

City and County of San Francisco
HUMAN RIGHTS COMMISSION



Mawuli Tugbenyoh
Executive Director

Daniel Lurie
Mayor

October 21, 2025

Via Email

Parivar Bay Area — Attn: (Anjali) Rimi Koka, President

TransCanWork — Attn: Toni Newman, Chief Executive Officer

Re: Amendment and Assignment of HRC Grant Agreement HRC-LG-007 (RFP 85) for January 1, 2025 – June 30, 2025

Dear Parivar and TransCanWork,

Thank you for notifying the Human Rights Commission (HRC) of your change in fiscal sponsorship and for introducing us to **TransCanWork** as Parivar's proposed fiscal sponsor. The purpose of this letter is to outline the process for finalizing an **Assignment and Assumption Agreement**, followed by an **amendment** to retroactively extend the existing grant agreement (HRC-LG-007) from January 1, 2025 through June 30, 2025.

This letter initiates the process of developing the amendment and assignment package. To proceed, the following actions are required:

1. HRC Approval of Fiscal Sponsor.

HRC must review and formally approve TransCanWork as the new fiscal sponsor. Approval is at HRC's sole discretion and is contingent on verification of TransCanWork's eligibility, compliance, and financial standing. See Appendix A for required documentation.

2. Assignment and Assumption Agreement.

Before the amendment can be executed, HRC must receive a signed Assignment and Assumption Agreement transferring the existing grant from the **Center for Immigration** (current fiscal sponsor) to **TransCanWork**. This document confirms TransCanWork's agreement to assume all Grantee responsibilities and obligations under the contract.

3. Fiscal Sponsor Letter of Agreement (MOU).

Parivar and TransCanWork must provide an executed Fiscal Sponsor Letter of Agreement that is **effective January 1, 2025**, to cover the full retroactive amended term.

Once these steps are complete, HRC will issue the retroactive amendment extending the agreement from January 1, 2025 through June 30, 2025.

Please note that this letter does not authorize work under the new period and does not waive any City rights. All services and payments must occur within a fully executed and certified agreement.

Sincerely,



Samuel Thomas, Chief Financial Officer

Cc: HRC Executive Director; HRC Programs Director; HRC Finance

Appendix A — Fiscal Sponsor Required Compliance Documentation

Status & Tax

- **IRS 501(c)(3) Determination Letter**
- **CA Secretary of State — Active Status**
- **CA Franchise Tax Board — Good Standing**
- **CA Attorney General, Registry of Charitable Trusts — Active Status**

City Vendor Setup

- **City Supplier Registration** confirmation letter
- Current **W-9**

Insurance (certificates)

- **Workers' Compensation, in statutory amounts, with Employers' Liability Limits** not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- **Commercial General 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 Contractual Liability, Personal Injury, Products and Completed Operations, and
- **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.
- **Professional liability insurance** for negligent acts, errors or omission with respect to professional or technical services, if any, required in the performance of this Agreement with limits not less than one million dollars (\$1,000,000) each claim

Program & Budget

- **Appendix D:** list of all other City contracts (if any)
- **Appendix E:** Subcontractor info (if applicable)

Fiscal Sponsorship & Financials

- **Fiscal Sponsor Letter of Agreement (MOU)** with Parivar effective January 1, 2025

- **Most recent audited financial statements**
- **YTD** balance sheet & income statement
- **Cash-flow projections** (6–12 months)
- **List of grants/contracts managed in past 3 years**
- **Key fiscal policies** (expense, travel, conflicts, record retention)