

## Grant Solicitation Waiver Instructions

**WHEN TO USE:** For approval of grant solicitation waivers under [Administrative Code Section 21G.8](#), where:

- A competitive process is infeasible or impracticable
- A Public Purpose may reasonably be accomplished by one particular Grantee

Per the City Purchaser's Administrative Code Chapter 21G Rules and Regulations, this Waiver Form is **not required** for grants awarded in accordance with Administrative Code Sections:

- **21G.3(a)(1):** Grants to a governmental entity for programs, activities, or services that can be practically performed only by that particular entity
- **21G.3(a)(2):** Grants to a specific entity as required to comply with applicable law or contract, or as a result of the requirements of the funding source
- **21G.3(a)(3):** Grants made for improvement to property by a property owner
- **21G.8(c):** Grants to any of the four City-owned community cultural center

**INSTRUCTIONS:** Complete this Grant Solicitation Waiver Form to request approval to waive the competitive solicitation requirements under Administrative Code Section 21G.8. Provide specific and comprehensive information to justify why the requested grant should be awarded absent a solicitation. Attach appropriate/required supporting documentation.

The Grant Solicitation Waiver Form must be signed by the Granting Officer or their designee. The Solicitation Waiver must be fully approved before the department makes a commitment to the grantee, and before City funds are encumbered. If the Solicitation Waiver request is denied, the department must conduct a competitive process to select the grantee(s).

For extensions of Solicitation Waivers for a previously awarded sole source grant, attach a copy of all prior approved Solicitation Waivers or other sole source determinations by the relevant authority.

Submit Grant Solicitation Waiver Form for final approval as follows:

- **Granting Agencies under jurisdiction of a commission or board:** to the commission or board, recommending waiver of solicitation requirements for this grant award.
- **Granting Agencies with no board or commission:** to the Purchaser ([oca@sfgov.org](mailto:oca@sfgov.org)), who shall convene the Grant Consensus Committee<sup>1</sup> to review the request.

Once fully approved, upload this signed form, all supporting documentation, and commission, board, or Grant Consensus Committee final approval, as applicable, to PeopleSoft. Select the appropriate Purchasing Authority for the grant award in PeopleSoft.

---

<sup>1</sup> Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

## Grant Solicitation Waiver Form

<b>Department:</b> <u>San Francisco Public Library</u>	<b>Phone:</b> <u>(415) 557-4282</u>
<b>Dept. Contact:</b> <u>Michelle Jeffers</u>	<b>Email:</b> <u>Michelle.Jeffers@sfpl.org</u>

<b>Request:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Modification	<b>Grantee:</b> <u>D'ARCY DROLLINGER</u>	<b>Supplier ID:</b> <u>0000021795</u>
To extend the existing grant agreement by 6 months. The process of selecting a new drag laureate requires the dedicated effort of the drag laureate beyond our initial conception. The amount of outreach required to ensure community members from all backgrounds are aware of this opportunity is substantial and requires additional months of time and effort . In addition, planning is taking longer to ensure the other community members who should be represented in the selection process and committee are represented.		
<b>Short Description of Grant:</b> <u>represented in the selection process and committee are represented.</u>		

<b>Grant Amount:</b> <u>\$18,000</u> <i>(Attach itemized budget if available)</i>	<b>Grant Duration:</b> <u>6 months</u>
<b>Anticipated Dates:</b> From 11.18.24 To 5.17.25 The San Francisco Drag Laureate will uplift the storied drag history of San Francisco and will act as an ambassador to the City's drag and broader LGBTQI+ community. Duties of the Drag Laureate will include highlighting the significant contributions of the LGBTQI+ community, serve as official ambassador for San Francisco's Drag community at community and civic events. The Drag Laureate will also participate in or produce events and collaborate with Friends of the San Francisco Public Library, the San Francisco Arts Commission, other City Departments and community partners.	
<b>Describe the Public Purpose to be fulfilled by this Grant:</b> <u>Departments and community partners.</u>	

**Justification for Waiver of Competitive Solicitation Requirements**  
 Check the appropriate solicitation waiver reason and address the questions listed. Attach additional supporting documentation as indicated and/or as necessary.

**Competitive solicitation infeasible or impracticable**

- Is this grant required to respond to a public emergency or other exigent circumstances?  Yes  No
- If **YES**, provide a description of the public exigency or emergency, need for the sole source Grant and period of performance, and impact on the Public Purpose if the sole source Grant is not approved.  
N/A
- If **NO**, grant is *not* required to respond to public emergency or other exigent circumstance:
  - Why is a competitive process infeasible or impracticable?
  - Why is this the only entity that can fulfill this Public Purpose? What does the entity offer that is essential to fulfilling the Public Purpose?
  - What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department's needs.

**Public Purpose may reasonably be accomplished by one particular Grantee**

- Why this is the only entity that can fulfill this Public Purpose? What the entity offers that is essential to fulfilling the Public Purpose? As indicated in the advertisement for the selection of the inaugural Drag Laureate, one of the duties of this Laureate was to assist in further developing the process of selecting future Drag Laureates. The only individual that can bring the perspective of a San Francisco Drag Laureate would be a prior honoree. This is the only San Francisco Drag Laureate selected to date and there fore is the only entity that can both represent the LGBTQI+ community and provide the perspective of a Laureate
- What steps were taken to verify that this is the only entity that can fulfill this Public Purpose? Has the department contacted other entities to evaluate their ability to fulfill the Public Purpose, and if so, describe the entities and explain why they cannot meet the department’s needs. SFPL has verified that we are the only entity that has selected a San Francisco Drag Laureate. No other entity would be able to provide the community membership and experience Laureate perspective in shaping the process of selecting future Laureates.
- Is this a recurring Grant to the same recipient?  Yes  No
- If **YES**: How long has this entity fulfilled this Public Purpose for the department?
  - Has department conducted a formal or informal competitive process within the last five years demonstrating lack of other potential Grantees, pursuant to Admin Code §21G.8(b).  Yes  No
  - Solicitation document(s), result(s), and other supporting documentation attached?  Yes  No

**Grant Solicitation Waiver request is recommended by:**

Grants Officer (Dept Head) or Designee Name: Michael Lambert  
DocuSigned by:

Grants Officer (Dept Head) or Designee Signature: *Michael Lambert* Date: 11/13/2024  
C9DF0B392E246F

**For departments without board or commission, this Waiver request is approved by:**

OCA Director (on behalf of Grant Consensus Committee): \_\_\_\_\_ Date: \_\_\_\_\_