



April 26, 2023  
3:30 P.M.-5:00 P.M.

---

# Technical Assistance Conference

## Request for Proposals #226

Economic and Workforce Development Grants

---

**RFP Issued: April 20, 2023**  
**Proposals Due: May 18, 2023 by 5:00 P.M.**

San Francisco Office of Economic and Workforce Development

<https://sf.gov/resource/2023/request-proposals-rfp-226>



# Presentation Overview

- **Welcome and Overview**
- **Program Area Details**
- **RFP Timeline and Application Process**
- **City Supplier and Compliance Requirements**
- **Q&A**

## About OEWD

OEWD's **Mission** is to advance equity and shared prosperity for all San Franciscans by:

- growing sustainable jobs,
- supporting businesses of all sizes,
- creating great places to live and work, and
- helping everyone achieve economic self-sufficiency.

## About RFP #226

The **\$21 Million** initial investment in this RFP touches numerous aspects of San Francisco's diverse economy, with a focus on **advancing equity and shared prosperity for all residents**.

The RFP contains **23 distinct program areas** across 4 of OEWD's divisions, which complement funded initiatives already underway throughout the city.

A chart showing all the distinct areas, anticipated number of awards, anticipated total funding and eligible applicant notes begins on **page 9** of the RFP.

<https://sf.gov/resource/2023/request-proposals-rfp-226>

# QUESTIONS?

- Please submit your questions in the chat.  
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 226 website.
- You may still submit questions until 11:59 P.M. on **Monday, May 8, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-226>

# About Business Development

San Francisco has long been a beacon to people and companies who think outside the box. As a result, the City has become an international hub for a number of pioneering, forward-thinking industries including life sciences, information technology, clean technology, manufacturing, nonprofits, fashion, nightlife and entertainment, and international commerce.

Dedicated to continuing San Francisco's tradition of business excellence, OEWD's **Business Development team** provides specialized support to address the unique needs of businesses in a variety of key sectors. For emerging and established companies alike, our team serves as a centralized clearinghouse of information and services to support these industries' ongoing success.

For more information, visit:

<https://sf.gov/information/get-specialized-help-key-business-industries>

# Program Area A: Nonprofit Sector Resilient Ownership

**Maximum Budget Request: \$1,000,000**

**Anticipated # of Awards: 1 to 3**

**Total Funding: OEWD expects to allocate a total of \$1 Million for initial awards, over 24 months.**

**Target Neighborhoods: Citywide, focusing on census tracts facing current inequities**

- Grants will provide a short-term runway of flexible support to nonprofits that have recently acquired a property in San Francisco that will expand their services for San Francisco residents.
- Funds can be used for **one-time, short-term expenses necessitated by ownership of a new commercial facility** and the activation of new or expanded programs on site.
- Grants will be **prioritized for projects located in a census tract at or below the 3<sup>rd</sup> quartile** in California's Healthy Places Index (<https://www.healthyplacesindex.org/>)
- Evaluation Process will include pre-screening for eligibility and prioritization of census tracts facing current inequities

# About Community Economic Development (CED)

The **Community Economic Development (CED) Division** is committed to advancing racial equity, diversity and inclusion in San Francisco's neighborhood commercial corridors and meeting the needs of local residents and users by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity.

In pursuit of these objectives, CED offers programs that are designed to provide focused, customized assistance that meets the specific needs of San Francisco's neighborhood commercial corridors by leveraging existing programs from across multiple City departments and nonprofit partners. There are many programs offered through CED for which more information can be found at

<https://sf.gov/departments/office-economic-and-workforce-development/community-economic-development>



## Program Area B: Healthy Retail SF Community Engagement and Store Redesign Program

**Maximum Budget Request: \$150,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$150,000 for initial awards for 12 months of services, but may offer initial awards of up to 6 years**

**Target Neighborhoods: Bayview, Central Market, Tenderloin, Visitacion Valley**

**Target Population(s): Communities with limited healthy food retail options**

- OEWD seeks proposals from **nonprofit or for-profit** entities to implement a Healthy Retail Program informed by the Healthy Food Retail Ordinance
- Proposed activities must include, but are not limited to, **program administration, coordination, outreach and education** and a **small business redesign grant program** (grant program must be pre-approved by OEWD)
- Funds can be used for staff, program delivery, indirect (no more than 15% of direct costs), and mini-grants (no less than 50% of budget)

# Program Area C: Central Market and SOMA Activations and Public Realm Interventions

**Maximum Budget Request: \$400,000**

**Anticipated # of Awards: 2**

**Total Funding: OEWD expects to allocate a total of \$400,000 in initial awards for 24 months of services**

**Target Neighborhoods: Central Market, South of Market Area (SOMA) – including Stevenson & Jessie Streets**

**Target Population(s): Residents, small businesses, companies, nonprofits, cultural districts**

- OEWD seeks proposals from **nonprofit** entities to support cultural and arts events that spur economic development, support existing businesses, improve physical conditions, increase quality of life, or build community capacity in Central Market and SOMA.
- Project area must include Stevenson and Jessie Streets
- Examples of eligible activities may include, but are not limited to, **cultural events, public art installations, activation of outdoor public spaces, neighborhood improvement projects, economic development planning activities, and minor improvements to storefronts** within the neighborhoods

# Program Area D: Chinatown Cultural Activations for Economic Regeneration

**Maximum Budget Request: \$150,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$150,000 in initial awards for 24 months of services**

**Target Neighborhoods: Chinatown**

**Target Population(s): Chinatown business owners, entrepreneurs, community partners, residents and visitors**

- OEWD seeks proposals from **nonprofit** entities to support collaborative efforts, coordination, engagement and implementation of economic vitality projects in Chinatown
- Proposals must clearly articulate the program's positive economic impact on the local community, including but not limited to Stockton Street.
- Funds can be used for **event planning (3 or more events per year), customer attraction and retention strategies, securing permits, marketing and promotion, and merchant engagement.** Proposals may include a **mini-grant program** (optional).

# Program Area E: Community Benefit District (CBD) Organizational Support

**Maximum Budget Request: \$150,000**

**Anticipated # of Awards: 2 or more**

**Total Funding: OEWD expects to allocate a total of \$200,000 in initial awards for 12 months of services**

**Target Neighborhoods: Established CBDs in SF with special assessment budget under \$1.4M**

**Target Population(s): Businesses, residents, and property owners comprising the CBDs/BIDs**

- OEWD seeks proposals from **existing Community Benefit Districts and Business Improvement Districts** to support organizational effectiveness activities to strengthen the management corporation.
- Grants may support **strategic planning, business attraction, business technical assistance, volunteer management, renewal, district improvements, fundraising, administrative assistance, service delivery assistance**, and other activities that aim to **strengthen organizational health and long-term sustainability**.
- Leveraged funding of at least 15% is required.

## Program Area F: Community Benefit District (CBD) Post-Formation Support

**Maximum Budget Request: \$80,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$80,000 in initial awards for 12 months of services. This is one-time funding.**

**Target Neighborhoods: Neighborhoods that formed (or will form) a new CBD between January 1, 2023 and September 30, 2023.**

**Target Population(s): Businesses, residents, and property owners comprising the CBDs/BIDs**

- OEWD seeks proposals from **newly formed or in-process Community Benefit Districts** to complete necessary post-formation tasks, including **filing articles of incorporation, filing other State and Federal forms, finalizing bylaws, establishing boards, applying to become City Suppliers, securing insurance**, and other related tasks.

# Program Area G: Lower Fillmore Mini Grant Program for Block Parties and Activations

**Maximum Budget Request: \$700,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$700,000 in initial awards for 24 months of services**

**Target Neighborhoods: Lower Fillmore/Western Addition**

**Target Population(s): Fillmore residents, local partners, and community organizations**

- OEWD seeks proposals from **nonprofit or for-profit** entities to coordinate a **mini-grant program** to support collaborative efforts, coordination, engagement and the implementation of **commercial corridor events and programming** in the Lower Fillmore neighborhood
- Proposals must clearly articulate the program's positive economic impact on the local community
- Funds can be used for the **mini-grant program (70%+ of requested budget), logistical support, marketing and outreach, and business engagement activities**

*This grant area is not intended to fund predetermined events coordinated by applicants, but rather to support and administer disbursement of mini grants for community proposed events and activations that boost economic activity in the neighborhood.*

# Program Area H: Lower Fillmore Legacy Annual Events and Activations

**Maximum Budget Request: \$200,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$200,000 for initial awards for 12 months of services**

**Target Neighborhoods: Lower Fillmore/Western Addition**

**Target Population(s): D5 Commercial Corridors, Fillmore residents, businesses and visitors**

- OEWD seeks proposals from **nonprofit** entities to support the continuation of annual festivals and events that have been celebrated annually for 10 years or more.
- Proposals must clearly articulate the program's positive economic impact on the local community
- A minimum of **4 festivals or events** must be supported each year, including but not limited to Mardi Gras and Kwanzaa celebrations
- Funds can be used for **logistical support, marketing and outreach, and business engagement activities**

# Program Area I: Mission District Festivals and Parades

**Maximum Budget Request: \$600,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$600,000 for initial awards for 24 months of services.**

**Target Neighborhoods: Mission District**

**Target Population(s): Mission District businesses, residents and visitors**

- OEWD seeks proposals from **nonprofit** entities to support arts and cultural programming, including San Francisco's annual Carnival celebration, primarily in San Francisco's Mission District
- Proposals should include inclusive community programming that encourages visitors to come to the Mission, and engages Mission-based small businesses, artists and the broader community
- Proposed events and activations should celebrate Latino culture and must focus on boosting economic activity in the neighborhood



# Program Area J: Noe Valley Town Square Activations and Big Belly Maintenance

**Maximum Budget Request: \$145,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$145,000 for initial awards for 12 months of services.**

**Target Neighborhoods: Noe Valley**

**Target Population(s): Residents, businesses, and visitors in the Noe Valley commercial corridor**

- OEWD seeks proposals from **nonprofit** entities to improve the quality-of-life experience in Noe Valley's 24<sup>th</sup> Street commercial corridor. Funds can be used for all reasonable and necessary costs related to **one-time or ongoing events**, including **permit costs, staffing, operating, and minor capital improvements**
- Proposals **must also include funds for maintenance of the current Big Belly trash receptacles** in the Noe Valley commercial corridor and the Town Square. Applicants must submit proposals covering the full complement of services described.

# Program Area K: African American/Black Cultural Activations for Economic Regeneration

**Maximum Budget Request: \$1,000,000**

**Anticipated # of Awards: 4 or more**

**Total Funding: OEWD expects to allocate a total of \$2,000,000 in initial awards for 24 months of services. Please submit budget requests commensurate with the scale of your proposed event(s).**

**Target Neighborhoods: Citywide**

**Target Population(s): None specified.**

- OEWD seeks proposals from **nonprofit** entities to coordinate and implement cultural events, activations and festivals that amplify and center the cultural contributions of San Francisco's African American/Black communities
- Proposals must clearly articulate the program's positive impact on the local African American/Black communities, and must spur economic opportunity for local residents and businesses in San Francisco
- Funds may be used for **direct event production and/or a mini-grant program, securing permits, marketing, equipment, supplies, entertainment, and documentation of events.**

# Program Area L: Stabilization Services for Storefront Businesses (Retention and Relocation Assistance)

**Maximum Budget Request: \$1,500,000**

**Anticipated # of Awards: 2 or more**

**Total Funding: OEWD expects to allocate a total of \$3,000,000 in initial awards for 36 months of services.**

**Target Neighborhoods: Citywide**

**Target Populations: San Francisco small businesses in need of technical and legal assistance to prevent displacement.**

- OEWD seeks proposals from **nonprofit or for-profit** entities to provide **legal, mediation, and/or technical support services to for-profit small businesses to prevent displacement from leased commercial spaces in San Francisco.**
- Funds can be used for staff, direct assistance (e.g. back-rent assistance), system-wide coordination and litigation skill-building, program delivery, and indirect costs (not to exceed 15% of direct costs)
- Project teams must include at least one attorney, licensed in California

# Program Area M: Business Development and Technical Assistance for Small Businesses and Entrepreneurs

**Maximum Budget Request: \$500,000**

**Anticipated # of Awards: 4 or more**

**Total Funding: OEWD expects to allocate a total of \$2,500,000 in initial awards for 12 months of services.**

**Target Neighborhoods: Citywide**

**Target Populations: Businesses deeply rooted in low-income and historically underserved communities in San Francisco**

- OEWD seeks proposals from **nonprofit or for-profit** entities to **support the start and growth of microenterprises, small businesses, and entrepreneurs with capacity-building services, improvement of digital skillsets, technical assistance, and business development programs.**
- Activities may include Outreach, Assessment and Referral services, Small Business Concept Development, Technical Assistance and Coaching, Small Business Trainings, and other specialized services

# Program Area N: Real Estate Case Management Services

**Maximum Budget Request: \$100,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$500,000 for initial awards for 12 months of services**

**Target Neighborhoods: Citywide**

**Target Populations: San Francisco small businesses**

- OEWD seeks proposals from **nonprofit or for-profit** entities to provide direct real estate services and manage a program that coordinates and supports storefront activation services
- Services may include **coordination with the City to prioritize key corridors/storefronts, coordination with community partners and real estate brokers, business outreach, real estate services, and coordination of a tenant pipeline to help quickly fill vacant commercial storefronts.**
- Strong proposals will include at least one California licensed real estate broker

# Program Area O: Entrepreneurship Mini-Grant Program for Those with Limited Resources and High Barriers to Capital

**Maximum Budget Request: \$100,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$100,000 for initial awards for 12 months of services.**

**Target Neighborhoods: Citywide**

**Target Populations: Women-identified entrepreneurs**

- OEWD seeks proposals from **nonprofit** entities to provide focused **business development support, including access to capital, for entrepreneurs**, including, without limitation, all ethnicities, and populations in San Francisco with a focus on entrepreneurs that identify as women
- Funds can be used for staffing, program delivery, indirect (no more than 15%), and mini-grants (80%+ of budget request)

# Program Area P: SF Shines Small Business Support

**Maximum Budget Request: \$750,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$750,000 for initial awards for 12 months of services.**

**Target Neighborhoods: Citywide**

**Target Population(s): San Francisco small business owners**

- OEWD seeks proposals from **nonprofit** entities to administer storefront improvement grant funds that support independently-owned and operated small businesses.
- Budgets should include a set-aside for grant awards so that businesses may cover the costs of design, minor construction, and other related activities
- Mini-grant programs and awards must be pre-approved, and applicants must have the capacity to cover mini-grant costs for at least 60 days.

# Program Area Q: Arabic Small Business Technical Assistance Services in Support of Economic Recovery

**Maximum Budget Request: \$75,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$75,000 in initial awards for 12 months of services.**

**Target Neighborhoods: Citywide**

**Target Population(s): Small businesses that speak Arabic as a preferred language**

- OEWD seeks proposals from **nonprofit** entities to provide specific technical services through targeted outreach to small businesses that speak Arabic as a preferred language in a culturally competent manner.
- Funds can be used for **culturally-specific business strengthening services, pursuing resources to promote operational efficiency, social responsibility programs, neighborhood revitalization projects, and social media and marketing activities**



# Program Area R: Commercial Corridor Public Safety Interventions

**Maximum Budget Request: \$250,000**

**Anticipated # of Awards: 1**

**Total Funding: OEWD expects to allocate a total of \$250,000 for initial awards for 12 months of services.**

**Target Neighborhoods: Citywide**

**Target Population(s): Small businesses, residents and visitors in commercial corridors citywide**

- OEWD seeks proposals from **nonprofit** entities to develop small business and commercial corridor specific safety strategies and implement related safety measures.
- Funds can be used for all reasonable and necessary expenses to support safety initiatives such as **developing small business and commercial corridor safety assessments, implementing safety measures and safety plans, installing safety equipment (in conformance with the City's Surveillance Technology Plan), budget planning, and stakeholder engagement**

# Program Area S: Entrepreneurship Training Program Centering People Older than 55

**Maximum Budget Request: \$300,000**

**Anticipated # of Awards: 1 or more**

**Total Funding: OEWD expects to allocate a total of \$300,000 for initial awards for 24 months of services**

**Target Neighborhoods: Citywide**

**Target Populations: Small business owners and entrepreneurs that are older than 55**

- OEWD seeks proposals from **nonprofit** entities to support people older than 55 years of age to start, stay, and grow their small businesses in San Francisco
- Funds can be used for all reasonable and necessary expenses to support a variety of capacity building and business strengthening activities, such as **Outreach, Assessment and Referrals, Small Business Concept Development, 1:1 Technical Assistance and Coaching, Small Business Trainings, and other specialized services.**

## About Economic Recovery and Regeneration (ERR)

The **Economic Recovery and Regeneration (“ERR”) Division** coordinates the City’s economic recovery resources and initiatives to ensure that all communities can rebound from the devastating impacts of the COVID-19 pandemic. This team leads the design and delivery of public space activation, beautification, and safety initiatives in targeted areas throughout the City, with particular emphasis on communities and business sectors that have been most adversely impacted by COVID.

# Program Area T: Downtown Public Space Activations

**Maximum Budget Request: \$250,000**

**Anticipated # of Awards: 3 or more**

**Total Funding: OEWD expects to allocate a total of \$1,000,000 for initial awards, over 12 months**

**Target Neighborhoods: Greater Downtown neighborhoods, inclusive of the Financial District, Union Square, East Cut, Yerba Buena, South of Market Area (SOMA), Embarcadero, and Mid-Market and Civic Center.**

**Target Populations: Small businesses, residents, property owners in the Downtown neighborhoods, emphasizing those with continued losses to economic activity**

- OEWD seeks proposals from **nonprofit or for-profit** entities to support economic recovery efforts in the greater downtown neighborhoods through **events and activations**
- Funds can be used for **ongoing, re-occurring, or seasonal activations** that drive foot traffic. Programming should occur daily, weekly or monthly (rather than a single event).
- Funding will be prioritized for neighborhoods experiencing the slowest recovery, and ranked within target neighborhoods to ensure funding can be distributed broadly.

# About Workforce Development

The **Workforce Development Division** of OEWD trains and connects San Franciscans to sustainable jobs with career growth opportunities and promotes prosperity for all residents, including the unemployed, underemployed, and hard-to-employ residents. Our workforce system supports training and development pipelines for qualified candidates toward some of San Francisco's core industries, including construction, health care, hospitality and tech.

For more information, visit: <https://sf.gov/departments/office-economic-and-workforce-development/workforce-development-division>

# Program Area U: Hospitality Sector Workforce Programs

**Maximum Budget Request: \$600,000 for one strategy; \$1.2M for both strategies**

**Anticipated # of Awards: 1 Coordinator and up to 8 Occupational Skills Training Providers**

**Total Funding: OEWD expects to allocate a total of \$3.6M for initial awards, over 24 months**

**Target Populations: Transitional Aged Youth (TAY), young people, and adults, with a focus on communities with high rates of unemployment, who are interested in careers in the Hospitality industry.**

- OEWD is seeking proposals for **two strategies** to support the hospitality industry: The **Coordinator** works with a broad network of training partners, sector employers, Unions, educational institutions, and other stakeholders to connect jobseekers to sector-related, unsubsidized employment. **Occupational Skills Training** grantees deliver contextualized training to jobseekers in need of credentials and work experience to succeed in the industry.
- Programs should target at least one of four sub-sectors: **Food and Beverage Services; Hotel Guest Services and Accommodations; Commercial Cleaning**, and; **Facilities Safety/Security**
- Applicants may apply to provide **one or both strategies** through one proposal
- For more information about current Hospitality sector programming, including current funded partners, visit this site: <https://sf.gov/apply-train-career-hospitality>

# Program Area V: Industries of Opportunity Programs

**Maximum Budget Request: \$600,000**

**Anticipated # of Awards: up to 6**

**Total Funding: OEWD expects to allocate a total of \$3.6M for initial awards, over 24 months**

**Target Populations: Transitional Aged Youth (TAY), young people, and adults, with a focus on communities with high rates of unemployment.**

- OEWD is seeking proposals for workforce development activities in **sectors that are in-demand, facing staffing shortages, and have the capacity to provide significant career pathway opportunities.**
- Programs should include, at minimum, the following services: **curriculum development, implementation and training, placement in unsubsidized employment, and follow-up services.**
- Proposed training should be validated by labor market research and Labor Market Information (LMI) data.
- Grantees will be able to market program offerings through the robust San Francisco workforce network, and partner with other agencies to leverage services and resources for program participants.

# Program Area W: TechSF Sector On-Ramps

**Maximum Budget Request: \$600,000**

**Anticipated # of Awards: up to 3**

**Total Funding: OEWD expects to allocate a total of \$1.8M for initial awards, over 24 months**

**Target Populations: Transitional Aged Youth (TAY), young people, and adults, with a focus on communities with limited access to technical education, digital skills, and professional training, who are interested in pursuing a technical career.**

- OEWD is seeking proposals for **foundational learning and career exploration** services within the technology sector.
- Successful models will include **postsecondary education enrollment, financial incentives, work-based learning**, and other related activities that build education credentials while participants earn money.
- On-ramp programs serve as feeders to the TechSF Sector Coordinators and Occupational Skills Training programs. For more information about current Tech sector programming, including current funded partners, visit this site: <https://sf.gov/apply-train-career-technology>



# QUESTIONS?

- Please submit your questions in the chat.  
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 226 website.
- You may still submit questions until 11:59 P.M. on **Monday, May 8, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-226>

# Timeline

- April 20, 2023: RFP 226 published on OEWD website
- April 26, 2023: Technical Assistance Conference
- April 28, 2023: Online application form published to website
- May 8, 2023: Deadline to submit questions (11:59pm)
- May 10, 2023: Final Q & A Posted to RFP website
- **May 18, 2023: Proposals due by 5pm Deadline**

<https://sf.gov/resource/2023/request-proposals-rfp-226>

# HOW TO APPLY

Applications will be accepted online only.

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-226>

## Apply

The online application will be posted here on **Friday, April 28, 2023**.

View the questions that are in the application in Appendix A linked below. All elements of the proposal package must be submitted online by the application deadline on **Thursday, May 18, 2023 at 5:00 PM**.

Need help with the online application? Join one of our Drop-in TA Sessions (registration links available at the above website).

# HOW TO APPLY

Note, the online application has changed!

After you enter your organizational information and details on your Board, staff, and budget, you will be asked to confirm whether you are applying to **Area A** or **Areas B through W** (screen 6)

As **Area A** has its own distinct question set, the form will split once you select a program area

**Need help with the online application? Join one of our Drop-in TA Sessions (registration links will be available at the above website by Friday, 4/28)**

### Program Area

Please check one box indicating the program area for this proposal. Proposers may seek funding in more than one area, however, a separate application must be filed for each funding area that the applicant wishes to provide services for. Check only one area.

Once you select from the Program Area options (below) and submit this form, you will be **REDIRECTED** to the rest of the application. **You must submit this form in order to access the remaining questions in the application.**

For Area A, you will be directed to an eligibility screen. If eligible for Area A, you can move on to completing the Supplemental Organization and Project Information sections and submit the proposal packet.

For Areas B through W, you will complete three additional sections of the proposal: Section 2, Approach, Activities and Outcomes (including any Supplementary Questions and Requirements), Section 3, Performance Measurement and Reporting, and Section 4, Fiscal Management and Budget.

It is only after you complete all sections of the application that you will be able to submit your proposal packet for consideration. Please contact [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org) before the submission deadline if you are having any trouble with the application.

**Program Area List:** Select one \*

- Program Area A - Nonprofit Sector Resilient Ownership
- Program Areas B - W

[Previous Page](#)

[Submit](#)

# HOW TO APPLY

Once you **submit Screen 6**, you will be taken to the appropriate application to complete the remaining questions.

- *Note, if applying to areas B through W, your form will populate any applicable Supplementary Questions and Requirements **only after** you select the Program Area*

### Program Area

Please check one box indicating the program area for this proposal. Proposers may seek funding in more than one area, however, a separate application must be filed for each funding area that the applicant wishes to provide services for. Check only one area.

Once you select from the Program Area options (below) and submit this form, you will be **REDIRECTED** to the rest of the application. **You must submit this form in order to access the remaining questions in the application.**

For Area A, you will be directed to an eligibility screen. If eligible for Area A, you can move on to completing the Supplemental Organization and Project Information sections and submit the proposal packet.

For Areas B through W, you will complete three additional sections of the proposal: Section 2, Approach, Activities and Outcomes (including any Supplementary Questions and Requirements), Section 3, Performance Measurement and Reporting, and Section 4, Fiscal Management and Budget.

It is **only after you complete all sections of the application that you will be able to submit your proposal packet for consideration.** Please contact [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org) before the submission deadline if you are having any trouble with the application.

Program Area List: Select one \*

- Program Area A - Nonprofit Sector Resilient Ownership
- Program Areas B - W

[Previous Page](#)

[Submit](#)

**Your Application is not submitted until you complete ALL questions (see Appendix A) and upload all required documents! Successfully submitting Screen 6 does not mean you have submitted a complete proposal.**

# HOW TO APPLY

Please pay attention to all supplementary requirements and forms!

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-226>

## A. How to Apply

Complete applications shall include all of the items listed in the Proposal Package Checklist, below. Instructions and tips on completing all Proposal Package documents are included following the Checklist and all templates noted can be downloaded from <https://sf.gov/information/bid-opportunities>.

**Proposal Package Checklist** - The following items must be completed and included in the application package.

### Templates provided as Appendices to RFP 226:

- Appendix B, Proposed Budget** template – Please list your proposed project budget on this template and upload it where prompted before you submit your application. Please do not convert this file to a PDF document before you upload it; the application will only accept Excel (.xls) file format.

See **page 118** of the RFP for the full checklist of required attachments, under “How to Apply”

**Need help with the online application? Join one of our Drop-in TA Sessions (registration links will be available at the above website by Friday!).**



# Supplier Instructions

For general questions regarding the Supplier registration process, contact the User Support Desk 415-944-2442 or email [sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)

# Supplier Instructions

- Supplier Registration
- Business Tax Compliance (TTX)
- Equal Benefits (12B) Compliance (CMD)
- Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)



# Supplier Instructions

<https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

## Become a Supplier

A guide to becoming a Fully Compliant Supplier.

### First become a Registered Bidder...

The first step to begin working with the City is to [complete a short registration process](#) to become a "Registered Bidder". This will allow you to view and bid on Sourcing Events.

### ...then Become a Fully Compliant Supplier

After becoming a Registered Bidder, you can then advance your status to become a Fully Compliant Supplier, which allows you to be fully awarded City contracts. The steps to do this are as follows:

- 1 Complete a [San Francisco Business Tax Registration](#)
- 2 Complete a [12B Equal Benefits Declaration](#)

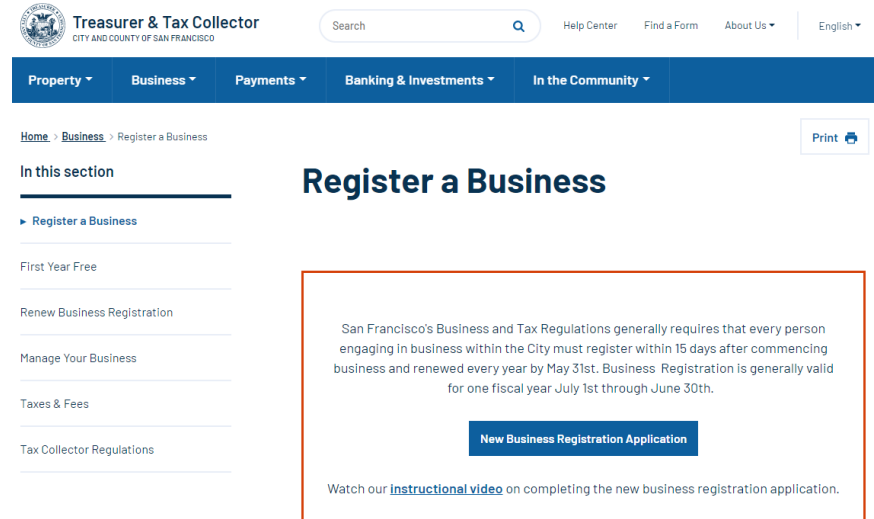
In addition to the hyperlinked directions above, you can click here to view step-by-step directions on [How to Become a Fully Compliant Supplier](#).

Additional Programs and Forms that may apply to you as you work with the City include the following:

- OPTIONAL 14B LBE Certification for Small Local Businesses
- Requirements Based on Your Annual Business with the City
- Contract-Related Requirements
- First Source Hiring Program
- Insurance
- Payment (Labor and Material) Bond
- Performance Bond
- Sweatfree Contracting Ordinance

# Supplier Instructions – Business Tax

- Registration is required within 15 days after commencing business and renewed annually by May 31st.
- To register your business, visit <https://sftreasurer.org/business/register-business>
- For additional support, visit the Help Center at the above website



The screenshot shows the website for the San Francisco Treasurer & Tax Collector. The header includes the city logo, the title 'Treasurer & Tax Collector CITY AND COUNTY OF SAN FRANCISCO', a search bar, and navigation links for 'Help Center', 'Find a Form', 'About Us', and 'English'. A blue navigation bar contains links for 'Property', 'Business', 'Payments', 'Banking & Investments', and 'In the Community'. Below this, the breadcrumb trail reads 'Home > Business > Register a Business'. A 'Print' button is visible in the top right. The main heading is 'Register a Business'. A text box contains the following information: 'San Francisco's Business and Tax Regulations generally requires that every person engaging in business within the City must register within 15 days after commencing business and renewed every year by May 31st. Business Registration is generally valid for one fiscal year July 1st through June 30th.' Below this text is a blue button labeled 'New Business Registration Application'. At the bottom of the text box, it says 'Watch our [instructional video](#) on completing the new business registration application.'

# Supplier Instructions – Business Tax

- If you are already registered, connect your Business Account Number with your existing Bidder/Supplier ID: <https://newbusiness.sfgov.org/vendor/banAndVendorNumber.aspx>
- The Business Tax Renewal page is expected to go live by **April 30<sup>th</sup>**.
- For assistance:  
[TTX.VendorAccounts@sfgov.org](mailto:TTX.VendorAccounts@sfgov.org)

## City Bidder / Supplier Requirements

After you become a **Registered Bidder**, you need to take additional steps before you can become an **Approved Supplier** and be fully awarded City contracts:

1. Complete a San Francisco [New Business Registration Application](#). You will be asked for your Bidder ID number during the registration process. If you are already registered in San Francisco, you need to **connect your San Francisco Business Account Number** with your existing Bidder ID/Supplier ID to proceed.

### Not sure if you are required to register?

Complete [this questionnaire](#). If you are not required to register the form will have you declare those facts. If you are required to register, the form will take you to the online business registration application. It's important to select "Yes" or "No" to each question on the form so you are routed correctly.

# Chapter 12B Equal Benefits Ordinance

Most businesses that contract with the City are required to include domestic partners in employee benefits.

## **Domestic Partners**

- same-sex and different-sex couples registered with any state or local government agency
- same proof of relationship/waiting period requirements for domestic partnerships and marriages
- domestic partner registry certificates = marriage certificates

# Compliance - Chapter 12B Equal Benefits

## 3 documents

1. Online 12B Declaration
2. Proof of employee count (*example: IRS Form 941*)
3. Memorandum to employees that summarizes domestic partner policies

# Supplier Instructions – 12B Equal Benefits

- Log in to the SF City Partner portal  
<https://sfcitypartner.sfgov.org/>
- On the Certification menu, click 12B Declaration
- Click Add A New Value (necessary boxes self-populate)
- Click ADD
- Fill in the 12B Declaration
- Click Save
- Click Submit

# Contact for Help – 12B Equal Benefits

Equal Benefits compliance information and assistance in completing the online 12B Declaration:

Equal Benefits Unit

415-581-2310

[cmd.equalbenefits@sfgov.org](mailto:cmd.equalbenefits@sfgov.org)

[www.sfgov.org/cmd](http://www.sfgov.org/cmd)



# Office of Labor Standards Enforcement

---

## PREVAILING WAGE

San Francisco's prevailing wage laws create wage and benefit requirements for certain types of work – typically construction related tasks. However, certain limited types of non-construction work are also covered by the City's prevailing wage requirements.

OLSE's website thoroughly explains San Francisco's prevailing wage requirements for contractors.

An explanation of prevailing wage *for construction* related work can be found at:  
<https://sf.gov/information/understanding-prevailing-wage>

An explanation of prevailing wage *for non-construction* related work can be found at:  
<https://sf.gov/information/understanding-prevailing-wage-non-construction-workers>

Our office is available as a resource to answer any questions you may have. We can be reached via email at: [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org) or via phone at **(415) 554-OLSE (6573)**





# Minimum Compensation Ordinance (MCO) Health Care Accountability Ordinance (HCAO) Health Care Security Ordinance (HCSO)

Presented on 4/26/23

For OEWD

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

**This presentation is customized  
for the award of grants.**



# If the labor performed is NOT covered under Prevailing Wage, it may be covered under the following:

## *Citywide Labor Laws*

- Health Care Security

## *Contracting Labor Laws*

- Minimum Compensation
- Health Care Accountability



# Non-Profit Summary for Grant Awards

## *Citywide Labor Laws*

- Health Care Security

## *Contracting Labor Laws*

- Minimum Compensation

# For-Profit Summary for Grant Awards

## *Citywide Labor Laws*

- Health Care Security

## *Contracting Labor Laws*

- Minimum Compensation
- Health Care Accountability

# Minimum Compensation Ordinance (MCO)

## MCO: Covered Employer

- For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world with a San Francisco City contract or grant
- Includes subcontractors and subtenants

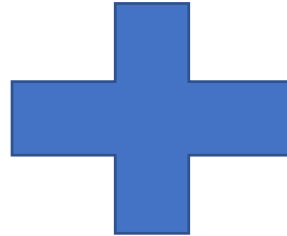
## MCO: Covered Employee/Worker

- Anyone working for a covered employer on a City contract
- Worker/Employee is anyone – doesn't matter if full-time, part-time, contract, casual, etc.



# MCO

## Required Wages and Paid Time Off (PTO)



- MCO wages are higher than the SF Minimum Wage Rate
- PTO must meet MCO Requirements



# MCO Wage Requirements

Effective July 1, 2022:

- *\$19.15 per hour – For-profit Rate\**
- *\$17.90 per hour – Non-profit Rate\*\**

\*For-Profit Annual increases every July 1 based on the increase in the Consumer Price Index. (*For-profit rate will be \$20.30 effective 7/1/23*)

\*\*Non-Profit increases are based on City Budget (July-August)

**Check the MCO webpage for the current MCO rates.**



Office of Labor Standards Enforcement





# Health Care Accountability Ordinance (HCAO)

## Contract Requirement

### Non-Profits

- Grants to **NON-PROFITS** are **exempt** from HCAO but company may need to comply with HCSO (CCSF citywide labor law)

### For-Profits

- **FOR-PROFITS** need to comply with HCAO and maybe HCSO



# Health Care Accountability Ordinance (HCAO)

## HCAO: Covered Employer

- **For-profit with 20 or more employees (anywhere)**
- with a City contract
- Includes subcontractors

## HCAO: Covered Employee/Worker

- Anyone working for a covered employer on a City contract at least 20 hours a week



# Health Care Security Ordinance (HCSO)

## Non-Profits

May need to comply with HCSO

## For-Profits

If the employee/worker does not work 20 hours or more a week AND performs work in the City and County of San Francisco, then the company may need to comply with the Health Care Security Ordinance (HCSO).



# MCO & HCAO Declaration Forms

- Required for contracts \$25,000 or more
- **Send completed forms to [sfcitypartnersupport@sfgov.org](mailto:sfcitypartnersupport@sfgov.org)**
- There is no waiver or exemption for the Declaration requirement
- MCO & HCAO Units can explain compliance requirements



# Videos On Demand (VOD) Library

<https://wayback.archive-it.org/20244/20221104220555/https://sfgov.org/olse/olse-trainings-and-videos>

The screenshot shows a web browser window displaying the Office of Labor Standards Enforcement (OLSE) website. The browser's address bar shows the URL: <https://wayback.archive-it.org/20244/20221104220555/https://sfgov.org/olse/olse-trainings-and-videos>. The website header features the OLSE logo and the text "Office of Labor Standards Enforcement". A navigation menu includes links for Home, About OLSE, Citywide Laws, Contractor Laws, Workplace Postings, Contact Us, For Workers, Para Trabajadores, and 雇员. The main content area is titled "OLSE Trainings and Videos" and includes a sub-section for "On-Demand Library for Employers". Below this, there are two columns of links: "City-wide Labor Laws" and "Contractor Labor Laws". The "Contractor Labor Laws" link is highlighted. A sidebar on the right contains a list of "ABOUT OLSE" links, including "About the Director", "OLSE Statutory Authority", "Annual Reports", "Trainings", "General Services Agency (GSA)", "OLSE Videos", "Contracting Opportunities", and "Documents". The bottom of the page shows "San Francisco Paid Sick Leave Videos" and "English".

OLSE Trainings and Videos | Office of Labor Standards Enforcement

Home About OLSE Citywide Laws Contractor Laws Workplace Postings Contact Us For Workers Para Trabajadores 雇员

Home > About OLSE > OLSE Trainings and Videos

## OLSE Trainings and Videos

### On-Demand Library for Employers

Watch this video to find out the difference between City-wide Labor Laws and Contractor Labor Laws.

[City-wide Labor Laws](#) [Contractor Labor Laws](#)

Do you have a business operating in San Francisco? Do you have a contract (agreements to perform work, lease, permits, etc.) with the City and County of San Francisco?

### San Francisco Paid Sick Leave Videos

English

ABOUT OLSE

- About the Director
- OLSE Statutory Authority
- Annual Reports
- Trainings
- General Services Agency (GSA)
- OLSE Videos**
- Contracting Opportunities
- Documents

SHARE THIS

# Office of Labor Standards Enforcement (OLSE)

For additional information about these policies, contact:

## **Office of Labor Standards Enforcement**

San Francisco City Hall

1 Dr. Carlton B. Goodlett Place, Room 430

San Francisco, CA 94102

<https://sf.gov/departments/office-labor-standards-enforcement>

**Prevailing Wage:** (415) 554-OLSE (6573) - [prevailingwage@sfgov.org](mailto:prevailingwage@sfgov.org)

**MCO & HCAO:** (415) 554-7903 - [mco@sfgov.org](mailto:mco@sfgov.org), [hcao@sfgov.org](mailto:hcao@sfgov.org)

**HCSO:** (415) 554-7892 - [hcsos@sfgov.org](mailto:hcsos@sfgov.org)

## QUESTIONS?

- Please submit your questions in the chat.  
*Please include the **program area** you are interested in, or list “Administrative” if your question is general in nature.*
- Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 226 website.
- You may still submit questions until 11:59 P.M. on **Monday, May 8, 2023** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-226>



SAN FRANCISCO

OFFICE OF ECONOMIC &  
WORKFORCE DEVELOPMENT

**<https://sf.gov/resource/2023/request-proposals-rfp-226>**

Email our team: [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org)

Subscribe for updates at: [owd.org/email](https://owd.org/email)