

**CITY AND COUNTY OF SAN FRANCISCO
ADULT PROBATION DEPARTMENT**

FIRST AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

WESTSIDE COMMUNITY SERVICES

FIRST AMENDMENT

This AMENDMENT of the, **AUGUST 1, 2021 Grant Agreement** (the "Agreement") is dated as of September 16, 2022 and is made in the City and County of San Francisco, State of California, by and between **WESTSIDE COMMUNITY SERVICES** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **ADULT PROBATION DEPARTMENT** ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through RFO#APD2020-02, a Request for Qualifications ("Solicitation") issued on November 3, 2020 and re-issued on November 9, 2020 and this modification is consistent therewith; and

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, the Agreement is being amended to update the not-to-exceed amount and Appendix B; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
- 2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) Section 5.1. Section 5.1 ("Maximum Amount of Grant Funds") of the Grant Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed SIX MILLION TWO HUNDRED TWENTY TWO THOUSAND SEVEN HUNDRED FORTY EIGHT Dollars (\$6,221,748).

*Such section is hereby amended to read as follows (changes in **bold**):*

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed **FIVE MILLION EIGHT HUNDRED FIFTY THOUSAND EIGHTY-TWO Dollars (\$5,850,082).**

Appendix B—Calculation of Charges

(b) Appendix B—Calculation of Charges of the Grant Agreement currently reads as follows:

Appendix B—Calculation of Charges

The Grantee's total compensation under this Agreement is detailed below, inclusive of all eligible costs and expenses required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount set forth in Section 5 of this Agreement and detailed below. 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 Reimbursement Request (no advances of Grant Funds shall be made)
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.

All Eligible Expenses shall include:

1. Net salaries and wages
2. Rent or related fees for equipment, performance or meeting halls or studios
3. Telephone charges, stationery and office and program supplies
4. Depreciation and/or capital expenses, which must follow the guidelines set forth by the Office of the Controller. More information here:
 - <https://sfcontroller.org/sites/default/files/Documents/Auditing/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf>
5. Advertising and publicity costs
6. Client food, supplies, and incentives
7. Travel expenses to a San Francisco County Jail facility to conduct assessments or other Program related activities. In the event that travel is required, SFAPD

will reimburse the Grantee as per the federally approved standard mileage reimbursement rates. The rate per mile driven for business purposes will be based on the most current IRS rate. In no event shall the total amount per mileage exceed the total travel line item in Appendix B.

Eligible Expenses shall specifically *exclude*:

1. Personal or business-related costs or expenses related to meals, catering, transportation, lodging, fundraising or educational activities
2. Any costs or expenses which are prohibited under the terms and conditions of any federal or state grant should such funds ever supply all or any portion of the Grant Funds
3. Penalties, late charges or interest on any late payments; or
4. Taxes or other amounts withheld from wages or salaries which have not actually been paid by Grantee during the term of this Agreement or which relate to periods before or after the term of this Agreement

Gift Card Tracking and Submission Requirements

Grantee is responsible to track the purchase and distribution of gift cards at all times. The City's Program Manager will provide a gift card/voucher tracking log(s), and track the following information:

1. Date Gift Card/Voucher was issued
2. # of Gift Cards distributed to the client on that date
3. Type of Gift Card/Voucher
4. \$ Amount of Gift Card/Voucher
5. Participant SF#
6. Participant Name (printed)
7. Participant Signature
8. Justification/Reason for providing the client with the Gift Card/Voucher
9. Staff Signature

Once all gift cards have been distributed, Grantee shall submit a copy of their gift card/voucher tracking log(s) to the City's Program Manager. The log(s) must include the month in which the purchase of the gift cards will be invoiced to the City SFAPD.

- Each time a batch of gift cards is purchased, the Grantee is responsible to track distribution as per the above bullet points
- Once all the cards in a batch have been distributed, the Grantee shall submit a copy of the gift card distribution tracking log to the City's Program Manager. Indicate on the log what month SFAPD was invoiced for the purchase of the gift cards.

Cost Reimbursement

Grantee shall be responsible for submitting expense justification documentation such as payroll, payroll taxes/fringe, and benefits back up, as well as invoices and or receipts for all other approved expenses no later than the 15th of each month for services provided in the previous month. Additionally, the City's Program Manager must approve all purchases for a single item that exceeds \$500.

Grantee shall review and comply with the following SFAPD policies regarding requirements on submitting supporting documentation with each cost reimbursement requests. More information on the requirements for submitting supporting documentation with cost reimbursement requests may be found at the link below and are incorporated by this reference as if fully set forth herein:

- [Supporting Documentation for Cost Reimbursement Requests Submitted by Non-Profit Grantees](#)

If a Program fee will be required of Participants, Grantee is required to let SFAPD know what the fees are, and how they will be used. If Grantee does not provide this information, SFAPD may consider withholding reimbursement payments until there is fee clarification.

Cost Reimbursement Requests should be sent to the person indicated in Article 15 of the Original Agreement:

San Francisco Adult Probation Department – Steve Adami
945 Bryant Street
San Francisco, CA 94103

Invoices will be processed and payments made by City to the Grantee within 30 days after the City has received Grantee's cost reimbursement request, provided that:

- The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Grantee to the City in accordance with this Contract;
- A monthly status report of services provided (number of classes or number of parent child visits facilitated) has been provided to the City by the Grantee as part of the Grantee's payment request each month;
- Insurance documentation is current in accordance with Section 10 of this Agreement.

In the event the City requests corrections to the cost reimbursement invoice, or for additional information needed to accept the cost reimbursement invoice as satisfactory, the date on which the additional information is received will mark a "new cost reimbursement submission date," and payments will be made by City to the Grantee within 30 days of the new cost reimbursement submission date.

Budget:

SAN FRANCISCO ADULT PROBATION DEPARTMENT BUDGET SUMMARY BY PROGRAM			
Grantee: Westside Community Services			
Grant Term: 8/1/2021-6/30/2023			
Program: Treatment, Recovery, Prevention (TRP)			
(Check One): <input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification			
If modification, Effective Date of Mod. No. of Allocation			
	Allocation One (11 Months) 8/1/2021-6/30/2022	Allocation Two (12 Months) 7/1/2022-6/30/2023	TOTAL
EXPENDITURES			
Salaries & Benefits	\$ 1,409,861	\$ 1,562,211	\$ 2,972,072
Operating Expense	\$ 589,689	\$ 472,190	\$ 1,061,879
Subtotal	\$ 1,999,550	\$ 2,034,401	\$ 4,033,951
Indirect Percentage (%)	15%	15%	
Indirect Cost	\$ 299,932	\$ 305,160	\$ 605,093
Master Lease Cost/Rent	\$ 730,800	\$ 851,904	\$ 1,582,704
TOTAL EXPENDITURES	\$ 3,030,282	\$ 3,191,465	\$ 6,221,748

Advance Payment

Upon the effective date of this Agreement, contingent upon prior approval by the City's Adult Probation Department of an invoice or claim submitted by Grantee, the City agrees to make an advance payment to Grantee not to exceed **SEVEN HUNDRED FIFTY SIX THOUSAND FIVE HUNDRED SIXTY FOUR Dollars (\$756,564)** for the term of this Agreement. Grantee agrees that within the term of this Agreement, this advance payment shall be recovered by the City through a reduction to monthly payments to Grantee during the first six months after the effective date of this First Amendment, unless and until Grantee chooses to return to the City all or part of the advance payment. The amount of the advance payment recovered each month shall be calculated by dividing the total advance payment by the total number of months for recovery: **6-months**. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the initial payment being due and payable to the City within thirty (30) calendar days following written notice of termination from the City.

*Such section is hereby amended to read as follows (changes in **bold**):*

Appendix B-1 Calculation of Charges

The Grantee's total compensation under this Agreement is detailed below, inclusive of all eligible costs and expenses required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount set forth in Section 5 of this Agreement and detailed below. 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:

6. Paid by Grantee prior to the submission of the applicable Reimbursement Request (no advances of Grant Funds shall be made)
7. Direct out-of-pocket expenses incurred by Grantee or its officers, directors and employees;
8. Operating (as opposed to capital) expenses
9. Within the scope of the applicable Budget line item
10. Directly related to activities performed within the physical boundaries of the City and County of San Francisco.

All Eligible Expenses shall include:

8. Net salaries and wages
9. Rent or related fees for equipment, performance or meeting halls or studios
10. Telephone charges, stationery and office and program supplies
11. Depreciation and/or capital expenses, which must follow the guidelines set forth by the Office of the Controller. More information here:
 - <https://sfcontroller.org/sites/default/files/Documents/Auditing/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf>
12. Advertising and publicity costs
13. Client food, supplies, and incentives
14. Travel expenses to a San Francisco County Jail facility to conduct assessments or other Program related activities. In the event that travel is required, SFAPD will reimburse the Grantee as per the federally approved standard mileage reimbursement rates. The rate per mile driven for business purposes will be based on the most current IRS rate. In no event shall the total amount per mileage exceed the total travel line item in Appendix B.

Eligible Expenses shall specifically exclude:

5. Personal or business-related costs or expenses related to meals, catering, transportation, lodging, fundraising or educational activities
6. Any costs or expenses which are prohibited under the terms and conditions of any federal or state grant should such funds ever supply all or any portion of the Grant Funds
7. Penalties, late charges or interest on any late payments; or
8. Taxes or other amounts withheld from wages or salaries which have not actually been paid by Grantee during the term of this Agreement or which relate to periods before or after the term of this Agreement

Gift Card Tracking and Submission Requirements

Grantee is responsible to track the purchase and distribution of gift cards at all times. The City's Program Manager will provide a gift card/voucher tracking log(s), and track the following information:

10. Date Gift Card/Voucher was issued
11. # of Gift Cards distributed to the client on that date
12. Type of Gift Card/Voucher
13. \$ Amount of Gift Card/Voucher
14. Participant SF#
15. Participant Name (printed)
16. Participant Signature
17. Justification/Reason for providing the client with the Gift Card/Voucher
18. Staff Signature

Once all gift cards have been distributed, Grantee shall submit a copy of their gift card/voucher tracking log(s) to the City's Program Manager. The log(s) must include the month in which the purchase of the gift cards will be invoiced to the City SFAPD.

- Each time a batch of gift cards is purchased, the Grantee is responsible to track distribution as per the above bullet points
- Once all the cards in a batch have been distributed, the Grantee shall submit a copy of the gift card distribution tracking log to the City's Program Manager. Indicate on the log what month SFAPD was invoiced for the purchase of the gift cards.

Cost Reimbursement

Grantee shall be responsible for submitting expense justification documentation such as payroll, payroll taxes/fringe, and benefits back up, as well as invoices and or receipts for all other approved expenses no later than the 15th of each month for services provided in the previous month. Additionally, the City's Program Manager must approve all purchases for a single item that exceeds \$500.

Grantee shall review and comply with the following SFAPD policies regarding requirements on submitting supporting documentation with each cost reimbursement requests. More information on the requirements for submitting supporting documentation with cost reimbursement requests may be found at the link below and are incorporated by this reference as if fully set forth herein:

- [Supporting Documentation for Cost Reimbursement Requests Submitted by Non-Profit Grantees](#)

If a Program fee will be required of Participants, Grantee is required to let SFAPD know what the fees are, and how they will be used. If Grantee does not provide this information, SFAPD may consider withholding reimbursement payments until there is fee clarification.

San Francisco Adult Probation Department – Steve Adami
945 Bryant Street
San Francisco, CA 94103

- The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Grantee to the City in accordance with this Contract;
- A monthly status report of services provided (number of classes or number of parent child visits facilitated) has been provided to the City by the Grantee as part of the Grantee's payment request each month;
- Insurance documentation is current in accordance with Section 10 of this Agreement.

Budget:

G-150 (1-22)
Westside Community Services TRP
First Amendment

Advance Payment

Upon the effective date of the original Agreement, signed on August 1, 2021, the City agreed to make an advance payment to Grantee not to exceed SEVEN HUNDRED FIFTY SIX THOUSAND FIVE HUNDRED SIXTY FOUR Dollars (\$756,564) for the term of the Agreement. This advance payment was recovered in full by the City through a reduction of monthly payments to Grantee during the first six months after the effective date.

Upon the effective date of this First Amendment Agreement, contingent upon prior approval by the City's Adult Probation Department of an invoice or claim submitted by Grantee, the City agrees to make an advance payment to Grantee not to exceed **THREE HUNDRED THIRTY-TWO THOUSAND THREE HUNDRED THIRTY Dollars (\$332,330)** for the term of this Agreement. Grantee agrees that within the term of this Agreement, this advance payment shall be recovered by the City through a reduction to monthly payments to Grantee beginning October 2022 through March 2023 after the effective date of this First Amendment, unless and until Grantee chooses to return to the City all or part of the advance payment. The amount of the advance payment recovered each month shall be calculated by dividing the total advance payment by the total number of months for recovery: 6-months. Any termination of this Agreement, whether for cause or for convenience, will result in the total outstanding amount of the initial payment being due and payable to the City within thirty (30) calendar days following written notice of termination from the City.

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

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect. IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY
ADULT PROBATION DEPARTMENT

GRANTEE:
WESTISDE COMMUNITY SERVICES

By: Cristel M. Tullock
Cristel Tullock
CHIEF ADULT PROBATION OFFICER

By: Mary Ann Jones PhD
Print Name: Mary Ann Jones, PhD

Approved as to Form:

Title: Chief Executive Officer

David Chiu
City Attorney

City Vendor Number: 0000008254

By: _____
Jana Clark
Deputy City Attorney