

**HEALTH COMMISSION**

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 132-88

**AUTHORIZING THE SECRETARY TO THE HEALTH COMMISSION TO APPROVE  
APPLICATIONS FOR GRANTS THAT COMPLY WITH POLICIES OF THE  
HEALTH COMMISSION AND THE DEPARTMENT OF PUBLIC HEALTH**

WHEREAS, San Francisco Administrative Code Section 10.170 provides that no application for a grant shall be filed or authorized by any officer, employee, board of commission unless it is first recommended by the Mayor, certified by the Controller as containing appropriate indirect costs, and approved by the Board of Supervisors; and,

WHEREAS, San Francisco Administrative Code Section 10.170-3 provides that no grant funds received by any officer, employee, board or commission shall be expended without approval by the Board of Supervisors; and,

WHEREAS, The Health Commission finds that its individual review of each grant application is not necessary as long as the application complies with the Commission's policies on grant applications; now, therefore, be it

RESOLVED, that the San Francisco Health Commission authorizes the Secretary to the Health Commission to approve applications for grants that comply with the policies set forth in the attachment; and, be it

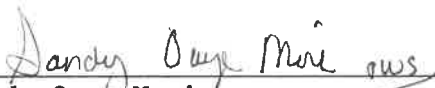
FURTHER RESOLVED, that the Department of Public Health will provide the San Francisco Health Commission with information sufficient to enable the Health Commission to make fully informed decisions regarding accepting and expending grant funds and approval of the contractors to be procured through grant funds; and, be it

FURTHER RESOLVED, that approval of a resolution to accept and expend grant funds or approval of a grant funded contract in no way commits the San Francisco Health Commission or the Department of Health to continue funding the grant funded program or services beyond the term of the grant nor to agree to contract with any specific agency; and be it

FURTHER RESOLVED, that all contracts to be paid from grant funds will require further approval by the Health Commission following and in addition to approval by the Health Commission of the request to apply for, accept and expend grant funds; and, be it

FURTHER RESOLVED, that the Health Commission Resolution #038-85, dated August 20, 1985, is hereby rescinded, since its provisions will be superceded by this present resolution.

I hereby certify that this resolution was unanimously passed by the Health Commission at its meeting of December 13, 1988.

  
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Sandy Ouyé Mori  
Secretary to the Health Commission

**GRANT POLICY STATEMENT REGARDING APPLYING FOR, ACCEPTING AND  
EXPENDING GRANT FUNDS**

Sections 3.5, 3.697, and 7.1 of the Charter of the City and County of San Francisco authorizes the San Francisco Health Commission to enter into contracts on behalf of the Department of Public Health.

It shall be the policy of the San Francisco Health Commission regarding applying for, accepting and expending grant funds that:

1. All grant applications submitted for funding by the Department of Public Health must conform to the following mission and goals of the Department:

It is the **Mission** of the Department of Public Health to provide to each resident of San Francisco the opportunity to maintain optimal health in a safe and healthy environment.

The primary **Goals** of the Department of Public Health are:

A. Community Health: To maintain a continuum of services which contribute to the resolution of existing community health problems, the prevention of future health problems, and the accomplishment of the mission of the Department.

B. Service Delivery System: To maintain a health service delivery system which will insure appropriateness, acceptability and availability of services; promote equal access to services; assure quality of care; insure continuity of care; coordinate with human services within and outside the Department; and be managed for accountability, effectiveness and efficiency.

C. Organization: To develop an internal organization and program interrelationships which contribute to the effective and efficient operation of the Department, and thus enhance and support Goals A. and B.

2. All grant applications submitted for funding by the Department of Public Health must conform to the existing policies of the San Francisco Health Commission and the Department of Public Health.
3. All grant applications submitted for funding by the Department of Public Health must be consistent with identified community needs for programs or services to be supported by those grants.
4. All grant applications submitted for funding by the Department of Public Health must be consistent with the personnel and financial resources available within the Department to implement and support the programs funded by those grants.
5. All grant applications submitted for funding by the Department of Public Health must conform with the funding criteria of the grantor agency.

6. To further ensure intradepartmental coordination of grant applications, all appropriate executive, divisional and program staff will review and discuss applications for grant funding as soon as those opportunities are known. This process will be especially important in developing those applications whose quality would be enhanced by the joint participation of several DPH programs in grant development and program implementation.

7. All accept and expend grant applications submitted for funding by the Department of Public Health must include at least the following information:

- Names of any and all contractors to be procured through those funds;
- Descriptions of new contractors, including their qualifications and histories;
- Adequate justifications for using sole source contractors, in compliance with sole source contract policies;
- Evidence that the contractor's Board of Directors is representative of the ethnic and racial composition of the target population (Direct Service Contract) or that of the Standard Metropolitan Statistical Area's population (Professional Services Contract); and that the contractor's staff is representative of the ethnic and racial composition of the clients served (Direct Services Contract) or that of the Standard Metropolitan Statistical Area's population (Professional Services Contract); or, that a plan for achieving such representation, written in accordance with contract policies, will be in place within a reasonable time;
- Detailed grant budget, and
- A brief executive summary describing the program to be funded.

LUCILLE BURLEW-LAWLER  
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