

**HUMAN RELATIONS COMMISSION AGREEMENT FOR
HUMAN SERVICES GRANT AWARD PROGRAM**

THIS AGREEMENT, dated _____ for the convenience of the parties hereto, is between the City of San Luis Obispo, a chartered municipal corporation (referred to herein as CITY), and XXXXXXXXXXXX. (referred to herein as GRANTEE).

WITNESSETH:

WHEREAS, GRANTEE has requested CITY to contribute to \$XXXX as submitted in GRANTEE's application for the Human Services Grant Award Program (the "Service" or "Services"); and

WHEREAS, CITY has agreed to contribute \$XXXX to support GRANTEE's project as described above; and

WHEREAS, the Services will be available to residents of the City, thereby serving both a public and municipal purpose.

NOW, THEREFORE, CITY and GRANTEE for and in consideration of the mutual benefits, promises, and agreements set forth herein, do agree as follows:

1. GRANTEE will make its Services, as described in its application (the "Application"), incorporated by reference and attached as Exhibit A, available to CITY residents from July 1, 2024 through June 30, 2025.
2. GRANTEE will provide CITY with a mid-year report, due January 20, 2025, and final program report, due July 20, 2025, summarizing administrative, financial, demographic, and performance outcome Service activities. Said reports shall be in the form of "Exhibit B," attached hereto.
3. GRANTEE will scope their Services, as described in Exhibit A, in proportion to the amount of funding received, if not equal to the funding requested, so that the Services' impacts are proportional to the desired outcome and funding received.
4. GRANTEE and all its agents, representatives, or participants in any manner in the performance of its obligations and duties hereunder shall at all times be employees, or volunteers, of GRANTEE. They shall not, for any purpose, be considered employees, agents, or volunteers of the CITY.
5. GRANTEE agrees to hold CITY harmless and to defend CITY against, from, and in any claim, action, proceeding, or hearing wherein there is an allegation charging liability on the part of the CITY as a result of any act or omission, negligent or otherwise, by GRANTEE.
6. CITY agrees to pay GRANTEE a one-time only grant, in the sum of \$XXXX, to be used for the Services as described in the Application. The grant will be paid in one installment when a signed contract is received.

7. The CITY may terminate this agreement if 1) the funds appropriated for this Grant program are no longer available, or 2) upon GRANTEE'S breach of this Agreement, including but not limited to failure to complete the Services described in Exhibit A, or use of grant funds for an unlawful purpose or for a purpose other than furtherance of the Services. Upon GRANTEE'S alleged breach, CITY shall notify GRANTEE in writing of the breach. If GRANTEE fails to cure the breach within ten (10) days of receiving the notice, this Agreement shall be terminated.
7.1 If the Agreement is terminated due to GRANTEE'S breach, any funds not expended by GRANTEE in performance of the Services at the time of termination, and/or any funds expended improperly as discussed in Section 7, shall be returned to the CITY within 30 days of said termination.
8. GRANTEE hereby certifies and agrees that it will comply with the Human Relations Committee "Bylaws," which creates an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, national origin, sexual orientation, age, physical, mental, or economic status.
9. Any funds remaining unused by June 30, 2025 upon expiration of the Agreement pursuant to Paragraph No. 1, or upon the termination of this Agreement pursuant to Paragraph 7 above, shall be returned to CITY within thirty (30) days from the expiration or termination date of this Agreement.
10. For purposes of notice under this agreement, all notices shall be considered effective upon being sent by certified mail to the following addresses:

CITY:

City of San Luis Obispo
919 Palm Street
San Luis Obispo, CA 93401
Attn: Greg Hermann, Department Head - Administration

GRANTEE:

Name
Address
City, State, Zip Code
Email address
Phone number
Attn: Contact

IN WITNESS WHEREOF, the parties hereto have executed this agreement by their proper officers duly authorized:

Grantee

By: _____

CITY OF SAN LUIS OBISPO, A MUNICIPAL CORPORATION

By: _____
Greg Hermann, Deputy City Manager – Administration

APPROVED AS TO FORM:

By: _____
Christine Dietrick, City Attorney

Exhibit A
[PLACEHOLDER FOR DESCRIPTION OF SERVICES]

City of San Luis Obispo Grant Recipient Report Template

Midyear Report Due: January 20, (YEAR) - Year-End Report Due: July 20, (YEAR)

Grant Name:			
Grant Year:			
Type of Report:	Midyear Report (check box)		End-year Report (check box)
Organization:			
Project Name:			
Administrator's Report: (A brief synopsis of the activities of the reporting period, including a statement of the activities, service or programs provided as described in Exhibit A (your grant application) and any changes that have occurred during the reporting period. <i>If operations or service provision have changed, please disclose, and explain the reasoning and response to changes in this section.</i>)			
Statistical Report: (This section must include 1) the metrics reported as described in Exhibit A (your grant application) and 2) the demographic data collected through the surveys.)			

Financial Report: (A financial statement detailing how the City's grant funding has been or planned to be allocated.)

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Grant Metrics & Performance Outcomes Template

Metrics/Performance Outcomes	Results
<p>1. Number of individuals served.</p> <p><u>Served</u> refers to individuals specifically receiving any of the following:</p> <ul style="list-style-type: none"> • Services directly provided by the grantee; • Program/project applications, instructions, trainings, products, or concepts; • Information (orally or in printed, in-person, virtually or over the phone); • Any materials (flyers, brochures, etc.); • Referrals 	
<p>2. Number of service hours provided.</p> <p><u>Service hours</u> refer to any amount of time that is directly linked or performed as part of the work defined within the scope of the agreement signed by the grantee.</p>	
<p>3. Number of activities.</p> <p>Activities can be defined as gatherings either the grantee organizes or attends. In either case, grantee must specify if it attended or organized the activity. This can be events, workshops, panel discussions, roundtable discussions, presentations, etc.</p> <ul style="list-style-type: none"> • Activities refer to any gathering designed to promote programs, services, or concepts related to the components within the scope of the agreement signed by the grantee. • Activities also refer to any gathering designed to create awareness of the programs, services, or concepts related to the components as defined within the agreement signed by the grantee. • Activities also refer to any gathering designed to outreach, engage, consult, and collaborate with the community as defined within the agreement signed by the grantee 	
<p>4. Estimated number of individuals attending activities.</p> <p>Based on the scope of the agreement signed by the grantee, please provide a rough number or best estimate of individuals that 1) either attend a grantee led event or 2) approach the booth/table in which the grantee participates.</p>	
<p>5. Report perception of services provided and/or engaged activities.</p> <p>Survey individuals to measure the impact of the services provided and/or engaged activities as described within the scope of the agreement signed by the grantee. Report in percent and total number of individuals served. Technical assistance can be provided to grantee in development of questions.</p>	
<p>6. Demographic Questions</p> <p>Demographic questions are highly encouraged to be completed by individuals that fall within the grantee's scope of services. A current demographic survey is available and is highly encouraged for grantee to reach out for the demographic survey template.</p>	To be reported by grantee in statistical section above.

(must be reported by all grant recipients based on the services/programs they provide)

Name

Title

Phone

Signature

Date

E-mail

Once signed, please scan and e-mail to Nestor Veloz-Passalacqua, DEI Manager (nveloz@slocity.org) and to dei@slocity.org.

INSERT APPLICATION