



March 15, 2022

Faye Maloney  
Contra Costa Commission for Women and Girls  
1025 Escobar Street  
Martinez, CA 94553

**VIA ELECTRONIC COPY**

Congratulations! Contra Costa Commission for Women and Girls of this financial support is subject to your agreement to:

1. Use the funds only as specified in your submitted proposal.
2. Submit an expenditure report at the end of the grant award that documents what the funding was spent on and identify whether there was any funding not utilized.
3. Maintain all supporting documentation (including, but not limited to executed contracts, invoices, receipts, and accounting records) for a minimum of three (3) fiscal years to document and account for all funding received.
4. Allow CCSWG, their designee, or any legally authorized state audit official access to review or audit all applicable records to verify expenditures and activities.
5. Provide written acknowledgment of receipt of funds within 15-days of receipt of funds.
6. Repay any portion of the funds not used for the specified purposes within 15-days after submittal of your final progress report with expenditure statement. Remit payment to California Commission on the Status of Women and Girls at 925 L Street, Suite 345, Sacramento, CA 95814.
7. Refrain from using funds for any purpose prohibited by law.
8. Cooperate with any efforts of CCSWG, or their designee, to publicize the funding award.
9. Comply with all reasonable requests for information about program activities and/or expenditures.
10. Submit regular progress reports and a final assessment to California Commission on the Status of Women and Girls outlining all related outcomes resulting from the use of funding provided according to the provided deadlines. All final reports and data will also need to be sent at the conclusion of the project. All work product, including without limitation, all writings, drawings, plans, videos, photographs, data, papers, reports, specifications, calculations, documents, technical information, other materials and copyright interests developed under this Grant Agreement shall be and remain available for use by the California Commission on the Status of Women and Girls for any purpose without restriction or limitation. Grantee agrees and does hereby grant to and vest in the California Commission on the Status of Women and Girls the entire right, title and interest in and to all the copyright material first produced and composed in course of or pursuant to the performance of grantee and waives and relinquishes all claims to copyright or other intellectual property rights in favor of the California Commission on the Status of Women and Girls. All published materials resulting from this grant opportunity are to include the logo of the California Commission on the Status of Women and Girls and the language "This project was made possible by a grant from the California Commission on the Status of Women and Girls.



If your organization agrees to these terms, please have an authorized representative sign and return one copy of this letter via email to: [Grants@women.ca.gov](mailto:Grants@women.ca.gov).

The award amount will not be processed for payment until a signed letter is received and fully executed by CCSWG. Your signed letter accepting all the terms shall serve as the invoice for the award amount.

Sincerely,

Holly Martinez  
 Executive Director  
 California Commission on the Status of Women and Girls

I certify that the organization named above accepts the terms outlined in this letter and I am authorized to legally bind the organization to these requirements:

|                              |                     |
|------------------------------|---------------------|
|                              | Remittance Address: |
| Legal Applicant Printed Name |                     |
|                              |                     |
| Title                        |                     |
|                              |                     |
| Date                         | Signature           |

Holly Martinez  
 CCSWG Printed Name

Executive Director  
 Title

Date Signature

For Official Use Only

| Amt          | Supplier ID | BU   | Approp Ref | Fund | ENY  | Acct    | Rep. Struct. |
|--------------|-------------|------|------------|------|------|---------|--------------|
| \$ 25,000.00 |             | 8820 | 601        | 0001 | 2021 | 5432000 | 88200001     |