



CALIFORNIA
RESILIENCE
CHALLENGE

Grant Installments and Reporting Agreement

Grants from the California Resilience Challenge shall be disbursed in installments determined by the Resilience Challenge. All grantees of the California Resilience Challenge 2022 Grant Program are required to complete and submit to the Challenge a Final Grant Report. Certain grantees may also be required to complete and submit an Interim Grant Report. **All grant reports must adhere to the following guidelines and to the terms of the Request for Proposals and the Grantee's Proposal Worksheet submitted to the Challenge.** Grant disbursements will be sent through wire transfer. Please complete the bank information below and attach a copy of the grantee's W9 Form, a voided check and/or a letter issued by the grantee's bank.

Grantee	City of San Leandro
Total Grant Amount	\$ 161,000
Number of Installments	2
Date of First Installment	3/1/23
First Installment Amount	\$ 80,500
Interim Grant Report Due	3/1/24
Date of Second Installment	3/15/24
Second Installment Amount	\$ 80,500
Final Grant Report Due	1/31/25
Full legal name of grantee	City of San Leandro
Address	835 E14th St, San Leandro CA 94577
Name of Bank	Wells Fargo Bank
Bank Address	420 Montgomery Street, San Francisco CA 94104
ABA/Routing Number	121000248
Bank Account Number	4121676340
Name of Bank Account	City of San Leandro
Account Address	420 Montgomery Street, San Francisco CA 94104
W9 Attached	
Voided check and/or Bank Letter attached	

Interim Grant Report

- **Format:** Microsoft Word; 12-point Times New Roman font. May include attachments for pictures, budgets, etc.
- **Key Personnel** (Names, titles, and contact information for grant manager(s) and other key personnel)
- **Executive Summary** (500 words): Summarize milestones, accomplishments, successes, setbacks, and obstacles that have occurred within the current reporting period.
- **Completed Outcomes:** Summarize by task all deliverables or outcomes completed during this reporting period.
- **Interim Findings:** If applicable, what interim findings or success stories can you produce as a result of your work during this reporting period?
- **Financial Update:** Provide a brief narrative explaining the grant's financial expenditures for this period that includes cash and/or in-kind items. Do you anticipate major modifications to the grants budget or workplace for the remainder of the grant?

Final Grant Report Format

- **Format:** Microsoft Word; 12-point Times New Roman font. May include attachments for pictures, budgets, etc.
- **Cover Page**
- **Acknowledgement page** which recognizes that the project and report were produced with funding from the California Resilience Challenge.
- **Executive Summary** (500 words)
- **Table of Contents**
- **Key Personnel** (Names, titles, and contact information for grant manager(s) and other key personnel)
- **Problem Statement** (200 words): A description of the problem your project is seeking to address and any other necessary contextual information
- **Project Description** (200 words): A description of the project methods and desired outcomes
- **Project Results:**
 - Actual outcomes

- Barriers encountered
- External Factors
- Participating Stakeholders
- Lessons for other communities considering similar projects

- **Next steps** (additional planning, implementation, etc.)

- **Bibliography and appendices** (if applicable)

Fran Robustelli	<small>DocuSigned by:</small> <i>Fran Robustelli, City Manager</i> <small>0000023AF624E3...</small>	January 4, 2023 1:03:38 PM
Grantee Authorized Name (Print)	Grantee Signature	Date

Bay Area Council Foundation (Julie Rowe)	Signature	Date
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