

Subcontract Agreement

Institution/Organization Humboldt State University-Sponsored Programs Foundation HSU-SPF (“Prime Recipient”) 1 Harpst Street Arcata, CA 95521-8222	Institution/Organization City and County of San Francisco (“Sub-Recipient”) Office of Economic and Workforce Development City Hall, Room 448 1 Dr Carlton B Goodlett Place, San Francisco, CA 94102 EIN/TIN No.:
Prime Award Number: SB2014SBDC-L3	Subcontract Number: TBD
Awarding Agency: Governor’s Office of Business and Economic Development Development Small Business Development Center	
Current Period of Performance: 10/01/2014 – 09/30/2015	Amount Funded by this Action: \$60,000.00
Total Project Period of Performance: 10/01/2014 – 09/30/2015	Principal Investigator: Kristin Johnson, Director, SBDC
Project Title: GO-BIZ 14-15	
Reporting Requirements [Check here if applicable], as provided in Attachment 4.	
TERMS AND CONDITIONS	
<ol style="list-style-type: none"> 1) HSU-SPF and SUBCONTRACTOR hereby enter into this Cost-Reimbursable Subcontract agreement. SUBCONTRACTOR and any additional subcontractors retained by the SUBCONTRACTOR agree to abide by all of the terms and conditions of the Prime Award. 2) The statement of work and budget for this subcontract are as shown in Attachment 5. In its performance of subcontract work, SUBCONTRACTOR shall be an independent entity and not an employee or agent of HSU-SPF. 3) In undertaking the performance of this subcontract, SUBCONTRACTOR represents that the work or services performed by SUBCONTRACTOR under this Subcontract will be performed in compliance with such standards as may reasonably be expected. 4) HSU-SPF- shall reimburse SUBCONTRACTOR not more often than quarterly for allowable costs. All invoices shall be submitted using SUBCONTRACTOR’s standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subcontract number, and certification as to truth and accuracy of invoice. Invoices that do not reference HSU-SPFs subcontract number shall be returned to SUBCONTRACTOR. It is understood that no substantial variations will be made in the budget without prior written approval by the HSU. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party’s Financial Contact, as shown in Attachment 3. 5) A final statement of cumulative costs incurred, including cost sharing, marked “FINAL,” must be submitted to the HSU Financial Contact NOT LATER THAN sixty (60) days after subcontract end date. The final statement of costs shall constitute Collaborator’s final financial report. 6) HSU-SPF- All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the SUBCONTRACTOR. 7) Matters concerning the technical performance of this subcontract should be directed to the appropriate party’s Project Director, as shown in Attachment 3. 8) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this subcontract agreement, and any changes requiring prior approval, should be directed to the appropriate party’s Administrative Contact, as shown in Attachment 3. Any such changes made to this subcontract agreement require the written approval of each party’s Authorized Official, as shown in Attachment 3. 9) Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. 10) Either party may terminate this agreement with thirty days written notice to the appropriate party’s Administrative Contact, as shown in Attachment 3. HSU-SPF shall pay SUBCONTRACTOR only for costs in connection with accepted work and deliverables. 11) No-cost extensions require the written approval of the HSU-SPF. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 3, not less than thirty days prior to the desired effective date of the requested change. 12) The Subcontract is subject to the provisions of the Prime Award and other special terms and conditions, as identified in Attachment 2. 13) This Subcontract, including any referenced attachments, appendices and references, constitutes the entire Subcontract and supersedes any other written or oral representations, statements negotiations, or agreements. 14) By signing below SUBCONTRACTOR accepts all the terms and conditions of this agreement, and makes the certifications and assurances shown in Attachments 1 and 2. 	
By an Authorized Official of HSU-SPF _____ Name: Steve Karp Title: Director	By an Authorized Official of SUBCONTRACTOR: _____ Name: Title:
Date	Date

ATTACHMENT 1
Certifications and Assurances

By signing the Subcontract Agreement, the authorized official of SUBCONTRACTOR certifies, to the best of his/her knowledge and belief, that:

Certification Regarding Lobbying

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the SUBCONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the SUBCONTRACTOR shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the HSU-SPF.

3) The SUBCONTRACTOR shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more that \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters

SUBCONTRACTOR certifies by signing this Subcontract Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

OMB Circular A-133 Assurance

SUBCONTRACTOR assures HSU-SPF that it complies with A-133 and that it will notify HSU-SPF of completion of required audits and of any adverse findings, which impact this subcontract.

Davis-Bacon and Related Acts

If applicable, by signing this Agreement, SUBCONTRACTOR certifies that it complies with the Davis-Bacon act and warrants proper wages are applied to federally-funded or assisted construction projects.

ATTACHMENT 2

Prime Award and Special Terms and Conditions

PRIME AWARD

*All references to the HUMBOLDT STATE UNIVERSITY-SPF, Awardee, Grantee, Recipient, etc. in the Prime Award shall mean the SUBCONTRACTOR. The Prime Award is included **following** this page.*

SPECIAL TERMS AND CONDITIONS

1. Without limiting the parties' indemnification, SUBCONTRACTOR warrants that it has and will maintain Workers' compensation insurance coverage of not less than one million dollars (\$1,000,000) per accident; General Liability insurance of not less than one million dollars (\$1,000,000), and Automobile Liability insurance of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned, and hired vehicles.

2. SUBCONTRACTOR agrees to maintain and preserve all records relative to this Subcontract, for three (3) years after termination. SUBCONTRACTOR agrees to permit HSU-SPF duly authorized representatives to have access to and to examine and audit, any pertinent books, documents, papers, and records related to this Subcontract. Furthermore, all records related to this Subcontract shall be reasonably available for inspection by the State of California pursuant to Government Code § 8546.7 which states in pertinent part: "...every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000) entered into by any state agency, ... or by any other public entity, including a city, county..., shall be subject to the examination and audit of the State Auditor, at the request of the public entity or as part of any audit of the public entity, for a period of three years after final payment under the contract."

3. This Subcontract and any disputes concerning it shall be interpreted under the laws of the State of California.

INTELLECTUAL PROPERTY

All rights and intellectual property rights (including copyrights), in any work, including, without limitation, all plans, research results, publications, developments, reports, processes, programs, analyses, website content and other materials ("Works") created or developed by or on behalf of Consultant pursuant to this Agreement shall be owned exclusively by HSU-SPF as "works made for hire." To the extent any such Works are deemed not to be works made for hire, Consultant hereby assigns all rights and intellectual property rights therein to HSU-SPF. HSU-SPF shall provide full credit for authorship ascribed to Consultant as appropriate.

HSU-SPF reserves the right (but not the obligation) to publicize Consultant's services.

**GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT SMALL BUSINESS
DEVELOPMENT CENTER GRANT AGREEMENT**

This Governor's Office of Business and Economic Development Small Business Development Center Grant Agreement (hereinafter referred to as the "AGREEMENT") dated September 22, 2014 is entered into by and between Humboldt State University Sponsored Programs Foundation (hereinafter "RECIPIENT"), a [non-profit entity] and **the California Governor's Office of Business and Economic Development** (hereinafter, "GO-Biz"), hereafter jointly referred to as the "parties" or individually as the "party."

- A. **WHEREAS**, GO-Biz is the sponsor of this award issued to the RECIPIENT under Agreement Number SB2014SBDC-L3 ("Award");
- B. **WHEREAS**, RECIPIENT is a small business development center ("SBDC") in California pursuant to the requirements of the U.S. Small Business Administration ("SBA");
- C. **WHEREAS**, all parties acknowledge that this AGREEMENT and the Award are only available to SBDCs in California;
- D. **WHEREAS**, GO-Biz desires to retain RECIPIENT to perform and/or manage services as specified in Exhibit A ("Performance Metrics and Timeline") and intends to compensate RECIPIENT for such services, as described in Exhibit B ("Budget");
- E. **WHEREAS**, RECIPIENT desires to be retained by GO-Biz to perform and/or manage such services as described set forth in Exhibit A and to be compensated as set forth in Exhibit B;
- F. **WHEREAS**, in undertaking the performance of this AGREEMENT, RECIPIENT represents that it is knowledgeable in its field and that any services performed/and or managed by RECIPIENT will be performed in compliance with this AGREEMENT and any attachments thereto, and;
- G. **WHEREAS**, RECIPIENT and any additional third party(ies) retained by RECIPIENT agree to abide by all of the terms and conditions of this AGREEMENT and the terms and conditions of this Award.

NOW, THEREFORE, in consideration of the mutual and representative promises and subject to the terms and conditions set forth herein, the parties agree as follows:

1. **Recitals.** The parties acknowledge and agree that the recitals are true and accurate and are hereby incorporated by reference into this AGREEMENT.
2. **Performance Metrics and Timeline.** RECIPIENT shall be responsible for the results and progress described in Performance Metrics and Timeline, which is attached and incorporated as Exhibit A.
3. **Term of Agreement.** The period of performance of this AGREEMENT shall be from October 1, 2014 through September 30, 2015. Any requests for extensions must be submitted in writing sixty (60) days prior to initial end date.
4. **Compensation.** The RECIPIENT is entitled to up to Five Hundred Twenty thousand and 00/100 dollars (\$520,000) for the period as shown in Exhibit B.
5. **Matching Funds Requirement.** RECIPIENT shall provide the total SBA Matching Funds and documentation thereof, as identified in the Budget shown in Exhibit B.
6. **Delivery.** All materials, services and/or deliverables required under this AGREEMENT must be completed and delivered to GO-Biz on or before September 30, 2015.
7. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the RECIPIENT for performance of this AGREEMENT must be in accordance with the budget outlined in the AGREEMENT, including the attached exhibits.
8. **Termination of Agreement.** Either party may terminate this AGREEMENT upon thirty (30) days advance written notice to the other party. Upon termination of this AGREEMENT, GO-Biz agrees to compensate RECIPIENT for all allowable, unavoidable, expenses reasonably incurred by RECIPIENT in the performance of its work under this AGREEMENT by the date of termination. RECIPIENT agrees to complete services and/or provide required deliverables through the date of termination.
9. **Modification or Waiver.** No part of this AGREEMENT shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this AGREEMENT shall not be construed as a waiver of any similar or other breach of any term or condition of this AGREEMENT. Nor shall said waiver be construed as a continuing waiver of the original breach.
10. **Assignment.** No part of this AGREEMENT may be assigned by either party without the prior written consent of both parties.
11. **Reporting Requirements.** RECIPIENT must submit an electronic version of the quarterly performance report in Microsoft Word to GO-Biz within sixty (60) days after the completion of a calendar quarter. The annual report is due within ninety (90) days after the close of the grant period. GO-Biz will provide RECIPIENT with detailed instructions for the quarterly and annual reporting by October 31, 2014. Fifty-percent (50%) of the grant award will be withheld until the second quarterly performance report is submitted and approved by GO-Biz, in its sole discretion. If RECIPIENT

significantly deviates from the original performance metrics shown in Exhibit A and does not sufficiently address and/or resolve such deviations, GO-Biz may withhold the remaining grant funds. Should this occur, GO-Biz may either grant those remaining grant funds to a new awardee or to an existing awardee that has demonstrated success. Failure to submit quarterly reports as indicated above may result in delay of invoice payments for the period unless prior written approval to submit late reports has been granted by GO-Biz. Failure to submit the annual report accurately and in a timely manner could jeopardize future funding.

12. **Invoicing and Payment.** RECIPIENT shall invoice GO-Biz for actual expenses incurred during the term of the AGREEMENT and in accordance with the attached Budget, and shall deliver such invoices to GO-Biz as set forth below. RECIPIENT will submit itemized invoices to GO-Biz no more frequently than quarterly. RECIPIENT must submit a quarterly performance report in conjunction with the invoice. Each invoice shall include an itemized expenditure report, accompanied by general ledger with a detailed transaction report, supporting documentation and any necessary chart of accounts. GO-Biz agrees to pay approved invoices within thirty (30) days upon receipt. In no event shall the RECIPIENT request reimbursement from GO-Biz for obligations entered into or for costs incurred prior to the commencement date or after the expiration of this AGREEMENT. The invoice containing the final costs to be paid by GO-Biz shall be identified as the "FINAL INVOICE". FINAL INVOICE expenditures shall reflect costs incurred but not previously submitted for the period ending September 30, 2015. The FINAL INVOICE shall be paid upon satisfactory completion of AGREEMENT work and submittal of the all reports required in this AGREEMENT as described in the AGREEMENT and the Exhibits. "Satisfactory completion" as used in this AGREEMENT means that the RECIPIENT has complied with all terms, conditions, and performance requirements of this AGREEMENT. All Award and SBA Matching Funds shall be used solely for the purpose of performing the work as set forth in this AGREEMENT and Exhibit A.

13. **Contents and Order of Precedence.** Included in this AGREEMENT are the following exhibits and all exhibits are hereby incorporated by reference into this AGREEMENT:

- a. Exhibit A Performance Metrics and Milestones
- b. Exhibit B Budget
- c. Exhibit C Program Announcement

14. **Indemnification/Warranty Disclaimer/Limitation of Liability.** RECIPIENT shall defend, indemnify and hold GO-Biz and the State of California, its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from RECIPIENT'S or its agents' or assigns' willful misconduct or gross negligence in connection with this AGREEMENT; provided that, RECIPIENT shall not be liable for any direct, indirect, incidental, special or consequential damages that arise from a breach of this AGREEMENT. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, GO-BIZ, ITS AGENTS OR EMPLOYEES, OR ANYONE ELSE INVOLVED IN THIS AGREEMENT BE LIABLE TO RECIPIENT FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL

DAMAGES THAT ARISE FROM THIS AGREEMENT, UNLESS GO-BIZ ENGAGES IN WILLFUL MISCONDUCT OR IS GROSSLY NEGLIGENT IN CONNECTION WITH THIS AGREEMENT.

15. **Force Majeure.** If by reason of force majeure the RECIPIENT's performance hereunder is delayed, hampered or prevented, then the performance by the RECIPIENT may be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest; embargo, riot, war, insurrection or civil unrest; any act of God; any act of legally constituted authority; or any other cause beyond RECIPIENT's control which would excuse the RECIPIENT's performance as a matter of law.

16. **Notice of Force Majeure.** RECIPIENT agrees to give GO-Biz written notice of an event of force majeure under this Paragraph within ten (10) days of the commencement of such event and within ten (10) days after the termination of such event, unless the Force Majeure prohibits RECIPIENT from reasonably giving notice within this period. RECIPIENT will give such notice at the earliest possible time following the Force Majeure.

17. **Public Records.** RECIPIENT acknowledges that GO-Biz is subject to the California Public Records Act (PRA) (Government Code section 6250 et. seq.). This AGREEMENT and materials submitted by RECIPIENT to GO-Biz may be subject to a PRA request, except in the event that such documents submitted to GO-Biz are considered confidential information and exempt under the PRA. In the event records of the RECIPIENT are requested through a PRA, GO-Biz will notify the RECIPIENT, as soon as practicable that a PRA request for the RECIPIENT's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the RECIPIENT to seek an injunction. GO-Biz will work in good faith with the RECIPIENT to protect the information to the extent an exemption is provided by law.

18. **Nondiscrimination.** RECIPIENT shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those acts and amendments prohibiting discrimination on the basis of race, color, national origin, gender, handicap or disability, sexual preference, drug addiction and alcoholism.

19. **Retention of Records.** RECIPIENT agrees to maintain and preserve all records relative to this AGREEMENT for three (3) years after termination. RECIPIENT agrees to permit GO-Biz's duly authorized representatives to have access to and to examine and audit any pertinent books, documents, papers, and records related to this AGREEMENT.

20. **Audit.** The books and accounts, files, and other records of the RECIPIENT which are applicable to this AGREEMENT shall be available for inspection, review, and audit during normal business hours by GO-Biz and its representatives to determine the proper application and use of all funds paid to or for the account or benefit of the RECIPIENT.

21. **Severability.** Should any part, term, or provision of this AGREEMENT be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed

from this AGREEMENT. Any and all of the other terms of this AGREEMENT shall remain in full force and effect.

22. **Applicable Law.** This AGREEMENT and any disputes concerning it shall be interpreted under the laws of the State of California.

23. **Interpretation.** Each party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each party and its counsel, if appropriate, have participated fully in the review and revision of this AGREEMENT. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this AGREEMENT. The language in this AGREEMENT shall be interpreted as to its fair meaning and not strictly for or against any party.

24. **Days.** Any reference to days in this AGREEMENT, unless specifically stated to be business days (which shall be Monday through Friday and shall not include weekends or state holidays), shall mean calendar days.

25. **Notices.** Any notices required or permitted to be given under this AGREEMENT shall be given in writing and shall be delivered (a) in person, (b) by certified mail, (c) by facsimile with confirmed receipt required, electronic communication with confirmed receipt required, or (d) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as set forth below, or as the applicable party shall specify to the other party in writing.

For GO-Biz:

Administrative

Barbara A. Vohryzek

Small Business Advocate

1325 J Street 18th Floor,

Sacramento, CA 95814

Telephone: (916)319.9968

For RECIPIENT:

Administrative

Steve Karp

Director

HSU Sponsored Programs Foundation

1 Harpst Street

Arcata, CA 95521

karp@humboldt.edu

26. **Representation on Authority of Parties/Signatories.** Each person signing this AGREEMENT represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this AGREEMENT. Each Party represents and warrants to the other that the execution and delivery of the AGREEMENT and the performance of such Party's obligations hereunder have been duly authorized and that the AGREEMENT is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

27. **Entire Agreement.** This AGREEMENT, including any referenced attachments, appendices and references, constitutes the entire AGREEMENT and supersedes any other written or oral representations, statements negotiations, or agreements.

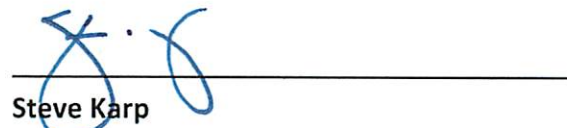
IN WITNESS THEREOF, the parties have executed this AGREEMENT on the date noted below.

For:
California Governor's Office of
Business and Economic Development
Small Business Advocate



Barbara A. Vohryzek
Small Business Advocate

For:
Humboldt State University Sponsored Programs
Foundation



Steve Karp
Director

ATTACHMENT 3	
Prime Recipient Contacts	
HSU-SPF Contacts	SUBCONTRACTOR Contacts
<p>Administrative Contact</p> <p>Name: Leslie Rodelander, Grant Analyst HSU-Sponsored Programs Foundation</p> <p>Address: 1 Harpst Street Arcata, CA 95521</p> <p>Telephone: 707-826-4189 Fax: 707-826-4783 Email: lwr37@humboldt.edu</p>	<p>Administrative Contact</p> <p>Name: Myisha Hervey</p> <p>Address: City Hall, Room 448 1 Dr Carlton B Goodlett Place San Francisco, CA 94102</p> <p>Telephone: 415-554-6695 Fax: 415-554-4565 Email: myisha.hervey@sfgov.org</p>
<p>Principal Investigator</p> <p>Name: Kristin Johnson Small Business Development Center, Lead Office</p> <p>Address: 1 Harpst Street Arcata, CA 95521</p> <p>Telephone: 707-826-3919 Fax: 707-826-3912 Email: Kristin.Johnson@humboldt.edu</p>	<p>Project Director</p> <p>Name: Holly Lung</p> <p>Address: City Hall, Room 448 1 Dr Carlton B Goodlett Place San Francisco, CA 94102</p> <p>Telephone: 415-554-6628 Fax: 415-554-4565 Email: holly.lung@sfgov.org</p>
<p>Financial Contact</p> <p>Name: Stacie Nothem, Accounts Receivable Humboldt State University</p> <p>Address: 1 Harpst Street Arcata, CA. 95521</p> <p>Telephone: 707-826-4273 Fax: Email: srn13@humboldt.edu</p>	<p>Financial Contact</p> <p>Name: Fred Liedl</p> <p>Address: City Hall, Room 448 1 Dr Carlton B Goodlett Place San Francisco, CA 94102</p> <p>Telephone: 415-701-4834 Fax: Email: fred.liedl@sfgov.org</p>
<p>Authorized Official</p> <p>Name: Steve Karp, Executive Director HSU-Sponsored Programs Foundation</p> <p>Address: 1 Harpst Street Arcata, CA. 95521</p> <p>Telephone: 707-826-4189 Fax: 707-826-4783 Email: steve.karp@humboldt.edu</p>	<p>Authorized Official</p> <p>Name: Todd Rufo</p> <p>Address: City Hall, Room 448 1 Dr Carlton B Goodlett Place San Francisco, CA 94102</p> <p>Telephone: 415-554-5694 Fax: Email: todd.rufo@sfgov.org</p>

ATTACHMENT 4
Additional Reporting Requirements

Narrative Reporting Requirements. RECIPIENT must submit an electronic version of the quarterly performance report in Microsoft Word to HSU-SPF within fifteen (15) days after the completion of a calendar quarter. The annual report is due within thirty (30) days after the close of the grant period. HSU-SPF will provide RECIPIENT with detailed instructions for the quarterly and annual reporting by December 1, 2014. Fifty-percent (50%) of the grant award will be withheld until the second quarterly performance report is submitted and approved by HSU-SPF, in its sole discretion. If RECIPIENT significantly deviates from the original performance metrics and does not sufficiently address and/or resolve such deviations, HSU-SPF may withhold the remaining grant funds. Should this occur, HSU-SPF may either grant those remaining grant funds to a new awardee or to an existing awardee that has demonstrated success. Failure to submit quarterly reports as indicated above may result in delay of invoice payments for the period unless prior written approval to submit late reports has been granted by HSU-SPF. Failure to submit the annual report accurately and in a timely manner could jeopardize future funding.

San Francisco SBDC

Categories	Proposed Performance Metrics 2014/15 Grant Program							
	Q1		Q2		Q3		Q4	
	\$	# Businesses	\$	# Businesses	\$	# Businesses	\$	# Businesses
Capital Infusion								
SBA Loans			100000	1	100000	1	200000	2
Non-SBA Loans			100000	1	100000	1	200000	2
Non-Owner Equity			100000	1	100000	1	250000	2
Total	\$0	0	\$300,000	3	\$300,000	3	\$650,000	6

ATTACHMENT 5
Scope of Work and Budget

The services to be performed by CONTRACTOR consist of the following:

- Business advising (counseling) to clients in the areas of capital access, credit worthiness, loan preparation, and equity infusion;
- Entry of all business advising activity into Neoserra client activity tracking system;
- Verification of client-secured capital through third-party source;
- Quarterly reporting to Norcal Lead Center on accomplishments, shortfalls, and client success stories;
- Participation in communications (phone, email, etc.) with Norcal Lead Center in regards to this grant.

RECIPIENT shall provide the total SBA Matching Funds and documentation thereof, as identified in the below budget.

San Francisco SBDC		
2014/15 Grant Program		
	SBA Match	GO-Biz Grant Amount
Categories	\$	\$

FAMIS Grant Code:
MEGOBI-1500

Budget

Business Advising/Consulting	50000	60000
Program Marketing	7500	Not Allowed
Training Costs	1500	
Administration		
Rent		
Other	1000	
Total	\$60,000	\$60,000