



City and County of San
Francisco
London N. Breed, Mayor

San Francisco Department of Public Health
Policy & Procedure Detail

Policy & Procedure Title: Signature Authority Policy and Procedure	
Category: Contract Development and Technical Assistance (CDTA)	
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DPH Unit of Origin: Contract Development and Technical Assistance	
Distribution: <input type="checkbox"/> DPH- Business Office	

PURPOSE

The purpose of this policy is to implement a procedure ensuring that the correct Signature Authority form is on file to minimize delays in the contract certification process. This policy impacts the following DPH Sections: Contracts, Budget, Fiscal, and CDTA. This policy will also establish which DPH division is responsible for the form, how changes will be communicated and to whom, and delineate the routing process of the completed form.

POLICY

The Contract Development and Technical Assistance (CDTA) Program Manager (PM) is responsible for obtaining, routing, and storing the latest signatures for the Signature Authority form. It is the responsibility of the contractor to update the Signature Authority form and notify CDTA when a change is required.

DEFINITIONS

The purpose of assigning signature authority is to designate an individual or group of individuals to review and approve documents on behalf of the agency.

What is an SFDPH Signature Authority Form?

An SFDPH Signature Authority form is the mechanism used to communicate who the agency has designated to authorize programmatic or fiscal agreements with the San Francisco Department of Public Health. The Executive Director, CFO/Director of Finance, and Program Director are examples of agency employees that may be designated to sign the form. All DPH-funded organizations must have a Signature Authority form on file. The second section of the form contains information related to the agency's Board of Directors. The areas of authority on the form are listed here:

- Contract Certification
- Invoices
- Declaration of Compliance
- Contract Modification Request
- Monitoring Report
- Statement of Deliverables

PROCEDURES

1. Procedure to Request a Change to the Signature Authority form

Step 1:

Contractors may only use the SFDPH approved Signature Authority form to make modifications. Contractors can locate this form on the CDTA website here: www.sf.gov/cdta under *Policies, Procedures Forms and Guidelines*.

Each agency-designated signer will also need to legibly provide their name, title, and contact information (phone number and email address). The name, board title, email address, and phone number of each board member will be listed in the table located on second page of the document.

Step 2:

Contractors will submit the completed form via email to their assigned CDTA PM by the time of initial program development. If a new form is required during the contract certification process, please contact your CDTA Program Manager immediately and submit a revised form within 7 business days. Failure to submit a revised form with the correct signatures can cause significant issues in the following areas:

- Denial of invoice payments
- Delay in the contract certification process
- Rejection of Contract Change Requests to modify contract documents

2. Procedure to Add a New Executive Director

If the Board of Directors has appointed a new Executive Director, in addition to a completed Signature Authority form, the Board will submit a separate letter on agency letterhead which will contain the following information:

- a. Name of the new Executive Director,
- b. Date he or she assumed authority over the agency,
- c. Name and signature of the Board Chair.

3. Procedure for CDTA Program Managers

- a. Upon receipt of the revised form, CDTA will review the document for signatures and contact information.
- b. CDTA will route the document to the Contracts, Budget, BOCC, and Fiscal units within 5 business days.
- c. The CDTA PM will then store the document in the Signature Authority folder in the Shared Drive and in the designated Administrative section in SharePoint.

4. Procedure for DPH Business Office Sections

- a. The Contracts, Budget, BOCC, and Fiscal units are then responsible for updating their own CBO email distribution lists and contact information.

Reference/Attachment

1. Signature Authority Form