

**EXHIBIT B  
SECOND AMENDMENT  
TO GRANT AGREEMENT NUMBER [add number]  
WITH [GRANTEE NAME]**

This Second Amendment to Agreement number \_\_\_\_, dated \_\_\_\_ ("Agreement") is made as of this \_\_\_\_ day of \_\_\_\_, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and \_\_\_\_\_ [insert name and type of entity as set forth in original agreement] ("Grantee").

**RECITALS**

- A. City and Grantee entered into the Agreement to provide grant funding to Grantee for youth and parenting programs which focus on gang and anti-violence education, prevention and intervention, community safety, and a comprehensive array of social services in high-need neighborhoods that will contribute to the quality of life in the City of Santa Rosa and surrounding areas.
- B. On \_\_\_\_\_, 2016 the City approved the First Amendment and notified the Grantee that it had exercised its option to extend the term of the Agreement to August 31, 2017 pursuant to Section 2 of the Agreement.
- C. On \_\_\_\_\_, 2017 the City notified the Grantee that it had exercised its option to extend the term of the Agreement to December 31, 2017 pursuant to Section 2 of the Agreement.
- D. City and Grantee now desire to amend the Agreement for the purpose of supplementing the program services, and increasing the grant award.

**AMENDMENT**

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. Section 1. Program

Exhibit A to the Agreement is supplemented by Exhibit A-2 to this Amendment.

2. Section 3. Grant Award; Payment, Match Requirements

Section 3(a) is amended to increase the Grant Award to Grantee under the Agreement by \$\_\_\_\_\_ to read as follows:

"(a) The City agrees to provide Grantee funding for those expenses associated with performing, overseeing and implementing the Program described in Exhibit A, subject however, to all terms and conditions of this Agreement. The total amount of the grant funding from City to Grantee for the Program shall not exceed [write out amount] \$\_\_\_\_\_ ("Grant Award")."

Section 3(b) is amended to add a third payment installment for the Extension Term to read as follows:

“(b) Payment of the Grant Award shall be released to Grantee in two (2) installments over the Term. In order to determine each of the installment amounts, the total Grant Award shall be divided by the number of months within the Term (12 months) and Extension Term (4 months). The two installments of the Grant Award shall each be equal to the monthly award amount (total Grant Award divided by 12) times six (6), less ten percent of each installment held in retention (the “Retention Amount”). The third installment for the Extension Term of the Grant Award shall be equal to the monthly award amount (total Extension Term Grant Award divided by 4) times four (4), less ten percent of the installment held in retention. The Retention Amount will be distributed upon receipt and acceptance of the Evaluation described in section 4(C), and the final Progress Report. The first installment of the Grant Award shall be released to Grantee upon full execution of this Agreement and delivery of the required insurance certificates to the City.

In order to obtain the second installment of the Grant Award, Grantee is required to submit a progress report (“Progress Report”) in accordance with the requirements contained and set forth in the Grant Program RFQ to demonstrate compliance with this Agreement, including but not limited to the Program in Exhibit A and service requirements set forth in Exhibit D (“General Service Requirements”). The City shall have the right to request such further information as the Manager may deem necessary to ascertain Grantee’s performance and compliance hereunder. Grantee shall deliver each of the Progress Reports not less than every three months during the Term and four months for the Extension Term. Subject to the foregoing, release of the subsequent installments of the Grant Award to Grantee shall be as follows:

1. The second installment of the Grant Award (less the Retention Amount) will be released within 30 days of the satisfactory completion and acceptance by Manager of Grantee’s second Progress Report.
2. The third installment of the Grant Award (less the Retention Amount) will be released upon full execution of this Second Amendment to the Agreement.
3. The Retention Amount will be released to Grantee within thirty (30) days following the satisfactory completion and acceptance by Manager of the Evaluation and final Progress Report in accordance with Section 5 below.”

#### 4. Section 5. Monitoring and Evaluation

The first sentences of Sections 5(b) and 5(c) are amended to establish an Extension Term for a period of four months to read as follows:

“(b) Grantee shall submit quarterly (commencing at the end of the first quarter and continuing every three months thereafter during the Term and one report at the end of the Extension Term) Progress Reports regarding Grantee’s performance

and compliance under this Agreement.

(c) In addition to the Progress Reports required hereunder, Grantee shall participate in a Program client result evaluation (the "Evaluation") to be completed not later than September 30 of each year of the Term and January 31 of the Extension Term of this Agreement, encompassing Grantee's performance during the entire Term and any Extension Term."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

**GRANTEE:**

**CITY OF SANTA ROSA**  
a Municipal Corporation

Name of Agency: \_\_\_\_\_

TYPE OF BUSINESS ENTITY (*check one*):

By: \_\_\_\_\_

- \_\_\_\_\_ Individual/Sole Proprietor
- \_\_\_\_\_ Partnership
- \_\_\_\_\_ Corporation
- \_\_\_\_\_ Limited Liability Company
- \_\_\_\_\_ Other (please specify: \_\_\_\_\_)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

*Signatures of Authorized Persons:*

\_\_\_\_\_  
Office of the City Attorney

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment: Exhibit A-2 - Scope of Services