



December 11, 2023
3:00 P.M.-5:00 P.M.

Technical Assistance Conference

Request for Proposals #228

Economic Development Grants

RFP Issued: December 4, 2023
Proposals Due: January 17, 2024 by 5:00 P.M.

San Francisco Office of Economic and Workforce Development
<https://sf.gov/resource/2023/request-proposals-rfp-228>



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 #228

The **\$7.9 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 **21 distinct program areas** across 3 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 10** of the RFP.

<https://sf.gov/resource/2023/request-proposals-rfp-228>

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 228 website.
- You may still submit questions until 11:59 P.M. on **January 3, 2024** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-228>

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: Union Square Market Hall

Maximum Budget Request: \$500,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$500,000 to cover 12 months of services.

Target Neighborhoods: Union Square

Target Population(s): Small businesses, artists, nonprofits and entrepreneurs with limited resources and high barriers to capital.

- OEWD is seeking proposals from both **nonprofit and for profit** organizations to **establish and operate a multi-vendor market hall** in the Union Square area featuring local retailers, artists, food and beverage providers or other vendors based in San Francisco and the Bay Area.
- Eligible activities under this program may include: **Lease negotiations; Architectural, design, legal and permitting costs; Selecting and negotiating leasing agreements with sub-tenant vendors; Community outreach and engagement; Marketing and promotional activities; and Ongoing operational costs for the space.**
- Applicants must provide a **Letter of Intent (LOI)** signed by the applicant and the property owner confirming that the parties are in active negotiations to lease a property in the Union Square area for a period of **at least 3 years**.

Program Area B: Union Square Tenant Attraction

Maximum Budget Request: \$500,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$500,000 to cover 12 months of services.

Target Neighborhoods: Union Square

Target Population(s): Residents, business, workers, and visitors to Union Square

- OEWD is seeking proposals from **nonprofit and for profit** organizations to lead a targeted tenant attraction campaign to identify **1-3 signature destination retail or food and beverage tenant(s) for a vacant ground floor retail space(s) in Union Square**, specifically on Powell Street between Market and Post Streets for a lease term of at least 3 or more years.
- Eligible Activities under this program may include: **Tenant attraction; Brokerage, and lease negotiation services; Developing a panel for approval by the City to select final tenant(s); Managing distribution of grant funds to selected tenant(s).**
- Must have a minimum of **3 years of experience** providing brokerage, leasing or related services to retail or food and beverage tenants in San Francisco or other major global markets.

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 C: Castro cultural activation, targeting Queer and Transgender Asian American and Pacific Islander communities

Maximum Budget Request: \$30,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate total of \$30,000 for an award to cover 1 event.

Target Neighborhoods: Castro

Target Population(s): Castro merchant community.

- OEWD is seeking proposals from **nonprofit** organizations to **coordinate and implement a cultural event in the Castro commercial corridor to celebrate communities such as Asian American and Pacific Islander queer and transgender community members and encourage visitor engagement.**
- Funding in this area may support a **new or existing** neighborhood event.
- Proposed budgets should be no more than **\$30,000 for one event**, with a minimum attendance of 100 individuals.
- Applicants must have experience designing, coordinating, and implementing successful neighborhood events, and demonstrate experience working in the Castro neighborhood.

Program Area D: Excelsior Economic Vitality

Maximum Budget Request: \$350,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$350,000 for 12 months of services.

Target Neighborhoods: Excelsior, Outer Mission

Target Population(s): Excelsior and Outer Mission small business owners.

- OEWD is seeking proposals from **nonprofit** organizations to support the Excelsior Outer Mission business community.
- Eligible activities may include: **business outreach and engagement; marketing and producing cultural heritage events and activations; coordinating cleaning and beautification services within the Mission Street commercial corridor** (Silver Avenue to Geneva Avenue); Developing and implementing mini-grant programs that support economic development goals and/or disbursing funds to small businesses.
- Must be Excelsior or Outer Mission-based community organization established for at least 5 years.

Program Area E: Civic and Cultural Event Honoring Jerry Garcia

Maximum Budget Request: \$60,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$60,000 for 12 months of services.

Target Neighborhoods: Excelsior (event must occur at Jerry Garcia Amphitheater, located in John McLaren Park).

Target Population(s): San Francisco residents and visitor fan base of legendary rock group The Grateful Dead.

- OEWD is seeking proposals from **nonprofit** organizations to **coordinate and implement a single civic and cultural event that amplifies and celebrates San Francisco and Excelsior District native Jerry Garcia.**
- The goal of the event is to **encourage local merchant participation and support economic activity along the Excelsior commercial corridors** (Mission Street between Silver Avenue and Morse Street & Geneva Avenue between Athens Street and Gloria Court).
- No less than **80% of funds must support event costs.**
- Applicant must have a minimum of five (5) years of experience producing a similar civic and cultural event with a specific and similar focus.

Program Area F: Japantown Public Safety Interventions

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$300,000 to cover 15 months of services.

Target Neighborhoods: Japantown

Target Population(s): Japantown residents and businesses, and tourists that visit Japantown.

- OEWD is seeking proposals from **nonprofit** organizations to **implement small business and commercial corridor-specific safety interventions involving community partners** to create an environment that **feels safe, welcoming, active and vibrant in Japantown.**
- Eligible Activities include: **Community Ambassadorship; Partnerships, Coordination and Engagement; Business Outreach and Strengthening; Mini-Grant Programs; Economic Development Marketing and Activations; Public Safety Interventions to Improve Visitor and Resident Experience; Enhanced Cleaning of Sidewalks and Public Realm.**

Program Area G: Capacity for Lower Fillmore Community Based Collaboration

Maximum Budget Request: \$40,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$40,000 for 12 months of services.

Target Neighborhoods: Lower Fillmore

Target Population(s): Organizations, businesses and residents in the Lower Fillmore neighborhood.

- OEWD is seeking proposals from **nonprofit** organizations to support **capacity building, coordination, and collaboration amongst community-based organizations, merchants and residents within Lower Fillmore** to promote strategic partnerships and coordination to further and inform economic development strategies.
- Proposed projects should result in the development of a **one-year work plan** for the collaborative that outlines specific tasks, goals, and timelines.
- Proposed collaboratives must have a strong focus on furthering economic development in the Lower Fillmore, **must be established for a minimum of 3 years**, and must have a current strategic plan.

Program Area H: Lower Fillmore Young Adult Entrepreneur Leadership Program

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$50,000 for 12 months of services.

Target Neighborhoods: Lower Fillmore

Target Population(s): Young Adults aged 16-30 in the Lower Fillmore neighborhood

- OEWD is seeking proposals from **nonprofit** organizations with an established program based in Lower Fillmore that **engages young adults in leadership development activities that promote health and wellness and promote economic empowerment in learning the basics about entrepreneurship.**
- Proposed programs should include an emphasis on **young adult leadership development** by building entrepreneurship skills in the industries of interest such as **fashion design, interior design, graphic design and culinary arts.**
- Proposed programs must have been established for a minimum of 3 years
- Competitive applicants will have experience developing and implementing youth programs in the Western Addition community.

Program Area I: Mission District Commercial Beautification Program for Storefronts

Maximum Budget Request: \$300,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$300,000 for 12 months of services.

Target Neighborhoods: Mission District, with emphasis on the Mission Street commercial corridor.

Target Population(s): Property owners, merchants, local muralists, vacant ground floor commercial buildings.

- OEWD is seeking proposals from **nonprofit** organizations to manage a **Mission District commercial beautification program for storefronts.**
- The primary goal of this program is to **beautify storefronts highly impacted by graffiti and vandalism, including vacant ground floor commercial store fronts that may be boarded up.**
- Applicants must demonstrate the ability to partner with property owners and local Mission District artists, understand the Art Commission's process for installing murals, and **have at least 5 years of experience, or partner with an organization that has at least 5 years of experience, providing services in the Mission District.**

Program Area J: Mission District Ambassador Program

Maximum Budget Request: \$500,000

Anticipated # of Awards: up to 2

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

Target Neighborhoods: Mission

Target Population(s): Residents, businesses and visitors in the Mission District.

- OEWD is seeking proposals from **nonprofit** organizations to manage a Mission District Community Ambassador Program.
- The initial targeted area of focus is **Mission Street between 14th and Cesar Chavez, including alleys such as Lilac, Capp, Osage, and Clarion.** Geographic cover may be expanded or adjusted based on neighborhood needs and available resources.
- Community Ambassadors **shall provide** a consistently **welcoming atmosphere for workers, residents, and visitors to support the reopening of storefront businesses and spur economic activity.**

Program Area K: North Beach Street Beautification

Maximum Budget Request: \$35,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$35,000 for initial award to cover 12 months of services.

Target Neighborhoods: Applicants must be based in North Beach

Target Population(s): Residents, businesses, tourists, visitors, and small businesses and entrepreneurs in the North Beach neighborhood.

- OEWD is seeking proposals from **nonprofit** organizations to coordinate and implement programming and projects that address street cleanliness safety, to create an environment that feels safe, welcoming, active and vibrant in the North Beach community.
- Eligible activities under this program area may include: Neighborhood beautification and street trash pick-up in high pedestrian traffic commercial areas; Coordination and logistics of meetings, collection of data, writing and drafting of reports; Maintain updated public facing information including regarding program outcomes, and Engaging non-English speaking stakeholders.
- Applicant must be physically located in North Beach.

Program Area L: South of Market Area (SOMA) Enhanced Sidewalk Cleaning Implementation Plan

Maximum Budget Request: \$200,000

Anticipated # of Awards: 1 or more

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

Target Neighborhoods: South of Market Area (SOMA), with emphasis on the blocks described below

Target Populations: Residents, businesses, and visitors in the SOMA neighborhood.

- OEWD is seeking proposals from **Community Benefit Districts (CBDs) and nonprofit organizations that directly provide sidewalk cleaning services and/or have experience addressing health and safety-related quality of life issues.**
- Services **must be offered multiple days per week.**
- For initial round of funding, services will be prioritized within the area bound by **5th Street and 6th Street on the east, Minna Street and Folsom Street on the north, South Van Ness Avenue and the U.S. Highway Freeway on the west, and Townsend Street on the south.**

Program Area M: Sunset Outdoor Street Food Night Market Project

Maximum Budget Request: \$150,000

Anticipated # of Awards: Up to 3

Total Funding: OEWD expects to allocate a total of \$150,000 in initial awards to cover 12 months of services.

Target Neighborhoods: Sunset

Target Populations: District 4 Commercial Corridors, Sunset residents, businesses, and visitors.

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to organize and facilitate a **new outdoor food night market to celebrate Asian American and Pacific Islander (AAPI) cultural identity** and connect visitors and residents to an unforgettable food experience.
- Proposals should include the production of a **minimum of 2 events that may occur in different locations within District 4.**
- Eligible Activities include: **Logistical support for events and activations; Marketing and outreach activities, and Business Engagement in Activations. A mini-grant program may be proposed to fund several events.**

Program Area N: Union Square BigBelly Maintenance

Maximum Budget Request: \$50,000

Anticipated # of Awards: 1

Total Funding: OEWD expects to allocate a total of \$50,000 for initial awards to cover 12 months of services.

Target Neighborhoods: Union Square

Target Populations: Residents, businesses, and visitors in the Union Square area.

- OEWD is seeking proposals from **Community Benefit Districts (CBDs) and nonprofit** organizations that **currently utilize BigBelly trash receptacle units within the Union Square area.**
- Eligible activities under this program area may include: **Replacement of existing BigBelly units as needed due to malfunction and/or inability to maintain; Providing necessary cleaning and topping-off as-needed to existing BigBelly receptacles in the district**
- Applicant must have an **established physical location in the Union Square** neighborhood of San Francisco.

Program Area O: Geary Arts Venue Marketing and Activations

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 to cover 12 months of services.

Target Neighborhoods: Union Square, Lower Nob Hill

Target Populations: Residents, businesses, visitors and tourists.

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to **coordinate and implement activations and marketing efforts** that amplify and center the cultural contributions of **San Francisco's arts and entertainment venues on the Geary Street commercial corridor between Van Ness and Powell Streets, as well as other Lower Nob Hill commercial areas.**
- The selected grantee must coordinate across multiple venues and small businesses for a curated experience that will encourage visitors and support economic activity within San Francisco commercial corridors.
- **Applicant must have a minimum of three (3) years of experience providing similar services to small businesses and entrepreneurs.**

Program Area P: Capacity for Community-Based Organization Collaboration, targeting the Latino Community

Maximum Budget Request: \$105,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$105,000 to cover services.

Target Neighborhoods: Citywide

Target Populations: The program shall be made available to nonprofit partners that serve all ethnicities and populations in San Francisco but target Latino-serving community-based organizations.

- OEWD is seeking proposals from **nonprofit** organizations to support **capacity building, coordination and collaboration amongst community-based organizations across service areas** that serve **San Francisco residents and small businesses** with **limited resources and high barriers to economic opportunities**.
- The intent of this program area is to support the **facilitation of convenings, research, community engagement, administration and strategic planning across multiple agencies to highlight community challenges, opportunities and progress** made as a collective to further the well-being of the communities in San Francisco, such as the Latino communities.
- Proposed collaboratives **must be established for a minimum of 3 years**

Program Area Q: Outreach, Engagement and Marketing Services for the Small Business Construction Mitigation Program

Maximum Budget Request: \$350,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$350,000 in initial awards to cover 12 months of services.

Target Neighborhoods: Citywide, with emphasis on neighborhoods impacted by moderate to major public construction projects

Target Population(s): Small businesses and merchant associations in construction impact zones with a planned or active moderate to major-impact construction projects.

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to administer **public outreach, engagement and marketing services** for the **Small Business Construction Mitigation Program**.
- Applicants must have experience in: **Neighborhood Marketing; Stakeholder engagement; brand creation, survey and brand development; Communications and public relations.**
- Applicant must have a minimum of **three (3) years of experience** providing similar services to small businesses and merchant associations.

Program Area R: Skateboarding Retail Activations

Maximum Budget Request: \$150,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$150,000 for initial award to cover 12 months of services.

Target Neighborhoods: Citywide, with emphasis on the Mission, Tenderloin, Mid-Market, South of Market Area (SOMA).

Target Population(s): Small businesses, residents, visitors, and entrepreneurs.

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to develop partnerships and collaborate with **retailers that sell skateboards and related goods** to activate spaces in a way that contributes to neighborhood vitality by strengthening small businesses, improving physical conditions, increasing quality of life, and building local community capacity.
- Eligible activities under this area include: **Event Coordination and Compliance; Entertainment Sourcing Logistical support for events and activations; Marketing and outreach activities; Business Engagement in Activations.**

Program Area S: Small Business Incubation Program Grants

Maximum Budget Request: \$500,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$500,000 for initial awards to cover 24 months of services.

Target Neighborhoods: Citywide

Target Populations: San Francisco small businesses that successfully complete a San Francisco business incubation program and intend to open a new storefront.

- OEWD is seeking proposals from **nonprofit** organizations to **establish and coordinate a mini-grant program to support small business incubation activities**, including providing resources to program graduates to assist them with costs associated with **opening a new storefront**. Incubator programs must assess businesses and demonstrate that revenue projections will support opening a new storefront.
- Nonprofit organizations eligible to apply must have a minimum of **3 years remaining on their existing lease or own a physical facility** for purposes of incubating entrepreneurs and small businesses.

Program Area T: Small Business Relief Grant Administration

Maximum Budget Request: \$1,108,862

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$1,108,862 to over 12 months of services.

Target Neighborhoods: Citywide

Target Populations: The program shall be made available to all ethnicities and populations in San Francisco but target low-to-moderate income small business owners who have been unable to access other COVID-19 recovery programs barriers such as limited proficiency in the English language, and lack of access to technical tools and training.

- OEWD is seeking proposals from **nonprofit** organizations to **administer small business grant funds** that support independently-owned and operated small businesses.
- The goal of the fund is to **provide immediate financial assistance and resources to small business owners** that have been identified by OEWD for stabilization support, who meet an established criteria identified by OEWD.
- Applicants must have at least **three years of experience** conducting similar programs and the financial capacity to cover fund disbursements totaling up to **\$500,000 per month**.



a division of



SAN FRANCISCO

OFFICE OF ECONOMIC &
WORKFORCE DEVELOPMENT



San Francisco's central point of information for small businesses



Small Business Assistance

- Help with business registration
- Grant programs
- Business counseling
- Referrals to specialized advisors



Permit Support

- Help with permits for your small business
- Learn where you can locate a business and what is required to open



Available in person
Monday - Friday
9:00 AM Noon & 1:00-5:00 PM

City Hall, 1 Dr. Carlton B. Goodlett Pl.
and
Permit Center, 49 South Van Ness Ave.

415-554-6134
sfsosb@sfgov.org

sf.gov/osb

Program Area U: Small Business Grant Program for Accessible Barrier Removal

Maximum Budget Request: \$500,000

Anticipated # of Awards: 1 or more

Total Funding: OEWD expects to allocate a total of \$2.5M for initial awards, Applicants may propose \$500,000 to cover 12 months of service.

Target Neighborhoods: Citywide

Target Populations: Small Businesses improving the physical accessibility of their place of public accommodation.

- OEWD is seeking proposals from **nonprofit and for-profit** organizations to **administer small business grant funds** that support independently-owned and operated small businesses.
- **The Office of Small Business (OSB)** will determine **program eligibility** for the **small businesses**, and provide the selected grantee(s) with a list of approved grant recipients on a **biweekly basis**.
- As this is a cost-reimbursement grant, qualified applicants **must have the financial capacity to cover fund disbursements totaling on average \$50,000 per month** and disburse payments with either a physical check or digitally, through an Electronic Funds Transfer or similar system.

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 228 website.
- You may still submit questions until 11:59 P.M. on **Wednesday, January 3, 2024** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-228>

Timeline

- December 4, 2023: RFP 228 published on OEWD website
- December 11, 2023: Technical Assistance Conference
- January 3, 2024: Deadline to submit questions (11:59pm)
- January 5, 2024: Final Q & A Posted to RFP website
- **January 17, 2024: Proposals due by 5pm Deadline**

<https://sf.gov/resource/2023/request-proposals-rfp-228>

HOW TO APPLY

Applications will be accepted online only.

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-228>

Apply

[Click here to apply online for RFP 228](#)

View the questions that are in the application in Appendix A (linked below in the *Documents* section).

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

HOW TO APPLY

Please pay attention to all supplementary requirements and forms!

- Visit <https://sf.gov/resource/2023/request-proposals-rfp-228>

III. Application Process

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 sf.gov/resource/2023/request-proposals-rfp-228.

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

Templates provided as Appendices to RFP 228:

- 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 99** 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. More info on website.



Supplier Instructions

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

Supplier Compliance Requirement Instructions

- City Supplier Registration
- Secretary of State (SoS)
- Office of Attorney General (OAG)
- First Source Hiring Program
- Business Tax Compliance (TTX)
- Equal Benefits (12B) Compliance (CMD)
- Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)

Register to become an a City Supplier

<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

California Secretary of State (SoS)

<https://bizfileonline.sos.ca.gov/search/business>



Business UCC Login

Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, a **basic search** will search **only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2)select Request Certificate in the right-hand detail drawer; and (3) complete your request online.


Search by name or file number

Advanced ▾

California Office of the Attorney General (OAG)

<https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>

State of California
Department of Justice



Office of the
Attorney General

HOME ABOUT MEDIA CAREERS REGULATIONS RESOURCES PROGRAMS CONTACT

Registry Search Tool

Search the Files of the Registry of Charitable Trusts

The Registry Search Tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

Note: On the organization details page, under **Filings & Correspondence**, if incorrect documents seem to open when you try to download or view them, try clearing your browser's cache and then also refreshing that page. The order of the documents may change, but those two steps should clear up most issues with the links.

[Registry Status Definitions & Search Tips](#) [Downloadable Lists of Charities](#) [Charities Home Page](#)

For more information on how to cure your delinquent status, visit: <https://oag.ca.gov/charities/delinquency>



FIRST SOURCE HIRING PROGRAM

Advancing Equitable Economic Recovery

December 11, 2023

<https://sf.gov/comply-first-source-hiring-program>

WHAT IS THE FIRST SOURCE HIRING PROGRAM?

- The First Source Hiring Program was enacted into law in 1998 as Chapter 83 of the SF Administrative Code and amended in 2009
- Requires covered employers to make good faith efforts toward employing economically disadvantaged San Francisco residents for entry level positions on applicable projects
- The San Francisco Workforce Development system provides supply of qualified workers to employers with hiring needs, and gives economically disadvantaged individuals the opportunity to apply for entry-level jobs in San Francisco



WHAT IS THE FIRST SOURCE HIRING PROGRAM?

COVERED EMPLOYERS

- **All businesses with City contracts for goods, services, grants or loans in excess of \$50,000** (or in excess of \$350,000 for construction contracts)
- **Employers engaged in commercial activity in over 25,000 square feet space** that involved new construction, an addition, or alteration after April 2001 and resulted in the expansion of entry level positions
- **Businesses who have leases on City property**



HOW DOES FIRST SOURCE HIRING WORK?

- First Source applies to **entry level positions that require less than two years of experience**
- Covered employers submit entry level job descriptions to OEWD's First Source Hiring Program team by submitting a [First Source Workforce Projection Form](#) for every applicable contract
- First Source positions are **promoted across OEWD's network of community and educational partners**
- OEWD and partners **pre-screen applicants to refer qualified candidates to employers**
- Employers make a **good faith effort** to hire First Source candidates



5 STEP PROCESS

1. Complete/submit a [First Source Workforce Projection Form](#) of entry-level positions
2. Register as a First Source Employer with [WorkforceLinkSF](#)
3. Create and submit a job order which includes basic qualifications, wage rate, benefits etc.
4. Make a “good faith effort” to interview and hire referrals from the City’s workforce development system.
5. Submit verification of any hires made with your designated First Source Hiring Specialist.



For more general questions regarding First Source compliance, contact Employer Services at OEWD at:

Employer.Services@sfgov.org

(415)701-4848 (ask for Employer Services)

Supplier Instructions – Business Tax



Bidder / Supplier ID



Connect your Business Account Number to Bidder/Supplier ID

<https://newbusiness.sfgov.org/vendor>

Are you already registered?

Are you a registered business with a Business Account Number (or Business Registration Certificate)? If so, use the link provided to link your Bidder/Supplier ID Number to your Business Account Number [Click here to enter your BAN and Bidder/Supplier ID Number](#)

Supplier Instructions – Business Tax

If you do not have a Business Account Number, complete the questionnaire.

If you are not registered as a business:

Please answer “Yes” or “No” to the questions below to determine if you are required to register as a business with the Office of the Treasurer & Tax Collector.

Does this business:

- Yes No Receive a grant, stipend or honoraria from the SF Arts Commission, as an individual artist or panelist and otherwise does not do business in San Francisco?
- Yes No Maintain a fixed place of business within San Francisco?
- Yes No Perform work or render services within San Francisco for all or part of any seven days during one tax year?
- Yes No Solicit business within San Francisco for all or part of any seven days during one tax year?
- Yes No Exercise corporate or franchise powers within San Francisco?
- Yes No Own or lease real or personal property within San Francisco for business purposes?
- Yes No Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business?
- Yes No Employ or loan capital on property within San Francisco?
- Yes No Liquidate businesses when the liquidators hold themselves out to the public as conducting such business?
- Yes No Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year?
- Yes No Have more than \$500,000 in total gross receipts allocated to the City during the tax year?

Supplier Instructions – Business Tax

CCSF Supplier - Application Form

In-Lieu of Business Registration

I declare that my business does not need to register with the City and County of San Francisco's Office of the Treasurer & Tax Collector because it does not meet any of the following:

- Maintain a fixed place of business within San Francisco.
- Perform work or render services within San Francisco for all or part of any seven days during one tax year.
- Solicit business within San Francisco for all or part of any seven days during one tax year.
- Exercise corporate or franchise powers within San Francisco.
- Own or lease real or personal property within San Francisco for business purposes.
- Regularly maintain a stock of tangible personal property in San Francisco for sale in the ordinary course of business.
- Employ or loan capital on property within San Francisco.
- Liquidate businesses when the liquidators hold themselves out to the public as conducting such business.
- Use streets in San Francisco for business purposes for any part of seven (7) days during the tax year.
- Have more than \$500,000 in total gross receipts allocated to the City during the tax year.

If the Office of The Treasurer & Tax Collector determines that I am conducting business in San Francisco, the City may either cancel the contract or withhold payment ten days after written notification by the Tax Collector. I declare (or certify) under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

| | |
|--|--|
| Full Name: <input type="text"/> | Email Address: <input type="text"/> |
| Name of Company <input type="text"/> | Supplier/Bidder ID Number <input type="text"/> |
| Mailing Address <input type="text"/> | City, State, ZIP <input type="text"/> |
| Tax ID Number <input type="text"/> | Telephone Number <input type="text"/> |

[Continue](#)

If you are not required to have a Business Account Number, you will see this form.

For assistance:
TTX.VendorAccounts@sfgov.org

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 logo, the text '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, a breadcrumb trail reads 'Home > Business > Register a Business'. A 'Print' button is visible in the top right. The main content area is titled 'Register a Business' and features a list of links under the heading 'In this section': 'Register a Business', 'First Year Free', 'Renew Business Registration', 'Manage Your Business', 'Taxes & Fees', and 'Tax Collector Regulations'. A prominent blue button labeled 'New Business Registration Application' is centered in a red-bordered box. Below the button, text states: '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.' At the bottom of the box, it says 'Watch our [instructional video](#) on completing the new business registration application.'

Supplier Instructions – Business Tax

Selecting "yes" enables our office to ask the Supplier Management Team to link your bidder/supplier ID# with your business account#.

Business Identification

Are you establishing this business to be a vendor (City Bidder/Supplier) or participate in procurement processes with the City and County of San Francisco? * Yes No

Supplier ID Bidder ID

[For Assistance:](#)

Email to: TTX.VendorAccounts@sfgov.org

Complying with the Chapter 12B Equal Benefits Ordinance

Contact Equal Benefits Unit

415-581-2310 8:00 a.m. to 5:00 p.m.

cmd.equalbenefits@sfgov.org

<https://sf.gov/chapter-12b-equal-benefits-program>

What is the Chapter 12B Equal Benefits Ordinance?

This is a social policy to ensure that employees of City Contractors are treated fairly and equally. Compliance is required for award of a contract. Employees in domestic partnerships must be treated the same as married employees.

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 accepted the same as marriage certificates

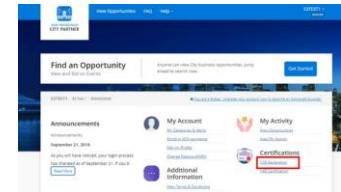
Compliance - Chapter 12B Equal Benefits

3 Documents Needed to Achieve Compliance

1. Complete online [12B Declaration](#)
2. Submit proof of employee count (*example: IRS Form 941*)
3. Provide a copy of the Memorandum to Employees that summarizes domestic partner policies ([Memorandum Template](#))

Instructions – 12B Equal Benefits

1. Gather info needed—1) number of employees in U.S., 2) verification of employee count (IRS 941 or W-3), and 3) Memorandum to Employees.
2. Log in to the SF City Partner portal at <https://sfcitypartner.sfgov.org/>
3. On the certification menu, click 12B Declaration



FAQ and [Link](#) to Equal Benefits Guide

Review Responses in the [Guide, page 10](#))

For example:

- What happens if my entity has no employees?
- What happens if my entity does not offer benefits or benefits are offered to employees only?
- What happens if none of my employees are in a domestic partnership?
- I don't have any employees in San Francisco. Do I still need to complete a 12B Declaration?

NOTE

12B applies to all employees in the United States.

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

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 or via phone at **(415) 554-OLSE (6573)**



Minimum Compensation Ordinance (MCO) & Health Care Accountability Ordinance (HCAO)

Jade San Diego, Compliance Officer

Beverly Popek, Supervising Compliance Officer



Office of Labor Standards Enforcement

A scenic view of the Golden Gate Bridge in San Francisco, California, with the bridge's towers and suspension cables visible against a clear blue sky. The bridge spans across the water, with hills and buildings visible in the distance.

Minimum Compensation Ordinance (MCO)

Covered Employer

- For-profit and nonprofit – 5+ workers (permanent, temporary, etc.) anywhere in the world
- with a City contract
- subcontractors and subtenants need to comply

Covered Employee/Worker

- Anyone working for a covered employer on a City contract
- Working in the US



Compensation = Wages + Time Off



Wage Rates Effective:

7/1/2023-6/30/2024

For Profit Rate: \$20.22

Non-Profit Rate: \$18.93

Annual increases occur every July

1

Paid Time Off (PTO)

- 12 days (Accrual rate is 0.04615 hours)
- PTO is the property of the worker

Unpaid Time Off (UTO)

- 10 days (Accrual rate is 0.03846 hours)
- For use as unpaid sick time





Health Care Accountability Ordinance (HCAO)

Covered Employer:

- For Profits have 20 or more workers anywhere in the world
- Non-Profits have 50 or more workers anywhere in the world
- Has a City Contract
- Subcontractors and subtenants need to comply

Covered Employee:

- Anyone in the US who works at least 20 hours a week or more on a City Contract for services or on the leased property.



HCAO's Three Options- Slide 1 of 2

Employer chooses how to comply with HCAO depending on where the work is performed.

Option 1- Available in all locations in the U.S.

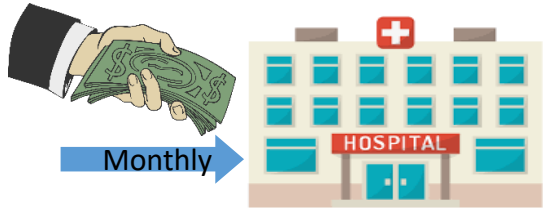
- Offer each covered employee a compliant health plan at no charge to the employee-no later than the first of the month after 30 days.
- Health plan compliance review and answers to HCAO Minimum Standards questions contact Max Gara, Department of Public Health, (415) 554-2621 or max.gara@sfdph.org



HCAO's Three Options- Slide 2 of 2

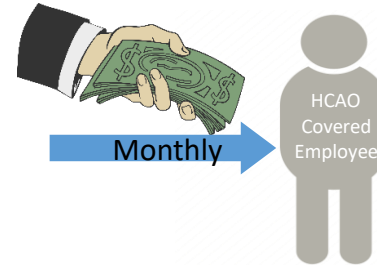
OPTION 2- Available for work performed in the CCSF, SFO, or San Bruno Jail

Pay **HCAO Fee Rate** per employee, per hour to SF General Hospital



OPTION 3- Only available to employees who do **NOT** work in the CCSF, SFO, or San Bruno Jail

Pay the fee amount directly to employee



- Payments capped at 40 hours per week
- Rates adjusted every July 1st
- 7/1/2023-6/30/2024: \$6.35 per hour



MCO and HCAO Declaration Forms

- To contract with the City and County of San Francisco, both the MCO and HCAO Declaration Forms are required for contracts that are \$25,000 or more.
- By completing the Declaration Forms, you are agreeing to comply with the ordinances when the ordinances apply to your firm
- A Department can not request a waiver or exemption for the Declaration requirement



Compliance Reminders and Resources

OLSE Website: www.sf.gov/olse

MCO Webpage: <https://sf.gov/mco>

HCAO Webpage: <https://sf.gov/hcao>

- Provide employees MCO & HCAO Notices/Posters/Know Your Rights Forms
- MCO and HCAO Webinars, Rules and Regulations, FAQs, etc.
- All posters, forms, more information



Office of Labor Standard Enforcement (OLSE)
San Francisco City Hall
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102

Phone: (415) 554-7903

Email: MCO@sfgov.org

HCAO@sfgov.org



Office of Labor Standards Enforcement

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 228 website.
- You may still submit questions until 11:59 P.M. on **Wednesday, January 3, 2024** by email (oewd.procurement@sfgov.org)

<https://sf.gov/resource/2023/request-proposals-rfp-228>



SAN FRANCISCO

OFFICE OF ECONOMIC &
WORKFORCE DEVELOPMENT

<https://sf.gov/resource/2023/request-proposals-rfp-228> Email our team:

owd.procurement@sfgov.org

Subscribe for updates at: owd.org/email