

File No. 170446

Committee Item No. 1

Board Item No. 16

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date May 25, 2017

Board of Supervisors Meeting

Date June 4, 2017

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
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OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date May 19, 2017
 Completed by: Linda Wong Date May 30, 2017

1 [Accept and Expend Grant - National Endowment for the Arts - Chinatown Alleyways Project -
2 \$75,000]

3 **Resolution retroactively authorizing the Arts Commission to accept and expend a grant**
4 **in the amount of \$75,000 from the National Endowment for the Arts for the Chinatown**
5 **Alleyways Project with a grant cycle from August 1, 2016, through July 31, 2018.**

6
7 WHEREAS, In the 1980s the community in Chinatown began a movement to secure
8 city maintenance of 30 alleyways that resulted in a partnership with the Public Works
9 Department and the Chinatown Community Development Corporation (CCDC); and

10 WHEREAS, Through this partnership the Chinatown Alleyways Master Plan was
11 created, unfolding three phases of development: 1) Repair, 2) Renovation, and 3) Community
12 Mobilization, which led to the alleys' cleanup and the promotion of their historic and ongoing
13 social and economic value; and

14 WHEREAS, The Arts Commission became a key partner through the third phase of the
15 Master Plan, working on temporary and permanent public art projects in conjunction with the
16 Central Subway expansion; and

17 WHEREAS, This proposed partnership launches a Phase 4 that builds on the previous
18 interventions by expanding the scope of this long-term placemaking project through the
19 development of a new level of art engagement strategies; and

20 WHEREAS, This project will advance the role of the local alleyways as key social and
21 economic arteries for one of the oldest cultural neighborhoods that serves as a premiere
22 gateway destinations for low-income immigrants; and

1 WHEREAS, Funds will help support the activation of Ross Alley, the 8th Annual
2 Chinatown Music Festival held in Portsmouth Square, and youth arts activities at the Ping
3 Yuen Housing Project; and

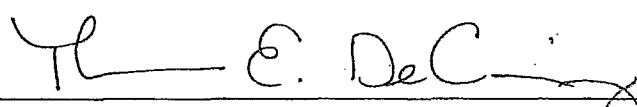
4 WHEREAS, The Arts Commission's grant request, which has been funded, satisfies
5 and exceeds the 1:1 matching fund requirement; and

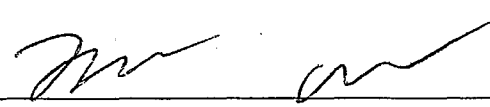
6 WHEREAS, The grant does not require an ASO amendment; and

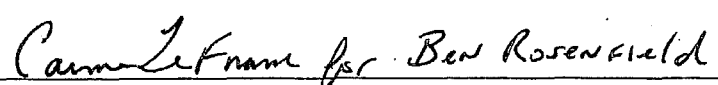
7 WHEREAS, The Department proposes to maximize use of available grant funds on
8 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

9 RESOLVED, That the Board of Supervisors authorizes the retroactive accepting and
10 expending of this National Endowment for the Arts Our Town grant to the San Francisco Arts
11 Commission with the grant cycle from August 1, 2016, through July 31, 2018; and, be it

12 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
13 indirect costs in the grant budget.

14
15 Recommended: 
16 Department Head: Tom DeCaigny, Director of Cultural Affairs

17
18 Approved: 
19 Mayor Edwin M. Lee

20
21 Approved: 
22 Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **National Endowment for the Arts Our Town**
2. Department: **San Francisco Arts Commission**
3. Contact Person: **Rachelle Axel** Telephone: **415-252-2564**
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$75,000**
- 6a. Matching Funds Required: **Yes**
b. Source(s) of matching funds (if applicable): **City and County of San Francisco's Cultural Equity Grants Program; Office of Economic and Workforce Development; Grants for the Arts**
- 7a. Grant Source Agency: **National Endowment for the Arts**
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: **This NEA Our Town grant supports the Chinatown Alleyways Project which activates a network of streets that serve as cultural and economic arteries for the Chinatown community. The Chinatown Music Festival, Dance on Waverly (Street), and other arts interventions will help create and maintain a sense of place drawing residents and visitors to the neighborhood. The project engages residents of supportive housing, many service organizations and the Chinese Culture Center.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **8/1/2016** End-Date: **7/31/2018**
- 10a. Amount budgeted for contractual services: **\$75,000**
b. Will contractual services be put out to bid? **No**
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?
- 11a. Does the budget include indirect costs? Yes No
b1. If yes, how much? \$ **n/a**
b2. How was the amount calculated?
c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

i2. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

* such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:


Alyssa Ventre

(Name)

Office Manager

(Title)

Date Reviewed: 2/24/17


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

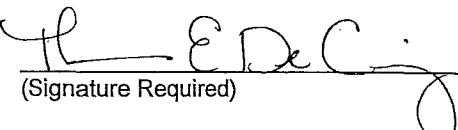
Tom DeCaigny

(Name)

Director of Cultural Affairs

(Title)

Date Reviewed: Feb 24, 2017


(Signature Required)



**National
Endowment
for the Arts**

arts.gov

Mr. Tom DeCaigny
Authorizing Official
City and County of San Francisco, California
401 Van Ness Avenue
Suite 325
San Francisco, CA 94102-4527

SEP - 7 2016

Dear Mr. DeCaigny:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

Grantee: City and County of San Francisco, California
For: San Francisco Arts Commission
Grant #: 16-4292-7083 Grantee DUNS #: 070384255
Grant Amount: \$75,000 Outcome: Livability
Period of Performance: August 1, 2016 to July 31, 2018
CFDA #: 45.024, Promotion of the Arts - Grants to Organizations and Individuals
Discipline/Program: Design - Our Town
Grant Project: To support the Chinatown Alleyways Project, as described in your application (A15-967287) and the enclosed project budget.

SPECIFIC TERM: Refer to the enclosed Specific Terms that are applicable to this grant.

Please review your award packet. A copy of the approved budget is included. If changes were made to the budget they are noted at the bottom of the budget page.

Award materials are online at www.arts.gov/manageaward. The General Terms & Conditions, which adopts OMB's Uniform Guidance (2 CFR 200), provide detailed information concerning the NEA's regulations and procedures, the administrative requirements that apply to your grant, and your responsibilities as a grantee. Instructions for requesting grant funds and reporting on your project are also here.

If you have any questions regarding the administrative requirements of this grant, our Grants & Contracts Office staff will be happy to assist you. They may be reached at grants@arts.gov or (202) 682-5403. Congratulations on your grant award!

Sincerely,

Jane Chu
Chairman

arts.gov/grants-organizations/our-town



Specific Terms

(1) The National Endowment for the Arts (NEA) reviews each grant project for its potential impact on historic properties/districts/sites and the environment to fulfill our responsibilities and obligations under the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA), respectively.

Under the terms of this grant award, no funds can be released, nor should you undertake any project activities, until the NEA conducts a complete review of your project in accordance with NHPA/NEPA

The Office of the General Counsel or NEA Program Staff will be contacting, or may have already contacted, your organization regarding NHPA/NEPA compliance and what you need to do. Information that we request of you must be submitted to the Office of the General Counsel and/or to Program Staff by **February 1, 2017**. If you do not respond by this date, your grant will be terminated.

All NHPA/NEPA related documentation must be emailed to NEAhistoricreview@arts.gov.

To summarize,

- Receipt of this award package in **no way** implies your NEA project is in compliance with NHPA and/or NEPA and until a determination is made by the NEA as to whether compliance standards have been met, your award is subject to review in accordance with NHPA/NEPA.
- Be aware that you cannot begin any project activities until NEA completes its NHPA and/or NEPA review and notifies you that you may proceed.
- Should you chose to proceed without having been notified that you are in compliance with NHPA/NEPA, you risk being unable to obtain any grant funds associated with your award and possible termination of your award.
- Failure to adhere to this specific term of your award will jeopardize collecting any funds under your grant award.

For more information on the National Historic Preservation Act and the National Environmental Policy Act see,

- www.arts.gov/grants-organizations/nepa-nhpa-review
- www.arts.gov/grants/manage-your-award "Compliance with NEPA and NHPA."

(2) Because your grant involves subgranting, it is subject to the enclosed additional terms and conditions which apply to subgranting.

NATIONAL ENDOWMENT FOR THE ARTS
APPROVED PROJECT BUDGET

Grantee: City and County of San Francisco, California

Grant #: 16-4292-7083

Application Update/Revised Budget: 04/14/2016

INCOME

Match

Cash: \$ 80,040

In-Kind: \$ 0

Total MATCH: \$ 80,040

NEA GRANT*: \$ 75,000

TOTAL PROJECT INCOME: \$ 155,040

EXPENSES

Direct Costs

Salaries & Wages: \$ 97,200

Fringe: \$ 19,440

Travel: \$ 0

Other: \$ 38,400

Total DIRECT Costs: \$ 155,040

INDIRECT Costs: \$ 0

TOTAL PROJECT EXPENSES: \$ 155,040

IMPORTANT INFORMATION

You are responsible for reviewing the **General Terms & Conditions** for your award, which are available on our website at www.arts.gov/manageaward. Failure to comply with these Terms may result in the disallowance of project expenditures and/or the reduction or withdrawal of Arts Endowment support for your project.

- This budget is derived from your application, revised budget, and/or other communication. All costs must be incurred within the period of performance listed on your award letter. It is understood that this budget reflects estimated expenditures and that actual, allowable expenditures will be reported on all financial reports.
- This grant must be matched dollar for dollar (1 to 1) unless otherwise indicated in your grant award letter. Match must be nonfederal.
- Certain unallowable costs may have been removed from your budget (see Budget Notes); these costs cannot be supported with Federal or matching funds and should not be included on future financial reports for this award.
- Expenditures on your project should be in general agreement with the line item costs outlined in this budget. Some budget changes may require prior NEA approval (e.g., adding foreign travel or indirect costs).
- This budget cannot include overlapping project costs with any other direct Federal grant including awards made directly by the NEA or another Federal Agency (e.g., NEH, HUD, etc.) per 2 CFR §200.306 and NEA Legislation.
- NEA funds that are sub-granted to you through a state or regional arts agency, or a local arts organization, cannot be used as match on this award per 2 CFR §200.306 and NEA Legislation.
- Proper documentation must be maintained for all costs in this budget, including all salaries charged, in whole or in part, to this award.
- Proper documentation must be maintained for all in-kind contributions claimed per 2 CFR §200.96, .302, .333.
- All activities supported with NEA or matching funds, including performance/touring activities as well as publications, websites, or other media projects, must be made accessible to people with disabilities in compliance with Section 504 and the ADA.
- Payments to foreign nationals and/or non-compliant travel to or from countries sanctioned by the U.S. Treasury Department's Office of Foreign Asset Control are unallowable.

*NEA Grant = total amount of federal funds obligated, total amount of the federal award.

BUDGET NOTES:

Items under IN-KIND moved to CASH; not a third-party contribution.



REPORTING REQUIREMENTS for Grants to Organizations

Grant Numbers that Begin 15-xxxx-xxxx and later

Rev. November 2014

Materials regarding your award are online at www.arts.gov/manageaward/index. Basic information about your grant is available at www.arts.gov/mygrant (or My Grant at a Glance).

The reporting requirements for your grant are described below. Follow these instructions carefully.

PROGRESS REPORT

Generally, only one progress report will be required during the grant period. It is submitted as part of the Payment Request form (Box 10). Limit your response to the space provided on the form.

The Progress Report is due the first time the cumulative amount requested EXCEEDS two thirds (2/3) of the grant award amount. The Progress Report must include a description of grant supported activities that:

- have been undertaken since the grant period start date, and
• are scheduled for the remainder of the grant period.

FINAL REPORTS

Submit Final Reports to the Grants & Contracts Office (G&C) no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts (NEA) awards if you fail to submit required and acceptable Final Reports for previous awards. Go to www.arts.gov/manageaward/index for Final Reports instructions and forms.

The Final Descriptive Report (FDR) and Federal Financial Report (FFR) must be emailed to FinalReports@arts.gov. Identify your grant number and organization name in the subject line; e.g., FDR 15-3200-7xxx ABC Arts Organization, or FFR 15-3200-7xxx EFG Arts Organization.

The Final Report includes:

- 1. Federal Financial Report (FFR).
2. Final Descriptive Report (FDR):
• narrative describing the project activities;
• data about specific activities and participants; and
• geographic location(s) and venue(s) where grant activities took place (online module).
3. Final Product Requirement. If a final product is required for this grant, it is indicated below. Prominently label your product with your organization's name and grant number. If the product is available online, include the Web address or link in your FDR.

Form fields for product identification: Book(s) / Catalogue(s) / Journal(s), Recordings (CD, DVD, or other audio or video files), Publication(s) / Report(s), Libretto / Score(s) (hard copy or PDF on disc)

Other:

Handwritten note: if possible, digital images of alleyway activities

If no item is identified, a product is NOT required for your grant.

We reserve the right to request subsequent information or work product(s) as necessary. All Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes (e.g., the use of final report work products to document the results of grant programs), including

publication on a Federal Web site. If the NEA is interested in using images for promotional and educational uses, we will contact you before any such use. For more information, see the ***General Terms & Conditions***.

If you cannot submit your product electronically contact finalreports@arts.gov for the NEA's address.

NOTE: The first-class mail to the NEA is delayed due to security screening. Products put through this process suffer irreversible damage. If you are sending a product, or time-sensitive materials, use an alternative delivery service.

ADDITIONAL REMINDERS

1. An active and valid www.sam.gov (formerly CCR) registration is required to receive Federal funds and must be maintained throughout the life of the award.
2. Grant activities must be carried out consistent with those approved for funding by the NEA. If changes in the project are believed necessary, send a request with a justification to the G&C **before** implementation.
3. NEA's support must be acknowledged in all materials and announcements regarding this grant.
4. See the requirements concerning record retention and the Federal government's rights of access to records and personnel in the ***General Terms & Conditions***.
5. Documentation must be maintained for all grant project costs claimed, including those covered by the required match.
6. Ensure your email will accept messages from the arts.gov domain name.

REPORTING BURDEN:

The public reporting burden for this collection of information is estimated to average eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The NEA welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget; National Endowment for the Arts; Washington, DC 20506. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.



Specific Terms & Conditions for Local Arts Agencies that Subgrant

These Specific Terms & Conditions (Specific T&Cs) apply to Local Arts Agencies (LAAs) eligible to make subawards (aka subgrants) under an NEA grant or cooperative agreement. As a companion to the *NEA General Terms & Conditions for Grants and Cooperative Agreements to Organizations (General Terms & Conditions, or GTCs)*, the Specific T&Cs address requirements that apply to both the LAA in its role as a subgrantor of Federal or matching funds, and the subrecipient entities who receive such awards.

If you are using Federal funds – or funds that you allocate to meet the required cost share or match for the NEA award – for a subaward, you must inform subrecipients that they must comply with these mandates.

1. Subgranting Federal or Matching funds further defined by the NEA (P.L. 108-108, Section 309 (2), Nov. 10, 2003)

Per our legislation, only State Arts Agencies (SAAs), Regional Arts Organizations (RAOs), and Local Arts Agencies (LAAs) are eligible to subgrant Arts Endowment funds. The majority of awards for subgranting activity are made to SAAs and RAOs through the NEA Partnership program area. Awards may also be made to designated LAAs through the ArtWorks: Local Arts Agencies category for subgranting, and subaward activity may also be supported through Cooperative Agreements awarded to these entities for the NEA's own initiatives.

An NEA subgrant is an award made by an NEA grantee or cooperator (sometimes called the "prime" or "direct" recipient) using Federal and/or matching funds. A subgrant exists when funds are re-granted to an eligible non-Federal entity for activities conducted independently of the direct award recipient for the benefit of the subrecipient's program objectives. A subgrant recipient is neither directly employed by nor affiliated with the direct award recipient. A subgrant relationship could exist even if you call the grant agreement a contract. If you are approved to make subawards as part of your award, you are considered a "pass-through" entity per the definition provided in Part 200, and you must also comply with the requirements for monitoring and management of all subrecipients who receive awards comprised of Federal and/or matching funds as described below.

Note: If subawards are made for further subawarding activity, the subrecipient becomes a pass-through entity as defined by 2CFR Part 200 and must comply with all the provisions of items 3 and 4.

2. Additional Definitions (2 CFR 200.0-99 or the NEA)

In addition to the definitions provided in Section 5 of the GTCs, select items pertaining to subawards are summarized below.

Federal share	200.43	The portion of the award's costs, including administrative or programmatic subgrant costs that are paid by Federal funds.
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Pass-through entity	200.74	A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program. Note: This includes all LAAs who subgrant NEA or matching funds.
Prime entity or prime recipient	FFATA OMB guidance (8/27/2010)	A non-Federal entity that receives a direct Federal award; may also serve as a pass-through entity. (These terms are not included in 2 CFR 200, but have been more commonly used with FFATA and FSRS.)
Recipient cost share or match	NEA Guidelines, P.L. 108-108, Nov. 10, 2003 NEA 2015 GTCs	Non-Federal funds that are used to support additional costs for the project. For NEA grants, this means matching the NEA award at a minimum of one-to-one. LAAs may use a variety of sources to meet the required match.
Subaward	200.92	An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out a project or activity identified as part of a Federal award. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
Subrecipient	200.93	A non-Federal entity that receives a subaward from a pass-through entity to carry out a project or activity identified with the Federal program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

3. Requirements for Pass-Through Entities (2 CFR 200.331)

Both the NEA's enabling legislation and the Uniform Administrative Requirements (2 CFR Part 200) include requirements for subawards that are made under a Federal award. You must abide by, or implement, all of the items below if you are making subawards with NEA or matching funds. Any subrecipients who make further subawards using NEA or matching funds must also comply with these requirements.

It is very important that certain items are included in your program guidelines (e.g. the announcement of a funding opportunity), so that potential applicants understand the requirements and are prepared to comply if they are selected for an award.

As a reminder: the NEA does not prescribe how Federal/matching funds must be allocated; you may choose to apply them to a small number of subawards or spread them in smaller amounts more widely. It is up to you to determine the method that allows for the fullest compliance with the requirements outlined below.

- 3.1 **Review Criteria.** In accordance with the Arts Endowment's enabling legislation, you must include "artistic excellence and artistic merit" in the review criteria used to make the subgrant awards (20 USC Sec. 951 et seq.).
- 3.2 **Eligible Organizational Subrecipients.** Only 501(c)(3) nonprofit organizations, units of state or local government, institutions of higher education, or Federally-recognized Indian tribal governments are eligible to receive funds subgranted through an Arts Endowment award (20 USC Sec 954 (f)).
- 3.3 **Unique Entity Identifier.** You may not make a subaward to an eligible organization (entity) without a unique entity identifier, currently a DUNS number. Thus, you must notify potential subrecipients that they cannot receive a subaward from you unless they provide a valid DUNS number. Individuals receiving subawards do not need to have a DUNS number (2 CFR 25 Appendix A I.B.)

- 3.4 Review of Risk. You must evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward and consider imposing specific subaward conditions if appropriate (200.331(b), (c), and (e)).
- 3.5 Acceptance of Federally-recognized Indirect Cost Rates. Unless you have noted otherwise in your funding opportunity notice (e.g., guidelines), you must accept an approved indirect cost rate negotiated between the subrecipient and the Federal Government (200.331(a)(4)). If no such rate exists, you can negotiate your own rate with the subrecipient in compliance with this part, or accept a de minimis indirect cost rate of 10% of modified total direct costs (200.414(f)). Note: The reasons for the disallowance of indirect costs must be based on a legislative requirement or because the funding opportunity is restricted to direct costs only (e.g. artist fees), not agency preference.
- 3.6 Identification of Federal or Matching Funds. You must identify if the subaward is comprised, in whole or in part, of Federal funds or funds that are used to meet the minimum required match for the Federal award. You must also identify the Federal Awarding Agency and provide other required information as outlined in Appendix A. NOTE: 200.331 requires that this information is conveyed at the time the subaward is made, when/if any of these data elements change, or in a subsequent subaward modification. If this information is not available at the time the subaward is made, you must provide the best information available to describe the Federal award and subaward and provide updates to the subrecipient as necessary upon the receipt or disbursement of Federal or matching funds (200.331 (a) (1)).
- 3.7 Other Federal Requirements. You must inform the subrecipient of any other Federal requirements that "flow down" as outlined in Section 4. The NEA strongly recommends including information about these requirements in the notice of funding opportunity (guidelines) so that potential applicants are aware of and prepared to comply with these terms.
- 3.8 Monitoring. You must monitor the activities of your subrecipient(s) as necessary to ensure that subawards are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved (200.331(d - h)).
- 3.9 Subrecipient Reporting. You may impose additional requirements on the subrecipient to meet your own responsibility to us, including any required financial and performance reports. You must also keep subrecipients' report submissions on file for three years after the date you submit your Federal Financial Report to the Arts Endowment (200.331 (a)(3)).
- 3.10 FFATA Reporting. As required by the Federal Funding Accountability and Transparency Act (FFATA), you must report any subawards that include \$25,000 or more in Federal funds through the Federal Subrecipient Reporting System at www.fsrs.gov (2 CFR 170).
- 3.11 Record Retention and Access. You must inform subrecipients that they must permit you and your auditors with access to their records and financial statements as necessary for you to ensure compliance with the Federal award requirements (200.331 (a)(5) and 200.333).
- 3.12 Closeout. All subawards made with Federal or matching funds must be closed out (including submission and approval of all subrecipient final reports and disbursal of all Federal and matching funds) prior to closing out your Federal award. If you extend a subgrant to allow a subrecipient more time to complete the activities for which the subaward was made, the period of performance for your Federal award must also be extended accordingly. However, subawards that encounter significant delays should (unless required to meet the match) be removed from the scope of the NEA award to avoid continued delays in closing out the Federal award (200.77 and 200.331(a)(6)).

4. Flow-through of National Policy and Other Legal Requirements to Subrecipients

The Federal requirements associated with the NEA award also "flow down" to the subrecipients of Federal funds or funds that are used to meet the required match. Therefore, in addition to informing the subrecipient that they are receiving a Federal subaward, or one that is being used to match a Federal grant, you must provide them with information regarding the National Policy Requirements that are applicable to all Federal awards. These include requirements that prohibit discrimination, ensure accessibility of all facilities and programs funded with Federal monies, provide for the protection of environmental and historic resources, and more.

- 4.1 Required Information.** You must identify a subaward that is made with Federal or matching funds as such to your subrecipient(s), and provide them with the information required under 2 CFR 200.331 (See Appendix A). NOTE: 200.331 requires that this information is conveyed at the time the subaward is made, when/if any of these data elements change, or in a subsequent subaward modification. If this information is not available at the time the subaward is made, you must provide the best information available to describe the Federal award and subaward and provide updates to the subrecipient as necessary upon the receipt or disbursement of Federal or matching funds.

- 4.2 Terms & Conditions.** You must provide subrecipients with Terms & Conditions for their award that outline all requirements for managing their award. These Terms & Conditions must include or reference all of the Federal requirements that "flow down" to the subaward, instructions for submitting performance and financial reports required by your agency, and information relating to the closeout of the award.

**Appendix A:
Required Data Elements for Subaward Notices
under 2 CFR 200.331**

Pass-through entities are required to provide subrecipients with the following information any time a subaward is made with Federal funds or funds that are used to meet Federal grant's required match. You do not need to provide this information in any particular order or format; the important thing is that the subrecipient is aware of the Federal source of funding and informed of the applicable award requirements. You must also ensure that all subawards to which Federal/matching funds are obligated are in compliance with all other Terms & Conditions for the NEA award.

- Note that although these are data elements required for making subawards, you may also have other data elements and information that you provide to them based on your own policies and procedures.

In the case of subawards made only partially with Federal funds, your award notification should reflect the total amount awarded to the subrecipient, and then identify the Federal portion as required below. In the case of subawards that are being made only with your matching funds, you would list the Federal amount as zero but include all other required data elements, so that the recipient understands this award cannot be used to match another Federal grant.

**** NOTE:** For items (vi), (vii) and (viii), if you have not determined the allocation of Federal/matching funds at the time the subaward is made, you must make provisions to convey this information to the subrecipient at the time that Federal or matching funds are obligated to their award.

Also, if these three data elements are all the same (e.g. you are obligating all Federal funds at one time), you can simply report (viii), "Total Amount of the Federal Award."

2 CFR 200.331	Sample Response	Notes
(i) Subrecipient name	<i>Dance Council of Birmingham</i>	Legal name of the subrecipient; must match the entity's name in their D&B record.
(ii) Subrecipient's unique entity identifier	<i>DUNS # of Subrecipient</i>	The subrecipient's DUNS number; must reflect legal name and current address.
(iii) Federal Award Identification Number (FAIN)	<i>15-6200-70XX</i>	The NEA grant number as included on the LAA's NEA award document.
(iv) Federal Award Date	<i>May 15, 2015</i>	The date stamped on the LAA's NEA award document.
(v) Subaward Period of Performance	<i>July 1, 2015 - May 31, 2016</i>	The start and end dates for the sub-award grant period; must be <u>within</u> the period of performance for the LAA's NEA award.
(vi) Amount of Federal Funds Obligated by this action	<i>(n/a)</i>	**
(vii) Total Amount of Federal Funds Obligated to the subrecipient	<i>(n/a)</i>	**
(viii) Total Amount of the Federal Award	<i>\$10,000</i>	**Amount of Federal funds awarded from the NEA grant.
(ix) Federal award project description	<i>To support a subgranting program providing commissioning funds to small and mid-sized dance companies.</i>	The project description for the LAA's NEA award as described on the NEA award document.
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official	<ul style="list-style-type: none"> • <i>National Endowment for the Arts</i> • <i>Birmingham Arts Council</i> • <i>John Doe, BAC Exec. Director</i> • <i>555-333-5555</i> • <i>email@BAC.gov</i> 	The NEA's name, the LAA's name, and name and contact information for the person authorizing the subaward on the LAA's behalf.

(xi) CFDA Number and Name	45.024 <i>Promotion of the Arts - Grants to Organizations and Individuals</i>	The NEA's CFDA # and title as listed on the NEA award document.
(xii) Identification of whether the award is R&D		Notification if the project being supported is considered Research & Development as defined at 200.87; if not applicable per LAA program guidelines, can be omitted.
(xiii) Indirect cost rate <u>for the Federal award</u> (including if the de minimis rate is charged per 200.414)		The Indirect cost rate you approve for the subaward, if any. See 3.5 for more detail.

San Francisco Arts Commission

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Tom DeCaigny, Director of Cultural Affairs
DATE: February 24, 2017
SUBJECT: Accept & Expend Resolution for NEA Grant
GRANT TITLE: National Endowment for the Arts Our Town Grant

Edwin M. Lee
Mayor

Tom DeCaigny
Director of Cultural Affairs

401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

SFAC Galleries
401 Van Ness Avenue, Suite 126
San Francisco, CA 94102

Street Artists Licensing
401 Van Ness Avenue, Suite 124B
San Francisco, CA 94102

tel 415-252-2100
fax 415-934-1022
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of San Francisco

Attached please find the original and one copy of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of intent or grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain):

Special Timeline Requirements:

The grant period is August 1, 2016 – July 31, 2018

Departmental representative to receive a copy of the adopted resolution:

Name: Rachelle Axel **Phone:** 415.252.2237

Interoffice Mail Address: 401 Van Ness Avenue, Suite 325

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *See* Mayor Edwin M. Lee *[Signature]*
RE: Accept and Expend Resolution - \$75,000 National Endowment for the Arts
Our Town grant award for the San Francisco Arts Commission to support
the Chinatown Alleyways Project produced by the Chinese Culture
Foundation
DATE: April 18, 2017

Attached for introduction to the Board of Supervisors is a resolution authorizing the San Francisco Arts Commission to retroactively accept and expend a grant in the amount of \$75,000 from the National Endowment for the Arts for the Chinatown Alleyways Project.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

[Signature]
2017 APR 18 PM 2:07
BOARD OF SUPERVISORS
SAN FRANCISCO, CALIFORNIA