

---

# The Office of Contract Administration

Dear Colleagues:

[San Francisco Administrative Code Chapter 21G – Grants \(“Chapter 21G”\)](#), governing the awarding of Grants by Granting Agencies, became effective on January 1, 2022. It authorizes the Purchaser to promulgate rules and regulations for effectively carrying out the requirements of the code.

## Rules and Regulations

Pursuant to Chapter 21G, the Purchaser has issued [rules and regulations pertaining to sole source grant-making](#) under Section 21G.8 – Sole Source Grants and Section 21G.9 – Rules and Regulations, which allow the competitive solicitation requirements to be waived when:

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

## Grant Solicitation Waivers

Departments are required to obtain a waiver of the Chapter 21G solicitation requirements utilizing the [Grant Solicitation Waiver Form \(P-21G.8\)](#).

The waiver shall be approved by the authorizing commissions or committee as follows:

- **Granting Agencies under jurisdiction of a commission or board:** by the respective commission or board.
- **Granting Agencies with no commission or board:** by a committee comprised of representatives from the Controller’s Office, Human Resources Department, the Office of Contract Administration, and the City Attorney’s Office.

Waivers are not required for Grants awarded in accordance with Administrative Code Sections: 21G.3(a)(1), 21G.3(a)(2), 21G.3(a)(3), and 21G.8(c).

## SF Procurement Contract Entry

For Grant awards with approved solicitation waivers, upload the approved Grant Solicitation Waiver Form to the PeopleSoft Supplier Contract and select the appropriate Grant award Purchasing Authority listed on the following table.

Purchasing Authority Code for Grants	Description
21G.3	Grant Competitive Solicitation

---

[Subscribe](#) to our email list.

21G.3(a)(2)	Grant No Bid – compliance with law/contract/funding source
21G.3(a)(3)	Grant No Bid – private property/neighborhood improvement
21G.8(a) Emerg	Grant Sole Source – solicitation infeasible or impracticable: emergency
21G.8(a) Public	Grant Sole Source – solicitation infeasible or impracticable/Public Purpose
21G.8(b)	Grant Sole Source – recurring grant
21G.8(c)	Grant Sole Source – City-owned cultural center

*Purchasing Authority Codes will be available by 2/11/2022.*

All relevant documents on Chapter 21G can be found on OCA's website at <https://sfgov.org/oca/sf-admin-code-chapter-21g---grants>.

If you have questions about these requirements, please email [oca@sfgov.org](mailto:oca@sfgov.org).

Sincerely,

The Office of Contract Administration

**Definitions:**

“**Grant**” means an award of funds to a Grantee for, or in furtherance of, a Public Purpose, which is paid from monies deposited in the treasury of the City, and which is not required to be repaid except upon default by the Grantee. “Grant” does not include contracts (1) for public works or improvements under Administrative Code Chapter 6; (2) for the City purchase, sale, lease, use, or development of real property; (3) for the City purchase of Commodities or Services under Administrative Code Chapter 21; or (4) to provide financial assistance such as a loan or loan guarantee, an interest rate subsidy, tax relief, or tax credit. “Grant” also does not include grants or assistance to individuals under City service or assistance programs, rebates or incentives. Departments administering rebate or incentive programs must comply with Section 21G.12.

“**Grantee**” means the party entering into a Grant Agreement with the City. A Grantee may be a for-profit or nonprofit entity, an individual, or a governmental entity. All Grantees (other than governmental entities) must be registered to do business in the State of California and the City and County of San Francisco.

“**Granting Agency**” means the City department or office that enters into a Grant Agreement.

“**Public Purpose**” means a benefit in the interest of one or more communities in the City or for the general good of the people of the City, as determined by the Granting Agency in its judgment.

Share this email:



Manage your preferences | Opt out using TrueRemove®

Got this as a forward? Sign up to receive our future emails.

---

[Subscribe](#) to our email list.

1 Dr. Carlton B. Goodlett Place City Hall, Room 430  
San Francisco, CA | 94102 US

This email was sent to .  
*To continue receiving our emails, add us to your address book.*