LEGISLATION RECEIVED CHECKLIST

Date ____May 03, 2021_____ File Number (if applicable) _____

[x] 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

[x] 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)
[x] Supporting documents: 1 full set, and separate **pdf** copies of each in email
- [x] Cover letter (original)
- [ ] Settlement Report/Agreement (for settlements)
- [x] Other support documents *as identified in the cover letter and legislation*

[x] E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org

Lorena Marquez (415) 554-7427 — Name and Telephone Number

Sheriff's Office — Department