

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mary Landers  
**DATE:** January 8, 2020  
**SUBJECT:** Accept and Expend Ordinance for Subject Grant  
  
**GRANT TITLE:** FY 19 Regional Catastrophic Preparedness Grant Program

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

- Proposed grant ordinance; original\* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

**Special Timeline Requirements:**

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

Name: Mary Landers

Phone: 415-535-5225

Interoffice Mail Address:

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).