

**SAN FRANCISCO
DEPARTMENT OF CHILDREN,
YOUTH & THEIR FAMILIES**



**2025-2026 COMMUNITY GRANTS
REQUEST FOR PROPOSALS VERSION 2.0**



**RFP ISSUED
OCTOBER 22, 2025**

**VERSION 2.0 ISSUED
NOVEMBER 7, 2025**

**INTENT TO APPLY DUE
NOVEMBER 16, 2025**

**PROPOSALS DUE
JANUARY 5, 2026**

SOURCING EVENT ID: #0000011187

View this RFP on the City's Supplier Portal at: <https://sfcitypartner.sfgov.org/pages/index.aspx>

LAND ACKNOWLEDGEMENT

The San Francisco Department of Children, Youth and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children & Youth Fund, we accept the responsibility that comes with resources derived from the property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.



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GENERAL INFORMATION

ABOUT DCYF

Since 1991, the Department of Children, Youth and Their Families (DCYF) has administered San Francisco's powerful investments in children, youth, transitional age youth and young adults (TAY/A) and their families through the Children & Youth Fund. Our work brings together City agencies, schools and community-based organizations (CBOs) to help the City's youth and families lead lives full of opportunity and happiness. DCYF and our partners have a proud history of funding high quality, culturally relevant and empowering services with a deep commitment to advancing equity and healing trauma.

OUR VISION

DCYF envisions a strong San Francisco where all young people are supported by nurturing families and communities, physically and emotionally healthy, ready to learn and succeed in school and ready for college, work, and productive adulthood.

OUR FOUNDATION

Our work is supported by four Strategic Pillars that reflect our core beliefs about how we must operate to achieve the outcomes we seek for children, youth, TAY/A and their families.

- Strategic Funding: we seek to address inequities in access and opportunity, to promote practice- and research-informed programs and to seed innovation
- Quality Services: we support high quality programs and strong community-based organizations to promote positive outcomes.
- Engagement With San Francisco's Communities: we use young people and their families' voices to set funding priorities, and we are present in neighborhoods across San Francisco.
- Collaborative Partnerships: we work with city stakeholders to set funding priorities, practices, and policies.

DCYF'S PLANNING CYCLE

DCYF operates according to a five-year funding cycle that includes three major planning phases that are grounded in equity. The cycle begins with the [Community Needs Assessment \(CNA\)](#). The CNA is a citywide community input process that deeply engages community members to understand their current strengths and challenges while ensuring that their voices are represented throughout the planning process.

[The Services Allocation Plan \(SAP\)](#) is the second phase of the planning cycle. The SAP articulates DCYF's strategic plan for addressing the needs and disparities highlighted in the CNA, describes the service areas and partnerships we intend to support and allocates resources to them. DCYF's approach for developing the SAP includes a strong focus on collaborative partnerships with City agencies and the San Francisco Unified School District (SFUSD) to increase the impact of the services we support.

The third and final phase of the planning cycle, DCYF's [Request for Proposals \(RFP\)](#) and subsequent awards of five-year direct service grants, is the competitive funding process used to select the CBOs who will implement the services outlined in the SAP. Our RFP is designed to set the structure for services that will respond to the findings in the CNA by establishing funding requirements and identifying target populations. The RFP process is also designed to ensure that CBOs capable of providing high-quality, culturally responsive services are prioritized. The RFP process culminates with the selection of a portfolio of grantees to implement services in the new funding cycle.

ABOUT THE 2025 COMMUNITY GRANTS RFP

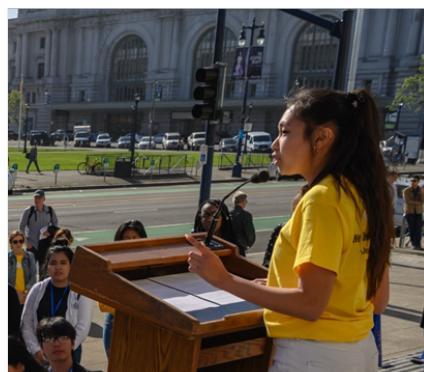
DCYF is issuing this Request for Proposals (RFP) to identify nonprofit organizations to provide specific services to help achieve the following Results.

CHILDREN & YOUTH ARE



**READY TO LEARN
AND SUCCEED IN SCHOOL**

YOUTH ARE



**READY FOR COLLEGE, WORK
AND PRODUCTIVE ADULTHOOD**

CHILDREN & YOUTH ARE



**PHYSICALLY AND
EMOTIONALLY HEALTHY**

These Results represent the conditions we seek to support positive outcomes for children, youth, transitional age youth/young adults (TAY/A) and their families. Our goal is to fund programs that positively impact our Results Areas and augment the services funded during DCYF's 2024-2029 RFP. The Service Areas and Funding Strategies in this RFP have been intentionally selected to address gaps in the 2024-2029 portfolio.

COMMUNITY GRANTS RFP TIMELINE AND IMPORTANT ELEMENTS

ESTIMATED TIMELINE (Dates may be subject to change)

RFP Issued	Wed October 22, 2025
Question Submission Period	Wed October 22 - Fri October 31, 2025
Question Submission Period Deadline	Fri October 31, 2025, at 5PM
Answers to Questions Posted	Fri November 7, 2025, by 5PM
Intent to Apply Due	Sun November 16, 2025, at 11:59PM
Verification Emails Sent	Mon November 24, 2025
Intent to Apply Protest Period	Mon November 24 - Mon December 1, 2025
Intent to Apply Protest Submission Deadline	Mon December 1, 2025 at 5PM
Intent to Apply Protest Decisions Announced	Fri December 12, 2025
Additional Verification Emails Sent (If needed)	Fri December 12, 2025
RFP System Accepts Proposals	Fri December 12, 2025 - Mon January 5, 2026
Proposals Due	Mon January 5, 2026, at 11:59PM
Awards Announced	Mon February 9, 2026
Award Protest Period	Mon February 9 - Thu February 12, 2026
Award Protest Submission Deadline	Thu February 12, 2026, at 5PM

SUBMISSION REQUIREMENTS

Proposers to this RFP must submit all required elements including Intent to Apply documentation, proposals and budgets **through DCYF's online application system**. Please refer to page 18 for Online Submission Instructions. **The deadline to apply is Mon January 5, 2026, at 11:59PM**. Proposals will not be accepted after this deadline.

TECHNICAL ASSISTANCE & QUESTIONS

DCYF is committed to providing as much clarity as possible during this RFP process. All questions about the RFP **must be submitted in writing** to the email address below. **DCYF will not be holding a pre-proposal conference for this RFP**.

SUBMIT ALL RFP QUESTIONS TO:	DEADLINE FOR RFP QUESTION SUBMISSION:
rfp@dcyf.org	Fri October 31, 2025, at 5PM

To ensure that all proposers have access to both the submitted questions and DCYF's corresponding answers, DCYF will publish all received questions and answers by **Fri November 7, 2025, by 5PM** at www.dcyf.org.

FUNDING TERMS

REQUEST FOR PROPOSALS

The 2025-2026 Community Grants RFP includes up to \$3.68M in total available funding per year for the period between January 1, 2026, and July 30, 2029. All funding allocations are Strategy specific, and the funds provided must be used for the specific program purposes outlined under each Strategy in this RFP. Funding awards are subject to availability of funds and grant terms.

The following table provides information about the grants that will be funded under this RFP including the results, service areas, funding strategies, grant terms, total allocations and number of grants.

RESULT AREA	SERVICE AREA	FUNDING STRATEGY	GRANT TERM	ANNUAL ALLOCATION	NUMBER OF GRANTS	DISTRICT
Ready to Learn and Succeed in School	Educational Supports	Academic Supports	3.25 years	Up to \$250K	1	Citywide
	Out of School Time	Beacon Community Schools	3.25 years	Up to \$330K	1	9
Ready For College, Work and Productive Adulthood	Justice Services	Justice Services Care Coordinator	3.25 years	Up to \$600K	1	Citywide
Physically and Emotionally Healthy	Emotional Well Being	Family Wellness	3.25 years	Up to \$2.5M	Up to 5	Citywide

GRANT TERMS

This RFP provides funding for a 3.25-year grant term (April 1st, 2026-- June 30th, 2029). Any variation in grant terms will depend on the availability of funds; grantee performance relative to the requirements and expectations set forth by the funding strategy; compliance with DCYF's contractual, reporting, and evaluation requirements and other expectations detailed in the grant agreement and award letter; and compliance with all applicable local, state and federal laws and regulations. In addition, DCYF shall, at its sole discretion, have the option to renew the grant agreement to extend the grant term up to 2 additional years. The final terms and conditions of the grant shall be subject to negotiation upon grantmaking.

USES OF DCYF FUNDS

Per [San Francisco City Charter Section 16.108](#), the following are eligible uses of the Children and Youth Fund:

Services for children up to 18 years old and Disconnected Transitional Age Youth and Young Adults up to and including 24 years old, including:

1. Affordable childcare and early education
2. Recreation, cultural and after-school programs, including without limitation, arts programs
3. Health services, including prevention, education, and behavioral and mental health services
4. Training, employment and job placement
5. Youth empowerment and leadership development

6. Youth violence prevention and programs
7. Youth tutoring and educational enrichment programs
8. Family and parent support services
9. Support for collaboration among grantees to enhance service delivery and provider capacity-building, and for community development efforts and
10. Services responsive to issues of gender sexual orientation, and gender identification, including, but not limited to, services to address the needs of girls and LGBTQQ communities

The following are excluded services of the Children and Youth Fund:

1. Services provided by the Police Department or other law enforcement agencies, courts, the District Attorney, Public Defender, City Attorney; or the Fire Department, detention or probation services mandated by state or federal law, or public transportation
2. Any service that benefits children and Disconnected Transitional Age Young Adults incidentally or as members of a larger population including adults
3. Any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditure
4. Acquisition of any capital item not for primary and direct use by children and Disconnected Transitional Age Young Adults
5. Acquisition (other than by lease for a term of ten years or less) of any real property or land, or capital expenditures, or predevelopment or construction costs for housing
6. Maintenance, utilities, or any similar operating costs of any facility not used primarily and directly by children and Disconnected Transitional Age Young Adults, or of any recreation or park facility (including a zoo), library, hospital, or housing or
7. Medical health services, other than prevention, education, and behavioral and mental health support services

DCYF funds shall only be used to support program costs that are direct or indirect expenses related to the requirements provided for each funding strategy. These funds shall only be used to support San Francisco youth and family residents. Proposers are encouraged to submit realistic budgets that adequately account for true program costs and the aspects of services that are key to quality.

Examples of eligible uses of funds include, but are not limited to:

1. Personnel costs, including fringe benefits
2. Rent, lease, and occupancy costs
3. Materials and supplies
4. Food costs for youth program participants
5. Transportation for youth
6. Administrative costs up to 20% of the total contract amount (including administrative costs of subcontractors and fiscal sponsorship fees if applicable)

DCYF grant funds shall not be used for:

1. Services to non-San Francisco residents, unless those services are provided under DCYF's Justice Services Service Area for out of county youth who have been arrested or detained by San Francisco law enforcement.
2. Any service that merely benefits children and youth incidentally.
3. Acquisition of any capital item not for primary and direct use by children and youth.
4. Acquisition of real property (excluding leases for a term of 10 years or less).
5. Maintenance, utilities, or similar operating costs of a facility not used primarily and directly by the funded program.
6. Out-of-country travel.
7. Depreciation on buildings or equipment.

8. Religious worship, instruction, or proselytization.

Also, DCYF will not spend its limited resources funding services that should be provided by other entities such as other City Departments or the San Francisco Unified School District (SFUSD). For more detailed information on uses of funds, please refer to our Doing Business with DCYF guide available at <https://www.sf.gov/resource/2024/dcyf-grantee-resources>.

RIGHT NOT TO FUND

DCYF may reject Proposals that do not meet requirements of this RFP, except that it may waive nonmaterial defects or omissions in any Proposal as determined by DCYF. DCYF reserves the right not to issue awards. DCYF reserves the right to not fund past the initial grant agreement and to extend the agreement for additional years.

TERMS AND CONDITIONS

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers must promptly notify DCYF at RFP@dcyf.org if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to DCYF promptly after discovery but no later than five working days prior to the proposal due date. Modifications and clarifications will be made by addenda as provided below.

B. Addenda to RFP

DCYF may amend the RFP prior to the proposal due date by issuing written addenda. Any such addenda will be posted on DCYF's web site at www.dcyf.org, and will provide additional time to all potential Proposers to respond to the RFP as amended. The Department will make reasonable efforts to notify proposers in a timely manner of modifications to the RFP.

Notwithstanding this provision, the proposer shall be responsible for ensuring that its proposal reflects any and all addenda issued by DCYF prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer visit our web site before submitting its proposal to determine if it has received all addenda.

C. Revision of Proposal

A proposer may revise a proposal on its own initiative at any time before the submission deadline. Because the online application system used for this RFP does not allow proposers to make revisions once a proposal is submitted, proposers are instructed to contact DCYF at RFP@dcyf.org to make arrangements to perform any revisions to proposals that have already been submitted.

In no case will a statement of intent to submit a revised proposal or commencement of a revision process extend the proposal due date for any proposer.

At any time during the proposal evaluation process DCYF may require a proposer to provide oral or written clarification of its proposal. DCYF reserves the right to make an award without further clarifications of proposals received.

D. Late Proposals

Any proposal received after the exact time specified for receipt **will not be considered**.

E. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by DCYF that any grant will be entered into. DCYF expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure.
2. Reject or cancel the Request for Proposal in whole or in part at any time before a grant agreement is entered into.
3. Reissue a Request for Proposals.

4. Prior to submission deadline for proposals, amend all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals.
5. Procure any materials, equipment, or services specified in this RFP by any other means.
6. Award multiple grants per strategy.
7. Determine that no project will be pursued or contract be issued.

F. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

G. Protest of Intent to Apply

Within three (3) business days of the City's issuance of verification emails responding to a Proposer's Notice of Intent to Apply, a Proposer may submit a written Notice of Protest of Intent to Apply. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must include the following:

- Agency Name
- Name of the proposal being protested
- Signature of by an individual authorized to represent the Proposer
- The law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

The Intent to Apply protest period will last from **Mon November 24 - Mon December 1, 2025**. No protests will be accepted after this deadline. Protests must be submitted electronically by emailing RFP@dcyf.org prior to the end of the protest period. A panel selected by DCYF will review all eligible protests, and the panel's decisions will be final.

H. Protest of Contract Award

Within three (3) business days of the City's issuance of a Notice of Intent to Award, a Proposer may submit a written Notice of Protest of Contract Award. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must include the following:

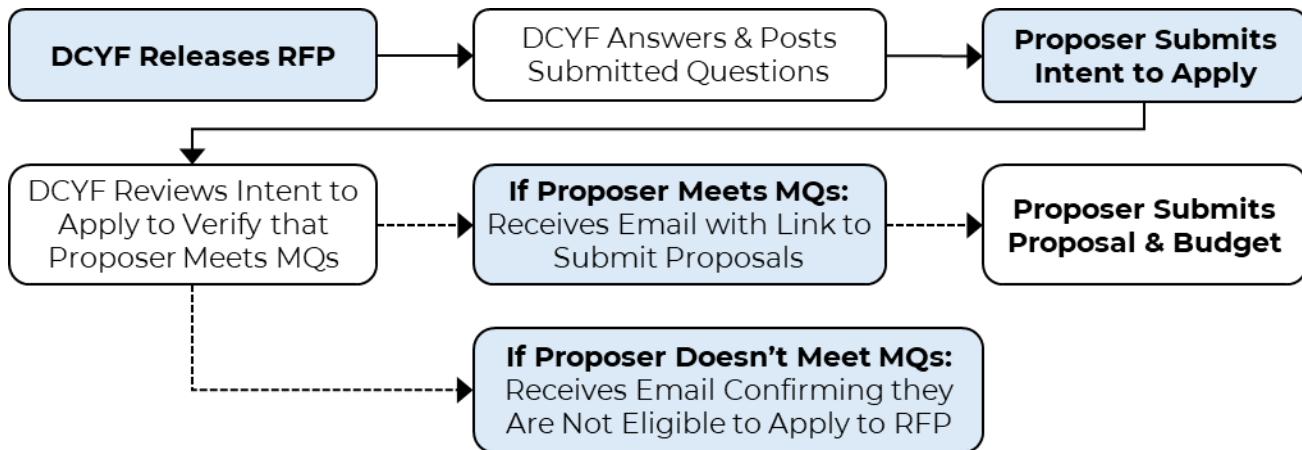
- Agency Name
- Name of the proposal being protested
- Signature of by an individual authorized to represent the Proposer
- The law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

The Award protest period will last from Error! Unknown document property name. No protests will be accepted after this deadline. Protests must be submitted electronically by emailing RFP@dcyf.org prior to the end of the protest period. A panel selected by DCYF will review all eligible protests, and the panel's decisions will be final.

APPLICATION PROCESSES, MINIMUM QUALIFICATIONS, REQUIREMENTS & SCORING

APPLYING TO THIS RFP

The 2025-2026 Community Grants RFP uses a two-step process that requires proposers to separately submit information confirming their **Intent to Apply** before receiving access to submit a **Proposal & Budget**. All information will be submitted using DCYF's online RFP system. The diagram below describes the process:



INTENT TO APPLY

The Intent to Apply process is intended to ensure that DCYF can verify compliance with MQs before proposers are allowed to submit their proposals. Proposers who are not in compliance with MQs will not be eligible to apply to this RFP. The Intent to Apply process will require proposers to submit the following information through DCYF's online RFP system:

- Agency Profile: proposers will enter agency, financial, board, staff and contact information
- Results, Service Area & Strategy Selection: proposers will select the result(s), service area(s) and strategy(ies) they are applying under.
- Program Information: Proposers will provide basic information about the program(s) they are applying for including a name, brief description, amount of funding requested and district.
- Agreements & Certifications: Proposers will certify current compliance and/or agree to comply with specific MQs.
- Supporting Document Uploads: proposers will upload any documents required to verify compliance with MQs.

PROPOSAL & BUDGET

Proposers who have been verified as meeting the MQs through the Intent to Apply process will receive access to submit their proposal and budget in DCYF's online RFP system. Proposers who have been verified as not meeting MQs will not be able to access the proposal and budget parts of the online system. The Proposal and Budget will require proposers to submit the following information:

- Responses to RFP Questions: proposers will respond to specific questions about the result(s), service area(s) and strategy(ies) they are applying under.
- Services & Projections: proposers will provide information about their service sites and program activities.
- Budget: proposers will submit a one year budget that describes typical expenses for their program based on their funding request. If awarded, agencies will provide a more specific budget each fiscal year that aligns with their grant term.

MINIMUM QUALIFICATIONS

To be eligible to apply for this RFP, agencies must certify their compliance with the Minimum Qualifications (MQs) listed below. Proposers who are not in compliance with these MQs will not be eligible to apply.

- California Office of the Attorney General Compliance: Proposers will indicate that they are currently and will remain in compliance with the California Office of the Attorney General's registration and reporting requirements, as reported in its Registry of Charitable Trusts at <https://oag.ca.gov/charities>. To verify compliance proposers will be required to enter their State Charity Registration Number. DCYF cannot award grants to agencies that are not in compliance with these requirements.
- Past Experience: Proposers will indicate that they have at least 5 years of experience providing the services they are applying for during the period from 2015-2025. This experience does not have to be continuous and can instead be intermittent within the last 10 years. To verify compliance proposers will be required to upload verification letters, using DCYF's Verification of Experience Letter Template (see Appendix A), that are signed by organizations, funders, partners and/or other entities that can verify the proposer's experience. Please note that DCYF cannot provide Verification of Experience letters for any applicants to this RFP.

DCYF UNIVERSAL PROGRAM REQUIREMENTS

DCYF has identified the following requirements that are universal for all Service Areas and Strategies. Programs funded under this RFP must adhere to all Universal and Strategy specific requirements.

A. Social-Emotional Learning (SEL)

Once they are awarded a grant, programs will be required to submit a Social Emotional Learning Plan that describes how SEL principles will be integrated into programming.

B. Outreach and Recruitment

Programs must have an appropriate strategy for outreach and recruitment for all proposed populations that will be served.

C. Engagement, Retention and Support

Programs must have an established approach to engaging and retaining participants, as well as reengaging if needed.

D. Support for Youth with Disabilities

Programs and services must be accessible to persons with disabilities to be in compliance with the American with Disabilities Act (<https://www.ada.gov/law-and-regs/>). Programs must have an established process for accommodating participants with disabilities that is well defined and provided to all staff. Programs must participate in a mandated Inclusion Training.

E. Cultural Responsiveness

Programs must take a culturally responsive approach, which is defined as practices and procedures that allow individuals and organizations to respond respectfully and effectively to people of all cultures. Programs should strive to understand, include, and ensure the representation of participants and their families in program activities and events. Efforts should be made to recognize, affirm and value all aspects of participants' identities, including but not limited to, their languages, races, ethnic backgrounds, cultural practices, disabilities, religions, genders and sexual orientations.

F. Behavioral Health and Wellness

Programs must provide or broker partnerships with behavioral health and wellness providers to support children and families with access to care. Partnerships should be inclusive of culturally responsive practices.

G. Data Collection and Evaluation

Programs are required to participate in all DCYF evaluation efforts and must regularly submit required data by set deadlines. Data includes, but is not limited to, Contract Management System (CMS) workplans, participant demographic information, activities and attendance, monthly invoices, Program Quality Assessments (PQA), Program Improvement Plans (PIP) and youth experience surveys. Data collected supports DCYF in measuring the impact of our Results and Service Areas.

H. Family/Caregiver Engagement/Partnership

Programs must create opportunities for families and caregivers to be connected to the program, as appropriate, based on the types of services offered. Partnership opportunities should be open to all family members that support students. Family partnership activities include, but are not limited to, parent orientations, volunteer opportunities, family events, parent workshops, connections to resources, etc.

I. Meetings and Convenings

Programs must participate in meetings and convenings that include, but are not limited to, grantee meetings, site visits, and annual conferences.

J. Continuous Quality Improvement

Programs must participate in the Youth Program Quality Intervention process as outlined by DCYF. This includes conducting self-assessments using the appropriate Program Quality Assessment (PQA) tool, hosting external observers, attending PQA trainings, planning with data meetings, and Program Improvement Plan (PIP) process.

K. Youth Leadership and Voice

Programs must provide opportunities for youth voice and/or leadership at appropriate grade and age-level for participants to lead, facilitate, and provide feedback within program. Funded agencies should work toward having at least one youth member in their organization's board of directors through appropriate training and support ([SF BOS Resolution No.490-21](#)).

L. Internet Safety & Cyberbullying

Programs are required to have a cyber-bullying, internet-safety policy and plan outlined in their handbook. These policies and practices should be intended to address the potential for social media to expose youth to bullying and unsafe interactions, especially given the escalation of social media use during the pandemic.

M. Barrier Removal

Programs must provide or have the ability to connect participants to services and supports that include, but is not limited to, financial and other material resources that are responsive and help participants and their whole families gain or maintain access to basic needs, including childcare, food, water, clothing, technology, internet access, transportation, educational vouchers, legal services, and more.

DCYF CONTRACTUAL REQUIREMENTS

Funded organizations must comply with all requirements outlined in the Grant Agreement. An example Grant Agreement (G-100) is provided for reference in Appendix A. DCYF also has specific contract requirements that must be met including those described below. For more information about DCYF grant agreements, budget requirements and fiscal and programmatic policies and procedures please refer to the Doing Business with DCYF Guide at <https://www.sf.gov/resource/2024/dcyf-grantee-resources>.

A. San Francisco Contracting Requirements

The contractor must comply with City and County of San Francisco ordinances and contracting requirements. For more detailed information, visit the Office of Contract Administration website at <https://www.sf.gov/resource/2022/contracting-requirements-approvals-and-waivers-agency>.

B. Insurance Requirements

The City and County of San Francisco's standard insurance requirements are as follows:

1. Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness
2. Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage
3. Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable

C. Fiscal and Organizational Practices

All DCYF-funded organizations are mandated to comply with all scheduled formal fiscal/compliance monitoring and organizational site visits.

D. Sunshine

Under Chapter 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in City funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the "Sunshine Act."

E. Accessibility

Programs and services must be accessible to persons with disabilities to be in compliance with the American with Disabilities Act (<https://www.ada.gov/law-and-regs/>). Program access can be achieved in many cases without having to alter the existing facility.

F. Non-Discrimination

Proposers will be required to agree to comply fully with and be bound by the provisions of Chapters 12B of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. Additional information on Chapters 12B is available at <https://www.sf.gov/equal-benefits-program>.

G. Religious Activity

Funds may not be used for religious purposes or for the improvement of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.

H. Political Activity

No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code.

I. Minimum Compensation Ordinance (MCO)

Proposers will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires grantees and contractors to provide employees

covered by the Ordinance who do work funded under the grant or contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For more information, including the amount of hourly gross compensation currently required under the MCO, see <https://www.sf.gov/information/minimum-compensation-ordinance>.

J. Health and Nutrition

Programs must provide a healthy snack to participants if operating for two hours or more. All proposed programs must provide youth with water and avoid serving sugar-sweetened beverages such as soda or sports drinks.

K. Youth Representation on Agencies Board

Per [SF BOS Resolution No.490-21](#), agencies must have at least one youth member, defined as between the ages 14-24 years old, on the organization's Board of Directors.

SUBCONTRACTING

Proposers may include subcontracting arrangements with other agencies; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the proposer and subcontractor may be requested by DCYF. All proposers must follow relevant local, state, and federal laws when utilizing subcontractors.

COLLABORATIVES

Collaboratives (i.e., joint ventures or a team of agencies with complementary skills and experience) are permitted to respond to this RFP. Proposals from collaboratives must designate a lead agency to serve as the fiscal sponsor for the partners. The lead agency will be responsible for planning and managing the delivery of services with partners as described in this RFP. The lead agency must also demonstrate the management and financial capability needed to oversee the delivery of the proposed programming and account for the grant funds for all collaborative partners.

SCORING PROCESS

Only proposers verified to be in compliance with Minimum Qualifications (MQs) are eligible to apply under this RFP. All eligible proposals and budgets will be scored for alignment with the RFP and fundability under the strategy for which they were submitted. Each proposal will be reviewed by three readers that may include DCYF and City department partner staff.

All readers will be required to attend a training in which DCYF will outline the goals, requirements, and target populations for this RFP. **Any attempt by a proposer to contact a reader regarding their proposal will result in disqualification.**

SCORING PROCESS FOR THE ACADEMIC SUPPORTS, JUSTICE SERVICES CARE COORDINATOR, AND FAMILY WELLNESS STRATEGIES

Proposals submitted under the **Academic Supports, Justice Services Care Coordinator and Family Wellness strategies** will be scored solely on the proposal and budget that proposers will submit through DCYF's RFP system. Each section of the proposal will be rated according to the scoring rubric below. The total possible score is 100 points. The final proposal score will be the average of all reader scores.

PROPOSAL SECTION	POINT VALUE
Target Population	30
Strategy Alignment	30
Budget	30
Program Impact	10
Total Possible Points:	100

SCORING PROCESS FOR THE BEACON COMMUNITY SCHOOLS STRATEGY

In addition to the written proposal, proposers applying under the **Beacon Community Schools strategy** will participate in a required interview with the school principal, San Francisco Beacon Initiative (SFBI) and DCYF staff, and other key stakeholders from the school community, potentially including parents and students. The interview will be scored and incorporated into the final proposal score as shown below. The total possible score is 100 points. The final proposal score will be the average of all reader scores.

PROPOSAL SECTION	POINT VALUE
Target Population	25
Strategy Alignment	25
Budget	20
Program Impact	10
Interview	20
Total Possible Points:	100

PROPOSAL & BUDGET SCORING

Readers will evaluate each proposal section by rating their agreement with the statements below and assigning points accordingly. Readers must provide a written justification for each rating.

PROPOSAL SECTION	SCORING PROMPT	SELECTION OPTIONS & VALUE
Target Population	The proposal effectively describes the program's ability to recruit, engage and retain the target population.	Strongly Agree (30 points) Agree (22.5 points) Neutral (15 points) Disagree (7.5 points) Strongly Disagree (0 points)
Strategy Alignment	The proposal effectively describes the ways the program aligns with the strategy.	Strongly Agree (30 points) Agree (22.5 points) Neutral (15 points) Disagree (7.5 points) Strongly Disagree (0 points)
Budget	The proposal budget describes a reasonable staffing plan and expenses that aligns with the proposed services.	Strongly Agree (30 points) Agree (22.5 points) Neutral (15 points) Disagree (7.5 points) Strongly Disagree (0 points)
Program Impact	The proposal effectively describes the agency's ability to use data to determine the impact of their programs and drive quality improvement practices.	Strongly Agree (10 points) Agree (7.5 points) Neutral (5 points) Disagree (2.5 points) Strongly Disagree (0 points)

The following rubric outlines the rationales required to justify each rating and serves as guidance for proposers in developing strong responses.

PROPOSAL SECTION	SCORING PROMPT	SELECTION OPTIONS	RATIONALE THAT JUSTIFIES THIS RATING
Target Population	The proposal effectively describes the program's ability to recruit, engage and retain the target population.	Strongly Agree Agree	The proposal describes effective recruitment practices, strategies for engagement and supports for the selected target population(s)
		Neutral	The proposal describes recruitment practices, strategies for engagement and supports but there are questions about their effectiveness for the selected target population(s)
		Disagree Strongly Disagree	The proposal does not describe effective recruitment practices, strategies for engagement or supports for the selected target population(s)
Strategy Alignment	The proposal effectively describes the ways the program aligns with the strategy.	Strongly Agree Agree	The proposal describes a program that meets all requirements
		Neutral	The proposal describes a program that meets some requirements and/or there are concerns
		Disagree Strongly Disagree	The proposal describes a program that meets few or no requirements
Budget	The proposal budget describes a reasonable staffing plan and expenses that aligns	Strongly Agree Agree	The proposal describes a staffing plan and expenses that makes sense for the number of youth to be served and the types of services.
		Neutral	The proposal describes a staffing plan and expenses that raise questions for the number of youth to be served and the types of services.

PROPOSAL SECTION	SCORING PROMPT	SELECTION OPTIONS	RATIONALE THAT JUSTIFIES THIS RATING
	with the proposed services.	Disagree Strongly Disagree	The proposal describes a staffing plan and expenses that are not reasonable for the number of youth to be served and the types of services.
Program Impact	The proposal effectively describes the agency's ability to use data to determine the impact of their programs and drive quality improvement practices.	Strongly Agree Agree	The proposal describes data collection methods that would allow it to track the program's impact on participants as well as a quality improvement approach that is fleshed out and based on data.
		Neutral	The proposal describes data collection methods that would allow it to track the program's impact on participants and/or a quality improvement approach but there are concerns about effectiveness, processes and usage.
		Disagree Strongly Disagree	The proposal does not describe data collection methods that would allow it to track the program's impact on participants as well as a quality improvement approach that is fleshed out and based on data.

INTERVIEW SCORING FOR BEACON COMMUNITY SCHOOLS PROPOSALS

Interviews will be conducted by the school principal, San Francisco Beacon Initiative (SFBI) and DCYF staff, and other key stakeholders from the school community. The purpose of the interview is to assess each proposer's experience, approach, and readiness to implement the Beacon model in collaboration with SFUSD and school-site stakeholders. Interview questions, selection options and associated point values are listed below.

INTERVIEW QUESTION	SELECTION OPTIONS & VALUES
BCS-Q1 Describe your past experience working and collaborating with a school to plan and coordinate a cohesive integrated program for youth and their families. a. What was essential to creating a strong partnership? b. Which key stakeholders on the school site did you engage?	Excellent (3 points) Good (2.25 points) Satisfactory (1.5 points) Poor (0.75 points) Very Poor (0 points)
BCS-Q2 Give an example of a time when you had a challenge with school leadership. How was it resolved and what lessons were learned?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
BCS-Q3 A key element of a community schools approach is to avoid multiple partners competing for youth and duplicating services. Under your partnership and coordination role, how will you ensure that all school-based partners are working toward a shared vision, not in silos?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
BCS-Q4 Designing programs to meet the needs and interests of students and families can be complicated. What are your best practices for connecting with a diverse population of young people? How do you prioritize competing interests and build an inclusive culture, focused on equity?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
BCS-Q5 What will you hope to accomplish in the 1st year here? What will success look and feel like?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)

INTERVIEW QUESTION		SELECTION OPTIONS & VALUES
BCS-Q6	Youth and families have created strong connections with our current Beacon provider. If you are selected as the Beacon lead agency, how will you manage a process that will build strong relationships with youth and families immediately?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
BCS-Q7	Family partnership programs must provide capacity building for both families and staff to develop the skills to effectively partner together. Describe your approach and philosophy around family engagement. a. What resources or services will your agency bring to support family success?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
BCS-Q8	The Beacon Director is responsible for managing all aspects of the Beacon Center, to ensure fidelity to the Beacon model and sit on the Site Leadership Team to support the implementation of the SFUSD Comprehensive Community School Framework. Given that scope of work, what qualities are important in a Beacon Director? a. How will, or do, you ensure your Beacon Director is supported to do the best job possible?	Excellent (3 points) Good (2.25 points) Satisfactory (1.5 points) Poor (0.75 points) Very Poor (0 points)
BCS-Q9	The Beacon Initiative is part of a National Network and local SF based Initiative. The award of the contract requires that lead agencies implement the Beacon model. What is your agency's capacity, flexibility and readiness to implement a Beacon program? a. How do you enhance the Beacon model with your agency's own perspective?	Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)
MAXIMUM TOTAL		20 Points

FINAL PROPOSAL RANKING & AWARDS

The final proposal score will be the average of the three readers' scores, inclusive of the interview score for proposals submitted under the Beacon Community Schools strategy. The final scores will be used to rank the proposals by strategy. Grants will be awarded to the highest ranked proposals

NEGOTIATIONS

Agencies awarded through this RFP must meet the following conditions to enter into negotiations to receive funding. If these conditions are not met by the release of award decisions, tentatively scheduled for Mon February 9, 2026, DCYF will not award funds to the agency and will begin negotiations with another qualified proposer.

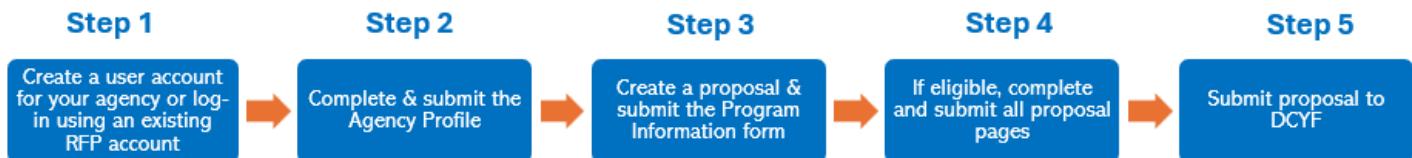
- Approved City Supplier: DCYF cannot enter into contract with agencies that are not approved City Suppliers or who are on the City Supplier Debarred list by the release of award decisions.
- California Office of the Attorney General Compliance: DCYF cannot enter into contract with agencies who are not in compliance with the California Office of the Attorney General's registration and reporting requirements, as reported in its Registry of Charitable Trusts. Proposers must be in compliance at the time of Intent to Award submission and must remain compliant throughout the RFP process. Proposers who are found to be out of compliance at the time of RFP awards will not be eligible to receive a grant.

For proposals that meet the conditions described above, DCYF, on behalf of the City and County of San Francisco, will conduct a detailed review of the proposed program and budget. DCYF will negotiate with proposers as needed to ensure the scope of work and budget align with the goals, requirements, and policies of this RFP. During this Negotiations phase, revisions may be made to

scopes of work and budgets. If DCYF is unable to reach a satisfactory agreement with an proposer, negotiations may be terminated, and DCYF may begin negotiations with another qualified proposer. This process will continue until a contractual agreement is finalized.

ONLINE SUBMISSION INSTRUCTIONS

Proposals responding to this RFP must be submitted through the RFP system using the process detailed below.



STEP 1: CREATE A USER ACCOUNT FOR YOUR AGENCY

Access the RFP system at contracts.dcyf.org/rfp.

Please do not create multiple RFP accounts for the same agency. All staff working on proposals at an agency should share a single RFP user account.

For prior DCYF proposers: Agencies that applied to prior DCYF RFPs between 2018 and 2025 may use their existing user accounts to apply for the 2025-2026 Community Grants RFP. To retrieve your prior account's username and reset your password, click the 'Forgot your username or password?' link and enter the email address attached to your agency's prior account(s). Reset the password for an account with the system name of 'SF DCYF RFP.'

For new DCYF proposers: To create an RFP user account, select the 'Create one' link below the password field. Complete all fields in the RFP Account Sign Up form and click Create Account. An account verification email will be sent to the email listed in the RFP Account Sign Up form. If you do not receive the verification e-mail in your Inbox, check your Spam or Junk Mail folder.

After verifying your account, you may access the online application system for the RFP by going to contracts.dcyf.org/rfp and entering your username and password.

STEP 2: COMPLETE AND SUBMIT THE AGENCY PROFILE FOR YOUR AGENCY

After logging into the RFP system, you will arrive at the Agency Home page. Here, you can download a copy of the RFP document, complete the Agency Profile, and create proposals for the RFP.

Before creating proposals for the RFP, you must complete the Agency Profile. The Agency Profile contains basic agency information and minimum qualification questions that will apply to every submitted proposal. If your agency has applied to prior RFPs using DCYF's RFP system, the Agency Profile will be prefilled.

Respond to each field in the Agency Profile and upload all required documents. To save your work and check that you have entered all required information, select Save. If required information is missing or entered incorrectly, a validation error will appear at the top of the page in red text.

Please note that the Agency Profile contains minimum qualification questions that, together with the program-specific minimum qualification questions answered when submitting Program Information for a new proposal, determine whether your agency is eligible to apply for this RFP. Agencies must meet all minimum qualifications detailed on page 8 to be eligible to apply and will not be able to proceed to step 3 below if they do not. In addition responses to these questions cannot be edited once the page is submitted. Information on the Agency Profile applies to all proposals submitted by your agency.

STEP 3: CREATE A PROPOSAL AND SUBMIT THE PROGRAM INFORMATION FORM

After completing and submitting the Agency Profile, eligible agencies can create and submit proposals. To create a proposal, navigate to the Agency Home page and click on 'Add New Proposal'.

Define your proposal by completing the Program Information page. Enter the name of your proposed program, select a funding strategy or initiative, select a district, respond to Program Minimum Qualification questions, and designate a proposal contact person. After completing the Program Information page, review the information for accuracy and click Submit.

Please note that just as with the Agency Profile the Program Information page contains minimum qualification questions that determine whether your agency is eligible to apply for this RFP. Agencies must meet all minimum qualifications detailed on page 8 to be eligible to apply and will not be able to proceed to step 4 below if they do not. In addition, responses to these questions cannot be edited once the page is submitted.

STEP 4: REVIEW THE PROPOSAL ELIGIBILITY IN THE PROPOSAL OVERVIEW PAGE. IF ELIGIBLE, COMPLETE AND SUBMIT ALL PROPOSAL PAGES

After submitting the Program Information page, you will arrive at the Proposal Overview page. Here, you can view your proposal's eligibility and view the status of all pages that are part of your proposal. Proposal eligibility is determined by responses to questions in the Minimum Qualifications section of the Proposal Information page. Proposals that meet all the Minimum Qualifications are deemed *eligible* and allow for completion and submission of the remaining proposal forms.

Each page required for a proposal is shown as a numbered step on the Proposal Overview page and included in the progress bar at the top of the page. If you submitted the Agency Profile and Program Information pages before arriving at the Proposal Overview, you will see that steps 1 and 2 are already complete. Complete and submit all remaining pages shown on the Proposal Overview page. The funding strategy or initiative that you select on the Program Information page will determine the questions you will answer on the Program Design page. If required information is missing or entered incorrectly when you try to submit a page, a validation error will appear at the top of the page in red text.

STEP 5: SUBMIT PROPOSAL TO DCYF

After all pages in a proposal have been completed, the entire proposal must be submitted to DCYF for consideration. To submit a proposal, click on Sign & Submit Proposal on the Proposal Overview page. On the submission page, you can download and review a copy of your complete proposal, verify your agency's contact person for the proposal, and submit the proposal to DCYF. After reviewing the proposal PDF and verifying the proposal contact person, click submit to send the proposal to DCYF.

RESULT AREA: CHILDREN & YOUTH ARE READY TO LEARN & SUCCEED IN SCHOOL

This Result Area is associated with programs, resources, supports, and activities that provide opportunities for youth to learn, gain SEL skills, engage educationally, and have access to needed support.

The target populations, Service Areas and Funding Strategies contained within the **Ready to Learn and Succeed in School Result Area** have been intentionally designed to address elements of this Result Area. For the 2025-2026 Community Grants RFP this Results Area includes the **Educational Supports** and **Out-of-School Time (OST)** Service Areas.

SERVICE AREA	FUNDING STRATEGY	GRANT TERM	ANNUAL ALLOCATION	# OF GRANTS	DISTRICT
Educational Supports	Academic Supports	3.25 years	Up to \$250K	1	Citywide
Out of School Time	Beacon Community Schools	3.25 years	Up to \$330K	1	9

SERVICE AREA: EDUCATIONAL SUPPORTS

The Educational Supports Service Area (Ed Supports) seeks to support a range of educational opportunities that help children and youth who are struggling academically get back on track and achieve individualized educational goals. Services in this Service Area will support academic achievement in the core subjects, post-secondary enrollment, and success, as well as provide academic and life skills assistance during key educational transition periods into high school and post-secondary institutions. Programs funded under this Service Area are expected to be well-versed in local and State core subject standards, youth development principles and culturally appropriate practices for the target populations listed for this Service Area.

COMMUNITY GRANTS IN THIS SERVICE AREA

The 2025-2026 Community Grants RFP provides funding for the following Strategy. Grantees must provide services to the target population listed below. Proposers **must serve all participants who meet the eligibility criteria regardless of race, gender, ethnicity**, or sexual orientation and must answer specific questions in their proposals, including how proposer plans to meet the unique cultural needs of students from a variety of backgrounds, including for example those who identify as African American, Hispanic/Latinx and/or Pacific Islander.

STRATEGY	TERM	GRANT ALLOCATION RANGE	# OF GRANTS	DISTRICT	TARGET POPULATION
Academic Supports	3.25 years	\$200K - \$250K	1	Citywide	<ul style="list-style-type: none">• San Francisco Elementary School youth in grades K-8 who are homeless or under-housed

STRATEGY: ACADEMIC SUPPORTS

The Academic Supports Strategy is designed to decrease the disparities in academic achievement. Through Academic Supports, youth are given opportunities to make gains towards meeting or exceeding academic standards, set goals to complete primary and secondary education, explore post-secondary education options, and enter the workforce. Academic Supports programs will work closely with the target populations to ensure that youth get back on track academically, and these programs will support youth as they make key transitions within their academic careers.

ACADEMIC SUPPORTS TARGET POPULATION

Proposers must serve all participants who meet the eligibility criteria regardless of race, ethnicity, gender, or sexual orientation and must answer specific questions in their proposals, including how proposer plans to meet the unique cultural needs of the students from a variety of backgrounds, including those who identify as African American, Hispanic/Latinx, and/ or Pacific Islander.

- San Francisco Elementary School youth in grades K-8 who are homeless or under-housed.

ACADEMIC SUPPORTS STRATEGY GOALS

1. To help participants make gains towards meeting and/or exceeding academic standards, including a C or better grade in core subjects, and completion of high school or equivalent, based on their Individual Learning Plans.
2. To help participants prepare for the next phases of their academic careers and provide them with school-readiness skills, life skills, and support in social and emotional learning and academics.
3. To increase participants' understanding and appreciation for the connection between school and future opportunities over their life course.

ACADEMIC SUPPORTS STRATEGY REQUIREMENTS

In addition to meeting the Universal Requirements described on page 9, proposers to this strategy must also meet the following requirements to be eligible for funding.

1. Assessments and Individual Learning Plans: Programs must conduct assessments of participants and use the information collected through assessments to create Individual Learning Plans that include benchmarks and goals developed in coordination with youth, schools, or other educational partners, based on test scores and/or grades. Programs must monitor the academic progress of every participant in the program, which includes collecting progress reports, test scores, and/or report cards.
2. Tutoring: Programs must provide tutoring for participants in core subjects including math, science, literacy, and writing. These services can be provided by trained staff or contracted to subject matter specialists and/or teachers.
3. Transition Support and Post-Secondary Planning: Programs must provide support to help participants prepare to navigate the transition from 8th to 9th grade. This support should include a combination of the following activities:
 - a. Training on topics including, but not limited to, life skills, social and emotional learning, study skills, note taking, and test preparation.
 - b. Informational Workshops on relevant topics.
 - c. Transition Planning Activities using age-appropriate approaches to help participants think about their future educational and career interests and create goals and realistic plans for achieving them; and
 - d. Support to help participants achieve the plans they have created for themselves.

4. **Curriculum-Based:** Activities must have specific skill-building goals and utilize a standards-based curriculum. Components of a curriculum include learning goals and objectives, as well as corresponding activities that help meet these goals and objectives. The curriculum should be implemented using lesson plans to guide activities that increase in complexity and depth over time. In addition, the curriculum should ensure that participants have opportunities to practice skills and reflect on what they are learning throughout the program session.

ACADEMIC SUPPORTS PERFORMANCE MEASURES

The following table lists the outcomes prioritized for the Academic Supports Strategy for the 2024-2029 funding cycle. Programs will be required to administer youth experience surveys or other evaluation instruments to examine the outcome measures listed below.

NAME	MEASURE	TARGET
Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+
Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process
SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
Individual Learning Plan	Percent of participants with completed individual learning plans.	85%+
Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
Education/Career Goals	Percent of surveyed participants who report developing education or career goals and understanding the steps needed to achieve their goals as a result of the program.	75%+
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

ACADEMIC SUPPORTS WRITTEN QUESTIONS

The questions below are designed to get a better understanding of the program model and how it aligns with the strategy, the budget and the impact the program will have on the target population.

QUESTION SECTION	QUESTION TEXT	CHARACTER LIMIT
Target Population	What is your experience serving the target population(s) you selected? Provide examples of any approaches (i.e., cultural, gender responsive, etc.) that increase the impact of your program.	1400
	Describe your proposed program's approach to outreach, recruitment and retention of participants. In addition, describe any challenges with engagement and retention that are specific to your intended target population(s). Provide an example of how you have addressed these challenges.	1400
Strategy Alignment	Describe your proposed program model, including the core services provided, program activities and the number of youth to be served. In addition, explain how your program is aligned with this Strategy and Result Area.	1400
	Describe your proposed program's approach to motivating youth to stay engaged in programming.	1400
Strategy Alignment	Is your programming accessible to youth speaking languages other than English? If yes, please describe how the youth are integrated into programs. If no, please explain why the program is not able to support non-English speaking youth.	1400
	Describe the practices and procedures your program will use to support, include, and accommodate participants with disabilities (including, but not limited to, physical, developmental, behavioral/emotional, sensory, and learning differences.)	1400
Budget	Describe how your program integrates social and emotional learning principles and practices.	1400
	Explain how you determined the total amount requested for this program.	1400
Program Impact	Describe your staffing plan for the proposed program. In your answer include the number of staff needed for each role, a brief description of their duties and the reasons why the roles are needed.	1400
	What processes and systems does your agency use to promote program quality improvement? Describe the ways that your agency uses data, reflection and technical assistance to refine and improve the delivery of services.	1400
Program Impact	Describe the indicators or metrics that tell you that your program is effectively moving youth towards impact.	1400

SERVICE AREA: OUT OF SCHOOL TIME

The Out-of-School Time (OST) Service Area seeks to support comprehensive afterschool programming in school- and community-based settings that provide opportunities for children and youth from low-income and/or working families to engage in meaningful and relevant learning that fosters their curiosity, builds their social and emotional skills, and creatively reinforces and expands on what they learn during the school day. OST programs also provide opportunities for youth to be physically active, enjoy healthy foods, explore the world around them, and develop relationships with caring adults and peers. Programs funded under this service area are expected to be rooted in youth development principles and provide culturally competent services.

COMMUNITY GRANTS IN THIS SERVICE AREA

The 2025-2026 Community Grants RFP provides funding for the following Strategy. Grantees must provide services to the target population listed below.

STRATEGY	TERM	GRANT ALLOCATION RANGE	# OF GRANTS	DISTRICT	TARGET POPULATION
Beacon Community Schools	3.25 years	\$250K-\$330K	1	9	1. Bryant Elementary School youth/youth with disabilities in grades K-5

STRATEGY: BEACON COMMUNITY SCHOOLS

The Beacon Community School Strategy is designed to support the implementation of the SFUSD Comprehensive Community Schools Framework utilizing the Beacon Model. Beacon Community School programs will provide powerful learning, integrated health and social supports, and authentic family and community engagement to develop students' cognitive, social, emotional, and civic capacities. Beacon Community School programs will be student-centered, grounded in partnership and focused on the needs of students, families and the school community in order to provide youth and families with a full range of opportunities and supports.

BEACON COMMUNITY SCHOOLS TARGET POPULATION

Proposers must provide services to the following target population:

- Bryant Elementary School youth/youth with disabilities in grades K-5

BEACON COMMUNITY SCHOOLS STRATEGY GOALS

1. To ensure youth have access to high-quality, year-round, Comprehensive Afterschool and Summer Learning programs in their communities that support their learning, build their skills, and provide opportunities for enrichment and academic growth.
2. To create expanded learning opportunities at schools for youth to feel safe, gain skills, develop supportive relationships, and show growth in youth development and academic measures.
3. To build community in programs by focusing on cultural awareness, ethnic/racial identity, and neighborhood pride for youth involved in the program.
4. To ensure that parents and caregivers have a connection to school and access to community resources at their child's school, have strong relationships with their children and other family members, and have the skills to navigate school and life more effectively.
5. To create school-community partnerships that are intentionally coordinated and aligned to meet the needs of the youth and families at that school so that they can thrive.

BEACON COMMUNITY SCHOOLS STRATEGY REQUIREMENTS

In addition to meeting the Universal Requirements described on page 9, proposers to this strategy must also meet the following requirements to be eligible for funding.

1. Meetings and Convenings: Programs must adhere to policies of DCYF, SFUSD and the San Francisco Beacon Initiative, and participate in activities that include, but are not limited to, monthly ExCEL Meetings, Beacon Director and Beacon Committee meetings, site visits, annual conferences, annual retreats, quarterly Executive Director convenings, etc.
2. Curriculum-Based: Program activities must have specific skill-building goals and utilize a sequenced curriculum. Components of a curriculum include learning goals and objectives, as well as corresponding activities that help meet these goals and objectives. The curriculum should be implemented using lesson plans to guide activities that increase in complexity and depth over time. In addition, the curriculum should ensure that participants have opportunities to practice skills and reflect on what they are learning throughout the program session.
3. Staff-to-Youth Ratio: Programs must maintain a staff-to-youth ratio of no more than 20 (match ExCEL requirements) students per staff member. TK/K1 to match Expanded Learning Opportunities Program (ELO-P) requirements. DCYF encourages additional assistants or volunteers to decrease the staff-to-youth ratio below this requirement.
4. Each Beacon Site must implement the 4 Community School Programmatic Components:
 - a. Expanded Learning: Programs must offer activities that occur before, during and after school.

- i. School Day Activities should be inclusive of the needs and interests of students and guided by clear learning goals. Examples include hosting student clubs, assisting teachers in class-based activities, hosting structured and ongoing skill-building, academic support, and leadership activities.
- ii. Academic Support Activities should provide all students opportunities to participate in academic support activities such as homework help and tutoring (individual or group).
- iii. Skill-Building Activities should intentionally focus on a specific skill, promote successively higher levels of mastery, and culminate in a final event or project that allows youth to present their work. Skill-building activities can include, but are not limited to, arts; science, technology, engineering, and mathematics (STEM); culturally based activities; life skills and leadership. Activities should integrate a mix of learning styles. Activities should foster creative expression and development and include opportunities for youth to reflect on what they have learned.
- iv. Physical Activities should provide all students the opportunity to participate in at least 30 minutes of physical activity per day, including, but not limited to, structured games, sports, dance, and martial arts.
- v. Summer Literacy and Math Support Activities that reinforce reading, writing, speaking, and math concepts.

b. Behavioral Health and Wellness: Programs must collaborate closely with their school site's efforts around Behavioral Health and Wellness. This includes representation of the school's Coordinated Care team, participation in Student Support Team meetings when appropriate, and close alignment with each site's Positive Behavior Intervention and Supports initiatives. Programs may also broker new Behavioral Health and Wellness community partnerships in collaboration with the school site administration and social worker.

c. Transition Supports: Programs must provide transition supports to youth entering kindergarten, 6th and 9th grades. The following guidelines detail the specific supports that will be required for each group:

- i. Programs Serving Rising Kindergartners must provide support that focuses on school readiness including self-regulation, social and emotional learning, basic numeracy and math, and literacy and phonemic awareness. Programs must also work with families, including follow up of at least six months, to promote and develop home practices that support school readiness.
- ii. Programs Serving Rising 6th and 9th Graders must use a sequenced curriculum that includes at least two of the following topics: life skills, social and emotional learning, and/or academic/career support. Programs should also ensure that participants have opportunities to explore college, career, and other post-secondary relevant pathways and are able to engage in leadership development opportunities including service learning, civic engagement and/or leadership roles within the program. Programs must also work in partnership with families to create an Individual Learning Plan for each participant.

d. Family Partnership

- i. Programs must provide opportunities for capacity building for both families and staff to effectively partner together. Partnership opportunities should be open to all family members that support the student(s). Capacity building activities should focus on how to best support children's learning and development and integrating families within the school culture and community.
- ii. Family partnership and capacity building activities must align with SFUSD Family Partnership Model and support SFUSD Visions, Values, Goals, and Guardrails (VVGG).

- iii. Activities include, but are not limited to, creating a welcoming culture, orientations, volunteer/leadership opportunities, workshops, and events that are linked to student learning, etc.

5. Leadership: Programs must use the following leadership structure. Each Beacon Community School program must hire a Beacon Director, who will be responsible for:

- a. Managing all aspects of the Beacon Center, which includes managing only one Beacon site and being a thought partner with the Principal.
- b. Ensuring fidelity to the Beacon Community School model and overseeing the implementation of the Comprehensive Community School Framework and providing input on and access to the contract and budget.
- c. Sitting on the Site Leadership Team (refer to the SFUSD Comprehensive Community Schools Framework addendum for more details) for their school and serve as the ExCEL Program Manager to support the implementation of the ExCEL Quality Action Plan.

4. Volunteers: Programs who utilize volunteers must adhere to SFUSD Policies.

5. School Partnership and Planning: Programs will be required to jointly plan programmatic components in partnership with school leaders and the community.

6. Duration: Programs must operate year-round, during the following periods:

- a. School Year: Services must be offered at least 30 weeks per school year, four days per week and two hours per day. Afterschool services must be in alignment with SFUSD ExCEL/ELOP requirements.
- b. Summer: Services must be offered five weeks per summer, five days per week, and six to eight hours per day.

7. Events: Programs must host the following three events:

- a. Lights On Afterschool: Held in October to celebrate National Public Awareness Day and highlight the importance of afterschool programs.
- b. Year End Culminating Event: A showcase of students' projects and learning, as well as the fun that occurred throughout the year, and
- c. Summer Learning Day/Week: The day/week that highlights the importance of summer programs.

ADDITIONAL REQUIREMENTS FOR BEACON COMMUNITY SCHOOL PROGRAMS SERVING K-5 ELEMENTARY SCHOOLS

- 1. Expanded Learning Service Levels
 - a. Afterschool: ExCEL/ELO-P - designated average daily attendance
 - b. Summer Program: 50% of school population
 - c. School Day: 50% of school enrollment
- 2. Family Partnerships: 20% of school enrollment
- 3. Behavioral Health and Wellness: Service level target should be planned in partnership with the school during workplan negotiations.
- 4. Career Awareness: Exposure to Careers, which can include Career Days or other activities.

PROPOSER INTERVIEWS

The Beacon Community School Strategy requires strong integration and collaboration with the SFUSD central office and school site Principals. Therefore, all proposers will be required to participate in an interview that will be conducted by the school principal, San Francisco Beacon Initiative (SFBI) and DCYF staff, and other key stakeholders from the school community. The purpose of the interview is to assess each proposer's experience, approach, and readiness to implement the Beacon model in collaboration with SFUSD and school-site stakeholders.

As described on page 8, proposers who meet minimum qualifications will be given access to submit their proposal in DCYF's RFP system. **Proposers must NOT contact school administration or staff during the period from Mon November 24, 2025, when verification emails are sent by DCYF, to Mon January 5, 2026, at 11:59PM, when proposals are due.** Proposers who contact school sites, including Principals and other administrative staff, may have their proposal disqualified from this RFP. For public information about Bryant Elementary, the target school for the 2025-2026 Community Grants RFP, visit <https://www.sfusd.edu/school/bryant-elementary-school>.

BEACON COMMUNITY SCHOOLS PERFORMANCE MEASURES

The following table lists the outcomes prioritized for the Beacon Community Schools Strategy for the 2024-2029 funding cycle. Programs will be required to administer youth experience surveys or other evaluation instruments to examine the outcome measures listed below.

NAME	MEASURE	TARGET
Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+
Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process
SEL Plan (FY25-29)	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
Average Daily Attendance	Average daily attendance as a percentage of program's projected average daily attendance.	85%+
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

BEACON COMMUNITY SCHOOLS WRITTEN QUESTIONS

The questions below are designed to get a better understanding of the program model and design, and the impact the program will have on the target population.

QUESTION SECTION	QUESTION TEXT	CHARACTER LIMIT
Target Population	What is your experience serving the target population(s) you selected? Provide examples of any approaches (i.e., cultural, gender responsive etc.) that increase the impact of your program.	1400
	Describe your program's approach for ensuring the wellness of your participants. In your answer, please describe any established partnerships with providers that can be used to support participants.	1400
Strategy Alignment	Describe your proposed program model, including the core services provided, program activities and the number of youths to be served. In addition, explain how your program is aligned with this Strategy and Result Area.	1400
	Describe the curricula you plan to use for this program. How does the program model and/or curricula provide structured opportunities for skill building, while addressing accessibility for the diverse population of youth in San Francisco?	1400
	Describe your agency's experience working in partnership with school administrators to implement programs tailored to student needs at specific schools.	1400
	Is your programming accessible to youth speaking languages other than English? If yes, please describe how the youth are integrated into programs. If no, please explain why the program is not able to support non-English speaking youth.	1400
	Describe the practices and procedures your program will use to support, include, and accommodate participants with disabilities (including, but not limited to, physical, developmental, behavioral/emotional, sensory, and learning differences.)	1400
	Describe how your program integrates social and emotional learning principles and practices.	1400
Budget	Explain how you determined the total amount requested for this program.	1400
	Describe your staffing plan for the proposed program. In your answer include the number of staff needed for each role, a brief description of their duties and the reasons why the roles are needed.	1400
Program Impact	What processes and systems does your agency use to promote program quality improvement? Describe the ways that your agency uses data, reflection and technical assistance to refine and improve the delivery of services.	1400
	Describe the indicators or metrics that tell you that your program is effectively moving youth towards impact.	1400

BEACON COMMUNITY SCHOOLS INTERVIEW QUESTIONS

The purpose of the interview is to assess each proposer's experience, approach, and readiness to implement the Beacon model in collaboration with SFUSD and school-site stakeholders.

INTERVIEW QUESTION

SELECTION OPTIONS & VALUES

BCS-Q1	<p>Describe your past experience working and collaborating with a school to plan and coordinate a cohesive integrated program for youth and their families.</p> <p>c. What was essential to creating a strong partnership?</p> <p>d. Which key stakeholders on the school site did you engage?</p>	<p>Excellent (3 points) Good (2.25 points) Satisfactory (1.5 points) Poor (0.75 points) Very Poor (0 points)</p>
BCS-Q2	Give an example of a time when you had a challenge with school leadership. How was it resolved and what lessons were learned?	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q3	A key element of a community schools approach is to avoid multiple partners competing for youth and duplicating services. Under your partnership and coordination role, how will you ensure that all school partners are working toward a shared vision, not in silos?	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q4	Designing programs to meet the needs and interests of students and families can be complicated. What are your best practices for connecting with a diverse population of young people? How do you prioritize competing interests and build an inclusive culture, focused on equity?	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q5	What will you hope to accomplish in the 1st year here? What will success look and feel like?	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q6	Youth and families have created strong connections with our current Beacon provider. If you are selected as the Beacon lead agency, how will you manage a process that will build strong relationships with youth and families immediately?	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q7	<p>Family partnership programs must provide capacity building for both families and staff to develop the skills to effectively partner together.</p> <p>Describe your approach and philosophy around family engagement.</p> <p>b. What resources or services will your agency bring to support family success?</p>	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
BCS-Q8	<p>The Beacon Director is responsible for managing all aspects of the Beacon Center, to ensure fidelity to the Beacon model and sit on the Site Leadership Team to support the implementation of the SFUSD Comprehensive Community School Framework. Given that scope of work, what qualities are important in a Beacon Director?</p> <p>b. How will, or do, you ensure your Beacon Director is supported to do the best job possible?</p>	<p>Excellent (3 points) Good (2.25 points) Satisfactory (1.5 points) Poor (0.75 points) Very Poor (0 points)</p>
BCS-Q9	<p>The Beacon Initiative is part of a National Network and local SF based Initiative. The award of the contract requires that lead agencies implement the Beacon model. What is your agency's capacity, flexibility and readiness to implement a Beacon program?</p> <p>b. How do you enhance the Beacon model with your agency's own perspective?</p>	<p>Excellent (2 points) Good (1.5 points) Satisfactory (1 points) Poor (0.5 points) Very Poor (0 points)</p>
MAXIMUM TOTAL		20 Points

RESULT AREA: YOUTH ARE READY FOR COLLEGE, WORK & PRODUCTIVE ADULTHOOD

This Result Area is associated with programs, resources, supports and activities that help youth and TAY/A gain exposure, skills, and abilities that prepare them for successful transitions into adulthood. The grants and initiatives in this Result Area target equitable access and outcomes and provide multiple avenues for engagement and support.

The target population, Service Areas and Funding Strategies contained within the Youth are Ready for College and Productive Adulthood Result Area have been intentionally designed to address elements of this Result Area. For the 2025-2026 Community Grants RFP this Results Area includes the Justice Services Service Area.

SERVICE AREA	FUNDING STRATEGY	GRANT TERM	ANNUAL ALLOCATION	# OF GRANTS	DISTRICT
Justice Services	Justice Services Care Coordinator	3.25 years	Up to \$600K	1	Citywide

SERVICE AREA: JUSTICE SERVICES

The Justice Services Service Area establishes a continuum of services for justice system-involved youth and TAY/A. The service area aims to divert system-involved youth and TAY/A away from further engagement in the juvenile and adult justice systems and reduce rates of recidivism. Connection to adult allies, enriching and responsive programming, ongoing case management, access to positive activities, training, and whole family support will be foundational to this Service Area's success in diverting youth and TAY/A away from system-involvement. Services will be provided in partnership with the juvenile and adult justice systems and will take place in both in-custody and community-based settings. Given the unique contexts and needs of youth and TAY/A involved in justice systems, programs funded under this service area are expected to demonstrate advanced knowledge in youth and young adult development principles as well as advanced practice in providing culturally responsive services.

COMMUNITY GRANTS IN THIS SERVICE AREA

The 2025-2026 Community Grants RFP provides funding for the following Strategy. Grantees must provide services to the target populations listed below.

STRATEGY	TERM	GRANT ALLOCATION RANGE	# OF GRANTS	DISTRICT	TARGET POPULATIONS
Justice Services Care Coordinator	3.25 years	\$350K - \$600K	1	Citywide	<ul style="list-style-type: none">• San Francisco youth and Transitional Age Young Adults (TAY/A) ages 12-25 in the juvenile justice system

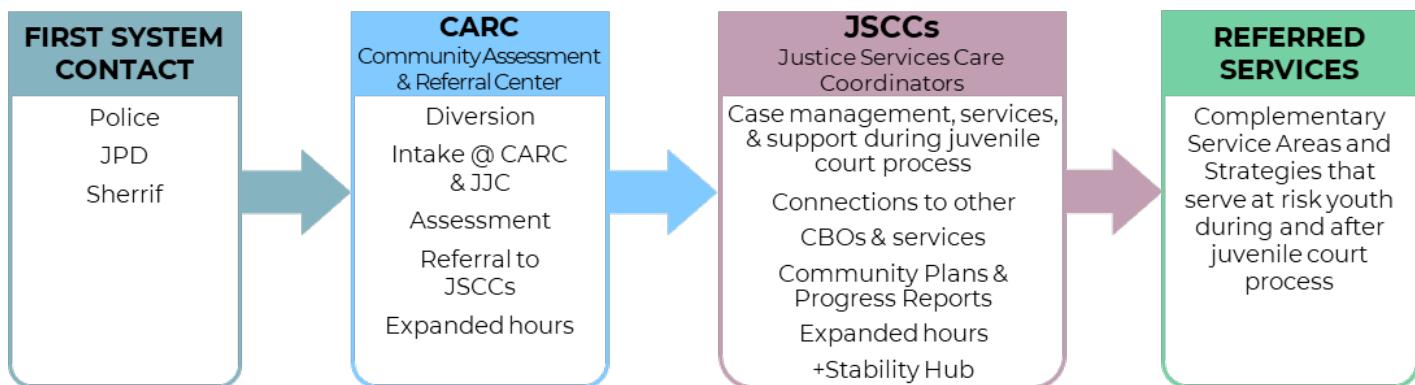
STRATEGY: JUSTICE SERVICES CARE COORDINATOR

The Justice Services Care Coordinator strategy is designed to be an integral part of a broader network of coordinated support for justice-involved and system-impacted youth and TAY/A. Justice Services Care Coordinators will be principally responsible for providing Case Management services to youth or TAY/A under their care, leading the connection and referrals based on assessments that link young people to additional support, education, enrichment, and work-related opportunities that are available throughout the city. They will be proactive in meeting youth, TAY/A and their families where they are—physically and developmentally—by being mobile, building on their strengths, supporting their goals, and when relevant, ensuring that youth are supported in meeting court-ordered conditions. Justice Services Care Coordinator agencies should plan to work with youth or TAY/A until they age out of the programming and successfully complete or surpass all legal obligations to the justice system. Justice Services Care Coordinators working with youth are expected to work in coordination with the San Francisco Community Assessment and Referral Center (CARC) to ensure that every youth who is diverted by the police, cited, and/or booked into the Juvenile Justice Center is paired with a community-based case management agency and adult guidance. The Justice Services Care Coordinator will be readily available for referrals and expected to assess youth and TAY/A, develop individual support plans, and ensure that youth complete intended goals and outcomes.

NOTE: agencies currently funded under the Justice Services Care Coordinator strategy are not eligible to apply.

This strategy was first funded as a part of DCYF's 2024-2029 RFP. Since that time, agencies funded to serve youth have worked closely with the Juvenile Probation Department (JPD), CARC, the court, defense and other partners to create a unified model of youth support known as the San Francisco Justice Services Care Model. The following diagram details this model as well as the JPD/case process for juvenile justice involved youth.

San Francisco Justice Services Care Model: CARC + Justice Services Care Coordinators



Juvenile Probation Department/Case Process



JUSTICE SERVICES CARE COORDINATOR TARGET POPULATION

Proposers must provide services to the following target population.

- San Francisco youth and Transitional Age Young Adults (TAY/A) ages 12-25 in the juvenile justice system.

NOTE: Programs funded in this strategy and serving 25-year-old young adults are supported by DJJ Realignment funding. Collectively, the network of Justice Services Care Coordinators agencies will have the capacity to provide services to all youth involved in San Francisco's juvenile justice system, age 12-18, and qualified TAY/A with a particular emphasis on meeting the needs of Black boys and young men; girls, young women, and gender-expansive youth; monolingual Spanish speaking youth and immigrant minors; out of county youth; younger youth; and youth arrested for more serious WIC 707(b) offenses (e.g., murder, arson, kidnapping, robbery, etc.).

JUSTICE SERVICES CARE COORDINATOR STRATEGY GOALS

1. To create a network of agencies to ensure that all young people involved in the SF juvenile justice system are paired with a community-based agency, a caring adult case manager, and connected to pro-social opportunities.
2. To ensure that all youth and TAY/A who are justice involved and impacted have individualized support plans upon referral to Justice Services Care Coordinators. The individualized plans are overseen and managed along with youth and TAY/A participation.
3. To manage and coordinate the connection to services, programming, and resources provided to youth and TAY/A through Justice Services Care Coordinator staff.
4. To prevent deepening involvement in the justice system by providing youth and TAY/A with connections to a menu of services, programs, and supports that meet their individual needs, meet required legal or other obligations, and direct them toward positive futures.

JUSTICE SERVICES CARE COORDINATOR STRATEGY REQUIREMENTS

In addition to meeting the Universal Requirements described on page 9, proposers to this strategy must also meet the following requirements to be eligible for funding.

1. Case Management: Lead the development of individual care plans, or Community Plans, with youth or TAY/A and then manage their engagement toward successful completion of goals and outcomes by ensuring youth are connected to and engaged in community-based services that meet their needs, build on their strengths, and support their goals; and ensure that youth or TAY/A are supported in meeting external expectations such as court-ordered conditions and probation mandates. Agencies should consider a staffing model that is capable of supporting youth or TAY/A based on their assessed level of risk and need up to 365 days a year, when warranted.
 - a. Additional Requirement for Case Management of Youth on Home Detention or Probation Supervision by Juvenile Court: (1) Consistently available for in person and in-home contacts with, especially during after school hours until 8 PM or later, on weekends, and during school breaks. (2) Coordination with assigned Deputy Probation Officer to ensure youth success, including progress reporting and communication with justice system stakeholders.
2. Assessment: Use a standardized assessment tool to understand youth or TAY/A life circumstances, personal conditions, and support network. Agencies may be required to submit a copy of assessment tool to DCYF ahead of funding decisions.
3. Release/Reentry Planning: For youth in the Juvenile Justice Center (JJC)/Juvenile Hall, providers must support the development of release and reentry plans prior to the Detention Hearing. This includes assessing each young person's needs and identifying strength-based activities and supports to be provided upon release. Plans must be presented to the Court, Defense, JPD, and the San Francisco District Attorney to promote successful reintegration into the community.

4. Individual Care Plans (Community Plans): Based on assessments, work with youth, TAY/A, family, and if relevant, justice partners to develop a youth-focused and family-centered holistic care plans that build on personal strengths and address their needs as to provide wrap-around support that considers, but is not limited to, their basic needs; education; vocational; behavioral health; skill building; positive youth development; and pro-social enrichment.
5. Program Linkages: Based on assessments and individual care plans, make direct referrals and linkages to appropriate and relevant city and community-based programs, classes, agencies, resources, and services with the goal of creating a sustainable network of support for each youth or TAY/A, and their family that meets their needs and is not tied to justice system involvement.
6. Hours of Operation: Staff must be available to youth after school until at least 8 PM or later upon need, on weekends, on holidays, and school breaks. If serving TAY/A, hours can be negotiated. In addition, staff must have the capacity to be mobile and flexible, so they are able to travel to meet youth, TAY/A and their families across the city, as needed. This includes the capacity to provide safe passages to youth, as appropriate.
7. Source of Referrals: Accept referrals of justice-involved and justice-impacted youth from CARC. Some youth and TAY/A participation may be court ordered. Grantees should respond within 24 hours to referrals from CARC as those will be deemed high priority by DCYF.
8. Partner Communication and Coordination: Programs should be prepared to communicate directly with system partners to ensure effective coordination and to actively share updates, progress reports and referral outcomes of participants as requested by justice partners. Programs must also sustain timely communication and effective coordination with community-based agencies to facilitate referrals and to ensure the sharing of regular updates. Programs must use the established court reporting templates, and provide them to probation/defense according to established timelines. Programs must work in collaboration and coordination with CARC and other funded Justice Services Care Coordinator agencies, including attendance at regular Justice Referrals Meetings. Programs must also adhere to CBO-JPD Communication Agreements.
9. Follow Court Mandates: Proposers must follow all mandates and requirements of the court. In addition, programs will be required to regularly work in collaboration with the Juvenile Probation Department, District Attorney, Public Defender, Private Defense Bar, courts, schools, and other government partners and community-based providers to coordinate services and communicate about participant progress.
10. Language Ability: Programs must have the language capacity to serve monolingual Spanish-speaking youth and families, and must deliver services in culturally responsive ways that ensure meaningful access and engagement.
11. Ongoing Support: Continuous support for youth or TAY/A while in and as they transition out of the justice system.

JUSTICE SERVICES CARE COORDINATOR PERFORMANCE MEASURES

The following table lists the outcomes prioritized for the Justice Services Care Coordinator Strategy for the 2024-2029 funding cycle. Programs will be required to administer youth experience surveys or other evaluation instruments to examine the outcome measures listed below.

NAME	MEASURE	TARGET
Education/ Career Goals	Percent of surveyed participants who report that they developed education or career goals and understand the steps needed to achieve their goals as a result of the program.	75%+

NAME	MEASURE	TARGET
Envision a Positive Future	Percent of surveyed participants who report having clearer goals and a more positive outlook on their future as a result of the program.	75%+
SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
Sense of Personal Identity	Percent of surveyed participants who report a stronger sense of belonging to a community and/or increased comfort with their own personal identity as a result of the program.	75%+
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong
Referrals to Supportive Services	Percent of surveyed participants who report being connected to resources and supportive services, such as counseling, educational supports, and transportation assistance, through the program.	75%+

JUSTICE SERVICES CARE COORDINATOR WRITTEN QUESTIONS

The questions below are designed to get a better understanding of the program model and design, and the impact the program will have on the target population.

QUESTION SECTION	QUESTION TEXT	CHARACTER LIMIT
Target Population	What is your experience serving the target population(s) you selected? Provide examples of any approaches (i.e., cultural, gender responsive etc.) that increase the impact of your program.	1400
	Describe your program's approach to ensuring the wellness of your participants. In your answer, please describe any established partnerships with providers that can be used to support participants.	1400
	Provide a detailed description of your program model, including the core services provided, program activities and the number of participants to be served. In addition, explain how your program is aligned with the Strategy and Result Area you are applying under.	1400
	Describe your program's approach for integrating into the existing Justice Services Care Coordinator partnership. In your answer describe how you will learn about and follow established procedures, develop relationships with CARC, JPD and other systems partners and collaborate with the other agencies funded under this strategy.	1400
	Describe your intake and assessment process for youth referred to your agency, as well as how you plan to connect youth or TAY/A to appropriate programs, classes, agencies, resources, and services. Please name and/or describe the tools used for these activities.	1400
Strategy Alignment	Describe your approach to Case Management that you plan to use for this program and the process for developing Individual Care Plans with buy-in from youth and engagement of their families.	1400
	Describe your proposed program's approach to motivating youth to stay engaged in programming.	1400
	Is your programming accessible to youth speaking languages other than English? If yes, please describe how the youth are integrated into programs. If no, please explain why the program is not able to support non-English speaking youth.	1400
	Describe the practices and procedures your program will use to support, include, and accommodate participants with disabilities (including, but not limited to, physical, developmental, behavioral/emotional, sensory, and learning differences.)	1400
	Describe how your program integrates social and emotional learning principles and practices.	1400
Budget	Explain how you determined the total amount requested for this program.	1400
	Describe your staffing plan for the proposed program. In your answer include the number of staff needed for each role, a brief description of their duties and the reasons why the roles are needed	1400

QUESTION SECTION	QUESTION TEXT	CHARACTER LIMIT
Program Impact	What processes and systems does your agency use to promote program quality improvement? Describe the ways that your agency uses data, reflection and technical assistance to refine and improve the delivery of services.	1400
	You are applying to the Youth Are Ready for College, Work, and Productive Adulthood Result Area. What indicators tell you that your program is moving youth towards that impact?	1400

RESULT AREA: CHILDREN & YOUTH ARE PHYSICALLY & EMOTIONALLY HEALTHY

This Result Area is associated with programs, resources, supports and activities that promote physical, emotional, behavioral and mental health as well as healing from trauma.

The target population, Service Areas and Funding Strategies contained within the Children & Youth Are Physically & Emotionally Healthy Result Area have been intentionally designed to address elements of this Result Area. For the 2025-2026 Community Grants RFP this Results Area includes the **Emotional Well-Being** Service Area.

SERVICE AREA	FUNDING STRATEGY	GRANT TERM	ANNUAL ALLOCATION	# OF GRANTS	DISTRICT
Emotional Well Being	Family Wellness	3.25 years	Up to \$2.5M	Up to 5	Citywide

SERVICE AREA: EMOTIONAL WELL BEING

The Emotional Well-Being Service Area seeks to address the impact of adverse childhood experiences on the emotional and mental well-being of children, youth and their families as well as youth development practitioners.

COMMUNITY GRANTS IN THIS SERVICE AREA

The 2025-2026 Community Grants RFP provides funding for the following Strategy. Grantees must provide services to all children regardless of race, ethnicity, gender, or sexual orientation, who otherwise meet the target populations listed below. Proposers must select one of the following target populations based on school years for each program they are applying for. Proposers **must be able** to answer specific questions in their proposals, including how proposer plans to meet the unique cultural needs of the students from a variety of backgrounds, including for example those who identify as African American, Hispanic/Latinx and/or Pacific Islander.

STRATEGY	TERM	GRANT ALLOCATION RANGE	# OF GRANTS	DISTRICT	TARGET POPULATIONS
Family Wellness	3.25 years	\$350K - \$500K	Up to 5	Citywide	<ol style="list-style-type: none">1. San Francisco youth in grades K-12 and their Families2. San Francisco Transitional Age Young Adults (TAY/A)

STRATEGY: FAMILY WELLNESS

The Family Wellness Strategy is a pilot effort designed to promote the holistic health and well-being of families or TAY/A by addressing their physical, emotional, social, and mental health needs. Programs funded under this strategy will offer services in safe, welcoming, and accessible locations that connect families or TAY/A to a broad range of resources, activities, and supports. Family Wellness programs will include mental health counseling, parenting or life skills support, wellness and recreation activities, educational and enrichment opportunities and resource navigation.

Programs serving youth in grades K-12 and their families will provide services that allows parents and youth to be fully engaged while onsite. To support this approach programs must have the ability to provide childcare as well as services, supports and programming that promotes wellbeing, connection and engagement.

Programs serving TAY/A will provide services that meet the unique and varied needs of transitional age young adults. To support this approach programs must have the ability to connect with TAY/A and meet them where they are while also engaging them in services, supports and programming that promotes their wellbeing, stability and success.

FAMILY WELLNESS TARGET POPULATIONS

The Family Wellness Strategy has 2 target populations and proposers will select one target population for each proposal. The strategy is open to all children regardless of race, ethnicity, gender, or sexual orientation, who otherwise meet the eligibility criteria with outreach efforts to two target populations. Proposers must identify outreach efforts for target populations for each program they are applying for. **Proposers must** answer specific questions in their proposals, including how proposer plans to meet the unique cultural needs of the students from a variety of backgrounds, including those who identify as African American, Hispanic/Latinx, and/ or Pacific Islander.

1. San Francisco youth in grades K-12 and their families
2. San Francisco Transitional Age Young Adults (TAY/A)

FAMILY WELLNESS STRATEGY GOALS

1. Advance holistic health by promoting the physical, emotional, social, and mental well-being of families or TAY/A through comprehensive supports and services.
2. Improve access and engagement by ensuring families or TAY/A can easily connect to multiple services in safe, welcoming locations.
3. Strengthen mental health supports by providing counseling and wellness services, delivered by culturally responsive and linguistically competent providers, that address the needs of youth and parents or TAY/A.
4. Foster connection and community by building strong family bonds, peer networks, and community connections through shared activities, support, and resource navigation.

FAMILY WELLNESS STRATEGY REQUIREMENTS

In addition to meeting the Universal Requirements described on page 9, proposers to this strategy must also meet the following requirements to be eligible for funding.

1. Community-Based: Programs can operate at a facility that is not a public school campus, such as non-profit organization spaces, public recreation or community centers, public libraries, and other non-school sites that are safe and accessible to families or TAY/A.
2. Drop-In Location: Programs must provide services in a location that allows families or TAY/A to drop in while also providing access to services and activities.

3. Mental Health Services: Programs must offer mental health services and supports, provided by clinicians with linguistic competency and knowledge, respect and appreciation for the unique cultural contexts and needs of the families or TAY/A being served.
4. Wellness and Recreation Activities: Programs must offer a range of wellness, recreation and enrichment activities for families or TAY/A. These activities should promote connection and while being fun, engaging and relevant to the families or TAY/A being served.
5. Resource Navigation and Access: Programs must have the ability to support families or TAY/A in accessing resources that meet their needs.

Additional Requirements for Programs Serving Youth in Grades K-12 and Their Families

1. Childcare: Programs must have the ability to provide childcare services that ensures that parents and children can be fully engaged while onsite.

Additional Requirements for Programs Serving TAY/A

1. Participant Eligibility: Participants must meet the City Charter definition of disconnected Transitional Age Youth: youth ages 18 to 24 who “are homeless or in danger of homelessness; have dropped out of high school; have a disability or other special needs, including substance abuse; are low-income parents/caregivers; are undocumented; are new immigrants and/or English Learners; are Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQQ); and/or are transitioning from the foster care, juvenile justice, criminal justice or Special Education system.”
2. Recruitment: Programs must utilize effective methods to recruit, engage and retain disconnected TAY/A. These methods must consider the disconnected nature of the target population and the high likelihood that these youth will not be engaged through conventional recruitment methods.
3. Basic Needs Support and Barrier Removal: Programs must have the ability to provide direct support that includes, but is not limited to financial resources, access to facilities or other material supports. These resources must be responsive and help participants gain or maintain access to basic needs including childcare, food, water, clothing, hygiene supplies, technology, internet access, etc.

FAMILY WELLNESS PERFORMANCE MEASURES

The following table lists the outcomes prioritized for the Family Wellness Strategy in FY24-29. Programs will be required to administer participant surveys or other evaluation instruments to examine the outcome measures listed below.

NAME	MEASURE	TARGET
Reports	Providers will be required to provide mid-year and annual reports on expected services benchmarks.	Yes-Provided Reports
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong
Referrals to Supportive Services	Percent of surveyed participants and families who report being connected to resources and supportive services, such as counseling, educational supports, and transportation assistance, through the program.	75%+

FAMILY WELLNESS WRITTEN QUESTIONS

The questions below are designed to get a better understanding of the program model and how it aligns with the strategy, the budget and the impact the program will have on the target population. Proposers will be required to answer specific questions depending on the target populations they select.

QUESTION SECTION	QUESTION TEXT	CHARACTER LIMIT
Target Population	What is your experience serving the target population(s) you selected? Provide examples of any approaches (i.e., cultural, gender responsive etc.) that increase the impact of your program.	1400
	Describe your proposed program's approach to outreach. In addition, describe any potential challenges with engagement that are specific to your intended target population(s). Provide an example of how you have addressed these challenges	1400
Strategy Alignment	Provide a detailed description of your program model, including the core services provided, program activities and the number of participants to be served. In addition, explain how your program is aligned with the Strategy and Result Area you are applying under.	1400
	Is your programming accessible to youth speaking languages other than English? If yes, please describe how the youth are integrated into programs. If no, please explain why the program is not able to support non-English speaking youth.	1400
Strategy Alignment	Describe the practices and procedures your program will use to support, include, and accommodate participants with disabilities (including, but not limited to, physical, developmental, behavioral/emotional, sensory, and learning differences.)	1400
	Describe how your program integrates social and emotional learning principles and practices.	1400
Questions for Programs Serving Youth in Grades K-12 and Their Families		
Describe your experience and ability to provide childcare to families to ensure that both parents and children can be engaged while onsite.		
Questions for Programs Serving TAY/A		
Describe your program's approach for providing basic needs support and barrier removal for participants.		
Budget	Explain how you determined the total amount requested for this program.	1400
	Describe your staffing plan for the proposed program. In your answer include the number of staff needed for each role, a brief description of their duties and the reasons why the roles are needed.	1400
Program Impact	What processes and systems does your agency use to promote program quality improvement? Describe the ways that your agency uses data, reflection and technical assistance to refine and improve the delivery of services.	1400
	Describe the indicators or metrics that tell you that your program is effectively moving youth towards impact.	1400

APPENDIX A: VERIFICATION OF EXPERIENCE LETTER TEMPLATE

INSTRUCTIONS:

The 2025–2026 Community Grants RFP uses a two-step process. Applicants must first submit an Intent to Apply before receiving access to submit a full Proposal & Budget.

The Intent to Apply process ensures DCYF can verify compliance with Minimum Qualifications (MQs) before proposals are submitted. All applicants must meet the Past Experience MQ, which requires at least five (5) years of experience, between 2015–2025, providing services that align with the Service Area under which they are applying.

Applicants will use the Verification of Experience Letter Template to demonstrate compliance with the Past Experience MQ. An organization or partner familiar with the applicant's work must complete the letter. The completed letter must be uploaded as part of the Intent to Apply submission.

Requirements for Verification of Experience Letters

- A separate letter must be submitted for each proposal. Applicants may use the same verifier across multiple Service Areas, but each letter must clearly identify the Service Area (Education Supports, Out of School Time, Justice Services, or Emotional Well-Being).
- Letters must be prepared on the verifier's organizational letterhead.
- The verifier must replace all highlighted text with their responses.
- Letters must be signed with the verifier's original signature.
- The completed letter must be returned to the applicant and uploaded with the Intent to Apply.
- Intent to Apply deadline: Sun November 16, 2025, at 11:59PM
- Delete this instruction page before submitting.

[TO BE COMPLETED ON THE VERIFIER'S OFFICIAL LETTERHEAD]

[Date]

San Francisco Dept. of Children, Youth & Their Families (DCYF)

1455 Market Street, Suite 17B

San Francisco, CA 94103

Re: Verification of Experience for **[Applicant Organization Name]**

To Whom It May Concern:

I am writing to verify that **[Applicant Organization Name]** has provided the following services in alignment with **[DCYF 2025-2026 Community Grants RFP Service Area(s)]**.

- Service Provided: **[Name of services provided]**
- Dates of Service: **[Start Date to End Date]**
- Scope of Work: **[Brief description of the scope and deliverables of services provided]**
- Basis for Knowledge: **[Brief description of your organization's relationship to the applicant and the basis for your organization's knowledge of the applicant's history of providing these services.]**

Based on our engagement, I confirm that **[Applicant Organization Name]** has experience delivering services similar in scope to those described in the DCYF 2025-2026 Community Grants RFP.

If you have any questions regarding this verification, please contact me at:

- Name: **[Verifier's Full Name]**
- Title: **[Verifier's Title]**
- Organization: **[Verifier's Organization Name]**
- Email Address: **[Verifier's Email Address]**
- Phone Number: **[Verifier's Phone Number]**

Sincerely,

[Signature]

[Typed Name]

[Title]

APPENDIX B: EXAMPLE GRANT AGREEMENT G-100 (3-24)

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

«CONTRACTOR_NAME»
CONTRACT ID: «AGREEMENT_NO»

THIS GRANT AGREEMENT ("Agreement") is made as of **«agreement_date»**, in the City and County of San Francisco, State of California, by and between **«CONTRACTOR_NAME»** ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the **DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES** ("Department").

RECITALS

WHEREAS, Grantee has applied to the Department for a grant to fund the matters set forth in a grant plan; and summarized briefly as follows: : **«result»**; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein:

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

ARTICLE 1 DEFINITIONS

1.1 Specific Terms. Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) **"ADA"** shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) **"Application Documents"** shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

(c) **"Budget"** shall mean the budget attached hereto as part of Appendix B.

(d) **"Charter"** shall mean the Charter of City.

(e) **“Contractor”** shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.

(f) **“Controller”** shall mean the Controller of City.

(g) **“Eligible Expenses”** shall have the meaning set forth in Appendix A.

(h) **“Event of Default”** shall have the meaning set forth in Section 11.1.

(i) **“Fiscal Quarter”** shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.

(j) **“Fiscal Year”** shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.

(k) **“Funding Request”** shall have the meaning set forth in Section 5.3(a).

(l) **“Grant”** shall mean this Agreement.

(m) **“Grant Funds”** shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

(n) **“Grant Plan”** shall have the meaning set forth in Appendix B.

(o) **“Indemnified Parties”** shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.

(p) **“Losses”** shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(q) **“Publication”** shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

1.2 Additional Terms. The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of the Department. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation”. The use of the term “subcontractor,” “successor” or “assign” herein refers only to a subcontractor (“subgrantee”), successor or assign expressly permitted under Article 13.

1.3 References to this Agreement. References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances,

regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," herein or "hereto" refer to this Agreement as a whole.

ARTICLE 2 **APPROPRIATION AND CERTIFICATION OF GRANT FUNDS;** **LIMITATIONS ON CITY'S OBLIGATIONS**

2.1 Risk of Non-Appropriation of Grant Funds. This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

2.2 Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

2.3 Automatic Termination for Nonappropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

2.5 Maximum Costs. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

ARTICLE 3 **TERM**

3.1 Effective Date. This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

3.2 Duration of Term. The term of this Agreement shall commence on **JANUARY 1, 2026** and expire on **JUNE 30, 2029**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

ARTICLE 4 **IMPLEMENTATION OF GRANT PLAN**

4.1 Implementation of Grant Plan; Cooperation with Monitoring. Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.

4.2 Qualified Personnel. The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

4.3 Ownership of Results. Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

4.4 Works for Hire. If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

4.5 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium.

Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

(c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.

(d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

(e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

(f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 **USE AND DISBURSEMENT OF GRANT FUNDS**

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed **«award_words» (\$«AWARD»)**.

Contingent Amount: Up to «contingency_words» (\$«CONTINGENCY») for the period defined in Section 3.2 **may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed «total_words» (\$«total») for the period defined in Section 3.2.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, **the amount shown as the Contingent Amount may not be used in Program Budgets attached to this Agreement in Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by the Grant Agreement Administrator.** Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by the Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

5.3 Disbursement Procedures. Grant Funds shall be disbursed to Grantee as follows:

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

(b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds no more than once during each **MONTH**.

5.4 State or Federal Funds

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to the City. As part of the terms of receiving the funds, the City is required to

incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix G, "State/Federal Funding Terms."

ARTICLE 6 **REPORTING REQUIREMENTS; AUDITS;** **PENALTIES FOR FALSE CLAIMS**

6.1 Regular Reports. Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

6.2 Organizational Documents. If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.

6.3 Notification of Defaults or Changes in Circumstances. Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.

6.4 Financial Statements. Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.

6.5 Books and Records. Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.

6.6 Inspection and Audit. Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

6.7 Submitting False Claims Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of the Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if the Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

6.8 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7

TAXES

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3 Withholding. Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 **REPRESENTATIONS AND WARRANTIES**

Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

8.1 Organization; Authorization. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however

remote, in any other agreement with City including any commission, department or other subdivision thereof.

8.6 Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

8.7 Eligibility to Receive Federal Funds. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 **INDEMNIFICATION AND GENERAL LIABILITY**

9.1 Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

9.2 Duty to Defend; Notice of Loss. Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as additional insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

10.3 Additional Requirements for All Policies. All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

10.4 Required Post-Expiration Coverage. Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the

term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.

Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

10.6 Evidence of Insurance. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

10.7 Effect of Approval. Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

10.8 Insurance for Subcontractors and Evidence of this Insurance. If a subcontractor will be used to complete any portion of this agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.

10.9 Reserved. (Worker's Compensation)

10.10 Insurance Waiver. Any of the terms or conditions of this Article 10 may be waived by the City's Risk Manager in writing, signed by the Risk Manager, and attached to this Agreement as Appendix F. Such waiver is fully incorporated herein. The waiver shall waive only the requirements that are expressly identified and waived, and under such terms and conditions as stated in the waiver.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default. The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:

(a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.

(d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

(e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

(g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

11.2 Remedies upon Event of Default. Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

11.3 Termination for Convenience. City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

11.4 Remedies Nonexclusive. Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

ARTICLE 12 **DISCLOSURE OF INFORMATION AND DOCUMENTS**

12.1 Proprietary or Confidential Information of City. Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

12.2 Sunshine Ordinance. Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual

audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

13.1 No Assignment by Grantee. Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

13.2 Agreement Made in Violation of this Article. Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

13.3 Subcontracting. If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) Limitations. In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) Terms of Subcontract. Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

13.4 Grantee Retains Responsibility. Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be

construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

14.2 Direction. Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

(a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

(b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

(c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

**ARTICLE 15
NOTICES AND OTHER COMMUNICATIONS**

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or e-mail, and shall be addressed as follows:)

If to the Department or City: **DEPARTMENT OF CHILDREN, YOUTH & THEIR
FAMILIES
1455 MARKET STREET, SUITE 17B
SAN FRANCISCO, CA 94103
Attn: BRETT CONNER**

If to Grantee: **«CONTRACTOR_NAME»
«STREET_ADDR»
«CITY», «STATE», «zip»**

Attn: «ED_NAME»

Any notice of default must be sent by registered mail.

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt

15.3 Change of Address. Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

ARTICLE 16 COMPLIANCE

16.1 Reserved.

16.2 Nondiscrimination Requirements.

(a) Grantee shall comply with the provisions of San Francisco Labor and Employment Code Articles 131 and 132. Grantee shall incorporate by reference in all subcontracts the provisions of Sections 131.2(a), 131.2(c)-(k), and 132.3 of the San Francisco Labor and Employment Code and shall require all subcontractors to comply with such provisions. Grantee is subject to the enforcement and penalty provisions in Articles 131 and 132.

(b) **Nondiscrimination in the Provision of Employee Benefits.** San Francisco Labor and Employment Code Article 131.2 applies to this Agreement. Grantee does not as of the date of this Agreement, and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for City elsewhere in the United States, discriminate in the provision of employee benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees, subject to the conditions set forth in San Francisco Labor and Employment Code Article 131.2.

16.3 Reserved.

16.4 Tropical Hardwood and Virgin Redwood Ban. Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6 Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

16.8. Minimum Compensation Ordinance. Labor and Employment Code Article 111 applies to this Agreement. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly

gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

16.9 Limitations on Contributions. By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 % in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10 First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

16.11 Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is

obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Working with Minors. In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against the Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Grantee.

16.15 Public Access to Meetings and Records. If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

(a) Grantee agrees to comply fully with and be bound by all of the provisions of Article 142, "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Labor and Employment Code ("Article 142"), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Article 142 are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of Article 142 is available on the web at <http://sfgov.org/olse/fco>. Grantee is required to comply with all of the applicable provisions of Article 142, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Article 142.

(b) The requirements of Article 142 shall only apply to a Grantee's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Article 142 shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. Slavery Era Disclosure.

16.19 Distribution of Beverages and Water.

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24, as part of its performance of this Agreement.

16.20 Reserved.

16.21 Compliance with Other Laws.

(a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state,

and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

(b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

ARTICLE 17 **MISCELLANEOUS**

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any

conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Definition of Eligible Expenses
- Appendix B, Definition of Grant Plan
- Appendix C, Form of Funding Request
- Appendix D, Interests in Other City Contracts
- Appendix E, Permitted Subgrantees
- Appendix F Insurance Waiver

17.7 Certified Resolution of Signatory Authority. Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

17.8 Severability. Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

17.9 Successors; No Third-Party Beneficiaries. Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

17.10 Survival of Terms. The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.	Article 12	Disclosure of Information and Documents
Section 6.4	Financial Statements.	Section 13.4	Grantee Retains Responsibility.
Section 6.5	Books and Records.	Section 14.3	Consequences of Recharacterization.
Section 6.6	Inspection and Audit.	This Article 17	Miscellaneous
Section 6.7	Submitting False Claims; Monetary Penalties		
Article 7	Taxes		
Article 8	Representations and Warranties		
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

17.11 Further Assurances. From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

17.12 Dispute Resolution Procedure. A Dispute Resolution Procedure is attached under the Appendix **<<ENTER THE APPENDIX LETTER>>** to address issues that have not been resolved administratively by other departmental remedies.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement

CITY

**DEPARTMENT OF CHILDREN, YOUTH &
THEIR FAMILIES**

By: _____
Sherrice Dorsey-Smith.
Executive Director

GRANTEE:

«CONTRACTOR_NAME»

By: _____

«ed_name»
Executive Director
Federal Tax ID #: «tax_id»
City Supplier Number: «citysupplier_id»

Approved as to Form:

David Chiu
City Attorney

Title: _____

Federal Tax ID #: _____

City Supplier Number: _____

By: _____
Valerie J. Lopez
Deputy City Attorney

Appendix A--Definition of Eligible Expenses

The term “Eligible Expenses” shall mean expenses incurred and paid by Grantee during the term of this Agreement in implementing the terms of the Grant Plan.

All Eligible Expenses *must* be:

(1) paid by Grantee prior to the submission of the applicable Funding Request ***if advances are approved:***

advances are approved: expenses to be incurred and paid by Grantee no more than 30 days after the disbursement of Grant Funds pursuant to the Funding Request;

(2) direct out-of-pocket expenses incurred by Grantee or its officers, directors and employees;

(3) operating (as opposed to capital) expenses;

(4) within the scope of the applicable Budget line item; and

(5) directly related to activities performed within the physical boundaries of the City and County of San Francisco or activities exclusive to the children and youth of the City and County of San Francisco occurring outside of its physical boundaries as a necessary component of the activity; and

(6) incurred in support of services for children up to 18 years old and Disconnected Transitional-Aged Youth up to and including 24 years old, including:

(a) Affordable child care and early education;

(b) Recreation, cultural and after-school programs, including without limitation, arts programs;

(c) Health services, including prevention, education, and behavioral and mental health services;

(d) Training, employment and job placement;

(e) Youth empowerment and leadership development;

(f) Youth violence prevention programs;

(g) Youth tutoring and educational enrichment programs;

(h) Family and parent support services;

(i) Support for collaboration among grantees to enhance service delivery and provider capacity-building, and for community development efforts; and

(j) Services responsive to issues of gender, sexual orientation, and gender identification, including, but not limited to, services to address the needs of girls and LGBTQ communities.

Eligible Expenses may include:

- (1) adult and youth staff wages;
- (2) fringe benefits;
- (3) subcontractors;
- (4) materials and supplies;
- (5) program expenses including but not limited to communications, equipment, field trips, food, insurance, occupancy, and transportation; and
- (6) administrative expenses including but not limited to fiscal sponsorship fees.

Eligible Expenses shall specifically exclude:

- (1) services provided by the Police Department or other law enforcement agencies, courts, the District Attorney, Public Defender, City Attorney; or the Fire Department; detention or probation services mandated by state or federal law; or public transportation;
- (2) any service that benefits children and Disconnected Transitional-Aged Youth incidentally or as members of a larger population including adults;
- (3) any service for which a fixed or minimum level of expenditure is mandated by state or federal law, to the extent of the fixed or minimum level of expenditure;
- (4) acquisition of any capital item not for primary and direct use by children and Disconnected Transitional-Aged Youth;
- (5) acquisition (other than by lease for a term of ten years or less) of any real property or land, or capital expenditures, or predevelopment or construction costs for housing;
- (6) maintenance, utilities or any similar operating costs of any facility not used primarily and directly by children and Disconnected Transitional-Aged Youth, or of any recreation or park facility (including a zoo), library, hospital, or housing; or
- (7) medical health services, other than prevention, education, and behavioral and mental health support services.

Appendix B--Definition of Grant Plan

The term "Grant Plan" shall mean SEE WORK PLAN BELOW.

Appendix C--Form of Funding Request

Grantee is to use the Contract Management System (CMS) for the purpose of requesting Funds (invoicing). CMS is accessible online at <https://www.contracts.dcyf.org/>.

Appendix D--Interests In Other City Contracts

City Department or Commission	Date of Contract	Amount of Contract

Appendix E--Permitted Subgrantees

Appendix F – Insurance Waiver