

SAMPLE

## GRANT AGREEMENT

Between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
[INSERT NAME OF GRANTEE]

This Grant Agreement (“Agreement”) is made as of [INSERT DATE], in the City and County of San Francisco, State of California, by and between [INSERT NAME OF GRANTEE IN ALL CAPS] (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO (“City”), acting by and through [INSERT NAME OF DEPARTMENT OR COMMISSION] (“Department”).

### Recitals

WHEREAS, Grantee has applied to the Department for a [INSERT NAME OF GRANT, IF APPLICABLE] grant to fund the matters set forth in a grant plan; and summarized briefly as follows:[INSERT SHORT DESCRIPTION OF PROJECT/ACTIVITY IN UNDERSCORED TEXT]; and

WHEREAS, Grantee is acting as a fiscal sponsor for [name of sponsored project/entity]; and

WHEREAS, grants awarded by City or Department are governed by San Francisco Administrative Code Chapter 21G, unless otherwise stated herein; and

**[RFP]** WHEREAS, the Grant was competitively procured as required by San Francisco Administrative Code Chapter 21G.3 through Request for Proposals (RFP) [specify which RFP and Program Area, and title of program], issued on [date of RFP], in which City selected Grantee because [insert reason, such as: Grantee was the highest ranked qualified respondent pursuant to the RFP]; and where the commission approved the Department’s recommendation that the Grant be awarded as a sole source; and

### 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:

1.1.1 “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.

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

1.1.3 “Budget” shall mean the budget attached hereto as part of Appendix B (“Definition of Grant Plan and Budget”).

1.1.4 “Charter” shall mean the Charter of City.

1.1.5 “Confidential Information” shall mean confidential City information including, but not limited to, personal identifiable information (“PII”), protected health information (“PHI”), or individual financial information (collectively, “Proprietary or Confidential Information”) that is subject to local, state or federal laws restricting the use and disclosure of such information.

1.1.6 “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.

1.1.7 “Controller” shall mean the Controller of City.

1.1.8 “Deliverables” shall mean Grantee’s or its subcontractors’ work product, including any partially completed work product and related materials, resulting from the services provided by Grantee to City during Grantee’s performance of the Agreement, including without limitation, the work product described in the Grant Plan.

1.1.9 “Eligible Expenses” shall have the meaning set forth in Appendix A (“Definition of Eligible Expenses”).

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

1.1.11 “Fiscal Sponsor” shall mean an entity or organization that offers its legal and tax-exempt status to another person, entity, or organization pursuant to a fiscal sponsorship agreement; who participates in the operations of that person, entity or organization by receiving assets and incurring liabilities for the mutual benefit of pursuing charitable goals; and in consideration for the benefit of that person, entity, or organization, the fiscal sponsor has assumed responsibility to manage programs, events, revenue, grants, contributions, contracts and/or insurance programs. Grantee is acting as a Fiscal Sponsor for [INSERT NAME OF SPONSORED PROJECT OR ENTITY]. A copy of the fiscal sponsorship agreement is attached as Appendix [H or other appropriate letter].

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

1.1.13 “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.

1.1.14 “Funding Request” shall have the meaning set forth in Section 5.3.1.

1.1.15 “Grant” shall mean this Agreement.

1.1.16 “Grant Funds” shall mean all funds allocated or disbursed to Grantee under this Agreement.

1.1.17 “Grant Plan” shall have the meaning set forth in Appendix B (“Definition of Grant Plan and Budget”).

1.1.18 “Indemnified Parties” shall mean: (a) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (b) City’s elected officials, directors, officers, employees, agents, successors and assigns; and (c) all persons or entities acting on behalf of any of the foregoing.

1.1.19 “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.

1.1.20 “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, including social media publishing, 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 (“Assignment and Subcontracting”).

1.3 **References to this Agreement.** References to this Agreement include: (a) all appendices, exhibits, schedules, attachments hereto; (b) all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) all amendments, modifications or supplements hereto made in accordance with Section 17.2 (“Modification”). 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 Non-Appropriation 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 **Superseding 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 **Duration of Term.** The term of this Agreement shall commence on [INSERT START DATE] and expire on [INSERT EXPIRATION DATE], unless earlier terminated as otherwise provided herein.

3.2 **Authorization to Commence Work.** Grantee shall not, and shall not cause its subcontractors or subgrantees, to 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. 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 Deliverables specified in the Grant Plan shall become the property of and be promptly transmitted to City unless the Grant Plan states that Grantee retains ownership of such Deliverables. Grantee shall retain ownership of all other work product created in connection with Grantee's performance of the Agreement. Notwithstanding the foregoing, and in conjunction with Section 4.5, City has the right to inspect, display, distribute, exhibit, reproduce or otherwise use all Deliverables and work product, regardless of ownership rights, for governmental purposes and may retain copies for reference, reporting, and archival purposes. Grantee may retain and use copies of any City-owned Deliverables 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.

4.5.1 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.

4.5.2 Without limiting the obligations of Grantee set forth in subsection 4.5.1 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. City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and City shall have no liability or responsibility for any such contents. City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by 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.

4.5.3 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.

4.5.4 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.

4.5.5 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.

4.5.6 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.

4.6 **Restricted Funds.** All funds received under this Agreement are restricted to solely support the sponsored project described in Appendix B (“Definition of Grant Plan and Budget”) and not for any other purpose. Notwithstanding the foregoing, fiscal sponsorship fees as set forth in the Agreement are allowed. Grantee must refund to City any portion of City funds not used in accordance with Appendix B if: a) there are any remaining City funds after the termination or expiration of this Agreement; b) funds were not used exclusively for the sponsored project; c) the fiscal sponsorship relationship between Grantee and the sponsored entity terminates; or d) City terminates this Agreement with Grantee.

## **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 [INSERT DOLLAR AMOUNT] Dollars (\$INSERT AMOUNT IN NUMBERS).

### **5.2 Use of Grant Funds.**

5.2.1 **Eligible Expenses.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A (“Definition of Eligible Expenses”) 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.

5.2.2 **Advanced Payments.** Grantee may be allowed advance payment of Grant Funds on the limited terms specified in Appendix B (“Definition of Grant Plan and Budget”). Each request for an advance payment is subject to written approval by City. Grant advances will undergo periodic reconciliation and monitoring. Grantee is required to submit receipts and proof of payment demonstrating the utilization of advance funds for Eligible Expenses within <<two months>> of receiving advancement.

(a) **Use of funds.** Advanced payments may not be provided to any other entity or be used for any other purpose other than as described in the Grant Plan and Budget.

(b) **Unused funds.** All advanced funds that are not used in their entirety by the end of the grant term or by the end of the fiscal year, whichever is earlier, must be returned to City promptly.

(c) **Default.** If Grantee does not submit receipts or proof of payment, or other documentation demonstrating the use of advance funds for Eligible Expenses, such occurrence will be considered an Event of Default, and City may seek any remedies in Section 11.2.

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

5.3.1 Grantee shall timely submit to the Department for approval, in the manner specified for notices pursuant to Article 15 (“Notices and Other Communications”), a document (a “Funding Request”) substantially in the form attached as Appendix C (“Form of Funding Request”). All items listed in the Funding Request must be Eligible Expenses. All Funding Requests shall be submitted no later than [30] days after the end of each [month], except for the last Funding Request of the fiscal year which must be submitted within <<15>> days before the end of July. 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.

5.3.2 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.

#### 5.4 State or Federal Funds.

5.4.1 **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.

5.4.2 **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to City. As part of the terms of receiving the funds, 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 F, (“State/Federal Funding Terms”). If applicable, Grantee shall insert such Federal or State Grant terms into each subcontract it may have with subcontractors or subgrantees. Grantee is responsible for compliance with the terms of the Federal or State Grant terms by any of its subcontractor or subgrantee.

*<INSTRUCTIONS> Prevailing Wage: Prevailing Wage requirements are rare in grants. If grant funds will be used to maintain or repair City property or facilities, including any upkeep, fixing, or cleaning, Prevailing Wage may apply. Review the [Prevailing Wage Requirements and Applicability Guidance](#) to determine applicability. If you think Prevailing Wage may apply to this grant, contact your Deputy City Attorney to discuss; your DCA will assist in drafting inclusion of Prevailing Wage requirements for subsection 5.5 below, or determine that the scope of work may not be appropriate for a grant agreement.*

#### 5.5 Reserved (Payment of Prevailing Wages).

## **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.

6.1.1 **Annual Economic Statement.** If Grantee is a nonprofit organization that receives a cumulative total of at least \$1,000,000 annually from or through City, to provide direct services to the public, Grantee shall file with City Administrator or otherwise make publicly available in a manner authorized by the City Administrator, an annual economic statement that complies with San Francisco Administrative Code Section 10.1.

6.1.2 **Nonprofit Monitoring.** If Grantee is a nonprofit organization that receives a total of at least \$1,000,000 in funding from City in a fiscal year, Grantee must submit an audited balance sheet and related statement of income and cash flows for that fiscal year certified by an independent accounting firm within six months after the end of the fiscal year in compliance with San Francisco Administrative Code Section 10.6-1.

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 its legal status described in Section 8.1 (“Organization; Authorization”).

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, and instruct subcontractors and subgrantees to establish and maintain as appropriate, 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, and instruct subcontractors and subgrantees to establish and maintain as appropriate, 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, and instruct subcontractors and subgrantees to establish and maintain as appropriate, 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 files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5 (“Books and Records”). Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make copies 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 only submit a Funding Request to City upon a good faith and honest determination that the funds sought are for Eligible Expenses, and shall only use Grant Funds for payment of Eligible Expenses. Any Grantee who submits a False Claim as defined under Administrative Code Section 21.G.7(f) shall be liable to City for three times the higher of (A) the amount of damages that City sustains due to the False Claim, or (B) the amount of the False Claim. Any such Grantee shall also be liable to City for all costs, including attorneys’ fees, of a civil action brought to recover any penalties or damages, and may be liable to City for a civil penalty of up to \$10,000 for each False Claim.

**6.8 Grantee’s Board of Directors.** If Grantee is a nonprofit, it 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. Grantee’s board of directors shall exercise such oversight responsibility over 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, 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:

7.2.1 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.

7.2.2 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.

7.2.3 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 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 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

8.1 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: **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 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.

8.1 **Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15.1 ("Requirements"). All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.2 **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.

### 8.3 Conflict of Interest.

8.3.1 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 City if it becomes aware of any such fact during the term of this Agreement.

8.3.2 Only one member of an immediate family may serve as an officer, director or employee with Grantee's organization without City's prior written consent. Additional family members may be affiliated with Grantee with 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).

8.4 **No Other Agreements with City.** Except as expressly itemized in Appendix D ("Grantee's Interests in Other City Contracts"), 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. Grantee shall promptly notify City of Grantee's interest in any other City contracts arising after execution of this Agreement that are substantially related to the services funded under the Grant Plan. Grantee shall not accept payment from any other City source for the work defined in the Grant Plan.

8.5 **Subcontracts.** Except as may be permitted under Section 13.3 ("Subcontracting"), 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.

8.6 **Eligibility to Receive Funds.** Grantee is not currently suspended, debarred, or otherwise excluded from entering into an Agreement with City pursuant to San Francisco Administrative Code Chapter 28. Grantee will not enter into any contract or subcontract, including but not limited to leases or grants with any entity or individual that has been suspended or debarred as defined in Chapter 28.

8.6.1 **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.

8.7 **Good Standing.** If applicable, 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 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 (“Taxes”); 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 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 (“Indemnification”): (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 TOTAL 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 ("Indemnification and General Liability"), Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

10.2 Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.

10.1.2 Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.

10.2.1 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.

10.2.2 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.

<INSTRUCTIONS> If professionals are used as part of the grant agreement, professional liability will be required. Insert the following Section 10.1.4 as appropriate.

10.1.4 Professional liability insurance for negligent acts, errors or omission with respect to professional or technical services, including coverage for fiscal sponsor services if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim.

10.2.3 Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim, from claims arising out of the alleged or actual wrongful acts, errors or omissions, misstatements, neglect, or breach of fiduciary duty of its directors and officers while acting in their capacities as such for the Grantor and/or Fiscal Sponsor of Grantor. If coverage is

written on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement.

10.2.4 **Cyber and Privacy Liability Insurance** with limits of not less than \$1,000,000 per claim. Such insurance shall include coverage for liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, protected health information or other personally identifying information, stored or transmitted in electronic form.

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

10.3.1 Name as additional insured City and County of San Francisco, its officers, agents and employees.

10.3.2 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.

10.4 **Additional Requirements for All Policies.** All policies shall 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.

10.5 **Required Post-Expiration Coverage.** If 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.

10.6 **General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** If 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.

10.7 **Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance including evidence of additional insured endorsements, from 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. *[Use the following sentence if Grantee is a Fiscal Sponsor, otherwise omit:]* If Grantee is providing fiscal sponsorship services in connection with this Agreement, Grantee shall provide evidence that the activities of the sponsored project or subgrantee are covered by the applicable policies. Grantee shall provide complete copies of all policies promptly upon City's request.

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

10.9 **Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this Agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall include City and County of San Francisco, its officers, agents, and employees and the Grantee, and/or Fiscal Sponsor as additional insureds.

10.10 **Worker's Compensation.** The Workers' Compensation policy(ies) shall provide a waiver of subrogation in favor of City for all work performed by the Grantee, its employees, agents and subcontractors.

## 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:

11.1.1 **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.

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

11.1.3 **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 ("Representations and Warranties") or 16 ("Compliance").

11.1.4 **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.

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

11.1.6 **Voluntary Insolvency.** Grantee (a) is generally not paying its debts as they become due, (b) 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, (c) makes an assignment for the benefit of its creditors, (d) 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 (e) takes action for the purpose of any of the foregoing.

11.1.7 **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, a) 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, (b) 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 (c) 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:

**11.2.1 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 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.

**11.2.2 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 City in its sole discretion, shall be disbursed without interest.

**11.2.3 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.

**11.2.4 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:

**11.3.1** Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;

**11.3.2** Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and

**11.3.3** Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

11.3.4 In no event shall City be liable for costs incurred by Grantee or any of its subcontractors or subgrantees 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 Protection of Data and Information.**

12.1.1 **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 Confidential Information, the disclosure of which to third parties may be damaging to City or those such individuals or organizations that provided the information. Grantee agrees that all Confidential Information disclosed to Grantee under this Agreement 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 entity would use to protect its own proprietary or confidential data. At the request of City or termination or expiration of this Agreement, Grantee shall promptly return all Confidential Information given to, or collected by Grantee, and/or destroy such data in any form or medium in which Grantee stores the data. *<INSTRUCTIONS> Use the following sentence if it's appropriate to include Appendix G or additional requirements, otherwise omit: In addition to the terms included in this section, Grantee will take further steps to protect the Confidential Information obtained through this Agreement, as stated in Appendix G.*

12.1.2 **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, City may terminate the Agreement, bring a false claim action against the Grantee pursuant to Chapter 21G of the Administrative Code, or debar the Grantee.

12.2 **Sunshine Ordinance.** Grantee acknowledges that this Agreement and all City records related to its formation, Grantee's performance of the Grant Plan, and City's payment hereunder are subject to the California Public Records Act, (California Government Code §7920.000 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under federal, state or local law.

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 Assignment 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 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 (“Permitted Subgrantees”) lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract to those listed subgrantees on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees, Grantee shall have no rights under this Section. After execution of this Agreement, if Grantee identifies a need to enter into a subgrant to accomplish the Grant Plan, Grantee must obtain advanced written approval from City.

**13.3.1 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 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.

**13.3.2 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 (“Inspection and Audit”).

Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**14.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all 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.**

**14.3.1** 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.

**14.3.2** 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).

**14.3.3** A determination of employment status pursuant to either Section 14.3.1 or Section 14.3.2 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: <<INSERT NAME OF DEPARTMENT>>  
<<INSERT ADDRESS>>  
San Francisco, CA <<INSERT ZIP CODE>>  
Attn: <<INSERT CONTACT NAME>>  
Date: \_\_\_\_\_

If to Grantee: <<INSERT NAME OF GRANTEE>>  
<<INSERT ADDRESS>>  
San Francisco, CA <<INSERT ZIP CODE>>  
Attn: <<INSERT CONTACT NAME>>  
Facsimile No. <<INSERT FAX NO. IF FAX NOTICES  
DESIRED>>  
Date: \_\_\_\_\_

Any notice of default or data or security breach must be sent by certified mail or other trackable written communication, and also by e-mail, with the sender using the receipt notice feature. Either party may change the address to which notice is to be sent by giving written notice thereof to the other party at least (10) days prior to the effective date of such change. If email notification is used, the sender must specify a receipt notice.

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 giving written notice to the other party.

## Article 16 Compliance

### 16.1 Governmental Conduct Related Contractual Obligations.

16.1.1 **Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12G, no funds appropriated by City 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 (a) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (b) 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 City or its designee to ensure compliance with this section. In the event Grantee violates the provisions of this section, City may, in addition to any other rights or remedies available hereunder, (a) terminate this Agreement and any other agreements between Grantee and City, (b) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (c) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.1.2 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of 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 (a) 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, (b) a candidate for that City elective office, or (c) 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 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 City department with whom it is contracting.

## **16.2 Employment Related Contractual Obligations.**

**16.2.1 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 <https://www.sf.gov/departments--office-labor-standards-enforcement>. 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.

**16.2.2 Health Care Accountability Ordinance.** Labor and Employment Code Article 121 applies to this Agreement. Grantee shall comply with the requirements of Article 121. For each Covered Employee, as defined in Article 121, Grantee shall provide the appropriate health benefit set forth in Article 121.3 of the HCAO. If Grantee chooses to offer

the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of Article 121, as well as the Health Commission's minimum standards, is available on the web <https://www.sf.gov/departments--office-labor-standards-enforcement>. Grantee is subject to the enforcement and penalty provisions in Article 121. Any subcontract entered into by Grantee shall require any subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section.

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

**16.2.4 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, Grantee 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 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. 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.

**16.2.5 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.

**16.2.6 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 Environmental Related Contractual Obligations.

#### 16.3.1 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.

#### 16.3.2 Wood Products.

(a) **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.

(b) **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.

**16.3.3 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all 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.

**16.3.4 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.

**16.4 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$1,000,000 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 City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.5 Compliance with Laws Requiring Access for People with Disabilities.**

**16.5.1** Grantee acknowledges that, pursuant to the Americans with Disabilities Act (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 people with disabilities. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and all other applicable federal, state and local disability rights legislation. Grantee shall not discriminate against people with disabilities in connection with all or any portion of the Grant Plan and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

**16.5.2 Web and Mobile Content Accessibility.** Grantee shall adhere to the requirements of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. Sec. 1201 et seq.), including the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, as specified in the Department of Justice's Title II Rule on the accessibility of web content and mobile applications (28 C.F.R. Part 35) *[if required by a federal funding agency, add the following: , Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and the applicable Revised Section 508 Standards published by the U.S. Access Board <https://www.access-board.gov/ict/>, as amended from time to time]*. Grantee shall ensure that all information content and technology required by this Agreement that is posted on a public website or available through a mobile application fully conforms to 28 C.F.R. Part 35 *[and the applicable Revised 508 Standard]*.

16.6 **Compliance with Other Laws.** 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.

## 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 **Reserved.**

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 and Budget
- Appendix C, Form of Funding Request
- Appendix D, Grantee’s Interests in Other City Contracts
- Appendix E, Permitted Subgrantees
- Appendix F, Fiscal Sponsorship Agreement

**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.

**17.7 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.

**17.8 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.

**17.9 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:

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

**17.10 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.

17.11 **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.

17.12 **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.

17.13 **Acquisition and Disposition of Nonexpendable Property.** At the termination or expiration of the Agreement, City reserves the right to take title and possession of any nonexpendable property that is acquired by Grantee using funds provided under this Agreement, which costs more than \$1,000.00 (one thousand dollars) and has a useful life that exceeds one year. Grantee has the right to use and possess such property during the term of the Agreement, and shall be solely responsible for the use and maintenance of such property and for any liability associated with the property that arises or relates to any act or omission occurring at any point prior to Grantee's delivery of the property to City. Grantee may not alienate, transfer, or encumber such property without City's prior written consent. At City's election, City may reallocate such property to other third parties upon the termination or expiration of the 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 they have 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** \_\_\_\_\_ **GRANTEE:** \_\_\_\_\_

INSERT CITY DEPARTMENT OR COMMISSION  
IN ALL CAPS

INSERT NAME OF GRANTEE IN ALL CAPS>>

By: \_\_\_\_\_

By: \_\_\_\_\_

INSERT NAME OF SIGNATOR  
INSERT TITLE

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved as to Form:**

Federal Tax ID#: \_\_\_\_\_

David Chiu  
City Attorney

City Supplier Number: \_\_\_\_\_

By: \_\_\_\_\_

[Name of Deputy City Attorney]  
Deputy City Attorney

Date: \_\_\_\_\_ →

In the footer, the page number should match the "of" number, such as "39 of 39."

## 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.

### 1. All Eligible Expenses must be:

paid by Grantee prior to the submission of the applicable Funding Request (no advances of Grant Funds shall be made); [or, if advances are permitted: incurred and paid by Grantee no more than <<30 days>> after the disbursement of Grant Funds pursuant to the Funding Request];

- a. direct out-of-pocket expenses incurred by Grantee or its officers, directors and employees;
- b. reasonable, necessary, and directly aligned with the stated purpose of the contract or grant. Any costs deemed excessive, inconsistent with the contract’s objectives, or not representing a prudent use of public funds will be considered ineligible. Any shared costs must be allocated appropriately across program and administrative cost centers using a consistent and reasonable methodology to be deemed eligible.
- c. within the scope of the applicable Budget line item; and
- d. directly related to activities performed within the physical boundaries of the City and County of San Francisco, or directly benefiting City residents, unless otherwise specified in the Grant Plan.

### 2. Eligible Expenses may include:

- a. Grantee employees’ salaries and wages only for work performed under the Grant Plan, including fringe benefit costs and paid leave costs, appropriately allocated to the grant;
- b. Grantee’s allocated rent or related occupancy costs associated with building space, rental/lease of space used to run the program, and rent for main space and auxiliary space (such as performance or meeting halls or studios), that are necessary to perform work under the Grant Plan including allocated costs associated with facility upkeep, insurance, maintenance and/or janitorial services;
- c. appropriately allocated share of utilities related to work in the Grant Plan, such as gas, electricity, water, internet and telephone charges;
- d. materials, supplies and equipment such as computers, IT system, furniture, printers and/or photocopiers used in the operation of the program, consistent with the type of services provided by the program and related to and appropriately allocated to the Grant Plan;
- e. eligible expenses incurred by authorized subgrantees, or agents on behalf of the Grantee, when use of subgrantee has been approved in the Grant Plan or otherwise authorized;
- f. other program expenses as stated in the Grant Plan; and
- g. appropriately allocated and allowable indirect cost.

**3. Eligible Expenses shall specifically exclude:**

- a. transportation and travel costs necessary for the operation of the program and consistent with the type of services provided by the program and related to the Grant Plan;
- b. personal or business-related costs or expenses related to meals, catering, transportation, lodging, fundraising, educational activities, or political activities as referenced in Section 16.11;
- c. entertainment costs for staff, including social activities, events or field trips that only benefit staff, staff celebrations, and food or meals for staff only;
- d. any costs or expenses which are prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds, including << include list of any specific costs restricted by funder >>;
- e. parking/moving violation fines, penalties, late charges or interest on any late payments, credit card fees, bad debts including losses and related collection and legal costs;
- f. mortgage principal, mortgage interest attributable to fully depreciated assets, facilities or occupancy costs such as property taxes, loans against own property, and security deposits;
- g. taxes or other amounts withheld from wages or salaries which have not actually been paid by Grantee during the term of this Agreement or which relate to periods before or after the term of this Agreement;
- h. bottled water, sugar-sweetened beverages, alcoholic beverages, and tobacco products;
- i. bonuses or incentives offered to staff, paid sabbaticals for staff, severance payments to former staff, lump sum payouts of unused vacation or compensatory time;
- j. expenses not approved in the project budget, or expenses incurred outside the active dates of the Agreement; or
- k. unreasonable costs deemed excessive or not necessary for program objectives.

## Appendix B - Definition of Grant Plan and Budget

1. The term “Grant Plan” shall mean:

*The term “Grant Plan” shall mean Grantee shall utilize this General Operating Support grant to develop arts and culture programming to benefit San Francisco’s community and economy. If the Grantee is not able to adhere to the [GRANT TYPE] programming as originally proposed, the Grantee agrees to notify Grants for the Arts promptly if the Grantee plans to modify the programming due to unforeseen disruptions. Grant funds will not be released until Grants for the Arts reviews and approves any modified Grant Plan.*

SAMPLE

## Appendix C - Form of Funding Request

**<INSTRUCTIONS>** THE FOLLOWING IS AN EXAMPLE ONLY. IF YOU USE IT, BE SURE TO ADAPT IT AS NECESSARY TO FIT YOUR REQUIREMENTS FOR FUNDING. IF YOU HAVE DEVELOPED YOUR OWN FORMAT FOR FUNDING REQUESTS (e.g., letter, special invoice, certification), ATTACH IT INSTEAD.

### FUNDING REQUEST

[Date: Month, Day, Year] \_\_\_\_\_

<<INSERT NAME OF DEPARTMENT>>  
<<INSERT ADDRESS OF DEPARTMENT>>  
San Francisco, CA <<INSERT ZIP CODE>>  
Date: \_\_\_\_\_

Re: Grant No. <<INSERT YOUR REFERENCE NO.>>

Pursuant to Section 5.3 (“Disbursement Procedures”) of the Grant Agreement (the “Grant Agreement”) dated as of <<INSERT DATE>>, between the undersigned (“Grantee”) and the City and County of San Francisco (all capitalized terms defined in the Grant Agreement shall have the same meaning when used herein), Grantee hereby requests a disbursement of Grant Funds as follows:

Total Amount Requested in this Request: \$ \_\_\_\_\_  
Maximum Amount of Grant Funds Specified in Section 5.1 of the Grant Agreement: \$ \_\_\_\_\_  
Total of All Grant Funds Disbursed Prior to this Request: \$ \_\_\_\_\_

**Grantee certifies that:**

- a. The total amount of Grant Funds requested pursuant to this Funding Request will be used to pay Eligible Expenses, which Eligible Expenses are set forth on the attached

Schedule 1, to which is attached true and correct copies of all required documentation of such Eligible Expenses.

- b. After giving effect to the disbursement requested pursuant to this Funding Request, the Grant Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 5.1 (“Maximum Amount of Grant Funds”).
- c. The representations and warranties made in the Agreement are true and correct in all material respects as if made on the date hereof;
- d. No Event of Default has occurred and is continuing;
- e. The undersigned is an officer of Grantee authorized to execute this Funding Request on behalf of Grantee; and
- f. The requested disbursement has not been previously reimbursed from any source, and will not be requested from any other source in the future; and
- g. By submitting invoices for work performed by subcontractors or subgrantees as specified under the Agreement, the underlying work has been completed satisfactorily by such subcontractors or subgrantees, and such amounts Grantee is submitting for reimbursement has already been paid to the subcontractors or subgrantees.

SAMPLE

## SCHEDULE 1 TO REQUEST FOR FUNDING

The following is an itemized list of Eligible Expenses for which Grant Funds are requested:

Payee	Amount	Description
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The following are attached as part of this Schedule 1:

*<INSTRUCTIONS> THE TERMS BELOW ARE CITYWIDE GUIDANCE ON SUPPORTING DOCUMENTATION. IF YOUR DEPARTMENT HAS A PRE-APPROVED DEPARTMENTAL/PROGRAM-SPECIFIC POLICY, REPLACE THE LANGUAGE BELOW, AND INSERT THE TERMS FROM YOUR DEPARTMENT POLICY ON SUPPORTING DOCUMENTATION HERE. GENERIC REFERENCES TO SUCH POLICIES ARE NOT PERMITTED; THE SPECIFIC TERMS INCLUDING THE FOLLOWING MUST BE REPRODUCED IN THIS SECTION:*

- a. The required supporting documentation.
  - 1. Cost Reimbursement contracts: Refer to table below.
  - 2. Deliverable Based contracts: Replace table below with deadlines, milestones, completion schedules, and/or calculation of total charges.
- b. Documentation submission frequency.
- c. If applicable, threshold and/or Grantee risk level for documentation submission requirements.

FOR MORE INFORMATION, REACH OUT TO YOUR FISCAL/ACCOUNTING TEAM.

Supporting documentation below is required to be submitted with each Funding Request:

Expense	Required Documentation
Capital and Mortgage	<ul style="list-style-type: none"> <li>Invoice/receipt and proof of payment<sup>1</sup></li> </ul>
Capital Assets	<ul style="list-style-type: none"> <li>Invoice/receipt and proof of payment for original purchase cost and any improvements</li> <li>Depreciation schedule (upon request)</li> </ul>

<sup>1</sup> Examples of proof of payment include check images (front/back), bank statements, credit card statements, or payroll records. Documents must show payee, amount, and dates.

Equipment (Rent)	<ul style="list-style-type: none"> <li>• Equipment Lease Agreement (upon request)</li> <li>• Proof of payment</li> <li>• Monthly invoices clearly stating the rate, service unit, and service period (if available)</li> </ul>
Events and Food	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> <li>• Proof of attendance (e.g. sign-in sheets or invitation log) (if applicable)</li> </ul>
Fringe Benefits	<ul style="list-style-type: none"> <li>• Payroll records reflecting benefits, such as timesheets and/or payroll registers</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> <li>• Documentation of participant eligibility in relevant program</li> <li>• Acknowledgment of receipt of incentive (if applicable)</li> <li>• Gift Cards: Refer to CON P&amp;P</li> </ul>
Insurance	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>
Licenses and Certifications	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>
Materials & Supplies	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>
Miscellaneous Expense	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>
Rent	<ul style="list-style-type: none"> <li>• Lease (upon request)</li> <li>• Proof of payment</li> <li>• Monthly invoices clearly stating the address, rate, and month (if available)</li> </ul>
Salaries/Payroll	<ul style="list-style-type: none"> <li>• Payroll records, such as timesheets and/or payroll registers</li> </ul>
Stipends	<ul style="list-style-type: none"> <li>• Signed acknowledgment of receipt of stipend by participant and/or cancelled check. Records should match a corresponding timesheet or other signed record of reason and calculation for stipend.</li> </ul>
Subcontractors	<ul style="list-style-type: none"> <li>• Invoice detailing the work performed, hours worked, and rate is required and must include proof of payment</li> <li>• Signed contract or MOU containing rate and scope of services (upon request)</li> <li>• Proof of insurance coverage (upon request)</li> </ul>
Telecommunications	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>
Training	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment;</li> <li>• Documentation from training company indicating attendees, description, and cost</li> </ul>
Transportation/Travel	<ul style="list-style-type: none"> <li>• Invoice/receipt and proof of payment</li> </ul>

	<ul style="list-style-type: none"><li>• Mileage logs, receipts of loaded cards (e.g.. Clipper/BART), etc.</li></ul>
Utilities	<ul style="list-style-type: none"><li>• Invoice/receipt and proof of payment</li></ul>

SAMPLE

**Appendix D - Grantee's Interests In Other City Contracts**

Grantee is either a party to a contract, or is a subcontractor/subgrantee, or otherwise receives funding from City, in the following City contracts.

City Department or Commission	Date of Contract	Amount of Contract	Contract Number/ID	Contract Title/Description

SAMPLE

## Appendix E - Permitted Subgrantees

*<INSTRUCTIONS> SPECIFY EACH PERMITTED SUBGRANTEE. IF SUBCONTRACTING OR DELEGATION OF DUTIES IS NOT PERMITTED SPECIFY "None."*

SAMPLE

## Appendix F – Fiscal Sponsorship Agreement

<INSTRUCTIONS> Applicable only if Grantee is a Fiscal Sponsor. Include a copy of the fiscal sponsorship agreement between the Grantee and the sponsored project/entity.

SAMPLE