

File No. 240829

Committee Item No. 6

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date September 18, 2024

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

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission (8)
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

#### OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Grant Agreement 6/26/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 1 7/18/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 2 9/5/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 3 12/20/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 4 6/26/2024</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>PW Commission Resolution No. 2023-0060 6/16/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>PW Commission Resolution No. 2024-0057 7/22/2023</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Brent Jalipa Date September 12, 2024

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

1 [Agreement Amendment - Hunters Point Family - Pit Stop Workforce Development Grant  
2 Program - Not to Exceed \$16,238,478.52]

3 **Resolution approving Amendment No. 5 to Contract No. 1000029167 between the City,**  
4 **acting by and through the Department of Public Works, and Hunters Point Family, to**  
5 **create employment opportunities, job training and workforce development programs,**  
6 **and ensure the availability of safe and clean public restrooms for the Pit Stop**  
7 **Workforce Development Grant Program, extending the term by 11 months for a total**  
8 **term of July 1, 2023, through June 30, 2025, increasing the contract amount by**  
9 **\$6,972,047.52 for a new total not to exceed amount from of \$16,238,478.52; and to**  
10 **authorize the Director of Public Works to make necessary, non-material changes to the**  
11 **Amendment before its execution.**

12  
13 WHEREAS, On March 27, 2023, Public Works issued a Request for Proposals ("RFP")  
14 for a qualified non-profit organization possessing special expertise, capacity and experience  
15 to provide Pit Stop facility attendance and maintenance, data reporting and workforce  
16 development; and

17 WHEREAS, Hunters Point Family ("HPF") submitted a proposal and was the highest  
18 ranked proposer; and

19 WHEREAS, On June 16, 2023, Public Works awarded an agreement to HPF in the  
20 amount of \$8,425,706 to provide Pit Stop monitoring and workforce development for program  
21 participants ("Original Agreement"); and

22 WHEREAS, Public Works amended the Original Agreement to extend duration through  
23 July 31, 2024, and increase the not to exceed amount to \$9,266,431; and

24 WHEREAS, San Francisco Charter, Section 9.118, requires that the Board of  
25 Supervisors approve all contracts, other than construction contracts, with an anticipated

1 expenditure of more than \$10,000,000; and

2 WHEREAS, The City and County of San Francisco intends to continue support and  
3 management of San Francisco Public Works' Pit Stop Workforce Development program,  
4 providing clean and safe public toilets throughout various neighborhoods in San Francisco,  
5 funded by the General Fund and Continuing (Project) Fund; and

6 WHEREAS, Public Works wishes HPF to proceed with continuation of Pit Stop and  
7 workforce development services for a total not to-exceed amount of \$16,238,478.52; now,  
8 therefore, be it

9 RESOLVED, That the Board of Supervisors hereby approves the amendment to the  
10 Agreement between the City and County of San Francisco and Hunters Point Family to create  
11 employment opportunities, job training and workforce development programs to ensure the  
12 availability of safe and clean public restrooms for the Pit Stop Workforce Development Grant  
13 Program, increasing the not to exceed amount by \$6,972,047.52 for a new total not to exceed  
14 amount from of \$16,238,478.52; and, be it

15 FURTHER RESOLVED, That the Board of Supervisors authorizes the Department of  
16 Public Works to enter into any amendments or modifications to the Amendment, that Public  
17 Works determines, in consultation with the City Attorney, are necessary to correct clerical  
18 and/or administrative errors, as long as those changes are consistent with this Resolution;  
19 and, be it

20 FURTHER RESOLVED, That within thirty (30) days of the amendment to the  
21 Agreement being fully executed by all parties, the Director of Public Works shall provide the  
22 amendment to the Clerk of the Board for inclusion into the official file. This requirement and  
23 obligation resides with the Department, and is for purposes of having a complete file only, and  
24 in no manner affects the validity of approved Amendment.

<b>Item 6</b> <b>File 24-0829</b>	<b>Department:</b> Department of Public Works (DPW)
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution would approve the Sixth Amendment to the grant agreement between the Department of Public Works (DPW) and Hunters Point Family for the Pit Stop program, extending the term of the grant by nine months through June 2025, and increasing the not-to-exceed amount of the grant by \$6,972,048, for a total not to exceed \$16,238,479.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>The City’s Pit Stop program, which began in July 2014 and is administered by DPW, provides public restroom and handwashing facilities, as well as needle and dog waste receptacles, at 30 locations across the City. In 2023, after a competitive solicitation, DPW awarded a grant to Hunters Point Family to staff 22 Pit Stop sites, with eight others staffed by Mission Hiring Hall. The grant agreement has since been amended five times and expires September 30, 2024.</li> <li>Hunters Point Family hires San Francisco residents who are eligible to work but face barriers to employment and may come from low-income neighborhoods. Hunters Point Family provides training to employees and then connects them to other employment and apprenticeship programs within 12 months in the program. Pit Stop locations must be kept clean and free of safety hazards, and Hunters Point Family is required to troubleshoot basic restroom malfunctions before contacting DPW maintenance staff. The grant funds approximately 83 full-time equivalent (FTE) employees. In FY 2023-24, approximately 67 program participants were placed into full-time employment after leaving the program.</li> <li>DPW monitors the condition of the Pit Stops through site visits. Actual spending to date has been \$1.5 million or 17 percent less than the FY 2023-24 grant budget because of reduced staffing due to broken restroom units that were closed for extended periods and difficulty getting replacement parts for the units. Hunters Point Family is close to meeting its workforce performance goal of placing 35 percent of workers into new jobs. In FY 2023-24, 32.5 percent of HPF workers exited into new jobs.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The proposed Sixth Amendment would increase the not-to-exceed amount of the grant agreement by \$6,972,048, for a total not to exceed \$16,238,479. Of the \$16,238,479 not-to-exceed amount, approximately \$15,688,479 (97 percent) is funded by the City’s General Fund, and approximately \$550,000 (three percent) is funded by grants from Bay Area Rapid Transit (BART).</li> </ul> <p style="text-align: center;"><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 City's Pit Stop program, which began in July 2014 and is administered by the Department of Public Works (DPW), provides public restroom and handwashing facilities, as well as needle and dog waste receptacles, at 30 locations across the City. The restrooms are a mix of semi-permanent JCDecaux public toilet facilities and portable toilets owned by DPW.

In March 2023, DPW issued a Request for Proposals (RFP) to award a Pit Stop program operator as a workforce development program. DPW received three proposals, and an evaluation panel scored them, as shown in Exhibit 1 below.<sup>1</sup> Proposals were evaluated on project approach, organizational capacity, and fiscal capacity.

### Exhibit 1: Proposals and Scores from RFP

Proposer	Score (out of 300 Points)
Hunters Point Family	288
Mission Hiring Hall	286
Lanval Family Foundation	283

Source: DPW

Hunters Point Family, which previously operated the Pit Stop program, was deemed the highest-scoring proposer and awarded a contract. Mission Hiring Hall was also awarded a contract. As of August 2024, Hunters Point Family operates 22 Pit Stop locations, and Mission Hiring Hall operates eight locations.

In June 2023, DPW executed a grant agreement with Hunters Point Family for a one-year term from July 2023 through June 2024 and an amount not to exceed \$8,425,706. The grant has since been amended five times, as shown in Exhibit 2 below.

<sup>1</sup> The evaluation panel consisted of a DPW Apprenticeship Operations Supervisor, a DPW Healthy Streets Operational Manager, and an Office of Economic and Workforce Development (OEWD) Workforce Solutions Manager.

**Exhibit 2: Overview of Grant Amendments**

<b>Amendment</b>	<b>Date</b>	<b>Description</b>
Original Grant Agreement	6/28/2023	Term of 1 year from July 2023 – June 2024, amount not to exceed \$8,425,706
1	7/31/2023	Increased amount to \$8,728,690 and increased payrates per updated Minimum Compensation Ordinance (MCO)
2	9/12/2023	Revised schedules and sites
3	1/11/2024	Increased amount to \$8,766,431, amended eligible expenses, budget details, and invoice instructions
4	6/28/2024	Extended term through July 2024, increased amount to \$9,266,431
5	7/31/2024	Extended term through September 2024, amended budget details

Source: Past Grant Amendments

DPW and Hunters Point Family have agreed to extend the contract through June 2025.

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the Sixth Amendment to the grant agreement between DPW and Hunters Point Family for the Pit Stop program, extending the term by nine months through June 2025, and increasing the not-to-exceed amount of the grant by \$6,972,048, for a total not to exceed \$16,238,479.<sup>2</sup> The resolution also authorizes the Director of Public Works to make further immaterial amendments to the grant agreement.

Under the grant agreement, Hunters Point Family operates 22 Pit Stop locations as a workforce development program. As of August 2024, all locations are open seven days a week, with daily hours varying by location from eight to 24 hours per day. Hunters Point Family hires San Francisco residents who are eligible to work but face barriers to employment and may come from low-income neighborhoods. Hunters Point Family provides training to employees and then connects them to other employment and apprenticeship programs within 12 months in the program. Pit Stop locations must be kept clean and free of safety hazards, and Hunters Point Family is required to troubleshoot basic restroom malfunctions before contacting DPW maintenance staff. The grant funds approximately 83 full-time equivalent (FTE) employees.

### Performance and Fiscal Monitoring

Under the grant agreement, Hunters Point Family is required to submit weekly, monthly and quarterly reports which include Pit Stop usage levels and demographics, training hours, and work hours provided. According to Alexander Burns, DPW Contract Administration Manager, DPW conducts regular site inspections and provide a sample report for our review. In addition, DPW reviews Hunter Point Family's reports regarding participant training and job placement upon exiting the program. The agreement states that Hunters Point Family should place at least 35 participants in full-time positions within six months of exiting the program. DPW reports that of

<sup>2</sup> The resolution states that the proposed amendment would extend the term of the grant by 11 months. However, DPW has already executed the Fifth Amendment, which extended the term by two months through September 2024. Therefore, the proposed Sixth Amendment extends the term of the grant agreement by nine months.

206 participants in FY 2023-24, 67 were placed for a placement rate of 32.5 percent. However, the 206 number includes participants who voluntarily quit the program after a short period and therefore would not receive assistance with placements.

Staff from the Department of Children, Youth, and their Families reviewed Hunters Point Family's financial documents as part of the FY 2023-24 Citywide Fiscal and Compliance Monitoring program and identified six findings related to invoices, cost allocation procedures, financial reports, fiscal policies and procedures, and audited financial statements. Hunters Point Family responded with actions planned or taken for each finding, and DCYF staff determined that the actions are satisfactory and that Hunters Point Family is in conformance with City financial and governance standards.

### FISCAL IMPACT

The proposed Sixth Amendment would increase the not-to-exceed amount of the grant agreement by \$6,972,048, for a total not to exceed \$16,238,479. The estimated budget for the proposed nine-month extension is shown in Exhibit 3 below.

#### Exhibit 3: Estimated Grant Budget, October 2024 – June 2025

Expenditures	Amount
Salaries	\$4,264,771
Fringe Benefits	1,690,129
Non-Personnel Costs	107,750
<i>Subtotal, Direct Costs</i>	<i>\$6,062,650</i>
Indirect Costs (15%)	909,398
<b>Total Projected Expenditures</b>	<b>\$6,972,048</b>

Source: Proposed Sixth Amendment

Non-personnel costs include materials and supplies, uniforms, and facilities and occupancy.

Indirect costs include administrative and overhead costs, such as management salaries, payroll, and accounting costs

Actual contract allocation during the FY 2023-24 grant period totaled \$7,238,050, or \$1,528,381 less than the \$8,766,431 grant budget. That spending authority was applied to the grant budget for FY 2024-25 and the Department administratively added \$500,000 (a portion of which was from the prior year's underspending) to the grant budget for FY 2024-25. The proposed Sixth Amendment would add \$6,972,048 in grant spending, for a total FY 2024-25 grant budget of \$8,739,693, similar to the prior year's grant budget. Actual contract expenditures to date total approximately \$6,803,851. According to Contract Administration Manager Burns, actual spending has been less than the contract amount because of reduced staffing due to broken restroom units that were closed for extended periods of time and difficulty getting replacement parts for the units.

Of the \$16,238,479 not-to-exceed amount, approximately \$15,688,479 (97 percent) is funded by the City's General Fund, and approximately \$550,000 (three percent) is funded by grants from Bay Area Rapid Transit (BART).

### RECOMMENDATION

Approve the proposed resolution.



**Carla Short, Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## **NOTICE OF AMENDMENT**

Date: July 31, 2024

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607

Grant Program: Pit Stop Workforce Development Grant

Amendment #5: Extend the grant by two (2) calendar months, utilize carry-forward savings from the previous fiscal year equaling \$1,267,645 for a \$0 increase to the overall maximum grant amount, and incorporate August and September budget into Appendix B: Budget Schedule. Fiscal Year 2025 Budget includes Minimum Compensation Ordinance (MCO) and Cost of Doing Business (CODB) increases.

Grant Amount: \$9,266,431.00

Grant Term: July 1, 2023 – September 30, 2024

Purchase Order No: 0000738131

DocuSigned by:  
  
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Carla Short  
Director of Public Works

Ec: Warren Hill, Public Works  
Darice Jones, Hunters Point Family

Attachments: Amendment #5 Agreement (executed)



**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**FIFTH AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**HUNTERS POINT FAMILY**

---

**FIFTH AMENDMENT**

**This AMENDMENT of the JULY 1, 2023 Grant Agreement** (the "Agreement") is dated as of **JULY 30, 2024** and is made in the City and County of San Francisco, State of California, by and between **HUNTERS POINT FAMILY** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **SAN FRANCISCO PUBLIC WORKS** ("Department").

RECITALS

**WHEREAS**, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 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 Public Works Commission approved Resolution 2024-0057 effective July 22, 2024; and

**WHEREAS**, the City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to extend the grant by TWO CALENDAR MONTHS, increase the overall budget by \$0.00, and incorporate into Appendix B: Budget Schedule; 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.

**(a) Specific Terms.** The term "Agreement" shall mean the Agreement dated May 31, 2023 between Grantee and City, as amended by the:

**First amendment** dated **July 18, 2023**.  
**Second amendment** dated **September 5, 2023**.  
**Third amendment** dated **December 20, 2023**.  
**Fourth amendment** dated **June 26, 2024**.

**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) **Section 3.2.** “Duration of Term” of the Grant Agreement currently reads as follows:

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire July 31, 2024, 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.

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

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire **September 30, 2024**, 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.

(b) **Appendix B** Definition of Grant Plan shall be amended as follows:

**Grant Plan. Appendix B Grant Agreement Budget Detail for period beginning August 1, 2024, through September 30, 2024 is hereby added to the Agreement and attached to this Amendment as Attachment 1.**

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

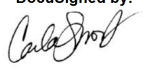
**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

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**  
**SAN FRANCISCO PUBLIC WORKS**

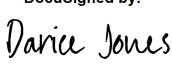
**GRANTEE:**  
**HUNTERS POINT FAMILY**

Recommended by:

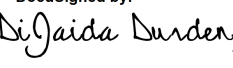
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**Carla Short**  
Director of Public Works

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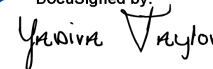
**Darice Jones**  
Executive Director  
Federal Tax ID #: 94-3361252  
City Supplier Number: 0000018607

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**DiJaida Durden**  
Deputy Director of Operations

**Approved as to Form:**

David Chiu  
City Attorney

By:   
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**Yadira Taylor**  
Deputy City Attorney

Pit Stop Workforce Development - Hunters Point Family  
August 1, 2024 - June 30, 2025 (Budget)

Amendment No. 5 Extension  
August 1, 2024 - September 30, 2024

Direct Program Personnel Costs						
Personnel	FTE	Hourly	FTE % based on	Program Cost	Aug-24	Sep-24
Title of Position		Pay Rate	40 hour week			
Pit Stop Monitors	71	\$ 20.25	100%	\$ 2,489,778	\$ 226,343.45	\$ 226,343.45
Pit Stop Monitors Holiday Pay	71	\$ 30.38	100%	\$ 205,578	\$ 18,688.91	\$ 18,688.91
Pit Stop Monitors (Graveyard)	10	\$ 22.25	100%	\$ 388,040	\$ 35,276.36	\$ 35,276.36
Pit Stop Monitors Holiday Pay (Graveyard)	10	\$ 33.38	100%	\$ 32,040	\$ 2,912.73	\$ 2,912.73
Site Supervisors	5	\$ 28.84	100%	\$ 251,485	\$ 22,862.25	\$ 22,862.25
Site Supervisors Holiday Pay	5	\$ 43.26	100%	\$ 20,765	\$ 1,887.71	\$ 1,887.71
Site Supervisors (Graveyard)	3	\$ 30.90	100%	\$ 161,669	\$ 14,697.16	\$ 14,697.16
Site Supervisors Holiday Pay (Graveyard)	3	\$ 46.35	100%	\$ 13,349	\$ 1,213.53	\$ 1,213.53
Lead Supervisors	3	\$ 36.05	100%	\$ 188,614	\$ 17,146.69	\$ 17,146.69
Lead Supervisors Holiday Pay	3	\$ 54.08	100%	\$ 15,574	\$ 1,415.78	\$ 1,415.78
Program Director	1	\$ 49.17	100%	\$ 100,749	\$ 9,159.03	\$ 9,159.03
Operations Director	1	\$ 43.91	100%	\$ 89,972	\$ 8,179.24	\$ 8,179.24
Chief Program Officer	1	\$ 68.30	50%	\$ 69,973	\$ 6,361.15	\$ 6,361.15
Workforce Development Director	1	\$ 61.80	30%	\$ 37,988	\$ 3,453.50	\$ 3,453.50
Human Resources Manager	1	\$ 50.17	15%	\$ 15,420	\$ 1,401.83	\$ 1,401.83
Program Assistant	1	\$ 29.87	100%	\$ 61,204	\$ 5,563.97	\$ 5,563.97
Pit Stop Monitors - As-Needed per City's request				\$ 122,575	\$ 11,143.18	\$ 11,143.18
Subtotal Personnel			1395%	\$ 4,264,771	\$ 387,706	\$ 387,706
			% of Personnel Costs			
Fringe Benefits			40%	\$ 1,690,129	\$ 153,648.07	\$ 153,648.07
Direct Program Personnel Total				\$ 5,954,900	\$ 541,355	\$ 541,355
Non-Personnel Program Costs						
Professional Development & Training						
Program Materials & Supplies				\$ 83,500	\$ 7,590.91	\$ 7,590.91
Equipment						
Uniforms				\$ 15,000	\$ 1,363.64	\$ 1,363.64
Facilities & Occupancy				\$ 9,250	\$ 840.91	\$ 840.91
Transportation & Travel						
Insurance						
Human Resources						
Stipends and Participant Incentives						
Non-Personnel Program Costs Total				\$ 107,750	\$ 9,795	\$ 9,795
TOTAL DIRECT COSTS				\$ 6,062,650	\$ 551,150	\$ 551,150
Indirect Costs						
			% of Direct Costs			
Administrative and Overhead	Indirect cost @ 15%		15%	\$ 909,398	\$ 82,673	\$ 82,673
TOTAL REQUEST FY25				\$ 6,972,047.52	\$ 633,822.50	\$ 633,822.50
August & September 2024 Budget					\$ 1,267,645.00	
Carry Forward Savings from FY23-24					\$ (1,267,645.00)	
TOTAL REQUEST for AUGUST & SEPTEMBER 2024						\$0.00

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO.** 2024-0057

WHEREAS, The Pit Stop Workforce Development Program creates employment opportunities, job training, and workforce development programs while ensuring the availability of safe and clean public restrooms. Pit Stop facilities are staffed by attendants who help ensure the bathrooms are well-maintained and used for their intended purpose; and

WHEREAS, On June 16, 2023, San Francisco Public Works Commission awarded a grant to Hunters Point Family of San Francisco (No. 1000029167) in the amount of \$8,425,706 with a contract duration of 12 months; and

WHEREAS, The Grantee continues to provide training, employment, and workforce development opportunities and provide excellent customer service in the operations of the Pit Stop Program keeping the restrooms safe, clean, and available to the public; now therefore by it

RESOLVED, That this Commission hereby approves Amendment no. 1, an increase of \$6,972,047.52 and an extension to June 30, 2025, to continue services for Hunters Point Family.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of July 22, 2024.*



Commission Affairs Manager  
Public Works Commission



**Carla Short, Interim Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## NOTICE TO PROCEED

Date: June 28, 2023

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607

Grant Program: Pit Stop Workforce Development Grant

Grant Amount: \$8,425,706.00

Grant Term: July 1, 2023 to June 30, 2024

Carla Short  
Interim Director of Public Works

DocuSigned by:

A handwritten signature of Carla Short in blue ink, enclosed in a blue rectangular box.

6/29/2023 | 9:19:56 AM PDT

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Attachments: Agreement and Budget (executed)

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

**HUNTERS POINT FAMILY**

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**THIS GRANT AGREEMENT** (“Agreement”) is made as of **JUNE 26, 2023**, in the City and County of San Francisco, State of California, by and between **HUNTERS POINT FAMILY** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through **SAN FRANCISCO PUBLIC WORKS** (“Department”),

**RECITALS**

**WHEREAS**, Grantee has applied to the Department for a **PIT STOP WORKFORCE DEVELOPMENT** grant to fund the matters set forth in a grant plan; and summarized briefly as follows:

**CREATE EMPLOYMENT OPPORTUNITIES, JOB TRAINING, AND WORKFORCE DEVELOPMENT PROGRAMS TO ENSURE THE AVAILABILITY OF SAFE AND CLEAN PUBLIC RESTROOMS; and**

**WHEREAS**, Contractor was competitively selected pursuant to Sourcing Event ID **0000007785** issued on **March 27, 2023**; and

**WHEREAS**, the Commission approved an award of contract resolution **2023-0060** dated effective **June 16, 2023**, 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 the Notice to Proceed date and expire **twelve (12) months from that date**, 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.

**3.3 Option to Extend.** The City has the option to renew the Agreement for a maximum of twenty-four (24) months. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, "Modification" of this Agreement.

### **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 Reserved.**

**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 **EIGHT MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND SEVEN HUNDRED AND SIX** Dollars (**\$8,425,706**).

**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) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix G, "State/Federal Funding 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 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
- (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 Worker's Compensation.** The Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

## **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, including pay advances, 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.
- (d) Repayment of any remaining funds owed to the City from a pay advance of grant funds given to Grantee. Repayment of the remaining amount owed on the advance must be made to Public Works within 15 days of termination.

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: **SAN FRANCISCO PUBLIC WORKS**  
**49 SOUTH VAN NESS, SUITE 1600**  
San Francisco, CA **94103**  
Attn: **ROBYNN TAKAYAMA**  
**EMAIL: ROBYNN.TAKAYAMA@SFPDW.ORG**

If to Grantee: **HUNTERS POINT FAMILY**  
**150 EXECUTIVE PARK BOULEVARD, #4500**  
San Francisco, CA **94134**  
Attn: **MELODY DANIEL**  
**EMAIL: MELODY@HUNTERSPONITFAMILY.ORG**

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; Penalties.**

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** 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 or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

### **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. Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

**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 Reserved. (Working with Minors)**

**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) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, 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 Chapter 12T.

(b) The requirements of Chapter 12T shall only apply to a Contractor’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. Chapter 12T 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.** 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.

## **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 Subcontractors
- Appendix F, Data Reporting

**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.	Section 6.7	Submitting False Claims;
Section 6.4	Financial Statements.		Monetary Penalties
Section 6.5	Books and Records.		
Section 6.6	Inspection and Audit.		

Article 7	Taxes	Article 12	Disclosure of Information and Documents
Article 8	Representations and Warranties	Section 13.4	Grantee Retains Responsibility.
Article 9	Indemnification and General Liability	Section 14.3	Consequences of Recharacterization.
Section 10.4	Required Post-Expiration Coverage.	This Article 17	Miscellaneous

**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

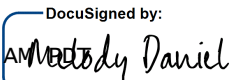
CITY

GRANTEE


HUNTERS POINT FAMILY

By:  DocuSigned by:  
6/28/2023 | 11:25:50 AM PDT  
073CF73A4EA6486...

**CARLA SHORT**  
**INTERIM DIRECTOR**

By:  DocuSigned by:  
6/26/2023 | 2:42:35 PM PDT  
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**MELODY DANIELS**  
**CHIEF PROGRAM OFFICER**

By:  DocuSigned by:  
6/26/2023 | 3:09:40 PM PDT  
32475AB478D84AD...

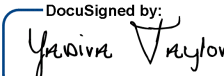
**DIJAIDA DURDEN**  
**DEPUTY DIRECTOR OF OPERATIONS**

Federal Tax ID #: 94-3361252

**Approved as to Form:**

City Supplier Number: 0000018607

David Chiu  
City Attorney

By:  DocuSigned by:  
6/28/2023 | 9:34:00 AM PDT  
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**YADIRA TAYLOR**  
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:

- (a) expenses to be incurred and paid by Grantee no more than 30 days after the disbursement of Grant Funds pursuant to the Funding Request;

\$842,570 advance of Grant Funds shall be provided to the Grantee upon execution of agreement for mobilization. Advances paid to the grantee shall be credited to Public Works against the grantee-incurred expenses in six (6) equal installments over the subsequent months’ invoices, about \$140,428 per monthly invoice;

Should the grant agreement be terminated, repayment of the remaining amount owed on the advance must be made to Public Works within 15 days of termination.

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

- (c) operating (as opposed to capital) expenses; within the scope of the applicable Budget line item; and
- (d) directly related to activities performed within the physical boundaries of the City and County of San Francisco.

Eligible Expenses shall *include*:

- (a) Personnel: Net salaries and wages for direct program staff providing services to the grant program, managers who supervise direct program staff, executive and clerical staff, limited to only the time allocated to the program;
- (b) Fringe benefits: FICA and SUI, health and medical benefits including Employer Spending Requirements for the Health Care Security Ordinance unless exempt); retirement benefits, holiday pay, paid time off earned during the grant window, overtime (which requires advance approval by Public Works
- (c) Professional Development & Training: Costs associated with staff retreats, staff meetings, staff conferences, and conference registration fees aimed to build capacity for the program;
- (d) Program Materials and Supplies: Program supplies that are consistent with the type of services provided by the program; office supplies used by staff in the operation of program;
- (e) Equipment: Equipment purchase, lease and maintenance costs that directly benefit program participants such as computers, printers, furniture, tools. Costs above a certain amount may require approval before purchase; office equipment rental; purchase of vehicle or other equipment over \$1,000 for direct use by the funded program with prior approval of Public Works;
- (f) Maintenance: Building maintenance; office equipment maintenance; vehicle maintenance and repairs; janitorial service;
- (g) Facilities and Occupancy: Rent and utilities for program space, including costs associated with rental of non-primary space to be used to run a program (one-time meeting or event space rental for short-term trainings/workshops); cost recovery in lieu of rent for programs housed in property owned by grantee (only with written approval from Public Works);
- (h) Transportation and Travel: Costs associated with mileage, vehicle rental, gas reimbursement, parking fees, bridge tolls Clipper card, MUNI tokens, etc. used for the program and field work;
- (i) Communications: Communications costs used for the program including postage, telephone, internet, and cell phones for programmatic purposes; outreach materials (design and printing);
- (j) Insurance: Costs associated with maintaining required insurance policies such as commercial general liability, automobile, and workers compensation, as required by Public Works. Costs should be consistent with the agency's cost allocation plan;
- (k) Human Resources: Job posting and staff finger printing;
- (l) Stipends and Participant Incentives: Stipends for youth up to \$599; fees paid to AmeriCorps staff; participant incentives to youth for completing a program or activity, such as gift cards

Eligible Expenses shall specifically *exclude*:

- (a) Personnel: Bonuses paid to staff, payments to staff that are on leave, severance payments to former staff;
- (b) Fringe Benefits: vacation, sick, or overtime and taxes or other withholdings for periods before and after the grant term.
- (c) Professional Development and Training: Out-of-town conference transportation, lodging, food or per diem for staff, unless explicitly outlined in prior written approval from Public Works;
- (d) Program Materials and Supplies: Supplies not used in direct operation of the funded program;
- (e) Equipment: Items not for primary and direct use for the program, cost of purchasing a vehicle without prior approval;
- (f) Maintenance: Depreciation of building and equipment; property taxes;



- (g) Facilities and Occupancy: Security deposits, costs for loans against owned property, acquisition of real property (excluding leases for a 10-year term or less);
- (h) Transportation and Travel: Out of town travel to conferences or trainings for staff, unless explicitly outlined in prior written approval from Public Works. Parking/moving violations, tickets, and penalties for infractions of any laws, or towing charges;
- (i) Stipends and Participant Incentives: Stipends of \$600 or greater. Participants receiving this amount should be paid as hourly staff. Public Works may make an exception to this policy in cases of program participants engaged in purely educational or training activities. Contact your Program Manager to request a waiver of this policy. Stipends or incentives for adults older than 24 years old;
- (j) Admin and Overhead: Fiscal sponsor fees;
- (k) Bank fees for administration costs; bank, credit card, or utility penalties, late charges or interest on any late payments;
- (l) Capital expenses;
- (m) Food and beverages;
- (n) Any costs or expenses which are prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds

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

The term “Grant Plan” shall mean:

### **Workforce Development**

**Intended Participants:** Workforce development and job training opportunities must be provided to San Francisco residents who are eligible to work but face barriers to employment, especially those in economically disadvantaged neighborhoods and communities. At least two recruitment events are required each year.

**Training:** The grantee will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. The job readiness and soft-skills component of the program will include workshops to assist and support participants in their transition to the workforce. Workshop examples include resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques. At least two work hours per employee per month must be dedicated to workforce development.

**Transition to Unsubsidized Employment:** Grantee(s) will support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies. Participants must exit program within twelve (12) months of employment with the program. Grantee(s) must aim to place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the program.

### **Pit Stop Monitoring**

Monitor the thirty-one (31) or more permanent and temporary restroom facilities in the City to ensure safe and clean public restroom facilities. Public Works shall reserve the right to add, remove, and adjust the schedule of any and all designated Pit Stop locations. The physical location of the restroom may vary based upon the discretion of Public Works.

- Ensure permitted parking spaces are kept clear and free for unit to be stationed at the beginning of each shift to avoid station setup delays.
- Provide general maintenance of permanent and/or temporary restroom facilities and their surroundings, including:
  - Sweep and clean entire block adjacent to restroom unit;
  - Place trash bags clearly visible next to restroom facility for pick up by Public Works staff;
  - Dispose of needles in specially marked disposal bin;
  - Distribute doggy waste bags, where applicable;
  - Wear proper PPE worn, always;
  - Clean, sanitize, and disinfect interior of units;
  - Interact with public in a professional and courteous manner.
- Provide daily real-time updates via text message to designated Public Works personnel, which include:
  - Time of Unit arrival on-site;

- Time of water truck arrival on-site: Unit is fully functional and operational;
- End of the shift updates to designated Public Works representatives which includes:
- Time unit was picked up from the location;
- Issues such as servicing needs or damaged equipment so that morning shift at Operations Yard may appropriately schedule repairs or replacements needed to take place for that day.
- Conduct baseline troubleshooting by Supervisors on Public Works-owned ADA units. Supervisors will be trained by authorized Public Works representatives on how to troubleshoot Public Works-owned ADA trailers. Mechanical, Electrical, Advanced Plumbing issues, or other types of malfunctions or breakdowns shall be referred to qualified Public Works staff for maintenance. Public works shall be notified immediately anytime a unit remains out of order for over one (1) hour. Troubleshooting will be limited to the following:
  - Unclog trailer restrooms;
  - Prime the restroom trailer pipe(s) to clear them of clogged/accumulated debris;
  - Open grinder valve to release blocked or trapped overflow wastewater;
  - Utilize a plunger or water pressure unit (if available) to pressurize blockage to move through pipes and into grinder overflow.

### **Staffing Schedule and Crew Participants**

The Grantee's Supervisor, under coordination with the City's designated contact person, shall allocate and schedule actual work hours and assignments for all workers and the supervisor on a daily/weekly basis.

- Grantee shall perform all Services Monday through Sunday, with a crew of at least three (3) Workers and one (1) full time equivalent Supervisor per Pit Stop. The number of crew members is an estimate and subject to change at any point during the grant term, contingent upon approval and availability of funding by the City.
- Grantee may be required to perform Services Monday through Sunday, 7 days per week. Monitoring hours shall vary based on location but may be up to twenty-four (24) hours per day, seven (7) days per week.
- Grantee shall perform Services for the designated location operational hours among the crew of Workers and Supervisors, as needed by the City.
- The range of actual person-hours for Services required may vary per day, but the City provides no guarantee on the minimum or maximum number of actual Service hours that may be required during a day period, and flexibility on the Grantee's part to accommodate the needs of the City will be critical.
- The Grantee's Supervisor, under coordination with the City's designated contact person, shall allocate and schedule actual work hours and assignments for all Workers and the Supervisor on a daily/weekly basis.
- Provide special event coverage, which may require restroom staffing and maintenance for special events as they occur. Special events shall include but are not limited to: Community Clean Team, Fleet Week, events, celebrations, or any other "special" category requested by Public Works. Public Works shall, whenever possible, contact grantee with a reasonable advance notice of such special events, however notice may be twenty-four (24) hours or less to provide services at a special event. Notice shall be conveyed in writing from Public Works staff.

- Limit staff overtime. All overtime requests must be made in advance of the pay- period requested and shall only be granted with pre-approval from authorized Public Works representative(s). Overtime must be justified with a valid reason typically beyond the control of the grantee.
- Program services must begin by **July 1, 2023**.

### **Safety**

Health and Safety training and equipment must be issued to participants and supervisors before initiating work and worn at all times including high visibility safety vest, full-face respiratory protection (respiratory and eye protection), hand protection, body protection and foot protection. Vaccine requirement includes: Hepatitis A, Hepatitis B, and TDAP.

The training shall include, but is not limited to:

- Contact with hazardous waste/materials and infection prevention;
- Code of Safe Practice for Block Job (see RFP Appendix E)

### **Data Reports**

Grant reporting includes:

- Weekly Reports
  - Daily data collection with weekly reporting on each Pit Stop location which may include, but is not limited to: usage rates, demographic information, volume, repairs, and disposable needle drop-offs.
  - Staff must be able to utilize Electronic Reporting Devices
- Monthly Reports
  - Selected Grantee must provide monthly operations and workforce development data as part of monthly invoice submittals, which will include:
    - Number of unduplicated WFD participants
    - Number of training hours participants attended including job readiness training
    - List of trainings/workshops
    - Number of work hours provided
      - Summary of successes, opportunities, challenges.
- Quarterly Reports
  - Grantee will submit reports every three months to provide updates on the program and share required data collected in Appendix G: Data Reporting.
- Other Reports
  - Additional reporting as determined by Public Works.

### **Service Units:**

- Number of targeted outreach events conducted annually to identify participants for the program: **2 Outreach Events**.
- Number of unduplicated workforce development participants to be served: **50 participants**
- Number of work hours of workforce development training to be provided to individual workforce development participants: **2 hours/month**. (Respondent to explain logic and rationale with proposed calculations.)

- Percentage of participants placed in unsubsidized, full-time positions within six months of exiting the program: **35%**

To support the grantee in successfully managing the Pit Stop program, the City will provide:

- **Portable Restroom Facilities** - The City will provide the portable restroom facilities, including separate receptacles for needles, trash, and animal/human waste to be used for this program as available.
- **Disposal Services** - The City will provide disposal services for the collection of needles, trash, and other animal/human waste.
- **Permits** - The City will provide the street space occupancy permits for parking the portable restroom facilities on the street.
- **Parking** - The City will provide the street space occupancy permits for parking the portable restroom facilities on the street.
- **Maintenance** - The City will work with the vendor to perform maintenance services needed to repair/replace nonfunctioning or damaged components of the portable restroom facilities.

Potential Schedule\* to conduct Services include, but not limited to:

	<b>Location</b>	<b>Schedule</b>	<b>Facility</b>
1	474 O'Farrell	24/7	ADA Portable Restroom
2	2500 Jennings	24/7	ADA Portable Restroom
3	UN Plaza	24/7	JC Decaux
4	Judah & La Playa	12/7 8am-8pm	RPD Restroom
5	344-14th Street	12/7 7am-7pm	Rental ADA Portable Restroom
6	3100 26 <sup>th</sup> Street	12/7 7am-7pm	Rental ADA Portable Restroom
7	Victoria Manolo Draves Park	8/5 9am-5pm	RPD Restroom
8	885 Potrero	8/5 6:30am-2:30pm	Rental ADA Portable Restroom
9	SFGH Building 25	14/7 6am-8pm	Rental ADA Portable Restroom
10	SFGH Building 80/90	14/7 6am-8pm	Rental ADA Portable Restroom
11	16 <sup>th</sup> & Mission	24/7	JC Decaux
12	24 <sup>th</sup> & Mission	12/7 7am-7pm	JC Decaux
13	Hallidae Plaza	12/7 7am-7pm	JC Decaux
14	Myrtle & Larkin	12/7 7am-7pm	JC Decaux
15	15 <sup>th</sup> & Julian	12/7 7am-7pm	Rental ADA Portable Restroom
16	Eddy & Jones	12/7 7am-7pm	JC Decaux
17	Market & Castro	24/7	JC Decaux

18	Buena Vista Park	8/5 10:30am-6:30pm	Public Works
19	Ocean Beach	8/7 12pm-7pm	Public Works
20	Stanyan & Waller	12/7 7am-7pm	JC Decaux
21	Turk & Taylor	24/7	Public Works
22	Mendell Plaza	24/7	Public Works
23	Turk & Hyde	24/7	Public Works
24	Eddy & Larkin	24/7	Public Works
25	388 Ellis	24/7	Public Works
26	Washington Square	8/7 9am-5pm	JC Decaux
27	Market & Embarcadero	8/7 9am-5pm	JC Decaux
28	16 <sup>th</sup> & Capp	8/5 11am-6pm	Public Works
29	Grove & Larkin (Civic Center)	12/7 7am-7pm	JC Decaux
30	200 Leavenworth	12/7 7am-7pm	Rental ADA Portable Restroom
31	6 <sup>th</sup> & Natoma	12/7 7am-7pm	Rental ADA Portable Restroom

\* This table contains Pit Stop locations and is subject to change at the sole discretion and upon direction of the City.

Pit Stop Workforce Development - Hunters Point Family July 1, 2023 - June 30, 2024				
<b>Direct Program Personnel Costs</b>				
Personnel Title of Position	# of Staff in the Position	Hourly Pay Rate	FTE % based on 40 hour week	Program Cost
Pit Stop Monitors	62	\$ 18.07	100%	\$ 2,339,270
Pit Stop Monitors (Graveyard)	40	\$ 20.07	100%	\$ 1,676,246
Site Supervisors	5	\$ 28.00	100%	\$ 292,320
Site Supervisors (Graveyard)	3	\$ 30.00	100%	\$ 187,920
Lead Supervisors	3	\$ 35.00	100%	\$ 219,240
Program Director	1	\$ 46.00	100%	\$ 95,680
Operations Director	1	\$ 43.00	100%	\$ 89,440
Executive Director	1	\$ 86.66	5%	\$ 9,013
Chief Program Officer	1	\$ 66.31	10%	\$ 13,792
Chief Financial Officer	1	\$ 64.93	5%	\$ 6,753
Human Resources Manager	1	\$ 48.71	5%	\$ 5,066
Administrative Assistant	1	\$ 29.00	100%	\$ 60,320
<b>Subtotal Personnel</b>			<b>825%</b>	<b>\$ 4,995,060</b>
			<b>% of Personnel Costs</b>	
<b>Fringe Benefits</b>			40%	\$ 1,979,542
	Pit Stop Monitors Holiday Pay	\$ 18.07	5456	\$ 98,590
	Pit Stop Monitors Holiday Pay (Graveyard)	\$ 20.07	3520	\$ 70,646
	Site Supervisors Holiday Pay	\$ 28.00	440	\$ 12,320
	Site Supervisors Holiday Pay (Graveyard)	\$ 30.00	264	\$ 7,920
	Lead Supervisors Holiday Pay	\$ 35.00	264	\$ 9,240
<b>Direct Program Personnel Total</b>				<b>\$ 7,173,319</b>
<b>Non-Personnel Program Costs</b>				
<b>Professional Development &amp; Training</b>				
<b>Program Materials &amp; Supplies</b>				\$ 75,000
<b>Equipment</b>				
<b>Uniforms</b>				\$ 15,000
<b>Facilities &amp; Occupancy</b>				\$ 33,382
<b>Transportation &amp; Travel</b>				\$ 30,000
<b>Insurance</b>				
<b>Human Resources</b>				
<b>Stipends and Participant Incentives</b>				
<b>Non-Personnel Program Costs Total</b>				<b>\$ 153,382</b>
<b>TOTAL DIRECT COSTS</b>				<b>\$ 7,326,701</b>
<b>Indirect Costs</b>			<b>% of Direct Costs</b>	
<b>Administrative and Overhead</b>			15%	\$ 1,099,005
<b>TOTAL REQUEST</b>				<b>\$ 8,425,706</b>

**Appendix C--Form of Funding Request****FUNDING REQUEST**

\_\_\_\_\_, 200\_\_\_\_

**SAN FRANCISCO PUBLIC WORKS**  
**49 SOUTH VAN NESS AVENUE, SUITE 1600**  
 San Francisco, CA **94103**

Re: Grant No. **1000029167 PIT STOP**

Pursuant to Section 5.3 of the Grant Agreement (the "Grant Agreement") dated as of <<**INSERT DATE>>**, between the undersigned ("Grantee") and the City and County of San Francisco (all capitalized terms defined in the Grant Agreement shall have the same meaning when used herein), Grantee hereby requests a disbursement of Grant Funds as follows:

Total Amount Requested  
in this Request: \$ \_\_\_\_\_

Maximum Amount of  
Grant Funds Specified in  
Section 5.1 of the Grant  
Agreement: \$ \_\_\_\_\_

Total of All Grant Funds  
Disbursed Prior to this  
Request: \$ \_\_\_\_\_

Grantee certifies that:

(a) The total amount of Grant Funds requested pursuant to this Funding Request will be used to pay Eligible Expenses, which Eligible Expenses are set forth on the attached Schedule 1, to which is attached true and correct copies of all required documentation of such Eligible Expenses.

(b) After giving effect to the disbursement requested pursuant to this Funding Request, the Grant Funds disbursed as of the date of this disbursement will not exceed the maximum amount set forth in Section 5.1.

(c) The representations and warranties made in the Agreement are true and correct in all material respects as if made on the date hereof;

(d) No Event of Default has occurred and is continuing; and

(e) The undersigned is an officer of Grantee authorized to execute this Funding Request on behalf of Grantee.

\_\_\_\_\_  
Authorized Signatory



## Invoice Instructions

**Step 1:** In accordance with Article 5: Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for eligible actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5.1 Maximum Amount of Grant Funds of the Agreement. Budget line revisions must follow procedures set forth in Doing Business with Public Works Section V: Budget Revision Requests and be updated on the invoice template prior to submission of the next invoice.

**Step 2:** Invoice package shall be submitted within fifteen (15) days after the month expenses are incurred. Failure to comply with deadlines may result in termination of the agreement.

The invoice package should include:

- a. Invoice template specified in Doing Business With Public Works Appendix A: Invoice Template on grantee's letterhead and signed by the Grantee's Director;
- b. Grant Agreement Appendix C --Form of Funding Request in the Grant Agreement signed by the Grantee's Director; and
- c. Supporting documentation, which includes but not limited to:
  - List of eligible reimbursable expenses with payee and amount;
  - Itemized receipts or invoices;
  - proof of payment, such as itemized invoices showing zero balances or invoices with cancelled check or debit/credit card statement;
  - Payroll reports.
- d. Programmatic deliverables required for this pay period, such as monthly data reports on service and workforce development outcomes.

Submit invoice with supporting documentation electronically via email to [dpw-payables@sfdpw.org](mailto:dpw-payables@sfdpw.org) and copy the responsible Program Manager. Email subject line must start with "Invoice Submission" and include the Grant Project Title and Performing Period (month and year).

Monthly programmatic or data reporting may be required and reviewed by the Program Manager before they approve the payment.

**Step 3.** Invoices shall include eligible actual costs incurred during the month.

- a. Invoice must include the total dollar amount claimed for the month.
- b. Invoice using template specified in Appendix A must provide following details:
  - Budgeted amount (per approved grant budget or modification)
  - Expenses for invoice performing period
  - Expenses year-to-date
  - Remaining balance
  - Submit the final invoice, in accordance with grant term, within fifteen (15) days after the month of expenses are incurred.
  - Advance payment and subsequent prepayment(s) in accordance with Appendix A of the Grant Agreement must be reflected in the invoice.

**Step 4.** Payment will be authorized no later than 30 days after the invoice with full supporting is verified, accepted, and approved by San Francisco Public Works.

**Step 5.** Grantee is highly encouraged to 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: <http://www.sfgov.org/ach>

**SCHEDULE 1 TO REQUEST FOR FUNDING**

The following is an itemized list of Eligible Expenses for which Grant Funds are requested:

<b>Payee</b>	<b>Amount</b>	<b>Description</b>

The following are attached as part of this Schedule 1:

- (1) an invoice for each item of Eligible Expense for which Grant Funds are requested;
- (2) the front and the back of canceled checks or other written evidence documenting the payment of each invoice;
- (3) for Eligible Expenses which are wages or salaries, payroll registers containing a detailed breakdown of earnings and withholdings, together with both sides of canceled payroll checks evidencing payment thereof (unless payment has been made electronically).

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

City Department or Commission	Date of Contract	Amount of Contract
Department of Children, Youth and Their Families	7/1/2022 – 6/30/2023	\$1,911,951.00
Department of Public Works	7/1/2022 – 6/30/2023	\$4,611,345.00
Human Services Agency	7/1/2022 – 6/30/2023	\$1,583,607.00

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

None

## Appendix F—Data Reporting

### Incoming Participants

- i. Participant Names
- ii. Start Date
- iii. Participant Demographics including:
  - Gender identity
    - Female
    - Male
    - Trans Male
    - Trans Female
    - Genderqueer or Gender Non-binary
    - Not listed, specified
    - Declined to state
    - Data Unknown or Unavailable.
  - Age (enter years)
    - Declined to state
    - Data Unknown or Unavailable
  - Race and Ethnicity
    - American Indian or Alaska Native, alone
    - Asian, alone
    - Black or African-American, alone
    - Hispanic, Latino, or Spanish
    - Middle Eastern or North African, alone
    - Native Hawaiian or Other Pacific Islander, alone
    - White, alone
    - Other Race, alone
    - Two or More Races
    - Declined to state
    - Data Unknown or Unavailable
  - Residence Location
    - Enter Zip Code of Residence
    - Homeless (using DSHS definition)
    - Outside of San Francisco Resident
    - Declined to state
    - Data Unknown or Unavailable
  - School Enrollment
    - Not in School
    - In Middle School
    - In High School
    - In GED Program
    - In Vocational Education Program
    - In Postsecondary Institution
    - Declined to state
    - Data Unknown or Unavailable
  - Educational Attainment
    - Less than High School Equivalent
    - High School Graduate (or equivalency)

- Some College, no degree
- Associate's Degree
- Bachelor's Degree
- Graduate Degree
- Declined to state
- Data Unknown or Unavailable
- Priority Populations (noting all that apply)
  - English Language Learners
  - Active or Formerly Justice-Involved Individuals
  - Active or Former Foster Care Youth
  - Homeless or Formerly Homeless
  - HOPE SF Residents
  - Individuals with Disability
  - Long-term Unemployed (age 25 and older)
  - Public Benefits Recipients
  - Public Housing Residents
  - Employed
  - Underemployed (age 25 and older)
  - Unemployed
  - Women and Gender Minorities
  - Veterans (age 25 and older)
  - Data Unknown or Unavailable
- Individual Employment Earnings, Pre-Program (i.e. taxable wages at program intake)

### **Exiting Participants**

- i. Participant names
- ii. End Date
- iii. Total hours worked
- iv. Number of interviews and employment offers
- v. Job placement information including salary, job title, employer
- vi. Job placement type (private, nonprofit, public)
- vii. Number of participants promoted to full-time work
- viii. Employment Retention
- ix. Percentage of participants that found employment within 6 months of leaving the program

Attachment 1

Pit Stop Workforce Development - Hunters Point Family				
July 1, 2023 - June 30, 2024				
Direct Program Personnel Costs				
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Chief Financial Officer	1	\$ 64.93	5%	\$ 6,753
Human Resources Manager	1	\$ 48.71	5%	\$ 5,066
Administrative Assistant	1	\$ 29.00	100%	\$ 60,320
Subtotal Personnel			825%	\$ 4,995,060
			% of Personnel Costs	
Fringe Benefits			40%	\$ 1,979,542
	Pit Stop Monitors Holiday Pay	\$ 18.07	5456	\$ 98,590
	Pit Stop Monitors Holiday Pay (Graveyard)	\$ 20.07	3520	\$ 70,646
	Site Supervisors Holiday Pay	\$ 28.00	440	\$ 12,320
	Site Supervisors Holiday Pay (Graveyard)	\$ 30.00	264	\$ 7,920
	Lead Supervisors Holiday Pay	\$ 35.00	264	\$ 9,240
Direct Program Personnel Total				\$ 7,173,319
Non-Personnel Program Costs				
Professional Development & Training				
Program Materials & Supplies				\$ 75,000
Equipment				
Uniforms				\$ 15,000
Facilities & Occupancy				\$ 33,382
Transportation & Travel				\$ 30,000
Insurance				
Human Resources				
Stipends and Participant Incentives				
Non-Personnel Program Costs Total				\$ 153,382
TOTAL DIRECT COSTS				\$ 7,326,701
Indirect Costs			% of Direct Costs	
Administrative and Overhead			15%	\$ 1,099,005
TOTAL REQUEST				\$ 8,425,706



**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 2023-0060**

WHEREAS, The Pit Stop Workforce Development Grant will provide employment and workforce development opportunities to provide clean and safe public toilets, used-needle receptacles, and dog waste stations, in San Francisco's most impacted neighborhoods. All the Pit Stop facilities are staffed by paid attendants who help ensure the bathrooms are well-maintained and used for their intended purpose; and

WHEREAS, Public Works staff issued a Request for Proposals on March 27, 2023, with a May 3, 2023, deadline to submit proposals. Three applicants submitted bids and a panel reviewed and scored the applications. Hunters Point Family was the top ranked applicant; and

RESOLVED, That this Commission hereby awards the Pit Stop Workforce Development Grant to Hunters Point Family in the amount of \$8,425,706 to provide clean and safe public toilets, used-needle receptacles, and dog waste stations, in San Francisco's most impacted neighborhoods.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of June 16, 2023.*



Commission Affairs Manager  
Public Works Commission



**Carla Short, Interim Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## NOTICE OF AMENDMENT

Date: July 31, 2023

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607

Grant Program: Pit Stop Workforce Development Grant

Amendment #1: Increase payrates by \$302,984 to meet updated MCO requirements.

Grant Amount: \$ 8,728,690.00 (modified)

Grant Term: July 1, 2023 – June 30, 2024

Purchase Order No: 0000738131

DocuSigned by:

A blue ink signature of Carla Short, written over a blue line that also contains the DocuSign ID 073CE73A4EA6486.

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7/31/2023 | 10:36:47 AM PDT

Carla Short

Interim Director of Public Works

Ec: Warren Hill, Public Works  
Darice Jones, Hunters Point Family

Attachments: Amendment #1 Agreement (executed)

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**FIRST AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**HUNTERS POINT FAMILY**

---

**FIRST AMENDMENT**

This **AMENDMENT** of the, **July 1, 2023 Grant Agreement** (the "Agreement") is dated as of **July 18, 2023** and is made in the City and County of San Francisco, State of California, by and between **HUNTERS POINT FAMILY** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **SAN FRANCISCO PUBLIC WORKS** ("Department").

RECITALS

**WHEREAS**, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 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 City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to increase payrates by \$302,984 to meet updated Minimum Compensation Ordinance requirements; 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 EIGHT MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND SEVEN HUNDRED AND SIX Dollars (\$8,425,706).

*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 **EIGHT MILLION SEVEN HUNDRED TWENTY-EIGHT THOUSAND SIX HUNDRED NINETY Dollars (\$8,728,690).**

(b) **Appendix B Definition of Grant Plan shall be amended as follows:**

**Grant Plan. Appendix B Grant Agreement Budget Detail for period beginning July 1, 2023, through June 30, 2024, is hereby fully replaced within the Agreement as July 1, 2023, through June 30, 2024 v.2 and attached to this Amendment as Attachment 1.**

**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**  
**SAN FRANCISCO PUBLIC WORKS**

**GRANTEE:**  
**HUNTERS POINT FAMILY**

Recommended by:


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**Carla Short**  
Interim Director

DocuSigned by:  
  
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**DiJaida Durden**  
Deputy Director of Operations

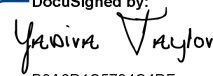
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**Darice Jones**  
Executive Director  
Federal Tax ID #: 94-3361252  
City Supplier Number: 0000018607

**Approved as to Form:**

David Chiu  
City Attorney

By:   
7/20/2023 | 4:16:35 PM PDT  
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**Yadira Taylor**  
Deputy City Attorney

Attachment 1

Pit Stop Workforce Development - Hunters Point Family				
July 1, 2023 - June 30, 2024 v.2				
Direct Program Personnel Costs				
Personnel Title of Position	# of Staff in the Position	Hourly Pay Rate	FTE % based on 40 hour week	Program Cost
Pit Stop Monitors	62	\$ 18.93	100%	\$ 2,450,602
Pit Stop Monitors (Graveyard)	40	\$ 20.93	100%	\$ 1,748,074
Site Supervisors	5	\$ 28.00	100%	\$ 292,320
Site Supervisors (Graveyard)	3	\$ 30.00	100%	\$ 187,920
Lead Supervisors	3	\$ 35.00	100%	\$ 219,240
Program Director	1	\$ 46.00	100%	\$ 95,680
Operations Director	1	\$ 43.00	100%	\$ 89,440
Executive Director	1	\$ 86.66	5%	\$ 9,013
Chief Program Officer	1	\$ 66.31	10%	\$ 13,792
Chief Financial Officer	1	\$ 64.93	5%	\$ 6,753
Human Resources Manager	1	\$ 48.71	5%	\$ 5,066
Administrative Assistant	1	\$ 29.00	100%	\$ 60,320
Subtotal Personnel			825%	\$ 5,178,219
			% of Personnel Costs	
Fringe Benefits			40%	\$ 2,052,128
	Pit Stop Monitors Holiday Pay	\$ 18.93	5456	\$ 103,282
	Pit Stop Monitors Holiday Pay (Graveyard)	\$ 20.93	3520	\$ 73,674
	Site Supervisors Holiday Pay	\$ 28.00	440	\$ 12,320
	Site Supervisors Holiday Pay (Graveyard)	\$ 30.00	264	\$ 7,920
	Lead Supervisors Holiday Pay	\$ 35.00	264	\$ 9,240
Direct Program Personnel Total				\$ 7,436,783
Non-Personnel Program Costs				
Professional Development & Training				
Program Materials & Supplies				\$ 75,000
Equipment				
Uniforms				\$ 15,000
Facilities & Occupancy				\$ 33,382
Transportation & Travel				\$ 30,000
Insurance				
Human Resources				
Stipends and Participant Incentives				
Non-Personnel Program Costs Total				\$ 153,382
TOTAL DIRECT COSTS				\$ 7,590,166
Indirect Costs		% of Direct Costs		
Administrative and Overhead			15%	\$ 1,138,525
TOTAL REQUEST				\$ 8,728,690



**Carla Short, Interim Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## NOTICE OF AMENDMENT

Date: September 12, 2023

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607


Grant Program: Pit Stop Workforce Development Grant

Amendment #2: Revise schedule and sites as second grantee comes online

Grant Amount: \$ 8,728,690.00

Grant Term: July 1, 2023 – June 30, 2024

Purchase Order No: 0000738131

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Carla Short  
Interim Director of Public Works

Ec: Warren Hill, Public Works  
Darice Jones, Hunters Point Family

Attachments: Amendment #2 Agreement (executed)

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**SECOND AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**HUNTERS POINT FAMILY**

**SECOND AMENDMENT**

**This AMENDMENT of the, July 1, 2023 Grant Agreement (the "Agreement")** is dated as of **September 5, 2023** and is made in the City and County of San Francisco, State of California, by and between **HUNTERS POINT FAMILY** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **SAN FRANCISCO PUBLIC WORKS** ("Department").

**RECITALS**

**WHEREAS**, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 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 City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to revise the site assignments starting the evening of September 15, 2023; 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.

(a) **Specific Terms.** The term "Agreement" shall mean the Agreement dated March 1, 2022 between Grantee and City, as amended by the:

**First amendment dated July 18, 2023.**



**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) **Appendix B Definition of Grant Plan shall be amended as follows:**

**Grant Plan. Pit Stop Sites and Schedule: Location, Schedule and Facility shall be revised to reflect service for the date range July 1, 2023 through September 15, 2023.**

**For the period beginning the evening of September 15, 2023, through June 30, 2024, Pit Stop Sites and Schedule v2 is hereby incorporated within the Agreement and attached to this Amendment as Attachment 1.**

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

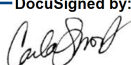
**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

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.

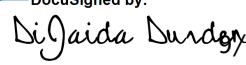
**CITY**  
**SAN FRANCISCO PUBLIC WORKS**

**GRANTEE:**  
**HUNTERS POINT FAMILY**

Recommended by:

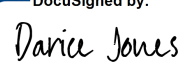
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**Carla Short**  
Interim Director

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**DiJaida Durden**  
Deputy Director of Operations

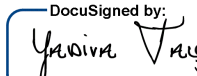
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**Darice Jones**  
Executive Director  
Federal Tax ID #: 94-3361252  
City Supplier Number: 0000018607

**Approved as to Form:**

David Chiu  
City Attorney

By:  9/8/2023 | 2:58:48 PM PDT  
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**Yadira Taylor**  
Deputy City Attorney

## Attachment 1

**Pit Stop Sites and Schedule v2**

As of the evening of September 15, 2023, 24-hour sites and on September 16, 2023 all other sites will be revised to include this Potential Schedule\*, but not limited to:

	Location	Schedule	Facility
1	474 O'Farrell	24/7	ADA Portable Restroom
2	2500 Jennings	24/7	ADA Portable Restroom
3	UN Plaza	24/7	JC Decaux
4	Judah & La Playa	12/7 8am-8pm	RPD Restroom
5	344-14th Street	12/7 7am-7pm	Rental ADA Portable Restroom
6	3100 26 <sup>th</sup> Street	12/7 7am-7pm	Rental ADA Portable Restroom
7	Victoria Manolo Draves Park	8/5 9am-5pm	RPD Restroom
8	885 Potrero	8/5 6:30am-2:30pm	Rental ADA Portable Restroom
9	SFGH Building 25	14/7 6am-8pm	Rental ADA Portable Restroom
10	SFGH Building 80/90	14/7 6am-8pm	Rental ADA Portable Restroom
11	16 <sup>th</sup> & Mission	24/7	JC Decaux
12	24 <sup>th</sup> & Mission	12/7 7am-7pm	JC Decaux
13	Hallidae Plaza	12/7 7am-7pm	JC Decaux
14	Myrtle & Larkin	12/7 7am-7pm	JC Decaux
15	15 <sup>th</sup> & Julian	12/7 7am-7pm	Rental ADA Portable Restroom
16	Eddy & Jones	12/7 7am-7pm	JC Decaux
17	Market & Castro	24/7	JC Decaux
18	Buena Vista Park	8/5 10:30am-6:30pm	Public Works
19	Ocean Beach	8/5 12pm-7pm	Public Works
20	Stanyan & Waller	12/7 7am-7pm	JC Decaux

\* This table contains Pit Stop locations and is subject to change at the sole discretion and upon direction of the City.



**Carla Short, Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## **NOTICE OF AMENDMENT**

Date: January 11, 2024

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607


Grant Program: Pit Stop Workforce Development Grant

Amendment #3: Increase Grant Budget by \$37,741, updates to: Appendix A – Definition of Eligible Expenses, Appendix B – Grant Agreement Budget Detail, and Appendix C – Invoice Instructions

Grant Amount: \$8,766,431.00

Grant Term: July 1, 2023 – June 30, 2024

Purchase Order No: 0000738131

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Carla Short  
Director of Public Works

Ec: Warren Hill, Public Works  
Darice Jones, Hunters Point Family

Attachments: Amendment #3 Agreement (executed)

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**THIRD AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**HUNTERS POINT FAMILY**

---

**THIRD AMENDMENT**

**This AMENDMENT of the July 1, 2023 Grant Agreement (the "Agreement") is dated as of December 20, 2023 and is made in the City and County of San Francisco, State of California, by and between HUNTERS POINT FAMILY ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through SAN FRANCISCO PUBLIC WORKS ("Department").**

RECITALS

**WHEREAS**, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 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 City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to increase the overall budget by \$37,741.00, update Appendix A: Definition of Eligible Expenses, Appendix B: Budget Schedule and Appendix C: Invoice Instructions; 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.

**(a) Specific Terms.** The term "Agreement" shall mean the Agreement dated May 31, 2023 between Grantee and City, as amended by the:

**First amendment dated July 18, 2023.**

**Second amendment dated September 5, 2023.**

**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 EIGHT MILLION SEVEN HUNDRED TWENTY-EIGHT THOUSAND SIX HUNDRED NINETY Dollars (\$8,728,690).

*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 **EIGHT MILLION SEVEN HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED THIRTY-ONE Dollars (\$8,766,431).**

(b) **Appendix A** ("Definition of Eligible Expenses") of the Grant Agreement shall be amended as follows:

**Definition of Eligible Expenses. Appendix A Definition of Eligible Expenses is hereby fully replaced within the Agreement as Appendix A Definition of Eligible Expenses v.2 and attached to this Amendment as Attachment 1.**

(c) **Appendix B** Definition of Grant Plan shall be amended as follows:

**Grant Plan. Appendix B Grant Agreement Budget Detail for period beginning July 1, 2023, through June 30, 2024 v.2, is hereby fully replaced within the Agreement as July 1, 2023, through June 30, 2024 v.3 and attached to this Amendment as Attachment 2.**

(d) **Appendix C** Invoice Instructions shall be amended as follows:

**Invoice Instructions. Appendix C Invoice Instructions is hereby fully replaced within the Agreement as Appendix C Invoice Instructions v.2 and attached to this Amendment as Attachment 3.**

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

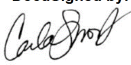
**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

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.

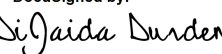
**CITY**  
**SAN FRANCISCO PUBLIC WORKS**

**GRANTEE:**  
**HUNTERS POINT FAMILY**

Recommended by:

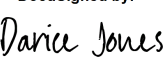
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**Carla Short**  
Director of Public Works

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**DiJaida Durden**  
Deputy Director of Operations

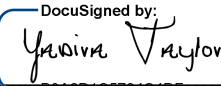
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**Darice Jones**  
Executive Director  
Federal Tax ID #: 94-3361252  
City Supplier Number: 0000018607

**Approved as to Form:**

David Chiu  
City Attorney

By:  1/9/2024 | 2:42:02 PM PST

**Yadira Taylor**  
Deputy City Attorney

### **Appendix A – Definition of Eligible Expenses v.2**

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:

- (a) expenses to be incurred and paid by Grantee no more than 30 days after the disbursement of Grant Funds pursuant to the Funding Request;

\$842,570 advance of Grant Funds shall be provided to the Grantee upon execution of agreement for mobilization. Advances paid to the grantee shall be credited to Public Works against the grantee-incurred expenses in six (6) equal installments over the subsequent months’ invoices, about \$140,428 per monthly invoice;

Should the grant agreement be terminated, repayment of the remaining amount owed on the advance must be made to Public Works within 15 days of termination.

- (b) direct out-of-pocket expenses incurred by Grantee or its officers, directors and employees; operating (as opposed to capital) expenses;
- (c) within the scope of the applicable Budget line item; and
- (d) directly related to activities performed within the physical boundaries of the City and County of San Francisco.

Eligible Expenses shall *include*:

- (e) Personnel: Net salaries and wages for direct program staff providing services to the grant program, managers who supervise direct program staff, executive and clerical staff, limited to only the time allocated to the program; salaries for youth workers and workforce development participants; increased pay rates for holidays or night shift; overtime (which requires advance approval by Public Works);
- (f) Fringe benefits: FICA and SUI, health and medical benefits including Employer Spending Requirements for the Health Care Security Ordinance unless exempt); retirement benefits, holiday time off pay, paid time off earned during the grant window;
- (g) Professional Development & Training: Costs associated with staff retreats, staff meetings, staff conferences, and conference registration fees aimed to build capacity for the program;
- (h) Program Materials and Supplies: Program supplies that are consistent with the type of services provided by the program; office supplies used by staff in the operation of program;
- (i) Equipment: Equipment purchase, lease and maintenance costs that directly benefit program participants such as computers, printers, furniture, tools. Costs above a certain amount may require approval before purchase; office equipment rental; purchase of vehicle or other equipment over \$1,000 for direct use by the funded program with prior approval of Public Works;
- (j) Maintenance: Building maintenance; office equipment maintenance; vehicle maintenance and repairs; janitorial service;
- (k) Facilities and Occupancy: Rent and utilities for program space, including costs associated with rental of non-primary space to be used to run a program (one-time meeting or event space rental



## Attachment 1

for short-term trainings/workshops); cost recovery in lieu of rent for programs housed in property owned by grantee (only with written approval from Public Works);

- (l) Transportation and Travel: Costs associated with mileage, vehicle rental, gas reimbursement, parking fees, bridge tolls Clipper card, MUNI tokens, etc. used for the program and field work;
- (m) Communications: Communications costs used for the program including postage, telephone, internet, and cell phones for programmatic purposes; outreach materials (design and printing);
- (n) Insurance: Costs associated with maintaining required insurance policies such as commercial general liability, automobile, and workers compensation, as required by Public Works. Costs should be consistent with the agency's cost allocation plan;
- (o) Human Resources: Job posting and staff finger printing;
- (p) Stipends and Participant Incentives: Stipends for youth up to \$599; fees paid to AmeriCorps staff; participant incentives to youth for completing a program or activity, such as gift cards

Eligible Expenses shall specifically *exclude*:

- (a) Personnel: Bonuses paid to staff, payments to staff that are on leave, severance payments to former staff, stipends for adult or youth workers under \$600 (this may be allowed under Stipends), administrative staff not providing direct program service or supervision of program staff (this would go under Indirect); paid time off (this should already be paid at an accrual rate under Fringe); overtime (unless advance approval attained from Public Works);
- (b) Fringe Benefits: vacation, sick, taxes or other withholdings for periods before and after the grant term;
- (c) Professional Development and Training: Out-of-town conference transportation, lodging, food or per diem for staff, unless explicitly outlined in prior written approval from Public Works;
- (d) Program Materials and Supplies: Supplies not used in direct operation of the funded program;
- (e) Equipment: Items not for primary and direct use for the program, cost of purchasing a vehicle without prior approval;
- (f) Maintenance: Depreciation of building and equipment, property taxes;
- (g) Facilities and Occupancy: Security deposits, costs for loans against owned property, acquisition of real property (excluding leases for a 10-year term or less);
- (h) Transportation and Travel: Out of town travel to conferences or trainings for staff, unless explicitly outlined in prior written approval from Public Works. Parking/moving violations, tickets, and penalties for infractions of any laws, or towing charges;
- (i) Stipends and Participant Incentives: Stipends of \$600 or greater. Participants receiving this amount should be paid as hourly staff. Public Works may make an exception to this policy in cases of program participants engaged in purely educational or training activities. Contact your Program Manager to request a waiver of this policy. Stipends or incentives for adults older than 24 years old;
- (j) Admin and Overhead: Fiscal sponsor fees;
- (k) Bank fees for administration costs; bank, credit card, or utility penalties, late charges or interest on any late payments
- (l) Capital expenses;
- (m) Food and beverages;
- (n) Any costs or expenses which are prohibited under the terms and conditions of any federal or state grant supplying all or any portion of the Grant Funds

Pit Stop Workforce Development - Hunters Point Family				
July 1, 2023 - June 30, 2024 v.3				
Direct Program Personnel Costs				
Personnel Title of Position	# of Staff in the Position	Hourly Pay Rate	FTE % based on 40 hour week	Program Cost
Pit Stop Monitors	63	\$ 18.93	100%	\$ 2,375,639
Pit Stop Monitors Holiday Pay	63	\$ 28.40	100%	\$ 171,733
Pit Stop Monitors (Graveyard)	41	\$ 20.93	100%	\$ 1,688,549
Pit Stop Monitors Holiday Pay (Graveyard)	41	\$ 31.40	100%	\$ 122,064
Site Supervisors	5	\$ 28.00	100%	\$ 278,880
Site Supervisors Holiday Pay	5	\$ 42.00	100%	\$ 20,160
Site Supervisors (Graveyard)	3	\$ 30.00	100%	\$ 179,280
Site Supervisors Holiday Pay (Graveyard)	3	\$ 45.00	100%	\$ 12,960
Lead Supervisors	3	\$ 35.00	100%	\$ 209,160
Lead Supervisors Holiday Pay	3	\$ 52.50	100%	\$ 15,120
Program Director	1	\$ 47.74	100%	\$ 99,300
Operations Director	1	\$ 43.26	100%	\$ 89,981
Executive Director	1	\$ 86.66	0%	\$ -
Chief Program Officer	1	\$ 66.31	25%	\$ 34,481
Chief Financial Officer	1	\$ 69.71	0%	\$ -
Human Resources Manager	1	\$ 48.71	20%	\$ 20,263
Program Assistant	1	\$ 29.00	100%	\$ 60,320
Case Manager I	1	\$ 26.00	33%	\$ 17,846
Subtotal Personnel			1345%	\$ 5,377,890
			% of Personnel Costs	
Fringe Benefits			40%	\$ 2,131,258
Direct Program Personnel Total				\$ 7,509,148
Non-Personnel Program Costs				
Professional Development & Training				
Program Materials & Supplies				\$ 86,335
Equipment				
Uniforms				\$ 20,000
Facilities & Occupancy				\$ 7,500
Transportation & Travel				
Insurance				
Human Resources				
Stipends and Participant Incentives				
Non-Personnel Program Costs Total				\$ 113,835
TOTAL DIRECT COSTS				\$ 7,622,983
Indirect Costs			% of Direct Costs	
Administrative and Overhead	63.34% of the agency indirect cost pool.		15%	\$ 1,143,447
TOTAL REQUEST				\$ 8,766,431

## Appendix C - Invoice Instructions v. 2

### Attachment 3

**Step 1:** In accordance with Article 5: Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for eligible actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5.1 Maximum Amount of Grant Funds of the Agreement. Budget line revisions must follow procedures set forth in Doing Business with Public Works Section V: Budget Revision Requests and be updated on the invoice template prior to submission of the next invoice.

**Step 2:** Invoice package shall be submitted within fifteen (15) days after the month expenses are incurred. Failure to comply with deadlines may result in termination of the agreement.

The invoice package should include:

- a. Invoice template specified in Doing Business With Public Works Appendix A: Invoice Template (and included in Notice to Proceed email) on grantee's letterhead with invoice number and invoice date and signed by the Grantee's Director;
  - Invoice submission for an Advance payment, if applicable, does not need to be on Invoice Template. The request should be on grantee letterhead and including the following:
    - i. invoice number
    - ii. invoice date
    - iii. invoice amount
    - iv. PO #
    - v. Contract #
    - vi. Description says "Advance Payment for [insert Grant Program]
- b. Grant Agreement Appendix C - Form of Funding Request signed by the Grantee's Director; and
- c. Supporting documentation, which includes but not limited to:
  - List of eligible reimbursable expenses with payee and amount;
  - Itemized receipts or invoices;
  - proof of payment, such as itemized invoices showing zero balances or invoices with cancelled check or debit/credit card statement;
  - Payroll reports.
  - For Advances, if applicable, no supporting documentation is required.
- d. Programmatic deliverables required for this pay period, such as monthly data reports on service and workforce development outcomes.

Submit invoice with supporting documentation electronically via email to **dpw-payables@sfdpw.org** and **copy the responsible Program Manager**. Email subject line must start with "Invoice Submission" and include the Grant Project Title and Performing Period (month and year).

Monthly programmatic or data reporting may be required and reviewed by the Program Manager before they approve the payment.

**Step 3.** Invoices shall include eligible actual costs incurred during the month.

- a. Invoice must include the total dollar amount claimed for the month.

- b. Invoice using template specified in Appendix A must provide following details:
- Budgeted amount (per approved grant budget or modification)
  - Expenses for invoice performing period
  - Expenses year-to-date
  - Remaining balance
  - Submit the final invoice, in accordance with the grant term, within 45 days after the month of expenses are incurred.
  - Advance payment and subsequent prepayment(s) in accordance with Appendix A of the Grant Agreement must be reflected in the invoice.

**Step 4.** Payment will be authorized no later than 30 days after the invoice with full supporting is verified, accepted, and approved by San Francisco Public Works.

**Step 5.** Grantee is highly encouraged to 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:

<http://www.sfgov.org/ach>

#### **Close Out**

Grantee shall submit a final cost reimbursement invoice which reconciles all charges for the program term. This closeout must be submitted within 45 days after the contract term ends. Any expenses submitted after this deadline will not be paid. Grantee must prepare and submit any reports required in the agreement.

#### **Acquisition and Disposition of Nonexpendable Property**

A. Grantee shall have the right to possession of all nonexpendable property (nonexpendable property is property other than real property that costs more than \$1,000.00 and has a useful life which exceeds one year) acquired by Grantee in whole or in part with funds (unless prohibited by the source) provided under this Agreement, and shall be solely responsible for the use and maintenance of such property and for any liability associated with the property that arises or relates to any act or omission occurring at any point prior to Grantee's delivery of the property to City. Grantee may not alienate, transfer or encumber such property without City's prior written consent. At the end of the term or upon earlier expiration of this Agreement, possession of said property should be immediately surrendered if requested by the City.

B. Following the term or earlier expiration of this Agreement, City may release the nonexpendable property to Grantee, reallocate it to Grantee under subsequent Agreements, or allocate it to other beneficial public agencies or private nonprofit grantees.

C. Any interest of Grantee or any subcontractor, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subcontractor in connection with this Agreement or the implementation of the Work Program 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.



**Carla Short, Director** | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

## NOTICE OF AMENDMENT

Date: June 28, 2024

Grantee: Hunters Point Family  
150 Executive Park Blvd., #3500  
San Francisco, CA 94134

Contract ID: 1000029167

Supplier ID: 0000018607


Grant Program: Pit Stop Workforce Development Grant

Amendment #4: Extend the grant by one (1) calendar month, increase the overall maximum grant amount by \$500,000, and incorporate July budget into Appendix B: Budget Schedule. July 2024 Budget includes Minimum Compensation Ordinance (MCO) and Cost of Doing Business (CODB) increases

Grant Amount: \$9,266,431.00

Grant Term: July 1, 2023 – July 31, 2024

Purchase Order No: 0000738131

DocuSigned by:  
  
6/28/2024 | 7:59:32 PM PDT  
8179336C84404A5...  
Alaric Degrafinried  
Acting Director of Public Works

Ec: Warren Hill, Public Works  
Darice Jones, Hunters Point Family

Attachments: Amendment #4 Agreement (executed)

**CITY AND COUNTY OF SAN FRANCISCO  
SAN FRANCISCO PUBLIC WORKS**

**FOURTH AMENDMENT TO GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**HUNTERS POINT FAMILY**

**FOURTH AMENDMENT**

**This AMENDMENT of the JULY 1, 2023 Grant Agreement (the "Agreement") is dated as of JUNE 26, 2024 and is made in the City and County of San Francisco, State of California, by and between HUNTERS POINT FAMILY ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through SAN FRANCISCO PUBLIC WORKS ("Department").**

**RECITALS**

**WHEREAS**, the Agreement was competitively procured as required through a request for proposals issued on March 27, 2023 through Sourcing Event ID: 0000007785 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 City and Grantee desire to modify the Agreement based on the terms and conditions set forth herein to extend the grant by ONE CALENDAR MONTH, increase the overall budget by \$500,000\*, and incorporate into Appendix B: Budget Schedule; 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.

**(a) Specific Terms.** The term "Agreement" shall mean the Agreement dated May 31, 2023 between Grantee and City, as amended by the:

**First amendment dated July 18, 2023.**

**Second amendment dated September 5, 2023.**

**Third amendment dated December 20, 2023.**

**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) **Section 3.2.** "Duration of Term" of the Grant Agreement currently reads as follows:

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire TWELVE (12) months from that date, 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.

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

3.2 **Duration of Term.** The term of this Agreement shall commence on the Notice to Proceed date and expire **July 31, 2024**, 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.

(b) **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 EIGHT MILLION SEVEN HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED THIRTY-ONE Dollars (\$8,766,431).

*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 **NINE MILLION TWO HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED THIRTY-ONE Dollars (\$9,266,431).**

(c) **Appendix B** Definition of Grant Plan shall be amended as follows:

**Grant Plan. Appendix B Grant Agreement Budget Detail for period beginning July 1, 2024, through July 31, 2024 is hereby added to the Agreement and attached to this Amendment as Attachment 1.**

**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**  
**SAN FRANCISCO PUBLIC WORKS**

**GRANTEE:**  
**HUNTERS POINT FAMILY**

Recommended by:

DocuSigned by:  
*Carla Short* 6/28/2024 | 2:53:50 PM PDT  
8179338C84404A5...

for **Carla Short**  
Director of Public Works

DocuSigned by:  
*DiJaida Durden* 6/28/2024 | 10:21:45 AM PDT  
32475AB47AD64AD...

**DiJaida Durden**  
Deputy Director of Operations

Recommended by:

DocuSigned by:  
*Darice Jones* 6/27/2024 | 8:22:29 AM PDT  
84D702BD7AC34D5...

**Darice Jones**  
Executive Director  
Federal Tax ID #: 94-3361252  
City Supplier Number: 0000018607

**Approved as to Form:**

David Chiu  
City Attorney

By: *Yadira Taylor* 6/28/2024 | 2:17:00 PM PDT  
B3A6D1CA734C4DF...

**Yadira Taylor**  
Deputy City Attorney

\*Carry forward savings of \$260,736 from Fiscal Year 2023-24 included in July 2024 budget, detailed in Appendix B: Budget Schedule



**Pit Stop Workforce Development - Hunters Point Family**  
**July 1, 2024 - July 31, 2024**

<b>Direct Program Personnel Costs</b>				
<b>Personnel</b>	<b># of Staff in the Position</b>	<b>Hourly</b>	<b>FTE % based on</b>	<b>Program Cost</b>
<b>Title of Position</b>		<b>Pay Rate</b>	<b>40 hour week</b>	
Pit Stop Monitors	63	\$ 20.25	100%	\$ 214,326
Pit Stop Monitors Holiday Pay	63	\$ 30.38	100%	\$ 15,309
Pit Stop Monitors (Graveyard)	41	\$ 22.25	100%	\$ 151,389
Pit Stop Monitors Holiday Pay (Graveyard)	41	\$ 33.38	100%	\$ 10,814
Site Supervisors	5	\$ 28.84	100%	\$ 24,226
Site Supervisors Holiday Pay	5	\$ 43.26	100%	\$ 1,730
Site Supervisors (Graveyard)	3	\$ 30.90	100%	\$ 15,574
Site Supervisors Holiday Pay (Graveyard)	3	\$ 46.35	100%	\$ 1,112
Lead Supervisors	3	\$ 36.05	100%	\$ 18,169
Lead Supervisors Holiday Pay	3	\$ 54.08	100%	\$ 1,298
Program Director	1	\$ 49.17	100%	\$ 7,867
Operations Director	1	\$ 43.91	100%	\$ 7,026
Executive Director	1	\$ 86.66	5%	\$ -
Chief Program Officer	1	\$ 61.80	20%	\$ -
Chief Financial Officer	1	\$ 69.71	10%	\$ 105
Human Resources Manager	1	\$ 50.17	15%	\$ -
Program Assistant	1	\$ 29.87	100%	\$ 4,779
<b>Subtotal Personnel</b>			<b>1350%</b>	<b>\$ 473,723</b>
			<b>% of Personnel</b>	
			<b>Costs</b>	
<b>Fringe Benefits</b>			40%	\$ 187,736
<b>Direct Program Personnel Total</b>				<b>\$ 661,460</b>

<b>Non-Personnel Program Costs</b>	
<b>Professional Development &amp; Training</b>	
<b>Program Materials &amp; Supplies</b>	\$ 50
<b>Equipment</b>	
<b>Uniforms</b>	\$ -
<b>Facilities &amp; Occupancy</b>	\$ -
<b>Transportation &amp; Travel</b>	
<b>Insurance</b>	
<b>Human Resources</b>	
<b>Stipends and Participant Incentives</b>	
<b>Non-Personnel Program Costs Total</b>	<b>\$ 50</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 661,510</b>

<b>Indirect Costs</b>	<b>% of Direct Costs</b>
<b>Administrative and Overhead</b>	63.34% of the agency indirect cost pool.
	15% \$ 99,226
<b>JULY 2024 REQUEST</b>	<b>\$ 760,736.00</b>
<b>Carry forward savings from FY23-24</b>	\$ (260,736.00)
<b>TOTAL REQUEST</b>	<b>\$ 500,000.00</b>

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 2023-0060**

WHEREAS, The Pit Stop Workforce Development Grant will provide employment and workforce development opportunities to provide clean and safe public toilets, used-needle receptacles, and dog waste stations, in San Francisco's most impacted neighborhoods. All the Pit Stop facilities are staffed by paid attendants who help ensure the bathrooms are well-maintained and used for their intended purpose; and

WHEREAS, Public Works staff issued a Request for Proposals on March 27, 2023, with a May 3, 2023, deadline to submit proposals. Three applicants submitted bids and a panel reviewed and scored the applications. Hunters Point Family was the top ranked applicant; and

RESOLVED, That this Commission hereby awards the Pit Stop Workforce Development Grant to Hunters Point Family in the amount of \$8,425,706 to provide clean and safe public toilets, used-needle receptacles, and dog waste stations, in San Francisco's most impacted neighborhoods.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of June 16, 2023.*



Commission Affairs Manager  
Public Works Commission

**PUBLIC WORKS COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO.** 2024-0057

WHEREAS, The Pit Stop Workforce Development Program creates employment opportunities, job training, and workforce development programs while ensuring the availability of safe and clean public restrooms. Pit Stop facilities are staffed by attendants who help ensure the bathrooms are well-maintained and used for their intended purpose; and

WHEREAS, On June 16, 2023, San Francisco Public Works Commission awarded a grant to Hunters Point Family of San Francisco (No. 1000029167) in the amount of \$8,425,706 with a contract duration of 12 months; and

WHEREAS, The Grantee continues to provide training, employment, and workforce development opportunities and provide excellent customer service in the operations of the Pit Stop Program keeping the restrooms safe, clean, and available to the public; now therefore by it

RESOLVED, That this Commission hereby approves Amendment no. 1, an increase of \$6,972,047.52 and an extension to June 30, 2025, to continue services for Hunters Point Family.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of July 22, 2024.*



Commission Affairs Manager  
Public Works Commission



**Director's Office**

dpw@sfdpw.org | T. 628.271.3160 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

**FROM: Ian Schneider, Government Affairs**

**DATE: July 25, 2024**

**SUBJECT: [Agreement Amendment – Hunters Point Family – Pit Stop Workforce Development Grant Program - Not to Exceed (\$16,238,478.52)]**

---

Please see attached a proposed Resolution approving an amendment between the City and Hunters Point Family to create employment opportunities, job training and workforce development programs, and ensure the availability of safe and clean public restrooms for the Pit Stop Workforce Development Grant Program, increasing the not-to-exceed amount from \$9,266,431.00 to \$16,238,478.52.

The following is a list of accompanying documents:

- Proposed Resolution (Word Doc Version)
- A zip file ("1000029167 - Pit Stop WFD HPF - NTP Package") containing:
  - Original Agreement between the City and Hunters Point Family and Notice to Proceed ("1000029167 - Pit Stop WFD - NTP Package")
  - Executed Amendment #1 Agreement ("1000029167 AM1 Pit Stop WFD - HPF NOA Package")
  - Executed Amendment #2 Agreement ("1000029167 AM2 Pit Stop WFD - HPF NOA Package")
  - Executed Amendment #3 Agreement ("1000029167 Pit Stop WFD - HPF - AM3 NOA Package")
  - Executed Amendment #4 Agreement ("1000029167 Pit Stop WFD - HPF - AM4 NOA Package")
  - Public Works Commission Resolution 2023-0060
  - Public Works Commission Resolution 2024-0057

Please contact Ian Schneider at [ian.schneider@sfdpw.org](mailto:ian.schneider@sfdpw.org) if you need any additional information on these items.



## 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 #: 240829

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>
Alex Burns	(628) 271-3139
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
DPW Public Works	alexander.burns@sfdpw.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Hunters Point Family	<b>TELEPHONE NUMBER</b> (415) 822-8895
<b>STREET ADDRESS (including City, State and Zip Code)</b> 1800 Oakdale Ave, San Francisco, CA 94124	<b>EMAIL</b> info@hunterspointfamily.org

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> 240829
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$16,238,479		
<b>NATURE OF THE CONTRACT (Please describe)</b> The agreement is for Pit Stop monitoring services and workforce development.		

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	Loyce	Jimmy	Board of Directors
2	Watson	Yvonne	Board of Directors
3	Lampkins	Shannon	Board of Directors
4	Black	Kendal	Board of Directors
5	Rees	Dominique	Board of Directors
6	Saab	Mark	Board of Directors
7	King	Marie	Board of Directors
8	Roberts	Lisa	Board of Directors
9	Trice	Jeff	Board of Directors
10	Lewis	Justin	Board of Directors
11	ward	Ariel	Board of Directors
12			
13			
14			
15			
16			
17			
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			
21			
22			
23			
24			
25			
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27			
28			
29			
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38			



### 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			
46			
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.**

**SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK**

**DATE SIGNED**

BOS Clerk of the Board

**From:** [Schneider, Ian \(DPW\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Robertson, Bruce \(DPW\)](#)  
**Subject:** Agreement Amendment – Hunters Point Family – Pit Stop Workforce Development Grant Program - Not to Exceed (\$16,238,478.52)  
**Date:** Thursday, July 25, 2024 11:03:25 AM  
**Attachments:** [Cover Letter Pit Stop HPF WFD.docx](#)  
[1000029167 - Pit Stop - HPF - \\$10M BOS Draft Resolution - CA & CAT edits.docx](#)  
[1000029167 - Pit Stop WFD HPF - NTP Package.zip](#)

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Hello BOS team,

Please see attached a proposed Resolution approving an amendment between the City and Hunters Point Family to create employment opportunities, job training and workforce development programs, and ensure the availability of safe and clean public restrooms for the Pit Stop Workforce Development Grant Program, increasing the not-to-exceed amount from \$9,266,431.00 to \$16,238,478.52.

The following is a list of accompanying documents:

- Proposed Resolution (Word Doc Version)
- A zip file (“1000029167 - Pit Stop WFD HPF - NTP Package”) containing:
  - Original Agreement between the City and Hunters Point Family and Notice to Proceed (“1000029167 - Pit Stop WFD - NTP Package”)
  - Executed Amendment #1 Agreement (“1000029167 AM1 Pit Stop WFD - HPF NOA Package”)
  - Executed Amendment #2 Agreement (“1000029167 AM2 Pit Stop WFD - HPF NOA Package”)
  - Executed Amendment #3 Agreement (“1000029167 Pit Stop WFD - HPF - AM3 NOA Package”)
  - Executed Amendment #4 Agreement (“1000029167 Pit Stop WFD - HPF - AM4 NOA Package”)
  - Public Works Commission Resolution 2023-0060
  - Public Works Commission Resolution 2024-0057

Please contact me or Bruce Robertson, Finance Director, if you need any additional information on

these items.

Thank you,

Ian Schneider (he/him)

Government Affairs Manager

San Francisco Public Works | City and County of San Francisco  
49 S. Van Ness Ave, Suite 1600 | San Francisco, CA 94103  
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