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**Wednesday, September 11, 2024**  
**2:00 P.M.-3:00 P.M.**

**Technical Assistance  
Conference  
Request for Proposals #230  
Economic Development Grants**

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**RFP Issued: Thursday, September 5, 2024**  
**Proposals Due: Monday, September 30, 2024 by 5:00 P.M.**



# 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 #230**

**The up to \$4.5 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 1 program area, delivered through our Community Economic Development (CED) Division, which complements funded initiatives already underway throughout the city.**

**OEWD plans to fund 2 or more grants under this RFP, serving the Union Square and Yerba Buena neighborhoods.**

**<https://www.sf.gov/resource/2024/request-proposals-rfp-230>**

# QUESTIONS?

- **Please submit your questions in the chat. Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 230 website.**
- **You may still submit questions until 11:59 P.M. on Tuesday, September 24, 2024 by email (oewd.procurement@sfgov.org)**

**<https://www.sf.gov/resource/2024/request-proposals-rfp-230>**

# 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 A: HEART Corridor Safety Plan – Union Square and Yerba Buena

**Maximum Budget Request: \$2,500,000**

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

**Total Funding: OEWD expects to allocate total of \$4.5M for up to 24 months of services.**

**Eligible Neighborhoods: Union Square (Project Area 1), Yerba Buena (Project Area 2)**

**Priority Population(s): Residents, businesses, cultural institutions, and visitors in and around the Union Square & Yerba Buena neighborhoods**

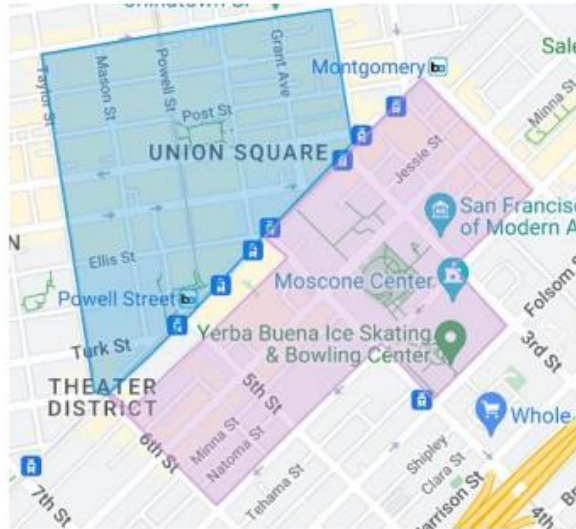
- **OEWD is seeking proposals from Community Benefit Districts, Business Improvement Districts, and nonprofit organizations to create a plan for a comprehensive daily safety presence with day and night coverage between the Union Square and Yerba Buena neighborhoods.**
- **Funding in this area may support staffing costs for a new or existing ambassador program, and planning activities with community stakeholders to improve safety conditions in the identified neighborhood.**
- **Applicants must have experience addressing safety-related quality of life issues and dealing with diverse constituents, including businesses, nonprofits, and government agencies.**

# Project Areas

**Boundaries in both Areas are subject to minor constrictions or expansions. Such changes to project boundaries will be negotiated at the onset of the grant period and may further change during the course of the grant agreement, as determined by OEWD.**

## **HEART Safety Plan Area 1: Union Square (blue)**

- Bounded on the north by Bush Street (south side),
- On the west by Taylor Street (east side)
- On the east by Kearny Street (west side), and
- On the south by Market Street (north side between 4th and Kearny and both sides of Market between 4th & 6<sup>th</sup>)



## **HEART Safety Plan Area 2: Yerba Buena (purple)**

- Bounded on the north by Market Street (south side between 2nd and 4th Streets) and Stevenson Street (both sides)
- On the west by 4th Street (east side) and 6th Street (east side),
- On the east by 2nd Street (west side) and 3rd Street (west side)
- On the south by Howard Street (north side between 4th and 5th Streets and 2nd and 3rd Streets) and Folsom Street (north side between 3rd and 4th Streets)



# QUESTIONS?

- **Please submit your questions in the chat. Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 230 website.**
- **You may still submit questions until 11:59 P.M. on Tuesday, September 24, 2024 by email (oewd.procurement@sfgov.org)**

**<https://www.sf.gov/resource/2024/request-proposals-rfp-230>**

# Timeline

- **September 5, 2024:** RFP 230 published on OEWD website
- **September 11, 2024:** Technical Assistance Conference
- **September 24, 2024:** Deadline to submit questions (11:59pm)
- **September 27, 2024:** Final Q & A Posted to RFP website
- **September 30, 2024:** Proposals due by 5pm Deadline

<https://www.sf.gov/resource/2024/request-proposals-rfp-230>

# HOW TO APPLY

**Applications will be accepted online only.**

- **Visit <https://www.sf.gov/resource/2024/request-proposals-rfp-230>**

## Apply

Applications for RFP 230 are open.

Link to the online application: [OEWD Request for Proposals \(RFP\) 230 Application](#)

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

# HOW TO APPLY

Visit <https://www.sf.gov/resource/2024/request-proposals-rfp-230>

## III. Application Process

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### 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/2024/request-proposals-rfp-230](https://www.sf.gov/resource/2024/request-proposals-rfp-230).

**See page 19 of the RFP for the full checklist of required attachments, under “How to Apply”**

# HOW TO APPLY: Additional Support

## **Session 1**

**Monday, Sept 16**

**2:00 PM – 4:00 PM**

**[Click here to join](#)**

## **Session 2 (Technical only)**

**Wednesday, Sept 25**

**3:00 PM – 5:00 PM**

**[Click here to join](#)**

## **Session 3 (Technical only)**

**Friday, Sept 27**

**1:00 PM – 3:00 PM**

**[Click here to join](#)**

**Visit <https://www.sf.gov/resource/2024/request-proposals-rfp-230>**

# 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 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 (formerly 12B) Compliance (CMD)**
- **Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance and Health Care Security Ordinance (OLSE)**

# Register to become 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:





# Supplier Instructions - [sfcitypartner.sfgov.org](https://sfcitypartner.sfgov.org)

## 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 an Approved Supplier

After becoming a Registered Bidder, you can then advance your status to become an Approved 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 an Approved 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

# California Secretary of State (SoS)

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

California  
Secretary of State

Home

Search

Forms

Help

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>





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# **FIRST SOURCE HIRING PROGRAM**

## ***Advancing Equitable Economic Recovery***

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September 11, 2024

<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.

*Questions? Email or call our Employer Services Team:*

**[Employer.Services@sfgov.org](mailto:Employer.Services@sfgov.org)**

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



# Supplier Instructions

- **Treasurer and Tax Collector's Office ("TTX")**
- **Contract Monitoring Division ("CMD") Equal Benefits (formerly 12B) Compliance**
- **Office of Labor Standards Enforcement ("OLSE") Minimum Compensation Ordinance, Health Care Ordinances, and Prevailing Wage Compliance**

# 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:

Email Address:

Name of Company

Supplier/Bidder ID Number

Mailing Address

City, State, ZIP

Tax ID Number

Telephone Number

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 Treasurer & Tax Collector of the City and County of San Francisco. The page is titled "Register a Business" and features a navigation menu with options like Property, Business, Payments, Banking & Investments, and In the Community. A search bar is located at the top right. The main content area includes a breadcrumb trail (Home > Business > Register a Business), a "Print" button, and a list of links under "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 displayed. Below the button, a text box explains that San Francisco's Business and Tax Regulations require registration within 15 days of commencing business, with renewal by May 31st. A link to an "instructional video" is provided for further guidance.

Treasurer & Tax Collector  
CITY AND COUNTY OF SAN FRANCISCO

Search  Help Center Find a Form About Us English

Property Business Payments Banking & Investments In the Community

Home > Business > Register a Business Print

## Register a Business

In this section

- ▶ Register a Business
- First Year Free
- Renew Business Registration
- Manage Your Business
- Taxes & Fees
- Tax Collector Regulations

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.

[New Business Registration Application](#)

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

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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](mailto:TTX.VendorAccounts@sfgov.org)**



# Complying with the Equal Benefits Program

**Contact the Equal Benefits Unit**

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

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

**<https://www.sf.gov/equal-benefits-program>**



## **What is the Equal Benefits Program?**

**It is a social policy to ensure that employees of City Contractors are treated fairly and equally.**

- Compliance is required for the award of a contract.**
- Employees in domestic partnerships must be treated the same as married employees.**
- Employee benefits can apply or affect both married or domestic partner relationships.**



## **What is the Equal Benefits Program? Contd.**

**Equal treatment of employees in a Domestic Partnership include:**

- **Can be same-sex and opposite-sex couples registered with any state or local government agency.**
- **Proof of relationship/waiting period requirements for domestic partnerships and marriages are treated the same.**
- **Registry certificates are accepted the same as marriage certificates**

**The Equal Benefits Program code used to be in Chapter 12B of the Administrative Code. It is now located in Articles 131 and 132 of the Labor and Employment Code. [https://www.sf.gov/sites/default/files/2024-03/san\\_francisco-ca-1.pdf](https://www.sf.gov/sites/default/files/2024-03/san_francisco-ca-1.pdf)**



# **Equal Benefits Compliance Requirements**

## **3 Documents Needed to Achieve Compliance**

**1. Complete an online Equal Benefits Declaration in the S.F. City Partner Portal. If you do not have a username and password, contact the DTIS Help Desk: [dtis.helpdesk@sfgov.org](mailto:dtis.helpdesk@sfgov.org).**

**2. Provide proof of employee count ( *A formal document that verifies the total number of employees*) Examples: *IRS Form W-3 or IRS 941. For zero employees with no annual filing a self certification form is required. (Contact CMD for more information).***

**3. Provide a copy of a Memorandum to Employees that summarizes benefits claimed in the declaration. (Template link located in declaration)**



## **What do I need to do?**

- 1. Gather required documentation — 1) verification of employee count examples (IRS 941 or W-3), and 2) Memorandum that confirms benefits claimed in declaration.**
- 2. Log in to the SF City Partner portal at <https://sfcitypartner.sfgov.org/>**
- 3. Locate Certification Menu, click Equal Benefits Declaration to begin.**

- Click on the Add A New Value tab ( some boxes self- populate with Bidder or Supplier ID)
- Find an Existing Value for already created Drafts

### Equal Benefits Declaration

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

▼ **Search Criteria**

SetID begins with  🔍

Declaration Number begins with

Declaration Type =

Workflow Status =

Declarant Identifier begins with

Bidder ID begins with  🔍

Supplier ID begins with  🔍

Declarant Name begins with

Legacy Vendor ID begins with  🔍

Correct History  Case Sensitive

**Find an Existing Value** **Add a New Value**

\*SetID  🔍

Declaration Number

Declaration Type

Supplier ID

Bidder ID

Legacy Vendor ID






**Add**

# Attach supporting documentation:

Attach legal verification of total employee count (required for all businesses)

Add Attachment

## ATTACHMENTS

Personalize   Find      						
First  1 of 1  Last						
	File Name	Description	User Name	Date/Time Stamp	Add Attachment	View Attachment
1					Add Attachment	View Attachment  

# Declaration Section 2.C Benefits

Benefit	Available To and/or Affects			How Does This Apply to Domestic Partners (DPs) and Spouses (SPs)?
	Employee	Domestic Partner	Spouse	
Health Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Bereavement Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Family Medical Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Parental Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Employee Assistance Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Relocation and/or Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Discounts/Facilities/Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Credit Union	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Dependent Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Short-Term/Long-Term Disability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>
Accidental Death &	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">?</a>



## **FAQ and Link: [www.sf.gov/comply-equal-benefits-Program](http://www.sf.gov/comply-equal-benefits-Program) Page**

### **For example:**

- **What happens if my entity has no employees? Provide supporting documentation to support zero employee claim (Contact CMD).**
- **What happens if my entity does not offer benefits? That's fine, don't claim benefits. Or benefits are offered to employees only? If the employee can pay out of pocket to cover an eligible dependent benefits are considered compliant.**
- **What happens if none of my employees are in a domestic partnership? Benefits should include the option to add an eligible dependent should their single status change.**
- **I don't have any employees in San Francisco. Do I still need to complete an Equal Benefits Declaration? Yes, the code requires all Contractors to comply regardless of employee locations.**

### **NOTE**

**Equal benefits apply to all employees in the United States.**



**For help, contact the Contract Monitoring  
Division (CMD) Equal Benefits Unit**

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





# Office of Labor Standards Enforcement

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## **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)**

**Jade San Diego, Compliance Officer**

**Beverly Popek, Supervising Compliance Officer**

**September 11, 2024**

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 on the left. The bridge spans across the water towards the city skyline in the distance under a clear blue sky.

# 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**

**Eff. 7/1/24: \$20.96\***

**\*\*Non-Profit Rate: \$18.93\***

**\*Annual increases occur every July 1**

**\*\*Rates are contingent on the City's Budget.**

## **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**



The background of the slide features a scenic view of the Golden Gate Bridge in San Francisco, extending from the left edge towards the center. The bridge's iconic orange-red towers and suspension cables are visible against a clear blue sky. In the distance, the city of San Francisco and the surrounding hills are visible across the water.

# 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.**





# Health Care **Security** Ordinance (HCSO)

## **Non-Profits**

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

## **For-Profits**

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

**Health Care Security Ordinance (HCSO): [hcsosf@sf.gov](mailto:hcsosf@sf.gov) or (415) 554-7892**



# 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](http://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](mailto:MCO@sfgov.org)  
[HCAO@sfgov.org](mailto:HCAO@sfgov.org)



Office of Labor Standards Enforcement



# QUESTIONS?

- **Please submit your questions in the chat. Our team will answer as many questions as possible at this session; all questions will be logged, answered, and posted to the RFP 230 website.**
- **You may still submit questions until 11:59 P.M. on Tuesday, September 24, 2024 by email (oewd.procurement@sfgov.org)**

**<https://www.sf.gov/resource/2024/request-proposals-rfp-230>**



SAN FRANCISCO

OFFICE OF ECONOMIC &  
WORKFORCE DEVELOPMENT

**[Request for Proposals \(RFP\) #230 | San Francisco \(sf.gov\)](#)**

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

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