

File No. 161026

Committee Item No. 3

Board Item No. 32

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date September 28, 2016

Board of Supervisors Meeting

Date October 4, 2016

#### Cmte Board

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|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

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|--------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>PowerPoint Presentation</u> |
| <input type="checkbox"/> | <input type="checkbox"/>            | _____                          |
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Completed by: Linda Wong Date September 23, 2016  
 Completed by: Linda Wong Date September 27, 2016

1 [Expend Grants - Qualified Legacy Businesses - Legacy Business Program - Amounts Up to  
2 \$1,000,000]

3 **Resolution authorizing the Office of Small Business to expend grant funds in the**  
4 **amount of up to \$1,000,000 to disburse grants to Qualified Legacy Businesses who**  
5 **apply for business assistance grants between October 1, 2016, and December 15, 2016.**

6  
7 WHEREAS, The Office of Small Business ("OSB") operates under the Small Business  
8 Commission, which oversees grants and programs concerning and benefiting small  
9 businesses in San Francisco; and

10 WHEREAS, In 2015, the voters adopted Proposition J, codified at Administrative Code  
11 Sections 2A.242-243, which seeks to recognize longstanding, community-serving businesses  
12 by directing OSB to establish and maintain a Registry of the Legacy Businesses in San  
13 Francisco; and

14 WHEREAS, Proposition J defines a Legacy Business as a business that the Small  
15 Business Commission following a noticed hearing has found meets certain criteria, as detailed  
16 in Administrative Code Section 2A.242(b), following a nomination by the Mayor or a Member  
17 of the Board of Supervisors; and

18 WHEREAS, Proposition J established the Legacy Business Historic Preservation Fund  
19 (the "Fund"), and directs OSB to award annual business assistance grants from the Fund to  
20 all Qualified Legacy Businesses in an amount based on the number of full-time equivalent  
21 employees employed by the Qualified Legacy Business as of the immediately preceding  
22 June 30, with the limitation that the total combined grants paid to all Qualified Legacy  
23 Businesses in a fiscal year shall not exceed appropriations, as set forth in Administrative  
24 Code Section 2A.243(b)(3); and

1 WHEREAS, Under Administrative Code, Section 2A.243(b)(1), a Qualified Legacy  
2 Business is a Legacy Business that (A) annually files an application for the grant with OSB  
3 between July 1 and September 30; (B) has no amounts owing to the City as a result of fines,  
4 penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by  
5 law, regulation, or contract that were delinquent as of the date of application; and (C) meets  
6 all other requirements for the grant established by Administrative Code, Section 2A.243 and  
7 by any rules and regulations of the Small Business Commission; and

8 WHEREAS, On July 26, 2016, the Board of Supervisors adopted Ordinance  
9 No. 145-16, signed by the Mayor on August 1, 2016, which appropriated \$1,000,000 for  
10 grants and \$20,400 for related administrative expenses to implement the Legacy Business  
11 Registry and the Fund; and

12 WHEREAS, OSB and the Small Business Commission are implementing the Registry  
13 and the Fund but will be unable to finish processing all Legacy Business nominations in time  
14 for the nominated businesses to meet the September 30, 2016, deadline for filing applications  
15 for business assistance grants; and

16 WHEREAS, To accommodate Legacy Businesses who are unable to apply for  
17 business assistance grants before September 30, 2016, and as part of its implementation of  
18 Proposition J, OSB seeks authorization to expend any Fund proceeds that remain, following  
19 the disbursement of business assistance grants to Qualified Legacy Businesses who did file  
20 grant applications between July 1, 2016, and September 30, 2016, on business assistance  
21 grants to additional Legacy Businesses who file grant applications between October 1, 2016,  
22 and December 15, 2016, provided that those businesses meet all other criteria for being  
23 deemed Qualified Legacy Businesses under Administrative Code, Section 2A.243(b)(1); and

24 WHEREAS, Allowing OSB to disburse business assistance grants to additional  
25 Qualified Legacy Businesses who have filed grant applications between October 1, 2016, and

1 December 15, 2016 would effectuate the purposes of Ordinance No. 145-16 and Proposition  
2 J; now, therefore be it

3 RESOLVED, that OSB is hereby authorized to expend any amounts appropriated to  
4 the Fund for grants by Ordinance No. 145-16 that remain, following the disbursement of  
5 business assistance grants to Qualified Legacy Businesses who filed applications between  
6 July 1, 2016 and September 30, 2016, on business assistance grants to additional Legacy  
7 Businesses that (a) have filed an application for a grant with OSB between October 1, 2016,  
8 and December 15, 2016; (B) have no amounts owing to the City as a result of fines, penalties,  
9 interest, assessments, taxes, fees, or any other financial obligations imposed by law,  
10 regulation, or contract that were delinquent as of the date of application; and (C) meet all  
11 other requirements for the grant established by Administrative Code Section 2A.243 and by  
12 any rules and regulations of the Small Business Commission; and be it

13 FURTHER RESOLVED, that OSB is hereby authorized to expend any further amounts  
14 that may be lawfully appropriated to the Fund on business assistance grants to additional  
15 Legacy Businesses that have filed an application for a grant with OSB between October 1,  
16 2016, and December 15, 2016 and meet the above criteria for receiving a grant.

17  
18 Recommended By:

19  
20 

21 Regina Dick-Endrizzo  
22 Executive Director  
23 Office of Small Business  
24  
25

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

2016 SEP 20 PM 1:51

Time stamp  
or meeting date

*R2*

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee.  
An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative**

**Sponsor(s):**

Campos

**Subject:**

Resolution authorizing the Office of Small Business to expend grant funds in the amount of up to \$1,000,000 to disperse grants to Qualified Legacy Businesses who apply for business assistance grants between October 1, 2016 and December 15, 2016.

**The text is listed below or attached:**

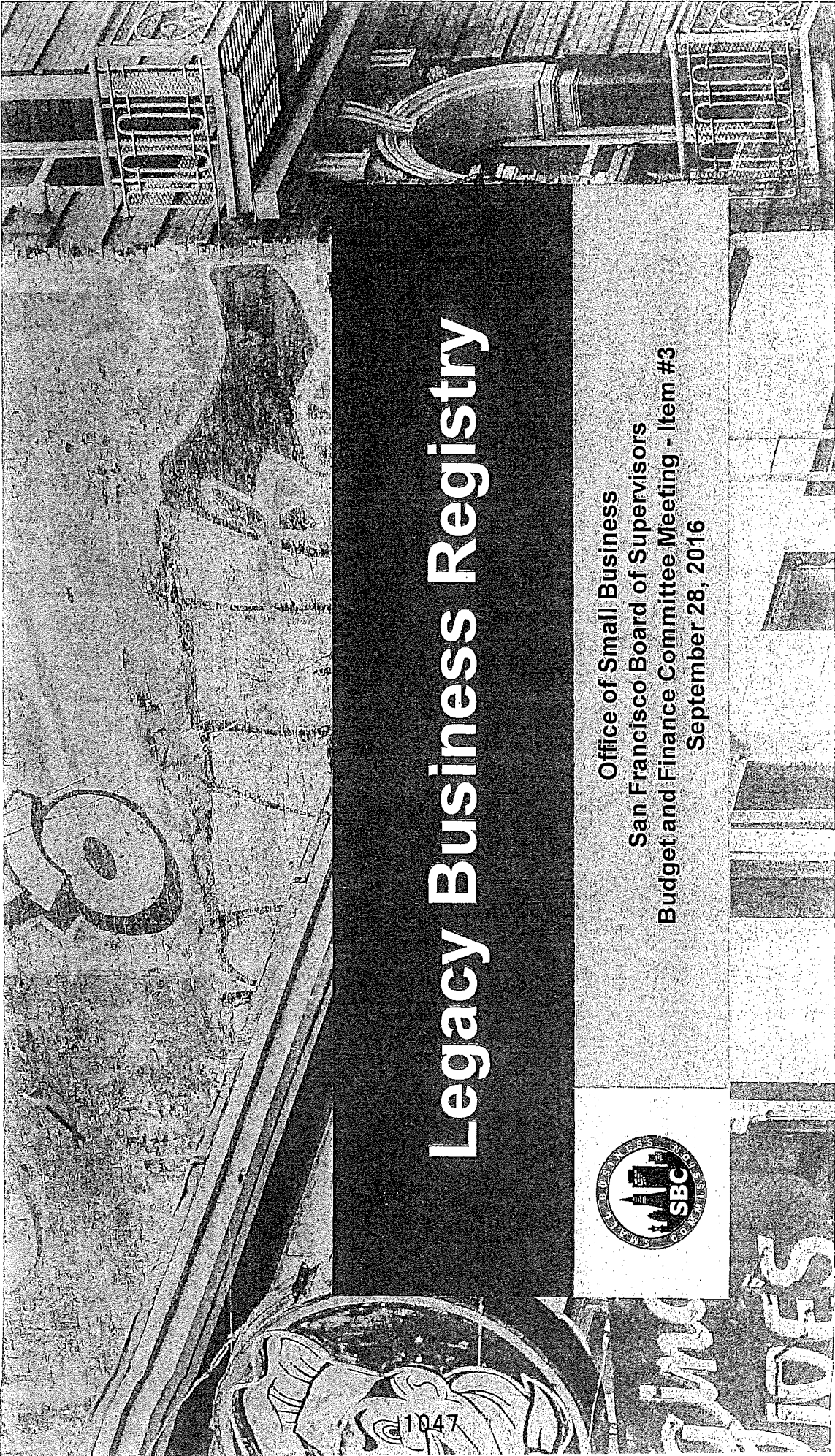
Please see attached resolution.

Signature of Sponsoring Supervisor:

*Jane Camp*

For Clerk's Use Only:

File # 161  
Received in Committee  
9/28/16  
for.



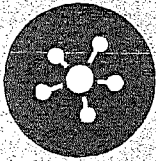
# Legacy Business Registry

Office of Small Business  
San Francisco Board of Supervisors  
Budget and Finance Committee Meeting - Item #3  
September 28, 2016





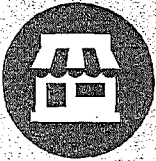
# Legacy Business Historic Preservation Fund



Administrative Code, Section 2A.234 – Legacy Business Preservation Fund

Administrative Code, Section 2A.243(b) – Grants to Legacy Businesses  
Legacy Business Assistance Grant Program

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Annual Application Period: July 1 – Sept 30

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Funds disbursed after the September 30 application deadline

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## Legacy Business Historic Preservation Fund



October 3, 2016: SBC finalizing the Business Assistance Grant Application and Guidelines

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October 3, 2016: 24 Businesses on the Legacy Business Registry

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August 22, 2016: SBC approved extending the Application Period to December 15, 2016

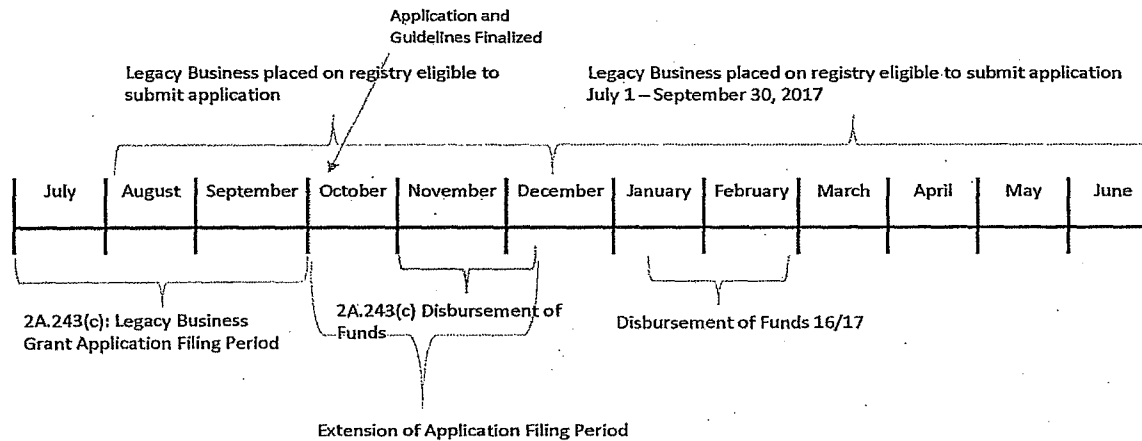
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# Legacy Business Historic Preservation Fund



BOS File: 161026 - Resolution: BOS authorizes OSB to expend funds to approved applications received between October 1, 2016 - December 15, 2016





## Contact

**Regina Dick-Endrizzi**

Executive Director, Office of Small Business

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[legacybusiness@sfgov.org](mailto:legacybusiness@sfgov.org)

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San Francisco, CA 94102

