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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 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), who shall convene the Grant Consensus Committee[1] 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.

[1] Representatives from the Controller's Office, Human Resources Department, Office of Contract Administration, and City Attorney's Office

Grant Solicitation Waiver Form

Department: San Francisco Public Library **Phone:** 415-557-4282
Dept. Contact: Michelle Jeffers **Email:** michelle.jeffers@sfpl.org

Request: ☒ New ☐ Modification **Grantee:** Civic Comm Benefits District Inc **Supplier ID:** 0000022745

Short Description of Grant: SFPL is seeking to support the activation and usage of the San FranDisco Roller Rink (Roller Rink) at Fulton and Larkin Streets by offering free family passes to SFPL library patrons via Discover & Go.

Grant Amount: $20,000
(Attach itemized budget if available)

Grant Duration: 2 months)

Anticipated Dates: From 2.1.23 To 3.31.23

Describe the Public Purpose to be fulfilled by this Grant: The Roller Rink at Fulton & Larkin Streets offer the important public purpose of supporting family friendly and safe activities for the neighborhood

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.
- If **NO**, grant is *not* required to respond to public emergency or other exigent circumstance:
  - Why is a competitive process infeasible or impracticable? Please see attached memorandum
  - 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? Please see attached memorandum
  - 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. Please see attached memorandum

☐ **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?
- 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.
- 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:

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Grants Officer (Dept Head) or Designee Signature:	DocuSigned by: Michael Lambert C9DF0B3992E240F...	Date: 3/9/2023

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

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