors approves the gift and authorizes the
5 Department of Emergency Management to accept the gift of air filtration units as described in
6 this Resolution; and, be it

7 RESOLVED, That should the Department of Emergency Management receive more of
8 less gifts than the awarded amount with a total monetary value of approximately \$100,000,
9 that the Board of Supervisors hereby approves the acceptance and expenditure by the
10 Department of Emergency Management of the additional air filtration units that may exceed
11 the estimated value of \$100,000; and, be it

12 FURTHER RESOLVED, That the gift by the Bay Area Air Quality Management District
13 will be accepted in a manner consistent with Administrative Code Sections governing the
14 acceptance of gifts to the City and County of San Francisco, including Administrative Code,
15 Section 10.100.305; and, be it

16 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
17 indirect costs in the gift budget; and, be it

18 FURTHER RESOLVED, That the Board of Supervisors extends its gratitude to the Bay
19 Area Air Quality Management District for the generous gift to the Department of Emergency
20 Management in support of the Wildfire Air Quality Response Program.

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Recommended:

/s/

Mary Ellen Carroll
Executive Director, Department of Emergency Management

Approved:

/s/

Mayor

Approved:

/s/

Controller

File Number: 211237
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

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: **Gift of Air Filtration Units – Bay Area Air Quality Management District**

2. Department: **Department of Emergency Management**

3. Contact Person: **Victor Wai Ho Lim** Telephone: **415-748-0028**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$100,000 estimated market value**

6. a. Matching Funds Required: **\$0.00**

b. Source(s) of matching funds (if applicable): **N/A**

7. a. Grant Source Agency: **Bay Area Air Quality Management District**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

The Department of Emergency Management (DEM) is supporting the implementation of the Bay Area Air Quality Management District's (BAAQMD) Wildfire Air Quality Response Program to join resources to protect public health and improve indoor air quality in communities most vulnerable to wildfire smoke. Through this program, BAAQMD will purchase and provide heavy-duty portable air filtration units for DEM to help San Francisco prepare for wildfire smoke that have the potential to impact air quality in entire regions for consecutive days.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **August 1, 2021**

End-Date: **July 31, 2024**

10. a. Amount budgeted for contractual services: **\$0.00**

b. Will contractual services be put out to bid? **NO**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**

11. a. Does the budget include indirect costs?

☐ Yes ☒ No

b. 1. If yes, how much? \$ **N/A**

b. 2. How was the amount calculated? **N/A**

c. 1. If no, why are indirect costs not included?

☐ Not allowed by Gifting agency

☐ To maximize use of Gift funds on direct services

[X] Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs?

This is a one-time gift of air filtration units to prepare for wildfire smoke that can impact San Francisco.

12. Any other significant grant requirements or comments: **None**

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Sandy Chan

(Name)

Asst. Deputy Director, Administration and Support

(Title)

11/3/2021

Date Reviewed: _____

DocuSigned by:

Sandy Chan

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Mary Ellen Carroll

(Name)

Executive Director

(Title)

11/5/2021

Date Reviewed: _____

DocuSigned by:

Mary Ellen Carroll

(Signature Required)

Wildfire Preparedness Program

Agreement between

Bay Area Air Quality Management District

and

San Francisco Department of Emergency

Management

Contract No. 2021.195

I. Parties

The parties to this Agreement ("Agreement") are the Bay Area Air Quality Management District ("Air District") whose address is 375 Beale Street, Suite 600, San Francisco, CA 94105, and the **San Francisco Department of Emergency Management** ("County DEM") whose address is 1 Dr. Carlton B Goodlett Place, Suite 344, San Francisco, CA 94102.

II. Purpose

California experienced some of the deadliest and most destructive wildfires in its history over the last several years. Studies show that climate change is not only causing higher temperatures and longer dry periods, but also lengthening the wildfire season and increasing the risk of wildfires throughout the state. The Air District's Wildfire Air Quality Response Program (WAQRP) is a comprehensive program intended to prepare for and respond to catastrophic wildfires and ensure health-protective measures and strategies are in place. Through this program, the Air District will purchase and provide heavy-duty portable air filtration units for regional emergency management authorities throughout the San Francisco Bay Area to help communities prepare for wildfire smoke that have the potential to impact air quality in entire regions for consecutive days.

This Agreement establishes a partnership between the Air District and the County DEM to join resources to protect public health and improve indoor air quality in communities most vulnerable to wildfire smoke. This Agreement provides a broad framework for cooperation between the Air District and the County DEM to store and deploy air filtration units to sheltering and evacuation centers and congregate facilities beginning in the 2021 wildfire season.

III. Term and Termination

The term of this Agreement is from August 1, 2021 until July 31, 2024, unless further extended by amendment of this Agreement in writing, or terminated earlier. The parties may terminate this Agreement by mutual consent in writing.

IV. Air District Responsibilities

1. Purchase and provide the County DEM with air filtration units with a total monetary value of approximately \$100,000, for use during wildfire smoke events.
2. Solicit bulk pricing for air filtration units via a request for quotation (RFQ) and purchase units.
3. Provide for delivery of air filtration units to address specified by the County DEM.

4. Designate an Air District liaison in **Attachment A** (Organization Contact Information) to facilitate communications with designated County DEM liaison.

V. County DEM Responsibilities

1. Designate a County DEM liaison and provide that liaison's contact information in **Attachment A**. The liaison is responsible for notifying the Air District at wildfireprogram@baaqmd.gov when air filtration units are deployed during wildfires and for submitting semi-annual reporting to the Air District as outlined in this Agreement.
2. Safely store air filtration units.
3. Maintain inventory and asset-tag all air filtration units. This includes purchase of replacement filters and other parts as necessary, including routine repair of equipment not covered by unit warranty and non-routine repairs.
4. Train County DEM or other designated staff on how to operate and maintain air filtration units per manufacturer specifications and conduct such maintenance pursuant to manufacturer specifications.
5. Deploy air filtration units to sheltering and evacuation centers during wildfires and/or other indoor congregate facilities that are impacted by wildfire smoke and within the County's jurisdiction. Congregate facilities may include but are not limited to schools, libraries, community centers, and assisted living facilities.
6. Air filtration units may be deployed for mutual aid to other counties, but only within the nine Bay Area counties (San Francisco, San Mateo, Alameda, Santa Clara, Contra Costa, Solano, Sonoma, Marin, Napa). County DEM must track the air filtration units and report the deployment as part of the annual reporting requirements to the Air District. All units shall be returned for safe storage to the County DEM.
7. Upon termination or cessation of Agreement, retain ownership and all maintenance of units.
8. Provide semi-annual reports to the Air District at wildfireprogram@baaqmd.gov using **Attachment B** (Reporting Form). Semi-annual reports must be received by the Air District by January 15th (for reporting period from July 1st to December 31st) and July 15th (for reporting period from January 1st to June 30th) of each year, and include the following information for each deployment:
 - a. Name of wildfire
 - b. Facility name and address of the evacuation center/sheltering facility/congregate facility where air filtration unit(s) were deployed
 - c. Date of air filtration unit deployment
 - d. Number of air filtration unit(s) deployed
 - e. Number of days the air filtration unit(s) were deployed

- f. Indicate whether the evacuation center/sheltering facility/congregate facility had an existing heating, ventilation and air conditioning (HVAC) system and whether the air filtration unit(s) operated in conjunction with existing HVAC
- g. Size and dimensions of each facility space where air filtration units were used
- h. Report feedback on the operations and maintenance of the air filtration units, including recommendations for their improved use
- i. Other wildfire tracking information, if known

VI. Acknowledgements

The County DEM shall acknowledge Air District support each time the activities funded, in whole or in part, by this Agreement are publicized in any news media, brochures, or other type of promotional material. The acknowledgement of Air District support must state "Funded by a Grant from the Bay Area Air Quality Management District." Initials or abbreviations for Air District shall not be used.

VII. Assignment

No party shall assign, sell, license, or otherwise transfer any rights or obligations under this Agreement to a third party without the prior written consent of the other party, and any attempt to do so shall be void upon inception.

VIII. Indemnification

Each party agrees to indemnify, defend and hold harmless the other party and its directors, officers, members, employees, agents and contractors from and against any and all claims, losses, damages, costs, expenses or other liability resulting directly or indirectly from any intentional, grossly negligent or negligent act or failure to act by the indemnifying party's directors, officers, members, employees, agents or contractors in connection with this Agreement.

IX. Entire Agreement and Modification

This Agreement represents the final, complete, and exclusive statement of the agreement between the parties and supersedes all prior and contemporaneous understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying upon, any representation or warranty outside those expressly set forth herein. This Agreement may only be amended by mutual agreement of the parties in writing and signed by both parties.

X. Miscellaneous

Neither party to this Agreement has the authority to act on behalf of the other party or bind the other party to any obligation. The parties to this Agreement agree to make reasonable attempts to resolve between them any dispute regarding this Agreement before seeking to enforce the Agreement in any court of law or dispute resolution forum. The sole remedy for non-performance under

this Agreement shall be termination, with no damages or penalty.

IN WITNESS WHEREOF, the parties to this Agreement have caused this Agreement to be duly executed on their behalf by their authorized representatives.

BAY AREA AIR QUALITY
MANAGEMENT DISTRICT

SAN FRANCISCO DEPARTMENT OF
EMERGENCY MANAGEMENT

DocuSigned by:
By: *Damian Breen*
75AF6D5858B84B6...
Jack P. Broadbent
Executive Officer/APCO

By: *Adrienne Bechelli*
Adrienne Bechelli
Deputy Director, Emergency Services

Date: 10/19/2021

Date: 10/18/2021

Approved as to form:

DocuSigned by:
By: *Adan Schwartz*
150A910F987E4D3...
Adan Schwartz
Acting District Counsel

DocuSigned by:
By: *Christina Fletes-Romo*
A850801BCFA0411...
Christina Fletes
Deputy City Attorney

ATTACHMENT A – Organization Contact Information**Primary Points of Contact**

The primary points of contact in each organization will be responsible for the implementation of the Agreement in their respective organizations, coordinating activities between organizations, and responding to questions regarding this Agreement. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

NOTE: When any attachment is updated, the revised attachment is inserted in the Agreement. The Agreement **does not** need to be signed again.

San Francisco Department of Emergency Management		Bay Area Air Quality Management District	
Contact Name	Emily Wang	Contact Name	Geraldina Grunbaum
Title	Principal Administrative Analyst	Title	Senior Air Quality Specialist
Office Phone	(415) 554-4881	Office Phone	415-749-4956
Mobile	N/A	Mobile	415-930-1794
e-mail	Emily.Wang@sfgov.org	e-mail	Wildfireprogram@baaqmd.gov

County DEM Semi-Annual Reporting Form

Semi-annual reports - Due January 15 (for reporting period from July 1 to December 31) and July 15 (for reporting period from January 1 to June 30) - Return to wildfireprogram@baaqmd.gov

Report date:
Report submitted by: *Name and email address*

Name of Wildfire	Facility Name	Facility Address	Date Deployed	Number of Units Deployed	Number of Days the Units were Deployed	Does the facility have an existing HVAC system?	Did the filter unit operate in conjunction with existing HVAC?	Dimensions of Facility Space (L x W)	Ceiling Height (if available)	Other Notes	For facilities associated with National Shelter System, provide NSS #, if known
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<i>Ex: Sonoma County Ex: LNU Com Fairgrounds</i>	<i>Ex: 1350 Bennett Valley Rd, Santa Rosa, CA, 95404</i>	<i>Ex: 9/16/20</i>	<i>Ex: 2 x Amaircare Airwash MultiPro units</i>	<i>Ex: 3 days</i>	<i>Ex: Yes</i>	<i>Ex: Yes</i>	<i>Ex: 100 ft x 100 ft</i>	<i>Ex: 10 ft (Note if estimated)</i>	<i>Feedback on the operations and maintenance of the units</i>	<i>Ex: 169669</i>
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**BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT**

ALAMEDA COUNTY

John J. Bauters
(Secretary)
Pauline Russo Cutter
David Haubert
Nate Miley

CONTRA COSTA COUNTY

John Gioia
David Hudson
Karen Mitchoff
(Vice Chair)
Mark Ross

MARIN COUNTY

Katie Rice

NAPA COUNTY

Brad Wagenknecht

SAN FRANCISCO COUNTY

Tyrone Jue
(SF Mayor's Appointee)
Myrna Melgar
Shamann Walton

SAN MATEO COUNTY

David J. Canepa
Carole Groom
Davina Hurt

SANTA CLARA COUNTY

Margaret Abe-Koga
Cindy Chavez
(Chair)
Rich Constantine
Rob Rennie

SOLANO COUNTY

Erin Hannigan
Lori Wilson

SONOMA COUNTY

Teresa Barrett
Lynda Hopkins

Jack P. Broadbent
EXECUTIVE OFFICER/APCO

Connect with the
Bay Area Air District:



November 8, 2021

Adrienne Bechelli
Deputy Director, Emergency Services
Department of Emergency Management
1 Dr Carlton B Goodlett Place, Suite 344
San Francisco, CA 94102

RE: Donation of Heavy-Duty Portable Air Filtration Units

To Whom it May Concern:

Please accept this letter signifying the Bay Area Air Quality Management District's (Air District's) intent to donate heavy-duty portable air filtration units to the San Francisco Department of Emergency Management (DEM), representing the County's Office of Emergency Services, to help communities prepare for wildfire smoke events that have the potential to impact air quality in entire regions for consecutive days.

California experienced some of the deadliest and most destructive wildfires in its history over the last several years. Studies show that climate change is not only causing higher temperatures and longer dry periods, but also lengthening the wildfire season and increasing the risk of wildfires throughout the state. The Air District's Wildfire Air Quality Response Program (WAQRP) is a comprehensive program intended to prepare for and respond to catastrophic wildfires and ensure health-protective measures and strategies are in place.

As the donor, the Air District will purchase and deliver approximately \$100,000 worth of heavy-duty portable air filtration units to DEM. These units will be given as a gift as San Francisco did not apply for this gift as a grant opportunity. Per the Agreement between the Air District and DEM, DEM would have ownership of the air filtration units upon delivery of these units by the Air District to DEM; DEM would retain ownership through the Agreement term and after the Agreement terminates or expires. While these units are to be used during wildfire events with consecutive days of poor air quality, outside of wildfire smoke events, these units do not have restrictions on the times or circumstances for their use.

The units being made available through this Agreement were selected by the Air District through a competitive bidding process of multiple vendors. Details about the units selected are included in the table below. Units for DEM will not be purchased until after the formal approval of the Agreement between the Air District and DEM by the San Francisco Board of Supervisors. The specific units to be purchased will be determined at that time.

	AMAIRCARE Model AirWashPRO	Smarter HEPA – Blast CMKQ101.3	Carrier Opticlean (FN1AAF015)	Genesis Air 2008 B
Air Flow (cubic feet per minute)	800 CFM	1300 CFM	1500 CFM	2280 CFM
Dimensions	19" W x 20" H x 32"L	48.4" x 22.6" x 13"	53-7/16 " x 21-1/8" x 22-1/16"	W22.5" x H30.25" x L44.5"
Weight	42 lbs	69 lbs	150 lbs	163 lbs
Portability traits	1 flexible handle on top, 2 molded handles on side	2 wheels on 1 end for moving; 4 stabilizing legs	on casters with rubber wheels (removable)	4 casters (removable)
Noise level on high	86 dB	48 dB	62 dB	73 dB

Please contact Geradina Grünbaum, Senior Air Quality Specialist at ggrunbaum@baaqmd.gov or 415-749-4956 with any questions.

Sincerely,



for JPB

Jack Broadbent
Executive Officer/Air Pollution Control Officer

Category #2 Units (>700 CFM)

	AMAIRCARE Model AirWashPRO	Smarter HEPA - Blast CMKQ101.3	Carrier Opticlean (FN1AAF015)	Genesis Air 2008 B
Website:	Airwash MultiPro* Air Filtration System (amaircare.com)	Smart Health Blast - SmarterHEPA	Carrier Opticlean	2008 B (1-4) Air Purifier Genesis Air
Air Flow	800 CFM	1300 CFM	1500 CFM	2280 CFM
Costs for*				
• Unit	\$850.98	~\$870 - \$960	~\$1,750 - ~\$1,860	~\$3,150 - \$3,350
• HEPA filter replacement	\$201.60	~\$120 - \$132	~\$330-\$410 (shipping varies)	\$290
• Carbon filter replacement	\$345.60 for 12	~\$88 - \$97	~\$16 (shipping varies)	\$190
• Pre-filter replacement	\$108 for 8	\$20 - 22	\$3 (shipping varies)	\$50
Dimensions	19" W x 20" H x 32"L	48.4" x 22.6" x 13"	53-7/16" x 21-1/8" x 22-1/16"	W22.5" x H30.25" x L44.5"
Weight	42 lbs	69 lbs	150 lbs	163 lbs
Power requirements	Can use extension cord; each unit is 2.6 amp; can daisy chain up to 3 units	Can use extension cord; maximum of 9 units on 15 amp circuit and 14 on 20 amp circuit	Each unit is 12 amp; 15 amp breaker can run 3 units on low speed	Can use extension cord; depending on circuit, can plug 2 units into outlet
Portability traits	1 flexible handle on top, 2 molded handles on side	2 wheels on one end for moving; 4 stabilizing legs	on casters with rubber wheels (wheels can be removed)	4 casters (removable)
Stackable?	<i>During use:</i> up to 3 units <i>Storage:</i> stack up to 4 units	<i>During use:</i> up to 2 high if secured <i>Storage:</i> can be stacked on side	<i>During use:</i> no <i>Storage:</i> no higher than 2 boxed units	<i>During use:</i> up to 3 if wheels secured <i>Storage:</i> up to 3 upright
Noise level on high	86 dB	48 dB	62 dB	73 dB

* Costs do NOT include sales tax. A cost range indicates that costs vary by order size



TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mary Ellen Carroll, Department of Emergency Management

DATE: November 1, 2021

SUBJECT: Accept and Expend Resolution Gift Resolution

GRANT TITLE: Bay Area Air Quality Management District

Attached please find the original* and 1 copy of each of the following:

 x Proposed grant resolution; original* signed by Department, Mayor, Controller

 x Grant information form, including disability checklist

 x Gift estimated value of in-kind donation

 x Gift award letter

 N/A Ethics Form 126 (if applicable)

 N/A Contracts, Leases/Agreements (if applicable)

 Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Victor Wai Ho Lim

Phone: 415-748-0029

Interoffice Mail Address: City Hall, RM 344, San Francisco, CA 94102

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).