



Welcome!

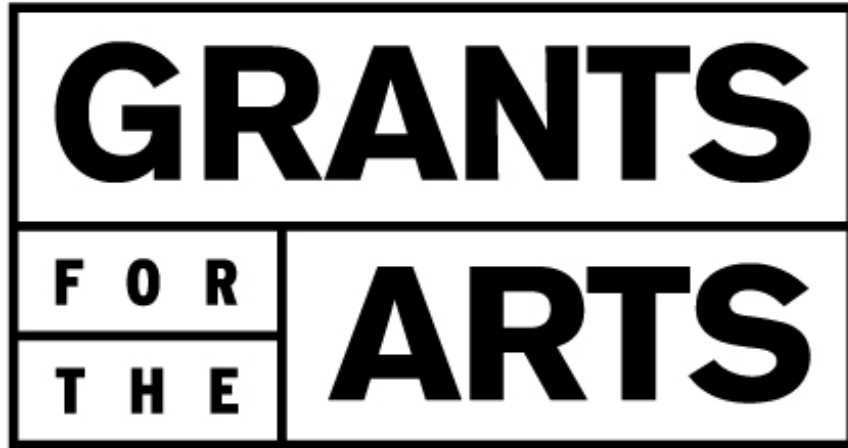
Thank you for joining this Contracting and Grant Reporting Workshop

The session will begin in a few minutes to allow attendees to log in

We have two ASL interpreters joining us today from Bilingva, Amberle and Cory

Attendees will be muted and we kindly ask that you save your questions for the Q&A and submit them via the Zoom Chat

Please rename yourself and include your preferred pronouns, e.g., Tabitha Tapia, Grants for the Arts, she/her



FY25 General Operating Support Grants
(year one of two-year grant)

Contracting and Grant Reporting Workshop

Presenters:

- Lorraine Cawili-Thy
- Tabitha Tapia
- Kristen Jacobson

Agenda

- ▶ Welcome, Land Acknowledgement, & Introductions
- ▶ Objectives
- ▶ Contracting Workflow
- ▶ Requirements to be able to get your grant
- ▶ Grant Reporting
- ▶ Q&A
- ▶ Next Steps & Closing

Welcome and Land Acknowledgement

We acknowledge that Grants for the Arts sits on the unceded ancestral homeland of the Ramaytush Ohlone who are the original peoples of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland, and we affirm their sovereign rights as first peoples.

WELCOME FROM GFTA DIRECTOR Kristen Jacobson





Tabitha Tapia
Senior Finance &
Operations Manager

she/her



Amy Chou
Senior Program Officer

she/her



Sarah Simon
Program Officer

she/her



Lorraine Cawili-Thy
Program &
Operations Officer

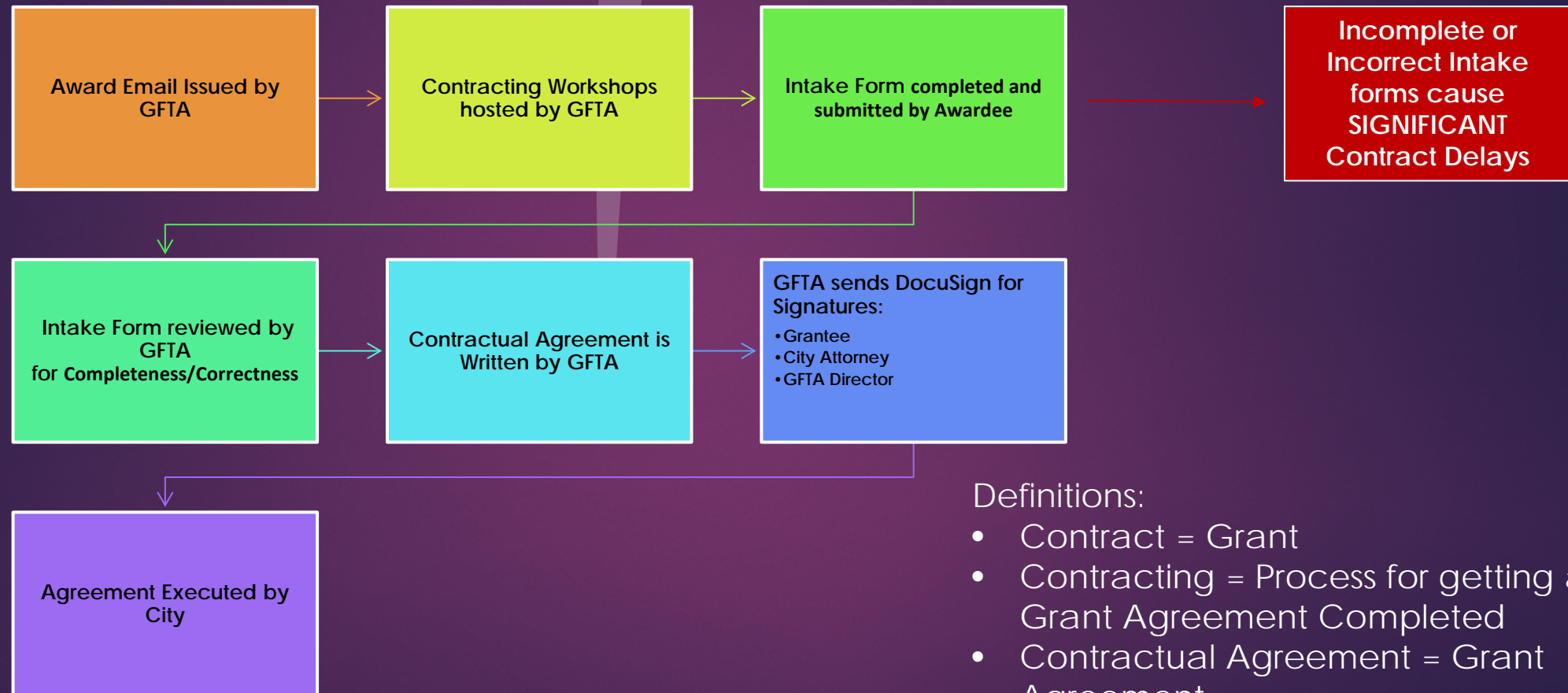
she/her

Objectives

After this workshop, you will be able to:

- ▶ Submit information so GFTA can write your grant agreement (aka contract)
- ▶ Understand what the City's requirements so that you can get your contract
- ▶ Submit a complete, correct Intake Form to get your contract and grant funds

Contracting Workflow



Definitions:

- Contract = Grant
- Contracting = Process for getting a Grant Agreement Completed
- Contractual Agreement = Grant Agreement
- Supplier = Grantee

Contracting Workflow



Turnaround Time: **8-12 weeks** from date Awardee has met compliance requirements and submitted complete, current documents



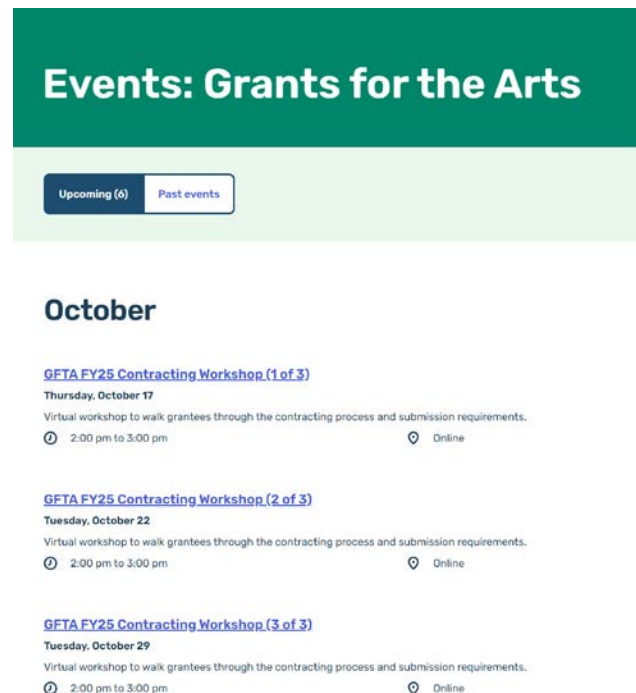
At least **FOUR** other City units and Departments are involved

Contracting Workshops

Register on [GFTA's website](#) for these workshops. Each workshop will be recorded and be made available on our website.

- ▶ Thursday, October 17, 2-3 PM*
- ▶ Tuesday, October 22, 2-3 PM
- ▶ Tuesday, October 29, 2-3 PM*

*ASL interpretation is available during these workshops.



Events: Grants for the Arts

Upcoming (6) Past events

October

[GFTA FY25 Contracting Workshop \(1 of 3\)](#)
Thursday, October 17
Virtual workshop to walk grantees through the contracting process and submission requirements.
🕒 2:00 pm to 3:00 pm 🌐 Online

[GFTA FY25 Contracting Workshop \(2 of 3\)](#)
Tuesday, October 22
Virtual workshop to walk grantees through the contracting process and submission requirements.
🕒 2:00 pm to 3:00 pm 🌐 Online

[GFTA FY25 Contracting Workshop \(3 of 3\)](#)
Tuesday, October 29
Virtual workshop to walk grantees through the contracting process and submission requirements.
🕒 2:00 pm to 3:00 pm 🌐 Online

Intake Form

- ▶ **Review** this handy [checklist](#) “FY25 Compliance Intake Form Checklist” included in your award letter and on our website before beginning the process.
- ▶ **Complete** the steps outlined in the checklist.
- ▶ After completing the steps in the checklist, **submit** your intake form included in your award letter.
 - ▶ *Suggestion: Do not submit intake form until you've completed steps outlined in the checklist*



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 eligible to claim your grant funds. (Note: please allow plenty of time to complete this process)

STEP B: Once you're eligible, 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 **Monday, December 2, 2024**
Once your organization has complied with City agencies and gathered the required information and documents, you are now ready to submit your form!

Become a Supplier

- ▶ If you have never received a city grant, sign up to be a supplier **ASAP**

Note: This is a two-step process

1. Register to become a Bidder
2. Get set up to be a Supplier

Questions? [Contact SF City Partner](#)

The screenshot shows the top navigation bar of the San Francisco City Partner website. It includes the logo on the left and links for 'View Opportunities', 'View Partner Requests', 'LBE Directory', and 'Help'. The main banner features a night cityscape and the text 'Partner with the City' and 'Explore. Bid. Manage. Get Paid.' Below the banner is a white box with two columns: 'Find an Opportunity' with a 'View and Bid on Events' link, and a section for 'Anyone can view City business opportunities. Jump ahead to search now.' with a blue 'Get Started' button.

This screenshot shows the 'Announcements' section of the website. The main announcement is titled 'Restricted Login Access to SF City Partner website for Users Outside of the United States' and is dated May 10, 2022. The text explains that due to cyber threats, access to the website is restricted for users from Belarus, China, Iran, North Korea, Russia, Syria, and Ukraine. To the right, there is a 'Sign Up' section with the text 'Register your organization to start placing bids with the City.' and a blue 'Register Now' button, which is circled in red.

Requirements to be able to get your grant

Meet funding requirements - These requirements are managed by 3rd-party Agencies;
GFTA does not manage them

1. State of California agencies

- ▶ Current business registration with the [Treasurer & Tax Collector](#)
- ▶ "Active" status with the [California Secretary of State](#)
- ▶ "Current" status with the [California Office of the Attorney General](#)

2. 3rd-party City agencies

- [Office of Labor Standards Enforcement \(OLSE\)](#):
 - Health Care Security Ordinance (HCSO), [Health Care Security Ordinance | San Francisco \(sf.gov\)](#)
 - Minimum Compensation Ordinance - email a completed MCO Declaration ([Word](#) or [PDF](#)) to sfcitypartnersupport@sfgov.org
- [Chapter 12B Equal Benefits Program](#)
- **If you have a grant of \$50,000 or more**, [First Source Hiring program](#)* - submit this online form, [DocuSign](#) - Contact [OEWD](#) or employer.services@sfgov.org with questions

Required Compliance Documents

Gather documents for the intake form

Important note: If insurance documents are set to expire within 2 months, a contract cannot be written

INSURANCE

- ▶ **Certificates of Insurance (COI)** for General and Automobile Liability & Workers Compensation
- ▶ Proof of **Additional Insured Endorsements** for:
 - General liability insurance
 - Auto liability insurance if the Awardee owns/operates vehicles to perform their work
- ▶ **Waiver of Subrogation** required for Workers Comp if activities occur on City property
- ▶ **Waiver** for Auto **and/or** Workers Comp liability insurance

Required Compliance Documents

▶ **Insurance – minimum coverage you need**

- General Commercial Liability: \$1 million coverage
- Automobile Liability: \$1 million coverage
- Workers Compensation: \$1 million coverage
- You may have the option to get Event Only insurance

Compliance Documents:

Sample COI

ACORD® CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sample insurance agent, broker or producer Name & Address	CONTACT NAME: insurance agent, broker or producer name & contact info PHONE: _____ FAX: _____ POLY. No., EXD: _____ (A/C, No): _____ E-MAIL: _____ ADDRESS: _____														
INSURED Supplier or contractor Name & Address	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Sample GL Insurance Co</td> <td></td> </tr> <tr> <td>INSURER B: Sample Auto Insurance Co</td> <td></td> </tr> <tr> <td>INSURER C: Sample XS or Umbrella Insurance Co</td> <td></td> </tr> <tr> <td>INSURER D: Sample WC Insurance Co</td> <td></td> </tr> <tr> <td>INSURER E: Sample Other Insurance Co</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sample GL Insurance Co		INSURER B: Sample Auto Insurance Co		INSURER C: Sample XS or Umbrella Insurance Co		INSURER D: Sample WC Insurance Co		INSURER E: Sample Other Insurance Co		INSURER F:	
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INSURER E: Sample Other Insurance Co															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD. SUBR. INSR. WVD.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY: _____ PRO-JECT: _____ LOC: _____	Y	Sample GL #123			EACH OCCURRENCE \$ Per requirements DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ Per requirements PRODUCTS - COMP/OP AGG \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Sample Auto #123			COMBINED SINGLE LIMIT (Ea accident) \$ Per requirements BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$: _____	Y	Sample XS or Umbrella #123			EACH OCCURRENCE \$ Per requirements AGGREGATE \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/A	Sample WC #123			<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ Per requirements E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
E	Any other insurances can be listed here or on a separate page.		Sample Other #123			Per requirements

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The City & County of San Francisco, its officers, agents, and employees are included as additional insureds.

CERTIFICATE HOLDER City & County of San Francisco 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE (e-sign OK)
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Compliance Documents

- ▶ **Insurance waivers** - Submit a waiver letter for insurance requirements only under these circumstances:
 - Automobile Liability: If your organization does not own vehicles or your team doesn't use personal vehicles for the work you do
 - Workers Compensation: If your organization has 0 people on payroll

To submit a waiver for an Auto or Workers Comp, follow instructions on our website and use this template.

Insurance waiver template

[Letterhead]

[Date]

Grants for the Arts
City and County of San Francisco
401 Van Ness Avenue, Suite 321
San Francisco, CA 94102

Re: Waiver Request for GFTA FY24 General Operating Support Grant Award

To Whom It May Concern,

Please consider this to be [Grantee's Name]'s formal request for a waiver of the City's standard contracting requirement regarding (put an X by all that apply):

____ Commercial Automobile Liability insurance. Our staff will not be traveling by car as part of the performance of this contract, and vehicles will not be used to perform the services covered in the agreement.

____ Workers' Compensation insurance requirement since [Agency Name] does not have any employees as defined by California Labor Code.

Thank you,

[Printed Name]
[Title]
[Phone number]
[Email address]

Compliance Documents

► **General operating budget**

- Include a copy of your organization's general operating budget for **July 1, 2024, to June 30, 2025**
- If you have a fiscal sponsor, use your budget for the intake form, **not the Fiscal Sponsor's budget.**
- See a sample general operating budget.

► **Appendix D - Other contracts with the City**

- If you have other City contracts, complete the Appendix D – Other contracts with the City form
- If you have a fiscal sponsor, **use the Fiscal Sponsor's information** for Appendix D

	A	B	C	D
1				
2	Nonprofit Budget			
3				
4	Revenue	Amount		
5	Program Income	\$12,000.00		
6	Sales	\$2,500.00		
7	Individual Contributions	\$3,000.00		
8	Events Income	\$5,000.00		
9	Appeal Income	\$7,000.00		
10	Corporate Donations	\$12,000.00		
11	Misc. Revenue	\$500.00		
12		Total Revenue	\$42,000.00	
13				
14	Expenses	Amount		
15	Staff Payroll and Benefits	\$20,000.00		
16	Staff Training and Development	\$2,500.00		
17	Travel	\$2,500.00		
18	Rent and Utilities	\$7,500.00		
19	Telecommunications	\$250.00		
20	Insurance	\$100.00		
21	Professional Support	\$2,000.00		
22	Marketing and Advertising	\$2,500.00		
23	Print and Postage	\$1,000.00		
24	Supplies	\$1,000.00		
25		Total Expenses	\$39,350.00	
26				
27		Net Surplus/Deficit	\$2,650.00	
28				
29				

Sample general operating budget

Appendix D template

Appendix D—Interests in Other City Contracts

City Department or Commission	Date of Contract	Amount of Contract

Intake Form Summary

Complete the form and **do not hit SUBMIT** until all fields and uploads are done. Incomplete forms will significantly delay getting a contract.

- ▶ Confirm that you're compliant with **City & County and State agencies** (slide 13)
- ▶ **Gather all required documents** for uploads to the Intake form (slides 14-17)
 - ***Make sure your insurance is not going to expire in 2 months**
- ▶ Use the **unique Intake Form link** that is in your Award Email
 - **Fiscal Sponsors** must submit one Intake Form for each individual award for applicants being sponsored
- ▶ **Read** all instructions in the Intake Form
- ▶ File uploads **must be smaller than 20MB** and **cannot be in .HEIC** format

Locate your link in your award letter

3. Submit your *personalized* Intake Form: [Intake form link here](#)

To avoid delays, **before** submitting your Intake Form, be sure your organization **attends one of the Contracting Workshops and meets funding requirements** as outlined on this [checklist](#). Please note that returning awardees are required to meet each funding requirement annually to become eligible to use grant money from the City.

Executing a Contract

When you've submitted an Intake form that is 100% complete and has all uploads, we'll write your contract.

- ▶ Once written, it is sent through DocuSign to get three signatures (see slide 9) to get executed

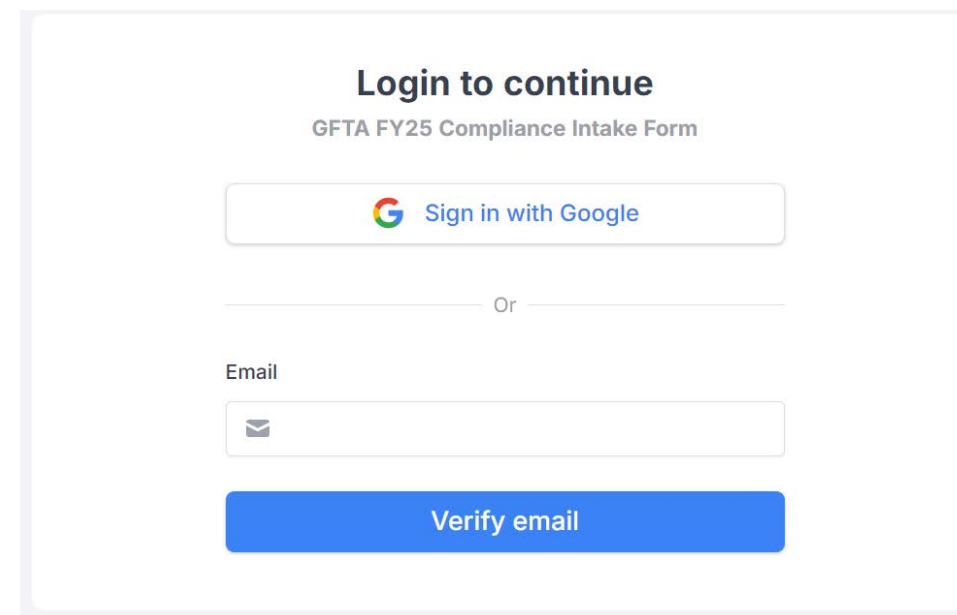
You're close to the finish line!

- ▶ You can ask for your grant funds through a Reimbursement Request after you have an executed contract
- ▶ In the next few weeks, we'll send you more information and workshop dates about how to send us your Reimbursement Request

Intake Form Submission Deadline

Monday, December 2, 2024

- ▶ **Submit your intake form by this deadline.** *Failure to meet the City's funding requirements or form deadline within the City's fiscal year 25-26 (July 1, 2024- June 30, 2025) may result in loss of funding for FY25.*
- ▶ Reach out to gfta@sfgov.org if you require assistance with your intake form




The screenshot shows a login interface for the 'GFTA FY25 Compliance Intake Form'. At the top, it says 'Login to continue' and 'GFTA FY25 Compliance Intake Form'. Below this is a button with the Google logo and the text 'Sign in with Google'. Underneath is a horizontal line with the word 'Or' in the center. Below that is an 'Email' label followed by an input field containing an envelope icon. At the bottom is a blue button labeled 'Verify email'.

Required Grantee Reporting

- ▶ Grantees are required to submit a Mid-Cycle Report at the conclusion of Fiscal Year 2025 (after June 30, 2025) to qualify for an FY26 GFTA grant.
- ▶ Refer to Appendix F – Grantee Mid-Cycle Reporting Form in your contract/grant agreement and our [website](#).
- ▶ Grantees will receive a unique, personalized link to submit their report.
- ▶ GFTA will communicate more details and updates. Stay tuned!

Appendix F – Mid-Cycle Grantee Reporting Form



Grantee Name: _____
 Contract ID: _____
 Reporting Period: July 1, 2024 – June 30, 2025

Appendix F - Mid-Cycle Grantee Reporting Form

NEW REQUIREMENT: All FY25 GFTA grantees are required to submit a Mid-Cycle Grantee Reporting Form in order to be eligible to receive their FY26 GFTA grant. The reporting form will cover the period from July 1, 2024 to June 30, 2025.

Reporting forms must be submitted online. GFTA will email all grantees a link to the online form [at a later date](#).

Mid-Cycle Grantee Reporting Form Questions

Please answer the following questions in the online form:

- Were there any changes between your original grant plan and the work that actually took place? Were there major budget revisions, key personnel changes, and/or changes in scope? If yes, please describe and explain the changes made during this budget period. (3000 characters/ 500 words max)
- Describe how GFTA funds have supported your organization in promoting the diverse and unique communities of San Francisco over the last fiscal year (July 1, 2024 – June 30, 2025). (1500 characters/ 250 words max)

3. Economic Impact*

- Total FY25 in-person programs/services
- Total FY25 in-person programs/services in San Francisco
- Total FY25 attendance for your in-person programs/services in San Francisco
- Total FY25 FTE
- Total FY25 FTE for employees that live in San Francisco
- Total FY25 paid artists featured in your programming
- Total FY25 paid artists featured in your programming that live in San Francisco

Please use the following information as a guide:

- An employee is a person who is paid wages or a salary to perform services
- FTE, or full-time equivalent, is a unit of measurement that represents the total number of full-time hours an organization's employees work. One FTE can be one full-time employee, two half-time employees, four employees who work quarter-time, etc.
- FTE = total # of all employee hours worked per year divided by total working hours per year. Example: 2 FTE = 4160 employee hours worked / 2080 working hours per year

**If there are no changes in the number of programs, FTE count, and/or artist count from your application, you may indicate "no change."*

4. Budget Snapshot + Financial Statement Attachment

- Please provide your budget and actuals for your organization's most recently completed fiscal year.
 - Note for fiscally sponsored organizations: *This budget must come from the grantee organization, not the fiscal sponsor.*

	Budget	Actuals
REVENUE:		

Page 1 of 2

Contributed (Board Contributions, Individual Contributions, Foundation Grants, Government Grants)		
Earned (Ticket Sales, Training Fees, Merch Sales, Membership Dues, Workshop Fees, Special Events, Rental Income)		
In-kind		
Miscellaneous		
EXPENSES:		
Personnel (Salaries, Benefits/Taxes/Fees, Professional Development, Workers Comp)		
Programming (Production & Events): (Artists and Performers + Non-Salaried, Event/Venue Rental, Event Travel-Related Expenses, Program-Related Materials, Supplies, and Equipment)		
Operating (Accounting, Bookkeeping & Auditing, Bank Fees, Insurance, Legal Services, Marketing & Advertising, Payroll, Rent & Facilities, Travel, and Utilities)		
Miscellaneous		

- (optional) Did your organization undergo any significant financial changes over your last fiscal year? If yes, please provide explanation. (1500 characters/ 250 words max)
- (optional) If your organization's actuals show a deficit, please explain why and describe the steps you are taking to reduce it.
- Attach a financial statement (audited or unaudited) of your organization's most recently completed fiscal year.
 - Audited financial statements generally include:
 - Statement of Financial Position (Balance Sheet)
 - Statement of Activities (Income Statement)
 - Cash Flow Statement
 - Statement of Functional Expenses

Unaudited financial statements are prepared by your organization without the assistance of an external auditor. These reports are used for internally monitoring and for informing the Board of Directors about the financial status of the organization.

5. Photo Documentation:

- Provide at least one image of key programming/services completed during the reporting period (July 1, 2024 – June 30, 2025).
- These images may be used for GFTA marketing purposes, so only provide images you have the rights and permission to use – and to authorize GFTA to use – including, but not limited to, all intellectual property rights (copyright, trademark, etc.) and permission from any individual whose image is used.
 - Photo captions (if any)
 - Photographer credit (if any)

Page 2 of 2

Q & A

Please submit your questions in the Zoom Q&A chat

Next Steps

- ▶ Review and complete steps outlined in the "FY25 Compliance Intake Form Checklist"
- ▶ To get support, complete the following:
 - Access this workshop's recording and deck on GFTA's website.
 - Contact gfta@sfgov.org for any questions



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

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