

CITY AND COUNTY OF SAN FRANCISCO
<<INSERT NAME OF DEPARTMENT>>

FIRST AMENDMENT TO GRANT AGREEMENT

BETWEEN

CITY AND COUNTY OF
SAN FRANCISCO

AND

<<INSERT NAME OF GRANTEE IN ALL CAPS>>

FIRST AMENDMENT

This AMENDMENT of the, **<<INSERT DATE OF ORIGINAL GRANT>>** Grant Agreement (the "Agreement") is dated as of **<<INSERT CURRENT DATE>>** and is made in the City and County of San Francisco, State of California, by and between **<<INSERT NAME OF GRANTEE IN ALL CAPS AND UNDERSCORED>>** ("Grantee") and the **City and County of San Francisco**, a municipal corporation ("City") acting by and through **<<INSERT DEPARTMENT NAME>>** ("Department").

RECITALS

WHEREAS, WHEREAS, the Agreement was competitively procured as required through **[SPECIFY THE APPLICATION VEHICLE SUCH AS RFP AND DATE ISSUED]** and this modification is consistent therewith; and

If Commission approval under governing policies and/or law or Board of Supervisors approval under Charter Section 9.118 is required, insert the following clause.

WHEREAS, the City's [name of Commission or Board of Supervisors] approved this Agreement by **[INSERT RESOLUTION NUMBER]** on **[INSERT DATE OF COMMISSION OR BOARD ACTION]**;

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, **<<INSERT EXPLANATION OF WHY THE ORIGINAL GRANT IS BEING AMENDED, I.E. TO UPDATE GRANT AMOUNT, CORRECT AN ERROR IN THE ORIGINAL GRANT, CHANGE THE SCOPE OF GRANTEE'S GRANT PLAN, UPDATE OF SUBGRANTEES, etc. >>**Grant Agreement; and

WHEREAS, **<<INSERT ANY FURTHER EXPLANATION OR BACKGROUND INFORMATION AS NEEDED >>**Grant Agreement; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

1. **Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

2. **Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

(a) Section <<INSERT SECTION # AND (TITLE OF SECTION)>>.

<<INSERT SECTION # AND (TITLE OF SECTION) >>. of the Grant Agreement currently reads as follows:

<<SELECT ONE OF THE FOLLOWING PHRASES DEPENDING ON WHETHER THE SECTION IS "DELETED AND REPLACED IN ITS ENTIRETY" OR "AMENDED">> *Such section is hereby deleted and replaced in its entirety to read as follows (new text in bold) OR Such section is hereby amended to read as follows (changes in bold):*

<<INSERT NEW AGREEMENT SECTION WITH NEW TEXT/CHANGES IN BOLD>>

(b) Section <<INSERT THIS SECTION IF THERE IS A MODIFICATION TO THE AMOUNT OF GRANT FUNDS - MAKE SURE TO DOUBLE-CHECK THE ORIGINAL SECTION 5.1 TO MAKE SURE IT IS THE CORRECT SECTION>> **Section 5.1.** Section 5.1 ("Maximum Amount of Grant Funds") of the Grant Agreement currently reads as follows:

5.1 **Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed <<INSERT DOLLAR AMOUNT>> Dollars (\$<<INSERT AMOUNT IN WRITTEN FORM>>).

Such section is hereby amended to read as follows (changes in bold):

5.1 **Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed <<INSERT NEW DOLLAR AMOUNT>> Dollars (\$<<INSERT NEW AMOUNT IN WRITTEN FORM>>).

(c) Section <<INSERT SECTION # AND (TITLE OF SECTION)>>.

<<INSERT SECTION # AND (TITLE OF SECTION) >>. of the Grant Agreement currently reads as follows:

<<SELECT ONE OF THE FOLLOWING PHRASES DEPENDING ON WHETHER THE SECTION IS "DELETED AND REPLACED IN ITS ENTIRETY" OR "AMENDED">> *Such section is hereby deleted and replaced in its entirety to read as follows (new text in bold) OR Such section is hereby amended to read as follows (changes in bold):*

<<INSERT NEW AGREEMENT SECTION WITH NEW TEXT/CHANGES IN BOLD>>

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Grant Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Grant Agreement to be duly executed as of the date first specified herein.

CITY _____ **GRANTEE:** _____
<<INSERT NAME OF DEPARTMENT>>

<<INSERT NAME OF GRANTEE IN ALL CAPS AND UNDERSCORED>>

By: _____
<<INSERT NAME>>
<<INSERT TITLE>>

By: _____

Print Name: _____

Approved as to Form:

Title: _____

Dennis J. Herrera
City Attorney

Federal Tax ID #: _____

City Vendor Number: _____

By: _____
Deputy City Attorney