

File No. 190070

Committee Item No. 15
Board Item No. 16

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date February 13, 2019

Board of Supervisors Meeting

Date February 21, 2019

Cmte Board

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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Completed by: Linda Wong Date February 8, 2019
 Completed by: Linda Wong Date February 20, 2019

1 [Grant Agreement Amendment - San Francisco Marin Food Bank - Food Assistance Program
2 - Not to Exceed \$11,338,162]

3 **Resolution approving Amendment No. 2, authorizing the Executive Director of the**
4 **Human Services Agency to execute an amendment to the Grant Agreement between**
5 **the City and County of San Francisco, by and through its Human Services Agency, and**
6 **the non-profit San Francisco Marin Food Bank, to provide the Food Assistance**
7 **Program to older adults and adults with disabilities for the total agreement term of July**
8 **1, 2017, to June 30, 2022, by increasing the agreement amount to \$1,225,831 with a**
9 **contingent amount of \$858,058 for a total not to exceed amount of \$11,338,162.**

10
11 WHEREAS, The Human Services Agency (HSA) administers the Food Assistance
12 Program to increase availability and accessibility of surplus produce and other food products
13 to eligible residents in underserved areas within the City and County of San Francisco; and

14 WHEREAS, San Francisco Marin Food Bank will assist program participants in
15 maintaining their independence, quality of life, self-sufficiency and developing a sense of self-
16 esteem and self-reliance; and

17 WHEREAS, San Francisco Marin Food Bank supplements the food budgets for eligible
18 low-income residents and nutritional value of their food intake; and

19 WHEREAS, San Francisco Marin Food Bank provides volunteer employment
20 opportunities for older individuals to gain an increased sense of purpose and satisfaction
21 through helping others; and

22 WHEREAS, San Francisco Marin Food Bank will provide 1,296,036 total Home
23 Delivered Grocery Bags and/or Pantry Bags during the grant term; and

24 WHEREAS, San Francisco Marin Food Bank is a sole source provider of food
25 assistance programs in the San Francisco Bay Area; and

1 WHEREAS, San Francisco Marin Food Bank entered into a grant agreement with the
2 City and County of San Francisco on July 1, 2017, in the not to exceed amount of \$5,154,298;
3 and

4 WHEREAS, San Francisco Marin Food entered into a grant agreement, Amendment
5 No. 1, with the City and County of San Francisco on December 6, 2017, to expand the Food
6 Assistance Program for a revised not to exceed amount of \$9,254,273; and

7 WHEREAS, The City and County of San Francisco, by and through its Human Services
8 Agency, has one option to extend the grant for one additional year through June 30, 2023,
9 and to continue the Food Assistance Program, subject to the performance of San Francisco
10 Marin Food Bank and availability of; and

11 WHEREAS, The City and County of San Francisco, by and through its Human Services
12 Agency desires to increase the grant by \$1,225,831 with a contingent amount of \$858,058 for
13 a total not to exceed amount of \$11,338,162; and

14 WHEREAS Charter, Section 9.118(b), provides that agreements entered into by a
15 department requiring expenditures exceeding \$10,000,000 shall be subject to approval by the
16 Board of Supervisors; and

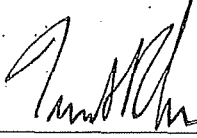
17 WHEREAS, The City and County of San Francisco, by and through its Human Services
18 Agency, wishes to continue providing the Food Assistance Program services to older adults
19 and adults with disabilities within the City and County of San Francisco; now, therefore, be it

20 RESOLVED, That the Board of Supervisors hereby authorizes the amendment to the
21 grant agreement, Amendment No. 2, between the City and County of San Francisco and San
22 Francisco Marin Food Bank to provide Food Assistance Program services to older adults and
23 adults with disabilities during the period of July 1, 2017, to June 30, 2022, for a total not to
24 exceed amount of \$11,338,162; and, be it
25

1 FURTHER RESOLVED, That within 30 days of the Agreement being fully executed by
2 all parties, the Human Services Agency shall provide a copy to the Clerk of the Board for
3 inclusion into the official file.

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1 APPROVED:

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4 Human Services Agency
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Item 15 File 19-0070	Department: Human Services Agency (HSA)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> • The proposed resolution would approve Amendment No. 2 to the grant agreement with San Francisco Marin Food Bank, increasing the grant by \$2,273,841 to \$11,528,114, which includes the base grant amount of \$10,480,010 and the 10 percent contingency of \$1,048,010. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> • In July 2017, the San Francisco Human Services Agency (HSA) entered into a grant agreement with San Francisco Marin Food Bank, for a term of five years through June 2022, with a one-year option to extend, in an amount not to exceed \$5,154,298. San Francisco Marin Food Bank was awarded the grant through a sole-source waiver because it is the only food bank serving San Francisco and is uniquely able to collect and distribute food at the volume and rate required by HSA's nutrition programs. • Under the grant agreement, San Francisco Marin Food Bank operates the Food Assistance Program, which increases availability and accessibility of surplus produce and other food products to low-income seniors and adults with disabilities. The original grant agreement provided for the San Francisco Marin Food Bank to supply 114,286 bags of food to 2,408 unduplicated clients each year. • The grant agreement was modified in December 2017, increasing the grant amount to \$9,254,273, and increasing the number of clients from 2,408 to 4,948, and increased the number of bags of food from 114,286 to 216,267 per year. • Amendment No. 2 increases the grant to \$11,528,114, and increases the number of unduplicated clients to 6,490 per year and the number of bags of food to 271,527 per year. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> • Total actual and projected grant expenditures through FY 2021-22 are \$11,338,162. Therefore, the proposed resolution should be amended to reduce the grant not-to-exceed amount by \$189,952, from \$11,528,114 to \$11,338,162. <p style="text-align: center;">Recommendations</p> <ul style="list-style-type: none"> • Amend the proposed resolution to reduce the grant not-to-exceed amount by \$189,952, from \$11,528,114 to \$11,338,162. • Approve the proposed resolution as amended. 	

MANDATE STATEMENT

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

BACKGROUND

In July 2017, the San Francisco Human Services Agency (HSA) entered into a grant agreement with San Francisco Marin Food Bank, for a term of five years through June 2022, with a one-year option to extend, in an amount not to exceed \$5,154,298, including the base grant amount of \$4,685,725 and a 10 percent contingency of \$468,573. Under the grant agreement, San Francisco Marin Food Bank operates the Food Assistance Program, which increases availability and accessibility of surplus produce and other food products to low-income seniors and adults with disabilities. The grant agreement provided for the San Francisco Marin Food Bank to supply 114,286 bags of food to 2,408 unduplicated clients each year.

According to Ms. Annyse Acevedo, HSA Senior Administrative Analyst, San Francisco Marin Food Bank was awarded the grant through a sole-source waiver because it is the only food bank serving San Francisco and is uniquely able to collect and distribute food at the volume and rate required by HSA's nutrition programs.

In December 2017, HSA executed Amendment No. 1 to the grant agreement with San Francisco Marin Food Bank, increasing the grant by \$4,099,975 to \$9,254,273, which included the base grant amount of \$8,412,975, with a 10 percent contingency of \$841,298. The grant agreement term remained from July 2017 through June 2022. According to Ms. Acevedo, the Board of Supervisors added funds to the HSA budget in FY 2017-18 to increase the grant. Amendment No. 1 added 2,540 unduplicated clients annually, increasing the number of clients from 2,408 to 4,948, and increased the number of bags of food from 114,286 to 216,267 per year.

In the FY 2018-19 budget, the Board of Supervisors added funds to the HSA budget to further expand the Food Assistance Program, as recommended by the Food Security Task Force, due to waitlists and unmet needs.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve Amendment No. 2 to the grant agreement with San Francisco Marin Food Bank, increasing the grant by \$2,273,841 to \$11,528,114, which includes the base grant amount of \$10,480,010 and the 10 percent contingency of \$1,048,010. The grant amendment would allow the Food Assistance Program to increase the number of (a) bags of food by 55,260 from 216,267 to 271,527 per year, and (b) unduplicated clients by 1,542, from 4,948 to 6,490 per year.

FISCAL IMPACT

The proposed resolution would increase the amount of the grant by \$2,273,841, from \$9,254,273 to \$11,528,114, which includes the base grant of \$10,480,104 as well as a 10 percent contingency of \$1,048,010. According to Ms. Acevedo, the 10 percent contingency is required by HSA Commission policy, to ensure continuity of services if costs or service demand increases. The grant agreement budget is shown in Table 1 below.

Table 1: Proposed Spending Budget for Food Assistance Grant

Expense	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	Total
Salaries and Benefits	\$490,343	\$716,752	\$724,760	\$724,760	\$724,760	\$3,381,375
Operating Expenses	1,004,349	1,159,503	1,175,456	1,175,456	1,175,456	5,690,220
Indirect Costs	195,332	248,403	251,758	251,758	251,758	1,199,009
Capital	209,500	-	-	-	-	209,500
Subtotal	\$1,899,524	\$2,124,658	2,151,974	2,151,974	2,151,974	10,480,104
Contingency (10%)	189,952	212,466	215,197	215,197	215,197	1,048,010
Total	\$2,089,476	\$2,337,124	\$2,367,171	\$2,367,171	\$2,367,171	\$11,528,114

Total actual and projected grant expenditures through FY 2021-22 are \$11,338,162, as shown in Table 2 below. Therefore, the proposed resolution should be amended to reduce the grant not-to-exceed amount by \$189,952, from \$11,528,114 to \$11,338,162.

Table 2: Actual and Project for Food Assistance Grant

<u>Actual Expenditures</u>	
FY 2017-18	\$1,899,524
<u>Projected Expenditures</u>	
FY 2018-19	2,124,658
FY 2019-20	2,151,974
FY 2020-21	2,151,974
FY 2021-22	<u>2,151,974</u>
Projected Expenditures	8,580,580
10 Percent Contingency	<u>858,058</u>
Total	\$11,338,162

According to Ms. Acevedo, HSA expended the full budget (excluding the contingency) in FY 2017-18 and is currently on track to do so again in FY 2018-19. Sufficient funding for the grant is available in the HSA FY 2018-19 budget.

RECOMMENDATIONS

1. Amend the proposed resolution to reduce the grant not-to-exceed amount by \$189,952, from \$11,528,114 to \$11,338,162.
2. Approve the proposed resolution as amended.

CITY AND COUNTY OF SAN FRANCISCO

SECOND AMENDMENT

**TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND
SAN FRANCISCO MARIN FOOD BANK**

THIS AMENDMENT (this "Amendment") is made as of **December 1, 2018**, in San Francisco, California, by and between **San Francisco Marin Food Bank, 900 Pennsylvania Ave, San Francisco CA 94107**, hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the contract amount to expand the Food Assistance Program** and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2017** between Grantee and City.

First amendment, dated December 6, 2017.

b. **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

- (a) Article 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed Eight Million Four Hundred Twelve Thousand Nine Hundred Seventy Five Dollars (\$8,412,975) for the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Eight Hundred Forty One Thousand Two Hundred Ninety Eight Dollars (\$841,298) for the period from July 1 2021 to June 30, 2022 (Y5), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Nine Million Two Hundred Fifty Four Thousand Two Hundred Seventy Three Dollars (\$9,254,273) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5).

Such section is hereby replaced in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed Ten Million, Four Hundred Eighty Thousand, One Hundred Four Dollars (\$10,480,104) for the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to One Million, Forty Eight Thousand, Ten Dollars (\$1,048,010) for the period from July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Eleven Million, Five Hundred Twenty Eight Thousand, One Hundred Fourteen Dollars (\$11,528,114) for the period from July 1, 2017 to June 30, 2022.

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

- (b) **Appendix A-1.** Appendix A-1, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety by Appendix A-2, Services to be Provided.

- (c) **Appendix B-1.** Appendix B-1, Calculation of Charges, of the Agreement displays the original total amount of **\$8,412,975**.

Such section is hereby replaced in its entirety by Appendix B-2, Calculation of Charges, which displays the budget as herein modified.

- (d) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

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-2, Services to be Provided
Appendix B-2, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

Recommended by:

SAN FRANCISCO MARIN FOOD BANK

Trent Rhorer
Executive Director
Human Services Agency

Date

Paul Ash
Executive Director
900 Pennsylvania Ave
San Francisco, CA 94107
415-282-1907

Approved as to Form:

City Supplier ID number: **0000011589**
Federal Employer ID number: **94-3041517**
DUNS Number: **187431549**

By:

David Ries
Deputy City Attorney

Date

CITY AND COUNTY OF SAN FRANCISCO

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

SAN FRANCISCO MARIN FOOD BANK

THIS GRANT AGREEMENT (this "Agreement") is made this 1st day of July, 2017, in the City and County of San Francisco, State of California, by and between San Francisco Marin Food Bank, 900 Pennsylvania Ave, San Francisco CA 94107 ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City"), acting by and through the Agency (as hereinafter defined),

WITNESSETH:

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined), for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows:

Food Assistance Program; and

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

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

ARTICLE 1
DEFINITIONS

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

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

(b) "Agency" shall mean Human Services Agency or Department of Human Services

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

(d) "Budget" shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.

- (e) "Charter" shall mean the Charter of City.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (m) "Grant Plan" shall have the meaning set forth in Appendices A and B, or shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; provided, however, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.
- (n) "HRC" shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean "CMD" or the Contract Monitoring Division of the City.
- (o) "Indemnified Parties" shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.
- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Contractor" shall mean "Grantee" as certain City Contracting requirements also apply to Grants of the City of San Francisco.

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 Agency. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by.

of acceptable to, or satisfactory to the Agency. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

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

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

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

2.2 Certification of Controller; Guaranteed Maximum Costs: No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. 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 that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed 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.

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

2.4 SUPERSEDITION 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.

ARTICLE 3 TERM

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

3.2 Duration of Term. The term of this Agreement shall commence on the later of (a) July 1, 2017 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2022.

Grant term can be extended at the sole discretion of the Agency for an additional one year, subject to the performance of the contractor and the availability of funding.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

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

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

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

4.4 Publications and Work Product.

(a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether these elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

(b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for

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

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

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

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

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant funds.

The amount of the Grant Funds disbursed hereunder shall not exceed Four Million Six Hundred Eighty Five Thousand Seven Hundred Twenty Five Dollars (\$4,685,725) for the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Four Hundred Sixty Eight Thousand Five Hundred Seventy Three Dollars (\$468,573) for the period from July 1, 2021 to June 30, 2022 (Y5), may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Five Million One Hundred Fifty Four Thousand Two Hundred Ninety Eight Dollars (\$5,154,298) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5).

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200: Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

(a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency 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 Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

5.4 State or Federal Funds:

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

(b) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those

fiscal years accordance with 2 CFR Part 200 Subpart F. Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

**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 Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.

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

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

6.4 Financial Statements. 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, and in compliance with 2 CFR Part 200 Subpart F, as applicable.

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

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

6.7 Submitting False Claims; Monetary Penalties. Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

6.9 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 Article 6.

ARTICLE 7 TAXES

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

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

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

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall

report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

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

7.3. Earned Income Credit (EIC) Forms. Reserved

ARTICLE 8. REPRESENTATIONS AND WARRANTIES

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

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

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

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

8.4 Conflict of Interest.

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

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

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof).

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

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

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

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

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

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

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

ARTICLE 10 INSURANCE

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

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

(b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage, and

(c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

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

(a) Name as additional insured City and its officers, agents and employees.

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

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

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

10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs. Should any of the insurance required hereunder be provided under a form of coverage that includes a

general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

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

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

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

10.9 Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

10.10 Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

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

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

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

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

(d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when

performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

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

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

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

(h) **Failure to Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

11.2 Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

- (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
- (2) Not placing any further orders or subgrants for materials, services, equipment or other items.
- (3) Terminating all existing orders and subgrants.
- (4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.
- (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.

(6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.

(7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:

(1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.

(2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

(3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

(4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Grantee under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Grantee's final invoice; (2) any claim which City may have against Grantee in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

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

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee

hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

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

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

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

11.4 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 Private Information.

a. **Personal Information.** Contractor 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. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

b. **Protected Social Service and Personal Health Information.** Contractor, all subgrantees, and all agents and employees of Contractor and any subgrantee shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subgrantees or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

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

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

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

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

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

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

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantees or its agents or employees as fully as if they were the acts,

defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subcontractor shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

14.1 Nature of Agreement. Grantee shall be deemed at all times to be an independent grantee 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 Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

14.3 Consequences of Recharacterization.

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

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

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

Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

**ARTICLE 15
NOTICES AND OTHER COMMUNICATIONS**

15.1 Requirements. Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City: Human Services Agency
 Office of Contract Management, G- 000
 P.O. Box 7988
 San Francisco, CA 94120-7988
 Facsimile No. 415-557-5679

If to Grantee: San Francisco Marin Food Bank
 900 Pennsylvania Ave
 San Francisco, CA 94107
 Attn: Paul Ash
 Email: pash@sfnfoodbank.org

15.2 Effective Date. All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

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

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**ARTICLE 16
COMPLIANCE**

16.1 Local Business Enterprise Utilization; Liquidated Damages. Reserved.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** 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 or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Grant Agreement.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Grants and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

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

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

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

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

assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement 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.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs require that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:

- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

16.8 Requiring Minimum Compensation for Covered Employees

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as these set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the grant, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

16.9 Limitations on Contributions. Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the grant must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Contractor acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the grant; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or grant; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

16.10 First Source Hiring Program.

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the grant or property grant. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements

shall utilize the employer's existing record-keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. **Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;

(3) That the Contractor's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the Contractor to comply with the grant provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the Contractor from the first source hiring process, as determined by the FSHA during its first investigation of a Contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the Contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a Contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public,

and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the Contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a Contractor to comply with its first source referral contractual obligations.

(6) That the failure of Contractors to comply with this Chapter, except property Contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

16.11 Prohibition on Political Activity with City Funds. In accordance with S. F. Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity"). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference.

Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee

and City, (ii) prohibit Grantee from bidding on or receiving any new City grant for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

16.12 Preservative-treated Wood Containing Arsenic. Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Supervision of Minors. Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"); Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(e), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. 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 grant with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

16.14 Public Access to Meetings and Records. If the Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the 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. The 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. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

16.15 Consideration of Criminal History in Hiring and Employment Decisions.

(a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code (Chapter 12T), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at www.sfgov.org/olse/feo. A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

(c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

(e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

(f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

(g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

(h) Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.

16.16 Food Service Waste Reduction Requirements. Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.17 Sugar-Sweetened Beverage Prohibition. Contractor agrees that it will 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.

16.18 Slavery Era Disclosure. Reserved

16.19 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.

16.20 Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

16.21 Compliance with California Department on Aging. If grant is in excess of \$100,000 in California Department of Aging Funding, grantee is required to complete and submit of Standard Form LLL, "Disclosure Form to Report Lobbying", Form LLL to be found at: <http://www.adp.ca.gov/NNA/files/Documents/LX.doc>

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency 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 Agency 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 Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

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

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

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

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

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants
- Appendix E, Permitted Subgrantees

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

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

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

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

Section 6.4 Financial Statements.

Section 6.5 Books and Records.

Section 6.6	Inspection and Audit.	Article 12	Disclosure of Information and Documents
Section 6.7	Submitting False Claims; Monetary Penalties	Section 13.4	Grantee Retains Responsibility.
Section 6.8	Ownership of Results.	Section 14.3	Consequences of Recharacterization.
Article 7	Taxes	This Article 17	Miscellaneous
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

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

17.12 Dispute Resolution Procedure. The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

Step 1: The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270.

17.13 Cooperative Drafting: This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or

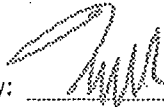
rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

17.14 Services During a City-Declared Emergency. In case of an emergency that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

CITY

HUMAN SERVICES AGENCY

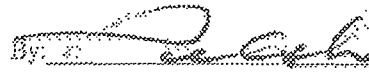
By: 
Trent Rhorer Date 8/11/17
Executive Director
Human Services Agency

GRANTEE:

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 16.3, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities; encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

SAN FRANCISCO MARIN FOOD BANK

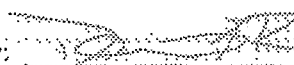
By:  Date 8.9.17

Approved as to Form:

Dennis J. Herrera
City Attorney

Print Name: Paul Ash
Title: Executive Director
Address: 900 Pennsylvania Ave
City, State ZIP: San Francisco, CA 94107
Phone: 415-282-1907

Federal Tax ID #: 94-3041517
City Vendor Number: 16322
DUNS Number : 187431549

By:  Date 8/11/17
Anne Pearson, Date
Deputy City Attorney

APPENDIX A -- SERVICES TO BE PROVIDED
SAN FRANCISCO-MARIN FOOD BANK

July 1, 2017 – June 30, 2022
Food Assistance Program

I. PURPOSE

The purpose of this grant is to:

- A. Increase availability and accessibility of surplus produce and other food products to target populations and underserved areas.
- B. Supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake.
- C. Reduce food waste by collecting and distributing surplus and unmarketable, yet edible food, and provide opportunities for sponsors and volunteers to glean through excess foodstuffs that are donated.
- D. Assist the program participants in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations.
- E. Provide volunteer opportunities for older individuals to sort and distribute food items, and gain an increased sense of purpose and satisfaction in helping others.
- F. Collaborate with and provide technical assistance to the CBOs that advocate for and provide services to low-income seniors and adults with disabilities to ensure appropriate community food assistance intervention is in place to improve the wellbeing of the individuals.

II. DEFINITION

City	City and County of San Francisco
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CBO	Community-Based Organization
DAAS	Department of Aging and Adult Services, a division of the Human Services Agency
Food Pantry Program	The San Francisco-Marin Food Bank's Food Pantry Program is a network of weekly and biweekly distributions of a mix of supplemental groceries (featuring fresh, seasonal produce) throughout San Francisco at senior centers and residential facilities for low-income older adults as well as community and faith-based organizations serving the public.
Grantee	San Francisco-Marin Food Bank (SFMFB)
GFS	Groceries for Seniors, DAAS funded CBOs to provide weekly grocery

HSA	distribution to older adults at various community sites Human Services Agency
HDG	Home Delivered Groceries
Low income	At or below 200% of Federal poverty level
OOA	Office on Aging, a division of DAAS
Senior	An individual aged 60 or above
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
SRO	Single Room Occupancy residential buildings
SRO Food Outreach	Home delivered grocery services are provided to individuals who are homebound by reason of illness, frailty, incapacitating disability, isolation, lack of support network

III. TARGET POPULATION

Low income seniors aged 60 and above and adults aged between 18 and 59 with disabilities.

IV. SERVICES TO BE PROVIDED:

- A. Grantee shall provide, at minimum, an annual number of Grocery Bags to the target population, as indicated in Table A below. Means of distribution include Home-Delivered Grocery community partners and authorized community-based food distribution centers in areas that optimally target large populations of low income individuals. The sites selected for this contract period are listed on the Site Chart as approved by DAAS-OOA.

Where space permits, the target population can be enrolled through DAAS-funded Food Assistance programs (HDG, SRO Food Outreach, etc.) or at eligible pantries (participants of the Food Bank's extensive Pantry Enrollment System and/or sites indicated on the DAAS-approved Site Chart). Pantries distribute either small- or large-size grocery bags. The smaller bag serves a 1-2 person household (estimated market value \$25-30) and the larger bag serves a 3-4 person household (estimated value \$45-50). Where possible, Grantee and/or its authorized CBO partners shall aim to match the appropriate grocery bag size to each program participant's household needs.

Table A

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	5-Yr Total
Annual Total #Unduplicated Consumers	2,408	2,408	2,408	2,408	2,408	
Small Bags/Year	70,724	70,724	70,724	70,724	70,724	353,620
Large Bags/Year	43,562	43,562	43,562	43,562	43,562	217,810
Total Bags/year	114,286	114,286	114,286	114,286	114,286	571,430

- B. The Grantee and/or its authorized CBO partners will conduct client intake and enrollment and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total number of grocery bags will be coordinated and provided to the number of individuals as indicated in Table A.
- D. The grocery bags feature fresh and seasonal produce, which include, but are not limited to: oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The grocery bags will also include protein (such as eggs, poultry, nut butter, tuna, and dried beans) and grains (such as bread, pasta, rice, and oatmeal). Other fresh, frozen, canned, and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). Additionally for the SRO-HDG program, non-perishable protein products will be used given the lack of refrigeration capacity among the participants.
- E. Grantee and its authorized CBO partners shall ensure that nutritionally balanced and culturally appropriate foods are provided to the target populations. Grantee shall develop written guidelines to clarify the grocery bag compositions for the different target population.
- F. Grantee shall provide appropriate technical assistance to partner CBOs, including training of volunteers, to ensure their maximum efficiency and effectiveness as grocery distribution centers.
- G. Grantee will outreach food suppliers to increase donations of culturally appropriate foods in its general food supply.
- H. Grantee will monitor distribution sites at least once a year and share the reports with DAAS and provide technical support no less than annually.
- I. Grantee will deliver food approximately forty-eight (48) weeks annually to DAAS authorized CBOs and pantry sites.
- J. Grantee shall communicate with participating CBOs regarding programmatic issues.
- K. Grantee shall provide quarterly nutrition educational materials to clients at the DAAS-OOA-approved distribution sites covering at least four (4) topics in food, nutrition, or health.
- L. Participating CBOs may refer participants who are not ambulatory for Home Delivered Groceries programs.
- M. In consultation with and with the final authorization of DAAS, Grantee shall recruit community-based organizations to serve as dedicated program distribution sites. DAAS and Grantee reserve the right to substitute CBO distribution sites as needed to maintain the program.
- N. Grantee and/or authorized CBO partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS-OOA in order to document the effectiveness of the program, and

share the results with partners. Grantee will provide results to DAAS-OOA by April of each year.

- O. In collaboration with CBO partners, Grantee will be responsible for collecting participant intake/enrollment information, enrolling participants in CA-GetCare, and reporting the monthly service units provided.

V. SERVICE OBJECTIVES

On an annual basis, Grantee will:

- A. Serve the number of unduplicated consumers as indicated in Table A.
- B. Provide the number of Grocery Bags annually as indicated in Table A.

VI. OUTCOME OBJECTIVES

Based on the DAAS annual consumer satisfaction survey with sample size of at least 25% of enrolled clients:

- A. At least 85% of program participants will be satisfied (rate as "Excellent or Good") with the food quality.
- B. At least 85% of the program participants are satisfied with the service provided by staff and/or volunteers.
- C. At least 75% of the program participants indicate that they feel healthier as result of participating in the program.
- D. At least 75% of clients will report that the service helps maintain their independence.

VII. REPORTING REQUIREMENTS

- A. Grantee shall provide DAAS-OOA a copy of the signed Memorandum of Understanding between their DAAS-OOA-approved distribution site and CBO partners.
- B. Grantee will provide a monthly report of activities, referencing the tasks as described in Sections V & VI - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will be responsible for enrolling participants, and reporting the monthly service units provided in CA-GetCare on a monthly basis.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Sections V & VI - Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:
 - The percentage of participants surveyed that have indicated excellent or good in rating the quality of groceries/food they received.
 - The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers.

- ❖ The percentage of participants surveyed that have indicated they feel healthier as result of participating in the program.
 - ❖ The percentage of participants will report that the service helps maintain their independence.
- E. Grantee will provide Ad Hoc reports as required by the Department.
- F. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system

For assistance with reporting requirements or submission of reports, contact:

<p>Sarah Chan Nutritionist/OOA sarah.chan@sfgov.org Department of Aging and Adult Services</p>	<p>Victoria Chan, GB.25 Contract Manager/HSA victoria.chan@sfgov.org Human Services Agency</p>
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VIII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS-OOA Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS-OOA Nutritionist will act as a liaison between DAAS and the Grantee.
- C. The DAAS-OOA Nutritionist will provide technical assistance to Grantee as needed to meet program requirements.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals.
- C. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES
BUDGET SUMMARY**

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5	Grantee's Name: SF-Marin Food Bank								
6	(Check One) New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification <input type="checkbox"/>								
7	Effective Date of Mod: No. of Mod:								
8	Grant Term: July 1, 2017 to June 30, 2022								
9	Program: DAAS Food Assistance Program	Food Assistance: Small bags	Food Assistance: Large bags	Food Assistance: Combined	Food Assistance: Combined	Food Assistance: Combined	Food Assistance: Combined	FY04	
10	Annual Budget of Food Contracted	70,724	43,582	114,286	114,286	114,286	114,286	571,432	
11	Program Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/19 to 6/30/20	7/1/20 to 6/30/21	7/1/21 to 6/30/22	7/1/17 to 6/30/22		
12	DAAS Expenditures								
13	Salaries & Benefits	\$136,722	\$149,712	\$286,434	\$286,434	\$286,434	\$286,434	\$1,432,170	\$2.81
14	Operating Expenses	\$261,352	\$266,180	\$527,536	\$547,536	\$547,536	\$547,536	\$2,737,576	\$4.72
15	Subtotal	\$398,074	\$415,892	\$813,970	\$833,970	\$833,970	\$833,970	\$4,169,746	\$7.53
16	Inirect Percentage (max 15%)	12%	12%	12%	12%	12%	12%	12%	12%
17	Inirect Cost (line 16 * line 13)	\$49,240	\$53,928	\$103,176	\$103,176	\$103,176	\$103,176	\$516,180	\$0.96
18	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	TOTAL DAAS EXPENDITURES	\$447,324	\$469,820	\$917,146	\$937,146	\$937,146	\$937,146	\$4,685,726	\$8.49
20	Non-DAAS Expenditures								
21	Salaries & Benefits	\$169,326	\$176,653	\$345,978	\$337,978	\$337,978	\$337,978	\$1,682,890	\$2.96
22	Operating Expenses	\$3,236,360	\$3,451,019	\$6,687,379	\$4,689,379	\$4,689,379	\$4,689,379	\$23,446,895	\$41.02
23	Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
24	TOTAL Non-DAAS EXPENDITURES	\$3,405,686	\$3,627,672	\$7,033,357	\$5,027,357	\$5,027,357	\$5,027,357	\$25,129,785	\$43.97
25	TOTAL DAAS & Non-DAAS EXPENDITURES	\$6,847,007	\$7,117,355	\$14,150,503	\$14,364,502	\$14,364,502	\$14,364,502	\$71,815,511	\$124.46
26	HSA-DAAS Revenues								
27	Bags	\$401,067	\$439,105	\$840,172	\$840,172	\$840,172	\$840,172	\$4,210,680	\$7.43
28	SNDB pass-thru (17,498 bags)	\$19,967	\$21,664	\$41,631	\$41,631	\$41,631	\$41,631	\$209,156	\$0.37
29	Grants for Seniors pass-thru (36,973 bags)	\$26,243	\$28,653	\$55,202	\$55,202	\$55,202	\$55,202	\$270,010	\$0.47
30	TOTAL HSA-DAAS REVENUES	\$447,323	\$489,422	\$937,145	\$937,145	\$937,145	\$937,145	\$4,685,725	\$8.49
31	PER BAG COST, HSA-DAAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Non-DAAS Revenues								
33	Project Income								
34	Agency Cash - fundraising								
35	Agency In-Kind Volunteer	\$131,325	\$170,850	\$302,175	\$302,175	\$302,175	\$302,175	\$1,650,850	\$2.91
36	Agency In-Kind Food	\$2,236,360	\$2,451,019	\$4,687,379	\$4,689,379	\$4,689,379	\$4,689,379	\$23,446,895	\$41.02
37	TOTAL NON-HSA-DAAS REVENUES	\$2,367,685	\$2,621,869	\$5,011,554	\$5,027,357	\$5,027,357	\$5,027,357	\$25,129,785	\$43.97
38	PER BAG COST, NON-HSA-DAAS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39	TOTAL REVENUES	\$2,814,608	\$3,111,291	\$5,964,502	\$5,964,502	\$5,964,502	\$5,964,502	\$29,815,510	\$52.46
40	PER BAG COST, TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41	Full Time Equivalent (FTE)								
42	Prepared by: Michael Braude Phone No.: 415-282-1930								
43	HSA-CA Review Signature: _____ Date: _____								
44	HSA-CA (1/1/13)								

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Grantee's Name: SF-Marin Food Bank												Appendix B, Page 2
2	Program: DAAS Food Assistance Program												Submission Date: 5/22/2017
3													
4													
5	Salaries & Benefits Detail												
6	H.S. & DAAS												
7		Agency Totals		For DAAS Needs									
8	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Sub-Prog (b)	Adjusted Net FTE	Budgeted Salary							TOTAL
9	Program Dev. & Mgmt	\$104,752	100%	29.9%	29.9%	\$20,829	\$20,829	\$20,829	\$20,829	\$20,829	\$20,829	\$20,829	\$104,752
10	Agency Relations	\$61,582	100%	75.0%	75.0%	\$55,976	\$55,976	\$55,976	\$55,976	\$55,976	\$55,976	\$55,976	\$61,582
11	Program Enrollment	\$29,707	100%	39.8%	39.8%	\$15,312	\$15,312	\$15,312	\$15,312	\$15,312	\$15,312	\$15,312	\$29,707
12	Food Banking & Allocation	\$59,820	100%	35.3%	35.3%	\$21,181	\$21,181	\$21,181	\$21,181	\$21,181	\$21,181	\$21,181	\$59,820
13	Operations Management	\$50,840	100%	28.1%	28.1%	\$22,705	\$22,705	\$22,705	\$22,705	\$22,705	\$22,705	\$22,705	\$50,840
14	Warehouse Workers	\$20,870	100%	75.0%	75.0%	\$20,827	\$20,827	\$20,827	\$20,827	\$20,827	\$20,827	\$20,827	\$20,870
15	Drivers	\$48,729	100%	94.1%	94.1%	\$45,823	\$45,823	\$45,823	\$45,823	\$45,823	\$45,823	\$45,823	\$48,729
16	Volunteer Services	\$47,821	100%	56.9%	56.9%	\$28,791	\$28,791	\$28,791	\$28,791	\$28,791	\$28,791	\$28,791	\$47,821
17	TOTALS	\$475,849	1.00	4.28	4.28	\$228,187	\$228,187	\$228,187	\$228,187	\$228,187	\$228,187	\$228,187	\$475,849
18													
19	FRINGE BENEFIT RATE	55%											
20	EMPLOYEE FRINGE BENEFITS	\$116,230				\$57,287	\$57,287	\$57,287	\$57,287	\$57,287	\$57,287	\$57,287	\$116,230
21													
22	TOTAL DAAS SALARIES & BENEFITS	\$591,449				\$285,474	\$285,474	\$285,474	\$285,474	\$285,474	\$285,474	\$285,474	\$591,449
23													
24													
25													
26													
27	NON-DAAS												
28	POSITION TITLE and NAME	Annual Full Time Salary for FTE	Total % FTE	% Sub-Prog (b)	Adjusted Net FTE	Budgeted Salary							TOTAL
29	Warehouse Volunteers	\$29,729	100%	37.1%	37.1%	\$107,951	\$107,951	\$107,951	\$107,951	\$107,951	\$107,951	\$107,951	\$29,729
30	EQC Delivery Volunteers	\$28,120	100%	75.0%	75.0%	\$230,027	\$230,027	\$230,027	\$230,027	\$230,027	\$230,027	\$230,027	\$28,120
31													
32													
33													
34													
35													
36													
37													
38													
39	TOTAL NON-DAAS	\$57,849				\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$57,849
40													
41	FRINGE BENEFIT RATE												
42	BENEFITS												
43													
44	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 57,849				\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$337,978	\$57,849
45													
46	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 629,127				\$623,452	\$623,452	\$623,452	\$623,452	\$623,452	\$623,452	\$623,452	\$629,127
47													

	A	B	C	D	E	F	G	H	I	J	K	L
1	Grantee's Name: SF-Marsh Food Bank											Appendix B, Page 3
2	Program: DAAS Food Assistance Program											Document Date: 5/22/2017
3												
4												
5	Operating Expense Detail											
6	H.S.A-DAAS	Annual #bags Converted:	114,288	114,288	114,288	114,288	114,288	114,288	114,288	114,288	TOTAL	
7	Expenditure Category	Term:	7/1/17 to 6/30/18	7/1/18 to 6/30/19	7/1/18 to 6/30/20	7/1/20 to 6/30/21	7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/21 to 6/30/22	7/1/17 to 6/30/22	
8	Rental of Property											
9	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$10,154	\$10,154	\$10,154	\$10,154	\$10,154	\$10,154	\$10,154	\$10,154	\$55,770	
10	Office Supplies, Postage		\$2,377	\$2,377	\$2,377	\$2,377	\$2,377	\$2,377	\$2,377	\$2,377	\$11,885	
11	Building Maintenance Supplies and Repair		\$4,834	\$4,834	\$4,834	\$4,834	\$4,834	\$4,834	\$4,834	\$4,834	\$24,170	
12	FOOD COSTS											
13	Raw Food	per meal @ 2.73	\$311,874	\$311,874	\$311,874	\$311,874	\$311,874	\$311,874	\$311,874	\$311,874	\$1,559,370	
14	Cong. Food Svc Supplies	per meal										
15	HDM Food Svc Supplies	per meal										
16	Catered Meals	per meal										
17	CONSULTANT/SUBCONTRACTOR Descriptive Title											
18	RNDG pass-thru (17,496 bags)		\$41,831	\$41,831	\$41,831	\$41,831	\$41,831	\$41,831	\$41,831	\$41,831	\$209,156	
19	Groceries for Seniors pass-thru (36,975 bags)		\$55,202	\$55,202	\$55,202	\$55,202	\$55,202	\$55,202	\$55,202	\$55,202	\$276,910	
20	OTHER COSTS:											
21	Insurance		\$4,304	\$4,304	\$4,304	\$4,304	\$4,304	\$4,304	\$4,304	\$4,304	\$21,520	
22	Staff Training & Travel		\$2,447	\$2,447	\$2,447	\$2,447	\$2,447	\$2,447	\$2,447	\$2,447	\$12,235	
23	Rental of Equipment											
24	Food Storage & Distribution		\$29,350	\$29,350	\$29,350	\$29,350	\$29,350	\$29,350	\$29,350	\$29,350	\$146,750	
25	Equipment/Transportation		\$83,472	\$83,472	\$83,472	\$83,472	\$83,472	\$83,472	\$83,472	\$83,472	\$417,360	
26	Occupancy		\$736	\$736	\$736	\$736	\$736	\$736	\$736	\$736	\$3,680	
27	Program Support		\$598	\$598	\$598	\$598	\$598	\$598	\$598	\$598	\$2,990	
28	Volunteer Support		\$356	\$356	\$356	\$356	\$356	\$356	\$356	\$356	\$1,780	
29	TOTAL DAAS OPERATING EXPENSE		\$547,535	\$547,535	\$547,535	\$547,535	\$547,535	\$547,535	\$547,535	\$547,535	\$2,737,876	
30	Non-DAAS										TOTAL	
31	Expenditure Category	Program:										
32	Rental of Property											
33	Utilities(Elec, Water, Gas, Phone, Scavenger)											
34	Office Supplies, Postage											
35	Building Maintenance Supplies and Repair											
36	FOOD COSTS											
37	Raw Food	per meal										
38	Cong. Food Svc Supplies	per meal										
39	HDM Food Svc Supplies	per meal										
40	Catered Meals	per meal										
41	Consolid. Food (22.8 lbs/bag x \$1.57/lb)		\$4,351,554	\$4,351,554	\$4,351,554	\$4,351,554	\$4,351,554	\$4,351,554	\$4,351,554	\$4,351,554	\$21,757,770	
42	CONSULTANT/SUBCONTRACTOR Descriptive Title											
43												
44	OTHER COSTS:											
45	Insurance											
46	Staff Training & Travel											
47	Rental of Equipment											
48	Rental of Equipment											
49	Small equipment & Supplies											
50	Auto - Fuel & Insurance											
51	Repair/Maintenance											
52	Bags for RNDG - 12,719 @ \$10.96/bag		\$128,177	\$128,177	\$128,177	\$128,177	\$128,177	\$128,177	\$128,177	\$128,177	\$640,885	
53	Bags for Groceries for Seniors @ \$5.87/bag		\$209,648	\$209,648	\$209,648	\$209,648	\$209,648	\$209,648	\$209,648	\$209,648	\$1,048,240	
54	TOTAL Non-DAAS OPERATING EXPENSE		\$4,689,379	\$4,689,379	\$4,689,379	\$4,689,379	\$4,689,379	\$4,689,379	\$4,689,379	\$4,689,379	\$23,445,895	
55												
56	TOTAL DAAS & Non-DAAS OPERATING EXPENSE		\$5,236,914	\$5,236,914	\$5,236,914	\$5,236,914	\$5,236,914	\$5,236,914	\$5,236,914	\$5,236,914	\$26,163,570	

Appendix C -- Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSA within 15 days after the month of service to SFHSA's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSA via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: <http://www.sfgov.org/ach>
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
 - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
 - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 - C. Grantee shall notify SFHSA Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
 - A. The invoice supplied shall include the total dollar amount claimed for the month.
 - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant.
 - C. The invoice shall show by line item:
 1. Budgeted amount (per approved grant budget or modification)
 2. Expenses for invoice period
 3. Expenses year-to-date
 4. % of budget expended
 5. Remaining balance
 6. Adjustments, including advance payment recovery
 7. Program income when specified in the grant agreement.
 - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
 - E. With written approval from SFHSA Program/Contract Manager, Grantee may adjust items within the existing budget of the grant in accordance with SFHSA Office of Contract Management Policy for Budget Line Item Revisions.
 - F. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been

rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- * Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- * For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- * Indirect costs shall not be applied to non-recurring expenses.
- * All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- * If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal _____ CFDA or other Identification #: _____
1. _____
2. _____
3. _____
4. _____

VI. Following SFHSA verification of submitted invoice with required documentation of incurred expenses via CARBON, SFHSA will authorize payment within 10 business days after receipt of the invoice.

VII. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSA, it will be submitted with the final report.

VIII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6th of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

Once the grant is certified, the Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All contractual compliance requirements must be current, i.e., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

IX. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

Appendix D -- Interests In Other City Grants.

**Subgrantees must also list their interests in other City contracts

City Department or Commission	Date of Grant	Amount of Grant
Department of Public Health	July 1, 2017—June 30, 2018	\$103,269
Human Services Agency—Nutrition Education	Oct. 1, 2016—Sept. 30, 2017	\$53,000
Human Services Agency—CalFresh Outreach	Oct. 1, 2016—Sept. 30, 2017	\$309,200
Human Services Agency—Emerg. Food Box	July 1, 2017—June 30, 2018	\$55,261
Human Services Agency—Pantry Food	July 1, 2017—June 30, 2018	\$56,584
Human Services Agency—Immigrant Food	July 1, 2017—June 30, 2018	\$451,735
Human Services Agency—Home-Delivered	July 1, 2017—June 30, 2018	\$481,516
Human Services Agency—Brown Bag	July 1, 2017—June 30, 2018	\$1,599,272
SF Dept. of Environment—Food Diversion	Oct. 1, 2016—Sept. 30, 2017	\$6,730
Dept. of Homelessness & Supp. Housing	July 1, 2017—June 30, 2018	\$165,605

Appendix E-Permitted Subcontractors

NONE

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT

**TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND
SAN FRANCISCO MARIN FOOD BANK**

THIS AMENDMENT (this "Amendment") is made as of **December 6, 2017**, in San Francisco, California, by and between **San Francisco Marin Food Bank, 900 Pennsylvania Ave, San Francisco CA 94107**, hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase contract amount to expand the Food Assistance Program** and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2017** between Grantee and City.

b. **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

(a) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

"The amount of the Grant Funds disbursed hereunder shall not exceed Four Million Six Hundred Eighty Five Thousand Seven Hundred Twenty Five Dollars (\$4,685,725) for

the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Four Hundred Sixty Eight Thousand Five Hundred Seventy Three Dollars (\$468,573) for the period from July 1, 2021 to June 30, 2022 (Y5), may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Five Million One Hundred Fifty Four Thousand Two Hundred Ninety Eight Dollars (\$5,154,298) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5)."

Such section is hereby replaced in its entirety to read as follows:

The amount of the Grant Funds disbursed hereunder shall not exceed Eight Million Four Hundred Twelve Thousand Nine Hundred Seventy Five Dollars (\$8,412,975) for the period from July 1, 2017 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Eight Hundred Forty One Thousand Two Hundred Ninety Eight Dollars (\$841,298) for the period from July 1 2021 to June 30, 2022 (Y5), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Nine Million Two Hundred Fifty Four Thousand Two Hundred Seventy Three Dollars (\$9,254,273) for the period from July 1, 2017 to June 30, 2022 (Y1-Y5).

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

- (b) **Appendix A.** Appendix A, of the agreement describes the services to be provided.

Such section is hereby amended in its entirety to include Appendix A-1, pp. 1-5, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- (c) **Appendix B.** Appendix B, Calculation of Charges, pp. 1-3 of the Agreement displays the original total amount of \$4,685,725.

Such section is hereby replaced in its entirety by Appendix B-1, Calculation of Charges, pp. 1-3, which displays the budget as herein modified.

- (d) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

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-1, Services to be Provided
Appendix B-1, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Permitted Subgrantees.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **December 6, 2017**.

4. **Legal Effect:** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

CITY

GRANTEE

Recommended by:

SAN FRANCISCO MARIN FOOD BANK



Trent Rhorer
Executive Director
Human Services Agency

1/30/18

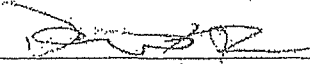


Paul Ash
Executive Director
900 Pennsylvania Ave
San Francisco, CA 94107
415-282-1907

Approved as Form:

City vendor number: 16322
Federal Employer ID number: 94-3041517
DUNS Number: 187431549

By:


~~Anne Pearson~~ *David K. Ries*
Deputy City Attorney

**APPENDIX A-1 – SERVICES TO BE PROVIDED
SAN FRANCISCO-MARIN FOOD BANK**

**July 1, 2017 – June 30, 2022
Food Assistance Program**

I. PURPOSE

The purpose of this grant is to:

- A. Increase availability and accessibility of surplus produce and other food products to target populations and underserved areas.
- B. Supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake.
- C. Reduce food waste by collecting and distributing surplus and unmarketable, yet edible food, and provide opportunities for sponsors and volunteers to sort through and utilize foodstuffs that are donated.
- D. Assist the program participants in maintaining their independence, quality of life, and self-sufficiency, and in developing a sense of self-esteem and self-reliance by offering them the opportunity to participate in all aspects of program operations.
- E. Provide volunteer opportunities for older individuals to sort and distribute food items, and gain an increased sense of purpose and satisfaction in helping others.
- F. Collaborate with and provide technical assistance to the CBOs that advocate for and provide services to low-income seniors and adults with disabilities to ensure appropriate community food assistance intervention is in place to improve the wellbeing of the individuals.

II. DEFINITION

City	City and County of San Francisco
CA-GetCare	A web-based application that provides specific functionalities for contracted agencies to use to perform consumer intake/assessment/enrollment, record service units, run reports, etc.
CBO	Community-Based Organization
DAAS	Department of Aging and Adult Services, a division of the Human Services Agency
Food Pantry Program	The San Francisco-Marin Food Bank's Food Pantry Program is a network of weekly and biweekly distributions of a mix of supplemental groceries (featuring fresh, seasonal produce) throughout San Francisco at senior centers and residential facilities for low-income older adults as well as community and faith-based organizations serving the public.
Grantee	San Francisco-Marin Food Bank (SFMFB)
GFS	Groceries for Seniors, DAAS funded CBOs to provide weekly grocery

HSA	distribution to older adults at various community sites Human Services Agency
HDG	Home Delivered Groceries
Low income	At or below 200% of Federal poverty level
OOA	Office on Aging, a division of DAAS
Senior	An individual aged 60 or above
SOGI	Sexual Orientation and Gender Identity, a result of <i>Ordinance No. 159-16</i> which amended the San Francisco Administrative Code to require City departments and contractors that provide health care and social services to seek to collect and analyze data concerning the sexual orientation and gender identity of the clients they serve (<i>Chapter 104, Sections 104.1 through 104.9.</i>)
SRO	Single Room Occupancy residential buildings
SRO Food Outreach	Home delivered grocery services are provided to individuals who are homebound by reason of illness, frailty, incapacitating disability, isolation, lack of support network.

III. TARGET POPULATION

Low income seniors aged 60 and above and adults aged between 18 and 59 with disabilities

IV. SERVICES TO BE PROVIDED

- A. Grantee shall provide, at minimum, an annual number of Grocery Bags to the target population, as indicated in Table A below. Means of distribution include Home-Delivered Grocery community partners and authorized community-based food distribution centers in areas that optimally target large populations of low income individuals. The sites selected for this contract period are listed on the Site Chart as approved by DAAS-OOA.

Where space permits, the target population can be enrolled through DAAS-funded Food Assistance programs (HDG, SRO Food Outreach, etc.) or at eligible pantries (participants of the Food Bank's extensive Pantry Enrollment System and/or sites indicated on the DAAS-approved Site Chart).

Table A

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	5-Yr Total
Annual Total #Unduplicated Consumers	4,886	4,948	4,948	4,948	4,948	24,678
Home Delivered Grocery Bags/Year	84,701	103,657	110,659	110,659	110,659	520,335
Pantry Bags/Year	128,845	112,610	105,608	105,608	105,608	558,279
Total Bags/year	213,546	216,267	216,267	216,267	216,267	1,078,614

- B. The Grantee and/or its authorized CBO partners will conduct client intake and enrollment and enter the information in CA-GetCare. The Grantee will enter the monthly service units provided in CA-GetCare.
- C. The annual total number of grocery bags will be coordinated and provided to the number of individuals as indicated in Table A.
- D. The weekly grocery bags shall be at minimal to include sufficient supplies of seven (7) meals for a single person household. The bi-weekly grocery bags shall be at minimal to include sufficient supplies of fourteen (14) meals for a single person household.
- E. The grocery bags feature fresh and seasonal produce, which include, but are not limited to: oranges, potatoes, onions, carrots, broccoli, cauliflower, cabbage, eggplant, squash, lettuce, melons, apples, pears, kiwi, peaches, plums, and nectarines. The grocery bags will also include protein (such as eggs, poultry, nut butter, tuna, and dried beans) and grains (such as bread, pasta, rice, and oatmeal). Other fresh, frozen, canned, and dry goods will be added when availability allows, including dairy (such as yogurt or cottage cheese). Additionally for the SRO-HDG program, non-perishable protein products will be used given the lack of refrigeration capacity among the participants.
- F. Grantee and its authorized CBO partners shall ensure that nutritionally balanced and culturally appropriate foods are provided to the target populations. Grantee shall develop written guidelines to clarify the grocery bag compositions for the different target population.
- G. Grantee shall provide appropriate technical assistance to partner CBOs, including training of volunteers, to ensure their maximum efficiency and effectiveness as grocery distribution centers.
- H. Grantee will outreach food suppliers to increase donations of culturally appropriate foods in its general food supply.
- I. Grantee will monitor distribution sites at least once a year and share the reports with DAAS and provide technical support no less than annually.
- J. Grantee will deliver food approximately forty-eight (48) weeks annually to DAAS authorized CBOs and pantry sites.
- K. Grantee shall communicate with participating CBOs regarding programmatic issues.
- L. Grantee shall provide quarterly nutrition educational materials to clients at the DAAS-OOA-approved distribution sites covering at least four (4) topics in food, nutrition, or health.
- M. Participating CBOs may refer participants who are not ambulatory for Home Delivered Groceries programs.

- N. In consultation with and with the final authorization of DAAS, Grantee shall recruit community-based organizations to serve as dedicated program distribution sites. DAAS and Grantee reserve the right to substitute CBO distribution sites as needed to maintain the program.
- O. Grantee and/or authorized CBO partners will administer an annual consumer satisfaction survey to statistically significant sample of the program participants using a survey tool approved by DAAS-OOA in order to document the effectiveness of the program, and share the results with partners. Grantee will provide results to DAAS-OOA by April of each year.
- P. In collaboration with CBO partners, Grantee will be responsible for collecting participant intake/enrollment information, enrolling participants in CA-GetCare, and reporting the monthly service units provided.

V. SERVICE OBJECTIVES

On an annual basis, Grantee will:

- A. Serve the number of unduplicated consumers as indicated in Table A.
- B. Provide the number of Grocery Bags annually as indicated in Table A.

VI. OUTCOME OBJECTIVES

Based on the DAAS annual consumer satisfaction survey with sample size of at least 25% of enrolled clients:

- A. At least 85% of program participants will be satisfied (rate as "Excellent or Good") with the food quality.
- B. At least 85% of the program participants are satisfied with the service provided by staff and/or volunteers.
- C. At least 75% of the program participants indicate that they feel healthier as result of participating in the program.
- D. At least 75% of clients will report that the service helps maintain their independence.

VII. REPORTING REQUIREMENTS

- A. Grantee shall provide DAAS-OOA a copy of the signed Memorandum of Understanding between their DAAS-OOA-approved distribution site and CBO partners.
- B. Grantee will provide a **monthly** report of activities, referencing the tasks as described in Sections V & VI - Service and Outcome Objectives. Grantee will enter the monthly metrics in the CARBON database by the 15th of the following month.
- C. Grantee will be responsible for enrolling participants, and reporting the monthly service units provided in CA-GetCare on a monthly basis.
- D. Grantee shall develop and deliver an annual summary report of SOGI data collected in the year as requested by HSA. The due date for submitting the annual summary report is July 10th.
- E. Grantee will provide an annual report summarizing the contract activities, referencing the tasks as described in Sections V & VI - Service & Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. Grantee.

will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year on an annual basis:

- The percentage of participants surveyed that have indicated excellent or good in rating the quality of groceries/food they received.
- The percentage of participants surveyed that have indicated excellent or good in rating the service delivery by staff and/or volunteers:
- The percentage of participants surveyed that have indicated they feel healthier as result of participating in the program.
- The percentage of participants will report that the service helps maintain their independence.

- E. Grantee will provide Ad Hoc reports as required by the Department.
F. Monthly and Annual Reports and invoices will be entered into the Contracts Administration Reporting and Billing On-line (CARBON) system

For assistance with reporting requirements or submission of reports, contact:

Sarah Chan
Nutritionist/OOA
sarah.chan@sfgov.org

Department of Aging and Adult Services

Richard Sin
Contract Manager/HSA
richard.y.sin@sfgov.org

Human Services Agency

VIII. MONITORING ACTIVITIES

Program Monitoring:

- A. The DAAS-OOA Nutritionist is responsible for monitoring the program performance and outcome objectives on an annual basis.
- B. The DAAS-OOA Nutritionist will act as a liaison between DAAS and the Grantee.
- C. The DAAS-OOA Nutritionist will provide technical assistance to Grantee as needed to meet program requirements.

Fiscal and Compliance Monitoring:

- A. The HSA Contract Manager is responsible for monitoring the fiscal activities and grant compliance on an annual basis.
- B. Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals.
- C. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

HUMAN SERVICES AGENCY - DEPARTMENT OF AGING AND ADULT SERVICES

Agency Name: SF-Marlin Food Bank	7/1/17 to 6/30/18			7/1/16 to 6/30/17			7/1/15 to 6/30/16			7/1/14 to 6/30/15			7/1/13 to 6/30/14			Grant Term
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>	Budget - ORIGINAL	Add-Back 12/17	Revised Budget	Budget - ORIGINAL	Add-Back 12/17	Revised Budget	Budget - ORIGINAL	Add-Back 12/17	Revised Budget	Budget - ORIGINAL	Add-Back 12/17	Revised Budget	Budget - ORIGINAL	Add-Back 12/17	Revised Budget	7/1/17 to 6/30/22
Effective Date of Mod. No. of Mod:	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	FOOD ASSISTANCE Bgrs	TOTAL
9. Program: Food Assistance Program																
10. Annual #Bns of Food Contracted - HDG	63,709	20,822	84,701	63,709	30,748	103,857	63,709	46,950	110,659	63,709	46,950	110,659	63,709	46,950	110,659	620,233
11. Annual #Bns of Food Contracted - Parity	50,577	78,265	128,842	50,577	62,333	112,910	50,577	55,031	105,908	50,577	55,031	105,908	50,577	55,031	105,908	505,278
12. Annual #Bns of Food Contracted - Total	114,286	99,287	213,543	114,286	93,081	216,767	114,286	101,981	216,567	114,286	101,981	216,567	114,286	101,981	216,567	1,075,511
13. Program Term:	7/1/17 to 6/30/18			7/1/16 to 6/30/17			7/1/15 to 6/30/16			7/1/14 to 6/30/15			7/1/13 to 6/30/14			7/1/17 to 6/30/22
14. DAAS Expenditures																
15. Salaries & Benefits	\$298,434	\$107,978	\$406,412	\$298,434	\$204,313	\$502,747	\$298,434	\$204,313	\$502,747	\$298,434	\$204,313	\$502,747	\$298,434	\$204,313	\$502,747	\$2,447,396
16. Operating Expense	\$547,805	\$441,695	\$989,430	\$547,805	\$453,104	\$1,000,930	\$547,805	\$453,104	\$1,000,930	\$547,805	\$453,104	\$1,000,930	\$547,805	\$453,104	\$1,000,930	\$4,891,987
17. Subtotal	\$846,239	\$549,673	\$1,395,842	\$846,239	\$657,417	\$1,503,677	\$846,239	\$657,417	\$1,503,677	\$846,239	\$657,417	\$1,503,677	\$846,239	\$657,417	\$1,503,677	\$7,339,383
18. Indirect Percentage (max 15%)	12.372%	\$0	13.078%	12.372%	\$0	13.078%	12.372%	\$0	13%	12.372%	\$0	13%	12.372%	\$0	13%	8%
19. Indirect Cost (Line 14 X Line 18)	\$103,176	\$69,977	\$173,153	\$103,176	\$82,034	\$195,210	\$103,176	\$82,034	\$195,210	\$103,176	\$82,034	\$195,210	\$103,176	\$82,034	\$195,210	\$473,562
20. Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21. TOTAL DAAS EXPENDITURES	\$949,415	\$619,650	\$1,568,995	\$949,415	\$739,451	\$1,698,887	\$949,415	\$739,451	\$1,698,887	\$949,415	\$739,451	\$1,698,887	\$949,415	\$739,451	\$1,698,887	\$8,312,945
22. Non-DAAS Expenditures																
23. Salaries & Benefits	\$337,878	\$311,633	\$649,511	\$337,878	\$438,245	\$776,123	\$337,878	\$504,067	\$841,945	\$337,878	\$504,067	\$841,945	\$337,878	\$504,067	\$841,945	\$3,852,930
24. Operating Expense	\$4,669,379	\$3,712,041	\$8,381,420	\$4,669,379	\$3,815,648	\$8,485,027	\$4,669,379	\$3,815,648	\$8,485,027	\$4,669,379	\$3,815,648	\$8,485,027	\$4,669,379	\$3,815,648	\$8,485,027	\$42,421,533
25. Capital Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26. TOTAL NON-DAAS EXPENDITURES	\$5,007,257	\$4,023,674	\$9,030,931	\$5,007,257	\$4,253,893	\$9,271,150	\$5,007,257	\$4,319,715	\$9,326,972	\$5,007,257	\$4,319,715	\$9,326,972	\$5,007,257	\$4,319,715	\$9,326,972	\$46,274,463
27. TOTAL DAAS & Non-DAAS EXPENDITURES	\$5,956,672	\$4,643,324	\$10,599,926	\$5,956,672	\$4,907,344	\$10,969,037	\$5,956,672	\$4,639,166	\$11,025,859	\$5,956,672	\$4,639,166	\$11,025,859	\$5,956,672	\$4,639,166	\$11,025,859	\$145,617,408
28. TOTAL DAAS & Non-DAAS REVENUES																
29. HSA-DAAS Revenues																
30. Bagz	\$840,112	\$729,450	\$1,569,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562	\$840,112	\$749,450	\$1,589,562	\$7,927,810
31. HDG payments (7.49% base covered)	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$376,125
32. Groceries for Seniors plus - FSN (65.97% base distributed)	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$575,016
33. TOTAL HSA-DAAS REVENUES	\$937,145	\$729,450	\$1,666,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$937,145	\$749,450	\$1,686,595	\$8,483,951
34. PER BAG COST, HSA-DAAS	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55	\$7.55
35. Non-DAAS Revenues																
36. Project Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
37. Agency Cash - Fundraising	\$122,493	\$122,493	\$244,986	\$122,493	\$164,705	\$317,198	\$122,493	\$164,705	\$317,198	\$122,493	\$164,705	\$317,198	\$122,493	\$164,705	\$317,198	\$1,101,514
38. Agency In-Kind Volunteer	\$ 337,878	\$189,040	\$526,918	\$ 337,878	\$ 274,930	\$ 612,808	\$ 337,878	\$ 339,362	\$ 677,240	\$ 337,878	\$ 339,362	\$ 677,240	\$ 337,878	\$ 339,362	\$ 677,240	\$ 3,171,616
39. Agency In-Kind Food	\$ 4,669,379	\$3,712,041	\$8,381,420	\$ 4,669,379	\$ 3,815,648	\$ 8,485,027	\$ 4,669,379	\$ 3,815,648	\$ 8,485,027	\$ 4,669,379	\$ 3,815,648	\$ 8,485,027	\$ 4,669,379	\$ 3,815,648	\$ 8,485,027	\$ 42,421,533
40. TOTAL NON HSA-DAAS REVENUES	\$5,199,050	\$4,023,574	\$9,222,624	\$5,199,050	\$4,253,893	\$9,452,925	\$5,199,050	\$4,319,715	\$9,518,922	\$5,199,050	\$4,319,715	\$9,518,922	\$5,199,050	\$4,319,715	\$9,518,922	\$46,274,463
41. PER BAG COST, NON HSA-DAAS	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68	\$45.68
42. TOTAL REVENUES	\$5,944,822	\$4,753,024	\$10,711,520	\$5,944,822	\$5,004,422	\$10,948,904	\$5,944,822	\$5,089,181	\$11,033,666	\$5,944,822	\$5,089,181	\$11,033,666	\$5,944,822	\$5,089,181	\$11,033,666	\$154,787,428
43. PER BAG COST, TOTAL	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19	\$52.19
44. For Time Equivalent (FTE)																
45. Prepared by: Michael Brando	Phone No.:			415-282-1900			Date:									
46. HSA-OC Review Signature:																
47. HSA-OC Review Date:																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
1	Grantee's Name: SF-Marin Food Bank																					Appendix B-1, Page 2		
2																						Document Date: 11/27/2017		
3	Program: Food Assistance Program																							
4	Salaries & Benefits Detail																							
5																								
6																								
7	H.S.A-DAAS																							
8																								
9	POSITION TITLE and NAME	Agency Totals	Total % FTE	% Nur Prog (b)	Adjusted Nur FTE	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	Budget - Original	Add-Back 12/17	Revised Budgeted Salary	TOTAL
10	Program Dev. & Mgmt	\$104,752	100%	43.8%	43.8%	\$30,688	\$17,620	\$46,309	\$30,688	\$15,205	\$45,894	\$30,688	\$15,205	\$45,894	\$30,688	\$15,205	\$45,894	\$30,688	\$15,205	\$45,894	\$30,688	\$15,205	\$45,894	\$231,684
11	Agency Relations	\$51,382	100%	105.2%	105.2%	\$35,979	\$20,917	\$56,896	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$35,979	\$18,072	\$54,051	\$273,098
12	Program Enrollment	\$38,707	100%	183.5%	183.5%	\$15,312	\$33,710	\$49,022	\$15,312	\$55,704	\$71,018	\$15,312	\$55,704	\$71,018	\$15,312	\$55,704	\$71,018	\$15,312	\$55,704	\$71,018	\$15,312	\$55,704	\$71,018	\$333,088
13	Food Sourcing & Allocation	\$59,930	100%	53.2%	53.2%	\$21,181	\$12,409	\$33,590	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$21,181	\$10,730	\$31,911	\$161,233
14	Operations Management	\$80,940	100%	42.2%	42.2%	\$22,705	\$12,280	\$34,985	\$22,705	\$11,483	\$34,193	\$22,705	\$11,483	\$34,193	\$22,705	\$11,483	\$34,193	\$22,705	\$11,483	\$34,193	\$22,705	\$11,483	\$34,193	\$172,767
15	Warehouse Workers	\$40,878	100%	113.0%	113.0%	\$30,687	\$17,947	\$48,634	\$30,687	\$15,518	\$46,205	\$30,687	\$15,518	\$46,205	\$30,687	\$15,518	\$46,205	\$30,687	\$15,518	\$46,205	\$30,687	\$15,518	\$46,205	\$233,344
16	Drivers	\$48,709	100%	141.6%	141.6%	\$45,823	\$28,805	\$74,628	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$45,823	\$23,173	\$68,996	\$346,613
17	Volunteer Services	\$47,621	100%	84.7%	84.7%	\$29,791	\$16,666	\$46,457	\$29,791	\$13,562	\$43,353	\$29,791	\$13,562	\$43,353	\$29,791	\$13,562	\$43,353	\$29,791	\$13,562	\$43,353	\$29,791	\$13,562	\$43,353	\$203,891
18	TOTALS	\$472,919	8.00	7.67	7.67	\$229,147	\$156,393	\$387,530	\$229,147	\$183,450	\$392,597	\$229,147	\$183,450	\$392,597	\$229,147	\$183,450	\$392,597	\$229,147	\$183,450	\$392,597	\$229,147	\$183,450	\$392,597	\$1,957,917
19	FRINGE BENEFIT RATE	25%																						
20	EMPLOYEE FRINGE BENEFITS	\$116,226.75				\$57,287	\$38,596	\$85,882	\$57,287	\$40,882	\$98,149	\$57,287	\$40,882	\$98,149	\$57,287	\$40,882	\$98,149	\$57,287	\$40,882	\$98,149	\$57,287	\$40,882	\$98,149	\$485,478
21	TOTAL DAAS SALARIES & BENEFITS	\$591,149				\$286,434	\$197,978	\$473,412	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$286,434	\$204,312	\$490,746	\$2,447,396
22																								
23																								
24																								
25																								
26																								
27	Non-DAAS	Agency Totals	Total % FTE	% Nur Prog (b)	Adjusted Nur FTE	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	Budget - Original	Add-Back 11/17	Budgeted Salary	TOTAL
28	Warehouse Volunteers	\$ 29,120	100%	88.7%	88.7%	\$107,951	\$89,724	\$197,675	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$107,951	\$92,243	\$200,194	\$688,451
29	HDG Delivery Volunteers	\$ 29,120	100%	141.6%	141.6%	\$230,027	\$99,318	\$329,345	\$230,027	\$182,357	\$412,384	\$230,027	\$182,357	\$412,384	\$230,027	\$182,357	\$412,384	\$230,027	\$182,357	\$412,384	\$230,027	\$182,357	\$412,384	\$2,173,164
30	Program Dev. & Mgmt	\$104,752	100%	14.7%	14.7%	\$12,216	\$12,216	\$24,432	\$15,403	\$15,403	\$30,806	\$15,403	\$15,403	\$30,806	\$15,403	\$15,403	\$30,806	\$15,403	\$15,403	\$30,806	\$15,403	\$15,403	\$30,806	\$73,628
31	Agency Relations	\$51,382	100%	35.3%	35.3%	\$14,387	\$14,387	\$28,774	\$18,141	\$18,141	\$36,282	\$18,141	\$18,141	\$36,282	\$18,141	\$18,141	\$36,282	\$18,141	\$18,141	\$36,282	\$18,141	\$18,141	\$36,282	\$86,848
32	Program Enrollment	\$38,707	100%	61.6%	61.6%	\$12,396	\$12,396	\$24,792	\$23,835	\$23,835	\$47,670	\$23,835	\$23,835	\$47,670	\$23,835	\$23,835	\$47,670	\$23,835	\$23,835	\$47,670	\$23,835	\$23,835	\$47,670	\$107,735
33	Food Sourcing & Allocation	\$59,930	100%	17.8%	17.8%	\$5,484	\$5,484	\$10,968	\$10,710	\$10,710	\$21,420	\$10,710	\$10,710	\$21,420	\$10,710	\$10,710	\$21,420	\$10,710	\$10,710	\$21,420	\$10,710	\$10,710	\$21,420	\$51,334
34	Operations Management	\$80,940	100%	14.2%	14.2%	\$9,102	\$9,102	\$18,204	\$11,478	\$11,478	\$22,956	\$11,478	\$11,478	\$22,956	\$11,478	\$11,478	\$22,956	\$11,478	\$11,478	\$22,956	\$11,478	\$11,478	\$22,956	\$55,006
35	Warehouse Workers	\$40,878	100%	37.9%	37.9%	\$12,293	\$12,293	\$24,586	\$15,509	\$15,509	\$31,018	\$15,509	\$15,509	\$31,018	\$15,509	\$15,509	\$31,018	\$15,509	\$15,509	\$31,018	\$15,509	\$15,509	\$31,018	\$74,293
36	Drivers	\$48,709	100%	47.3%	47.3%	\$18,365	\$18,365	\$36,730	\$23,157	\$23,157	\$46,314	\$23,157	\$23,157	\$46,314	\$23,157	\$23,157	\$46,314	\$23,157	\$23,157	\$46,314	\$23,157	\$23,157	\$46,314	\$110,892
37	Volunteer Services	\$47,621	100%	28.4%	28.4%	\$10,741	\$10,741	\$21,482	\$13,543	\$13,543	\$27,086	\$13,543	\$13,543	\$27,086	\$13,543	\$13,543	\$27,086	\$13,543	\$13,543	\$27,086	\$13,543	\$13,543	\$27,086	\$64,915
38																								
39																								
40																								
41																								
42																								
43																								
44																								
45																								
46	TOTAL NON-DAAS	\$ 531,169				\$337,978	\$287,034	\$625,012	\$337,978	\$406,364	\$744,342	\$337,978	\$406,364	\$744,342	\$337,978	\$406,364	\$744,342	\$337,978	\$406,364	\$744,342	\$337,978	\$406,364	\$744,342	\$3,796,867
47	FRINGE BENEFIT RATE	25%																						
48	EMPLOYEE FRINGE BENEFITS					\$24,459	\$14,400	\$38,859	\$24,459	\$32,941	\$81,800	\$24,459	\$32,941	\$81,800	\$24,459	\$32,941	\$81,800	\$24,459	\$32,941	\$81,800	\$24,459	\$32,941	\$81,800	\$156,263
49	TOTAL Non-DAAS SALARIES & BENEFITS	\$ 531,169				\$337,978	\$311,533	\$663,871	\$337,978	\$439,305	\$826,142	\$337,978	\$439,305	\$826,142	\$337,978	\$439,305	\$826,142	\$337,978	\$439,305	\$826,142	\$337,978	\$439,305	\$826,142	\$3,953,159
50																								
51																								
52	TOTAL DAAS & Non-DAAS SALARIES & BENEFITS	\$ 1,122,308				\$624,412	\$509,511	\$1,139,223	\$624,412	\$643,617	\$1,268,028	\$624,412	\$643,617	\$1,268,028	\$624,412	\$643,617	\$1,268,028	\$624,412	\$643,617	\$1,268,028	\$624,412	\$643,617	\$1,268,028	\$6,400,526

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V		
1	Grantee's Name: SF-Marin Food Bank																							
2	Program: Food Assistance Program																							
3	Operating Expense Detail.																							
4																								
5																								
6																								
7	H.S.A-DAAS	114,286	99,280	213,546	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	114,286	101,981	216,267	TOTAL	
8	Expenditure Category	7/1/17 to 6/30/18	Add-Back 12/17	7/1/17 to 6/30/18	7/1/18 to 6/30/19	Add-Back 12/17	7/1/18 to 6/30/19	7/1/19 to 6/30/20	Add-Back 12/17	7/1/19 to 6/30/20	7/1/20 to 6/30/21	Add-Back 12/17	7/1/20 to 6/30/21	7/1/21 to 6/30/22	Add-Back 12/17	7/1/21 to 6/30/22	7/1/22 to 6/30/23	Add-Back 12/17	7/1/22 to 6/30/23	7/1/23 to 6/30/24	Add-Back 12/17	7/1/23 to 6/30/24	7/1/24 to 6/30/25	7/1/24 to 6/30/25
9	Rental of Property																							
10	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$10,154	\$10,144	\$20,298	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$10,154	\$10,403	\$20,557	\$102,525	
11	Office Supplies, Postage	\$2,377	\$2,379	\$4,756	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$2,377	\$2,440	\$4,817	\$24,023	
12	Building Maintenance Supplies and Repair	\$4,834	\$4,835	\$9,669	\$4,834	\$4,859	\$9,793	\$4,834	\$4,859	\$9,793	\$4,834	\$4,859	\$9,793	\$4,834	\$4,859	\$9,793	\$4,834	\$4,859	\$9,793	\$4,834	\$4,859	\$9,793	\$48,940	
13	FOOD COSTS																							
14	Raw Food per bag \$ 2.89	\$311,874	\$304,656	\$616,530	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$311,874	\$312,351	\$624,225	\$3,113,428	
15	Cong Food Svc Supplies per bag																							
16	HDM Food Svc Supplies per bag																							
17	Catered Meals per bag																							
18	CONSULTANT/SUBCONTRACTOR Descriptive Title																							
19	RNDC pass-thru (17,408 bags distributed)	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$41,831	\$0	\$41,831	\$209,155	
20	Groceries for Seniors pass-thru (38,375 bags distributed)	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$55,202	\$0	\$55,202	\$278,010	
21	OTHER COSTS																							
22	Insurance	\$4,304	\$4,274	\$8,578	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$4,304	\$4,383	\$8,687	\$43,328	
23	Staff Training & Travel	\$2,447	\$2,447	\$4,894	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$2,447	\$2,509	\$4,956	\$24,718	
24	Rental of Equipment																							
25	Food Storage & Distribution	\$29,350	\$28,829	\$58,179	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$29,350	\$29,571	\$58,921	\$293,882	
26	Equipment/Transportation	\$83,472	\$82,648	\$166,118	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$83,472	\$84,763	\$168,235	\$839,060	
27	Occupancy	\$739	\$739	\$1,478	\$739	\$757	\$1,493	\$739	\$757	\$1,493	\$739	\$757	\$1,493	\$739	\$757	\$1,493	\$739	\$757	\$1,493	\$739	\$757	\$1,493	\$7,448	
28	Program Support	\$598	\$592	\$1,190	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$598	\$608	\$1,206	\$6,013	
29	Volunteer Support	\$356	\$353	\$709	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718	\$356	\$362	\$718	\$3,580	
30	TOTAL DAAS OPERATING EXPENSE	\$547,535	\$441,895	\$989,430	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$547,535	\$453,104	\$1,000,639	\$4,991,887	
31	Non-DAAS																							
32	Expenditure Category																							
33	Rental of Property																							
34	Utilities(Elec, Water, Gas, Phone, Scavenger)																							
35	Office Supplies, Postage																							
36	Building Maintenance Supplies and Repair																							
37	FOOD COSTS																							
38	Raw Food per meal																							
39	Cong Food Svc Supplies per meal																							
40	HDM Food Svc Supplies per meal																							
41	Catered Meals per meal																							
42	Donated Food (22.8 lbs/bag x \$1.87/lb)	\$4,351,554	\$3,779,424	\$8,130,977	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$4,351,554	\$3,883,029	\$8,234,582	\$41,069,307	
43	CONSULTANT/SUBCONTRACTOR Descriptive Title																							
44	OTHER COSTS:																							
45	Insurance																							
46	Staff Training & Travel																							
47	Rental of Equipment																							
48	Small equipment & Supplies																							
49	Auto - Fuel & Insurance																							
50	Repair/Maintenance																							
51	Bags for RNDC - 12,716 @ \$10.08/bag	\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$128,177	(\$128,177)		\$0	
52	Bags for Groceries for Seniors @ \$7.35/bag	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$209,648	\$80,795	\$270,443	\$1,352,218	
53	TOTAL Non-DAAS OPERATING EXPENSE	\$4,889,379	\$3,712,041	\$8,401,421	\$4,889,379	\$3,815,846	\$8,505,026	\$4,889,379	\$3,815,846	\$8,505,026	\$4,889,379	\$3,815,846	\$8,505,026	\$4,889,379	\$3,815,846	\$8,505,026	\$4,889,379	\$3,815,846	\$8,505,026	\$4,889,379	\$3,815,846	\$8,505,026	\$42,421,623	
54	TOTAL DAAS & Non-DAAS OPERATING EXPENSE	\$5,236,914	\$4,153,936	\$9,390,850	\$5,236,914	\$4,288,951	\$9,505,665	\$5,236,914	\$4,288,951	\$9,505,665	\$5,236,914	\$4,288,951	\$9,505,665	\$5,236,914	\$4,288,951	\$9,505,665	\$5,236,914	\$4,288,951	\$9,505,665	\$5,236,914	\$4,288,951	\$9,505,665	\$47,413,510	



SANFRAN-10

POBAR1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/19/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

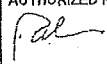
PRODUCER License # 0H81923 G2 Insurance Services, LLC 140 New Montgomery, 21st Floor San Francisco, CA 94105	CONTACT NAME: PHONE (A/C, No, Ext): (415) 426-6600 FAX (A/C, No): (415) 426-6601 E-MAIL ADDRESS: _____
INSURED San Francisco Food Bank 900 Pennsylvania Ave San Francisco, CA 94107	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Philadelphia Indemnity Insurance Company 18058 INSURER B: Cypress Insurance Company (CA) 10855 INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSP	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		PHPK1679416	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Abuse Liability \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		PHPK1679416	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB. EXCESS LIAB. DED <input checked="" type="checkbox"/> RETENTIONS 10,000			PHUB591896	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SAWC819160	07/01/2017	07/01/2018	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City and County of San Francisco, its Officers, Agents, & Employees and State of California Departments of Aging & Long Term Care, its Officers, Agents, and Employees are named additional insured with respects to the operations of the named insured as required by written contract.

CERTIFICATE HOLDER City and County of San Francisco, Human Services Agency Office of Contracts Management 1650 Mission Street, Suite 300 San Francisco, CA 94103	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s): City and County of San Francisco, Human Services Agency Office of Contract's Management 1650 Mission Street, Suite 300 San Francisco, CA 94103</p>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 07/01/2016	Countersigned By:
Named Insured: San Francisco Food Bank	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): The City and County of San Francisco

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in **Section II** of the Coverage Form.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \$350.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Specific Waiver

Person/Organization: City and County of San Francisco Human Service Agency.

Job Description:

Waiver Premium: 350.00

Class	State	Payroll Subject to Waiver
8742	CA	128,000.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 07/01/2017

Policy No.: SAWC819160

Endorsement No.:

Insured:

Premium \$

Insurance Company: Cypress Insurance Company

WC 99 04 02C

Countersigned by _____

(Ed. 9-14)

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

January 24, 2019

Angela Calvillo, Clerk of the Board
Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RE: Proposed Resolution for the Contract with San Francisco Marin Food Bank for the Provision of the Food Assistance Program

Dear Ms. Calvillo:


Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the modification to the grant agreement with San Francisco Marin Food Bank for the provision of the Food Assistance Program to San Francisco older adults and adults with disabilities. This document has been signed by our Executive Director, Trent Rhorer.

If you need additional information, please contact Annyse Acevedo, Senior Administrative Analyst at 557-6523.

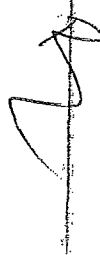
Please calendar this item at the Board's earliest convenience and advise us of the date of introduction.

Thank you for your assistance.

Sincerely,


Annyse Acevedo
Senior Administrative Analyst

Enclosure

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2019 JAN 24 AM 11:31
BY 

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

January 4, 2019

Angela Calvillo, Clerk of the Board
Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2019 JAN 11 PM 2:44
SF

RE: Proposed Resolution for the Contract with San Francisco Marin Food Bank for the Provision of the Food Assistance Program

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the modification to the grant agreement with San Francisco Marin Food Bank for the provision of the Food Assistance Program to San Francisco older adults and adults with disabilities.

If you need additional information, please contact Annyse Acevedo, Senior Administrative Analyst at 557-6523.

Please calendar this item at the Board's earliest convenience and advise us of the date of introduction.

Thank you for your assistance.

Sincerely,

Trent Rhorer
Executive Director

Enclosure

FORM SFEC-126
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Government Conduct Code § 1.126)

City Elective Officer Information <i>(Please print clearly)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

Contractor Information <i>(Please print clearly)</i>	
Name of Contractor: San Francisco Marin Food Bank	
<i>Please list the names of</i>	
<i>(1) members of the contractor's board of directors:</i> Board Roster Attached	
<i>(2) the contractor's chief executive officer, chief financial officer and chief operating officer:</i> Paul Ash, Executive Director Michael Braude, Chief Financial Officer Meredith Nguyen, Chief Operating Officer	
<i>(3) any person who has an ownership of 20 percent or more in the contractor:</i> N/A	
<i>(4) any subcontractor listed in the bid or contract:</i> N/A	
<i>(5) any political committee sponsored or controlled by the contractor:</i> N/A	
Contractor address: 900 Pennsylvania Ave, San Francisco, CA 94107	
Date that contract was approved:	Amount of contract: \$11,338,162
Describe the nature of the contract that was approved: San Francisco Marin Food Bank will provide nutrition services to older adults and adults with disabilities. Through this grant, the San Francisco Marin Food Bank will increase availability and accessibility of surplus produce and other food products, supplement the food budgets of the target population living on low incomes and supplement the nutritional value of their food intake, and reduce food waste by collecting and distributing surplus and unmarketable, yet edible food.	
Comments:	

This contract was approved by (check applicable)

The City elective officer(s) identified on this form

A board on which the City elective officer(s) serves

San Francisco Board of Supervisors

Print Name of Board

The board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on the form sits

Print Name of Board

Filer Information <i>(Please print clearly)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of the Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if Submitted by Board Secretary or Clerk)

Date Signed

San Francisco Marin Food Bank
Food Assistance Program
Administrative Data for San Francisco Board of Supervisors

2019 Board of Directors

Michael Terris- Board Chairperson

Scott Brubaker- Vice Chair

Michael Bailey

Jennifer Chang

Kathryn Ellman

Tyler Florence

Rodney Fong

Cigdem Gencer

Pepe Gonzalez

Randy Gottfried

Carly Levin

Jennifer Levy

Mike Mauze

Brett Nissenberg

Hyun Park

Stephen Pearce

Barbara Rosston

Joseph Saenz

Elliot Schrage

Lynda Sullivan