

ExCEL After School Programs

CBO EXPENDITURE VERIFICATION FORM FOR SUBCONTRACTORS

Submit to Karina Henriquez at henriquezk@sfusd.edu at least 30 days PRIOR to the subcontractor providing services to the students. All required documentation should be on file PRIOR to submitting an approval request.

CBO:	School Site:	
Site Coordinator:	Email:	
Name of Service Provider:		
Address:	Email:	Phone Number:
Brief Description of Services:		

Grant Type:

Only submit this form if the Independent Subcontractor is NOT listed in your SFUSD ExCEL contract.

Contract language regarding Subcontractors: [Use of Subcontractors](#)

If Contractor uses a subcontractor to perform services under this Agreement Contractor shall be responsible for the subcontractor as Contractor is responsible for its own employees pursuant to the terms of this Agreement, including but not limited to:

Section 9 ("Independent Contractor")

Section 10 ("Insurance")

Section 11 ("Indemnification")

Section 22 ("Criminal Background Checks; Subsequent Arrest Notification")

Section 23 ("Tuberculosis Testing")

as well as meeting instructional aide qualifications pursuant to Section II(g)(1) of Appendix A of this Agreement, as applicable.

For Section 22 ("Criminal Background Checks; Subsequent Arrest Notification") requirements as applied to subcontractor, the Contractor shall ensure that the subcontractor follows Section 22 as to subcontractor's employees, agents, and volunteers, and that the subcontractor provides the Contractor with written certification of compliance, which Contractor will in turn provide to the District.

By signing below the Contractor agrees to the following statements:

"I hereby certify on behalf of the Contractor that the Contractor is responsible for the subcontractor pursuant to the terms of the SFUSD ExCEL contract Agreement. I further certify that if the Subcontractor has more than limited contact with District students as defined by the District, the Contractor is responsible to ensure the subcontractor or its employees, agents and/or volunteers have been fingerprinted under procedures established by the California Department of Justice and the FBI, and the results of those fingerprints reveal that none of these individuals have been arrested or convicted of a serious or violent felony, as defined by California Penal Code and that subsequent arrest notification has been requested for these individuals. I further certify that the subcontractor or its employees, agents and/or volunteers have tuberculosis clearance. If Contractor learns of additional information that differs from above, including but not limited to hiring new personnel and/or notice of a subsequent arrest, Contractor will immediately forward this information to District. If Contractor receives any subsequent arrest notification, I certify that Contractor will immediately notify District and bar such employee/agent/volunteer from performing any services under this Agreement that involve any contact with students."

Lead Agency Administrator	Print Name	Date	Signature
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ExCEL After School Program Administrator	Print Name	Date	Signature
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