

File No. 240645

Committee Item No. 7

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Appropriations Committee Date June 21, 2024

Board of Supervisors Meeting Date \_\_\_\_\_

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- JCYC Board of Directors \_\_\_\_\_
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Completed by: Brent Jalipa Date June 14, 2024

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Grant Agreement - Japanese Community Youth Council - Japantown Youth Leaders; Mayor's  
2 Youth Employment and Education Program; SF STEM Academy - Not to Exceed  
3 \$40,386,800]

4 **Resolution approving grant agreement for Contract No. 1000032567 for the Japanese**  
5 **Community Youth Council programs: Japantown Youth Leaders; Mayor's Youth**  
6 **Employment and Education Program; and SF STEM Academy Program; between the**  
7 **Japanese Community Youth Council and the City and County of San Francisco, acting**  
8 **by and through its Department of Children, Youth and Their Families, for a term of**  
9 **July 1, 2024, through June 30, 2029, and for a total not to exceed amount of \$40,386,800**  
10 **with Board of Supervisor's approval under Charter, Section 9.118.**

11  
12 WHEREAS, On August 16, 2023, the Department of Children, Youth and Their  
13 Families issued a Request for Proposals ("RFP") for its 2024 - 2029 funding cycle; and

14 WHEREAS, Japanese Community Youth Council submitted proposals for three  
15 programs under RFP Result Area: All Youth Are Ready For College, Work And Productive  
16 Adulthood; and

17 WHEREAS, The three programs are: Japantown Youth Leaders; Mayor's Youth  
18 Employment and Education Program; and SF STEM Academy Program; and

19 WHEREAS, Japanese Community Youth Council was awarded funding in all three  
20 programs; and

21 WHEREAS, Under the Japantown Youth Leaders Program, Japanese Community  
22 Youth Council will provide high school students with activities that will focus on leadership  
23 styles, team building, community values, goal setting, and social justice issues which will  
24 encourage participants to develop their own sense of self and identity; and

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1           WHEREAS, Under the Mayor’s Youth Employment and Education Program, Japanese  
2 Community Youth Council will provide job readiness training, academic support, and paid  
3 work-based learning through a school-year session for 9th and 10th graders and an eight-  
4 week summer session for high school youth of all grades; and

5           WHEREAS, Under the SF STEM Academy Program, Japanese Community Youth  
6 Council will provide academic enhancement, skill development, emotional intelligence,  
7 employment readiness, financial literacy, life skills and transition planning to youth; now  
8 therefore, be it

9           RESOLVED, Under Charter, Section 9.118, that the Board of Supervisors hereby  
10 authorizes the City to enter into the grant agreement between the City and County of San  
11 Francisco and Japanese Community Youth Council to fund the Japantown Youth Leaders  
12 Program; Mayor’s Youth Employment and Education Program; and SF STEM Academy  
13 Program during the period of July 1, 2024 through June 30, 2029, for a total not to exceed  
14 amount of \$40,386,800; and, be it

15           FURTHER RESOLVED, That within thirty (30) days of the grant being fully executed by  
16 all parties, the Department of Children, Youth and Their Families shall provide the final grant  
17 agreement to the Clerk of the Board for inclusion into the official file.

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<b>Item 7</b> <b>File 24-0645</b>	<b>Department:</b> Children, Youth, and Their Families (DCYF)
<b>EXECUTIVE SUMMARY</b>	
<p><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution would approve a new grant agreement between DCYF and the Japanese Community Youth Council for the Japantown Youth Leaders, Mayor’s Youth Employment and Education Program, and the SF STEM Academy Program for a five-year term starting July 1, 2024 through June 30, 2029 and a not to exceed amount of \$40,386,800.</li> </ul> <p><b>Key Points</b></p> <ul style="list-style-type: none"> <li>The Japanese Community Youth Council (JCYC) provides services under various youth employment and training program with funding from DCYF. The Mayor’s Youth Employment and Education Program provides 900 San Francisco high school students with work experience through after school and summer employment at nonprofit, public sector organizations, and local businesses. The Japantown Youth Leaders program provides 50 San Francisco high school students with service and educational activities centered in Japantown and other neighborhoods to build a sense of belonging and positive self-esteem. The SF STEM Academy program provides 20 Balboa high school students with science, technology, engineering, and mathematics (STEM) focused educational activities after school, as well as a seven-week summer internship in a STEM field. JCYC was selected to continue providing these services through a competitive process.</li> </ul> <p><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The \$40,386,800 not to exceed amount includes a ten percent contingency and three percent annual increases. The FY 2024-25 budget is approximately \$6.9 million.</li> <li>The source of funding will be finalized following approval of the proposed agreement and the proposed budget. The proposed agreement would likely be funded by the General Fund and/or the Children and Youth Fund</li> </ul> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>Approve the proposed resolution.</li> </ul>	

**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**

**The Japanese Community Youth Council**

The Japanese Community Youth Council (JCYC) is a non-profit community organization established in 1970 and headquartered in Japantown, San Francisco. The organization serves young people from all socio-economic and ethnic backgrounds through various youth employment and training programs in San Francisco, including the Mayor's Youth Employment and Education Program, SF YouthWorks, SF STEM Academy, and Opportunities for All.

**Procurement**

In August 2023, the Department of Children, Youth, and Their Families (DCYF) issued a Request for Proposals (RFP) for the 2024 through 2029 funding cycle. Japanese Community Youth Council submitted proposals for the following three programs: the Mayor’s Youth Employment and Education Program (MYEEP), SF STEM Academy, and Japantown Youth Leaders. JCYC was selected to receive funding based on reviews by the selection panel for each initiative. Japanese Community Youth Council currently provides these services under three separate agreements, which expire June 30, 2024. The RFP scoring and other procurement information is summarized in Exhibit 1 below.

**Exhibit 1: Procurement Summary**

<b>Program</b>	<b>MYEEP</b>	<b>Japantown Youth Leaders</b>	<b>SF STEM</b>
RFP Service Area and Initiative	Youth Workforce Development - MYEEP	Enrichment & Skill Building - Identity Formation and Inclusion	Youth Workforce Development - General
Selection Panel	DCYF Senior Program Specialist, Juvenile Probation Department Community Development Specialist, Walter & Elise Haas Fund Program Lead	DCYF Senior Program Specialist, Latino Commission Foundation Community Relations Manager, panelist with unknown title and organization	DCYF Senior Program Specialist, San Francisco Unified School District staff member, Clarence E. Heller Charitable Foundation Program Officer
Total Number of Proposals	3	52	40
Number of Proposals Awarded Funding	1	14	23
JCYC Average Score (out of 100)	93.1	76.9	83.3
JCYC Rank out of Total Number of Proposals	1 out of 3	31 out of 52	21 out of 40
DCYF Funding Rationale for JCYC Program	Highly rated in deliberation process	Serves priority population, although not highly rated	Highly rated in deliberation process

Source: DCYF

**The Mayor's Youth Employment and Education Program**

The Mayor’s Youth Employment and Education Program provides San Francisco high school students with work experience through after school and summer employment at nonprofit, public sector organizations, and local businesses. This program differs from YouthWorks and Opportunities for All, which both serve older youth and offer different internship placements. According to DCYF staff, MYEEP internships are with non-profit organizations. YouthWorks internships are with City departments, and Opportunities for All internships are with for-profit organizations, non-profit organizations, and City departments. MYEEP also has a greater emphasis on job readiness training compared to the other two programs.

**Japantown Youth Leaders**

The Japantown Youth Leaders program provides San Francisco high school students with service and educational activities centered in Japantown and other neighborhoods to build a sense of belonging and positive self-esteem.

**SF STEM Academy**

The SF STEM Academy program provides 20 Balboa high school students with science, technology, engineering, and mathematics (STEM) focused educational activities after school, as well as a seven-week summer internship in a STEM field.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would approve a new grant agreement between DCYF and the Japanese Community Youth Council for the Japantown Youth Leaders, Mayor's Youth Employment and Education Program, and the SF STEM Academy Program for a five-year term starting July 1, 2024 through June 30, 2029 and a not to exceed amount of \$40,386,800.

**Scope of Services**Mayor's Youth Employment and Education Program

During the school year, the program provides primarily freshman and sophomores with 40 hours of job readiness training and ten hours per week of employment from January through April. During the summer, the program is open to all high school students, and includes ten hours of job readiness training and 140 hours of employment, per participant. The Japanese Community Youth Council subcontracts with community-based organizations<sup>1</sup> to provide job readiness training, career exploration, and other programming. The program serves 900 unduplicated clients annually.

Japantown Youth Leaders

During the school year, participants meet weekly to complete service-learning projects and participate in trainings and other program activities to promote leadership and team building. During the summer, participants are trained to teach service-learning skills to elementary and middle-school aged children in JCYC's summer camp. The program serves 50 unduplicated clients annually.

SF STEM Academy

During the school year, 20 Balboa students are provided with workshops and trainings on STEM-related topics, as well as field trips and enrichment activities, and one-on-one check-ins. During the summer, participants are placed in seven-week summer internships in a STEM-field. The program serves 20 unduplicated clients annually.

**Performance**

According to DCYF staff, DCYF will monitor program performance through DCYF's Youth Program Quality Assessment process, site visits, and youth surveys. Based on the results of the program quality assessment, DCYF may create a program improvement plan if warranted to ensure the agency is meeting program goals.

According to performance measures in the proposed agreement, program performance will be assessed based on service levels and activities compared to contracted levels, grantee financial

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<sup>1</sup> The subcontracted non-profits that provide youth employment are: APA, Visitacion Valley Strong Families, Bernal Heights Neighborhood Center, Horizons Unlimited, Buchanan YMCA, Community Youth Center of SF, Southeast Asian Development Center, and Young Community Developers.

health and participation in various trainings and DCYF's program quality assessment process, and survey responses of program participants, such as the percent of respondents that report developing a stronger sense of belonging, education or career goals, financial literacy, or job search skills and report having a caring adult in the program.

In FY 2022-23, MYEEP and Japantown Youth Leaders both served less than 75 percent of the projected number of participants. MYEEP served 52 percent (832 out of 1,600) and Japantown Youth Leaders served 69 percent (38 out of 55) of the projected number of participants. According to DCYF staff, this is due understaffing at JCYC and a reduction in the number of teens in San Francisco. The proposed agreement reduces the number of participants served under both programs compared to FY 2022-23. The number of unduplicated clients served by MYEEP is reduced from 1,600 to 900, and the number of unduplicated clients served by Japantown Youth Leaders is reduced from 55 to 50. Select performance measures for FY 2022-23 are shown in Exhibit 2 below. According to DCYF staff, the SF STEM program does not administer youth surveys, so there is no data for this program.



**Exhibit 2: Selected FY 2022-23 Performance Measures**

<b>Measure</b>	<b>MYEEP</b>	<b>SF STEM</b>	<b>Japantown Youth Leaders</b>
Number of participants served as a percentage of the program's projected number of participants	52% (832/1,600)	147% (22/15)	69% (38/55)
Percent of participants who completed a work-based learning experience lasting at least one month.	96%	100%	NA
Percent of participants who completed a work-based learning experience lasting at least one month and were provided with follow-up support for at least three months.	33%	62%	NA
Percent of surveyed participants who report that an adult in the program understood and really cared about them.	62%	No Data	89%
Percent of surveyed participants who report developing education or career goals and understanding the steps needed to achieve their goals as a result of the program.	55%	No Data	NA
Percent of surveyed participants who report developing job search skills, such as resume writing and interviewing, as a result of the program.	78%	No Data	NA
Percent of surveyed participants who report developing financial literacy skills, such as opening a bank account and making a budget, as a result of the program.	59%	No Data	NA
Percent of surveyed participants who report involvement in program implementation and/or leadership opportunities.	NA	NA	95%
Percent of surveyed participants who report becoming a more engaged participant in their school or community as a result of the program.	NA	NA	79%

Source: DCYF

**Fiscal and Compliance Monitoring**

DCYF completed fiscal and compliance monitoring of JCYC for FY 2023-24. According to a June 2024 letter, there were no findings.

**FISCAL IMPACT**

The proposed agreement has a not to exceed amount of \$40,386,800, including a ten percent contingency. The grant agreement budget, which includes three percent annual increases, by fiscal year and program is shown in Exhibit 3 below.

**Exhibit 3: Grant Agreement Not to Exceed Amount**

	<b>MYEEP</b>	<b>Japantown Youth Leaders</b>	<b>SF STEM Academy</b>	<b>Total</b>
FY 2024-25	\$6,335,000	\$300,000	\$300,000	\$6,935,000
FY 2025-26	6,515,000	309,000	309,000	7,133,000
FY 2026-27	6,700,400	318,300	318,300	7,337,000
FY 2027-28	6,891,400	327,800	327,800	7,547,000
FY 2028-29	7,088,100	337,600	337,600	7,763,300
<b>Total</b>	<b>33,529,900</b>	<b>1,592,700</b>	<b>1,592,700</b>	<b>36,715,300</b>
Contingency (10%)				3,671,500
<b>Not to Exceed Amount</b>				<b>\$40,386,800</b>

Source: Proposed Agreement

The FY 2024-25 budget is approximately \$6.9 million. The FY 2024-25 budget is shown in Exhibit 4 below.

**Exhibit 4: FY 2024-25 Budget**

	<b>MYEEP</b>	<b>Japantown Youth Leaders</b>	<b>SF STEM Academy</b>	<b>Total</b>	<b>% of Total</b>
Adult Staff	\$755,677	\$128,306	\$93,903	\$977,886	14%
Youth Staff	2,558,453	30,000	92,378	2,680,831	39%
Fringe Benefits	491,599	32,818	38,160	562,577	8%
<i>Subtotal, Salaries &amp; Benefits</i>	<i>3,805,729</i>	<i>191,124</i>	<i>224,441</i>	<i>4,221,294</i>	<i>61%</i>
Subcontractors	1,015,441			1,015,441	15%
Materials & Supplies	33,188	6,200	3,694	43,082	1%
Other Program Expenses	467,041	49,768	23,864	540,673	8%
Administrative	1,013,600	52,908	48,000	1,114,508	16%
<b>Total</b>	<b>\$6,335,000</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$6,935,000</b>	<b>100%</b>

Source: DCYF

According to DCYF staff, the agreement funds 11.0 FTE adult staff and 65.0 FTE youth staff for MYEEP, 2.0 FTE adult staff and 1.0 FTE youth staff for Japantown Youth Leaders, and 2.0 FTE adult staff and 2.0 FTE youth staff for SF STEM Academy.

**Source of Funding**

According to DCYF staff, the source of funding will be finalized following approval of the proposed agreement and the proposed budget. The proposed agreement would likely be funded by the General Fund and/or the Children and Youth Fund.

**RECOMMENDATION**

Approve the proposed resolution.

# GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

**JAPANESE COMMUNITY YOUTH COUNCIL**  
**CONTRACT ID: 1000032567**

**THIS GRANT AGREEMENT** (“Agreement”) is made as of **May 15, 2024**, in the City and County of San Francisco, State of California, by and between **Japanese Community Youth Council** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the **DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES** (“Department”).

## RECITALS

**WHEREAS**, Grantee has applied to the Department for a grant to fund the matters set forth in a grant plan; and summarized briefly as follows: **All Youth Are Ready For College, Work And Productive Adulthood**; and

**WHEREAS**, the grant plan will be carried out through the following Grantee programs: **Japantown Youth Leaders**; and **Mayor's Youth Employment and Education Program**; and **SF STEM Academy 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 acknowledged, the parties agree as follows:

## ARTICLE 1 DEFINITIONS

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

- (a) “**ADA**” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “**Application Documents**” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.
- (c) “**Budget**” shall mean the budget attached hereto as part of Appendix B.
- (d) “**Charter**” shall mean the Charter of City.

- (e) “**Contractor**” shall have the meaning as “Grantee” if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) “**Controller**” shall mean the Controller of City.
- (g) “**Eligible Expenses**” shall have the meaning set forth in Appendix A.
- (h) “**Event of Default**” shall have the meaning set forth in Section 11.1.
- (i) “**Fiscal Quarter**” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) “**Fiscal Year**” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) “**Funding Request**” shall have the meaning set forth in Section 5.3(a).
- (l) “**Grant**” shall mean this Agreement.
- (m) “**Grant Funds**” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) “**Grant Plan**” shall have the meaning set forth in Appendix B.
- (o) “**Indemnified Parties**” shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.
- (q) “**Publication**” shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

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

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or

supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” herein or “hereto” refer to this Agreement as a whole.

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

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

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

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

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

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

### **ARTICLE 3 TERM**

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

**3.2 Duration of Term.** The term of this Agreement shall commence on **JULY 1, 2024** and expire on **JUNE 30, 2029**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

### **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

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

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

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

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

**4.5 Publications and Work Product.**

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

is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

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

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

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

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

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



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

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **Thirty Six Million Seven Hundred Fifteen Thousand Three Hundred Dollars (\$36,715,300)**.

**Contingent Amount:** Up to **Three Million Six Hundred Seventy One Thousand Five Hundred Dollars (\$3,671,500)** for the period defined in Section 3.2 **may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Forty Million Three Hundred Eighty Six Thousand Eight Hundred Dollars (\$40,386,800)** for the period defined in Section 3.2.

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

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

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

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

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

**5.4 State or Federal Funds**

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal

government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Reserved. (Grant Terms)**

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

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

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

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

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

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

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

remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

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

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

## **ARTICLE 7 TAXES**

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

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

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

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

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

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

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

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

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

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

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

**8.4 Conflict of Interest.**

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

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

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

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

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

## **ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY**

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

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

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

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

## **ARTICLE 10 INSURANCE**

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

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

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

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

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

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

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

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

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

claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

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

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

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

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

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

**10.9 Reserved. (Worker's Compensation)**

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

**ARTICLE 11  
EVENTS OF DEFAULT AND REMEDIES**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

(b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and

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

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

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

## **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

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

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

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

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

### **ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING**

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

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

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

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

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

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

### **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and

directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

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

**14.3 Consequences of Recharacterization.**

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

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

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

**ARTICLE 15  
NOTICES AND OTHER COMMUNICATIONS**

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

If to the Department or City: **DEPARTMENT OF CHILDREN, YOUTH & THEIR  
FAMILIES  
1390 MARKET STREET, SUITE 900  
SAN FRANCISCO, CA 94102  
Attn: BRETT CONNER**

If to Grantee: **JAPANESE COMMUNITY YOUTH COUNCIL  
2012 PINE STREET  
San Francisco, CA 94115  
Attn: JON OSAKI**

Any notice of default must be sent by registered mail.

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

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

## **ARTICLE 16 COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination Requirements.**

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

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

**16.3 Reserved.**

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

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

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

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person

protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

**16.8. Minimum Compensation Ordinance.** Labor and Employment Code Article 111 applies to this Agreement. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

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

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

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

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

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

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

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

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

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

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

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

**16.18 Reserved. (Slavery Era Disclosure)**

**16.19 Distribution of Beverages and Water.**

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

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

**16.20 Reserved.**

**16.21 Compliance with Other Laws.**

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

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

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

## **ARTICLE 17 MISCELLANEOUS**

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

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

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

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

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

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

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



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

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

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

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

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

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

**17.12 Reserved. (Dispute Resolution Procedure)**

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

**17.14 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing

below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

**CITY**

**GRANTEE:**

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

**JAPANESE COMMUNITY YOUTH COUNCIL**

By: \_\_\_\_\_  
Maria Su, Psy.D.  
Executive Director

By: \_\_\_\_\_  
Jon Osaki  
Executive Director  
Federal Tax ID #: 23-7092514  
City Supplier Number: 0000003238

**Approved as to Form:**

David Chiu  
City Attorney

By: \_\_\_\_\_  
Valerie J. Lopez  
Deputy City Attorney

## Appendix A--Definition of Eligible Expenses

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

All Eligible Expenses *must* be:

(1) paid by Grantee prior to the submission of the applicable Funding Request; ***if advances are approved:*** expenses to be incurred and paid by Grantee no more than 30 days after the disbursement of Grant Funds pursuant to the Funding Request;

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

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

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

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

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

(a) Affordable child care and early education;

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

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

(d) Training, employment and job placement;

(e) Youth empowerment and leadership development;

(f) Youth violence prevention programs;

(g) Youth tutoring and educational enrichment programs;

(h) Family and parent support services;

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

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

Eligible Expenses may *include*:

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

Eligible Expenses shall specifically *exclude*:

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

## **Appendix B--Definition of Grant Plan**

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

**Work Plan**

Agency Name: **Japanese Community Youth Council**

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Other City Funds:

<b>Contract Number</b>	<b>Contract Title</b>	<b>Department</b>	<b>Term Start Date</b>	<b>Term End Date</b>	<b>Award Amount</b>
1000009809	CHF-GA-Japantown Youth Leaders	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$1,209,300
1000009982	CHF-GA-Mayor's Youth Employment	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$45,716,315
1000014147	CHF-GA-Opportunities for All I	CHF Children; Youth & Families	07/01/2019	06/30/2024	\$13,327,411
1000009983	CHF-GA-San Francisco YouthWork	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$12,495,387
1000009984	CHF-GA-SF STEM Academy	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$1,352,478
1000028533	DPH Children SUD Tx	DPH Public Health	07/01/2023	06/30/2025	\$1,795,798
1000025007	ECN Japantown Econ Vitality	ECN Economic & Wrkfrce Dvlpmnt	05/01/2022	12/31/2024	\$560,000
1000030320	MYR-195793-22	MYR Mayor	06/01/2023	06/30/2024	\$75,000
1000030974	MYR-204065-23	MYR Mayor	07/01/2023	06/30/2024	\$278,979
1000024030	PUC PJT PULL CITYWIDE INTERNSH	PUC Public Utilities Commsn	11/15/2021	11/14/2025	\$4,000,000

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DCYF is committed to making sure all of San Francisco’s children and youth, and particularly those who are most vulnerable, are supported by nurturing families and communities, are physically and emotionally healthy, succeeding in school, and ready for college, work, and adulthood. The range of programs DCYF funds, including those supported in this contract, furthers that overarching commitment to San Francisco’s children and youth. These programs, while open to all populations regardless of race, ethnicity, gender, or other factors, address the unique cultural needs of the targeted population(s) to the extent such populations are identified herein.

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## Appendix B-1

Program Name: **Japantown Youth Leaders**

### Program Description

The Japantown Youth Leaders (JYL) program strives to promote college and adulthood readiness by building positive self-identity, self-esteem and a sense of belonging by engaging youth in meaningful service and educational activities that focus on the legacy and cultural assets of the Japantown community and other communities of interest to participants. Target population is high school youth. Meeting times will vary, but generally, services are offered from 10am-6pm, Monday – Friday.

## Scope of Work

---

### Services and Projections

#### Program Operation Dates

Program Start Date

7/1/24

Program End Date

6/30/29

#### Months Services Will Be Provided

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> July      | <input checked="" type="checkbox"/> October  | <input checked="" type="checkbox"/> January  | <input checked="" type="checkbox"/> April |
| <input checked="" type="checkbox"/> August    | <input checked="" type="checkbox"/> November | <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May   |
| <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December | <input checked="" type="checkbox"/> March    | <input checked="" type="checkbox"/> June  |

#### Total Number of Weeks in a Year Services Will Be Provided

47

#### Days in a Typical Week Program Services Will Be Provided

- |  |   |  |                                   |
|--|---|--|-----------------------------------|
| <input type="checkbox"/> Sunday            | <input checked="" type="checkbox"/> Tuesday   | <input checked="" type="checkbox"/> Thursday | <input type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Monday | <input checked="" type="checkbox"/> Wednesday | <input checked="" type="checkbox"/> Friday   |                                   |

#### Program Projections by Age (Annual)

	<u>5-10</u>	<u>11-13</u>	<u>14-17</u>	<u>18-24</u>
Unduplicated Number of Program Participants to be Serviced Annually	0	0	50	0

Total Unduplicated Participants: 50

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### Projected Services

#### Group Activities

Name:

JYL School Year Cohort

Activity Description:

Participants of the Japantown Youth Leaders (JYL) program will meet weekly during the school year to focus on how they as individuals can



directly impact community needs through investigating needs, organizing and leading service-learning projects and participating in trainings to support their individual education goals, employment readiness and career aspirations. JYL program activities will focus on leadership styles, team building, community values, goal setting, and social justice issues which will encourage participants to develop their own sense of self and identity. The JYL program promotes a safe space to learn about other cultures, have opportunities to develop and practice leadership while building relationships among staff and peers.

Name: JYL Summer Cohort

Activity Description: Participants in the JYL Summer cohort will be trained to build their confidence and capacity to care for and teach service-learning skills to elementary and middle-school aged children and youth in JCYC's summer daycamp program. This unique opportunity provides participants a chance to practice the skills and knowledge they've learned during the nine-week summer daycamp program. Community service-learning projects will be planned and conducted during the program.

### Budget

Fiscal Year	Budget Amount
<b>2024/25</b>	\$300,000
<b>2025/26</b>	\$309,000
<b>2026/27</b>	\$318,300
<b>2027/28</b>	\$327,800
<b>2028/29</b>	\$337,600
<b>TOTAL</b>	<b>\$1,592,700</b>

The Department may, at its sole discretion, allow Grantee to transfer up to 20% of the estimated program budget to other programs funded through this agreement (if any). In no circumstance will the Maximum Amount of Grant Funds contained in Section 5.1 change given an allowed transfer.

### Subcontractors

None

## Performance Measures

<b>Timeframe</b>	<b>Name</b>	<b>Performance Measure</b>	<b>Target</b>
FY2024-2029	Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+
FY2024-2029	Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process
FY2024-2025	SEL Plan	Grantee participates in SEL trainings.	Yes - participated in trainings
FY2025-2029	SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
FY2024-2029	Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
FY2024-2029	Sense of Personal Identity	Percent of surveyed participants who report a stronger sense of belonging to a community and/or increased comfort with their own personal identity as a result of the program.	75%+
FY2024-2029	Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

Grantee is required to administer participant surveys or other evaluation instruments to examine these performance measures. The Department maintains sole discretion as to the performance standards required by this agreement, and may amend them as deemed appropriate at any time during the grant term.

Should Grantee not meet one or more performance standards, it will be provided a performance improvement plan in order to regain compliance. Performance improvement plan elements may include consultation with the Department, participation in technical assistance, performance measure amendment, and other supportive measures. Extreme or prolonged periods of noncompliance may result in termination of this agreement.

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## Appendix B-2

Program Name: **Mayor's Youth Employment and Education Program**

### Program Description

MYEEP provides San Francisco youth between the ages of 14-17 with the opportunity to prepare for and build work experience through after school and summer employment at nonprofit and public sector organizations, as well as local businesses. MYEEP also helps participants develop job search skills, explore postsecondary education and career opportunities, and learn life skills. During the school-year, MYEEP focuses on high school freshman and sophomore and includes; 40 hours of job readiness training, 10 hours per week of employment from January through April. During the summer, MYEEP is open to all high school students and includes 10 hours of job readiness training and 140hours of employment.

## Scope of Work

---

### Services and Projections

#### Program Operation Dates

Program Start Date  
7/1/24

Program End Date  
6/30/29

#### Months Services Will Be Provided

<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> April
<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> May
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> December	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> June

#### Total Number of Weeks in a Year Services Will Be Provided

50

#### Days in a Typical Week Program Services Will Be Provided

<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Friday	

#### Program Projections by Age (Annual)

	<u>5-10</u>	<u>11-13</u>	<u>14-17</u>	<u>18-24</u>
Unduplicated Number of Program Participants to be Serviced Annually	0	0	900	0

Total Unduplicated Participants: 900

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## Projected Services

### Group Activities

Name: Youth Leadership Program  
 Activity Description: Youth Leadership Program consists of 3 Project Coordinators who intern at JCYC, and 30 Counselors-in-Training who work with their respective MYEEP Agencies. Leadership skill-building, facilitation practice, and continued job readiness training will be delivered through workshops and group work.

Name: Job Readiness Training  
 Activity Description: Summer: 10hrs of Pre-Employment Training plus Financial Education workshop, and Resume workshop Fall: 10 weeks of Job Readiness Training, Academic Mentor Program Spring: 16 weeks of Job Readiness Training, plus tutoring as needed

### Individual Activities

Name: Program Management  
 Activity Description: MYEEP Central Office/Lead Agency manages the one-on-one onboarding of each youth participant to complete required work documents.

### Job Placements

Name: Worksite Placement  
 Type: Internship  
 Projected Number of Placements: 900  
 Activity Description: Youth who complete their required pre-employment training will be placed at a vetted worksite to work 10hrs/week (School Year) or 20hrs/week (Summer). The Worksite Supervisor will mentor and supervise the youth while they gain work experience and on-the-job learning.

## Budget

Fiscal Year	Budget Amount
2024/25	\$6,335,000
2025/26	\$6,515,000
2026/27	\$6,700,400
2027/28	\$6,891,400
2028/29	\$7,088,100
<b>TOTAL</b>	<b>\$33,529,900</b>

The Department may, at its sole discretion, allow Grantee to transfer up to 20% of the estimated program budget to other programs funded through this agreement (if any). In no circumstance will the Maximum Amount of Grant Funds contained in Section 5.1 change given an allowed transfer.

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## Subcontractors

Contractor Name: APA, Visitacion Valley Strong Families  
Contractor Address: 50 Raymond Ave, San Francisco, CA, 94134  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Bernal Heights Neighborhood Center  
Contractor Address: 515 Cortland Ave, San Francisco, CA, 94110  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Horizons Unlimited  
Contractor Address: 440 Potrero Ave, San Francisco, CA, 94110  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Buchanan YMCA  
Contractor Address: 1530 Buchanan St, San Francisco, CA, 94115  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Community Youth Center of SF  
Contractor Address: 1038 Post St, San Francisco, CA, 94109  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Southeast Asian Development Center  
Contractor Address: 166 Eddy St, San Francisco, CA, 94108  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Young Community Developers  
Contractor Address: 1715 Yosemite Ave, San Francisco, CA, 94124  
Activity Description: Job readiness training, career exploration, life skills development, transition support, and internship placement is provided to youth in the target service area. These services are provided in a School Year and a Summer session.

Contractor Name: Summer 2025 HSA  
Contractor Address: 2012 Pine St, San Francisco, CA, 94115  
Activity Description: Contingency Funding for 2025 services designated at HSA



## Performance Measures

<b>Timeframe</b>	<b>Name</b>	<b>Performance Measure</b>	<b>Target</b>
FY2024-2029	Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+
FY2024-2029	Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process
FY2024-2025	SEL Plan	Grantee participates in SEL trainings.	Yes - participated in trainings
FY2025-2029	SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
FY2024-2029	Transition Plan	Percent of participants with completed transitions plans.	90%+
FY2024-2025	WorkforceLinkSF	Grantee staff attend training on WorkforceLinkSF.	Yes - Attended Training
FY2025-2029	WorkforceLinkSF	Percent of participants enrolled in WorkforceLinkSF.	50%+
FY2024-2029	Placements	Number of actual work-based learning experiences provided compared to the program's projected number of work-based learning experiences.	85%+
FY2024-2029	Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
FY2024-2029	Education/Career Goals	Percent of surveyed participants who report that they developed education or career goals and understand the steps needed to achieve their goals as a result of the program.	75%+
FY2024-2029	Financial Literacy Skills	Percent of surveyed participants who report developing financial literacy skills, such as opening a bank account and making a budget, as a result of the program.	75%+
FY2024-2029	Job Search Skills	Percent of surveyed participants who report developing job search skills, such as resume writing and interviewing, as a result of the program.	75%+
FY2024-2029	Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

Grantee is required to administer participant surveys or other evaluation instruments to examine these performance measures. The Department maintains sole discretion as to the performance standards required by this agreement, and may amend them as deemed appropriate at any time during the grant term.

Should Grantee not meet one or more performance standards, it will be provided a performance improvement plan in order to regain compliance. Performance improvement plan elements may include consultation with the Department, participation in technical assistance, performance measure amendment, and other supportive measures. Extreme or prolonged periods of noncompliance may result in termination of this agreement.

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## Appendix B-3

Program Name: **SF STEM Academy**

### Program Description

The SF STEM Academy adopts a unique cohort system, encompassing a group of 20 Balboa students from grades 9 to 12, offering them engaging hands-on STEM-focused educational experiences after school that incrementally challenge students. Fundamental offerings include workshops that center on academic enhancement, skill development, emotional intelligence, employment readiness, financial literacy, life skills, and transition planning. Additional benefits are exposure to job environments through shadowing, college tours, and a 7-week paid summer internship in a STEM field. As students near graduation, assistance is given in navigating college entrance procedures. This program aligns with the Workforce Development Strategy and Results Area as it amplifies the skills crucial for higher education and subsequent careers, simultaneously giving students a glimpse into potential future prospects. The STEM Academy prepares youth for careers in Science, Technology, Engineering, and Mathematics. The program engages participants throughout their high school experience, providing academic support as well as STEM related work experiences. The STEM Academy partners Balboa HS to identify youth and other STEM based private and public entities to prepare youth to explore and identify pathways to access STEM careers. The STEM Academy's multi-year Cohort Model allows the program to provide intensive support over several academic years to maximize the opportunity for success. The STEM Academy core services include Academic Support, Job Readiness Training, Work-Based Learning, Post-Secondary Planning, and Transitional Support. During the school year, youth will receive supplemental math and science instruction that's coordinated with their current coursework and teachers. Remedial instruction will be provided for youth who've fallen behind in specific subject matter. Youth will also partake in academic planning, college preparation advising, and financial aid/scholarship information. In addition, all youth will complete transition plans which will include a resume, personal statement, and job search resources. During the summer months, youth will be placed in a 7-week paid STEM-related internship. Internships will provide exposure to STEM fields and offer opportunities to explore career options.

### Scope of Work



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## Services and Projections

### Program Operation Dates

Program Start Date  
7/1/24

Program End Date  
6/30/29

### Months Services Will Be Provided

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> July      | <input checked="" type="checkbox"/> October  | <input checked="" type="checkbox"/> January  | <input checked="" type="checkbox"/> April |
| <input checked="" type="checkbox"/> August    | <input checked="" type="checkbox"/> November | <input checked="" type="checkbox"/> February | <input checked="" type="checkbox"/> May   |
| <input checked="" type="checkbox"/> September | <input checked="" type="checkbox"/> December | <input checked="" type="checkbox"/> March    | <input checked="" type="checkbox"/> June  |

### Total Number of Weeks in a Year Services Will Be Provided

38

### Days in a Typical Week Program Services Will Be Provided

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Sunday            | <input checked="" type="checkbox"/> Tuesday   | <input checked="" type="checkbox"/> Thursday | <input checked="" type="checkbox"/> Saturday |
| <input checked="" type="checkbox"/> Monday | <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Friday              |  |

### Program Projections by Age (Annual)

	<u>5-10</u>	<u>11-13</u>	<u>14-17</u>	<u>18-24</u>
Unduplicated Number of Program Participants to be Serviced Annually	0	0	20	0

Total Unduplicated Participants: 20

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## Projected Services

### Group Activities

Name:

Workshops/trainings

Activity Description:

Workshops and activities related to Science, Tech, Engineering and Math. Workshops on different STEM related topics and including Academic Support, Job Readiness Training ie workshops on resume building etc, Work-Based Learning, Job-readiness skill building, Post-Secondary Planning , and Transitional Support. They are also provided academic support and higher education advising, such as college readiness and scholarship and financial aid workshops. Workshops will also lead from a lens of Social emotional learning which encompasses: Self-awareness, self-management, Social Awareness. Relationship Skills, and Responsible Decision making. Social emotional learning environment is established through classroom culture by creating norms around empathetic communication, and mindfulness to ensure and sham free learning environment. Workshops such as having difficult conversations with employers, friends, and families through scenarios are one example of a SEL based Workshop.

Name: Fieldtrips/enrichments activities  
 Activity Description: STEM participants will be provided with field trips that are STEM related to see first hand how STEM works in different fields. Ways to engage them in different fields and careers in STEM. This includes shadow days, college visits and career fairs, leveraging other programs at JCYC as well. Field trips are opportunities for youth to be exposed to different learning environments outside of the classroom to enrich learning material for academics, workforce development, and team building. Field trips are opportunities for youth to be exposed to different learning environments outside of the classroom to enrich learning material for academics, workforce development, and team building.

**Individual Activities**

Name: Individualized check-ins  
 Activity Description: One on one, individualized check ins with our program participants aside from academic and program check ins, we've been dedicating time to check in with personal matters, mental health and any other additional support and transition planning. We will pull in other organizations like Community Well, CYC and a few others who will offer resources for our youth needs.

**Job Placements**

Name: job placements  
 Type: Internship  
 Projected Number of Placements: 20  
 Activity Description: Job placements in the summer post workshop trainings. Internship sites are local organizations- predominately non profits that are centered in the STEM sector. Coordinator reaches out and establishes connections with host sites and develops an 8 week internship program that is focused on hands on learning, application and intergenerational professional communication . Internship programs are then presented to participants where they have a say in the internships they prefer. Performance measures are introduced at the beginning and end of every summer internship cycle

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**Budget**

Fiscal Year	Budget Amount
2024/25	\$300,000
2025/26	\$309,000
2026/27	\$318,300
2027/28	\$327,800
2028/29	\$337,600
<b>TOTAL</b>	<b>\$1,592,700</b>

The Department may, at its sole discretion, allow Grantee to transfer up to 20% of the estimated program budget to other programs funded through this agreement (if any). In no circumstance will the Maximum Amount of Grant Funds contained in Section 5.1 change given an allowed transfer.

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### **Subcontractors**

None

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## Performance Measures

<b>Timeframe</b>	<b>Name</b>	<b>Performance Measure</b>	<b>Target</b>
FY2024-2029	Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+
FY2024-2029	Program Quality Assessment (PQA)	Grantee participates in Program Quality Assessment (PQA) process.	Yes - Participated in PQA Process
FY2024-2025	SEL Plan	Grantee participates in SEL trainings.	Yes - participated in trainings
FY2025-2029	SEL Plan	Grantee identifies a plan for incorporating social-emotional learning into their programs and practices.	Yes - Has an SEL Plan
FY2024-2029	Transition Plan	Percent of participants with completed transitions plans.	90%+
FY2024-2025	WorkforceLinkSF	Grantee staff attend training on WorkforceLinkSF.	Yes - Attended Training
FY2025-2029	WorkforceLinkSF	Percent of participants enrolled in WorkforceLinkSF.	50%+
FY2024-2029	Placements	Number of actual work-based learning experiences provided compared to the program's projected number of work-based learning experiences.	85%+
FY2024-2029	Caring Adult	Percent of surveyed participants or caregivers who report that participants have an adult in the program who understood and really cared about them.	75%+
FY2024-2029	Education/Career Goals	Percent of surveyed participants who report that they developed education or career goals and understand the steps needed to achieve their goals as a result of the program.	75%+
FY2024-2029	Financial Literacy Skills	Percent of surveyed participants who report developing financial literacy skills, such as opening a bank account and making a budget, as a result of the program.	75%+
FY2024-2029	Job Search Skills	Percent of surveyed participants who report developing job search skills, such as resume writing and interviewing, as a result of the program.	75%+
FY2024-2029	Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

Grantee is required to administer participant surveys or other evaluation instruments to examine these performance measures. The Department maintains sole discretion as to the performance standards required by this agreement, and may amend them as deemed appropriate at any time during the grant term.

Should Grantee not meet one or more performance standards, it will be provided a performance improvement plan in order to regain compliance. Performance improvement plan elements may include consultation with the Department, participation in technical assistance, performance measure amendment, and other supportive measures. Extreme or prolonged periods of noncompliance may result in termination of this agreement.

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## **Appendix C--Form of Funding Request**

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

**Appendix D--Interests In Other City Contracts**

SEE APPENDIX B FOR WORK PLAN'S SECTION "OTHER CITY FUNDS"

## **Appendix E--Permitted Subgrantees**

SEE APPENDIX B FOR WORK PLAN'S SECTION "SUBCONTRACTORS"



**Appendix F – Insurance Waiver**

NONE



2012 Pine Street  
San Francisco, CA  
94115  
Tel: (415) 202-7900  
Fax: (415) 921-1841  
[www.jcyc.org](http://www.jcyc.org)

**JCYC Board of Directors  
FY 2023-2024**

Angus MacDonald

Oliver Dunlap – Secretary

Shah Nagree - Treasurer

Asia Harrigan

Darryl Abantao

Dinesh C

Evan Wayne - President

Heather Littleton

Jerome Anderson

Kitty Mah

Louise Carroll -Vice Chair

Max Mah

Gitanjali Rawat

Gautam Shah



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

May 31, 2024

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

**RE: Proposed Resolution for Grant Agreement Japanese Community Youth Council in Support of the Programs Japantown Youth Leaders; Mayor's Youth Employment and Education Program; and SF STEM Academy**

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the grant agreement with Japanese Community Youth Council in support of the following programs: Japantown Youth Leaders, Mayor's Youth Employment and Education Program and SF STEM Academy.

The total not to exceed amount of this grant agreement is \$40,386,800. Under Charter Section 9.118(b), all contracts in excess of \$10 million are subject to approval by the Board of Supervisors.

Attached please find a copy of the proposed resolution. Please calendar this item at the Board's earliest convenience and advise us of the date of introduction.

If you need additional information, please contact Grants Manager Brett Conner at [brett.conner@dcyf.org](mailto:brett.conner@dcyf.org).

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Su".

Maria Su, Psy.D.  
Executive Director

Enclosure

cc: Brett Conner, Grants Manager, DCYF



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 240645

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Loren Newquist	628-652-7133
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
CHF Children, Youth and Their Families	loren.newquist@dcyf.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Japanese Community Youth Council	<b>TELEPHONE NUMBER</b> 415-713-4944
<b>STREET ADDRESS (including City, State and Zip Code)</b> 2012 Pine Street	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 240645
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$40,386,800		
<b>NATURE OF THE CONTRACT (Please describe)</b> Japanese Community Youth Council three programs in the Result Area All Youth Are Ready For College, work And Productive Adulthood: 1) Japantown Youth Leaders provides service-learning curriculum, learning experience involving investigation, planning and preparation, taking action, reflection and demonstration to San Francisco high school youth. 2) Mayor's Youth Employment and Education Program provides job readiness training, academic support, and paid work-based learning through a school-year session for 9th and 10th graders and an 8-week summer session for high school youth of all grades. 3) SF STEM Academy Program provides academic enhancement, skill development, emotional intelligence, employment readiness, financial literacy, life skills and trans		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	<b>THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM</b>
<input checked="" type="checkbox"/>	<b>A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES</b> Board of Supervisors
<input type="checkbox"/>	<b>THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS</b>

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	MacDonald	Angus	Board of Directors
2	Dunlap	Oliver	Board of Directors
3	Nagree	Shah	Board of Directors
4	Harrigan	Asia	Board of Directors
5	Abantao	Darryl	Board of Directors
6	C	Dinesh	Board of Directors
7	Wayne	Evan	Board of Directors
8	Littleton	Heather	Board of Directors
9	Anderson	Jerome	Board of Directors
10	Mah	Kitty	Board of Directors
11	Carroll	Louise	Board of Directors
12	Mah	Max	Board of Directors
13	Rawat	Gitanjali	Board of Directors
14	Gautam	Shah	Board of Directors
15	Osaki	Jon	CEO
16	Shemika	Lilly	CFO
17	Kimura	Ryan	Other Principal Officer
18			
19			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20			
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
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47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------



**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Ma, Mendy \(CHF\)](#); [Burbage, Heidi \(CHF\)](#)  
**Subject:** Mayor -- Resolution -- DCYF-Japanese Community Youth Council Programs Grant  
**Date:** Tuesday, June 4, 2024 2:53:31 PM  
**Attachments:** [BoardofDirectors.pdf](#)  
[JCYC 2024 Board Resolution-DRAFT 2024.05.30 VJL comments.doc](#)  
[JCYC 2024 BOS Cover Letter.docx](#)  
[JCYC Productive Adulthood GA FY24-29 2024.05.30 VJL comments.docx](#)

---

Hello Clerks,

Attached is a Resolution approving grant agreement for Contract No. 1000032567 for the Japanese Community Youth Council programs—Japantown Youth Leaders; Mayor’s Youth Employment and Education Program; and SF STEM Academy Program—between Japanese Community Youth Council and the City and County of San Francisco, acting by and through its Department of Children, Youth and Their Families, for a term of July 1, 2024, through June 30, 2029, and for a total not to exceed amount of \$40,386,800, with Board of Supervisor’s approval under San Francisco Charter Section 9.118.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | [sara.trejo@sfgov.org](mailto:sara.trejo@sfgov.org)