



CHARLES STEWART
MOTT FOUNDATION

June 18, 2015

The Honorable Edwin M. Lee
Mayor's Office
City Hall, Room 200
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4603

Project: Kindergarten to College Program
(Grant No. 2014-00057)

Dear Mayor Lee:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$315,000 to the City and County of San Francisco for the above-referenced project for the period September 1, 2015 through August 31, 2017.

Grant Payments

This grant will be paid upon receipt of your acceptance as follows:

\$202,000 on September 1, 2015
\$113,000 on November 1, 2016

Payments are conditioned upon the Mott Foundation's receipt and approval of all reports due prior to the payment date. (See the "Reports" section of this letter.)

The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.

3. Your organization's performance under the grant has not been satisfactory. The Mott Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Mott Foundation's judgment on these matters will be final and binding.

Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Benita Melton, Program Officer.

For general information regarding Mott Foundation grant procedures, copies of reporting forms, and other grant related questions, we encourage you to visit the For Grantees section of our website at <http://www.Mott.org/GrantResources>. Here you can also download copies of financial, narrative, and other forms in Word, Excel, and PDF formats that can be completed electronically.

Another resource available on the Mott Foundation's website is the Grantee Dashboard. The Dashboard provides real-time information on your grant's reporting requirements and due dates. By using the Dashboard you may view a copy of this commitment letter, enable or disable report reminders, and upload required reports directly to the Mott Foundation. For more information about the Dashboard, contact your program officer or login at <http://www.Mott.org/Login>. Login information will be emailed automatically to your grant's primary project contact, José Cisneros, who can add additional users.

Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted April 22, 2015.

Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any secondary grantee or consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a secondary grantee or consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.



Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

Your organization may charge this grant only for line item expenditures that were included in your approved budget as referenced in the "Reports" section of this letter. The addition of new line items must have the prior written approval of the Mott Foundation.

Expenditures may not exceed the approved budget amount for the following line item:

- Administrative overhead

Re-granting Compliance with Executive Order 13224 and the USA Patriot Act

Pursuant to the provisions of Executive Order 13224 and the USA Patriot Act, the Mott Foundation requires all organizations re-granting with Mott funds to check the terrorism watch list issued by the United States government – the Specially Designated Nationals (SDN) list – and refrain from providing financial or material support to any listed individual or organization.

Your organization is required to permit the Mott Foundation to have reasonable access to your files and records during the term of this grant and for five years thereafter for the purpose of verifying and documenting your organization's list-checking procedures.

For additional information regarding Executive Order 13224 and the USA Patriot Act, we encourage you to visit the For Grantees section of our website at <http://www.Mott.org/PatriotAct>.

Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant's termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records, and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Reports

The Mott Foundation requires the following reports be submitted for this grant:

**For the period ending August 31, 2016, a report is due October 1, 2016.
For the period ending August 31, 2017, a report is due October 1, 2017.**



The reports must include the following parts, which must be submitted together:

1. A **narrative report** summarizing what was accomplished by the expenditure of funds, including a description of progress made toward achieving the following objectives:
 - a. redesigning the Kindergarten to College (K2C) marketing messaging, channels, and materials;
 - b. developing and embedding innovative technologies within the K2C outreach program;
 - c. launching an “Ambassador Program” to engage community organizations and parent volunteers in K2C; and
 - d. increasing direct engagement and support of K2C principals and teachers through school materials and activities.

2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and ten percent (10%) of the budgeted line item amount.

Your organization must report against the approved budget of \$754,538 submitted on April 30, 2015 (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).

Copies of reporting forms can be downloaded from the For Grantees section of our website at <http://www.Mott.org/Forms>. In addition, your required reports can be submitted online via the Grantee Dashboard section of our website, login at <http://www.Mott.org/Login>.

Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.

Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that



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might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation's judgment, such action is necessary to comply with the requirements of any law or regulation.

Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation's Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

Acceptance

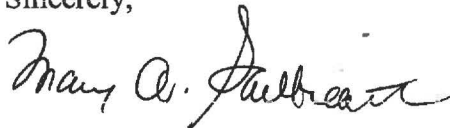
This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.

If your organization agrees to the grant conditions as stated, please return, in the enclosed envelope, one complete copy of this letter with the **original signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,



Mary A. Gailbreath
Vice President-Administration and Secretary/Treasurer

MAG:krm



Our organization acknowledges that appropriate personnel have read and understand this letter, that its terms and conditions are acceptable to us, and that we will comply with those terms and conditions.

Name of Grantee City & County of San Francisco

Printed Name of Authorized Signer Pauline Marx

Authorized Signature Pauline Marx
(This must be an original signature of an authorized representative of the organization.)

Title Chief Assistant Treasurer

Date Signed 7/1/15

