



Congratulations on your GFTA FY25 grant award! To claim your grant award, your organization must complete Steps A & B:

STEP A: Your organization must complete the Compliance Intake Process, in which your organization complies with City requirements to become <u>eligible</u> to claim your grant funds. (*Note: please allow plenty of time to complete this process*)

STEP B: Once you're <u>eligible</u>, your organization can claim your grant funds through the Reimbursement Request Process. (*Note: this is typically a quick and straightforward process, yay!*)



Does your organization have a fiscal sponsor? If so, they must complete the following steps on your behalf.

STEP A: Compliance Intake Process 3 Easy Steps to Complete!



STEP 1: Comply with City Requirements for Contracting

Each organization are required by the City to comply and meet requirements with additional City agencies outside of GFTA. This applies to new and returning awardees.

STEP 2: *Collect* the necessary information and documents for Contracting

The City requires all awarded organizations to submit information and documents.



STEP 3: *Submit* your personalized intake form by <u>Monday</u>, <u>December 2, 2024</u>

Once your organization has complied with City agencies and gathered the required information and documents, you are now ready to submit your form!

STEP 1:

Comply with City Requirements for Contracting



Contact the appropriate agency directly with your queries and submissions.

STEP 1A: Is your organization a registered supplier?

YES! Then you must.... Have your Supplier ID handy (all digits, no letters). If this letter

starts with B, you are still in Bidder status and need to become a Supplier. <u>Follow this</u> link to become a Supplier.

NO, Then you must...

Follow these instructions to become a registered Supplier. This is a two-step process: First you become a Bidder, then a Supplier. This process generally takes a few weeks.

STEP 1B: Does your GFTA grant exceed \$50,000?

YES! Then you must....

Comply with the <u>First Source</u> <u>Hiring Requirements</u> by <u>completing this form.</u>

NO, Then you must....

Move on to **Step 1C**. This is not applicable for your organization.

STEP 1C: Does your organization have 50 or more employees?

YES! Then you must....

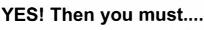
Comply with the Health

Care Security Ordinance.

NO, Then you must....

Move on to **Step 1D.** This is not applicable for your organization.

STEP 1D: Is your organization compliant with the Minimum Compensation Ordinance (MCO)?



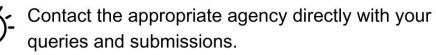
Move on to **Step 1E.** This is required for all organizations so review this <u>link</u> to ensure compliance.

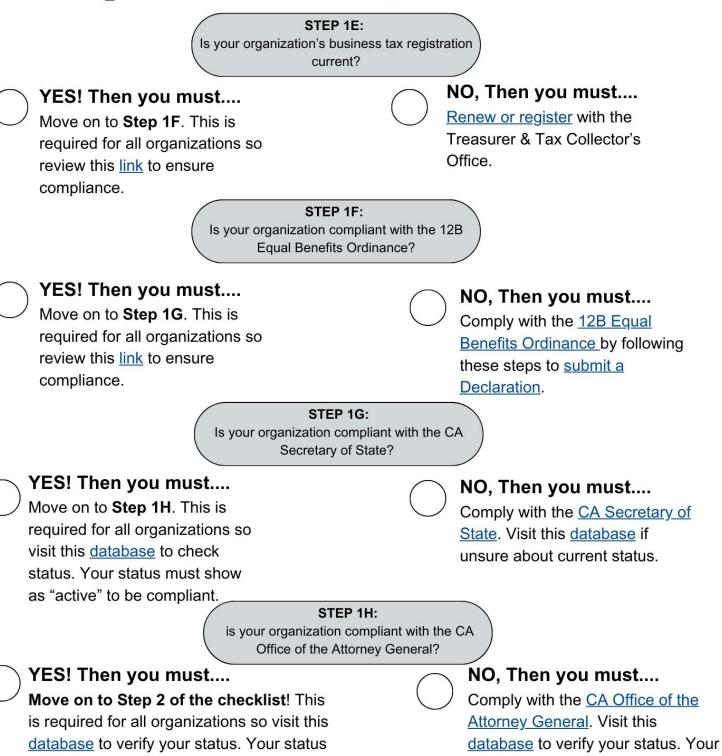


NO, Then you must

Comply with the <u>Minimum</u> <u>Compensation Ordinance (MCO)</u> by completing this <u>form</u> and submitting to sfcitypartnersupport@sfgov.org.

STEP 1 (continued): Comply with City Requirements for Contracting





must show as "registered" to be compliant.

status must show as "registered".

STEP 2:

Collect the necessary information/documents for contracting

-Ŏ

Contact GFTA at gfta@sfgov.org for any questions about the below

STEP 2A: Contract Information

Please ensure you have the following information for completion of your grant agreement (a.k.a contract)*.

*If your organization has a fiscal sponsor, they must provide the following information on your behalf.

- Organization Name
- Federal Tax ID
- Full Address (e.g. 401 Van Ness Ave. Suite 321, San Francisco, CA 94201)
- Signatory's information person authorized to sign a contractual agreement with the City. If your organization has a fiscal sponsor, this should be your fiscal sponsor ED/contact.
 - Signatory Name
 - Signatory Title
 - Signatory Email Address
- Backup person's contact information person who can respond to GFTA if the Signatory cannot be reached.
 - Backup Contact Name
 - Backup Contact Email Address

STEP 2B: Required Contracting Documents

If your organization has a fiscal sponsor, they must provide the following documents on behalf of your organization.

Certificate of Insurance (COI) must meet the minimum requirements below* See sample COI here.

- General Liability \$1M with Additional Insured Endorsement
- Auto Liability \$1M with Additional Insured Endorsement if you own or operate personal or company-owned vehicles.
- Workers Comp \$1M with Waiver of Subrogation if you host activities on City property.

STEP 2 (continued):

Collect the necessary information/documents for Contracting



Contact GFTA at gfta@sfgov.org for any questions about the below

*GFTA and the City waive insurance requirements under these circumstances

- Auto Liability- If your organization does not own vehicles or if your team doesn't use vehicles for the work that you do.
- Workers Comp If your organization has 0 people on payroll.
- Submit a waiver letter if either/both of the circumstances above apply to your organization.
 Use this <u>waiver template</u> and complete highlighted areas by marking with X or a checkmark.
- General operating budget for July 1, 2024 to June 30, 2025 from the organization (not fiscal sponsor). See a sample budget template.
- Appendix D to share a list a of your other contracts with the City. This only applies if you have other contracts with the City.

STEP 3:

Submit your personalized intake form

Once Step 1 + 2 are complete, you are ready to submit your intake form!

Submit your form by Monday, December 2, 2024 to avoid a delay in claiming your grant payment.



Your personalized intake form link is located in your award notification email. Contact gfta@sfgov.org if you are unable to find your award notification email and/or link.