

File No. 241128

Committee Item No. 11

Board Item No. 17

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 29, 2025

Board of Supervisors Meeting Date February 4, 2025

#### Cmte Board

- |                                     |                                     |  |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission                 |
| <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)

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DCYF Statement on Retroactivity 11/8/2024</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DCYF Presentation 1/29/2025</u>               |
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Completed by: Brent Jalipa Date January 23, 2025

Completed by: Brent Jalipa Date January 30, 2025

1 [Agreement - Retroactive - Instituto Familiar de la Raza Inc - Roadmap to Peace Collaborative  
2 and Roadmap to Peace School Crisis Supports - Not to Exceed \$12,929,020]

3 **Resolution retroactively approving an agreement between the City and County of San**  
4 **Francisco, acting by and through the Department of Children, Youth and Their**  
5 **Families, and Instituto Familiar de la Raza Inc for two programs: Roadmap to Peace**  
6 **Collaborative and Roadmap to Peace School Crisis Supports, for a term of five years**  
7 **from July 1, 2024 to June 30, 2029, and for a total not to exceed amount of \$12,929,020;**  
8 **and to authorize Department of Children, Youth and Families to enter into amendments**  
9 **or modifications to the Agreement that do not materially increase the obligations or**  
10 **liabilities to the City and are necessary to effectuate the purposes of the Agreement or**  
11 **this Resolution.**

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

15 WHEREAS, Instituto Familiar de la Raza Inc submitted proposals for two programs  
16 under RFP Result Area: All Children And Youth Are Supported By Nurturing Families And  
17 Communities; and

18 WHEREAS, The two programs are: Roadmap to Peace Collaborative Program; and  
19 Roadmap to Peace School Crisis Supports Program; and

20 WHEREAS, Instituto Familiar de la Raza Inc was awarded funding in both programs;  
21 and

22 WHEREAS, Under the Roadmap to Peace Collaborative Program, Instituto Familiar de  
23 la Raza Inc will provide family engagement, diverse activities, community involvement and  
24 core needs supports to San Francisco disconnected youth ages 5-24; and

1           WHEREAS, Under the Roadmap to Peace School Crisis Supports Program, Instituto  
2 Familiar de la Raza Inc will provide early intervention, family support and differential response  
3 to school crisis events for San Francisco Middle and High School at-risk youth; and

4           WHEREAS, Charter Section 9.118(b) requires Board of Supervisors' approval by  
5 Resolution of any contract which, when entered into, extends over 10 years, and of any  
6 contract which, when entered into, costs the City \$10,000,000 or more; and

7           WHEREAS, The proposed Agreement contained in File No. 241128, is substantially in  
8 final form, with all material terms and conditions included, and only remains to be executed by  
9 the parties upon approval of this Resolution; now, therefore, be it

10          RESOLVED, That the Board of Supervisors hereby retroactively approves the  
11 Agreement in substantially the form contained in File No. 241128; and, be it

12          FURTHER RESOLVED, That the Board of Supervisors authorizes Department of  
13 Children, Youth and Families to make any modifications to the Agreement, prior to its final  
14 execution by all parties, that Department of Children, Youth and Families determines, in  
15 consultation with the City Attorney, are consistent with this Resolution, in the best interest of  
16 the City, do not materially increase the obligations or liabilities of the City, are necessary or  
17 advisable to effectuate the purposes of the Agreement, and are in compliance with all  
18 applicable laws, including City's Charter; and, be it

19          FURTHER RESOLVED, That within 30 days of the Agreement being fully executed by  
20 all parties, Department of Children, Youth and Their Families shall submit to the Clerk of the  
21 Board of Supervisors a completely executed copy for inclusion in File No. 241128; this  
22 requirement and obligation resides with the Department, and is for purposes of having a  
23 complete file only, and in no manner affects the validity of approved Agreement.

<p><b>Item 11</b> <b>File 24-1128</b></p>	<p><b>Department:</b> Children, Youth and Their Families (DCYF)</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>• The proposed resolution would retroactively approve a new grant agreement between DCYF and Instituto Familiar de la Raza for two programs: Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports. The retroactive grant agreement has a five-year term starting July 1, 2024 through June 30, 2029 and a not-to-exceed amount of \$12,929,020.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>• Instituto Familiar de la Raza (IFR) is a nonprofit organization in San Francisco that has provided wellness and community mental health services to the San Francisco Latino community since 1978.</li> <li>• The Roadmap to Peace Collaborative program was previously funded by DCYF. The Roadmap to Peace School Crisis Supports is a new program and was not funded in the last grant cycle. Performance metrics for FY 2023-24 show that the Roadmap to Peace Collaborative failed to meet one measure on program participation for a targeted number of hours. According to DCYF, the program faced challenges with hour completion due to estimation issues and the varying levels of support needed by participants, resulting in lower completion rates. The proposed new grant agreement no longer tracks hours for the program.</li> <li>• Under the proposed grant agreement, the Roadmap to Peace Collaborative and the Roadmap to Peace School Crisis Supports are required to report on delivery of the scope of services, which include specific workshops, group meetings, and similar types of programs. The proposed agreement does not include any specific measures of impact with quantifiable targets, as they are still under development in collaboration with the school district.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>• The proposed agreement has a not-to-exceed amount of \$12,929,020. The FY 2024-25 budget is approximately \$2,273,520. For FY 2024-25, the Roadmap to Peace Collaborative Program will be fully funded by the Children and Youth Fund, while the Roadmap to Peace School Crisis Supports Program will be funded by the Children and Youth Fund, a state grant, and a federal grant.</li> <li>• The agreement funds a total of 7.79 full-time equivalent (FTE) adult staff.</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**

**Instituto Familiar de la Raza**

Instituto Familiar de la Raza (IFR) is a nonprofit organization in San Francisco that has provided wellness and community mental health services to the San Francisco Latino community since 1978. IFR offers a wide variety of programs, which include outpatient mental health services, youth programming, HIV prevention and education, school-based mental health consultation services, and family case management and engagement.

**Procurement**

In August 2023, the Department of Children, Youth, and Their Families (DCYF) issued a Request for Proposals (RFP) for the 2024 through 2029 funding cycle. IFR submitted proposals for two programs under the RFP Result Area, “All Children and Youth are Supported by Nurturing Families and Communities.” According to the RFP, the Result Area focuses on programs, activities, resources, and supports that strengthen the ability for families to nurture their children and provide opportunities for children, youth and families to feel safe and connected with their communities. The two programs are Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports.

IFR currently provides the Roadmap to Peace program under a separate agreement, which expired June 30, 2024. The Roadmap to Peace School Crisis Supports is a new program and was not funded in the last cycle. The RFP scoring and other procurement information is summarized in Exhibit 1 below. Proposals were evaluated in three phases. In Phase 1, proposals were evaluated based on four criteria: program overview (25 points), program design (55 points), program impact (10 points), and target population need (10 points), for a total possible score of 100 points. In Phase 2, proposers were evaluated based on strategy alignment, target population, past performance, and agency fiscal rating. In Phase 3, DCYF determined the funding allocations for the non-profit providers based on results from Phase 2 as well as other factors, including community need, geographic coverage, location of services, service capacity, and existing services funded by other providers.

**Exhibit 1: Procurement Summary**

<b>Program</b>	<b>Roadmap to Peace Collaborative Program</b>	<b>Roadmap to Peace School Crisis Supports Program</b>
Selection Panel	Program Manager (Alameda County), Manager I (DCYF), Senior Community Development Specialist 2 (DEC)	Senior Community Development Specialist 2 (DCYF), Principal Administrative Analyst (JPD), Principal Administration Analyst (DCYF)
<b>Phase 1 Summary</b>		
Total Number of Proposals	15	6
Number of Proposals Awarded Funding	4	5
Average Score (out of 100)	85.4	89.8
Rank out of Total Number of Proposals	1	3
<b>Phase 2 Funding Recommendation</b>	Yes	No
<b>Phase 3 Award</b>	Yes	Yes

Source: DCYF

The Roadmap to Peace School Crisis Supports was not highly rated in the Phase 2 deliberation process but received an award in Phase 3 because the program serves youth in DCYF priority populations, according to the proposal score report.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would retroactively approve a new grant agreement between DCYF and IFR for two programs: Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports. The retroactive grant agreement has a five-year term starting July 1, 2024 through June 30, 2029 and a not-to-exceed amount of \$12,929,020. The proposed resolution would also authorize DCYF to make further immaterial amendments to the agreement. According to DCYF, the department is seeking approval retroactively due to the time needed to conduct scope of work negotiations, complete internal review, and undergo the contracting process.

**Scope of Services**

Roadmap to Peace Collaborative

The Roadmap to Peace Collaborative is a year-round program that provides career coaching, job readiness training, substance abuse counseling and prevention education workshops, health and wellness activities and groups, case management, and behavioral health services to Latino/a youth. According to DCYF, the program will serve the Five Keys Schools and Programs. Annually, the program serves 100 participants (eight participants ages 11 to 13, 22 participants ages 14 to

17, and 70 participants ages 18 to 24). The program subcontracts with organizations<sup>1</sup> providing various forms of services, including case management, job training, substance abuse support, physical and mental health services, and other activities.

#### Roadmap to Peace School Crisis Supports

The Roadmap to Peace School Crisis Supports is a year-round program that provides school site-based social-emotional group programming and activities, care coordination and linkage to resources and supportive services, and school violence intervention services to non-English/Spanish-speaking youth, with an emphasis on newcomers. According to DCYF, the school violence intervention services will primarily support Galileo High School, Thurgood Marshall High School, Mission High School, Francisco Middle School, and San Francisco International High School, as well as other sites on an as-needed basis. Annually, the program serves 30 participants (12 participants ages 11 to 13, 15 participants ages 14 to 17, and three participants ages 18 to 24). The program subcontracts with Mission Language Vocational Services, which will provide facilitation of school-based groups and activities, school violence intervention support, and care coordination support, among other activities.

#### **Performance**

Under the proposed grant agreement, the Roadmap to Peace Collaborative and the Roadmap to Peace School Crisis Supports are required to report on delivery of the scope of services, which include specific workshops, group meetings, and similar types of programs, as well two performance measures described in Exhibit 2. The proposed agreement does not include any specific measures of impact with quantifiable targets, as they are still under development in collaboration with the school district. In addition, DCYF reports that the contractor will not participate in the Program Quality Assessment (PQA)<sup>2</sup> process. Instead, both programs will administer participant surveys or other evaluation instruments to ensure program quality. DCYF will provide a performance improvement plan if a grantee is found to not meet one or more performance standards, which may include participation in technical assistance, performance measure amendment, or other supportive measures.

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<sup>1</sup> The subcontracted organizations are Bay Area Resource Center/CHALK, CARECEN SF, Five Keys Charter School, Mission Neighborhood Centers, Mission Neighborhood Health Center, Horizons Unlimited, Inc., and Mission Language Vocational Services.

<sup>2</sup> As part of the PQA process, DCYF conducts site visits to evaluate program quality using a standardized tool. The PQA tool is a subjective observation of domains such as the safety of the environment (e.g., psychological and emotional safety, health and sanitation), program space, healthy food and drinks, active engagement of youth, support from staff, and opportunities for youth interaction, relationship-building and collaboration.

**Exhibit 2: Performance Measures in Proposed Grant Agreement**

<b>Name</b>	<b>Performance Measure</b>	<b>Target</b>
<b>Reports</b>	Providers will be required to provide mid-year and end of year reports on expected services benchmarks	Yes – Provided Reports
<b>Agency Health</b>	Fiscal health of grantee agency based on DCYF’s Fiscal and Compliance Monitoring efforts.	Strong

Source: Grant Agreement, Appendix B-1, B-2

Performance metrics for FY 2023-24 show that the Roadmap to Peace Collaborative failed to meet one measure on program participation for a targeted number of hours, as detailed in Exhibit 3. According to DCYF, the program faced challenges with hour completion due to estimation issues and the complex needs of at-risk youth, resulting in lower completion rates. The proposed new grant agreement no longer tracks how many hours clients are in the program.

**Exhibit 3: FY 2023-24 Performance Measures (Prior Grant Agreement)**

<b>Measure</b>	<b>Roadmap to Peace Collaborative</b>	<b>Target</b>
Number of participants served as a percentage of the program’s projected number of participants.	93%	90%+
Percent of participants who participated in the program for 60+ hours.	58%	85%+

Source: DCYF

**Fiscal and Compliance Monitoring**

The Department of Early Childhood conducted fiscal and compliance monitoring for IFR for FY 2023-24 in July 2024, and no findings were identified.

**FISCAL IMPACT**

The proposed agreement has a not-to-exceed amount of \$12,929,020, including a ten percent contingency. The grant agreement budget, which generally includes a three percent annual increase<sup>3</sup>, by fiscal year and program is shown in Exhibit 4 below.

<sup>3</sup> The Roadmap to Peace School Crisis Supports Program budget from FY 2024-25 to FY 2025-26 decreases by approximately 17 percent because of a one-time federal grant (STOP School Violence Act of 2018) received in FY24.



**Exhibit 4: Grant Agreement Not to Exceed Amount**

	<b>Roadmap to Peace Collaborative</b>	<b>Roadmap to Peace School Crisis Supports</b>	<b>Total</b>
FY 2024-25	\$1,900,000	\$373,520	\$2,273,520
FY 2025-26	1,957,000	309,000	2,266,000
FY 2026-27	2,015,700	318,300	2,334,000
FY 2027-28	2,076,200	327,800	2,404,000
FY 2028-29	2,138,500	337,600	2,476,100
<b>Total</b>	<b>\$10,087,400</b>	<b>\$1,666,220</b>	<b>\$11,753,620</b>
Contingency (10%)			1,175,400 <sup>4</sup>
<b>Not-to-Exceed Amount</b>			<b>\$12,929,020</b>

Source: Grant Agreement, Appendix B-1, B-2

The FY 2024-25 budget is approximately \$2,273,520, as shown in Exhibit 5 below.

**Exhibit 5: FY 2024-25 Budget<sup>5</sup>**

	<b>Roadmap to Peace Collaborative</b>	<b>Roadmap to Peace School Crisis Supports</b>	<b>Total</b>	<b>% Total</b>
Administrative	\$195,724	\$65,958	\$261,682	12%
Adult Staff	481,586	176,409	657,995	29%
Fringe Benefits	140,736	56,153	196,889	9%
Materials & Supplies	9,278	5,819	15,097	1%
Other Program Expenses	147,577	39,181	186,758	8%
Subcontractors	925,099	30,000	955,099	42%
<b>Total</b>	<b>\$1,900,000</b>	<b>\$373,520</b>	<b>\$2,273,520</b>	<b>100%</b>

Source: DCYF

According to DCYF, the agreement funds a total of 7.79 full-time equivalent (FTE) adult staff, with 5.46 FTE for the Roadmap to Peace Collaborative and 2.33 FTE for the Roadmap to Peace School Crisis Supports Program. The proposed budget includes \$391,601 in FY 2024-25 for the Bay Area Resource Center/CHALK, a subcontractor responsible for managing the contract, monitoring the program, and collecting and entering data.

<sup>4</sup> Contingency is 10 percent of the total contract amount and rounded to the hundredths

<sup>5</sup> According to DCYF, Instituto's Roadmap to Peace Collaborative program spent approximately 92 percent of the budgeted FY 23-24 amount of \$2,968,668.

**Sources of Funding**

For FY 2024-25, the Roadmap to Peace Collaborative Program will be fully funded by the Children and Youth Fund, while the Roadmap to Peace School Crisis Supports Program will be funded by the Children and Youth Fund (67 percent), a state grant<sup>6</sup> (13 percent), and a federal grant<sup>7</sup> (20 percent). DCYF states that the subsequent years will most likely be funded by the Children and Youth Fund, General Fund, and/or other grants.

**RECOMMENDATION**

Approve the proposed resolution.

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<sup>6</sup> The state grant is from the Citizens' Option for Public Safety program established by the California legislature to provide funding for local agencies to ensure public safety.

<sup>7</sup> The federal grant is from the STOP School Violence Act of 2018, which aims to improve school security and prevent acts of violence.

## GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

**INSTITUTO FAMILIAR DE LA RAZA INC**  
**CONTRACT ID: 1000032613**

**THIS GRANT AGREEMENT** (“Agreement”) is made as of **October 24, 2024**, in the City and County of San Francisco, State of California, by and between **INSTITUTO FAMILIAR DE LA RAZA INC** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the **DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES** (“Department”).

### RECITALS

**WHEREAS**, Grantee has applied to the Department for a grant to fund the matters set forth in a grant plan; and summarized briefly as follows: **All Children And Youth Are Supported By Nurturing Families And Communities**; and

**WHEREAS**, the grant plan will be carried out through the following Grantee program(s): **Roadmap to Peace Collaborative**; and **Roadmap to Peace School Crisis Supports**; and

**WHEREAS**, City desires to provide such a grant on the terms and conditions set forth herein:

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

### ARTICLE 1 DEFINITIONS

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

(a) “**ADA**” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) “**Application Documents**” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

(c) “**Budget**” shall mean the budget attached hereto as part of Appendix B.

(d) “**Charter**” shall mean the Charter of City.

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

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

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or

appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as “hereunder,” herein or “hereto” refer to this Agreement as a whole.

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

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

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

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

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

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

### **ARTICLE 3 TERM**

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

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

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

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

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

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

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

**4.5 Publications and Work Product.**

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

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

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

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

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

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

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

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

**5.1 Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **Eleven Million Seven Hundred Fifty-Three Thousand Six Hundred Twenty Dollars (\$11,753,620)**.

**Contingent Amount:** Up to **One Million One Hundred Seventy-Five Thousand Four Hundred Dollars (\$1,175,400)** for the period defined in Section 3.2 **may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twelve Million Nine Hundred Twenty-Nine Thousand Twenty Dollars (\$12,929,020)** for the period defined in Section 3.2.

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

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

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

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

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

**5.4 State or Federal Funds**

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



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

**(b) 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."

**5.5 Advance of Funds.** Grantee shall be entitled to an annual advance payment in an amount not to exceed 10% of the Budget Amount for the specific fiscal year as defined in Appendix B. In rare cases, the Agency may approve an advance over the 10% limit based on program needs. Grantee must provide the Agency with a written request for an advance prior to the beginning of the fiscal year in which the advance payment will be made. The Agency shall have the sole discretion of whether to approve an advance payment request and the amount of any payment. These funds shall be deemed payable to the Grantee upon execution of this Agreement, certification by the Controller and receipt by Agency of a Funding Request. The Agency shall deduct the entire amount of any advance payment from disbursement due to Grantee as described above. The Agency shall have the sole discretion to determine the timing and amount of each such deduction, but in no event shall any advance repayment remain outstanding after June 30 of the fiscal year in which the advance was provided.

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

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

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

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

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

**6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this

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

**6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

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

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

## **ARTICLE 7 TAXES**

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

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

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

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

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

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

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**

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

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

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

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

#### **8.4 Conflict of Interest.**

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

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

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

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

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

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

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

**9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be

groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

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

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

## **ARTICLE 10 INSURANCE**

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

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

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

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

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

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

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

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

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

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

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

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

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

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

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

## ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

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

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

## **ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING**

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

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

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

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

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In

addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

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

### **14.3 Consequences of Recharacterization.**

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

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

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

## **ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS**

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be

addressed to the person and address set forth below and may be sent by U.S. mail or e-mail, and shall be addressed as follows:)

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

If to Grantee: **INSTITUTO FAMILIAR DE LA RAZA INC  
2919 MISSION STREET  
SAN FRANCISCO, CA, 94110  
Attn: GLORIA ROMERO**

Any notice of default must be sent by registered mail.

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

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

## **ARTICLE 16 COMPLIANCE**

**16.1 Reserved.**

**16.2 Nondiscrimination Requirements.**

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

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

**16.3 Reserved.**

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

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

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

**16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

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

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

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

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

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

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

**16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the

requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against the Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Grantee.

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

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

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

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

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

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

## **16.19 Distribution of Beverages and Water.**

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

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

## **16.20 Reserved.**

## **16.21 Compliance with Other Laws.**

(a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

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

## **ARTICLE 17 MISCELLANEOUS**

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

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

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

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

for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

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

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

- Appendix A, Definition of Eligible Expenses
- Appendix B, Definition of Grant Plan
- Appendix C, Form of Funding Request
- Appendix D, Interests in Other City Contracts
- Appendix E, Permitted Subgrantees
- Appendix F, Insurance Waiver
- Appendix G, State/Federal Funding Terms
- Appendix H, Juvenile Data Privacy and Information Security

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

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

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

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

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



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

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

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

**17.14 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

**CITY**

**GRANTEE:**

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

**INSTITUTO FAMILIAR DE LA RAZA INC**

By: \_\_\_\_\_  
Sherrice Dorsey-Smith  
Interim Executive Director

By: \_\_\_\_\_  
Gloria Romero  
Executive Director  
Federal Tax ID #: 94-2523608  
City Supplier Number: 0000018301

**Approved as to Form:**

David Chiu  
City Attorney

By: \_\_\_\_\_  
Jana Clark  
Deputy City Attorney

## Appendix A--Definition of Eligible Expenses

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

All Eligible Expenses *must* be:

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

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

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

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

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

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

(a) Affordable child care and early education;

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

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

(d) Training, employment and job placement;

(e) Youth empowerment and leadership development;

(f) Youth violence prevention programs;

(g) Youth tutoring and educational enrichment programs;

(h) Family and parent support services;

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

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

Eligible Expenses may *include*:

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

Eligible Expenses shall specifically *exclude*:

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

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

The term "Grant Plan" shall mean the WORK PLANS set forth BELOW in Appendices B-1 through B-2.

**Work Plan**

Agency Name: **Instituto Familiar de la Raza**

Other City Funds:

<b>Contract Number</b>	<b>Contract Title</b>	<b>Department</b>	<b>Term Start Date</b>	<b>Term End Date</b>	<b>Award Amount</b>
1000009028	#1000009028 IFR - Original Cer	DPH Public Health	03/01/2018	06/30/2025	\$1,037,773
1000011456	#1000011456 Instituto Familiar	DPH Public Health	07/01/2018	06/30/2025	\$28,795,895
1000009883	CHF-GA-Cambios	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$1,401,197
1000009887	CHF-GA-Destinos Nuevos	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$2,003,712
1000009806	CHF-GA-Latinas Unidas	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$842,258
1000009927	CHF-GA-Promesa	CHF Children; Youth & Families	07/01/2018	06/30/2024	\$1,064,614
1000014468	CHF-GA-Roadmap to Peace	CHF Children; Youth & Families	07/01/2019	06/30/2024	\$12,082,499
1000026841	DEC ECE TTA	DEC Dept of Early Childhood	07/01/2022	06/30/2024	\$50,000
1000021877	Differential Response 21-26	HSA Human Services Agency	07/01/2021	06/30/2026	\$1,462,495
1000024733	DPH - CHEP LHAP	DPH Public Health	01/01/2023	06/30/2027	\$7,845,600
1000008117	DPH - IMCM	DPH Public Health	07/01/2017	02/28/2027	\$1,441,899
1000028957	DPH - RFGA 7781	DPH Public Health	07/01/2023	06/30/2028	\$1,310,390
1000029399	FY23-24 FS-Instituto	DEC Dept of Early Childhood	07/01/2023	06/30/2024	\$2,437,234

DCYF is committed to making sure all of San Francisco’s children and youth, and particularly those who are most vulnerable, are supported by nurturing families and communities, are physically and emotionally healthy, succeeding in school, and ready for college, work, and

adulthood. The range of programs DCYF funds, including those supported in this contract, furthers that overarching commitment to San Francisco’s children and youth. These programs, while open to all populations regardless of race, ethnicity, gender, or other factors, address the unique cultural needs of the targeted population(s) to the extent such populations are identified herein.

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## Appendix B-1

Program Name: **Roadmap to Peace Collaborative**

### Program Description

Roadmap to Peace is committed to improving the social, economic health and safety outcomes of our most vulnerable Latino/a youth ages 13-24, out-of-school, system touched, and vulnerable to street and gun violence, by ensuring they are on a road to wholeness. Grounded in a collective impact approach, Roadmap to Peace brings together diverse stakeholders to innovate community solutions, change policy, and build a comprehensive social support network for youth. Roadmap to Peace provides coordinated care management and/or support services such as job readiness training, career coaching, job placement, health education, substance abuse counseling, behavioral modification, cultural affirmation, parenting education, etc. Service coordination is a critical process for RTP care managers and supportive service providers who work together to integrate care and facilitate the most appropriate delivery of services on behalf of RTP participants with multiple service needs. Roadmap to Peace continues to accommodate the needs of our communities and offers a hybrid approach to offer services both in-person and through individual telehealth platforms. Services in-person will be conducted as the primary form of engagement.

## Scope of Work

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### Services and Projections

#### Program Operation Dates

Program Start Date  
7/1/24

Program End Date  
6/30/29

#### Months Services Will Be Provided

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

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

49

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

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

## Program Projections by Age (Annual)

	<u>5-10</u>	<u>11-13</u>	<u>14-17</u>	<u>18-24</u>
Unduplicated Number of Program Participants to be Serviced Annually	0	8	22	70

Total Unduplicated Participants: 100

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## Projected Services

### Group Activities

Name: (BACR) Youth Leadership  
BACR Senior Youth Leadership Coordinator will facilitate a high level cohort that will ensure social connection and education. During the duration of this 6 month Youth Leadership and Advocacy cohort, 6 RTP youth will embark on an intensive curriculum that focuses on decolonial thoughts, challenging racist structures, youth advocacy, policy change and increasing community connections. Throughout this cohort they will also produce a project that will show how they have implemented what they have learned throughout the cohort. Each of the 6 participating youth that complete the cohort at 80% of attendance will receive a incentive of \$1,000.

Activity Description:

Name: (BACR) Life Skills/Job Training  
BACR RTP Senior Youth Leadership Coordinator will work in collaboration with the BACR Workshop team and Career Coach to develop ongoing life and job skills training available to all RTP youth participants. This will ensure that participants have access to skill building opportunities that will help prepare them for the real work and teach them how to manage their own emotions and responsibilities. BACR will hold two cohorts, in English and Spanish, for about 6 youth per cohort. Cohorts will span 16 hrs over one month. Training will be incentivized and serve as a prerequisite for the youth leadership and advocacy warrior cohort.

Activity Description:

Name: (MNC) RTP 415 Live  
Workshops that will happen twice a year; for a total of 2 workshops in total. Led by RTP Care Manager and support staff, workshops will focus on life skills, establishing a growth mindset, cultural identify, teaching youth benefits on nature and healing.

Activity Description:

Name: (Horizons) Substance Use Disorder Prevention Education workshops  
SUD prevention education workshops for up to 20 youth per annum to educate youth on a variety of SUD topics including but not limited to: Alcohol and Other drugs 101, Opioid and Stimulant use, overdose prevention/recognizing signs of overdose, use/administration of Narcan, risk factors for substance use, stigma reduction, stress/coping mechanisms, knowledge/resources for SUD. Presentations will be offered for 1 hour on a monthly basis with drop-ins, family members, etc welcome.

Activity Description:

Name: (Horizons) Substance Use Disorder (SUD) Groups



Activity Description: SUD Living Free support group: 2, 14 week SUD psycho-education groups will be offered for up to 6 clients currently receiving individual treatment services/counseling per year to enhance their recovery potential. It is expected that clients participate in 2 groups sessions per month or 7 total. Groups will last 1 hr and be offered in person or Zoom based on client's need and preferences. Using a culturally rooted, harm reduction model and approach, topics may include but are not limited to: drug and alcohol education, understanding and identifying triggers, coping mechanisms, healthy vs. unhealthy relationships, relapse prevention, community and interpersonal violence, pro-social relationships, and self care. Successful completion is clients achieving 75% of their minimum sessions.

Name: LCC/IFR Cultural Affirmation Youth Group  
LCC/IFR Care Manager, with support of Mental Health Specialist will provide six (6) cultural affirmation workshop activities a year. Each workshop will have the capacity for 6-8 participants. Activities will be held monthly during the months of January through April 2024. Cultural affirmation activities will include food, workshops with guest speakers (discussing topics such as culture, black, brown, and Native American history, resistance/civil rights movements, etc.), community drumming, arts and crafts activities, and exploring culturally congruent forms to positive self-identification. Sessions will be developed with youth's needs and interests fostering youth driving services.

Activity Description:

Name: LCC/IFR Psycho-Educational Skills Development Youth Group  
RTP Mental Health Specialist will facilitate eight (8) psycho-educational workshop activities per year with the focus on strengthening youth's understanding of healing practices, utilizing multiple clinical and culturally relevant & indigenous interventions, and build healthy skills for daily living.

Activity Description: Interventions will include grounding and mindfulness, healthy habits to reduce stress, learning CBT strategies to reduce anxiety and depression, benefits of exercise, and healthy eating and diet. Each workshop will foster participants to building self-care and wellness in their daily life. Each workshop will have the capacity for 5-7 youth participants to attend.

Name: (MNHC) Health and Wellness Education Group  
RTP Community Health Worker and Youth Services Program Supervisor will facilitate a health and wellness education group for RTP youth and other youth in collaboration with other RTP service providers. The purpose of the group will be to teach RTP participants about relevant health topics including physical health, sexual health, healthy relationships, or other topics as appropriate for participant needs. Staff will host 15 theme based sessions spread throughout the year and the meetings will be facilitated in E

Activity Description:

Name: (RTP Core) Sweat lodge [youth]  
Healing, purification and community building along with increasing knowledge around ancestral healing modalities. Youth are able to implement in their own lives and when dealing with triggers and traumas.

Activity Description:

Name: (RTP Core) Drumming

Activity Description: Physical, Psycho, and social activity to help regulate and decrease cortisol levels, build community connections and have fun for RTP youth and their providers along with Core staff. Increasing sense of belonging and connection within a community healing setting.

Name: (RTP Core) Meet & Greets  
Meet & Greets are part of the onboarding process for RTP and support connection to RTP Service Healing Wheel Services. Youth attend Meet & Greet with their Care Manager and meet with all supportive staff including, BACR Sr. Youth Leadership Coordinator, BACR Career Coach, Horizon's SUD Counselor, LCC Mental Health Specialist and MNHC Community

Activity Description: Health Worker. Each provider shares a breakdown of their services and then group engages youth in youth friendly ice breaker activities to get to know each other and build trust. This supports building relationships between providers and RTP youth. Horizon's SUD Counselor and MNHC Community Health Worker also use time to schedule youth for health and SUD screenings.

### **Individual Activities**

Name: (MLVS) Light Care Management

Activity Description: Light touch care management. Position will work to provide interventions, inform care plans and reentry plans, respond to crisis, linkage to resources around care plans and build relationships.

Name: (BACR) Care Management

Activity Description: BACR Care Managers will act as the main support and provide services to a maximum of 12 UDC/youth referrals from the RTP core network. Ensuring that participants have access to support and resources that will keep them engaged and inspired to change. These services will include creating stabilization plans, goal setting, documentation retrieval, emotional wellness and referrals to other services as needed.

Name: (BACR) Career Coaching

Activity Description: BACR Career Coach will provide career and academic coaching to 20 participants. Coaching will include, access to job preparation, jobs and academic guidance, exposure to job explorations and career pathways. Career Coach will ensure a direct connection to jobs and subsidized work experience. Services will include professional behavior coaching, resume support, access to educational programming, access to stabilization jobs, information on navigating reentry job sectors, thriving and upcoming work fields.

Name: (BACR) Job Placements

Activity Description: BACR Career Coach will ensure economic stability by providing participants with opportunities to be directly connected to jobs and subsidized work experience. BACR will complete 10 job and/or internship placements.

Name: (MNC) Care Management

Activity Description: Care Manager will provide care to clients utilizing RTP Standards of care and expectations. Will serve up to 16 youth a year with only 12 at time depending on care load.

Name: (Five Keys) Emergency Supportive Services

Activity Description: Provide emergency support (transportation, gift cards for food, clothing, essential needs) to TAY upon release from Jail; or to families of TAY while they are in custody.

Name: (Horizons) Substance Use Disorder (SUD) screenings

Activity Description: SUD screenings conducted with 40 youth to identify those in need of Brief Intervention Services (BIS) and/or further assessment for SUD Outpatient Treatment Services. Screenings will occur at scheduled Meet and Greet/Orientations for new youth and in coordination with Care Managers for already enrolled youth.

Name: (Horizons) Brief Intervention Services

Activity Description: Brief Intervention Services (BIS) for youth who when screened may fall within the experimentation/contemplative stage but not in need or willing to enroll in outpatient treatment services. Utilizing Motivational Interviewing over 3-4 hourly sessions, Counselor will use a harm reduction approach to support youth in unpacking/understanding motivation for use, 2) impact use has on oneself/family/peers/community, 3) decision making/commitment for reduction, and 4) parental/peer and other support. BIS services will be offered to up to 10 youth, in or out of custody, per annum, as needed. Successful completion is defined by completion of at least 3 sessions.

Name: (Horizons) Individual SUD counseling sessions

Activity Description: Weekly individual SUD counseling sessions for up to 6 clients per year based on ASAM assessment criteria and Level of Care recommendations. Duration and successful completion is contingent upon satisfactory achievement or progress made with treatment plan/recovery goals. Culturally rooted services using a harm reduction model and approach include: intake/assessment, individual counseling, treatment planning, collateral, and case management. Additional support such court advocacy, re-entry planning with other partners, and case conferencing with team members will also be provided.

Name: (CARECEN) Intensive Case Management

Activity Description: Care manager will provide one on one intensive care management, with a minimum caseload of 12 active participants, serving a total of 16 participant total. Care manager will provide a minimum of 1 direct contact a week and 6 hours a month of contact per participant. Case management focuses on Spanish speaking youth and TAYA who have migrated to San Francisco seeking asylum, SIJS and/or other migratory protections, or have been system impacted by the criminal/immigration justice system.

Name: LCC/IFR Care Management Services

Activity Description: LCC/IFR Care Management (CM) will provide comprehensive holistic care management to 16 (UDC) youth participants per year, with a client capacity caseload of 12 youth participants one time. LCC/IFR, as the specialty

mental health service provider among the RTP network, will undertake the care management of youth/TAY who require special support in this area. The CM is the primary representative on behalf of RTP for the youth, families, and service providers engaged in the care plan. CMs are responsible for engaging the youth and their family in the collaborative care management process and RTP services as outlined by the RTP Service Manuel, DCYF care management standards, and aligning with LCC/IFR standards of care. Care Manager will collaborate and coordinate linkages to resources, reducing barriers, and navigating access internally within IFR or with partner agencies in the RTP Initiative to support youth participants and families.

Name: LCC/IFR Mental/Behavioral Health Intervention Services

Activity Description: LCC/IFR will provide mental health services with one Mental Health Specialist (MHS) to 10 (UDC) youth participants for the year, and up to 6-7 client capacity at one time. Services will be provided by a licensed or licensed eligible mental health provider. Participants will receive on at minimum 15 hours of service interventions and up to 42 hours of service per year (frequency determined by needs and risks as well as modalities). MHS will participate in care coordination and conferencing. MHS will ensure that: a. Open services and health charts for clients include a clinical mental/behavioral health assessment and a correlating treatment plan of care. Assessments will include a clinical and cultural formulation of the client, including history, mental and behavioral status, and relevant history, diagnosis, and treatment goals. b. Services with or on behalf of an individual that are designed to support their stabilization with culturally appropriate interventions that result in the enhancement self-sufficiency and community functioning. Services may include but are not limited to, assessment, plan development, individual and family therapy, grief, and bereavement counseling to individuals and families, crisis response, and collateral intervention. c. Short-term interventions to assist individuals and families in the stabilization of traumatic conditions due to interpersonal and community violence to which they may have been exposed. These services are offered as individual services for up to 6 sessions resulting in either a decrease in violence enhancing factors or they will receive a clinically appropriate linkage and referral.

Name: (MNHC) Health Education

Activity Description: RTP Community Health Worker and Youth Services Program Supervisor will provide participants with relevant and medically accurate health education. Health education topics include family planning education, pregnancy options counseling, general mental health support, and education about when to seek support from a medical provider. 1 per month (two hours each).

Name: (MNHC) Medical Services

Activity Description: RTP participants and their families will receive medical, dental, and optometry services as needed at MNHC. These appointments will be completed by licensed MNHC medical providers who are not paid through this funding. Staff will also assist participants with their health plan.

Name: (MNHC) Clinic Navigation  
RTP Community Health Worker and Youth Services Program Supervisor will assist RTP participants in making and keeping medical appointments. This assistance includes helping participants sign up for appropriate insurance programs based on their needs, helping participants enroll as patients at MNHC, making appointments for primary care, sexual healthcare, dental and vision care, sending appointment reminders, facilitating safe passage for patients to travel to appointments, and making sure patients are prepared before going into the appointments. Staff will also assist patients with referrals to specialty care medical services, and prepare and accompany them to their appointments.

Activity Description:

Name: (MNHC) Screenings and Engagement  
RTP Community Health Worker and Youth Services Program Supervisor will attend RTP meet and greets, events and activities to build relationships and rapport with RTP youth. This activity includes screening RTP youth for health care needs.

Activity Description:

#### **Activities Without Personal Information**

Name: (MLVS) Community Outreach  
This position will provide street outreach to newcomers with an emphasis on the Central American population. Outreach will be held at various SFUSD sites as needed such as Everette Middle School, Francisco Middle School, John O'Connell High School, Mission High School. Staff will provide resource linkage and support to students and families.

Activity Description:

Name: (MLVS) In custody Outreach  
This position will provide in custody outreach to newcomers with an emphasis on the Central American population. Staff will provide linkage to resources and supportive services that may strengthen reentry plans. Targeted population 45 TAY housed in SF county jail and 15 housed in SF juvenile hall.

Activity Description:

Name: (Five Keys) In Custody Special Events  
Quarterly events in housing units that promote RTP and Latinx Culture.

Activity Description: Funds used for meals, decorations, books, activities. RTP Service Network Partners invited to present and share in celebrations/meals.

Name: (Five Keys) Service Network Connection to Jail-based Services  
Provide support with getting service network staff cleared to come into the jail to provide direct services to clients with RTP connection.

Activity Description:

Name: LCC/IFR Mental/Behavioral Health Clinical Consultation  
The Mental Health Specialist (MHS) will provide a total of 12 hours per month of Clinical Consultation services to RTP Core and RTP Service Network Providers--this includes facilitation of Care Development Meetings twice per month for 2 hours each, preparation before and after each session will be an additional 2 hours per session. In total 8 hours a month will be dedicated towards Care Development activities, including written follow up

Activity Description:

recommendations to providers that presented client care and their respective supervisors within two business days of Care Development session.

Name: (RTP Core) Capacity Building & Training  
Core is committed to improving program quality and ensuring better outcomes for program participants. Therefore, we invest in the professional development of initiative staff who manage and deliver programs. Core will organize 6 professional development opportunities a year for the service network partners. PD opportunities include skills building and tool kit building training provided by internal and external trainers. The training schedule is yet to be determined. Will host mandatory monthly service network.

Name: (RTP Core) Sweat lodge [staff]  
Activity Description: Healing, purification and community building along with increasing knowledge around ancestral healing modalities. Staff are able to implement in their own lives and when working with youth.

Name: (RTP Core) Townhall [annual]  
Activity Description: RTP & MPC is committed to town hall meetings, and community circles. They have been a vital part of the development and ongoing implementation of the Peace Plan and to ensure community input and youth voice is represented.

Name: (RTP Core) Service Network Meetings  
Activity Description: Service Network Meetings: 1 meeting per month x 12 months x 2 hours a meeting. Roadmap to Peace Service Network providers offer care management and a range of supportive services through their agencies' specific area of focus. Service network providers are collectively responsible for coordinating service delivery to support the progress of RTP youth throughout the Healing Wheel. Service network meetings are held once a month with core staff, care managers, supportive service providers, and their supervisors who are all required to attend. The meetings provide space for service coordination, professional development, capacity building, skill-development, initiative-wide information and resources, standards of care and best practices, and a consistent approach to service delivery that aligns with the vision, mission, and guiding principles of RTP. Service Network meetings are held once a month on the first Monday of the month.

Name: (RTP Core) Initiative Planning Retreat  
Activity Description: The purpose is for initiative staff to be aligned with RTP's services, to organize and understand the functions, and give the opportunity to strategize and troubleshoot through any challenges and implications.

Name: (RTP Core) Core Planning Retreat  
Activity Description: Purpose is team building, organizational refinement, and set work goals around responsibilities expectations coordination of care and capacity building for initiative. Will occur twice a year to ensure we are on track

Name: (RTP Core) Data Cafecito

Activity Description: Data Cafecito is a robust, data learning community composed of RTP Service Network Partners that meets bi-weekly for two hours. Adult data learning workshops are designed to enhance RTP Service Network Partners' data skills, knowledge and competency. In particular, the learning community aims to help Service Network partners: Understand general data concepts & RTP data How to use data to empower and improve outcomes for the Latinx youth they serve Implement data-driven strategies & techniques to address community needs and challenges.

Name: (RTP Core) Peace Building & Safety Planning  
 RTP will facilitate a series of Social Campaigns that result in a distribution of resources and services pertaining to violence prevention and increasing Markers of community safety, economic stability, and educational achievement within our Latino Communities. RTP will continue to host MPC Crisis Response Meetings as part of its Violence mitigation and Peace Building Efforts as well as advocate for Safe Havens for youth in neighborhoods with a high population of Latino youth. RTP will continue to collaborate with our Sister Peace Initiatives to promote peace, cross-racial solidarity and equity for our disadvantaged communities.

Name: (RTP Core) Community & Cultural Events  
 Purpose is to enhance and build youth connections within the community and be more grounded in their cultural traditions. For example Sunrise Ceremony, community action days, Carnaval. Frisco For Us and related events are a part of our peace building efforts and Fiestas de las Americas.

### Budget

Fiscal Year	Budget Amount
<b>2024/25</b>	\$1,900,000
<b>2025/26</b>	\$1,957,000
<b>2026/27</b>	\$2,015,700
<b>2027/28</b>	\$2,076,200
<b>2028/29</b>	\$2,138,500
<b>TOTAL</b>	<b>\$10,087,400</b>

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

### Subcontractors

Contractor Name: Bay Area Resource Center/CHALK  
 Contractor Address: 271 Austin Street , San Francisco, CA, 94109

Activity Description: Manage RTP contract, oversee case management and overall flow of participants in this program. Will be responsible for program monitoring, data collection and entry, and reporting. Will also carry a small caseload.

Contractor Name: CARECEN SF

Contractor Address: 3101 Mission Street, San Francisco,, CA, 94110

Activity Description: Care Manager will provide a 1 quarterly workshops for at least 6 participants per year. Care Manager will provide 1 additional workshop some time within the year. There will be 5 total workshops for the year. Workshops will consist of resource identification, culturally affirming history, and other topics contingent on participant need.

Contractor Name: Five Keys Charter School

Contractor Address: 70 Oak Grove Street, San Francisco, CA, 94107

Activity Description: Provides in-custody support with RTP participants

Contractor Name: Mission Neighborhood Centers

Contractor Address: 362 Capp Street, San Francisco, CA, 94110

Activity Description: MNC will provide care management to youth/TAY participating in RTP. Participant will be assigned to care manager through RTP Global Intake process coordinated by Service Connector. Care manager will thoroughly assess strengths and needs for services through comprehensive psycho-social assessment, develop care plan, maintain regular contact with participant, advocacy to advance care plan goals, coordinate case conferencing, and refer youth/TAY to services within the network to ensure they receive the best combination of the highest quality of service possible. Care manager will be assigned to youth/TAY for the length of their service goals. MNC, as the specialty Fatherhood service provider among the RTP network, will undertake the care management of youth/TAY who require special support in this area. Each youth or young adult will work with the care manager between 6-12 months minimum. Frequency will vary based on needs which could be at a restorative or intensive level.

Contractor Name: Mission Neighborhood Health Center

Contractor Address: 240 Shotwell St., San Francisco, CA, 94110

Activity Description: MNHC will provide medical services to RTP youth/TAY through the Teen Clinic and at one or more of the following locations: RTP in-custody service sites, any of the out of custody RTP service sites, local high schools, RTP events, and any other community partner. Services will include physical exams, family planning, STI screenings, and treatment and immunizations as well as general health education including information on nutrition, diet, and exercise. MNHC will also provide support to youth in applying for insurance coverage through Medi-Cal and ACA as appropriate.

Contractor Name: Horizons Unlimited, Inc.

Contractor Address: 440 Potrero Ave, San Francisco, CA, 94110

Activity Description: Horizons will provide RTP youth/TAY with on demand substance abuse services (drug and alcohol). Horizons staff will contact youth within 48 hours of receiving RTP referral to begin substance abuse services. An initial, individualized treatment plan will be completed within the first 30 days and reviewed and updated every 30 days. Youth/TAY receive services



for 14 weeks. During treatment episode, youth will receive 1 hour of individual counseling per week by a CAADE certified counselor and attend 2 groups per month (with may include cultural group activities such as medicinal drumming, art therapy, etc.) Individual counseling includes screening, intake, assessment, treatment plan development, collateral's and case conferencing. These services can be provided on-site, at partnering agencies within the RTP collaborative, or wherever services are needed to provide a safe environment for clients.

Contractor Name: Mission Language Vocational Services (MLVS)  
Contractor Address: 2929 19th Street, San Francisco, CA, 94110  
Activity Description: This position will provide street outreach to the Central American population. Outreach will be held in custody. Outreach will be held at various high schools as needed by SFUSD targeting newcomers and working with their families. 50 TAY youth will be targeted in SF County Jail. 15 youth will be targeted at Juvenile Hall. 35 youth will be targeted at various schools. Light touch case management provided to include release plans. Supervision of release plan and connections to services to ensure success

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## Performance Measures

Timeframe	Name	Performance Measure	Target
FY2024-2029	Reports	Providers will be required to provide mid-year and end of year reports on expected services benchmarks.	Yes - Provided Reports
FY2024-2029	Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

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

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

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## Appendix B-2

Program Name: **Roadmap to Peace School Crisis Supports**

### Program Description

IFR's RTP staff will lead in supporting linkage to participants and their caregivers to needed resources. Strong ability to serve non-English/Spanish speaking individuals/ Services will be culturally responsive focus on interventions within school settings. Staff will focus on wellness, restorative practices and social emotional learning spaces that will allow middle and high schoolers. Targeted population will be LatinX with an emphasis on newcomers. Program goals will focus on peace building, individual goal setting focused on education, behavioral health, pro-socialization, and community integration and embracing cultural backgrounds.

### **Scope of Work**

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### **Services and Projections**

## Program Operation Dates

Program Start Date

7/1/24

Program End Date

6/30/29

## Months Services Will Be Provided

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

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

49

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

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

## Program Projections by Age (Annual)

	<u>5-10</u>	<u>11-13</u>	<u>14-17</u>	<u>18-24</u>
Unduplicated Number of Program Participants to be Serviced Annually	0	12	15	3

Total Unduplicated Participants: 30

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## Projected Services

### Group Activities

Name:

Warriors on a Rise Workshops

Activity Description:

School site-based group programming at assigned schools that offer various levels of support for students and faculty and are focused on but not limited to conflict resolution, mediation, de-escalation practices, mentoring, cultural enrichment, harm reduction, restorative practices, and CBT. These sessions will serve as safe spaces where youth can increase Social-Emotional Connections and healing. These groups will also serve to advance the goals that are codeveloped by each youth and outlined in their individual service plans. Youth will learn and will be introduced in restorative practices that assist in mediation through principles rooted in shared cultural values of respect, trust, and honesty are central to creating peace. Restorative circles will be led by SVIs and program coordinator and will be utilized most often to mediate after an incident of violence but will also be used to support a youth's re-entry process. The goal is to strengthen youth's capacity to take responsibility for their actions, strengthen their self-awareness, improve their decision making and develop self-confidence based on improving communication, repairing harm and rebuilding their trust in community.

Name:

Field Trips

Activity Description: Participants impacted by violence at assigned school sites will benefit from field trips most often as part of the response and restorative plan to an incident of violence. Up to three field Trips throughout the year with approximately 7-10 participants per trip. Field Trips will be used to embrace unity and encourage peace building across our youth from diverse backgrounds and neighborhoods.

Name: Group activities  
 Activity Description: Facilitate school-based groups and activities with impacted students. Support SVI with conflict mediations, restorative circles and other group interventions. Support with outreach efforts to impacted students.

**Individual Activities**

Name: SVI Interventions & Care Coordination  
 Activity Description: SVI will intervene at the moment of crisis and incident of violence to assigned schools sites. Will provide individual support to students impacted by violent incident through mediations, conflict resolution, restorative practices, check-ins with students and parent/guardians, safety planning and development of Individual Service Plans. Provide support during IEP meetings, expulsion hearings, and re-entry planning. Care coordination services will be provided to youth identified by collaborative and assigned to SCS Team. Care management and coordination will include assessments and individual service plans that focus on reducing propensity/risk of violence, mitigating risks, providing wrap around support, and making referrals to services that include Restorative practices. If intensive case management is needed a referral will be conducted to our network of services providers. SVI will monitor progress and facilitate connections as needed.

Name: Care Coordination  
 Activity Description: Provide care coordination support to youth in identified by SCS. Staff will assist with linking and navigating, referring/ enrolling and follow up with any care plans needs.

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**Budget**

<b>Fiscal Year</b>	<b>Budget Amount</b>
<b>2024/25</b>	\$373,520
<b>2025/26</b>	\$309,000
<b>2026/27</b>	\$318,300
<b>2027/28</b>	\$327,800
<b>2028/29</b>	\$337,600
<b>TOTAL</b>	<b>\$1,666,220</b>

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

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## **Subcontractors**

Contractor Name:	MLVS
Contractor Address:	2929 19th Street, San Francisco, CA, 94110
Activity Description:	Services centered around youth identified by school crisis collaborative. Co-facilitate school-based groups and activities with impacted students. Support SVI with conflict mediations, restorative circles and other group interventions. Support with outreach efforts to impacted students. Provide care coordination support to youth in identified by CSC. Staff will assist with linking and navigating, referring/ enrolling and follow up with any care plan needs. Service and resource connections around health and wellbeing, educational stability and lifelong learning.

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## Performance Measures

<b>Timeframe</b>	<b>Name</b>	<b>Performance Measure</b>	<b>Target</b>
FY2024-2029	Reports	Providers will be required to provide mid-year and end of year reports on expected services benchmarks.	Yes - Provided Reports
FY2024-2029	Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong

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

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

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

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

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

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



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

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

**Appendix F – Insurance Waiver**

NONE

## Appendix G - State/Federal Funding Terms

### I. State/Federal Required terms:

#### 1 - Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under Office of Justice Programs (OJP) awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the recipient, and any subrecipient ("subgrantee") at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

#### 2 - Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

#### 3 - Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the Department of Justice (DOJ) awarding agency (OJP or Office on Violence Against Women (OVW), as appropriate) for guidance.

#### 4

##### Applicability of Part 400 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

5 - Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6 - Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

7 - Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

8 - Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

9 - Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

#### 10 - Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

#### 11 - Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under

18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

## 12 - Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

## 13 - Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

## 14 - Employment eligibility verification for hiring under the award

### 1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

### 2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

### 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### 4. Rules of construction

#### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes

(without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

#### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

### 15 - OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

### 16 - Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) (or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

#### 17 - Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### 18 - Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://onlinegfmt.training.ojp.gov/>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

#### 19 - Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form



4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--
  - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
  - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both—
  - a. it represents that--
    - (1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
    - (2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
  - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

## 20 - Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

## 21 - Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

## 22 - Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

## 23 - Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

## 24 - All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

## 25 - Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000.

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

#### 26 - Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

#### 27 - Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

#### 28 - Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

#### 29 - Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

### 30 - Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

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The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

### 32 - Federal Funding Accountability and Transparency Act of 2006 (FFATA) reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the FFATA, are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

33

The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and the Office of the Chief Financial Officer (OCFO) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents.

Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

#### 34 - Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

#### 35 - Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

36

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

#### 37 - Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

38

Applicants must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs.

Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

#### 39 - Verification and updating of recipient contact information

The recipient must verify its Grant Award Administrator, Financial Manager, and Authorized Representative contact information in JustGrants, including telephone number and e-mail address. If any information is incorrect or has changed, the award recipient's Entity Administrator must make changes to contact information through Digital Identity and Access Management Directory (DIAMD).

Instructions on how to update contact information in JustGrants can be found at <https://justicegrants.usdoj.gov/training/training-entity-management>.

#### 40 - Copyright; Data rights

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

#### 41

Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

#### 42 - Limit on use of grant funds for grantees' employees' salaries

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

#### 43

The recipient agrees that no funds under this grant award (including via subcontract or subaward, at any tier) may be used for unmanned aircraft systems (UAS), which includes unmanned aircraft vehicles (UAV), or for any accompanying accessories to support UAS.

#### 44

The recipient agrees that it will submit quarterly financial status reports (the SF 425 Federal Financial Report) to OJP in JustGrants, no later than the deadlines set out in the DOJ Financial Guide and the JustGrants guidance (typically 30 days after the end of each calendar quarter). Delinquent reports may lead to funds being frozen and other remedies.

#### 45

The recipient shall submit semiannual performance reports. Performance reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://justgrants.usdoj.gov>

#### 46

The recipient agrees to submit to BJA for review and approval any product (e.g., curricula, training materials, publications, reports, videos, or any other written, web-based, or audio-visual, or other materials) that will be developed and published under this award at least thirty (30) working days prior to the targeted dissemination date. The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities. Any products developed under this award, (with the exception of press releases, web sites, and mobile applications), shall contain the following statements: "This project was supported by Grant No. <Award\_Number> awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." (Note: A separate disclaimer has been developed and is required for web sites and mobile applications. No disclaimer is required for press releases.)

#### 47

Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain

circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIS), and are incorporated by reference here.

48 - The recipient's budget (and budget narrative) is pending clearance by OJP.

Prior to budget clearance (and unless there is a more restrictive condition on this award, in which case the terms of that more restrictive condition apply): The recipient may not drawdown more than 10% of the award. Pre-clearance obligations, expenditures, and drawdowns may be disallowed if not in compliance with program requirements.

The recipient should be judicious in using award funds prior to budget clearance. Generally, OJP expects that recipients (depending on the specific project scope) may need to advertise for award-funded positions, pay personnel and fringe benefits for positions budgeted under the award, plan for project activities, attend training and pay training-related travel needed to begin the project, and engage in other limited activities conducted by recipient staff (i.e., generally not requiring a subaward or procurement contract under an award).

OJP will issue an Award Condition Modification upon budget clearance.

49

Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued an Award Condition Modification (ACM) releasing this award condition.

## II. Grant Components:

(1) Federal Award Identification: BJA FY 23 Preventing School Violence: BJA's STOP School Violence Program

(i) Subrecipient name: Instituto Familiar de la Raza

(ii) Subrecipient's unique entity identifier: 0000018301

(iii) Federal Award Identification Number (FAIN): 15PBJA-23-GG-04382-STOP

(iv) Federal Award Date (see §200.39 Federal award date): 09/28/23

(v) Subaward Period of Performance Start and End Date: July 1, 2024 to June 30, 2029

(vi) Amount of Federal Funds Obligated by this action: \$1,000,000

(vii) Total Amount of Federal Funds Obligated to the subrecipient: \$10,420



(viii) Total Amount of the Federal Award: \$1,000,000

(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA): The City and County of San Francisco will enhance the current San Francisco School Crisis Support Coordination Project to improve San Francisco Unified School District's school climate. Project activities include hiring additional staff to be based in the San Francisco Unified School District; purchasing data collection software; developing a San Francisco Youth Violence Prevention Public Service Announcement campaign; mobilizing a Social Media Task Force; and continued training and capacity building of school violence interrupters, school personnel, and probation officers. Deliverables include enhanced coordination of the school violence interruption team and support in the delivery of school violence interrupter response services, installation of a data platform to centralize and secure data, launch of the public service announcement campaign to uplift the support available for San Francisco youth, implementation of the social media task force that actively monitors and tracks flagged social media accounts to prevent incidents of violence, and implementation of training on various topics aimed at preventing school violence.

(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official: Department of Justice, Office of Justice Programs, Bureau of Justice Assistance

(xi) CFDA Number and Name: 16.839, STOP School Violence

(xii) Identification of whether the award is R&D: No

(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs): Maximum of 20%

### III. – Reporting

The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards be made available to the public via a single, searchable website [www.USASpending.gov](http://www.USASpending.gov). As a prime grantee of federal awards, the City is required to comply with FFATA reporting requirements and report federal subawards made to subrecipients. This reporting is done using the subrecipient's unique numeric identifier, referred to as a "DUNS number". This DUNS number must be identified and available at the time of award.

### IV. Affidavit:

The City must verify that the prospective subrecipient of federal awards is not suspended or debarred or otherwise excluded from participating in the transaction. This verification can be completed through the affidavit below.

By signing below, 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.

**INSTITUTO FAMILIAR DE LA RAZA INC**

By \_\_\_\_\_

Print Name Gloria Romero

Title Executive Director

## Appendix H – Juvenile Data Privacy and Information Security

1.1. **Confidential Information Concerning Juveniles.** Contractor understands that the City Data covered by this Agreement includes Confidential Information concerning juveniles. Such information may include, but is not limited to, information that discloses justice involvement and or information from juvenile case files within the meaning of California Welfare & Institutions Code §827.

1.2. Consistent with Contractor’s obligations to comply with all applicable local, state, and federal laws, and its obligations with respect to Confidential Information, Contractor agrees that it will, at all times, keep all juvenile information confidential, and that neither Contractor nor any of its agents, employees, or Subcontractors shall access such information except as necessary to perform Contractor’s obligations under this Agreement.

1.3. Contractor, all subcontractors, and all agents and employees of Contractor and any subcontractors shall comply with all federal, state, and local laws regarding the transmission, storage and protection of all Confidential Information concerning juveniles, including all juvenile case file information and information that discloses justice involvement, disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local laws concerning such information shall be a material breach of the Agreement. In the event that the City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of such information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement. Once Contractor has received Confidential Information pertaining to juveniles, including information shared following authorization from the Court to access Juvenile Case File data for the purpose specified in this Agreement, all Project Data will be transferred from JPD to Contractor only via JPD’s preferred data sharing platform, which shall meet federal criminal justice information services (CJIS) requirements, such as the secure environment of the City and County of San Francisco’s Microsoft One Drive application.

1.4. **Court Orders Concerning Juvenile Records.** Contractor understands that the City Data available to, in the possession of, or otherwise subject to the control of Contractor covered by this Agreement may include records that are subject to the control of the Juvenile Court. Contractor agrees that, whenever it receives notice from the Juvenile Probation Department of any order of the Juvenile Court, Contractor shall promptly take all steps that the Juvenile Probation Department deems necessary to comply with that order.

Without narrowing or otherwise restricting Contractor’s other obligations under any provision of this Agreement (including this Section 1.2), Contractor specifically agrees that the Juvenile Court orders described in this Section 1.4 may include, but are not limited to, orders to seal juvenile records pursuant to Welfare and Institutions Code § 781 and/or § 786. Consistent with Contractor’s obligation to comply with all applicable local, state, and federal laws, Contractor agrees that, whenever Contractor receives an order to seal juvenile records pursuant to Welfare and Institutions Code § 781 and/or § 786, Contractor (and all subcontractors, and all agents and employees of Contractor and any subcontractors) shall promptly take all steps that the Juvenile Probation Department deems necessary to comply with the order. Such steps may include, but are not limited to, any steps necessary to ensure the complete destruction of any relevant juvenile records or related information, in whole or in part, including any juvenile records or related information that may be under a subcontractor’s control.

Contractor agrees that Contractor, all of Contractor’s agents and employees, and any subcontractors, shall store any juvenile records or related information in a manner that enables the City to comply with any court orders relating to those records, and that also enables the City to comply with all

applicable local, state, and federal laws. In particular, Contractor agrees that it (and all subcontractors, and all agents and employees of Contractor and any subcontractors) shall implement systems for identifying whether and how each individual juvenile record, or any other information tied to a particular juvenile, has been ordered sealed, in whole or in part, pursuant to Welfare and Institutions Code §781 and/or §786. Contractor further agrees that any such sealed records or other information shall not be accessed by the Contractor, or any of Contractor's agents, employees, Subcontractors, or by any other third parties, except as necessary to implement or comply with a court order or as otherwise authorized by law. Contractor agrees that, in interpreting any court order or other legal authority relevant to this Section 1.2, it shall accept an interpretation offered by the City as binding and conclusive.

Additionally, Contractor understands that the City Data available to, in the possession of, or otherwise subject to the control of Contractor covered by this Agreement includes records that may become subject to orders by other state or federal courts. Contractor agrees that, whenever it receives notice from the Juvenile Probation Department of any order issued by any court of competent jurisdiction, Contractor shall promptly take all steps that the Juvenile Probation Department deems necessary to comply with the order.

1.5. **Juvenile Record Sealing.** Contractor understands that the City Data covered by this Agreement includes information concerning juveniles which may be subject to sealing by the Juvenile Court as per Welfare & Institutions Code §781 and §786. Consistent with Contractor's obligation to comply with all applicable local, state and federal laws, Contractor agrees that any information related to a juvenile or case marked as sealed by the City in any and all of the Contractor Hosted Licensed Software covered by this agreement shall not be accessed by the Contractor, any of its agents, employees, subcontractors or any third parties in a manner that would be in contravention to all applicable local, state and federal laws. Contractor shall also ensure that all information related to a juvenile or case marked as sealed is digitally stored in compliance with all applicable local, state and federal laws related to record sealing, and provide written confirmation of compliance upon request.



# San Francisco Department of Children, Youth, & Their Families

# Contracts: CYC, IFR & RDNC

Board of Supervisors  
Budget and Finance Committee Meeting

January 29, 2025



# Contracts for approval

In August 2023, DCYF issued a Request for Proposals (RFP) for the 2024-2029 funding cycle.

The contracts with **Community Youth Center of San Francisco (CYC)**, **Instituto Familiar de la Raza Inc (IFR)**, and **Richmond District Neighborhood Center Inc (RDNC)** requires Board approval, as the not to exceed amount is over \$10M.

- **File 24-1126:** July 1, 2024 - June 30, 2029, with a not to exceed amount of \$13,724,500
- **File 24-1127:** July 1, 2024 - June 30, 2029, with a not to exceed amount of \$11,730,000
- **File 24-1128:** July 1, 2024 - June 30, 2029, with a not to exceed amount of \$12,929,020
- **File 24-1129:** July 1, 2024 - June 30, 2029, with a not to exceed amount of \$10,366,200

# CYC's All Children And Youth Are Ready To Learn And Succeed In School

## Award for FY 24-25

Academic Support

\$200,000

Beacon at Aptos

\$650,000

Teen Arts

\$500,000

Year-Round & Summer Programs

\$1,000,000

# Correcting Two Typos

File 24-1126, Page 1:

23           WHEREAS, Under the Academic Support Program, Community Youth Center of San  
24 Francisco will provide academic coaching, tutoring and educational support for ~~60-40~~ youth at  
25 Aptos Middle School, Balboa and San Francisco International High Schools; and

File 24-1126, Page 2:

4           WHEREAS, Under the Year-Round and Summer Programs, Community Youth Center  
5 of San Francisco will provide services to a total of ~~640-230~~ youth from kindergarten to high  
6 school through comprehensive programs tailored to address Summer Learning Loss; and

DCYF requests the Committee to review and approve the contract as amended.



# CYC's All Youth Are Ready For College, Work And Productive Adulthood

## Award for FY 24-25

High School Partnerships	\$430,000
Job Readiness for English Language Learners	\$505,000
Leadership	\$600,000
Young Adult Worklink	\$473,500

# Instituto Familiar de la Raza Inc

## Award for FY 24-25

Roadmap to Peace Collaborative

\$1,900,000

Roadmap to Peace School Crisis Supports

\$373,520

# Richmond District Neighborhood Center Inc

## Award for FY 24-25

Beacon Pathways at Presidio Middle School	\$550,000
Beacon Pathways at Roosevelt Middle School	\$525,000
Defining Success: Academic Support Continuum, 6th-12th Grade	\$400,000
Multi-Cultural Arts Program: K-12 Art Pathways	\$300,000

# Thank you!



[www.dcyf.org](http://www.dcyf.org)



Sherrice Dorsey-Smith  
Acting Executive Director



London Breed  
Mayor

# MEMO

**Date:** November 12, 2024

**To:** Budget and Finance Committee

**From:** The Department of Children, Youth and Their Families

**Re:** **Explaining the Retroactive Need for the 2024-2029 Instituto Familiar de la Raza Inc's All Children And Youth Are Supported By Nurturing Families And Communities Contract**

---

The Department of Children Youth and Their Families (DCYF) awarded a contract to Community Youth Center of San Francisco's Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports Programs through a Request for Proposal for the 2024-2029 funding cycle in the Result Area All Children And Youth Are Supported By Nurturing Families And Communities. Due to all the necessary review and scheduling processes, the Department is requesting for this resolution to be retroactive to cover the full 5-year cycle. Thank you for your consideration!



**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 #: 241128

Bid/RFP #:

**Notification of Contract Approval**

SFEC Form 126(f)4  
 (S.F. Campaign and Governmental Conduct Code § 1.126(f)4)  
 A Public Document

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

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

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

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

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

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Instituto Familiar de la Raza	<b>TELEPHONE NUMBER</b> 415-229-0500
<b>STREET ADDRESS (including City, State and Zip Code)</b> 2919 Mission Street, San Francisco, CA 94110	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 241128
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$12,929,020		
<b>NATURE OF THE CONTRACT (Please describe)</b> Instituto Familiar de la Raza Inc two programs in the Result Area All Children and Youth are Supported By Nurturing Families and Communities: 1) Roadmap to Peace Collaborative Program provides family engagement, diverse activities, community involvement and core needs supports to San Francisco disconnected youth ages 5-24. 2) Roadmap to Peace School Crisis Supports Program early intervention, family support and differential response to school crisis events for San Francisco Middle and High School at-risk youth.		

7. COMMENTS

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

**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	Navarro	Tyrone	Board of Directors
2	Manjarrez	Leslie	Board of Directors
3	Alioto	Sebastian	Board of Directors
4	Gutierrez	Kenny	Board of Directors
5	Moreno	Rafael	Board of Directors
6	Ariel Vargas	Roberto	Board of Directors
7	Garcia	Estella	Board of Directors
8	Brown	Michael	Board of Directors
9	Romero	Gloria	CEO
10	Ng	Benny	CFO
11	Macia	Esperanza	Other Principal Officer
12	Leon	Claudia	Other Principal Officer
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**9. AFFILIATES AND SUBCONTRACTORS**

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

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

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

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

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

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



Sherrice Dorsey-Smith  
Acting Executive Director



London N. Breed  
Mayor

November 12, 2024

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

**RE: Proposed Resolution for Grant Agreement Instituto Familiar de la Raza Inc in Support of the Programs Roadmap to Peace Collaborative, Roadmap to Peace School Crisis Supports**

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a proposed Board Resolution requesting approval of the grant agreement with Instituto Familiar de la Raza Inc in support of the following programs: Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports.

The total not to exceed amount of this grant agreement is \$12,929,020. Under Charter Section 9.118(b), all contracts in excess of \$10 million are subject to approval by the Board of Supervisors.

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

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

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherrice Dorsey-Smith".

Sherrice Dorsey-Smith  
Acting Executive Director

Enclosure

cc: Brett Conner, Grants Manager, DCYF

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Ma, Mendy \(CHF\)](#); [Burbage, Heidi \(CHF\)](#)  
**Subject:** Mayor -- Resolution -- Instituto Familiar de la Raza Inc Agreement  
**Date:** Tuesday, November 19, 2024 2:42:20 PM  
**Attachments:** [IFR 2024 BOS Cover Letter.docx](#)  
[Retroactive Need Memo-2024.11.12.docx](#)  
[IFR 2024 Board Resolution-FINAL.doc](#)  
[IFR Nurturing Families GA FY24-29.docx](#)  
[SFEC Form 126f4BOS---Notification of Contract \(9\).pdf](#)

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Hello Clerks,

Attached is Resolution approving Agreement between City, acting by and through Department of Children, Youth and Their Families, and Instituto Familiar de la Raza Inc for two programs: Roadmap to Peace Collaborative and Roadmap to Peace School Crisis Supports, for a term of five years from July 1, 2024 to June 30, 2029, and for a total not to exceed amount of \$12,929,020; and to authorize the Department of Children, Youth and Their Families to make necessary, non-material changes to the Agreement before its execution.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco