

File No. 190576

Committee Item No. 9

Board Item No. 15

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee Date June 5, 2019

Board of Supervisors Meeting Date June 11, 2019

#### Cmte Board

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| <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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" 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                 |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Application                                  |
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Completed by: Victor Young Date May 31, 2019

Completed by: *[Signature]* Date 6/5/19

1 [Authorizing Expenditures - SoMa Community Stabilization Fund - \$919,954]

2  
3 **Resolution authorizing the Mayor's Office of Housing and Community Development to**  
4 **expend the South of Market (SoMa) Community Stabilization Fund dollars in the**  
5 **amount of \$919,954 to address various impacts of destabilization on residents and**  
6 **businesses in SoMa from July 1, 2019, through June 30, 2020.**

7  
8 WHEREAS, On August 19, 2005, the Board of Supervisors approved Ordinance  
9 No. 217-05 (the "Ordinance"), which, among other things, established a new Rincon Hill  
10 Downtown Residential Mixed Use District; and

11 WHEREAS, The Ordinance added Planning Code, Section 418, which identifies a need  
12 to mitigate the impacts of new development in the Rincon Hill area and establishes two new  
13 fees: 1) the Rincon Hill Community Infrastructure Impact Fee, which provides specific  
14 improvements, including community open spaces, pedestrian and streetscape improvements  
15 and other facilities and services; and 2) a SoMa Community Stabilization Fee, which mitigates  
16 impacts on affordable housing, economic and community development and community  
17 cohesion in SoMa, as defined in San Francisco Planning Code, Section 401 (the area  
18 bounded by Market Street to the north, Embarcadero to the east, King Street to the south, and  
19 South Van Ness and Division to the west); and

20 WHEREAS, Both the Rincon Hill Community Infrastructure Impact Fee and the SoMa  
21 Community Stabilization Fee are imposed on new residential development within the Rincon  
22 Hill Downtown Residential Mixed Use District, as defined in Planning Code, Section 827 (the  
23 area generally bounded by Folsom Street, the Bay Bridge, the Embarcadero, and Essex  
24 Street); and

1           WHEREAS, The Ordinance established two separate funds: 1) a Rincon Hill  
2 Community Improvements Fund for the deposit of the Rincon Hill Community Infrastructure  
3 Impact Fees collected; and 2) a SoMa Community Stabilization Fund for the deposit of SoMa  
4 Community Stabilization Fees collected; and

5           WHEREAS, The money collected from the SoMa Community Stabilization Fee, along  
6 with up to \$6,000,000 transferred from the Rincon Hill Community Improvements Impact  
7 Fund, is to be deposited in the SoMa Community Stabilization Fund maintained by the  
8 Controller, which will be used to address various impacts of destabilization on residents and  
9 businesses in SoMa; and

10          WHEREAS, Under the Ordinance, the Board of Supervisors established the SoMa  
11 Community Stabilization Fund Community Advisory Committee (SoMa CAC) to advise the  
12 Mayor's Office of Community Development, now the Mayor's Office of Housing and  
13 Community Development (MOHCD), and the Board of Supervisors on the uses of the Fund;  
14 and

15          WHEREAS, On May 6, 2008, the Board of Supervisors approved Resolution  
16 No. 216-08, creating the SoMa Community Stabilization Fund Strategic Plan and authorized  
17 MOHCD to administer the Fund in accordance with the Strategic Plan; and

18          WHEREAS, The SoMa CAC and MOHCD staff worked collaboratively to issue a  
19 request for proposals (RFP) that was released on March 4, 2019, consistent with the Strategic  
20 Plan, for nonprofit organizations and businesses seeking assistance from the Fund; and

21          WHEREAS, A copy of the SoMa CAC Funding Recommendations resulting from the  
22 RFP has been filed with the Clerk of the Board under File No. 190576, now, therefore, be it  
23  
24  
25

1 RESOLVED, That the Mayor's Office of Housing and Community Development is  
2 hereby authorized to expend \$919,954 from the SoMa Community Stabilization Fund all in  
3 accordance with the purposes and goals for the funding as generally set forth in the Strategic  
4 Plan and the Funding Recommendations approved by the CAC and filed with the Clerk of the  
5 Board.

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1 Recommended:

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3 Kate Hartley, Director, MOHCD  
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5 Approved:

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7 London N. Breed, Mayor  
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Ben Rosenfield, Controller

<p><b>Item 9</b> <b>File 19-0576</b></p>	<p><b>Department:</b> Mayor's Office of Housing and Community Development (MOHCD)</p>
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**EXECUTIVE SUMMARY**

**Legislative Objectives**

- The proposed resolution would authorize the Mayor's Office of Housing and Community Development (MOHCD) to expend \$919,954 from the SOMA Community Stabilization Fund to award 18 grants to non-profit organizations from July 2019 through June 2020.

**Key Points**

- Under the City's Planning Code, developers constructing new residential development in the Rincon Hill Downtown Residential District pay development impact fees of \$10.95 per square foot into the SOMA Community Stabilization Fund, to be used for housing and economic and workforce development. MOHCD administers the SOMA Community Stabilization Fund, and the Community Stabilization Fund Community Advisory Committee (CAC) advises on the use of funds, subject to Board of Supervisors approval.
- In March 2019, MOHCD issued a Request for Proposals (RFP) for non-profit organizations interested in seeking grant assistance from the SOMA Community Stabilization Fund, in the following 11 categories: (1) Access to Housing; (2) Event-Based Economic Development; (3) Community Action Grants Coordinator; (4) Eviction Defense and Housing Stabilization; (5) Neighborhood Business Coordination; (6) Small Business Acceleration; (7) College Preparatory Program; (8) Community Council; (9) Financial Literacy; (10) School Site Coordinator; and (11) Neighborhood Arts/Culture Project. An evaluation panel reviewed and scored the proposals, and MOHCD awarded 18 grants in the 11 categories.

**Fiscal Impact**

- The proposed resolution would authorize MOHCD to expend \$919,954 from the SOMA Community Stabilization Fund. After the grant expenditures and setting aside other obligations, the fund would have a remaining balance of \$729,452.

**Recommendation**

- Approve the proposed resolution.

**MANDATE STATEMENT**

In accordance with Planning Code Section 418.7, all funds in the South of Market Area (SOMA) Community Stabilization Fund are to be expended to address the effects of destabilization on residents and businesses in SOMA due to new residential development in the Rincon Hill Area. SOMA Community Stabilization Fund expenditures are administered by the Mayor's Office of Housing and Community Development (MOHCD), subject to approval by resolution of the Board of Supervisors.

**BACKGROUND**

In 2005, the Board of Supervisors approved a new Section 418 in the City's Planning Code which, among other provisions, (a) established the Rincon Hill Downtown Residential District; (b) imposed a Rincon Hill Community Infrastructure Fee; (c) created a Rincon Hill Community Improvement Fund for the deposit of the Rincon Hill Community Infrastructure Fees collected; (d) imposed a SOMA Community Stabilization Fee of \$14 per square foot (subsequently amended down to \$10.95 per square foot by the Board of Supervisors under Ordinance 270-10) on developers who build new residential development within the Rincon Hill Downtown Residential District<sup>1</sup>; (e) created the SOMA Community Stabilization Fund for the deposit of SOMA Community Stabilization Fees collected; and (f) established the SOMA Community Stabilization Fund Community Advisory Committee (CAC) to advise the MOHCD and the Board of Supervisors on the uses of the SOMA Community Stabilization Fund (File 05-0865, Ordinance 217-05).

The Planning Code stipulates that dollars from the SOMA Community Stabilization Fund are to be expended to provide assistance to SOMA residents including affordable housing, community asset building, employment development, job growth and job placement, and other services to address impacts of destabilization.

In 2008, the Board of Supervisors approved a resolution (a) approving the SOMA Community Stabilization Fund Strategic Plan; (b) authorizing MOHCD to administer the SOMA Community Stabilization Fund in accordance with this strategic plan; and (c) authorizing MOHCD to work with the CAC to issue Requests for Proposals (RFPs) for non-profit agencies to provide services addressing the effects of destabilization on residents and businesses in SOMA, consistent with the Community Stabilization Fund Strategic Plan (File 08-0544, Resolution 216-08).

The CAC revised the Community Stabilization Fund Strategic Plan in 2011 to articulate four goals, which include:

1. Strengthen community cohesion
2. Support economic and workforce development for low-income residents and businesses that serve the SOMA community

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<sup>1</sup> The Rincon Hill Downtown Residential District is the area bounded by Folsom Street, The Embarcadero, Bryant Street, and Essex Street.

3. Increase access to perpetually affordable housing opportunities for existing SOMA residents
4. Improve the infrastructure and physical environment

#### RFP Process

In March 2019, MOHCD issued an RFP for community-based organizations seeking grant assistance from the SOMA Community Stabilization Fund. The RFP allowed for project proposals in the following 11 service categories: (1) Access to Housing; (2) Event-Based Economic Development; (3) Community Action Grants Coordinator; (4) Eviction Defense and Housing Stabilization; (5) Neighborhood Business Coordination; (6) Small Business Acceleration; (7) College Preparatory Program; (8) Community Council; (9) Financial Literacy; (10) School Site Coordinator; and (11) Neighborhood Arts/Culture Project. MOHCD received 26 proposals<sup>2</sup> for the 11 service categories, and an evaluation panel reviewed the proposals and scored them, as shown in Table 1 below.

**Table 1: RFP Proposals and Scores**

Program Area	Agency Name	Project Name	Score	Awarded Grant?
Access to Housing	San Francisco Study Center	Bill Sorro Housing Program (BiSHoP)	80	✓
Access to Housing	Homeownership San Francisco	Homeownership Orientations	67	
College Preparatory Program	West Bay.Pilipino Multi Service Center	College Prep Program	84	✓
Community Action Grants Coordinator	San Francisco Study Center	Community Action Grants Coordinator	75	✓
Community Council	Filipino-American Development Foundation	SOMA Community Collaborative	95	✓
Community Council	Filipino Community Development Corporation, fiscal sponsor of SOMA Neighborhood Residents Council	SNRC Community Council	64	
Event-Based Economic Development	Filipino-American Development Foundation, fiscal sponsor of Kultivate Labs	UNDISCOVERED SF / UNDSCLRVD	85	✓
Event-Based Economic Development	Kearney Street Workshop	APAture 20 <sup>th</sup> Anniversary	83	✓
Event-Based Economic Development	South of Market Merchants' and Individuals' Lifestyle Events (dba Folsom Street Events)	Up Your Alley / Folsom Street Fair	79	✓
Event-Based Economic Development	Filipino-American Development Foundation, fiscal sponsor of Kultivate Labs	Stevenson Alley-ooP	68	
Event-Based Economic Development	The East Cut Community Benefit District	Retail in the Cut	63	
Eviction Defense and Housing Stabilization	Filipino-American Development Foundation, fiscal sponsor of South of Market Community Action Network	SOMCAN's Tenant Counseling Program	87	✓
Eviction Defense and Housing Stabilization	Asian Pacific Islander Legal Outreach	SOMA LEP Community Eviction Defense Project	70	✓
Financial Literacy	Mission Economic Development Agency	2019 MEDA-BALANCE Partnership to Expand Financial Literacy in SOMA	87	✓

<sup>2</sup> An additional proposal for the Community Action Grants Coordinator was submitted by the Filipino-American Development Foundation, but was withdrawn by the applicant.



Program Area	Agency Name	Project Name	Score	Awarded Grant?
Neighborhood Arts/ Culture Project	Kulintang Arts, Inc.	Pilipinx Here & Now	88	✓
Neighborhood Arts/ Culture Project	Bindlestiff Studio	Stories High 19	85	✓
Neighborhood Arts/ Culture Project	Filipino Community Development Corporation	Art, Games and Stories from Barangay SoMa	83	✓
Neighborhood Arts/ Culture Project	Filipino-American Development Foundation, fiscal sponsor of SOMA Pilipinas	LIWANAG - Reissue + Relaunch	83	✓
Neighborhood Arts/ Culture Project	San Francisco Parks Alliance	Eagle Plaza - A Tribute to Leather & LGBTQ Heritage	74	✓
Neighborhood Arts/ Culture Project	The East Cut Community Benefit District	Working Title	71	
Neighborhood Arts/ Culture Project	Kearny Street Workshop	Means of Exchange (South of Market)	70	
Neighborhood Business Coordination	Filipino-American Development Foundation, fiscal sponsor of South of Market Community Action Network	Workers Program	82	✓
Neighborhood Business Coordination	Brothers for Change Inc.	Make Em Shine	73	
School Site Coordinator	United Playaz	SOMA Youth Collaborative - School Site Coordination	96	✓
Small Business Acceleration	Filipino-American Development Foundation, fiscal sponsor of Kultivate Labs	SEED Business Accelerator	78	✓
Small Business Acceleration	Kearny Street Workshop, fiscal sponsor of Anthem Salgado/Art of Hustle	ART OF HUSTLE SOMA Scholarship	70	

A total of 18 grants were awarded in the 11 service categories.

### DETAILS OF PROPOSED LEGISLATION

The proposed resolution would authorize MOHCD to expend \$919,954 from the SOMA Community Stabilization Fund to address various impacts of destabilization on residents and businesses in SOMA from July 2019 through June 2020. The list of awarded grants is shown in Table 2 below.

**Table 2: SOMA Community Stabilization Grants Awarded in FY 2019-20**

Program Area	Agency Name	Grant Amount
Access to Housing	San Francisco Study Center, fiscal sponsor of the Bill Sorro Housing Project	\$75,000
College Preparatory Program	West Bay Pilipino Multi Service Center	50,000
Community Action Grants Coordinator	San Francisco Study Center	100,000
Community Council	Filipino American Development Foundation	50,000
Event-Based Economic Development	Kearny Street Workshop	36,954
Event-Based Economic Development	Filipino American Development Foundation, fiscal sponsor of Kultivate Labs	75,000
Event-Based Economic Development	South of Market Merchants' and Individuals' Lifestyle Events (dba Folsom Street Events)	38,000
Eviction Defense and Housing Stabilization	Asian Pacific Islander Legal Outreach	75,000

Eviction Defense and Housing Stabilization	Filipino-American Development Foundation, fiscal sponsor of South of Market Community Action Network	75,000
Financial Literacy	Mission Economic Development Agency	50,000
Neighborhood Arts and Culture Project	San Francisco Parks Alliance	20,000
Neighborhood Arts and Culture Project	Kulintang Arts, Inc.	20,000
Neighborhood Arts and Culture Project	Filipino Community Development Corporation	20,000
Neighborhood Arts and Culture Project	Filipino-American Development Foundation, fiscal sponsor of SOMA Pilipinas	20,000
Neighborhood Arts and Culture Project	Bindlestiff Studio	15,000
Neighborhood Business Coordination	Filipino-American Development Foundation, fiscal sponsor of South of Market Community Action Network	75,000
School Site Coordinator	United Playaz	50,000
Small Business Acceleration	Filipino-American Development Foundation, fiscal sponsor of Kultivate Labs	75,000
<b>Total</b>		<b>\$919,954</b>

### FISCAL IMPACT

The proposed resolution would authorize MOHCD to expend \$919,954 from the SOMA Community Stabilization Fund for 18 grants to non-profit organizations in FY 2019-20, as shown in Table 2 above.

According to Mr. Rally Catapang, MOHCD Finance Manager, the SOMA Community Stabilization Fund has not received any funds in FY 2018-19. After expending the FY 2019-20 grants, MOHCD projects a fund balance of \$729,452, as shown in Table 3 below.

**Table 3: Projected SOMA Community Stabilization Fund Balance**

<b>Current Balance</b>	<b>\$11,667,289</b>
FY 2010-19 Unspent Encumbered Funds	(1,627,886)
Expenditures Approved by Board of Supervisors but Unencumbered	(5,225,000)
Subtotal, Previously Approved and Unspent Funds	(\$6,852,886)
Small Sites Pool	(364,997)
FY 2019-20 Grants	(919,954)
Capacity Building	(1,800,000)
Three-Year Administrative Costs	(1,000,000)
<b>Remaining Balance</b>	<b>\$729,452</b>

Previously allocated SOMA Community Stabilization funds of \$6,852,886 remain unspent, as shown in Table 3 above, some of which were encumbered nearly 10 years ago in FY 2009-10. According to Ms. Claudine del Rosario, SOMA Fund Director, funds in the amount \$1,627,886 that were encumbered but unspent between FY 2009-10 and FY 2018-19 were for capital and service projects that are still in progress. Ms. del Rosario anticipates that these funds will be spent. According to Ms. del Rosario, MOHCD will return the monies to the fund balance if they are not spent by the time grant terms end.

According to Ms. del Rosario, the \$5,225,000 in SOMA Community Stabilization funds previously approved by the Board of Supervisors but not spent were for Small Sites projects to

be identified. Several sites are in the process of being evaluated by MOHCD's housing staff, in partnership with nonprofit housing developers. If and when a site(s) is successfully identified as an appropriate fit for the Small Sites Program, these funds will be made available to acquire and/or perform tenant improvements to the site. The CAC will be updated as suitable sites are identified and approved for underwriting.

According to Ms. del Rosario, the \$1,800,000 allocated to capacity building will be made available through a Request for Proposals (RFP) to provide capacity building services to community-based organizations serving the SoMa Fund's priority populations. MOHCD will work collaboratively with the CAC to develop a capacity building institute in order to strengthen the organizational sustainability of organizations serving the SoMa neighborhood. Anticipated services will include strategic planning, strengthening administration and operations, real estate readiness, leadership development and board development. Ms. del Rosario projects that an RFP will be issued within the first half of FY 2019-2020.

#### **POLICY CONSIDERATION**

The prior SOMA Community Stabilization Fund grants were for two years, from FY 2017-18 through FY 2018-19. Of the 18 grants awarded to community based under the SOMA Community Stabilization Fund allocation in FY 2019-20, eight were to community based organizations that were awarded grants under the prior allocation from FY 2017-18 through FY 2018-19. All eight organizations are currently meeting or exceeding their agreed upon program goals.

#### **RECOMMENDATION**

Approve the proposed resolution.

Funding Recommendations for South of Market Community  
Stabilization Fund

FY 2019-2020

<b>Access to Housing</b>			
<b>San Francisco Study Center, fiscal sponsor of the Bill Sorro Housing Project</b>	Intensive housing case management services, pre and post lottery support, tenant education and outreach	\$	75,000.00
<b>College Preparatory Program</b>			
<b>Westbay Pilipino Multi Service Center</b>	Provide college preparatory services to increase access to higher education for underserved youth, particularly recent immigrant and first generation youth	\$	50,000.00
<b>Community Action Grants Coordinator</b>			
<b>San Francisco Study Center</b>	Coordination and administration of small community grants distributed to SoMa-based organizations and partnerships to increase cohesion among residents, workers, youth and other stakeholders in the neighborhood	\$	100,000.00
<b>Community Council</b>			
<b>Filipino American Development Foundation</b>	Coordination and convening of SoMa-based community collaborative to promote more effective service coordination and strengthen relationships among organizations serving the SoMa neighborhood	\$	50,000.00
<b>Event-Based Economic Development</b>			
<b>Kearny Street Workshop</b>	APAture Arts Festival featuring emerging Asian Pacific American artists	\$	36,954.00
<b>Filipino American Development Foundation, fiscal sponsor of Kultivate Labs</b>	UNDISCOVERED, a Filipino creative night market to jump start economic activity and growth	\$	75,000.00
<b>South of Market Merchants and Individuals Lifestyle Events d.b.a Folsom Street Events</b>	Folsom Street Fair to stimulate economic activity for local business	\$	38,000.00
<b>Eviction Defense and Housing Stabilization</b>			
<b>Asian Pacific Islander Legal Outreach</b>	SoMA LEP Community Eviction Defense Project providing full scope legal representation for low income residents	\$	75,000.00
<b>Filipino American Development Foundation, fiscal sponsor of South of Market Community Action Network</b>	Tenant counseling and identification of potential Small Sites housing projects	\$	75,000.00
<b>Financial Literacy</b>			
<b>Mission Economic Development Agency</b>	Expansion of financial education services through a partnership with BALANCE	\$	50,000.00
<b>Neighborhood Arts and Culture Project</b>			
<b>San Francisco Parks Alliance</b>	Art and design of Eagle Plaza, recognizing SoMa's Leather and LGBTQ heritage	\$	20,000.00
<b>Kulintang Arts</b>	Pilipinx Here & Now program exploring diasporic survival, cultural tradition and innovation	\$	20,000.00
<b>Filipino Community Development Corporation</b>	Art, Games and Stories workshops for seniors and youth	\$	20,000.00
<b>Filipino American Development Foundation, fiscal sponsor of SoMa Pilipinas</b>	Reissue of art anthology offering integrating artist support and professional development	\$	20,000.00
<b>Bindlestiff Studio</b>	Bindlestiff's page-to-stage Writing, Acting, Directing workshops and production	\$	15,000.00

<b>Neighborhood Business Coordination</b>			
<b>Filipino American Development Foundation,</b> fiscal sponsor of <b>South of Market Community</b> <b>Action Network</b>	Workers' rights, job training and placement program	\$	75,000.00
<b>School Site Coordinator</b>			
<b>United Playaz</b>	SoMa Youth Collaborative to coordinate community and family engagement resources at Bessie Carmichael School	\$	50,000.00
<b>Small Business Acceleration</b>			
<b>Filipino American Development Foundation,</b> fiscal sponsor of <b>Kultivate Labs</b>	One on one business consulting and incubation	\$	75,000.00
		<b>Grand Total</b>	<b>\$ 919,954.00</b>



# SOMA COMMUNITY STABILIZATION FUND REQUEST FOR PROPOSALS

July 1, 2019 – June 30, 2020  
GRANT TERM

We invite you to submit proposals for the following grant opportunities:

Grant Title	Grant Amount
Access to Housing	\$ 330,000
Event-Based Economic Development	up to \$ 130,000
Community Action Grants Coordinator	\$ 100,000
Eviction Defense and Housing Stabilization	\$ 75,000
Neighborhood Business Coordination	\$ 75,000
Small Business Acceleration	\$ 75,000
College Preparatory Program	\$ 50,000
Community Council	\$ 50,000
Financial Literacy	\$ 50,000
School Site Coordinator	\$ 50,000
Neighborhood Arts/Culture Project	\$ 20,000

Go to page 3 to learn more about what we would like to fund.

**DATE ISSUED:** Monday, March 4, 2019  
**PROPOSAL DUE DATE:** Monday, April 1, 2019 at 5:00 p.m.

## THE SOMA COMMUNITY STABILIZATION FUND

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In August 2005, the City and County of San Francisco approved the Rincon Hill Area Plan, effectively rezoning the South of Market ("SoMa") neighborhood for residential development. The Board of Supervisors passed legislation imposing a community stabilization fee on residential development in the Rincon Hill Area Plan. The resulting SoMa Community Stabilization Fund ("the Fund") provides benefits to the community including affordable housing, economic development and community cohesion.

SoMa is a gateway for newcomers to the city and the country. Its strong cultural history and thriving cultural expression have resulted in deep connections between residents. However, the impact and aftermath of skyrocketing housing costs in SoMa exposed longstanding inequities and continues to destabilize vulnerable families and workers. The Fund is an important tool designed to support the economic stability and choice of vulnerable community members. The Fund's long-term investments will address systemic inequity by helping vulnerable people have voice and input into policy decisions and practice.

The Fund endeavors to award grants to organizations with a successful history of promoting equity, cultivating stability and supporting resident-led housing choice and income growth. Through its Community Advisory Committee ("the Committee"), the Fund also promotes increased coordination among SoMa's nonprofit leaders.

The Committee envisions a future where the populations most vulnerable to displacement in SoMa are able to live, work and prosper in a neighborhood that is safe and culturally and economically diverse. This future is dependent on the following milestones:

- SoMa priority stakeholders, vulnerable residents, low-wage workers and small businesses are able to access information to improve their long-term financial condition;
- Organizations that seek community stabilization and economic well-being for community members have the infrastructure to drive positive change by local government and key decision-makers;
- Current residents are prepared to take advantage of housing opportunities within SoMa, if desired;
- Policymakers consider development and local families and the community in their stabilization and economic well-being strategies; and
- Regional and local funders support organizations promoting community stabilization.

## ELIGIBLE GRANTS

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We have listed eligible grants below. Under each grant, we describe in more detail what we would like to fund. Applicants must submit a separate proposal for each grant. We reserve the right to award more than one grant to an agency or group of agencies. We may also elect to fund more than one proposal per grant, depending on the scopes of work and amounts requested. Next to each grant title, we list the Maximum Grant Amount. Budget this amount over a 12-month period, from July 1, 2019 through June 30, 2020.

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### Access to Housing (\$330,000)

#### **Grant Goal**

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

#### **Desired Grant Services**

1. Prepare and connect existing residents and workers to MOHCD Affordable Rental Opportunities through:
  - o Individual and group housing counseling
    - Housing counseling must include education on the various MOHCD Affordable Rental Opportunities, which have distinct eligibility criteria; identifying suitable rental opportunities; and credit counseling and financial education
  - o Housing lottery application support and navigating housing wait lists
  - o Timely post-lottery application and lease up navigation, and tenant education
  - o Housing resource navigation for clients not eligible in the near future, including general information and referrals regarding appropriate rental opportunities
  - o Outreach
    - Grantees can use up to 10% of available funding for outreach and marketing efforts made in consultation with MOHCD

#### **Minimum Applicant Qualifications**

1. Must be a HUD-approved housing counseling agency, or must be willing to adopt the National Industry Standards for Rental Education and Counseling, as released by the National Industry Standards Committee
2. Understand the San Francisco Bay Area's affordable housing systems



## Event-Based Economic Development (up to \$130,000)

### Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa; contribute to neighborhood vitality by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity; develop new and innovative approaches to spur small business growth; and build community with arts, youth, senior and family service providers

### Desired Grant Services

1. Produce a series of pop-up events, markets and/or fairs in SoMa that promote small business development and feature businesses that include, but are not limited to, food and beverage, retail, and the arts
  - o Ensure accessibility of events to SoMa Fund target populations, and outreach to non-English speaking stakeholders to encourage their participation
  - o Outreach to retailers, vendors, chefs, restaurant groups and other relevant businesses, especially those that reflect the existing cultural and special use districts of the neighborhood
  - o Manage and develop relationships between venues, vendors, artists, service providers, youth and restaurant groups
  - o Coordinate marketing activities to promote the events

Applicants producing a one-time event may only request up to \$75,000. Applicants producing a series of four or more recurring events may request the full \$130,000 available.

### Minimum Applicant Qualifications

1. Experience serving SoMa businesses and implementing events

## **Community Action Grants Coordinator (\$100,000)**

### **Grant Goal**

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; and preserve the social heritage of the neighborhood

### **Desired Grant Services**

1. Implement a community-based, small grants program that includes the following components:
  - Provide resources for community-initiated projects that support the Fund's mission and objectives
    - Grant recipients may include neighborhood groups, teachers, parents, residents and workers, and should represent the Fund's priority populations
    - Examples of projects include documenting stories of SoMa women, community celebrations bringing residents together, and creating a Filipino bilingual classroom
  - Plan, design, disseminate, administer and evaluate community action grants, ranging from \$1,000 to \$5,000
    - We will cover project management expenses in addition to the community action grants themselves
  - Provide grantees with linguistically and culturally appropriate technical assistance and support
  - Ensure residents convene and build social capital

### **Minimum Applicant Qualifications**

1. Demonstrated history of successful grants administration and technical assistance, including initial planning, project budgeting, implementation and reporting
2. Knowledge of the SoMa community

## **Eviction Defense and Housing Stabilization (\$75,000)**

### **Grant Goal**

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

### **Desired Grant Services**

1. Tenant counseling
  - Provide one-on-one advice to tenants on how to handle eviction notices or Unlawful Detainer, as well as general tenancy questions (e.g. questions related to security deposits or a property owner entering a unit without providing notice)
  - Train, outreach and educate on tenant rights
  - Provide access to the Rent Board regarding habitability issues
  - Represent tenants at Rent Board hearings
  - Provide case management exclusively for tenants who need more intensive support for their housing needs
2. Identify housing sites that may be a good fit for our Small Sites Program and educate tenants about the program
3. Outreach to inform residents about other affordable housing opportunities
4. Translation support and referral services to pro bono and low cost attorneys (as needed)

### **Minimum Applicant Qualifications**

1. Demonstrated commitment to coordinating efforts with other local legal aid and tenant counseling organizations

## Neighborhood Business Coordination (\$75,000)

### Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

### Desired Grant Services

1. Outreach to and assist neighborhood business groups, small businesses and community-based organizations of the SoMa community with:
  - o Creating employment opportunities for SoMa residents and workers
  - o Generating connections between residents and the business community to achieve neighborhood cohesion
  - o Creating institutional and interpersonal linkages between residents (including youth, ages 16-26), community-based organizations and the business community in SoMa to foster and create a culture of doing business that is inclusive of the local community

## **Small Business Acceleration (\$75,000)**

### **Grant Goal**

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

### **Desired Grant Services**

1. Strengthen and enhance the competitiveness of new and existing small businesses and low-income entrepreneurs in SoMa through:
  - Individual consulting
  - Business incubation
  - Assistance accessing capital, markets and networks
  - Workshops

### **Minimum Applicant Qualifications**

1. Demonstrated history of successfully assisting small businesses and entrepreneurs to start and grow
2. Experience with business accounting, branding, marketing, crowdfunding, launch support, mentorship services, and business development and incubation

## **College Preparatory Program (\$50,000)**

### **Grant Goal**

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

### **Desired Grant Services**

1. Increase college access, especially for SoMa youth who are least likely to enroll, through:
  - Tutoring
  - Mentoring
  - Education about college pathways
  - Exam preparation
  - Field trips to nearby colleges
  - Assistance with college applications
  - Service projects and other enrichment activities
  - General information and referrals regarding appropriate college preparatory services

### **Minimum Applicant Qualifications**

1. Demonstrated capacity to provide college preparatory services
2. Deep connections with SoMa youth

## Community Council (\$50,000)

### Grant Goal

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; and preserve the social heritage of the neighborhood

### Desired Grant Services

1. Administration of regular monthly meetings for a neighborhood collaborative of community stakeholders, including community-serving organizations and residents
  - Meetings should focus on identifying current neighborhood challenges and developing collaborative strategies to stabilize residents and strengthen community cohesion
  - The neighborhood collaborative will provide oversight of the aforementioned Community Action Grants program
    - Oversight requires regular council members to make recommendations for funding of small grants up to \$5,000

## Financial Literacy (\$50,000)

### Grant Goal

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

### Desired Grant Services

1. Financial education services designed for individuals, youth and families, including:
  - Financial coaching
  - Credit repair counseling
  - Assistance with basic banking services, such as opening a savings account
  - Predatory lending alternatives and education
  - College planning and student loan counseling
  - Debt and budgeting counseling
  - General information and referrals regarding appropriate financial services

## **School Site Coordinator (\$50,000)**

### **Grant Goal**

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; preserve the social heritage of the neighborhood; and create a more stable environment for youth

### **Desired Grant Services**

1. Strengthen the services infrastructure at Bessie Carmichael School, the only public school in SoMa; by:
  - o Administering regular meetings of school stakeholders
  - o Coordinating supportive community services for students and their families

### **Minimum Applicant Qualifications**

1. Demonstrated ability to convene neighborhood stakeholders regarding issues affecting youth and the school
2. History of identifying the school's needs and providing recommendations for feasible solutions

## **Neighborhood Arts/Culture Project (\$20,000)**

### **Grant Goal**

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; preserve the social heritage of the neighborhood; build the capacity for civic expression and leadership; and preserve, reclaim and revitalize cultural practices

### **Desired Grant Services**

1. Projects that bring together community-based organizations and individual artists or arts organizations to engage community members in art
  - o We allow artists and partners based outside of SoMa as long as they offer a specific expertise to the proposed project

### **Minimum Applicant Qualifications**

1. Projects must be accessible to SoMa workers and residents
2. Proposals should include letters from partner artists and arts organizations confirming their participation



## ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

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**You are eligible to submit a grant proposal if you meet all the following criteria:**

1. You are a nonprofit corporation registered with the Internal Revenue Service, or a fiscal agent who is a nonprofit corporation.
2. You are in good standing with the State of California's Registry of Charitable Trusts.
3. You have a project or service site located within the City and County of San Francisco.
4. Your project or service helps low and moderate-income individuals and their families.
5. Your clients live within the City and County of San Francisco.
6. You will follow applicable federal, state and local laws and regulations if funded.

## WHAT TO EXPECT IF AWARDED A GRANT

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The use of these funds is subject to many requirements, including but not limited to:

1. You must participate in monthly SoMa Community Council (SCC) meetings. The SCC supports SoMa nonprofits in identifying current community needs and solutions related to neighborhood stabilization and preventing displacement. The Fund's Community Action Committee (CAC) wants all funded organizations to meet regularly to devise collaborative strategies for addressing the changing needs of the neighborhood. The CAC uses SCC strategies to inform its investments.
2. Your program staff must participate in a three-hour trauma-informed systems training. We will offer three trainings between July 1, 2019 and June 30, 2020. You must send all staff that serve SoMa residents and workers to at least one of these trainings. You may pay for their time spent at the training through your grant award budget.
3. You must be a City-approved supplier. If you are not a City-approved supplier, begin the certification process as soon as possible. Subcontractors are not required to be City-approved suppliers. Only the lead agency or fiscal agent must be City-approved.
4. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
5. You must sign and meet the provisions of a grant agreement. The grant agreement includes an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
6. Projects and services must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility.
7. You must follow applicable federal, state and local laws and regulations for:
  - Fair housing
  - Equal employment opportunity
  - Equal benefits for domestic partners
  - Conflicts of interest
  - Purchasing goods and services
8. You cannot use these funds for religious purposes or political and lobbying activity.

# HOW TO SUBMIT A GRANT PROPOSAL

## 1 ATTEND ONE OF OUR PRE-SUBMISSION WORKSHOPS

**Tuesday, March 5, 2019**

**9:00 a.m. – 10:00 a.m.**

1 South Van Ness Avenue, 5<sup>th</sup> Floor

or

**Thursday, March 7, 2019**

**2:30 p.m. – 3:30 p.m.**

1 South Van Ness Avenue, 5<sup>th</sup> Floor

We will lead workshops to help you determine if your project is eligible. We will also help you understand how to submit a complete proposal. We encourage you to attend a workshop before submitting a proposal. The meeting room is wheel chair accessible. For translation or interpretation services, call (415) 701-5598 at least 72 hours beforehand. For speech or hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, call (415) 673-6864, or 511.

## 2 PUT TOGETHER YOUR PROPOSAL PACKET

### Proposal Packet Checklist

(One original signed in blue ink and one USB drive copy)

- Proposal Cover Sheet (p.16, posted in Word)
- Board of Directors (p.17, posted in Word)
- Proposal Narrative (see p.18 for instructions)
- Project Budget Worksheet (p.19, posted in Excel)

**These documents are also required if we do not currently fund you:**

- Your Articles of Incorporation, including all amendments
- Your Organization By-Laws, including all amendments
- Evidence of your Federal Tax Exempt 501(c)(3) status

## 3 SUBMIT YOUR PROPOSAL PACKET

Submit your completed proposal packet to:

Attention: Director of Community Development  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103

**WE RECOMMEND HAND DELIVERY**

**PROPOSAL DUE DATE:**

by hard-copy original and USB drive copy

**April 1, 2019**

at 5:00 p.m.

## REVIEW PROCESS AND SCHEDULE

---

First, we will review all proposals to determine if they are complete and eligible. We will remove any incomplete or ineligible proposals from further consideration. Next, we will read and score all complete and eligible proposals. We will consider prior performance in our review. Prior performance includes your compliance with any previous grant or financing agreement. We will recommend proposals with the highest scores for grant awards. Last, we will notify you of our award decision. If you do not receive a grant, you may appeal our decision. If you receive a grant, we will contact you to begin the grant negotiation process.

Our proposed schedule for review and decisions is:

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<b>Monday, April 1, 2019</b>	<b>Proposals due to us by 5:00 p.m.</b>
<b>Friday, May 31, 2019</b>	<b>Award decisions sent to you</b>
<b>Friday, June 7, 2019</b>	<b>Five day appeals period ends</b>
<b>Monday, July 1, 2019</b>	<b>Earliest date grant term can begin</b>

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We reserve the right to adjust this schedule at our discretion.

## PROPOSAL INSTRUCTIONS

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1. Be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper). Reviewers will not consider text beyond the sixth page in their funding recommendations.
2. We will not accept any handwritten narratives. You must type or use a computer to write your narrative. Font size must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1" margins. To save paper, we recommend the narrative section be double-sided and single-spaced.
4. Original signatures must be in blue ink.
5. Use the Proposal Packet Checklist to ensure your proposal is complete.
6. Do not bind proposals, or submit extra materials not requested.
7. We will not consider any incomplete, faxed, or late proposals. We recommend hand delivery of proposals. We will not accept any proposals after 5:00 p.m. on Monday, April 1, 2019.

# PROPOSAL COVER SHEET

(If legible, you may hand write this part of the proposal)

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Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

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Project Name:

Project Description (one-liner):

Project Street Address (if different):

City:

State:

Zip Code:

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Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): \$

Total FY 2019 Agency Budget: \$

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I certify that the information provided in this application is true.

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Signature

Date

## BOARD OF DIRECTORS

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

# PROPOSAL NARRATIVE

(Must not exceed 6 pages)

## 1. Project Design (worth up to 40 points)

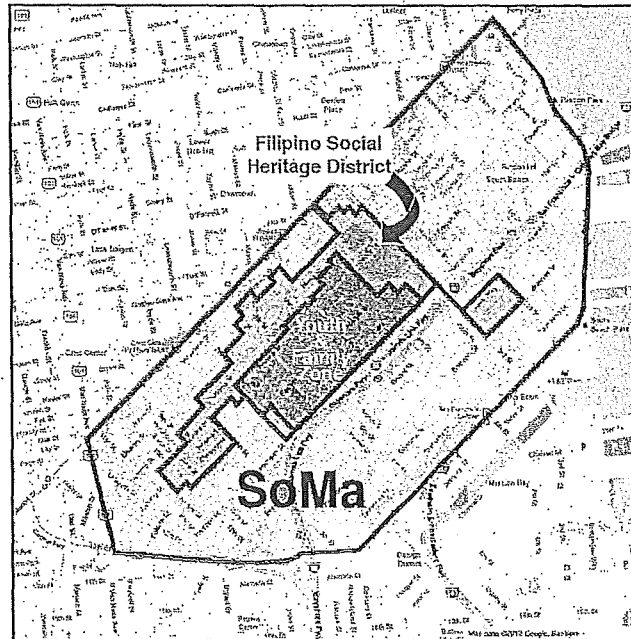
- Describe your project, including activities and your goals and vision.
- When will your project start? If applicable, when will it finish?

## 2. Organizational Capacity and Budget (worth up to 30 points)

- Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project. We will prioritize budgets with secured funds from non-MOHCD sources.
- Describe the budget for your project.
- Describe the individuals who will administer your project, including their names, job titles and experience.
- Is your proposal a supplement or an addition to an existing project or program?

## 3. Background and Need (worth up to 20 points)

- How does your project address the needs of our priority populations? The Fund prioritizes small community-serving businesses and low-wage residents, including youth and immigrants. It also prioritizes projects serving the overlapping geographic area that includes the Youth and Family Zone and the Filipino Social Heritage District (see map below).



## 4. Evaluation (worth up to 10 points)

- Describe who will benefit from your project.
- What outcomes would you use to measure your project's success?

TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_ out of 100

## PROJECT BUDGET WORKSHEET

AGENCY NAME:	
PROJECT NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Grant Request	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Project Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages								\$ -
								\$ -
								\$ -
								\$ -
	<b>Total Salaries &amp; Wages</b>			\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	Item							\$ -
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
Other							\$ -	
<b>Total Fringe Benefits</b>			\$ -	\$ -	\$ -	\$ -	\$ -	
Contractual Services	Item							\$ -
								\$ -
	<b>Total Contractual Services</b>			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (including leasing)	Item							\$ -
	<b>Total Equipment</b>			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							\$ -
	<b>Total Insurance</b>			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							\$ -
	Travel							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
Utilities							\$ -	
<b>Total Other</b>			\$ -	\$ -	\$ -	\$ -	\$ -	
Indirect	<b>Total Indirect (no more than 15%)</b>							\$ -
<b>TOTAL</b>				\$ -	\$ -	\$ -	\$ -	\$ -

1318



## MORE ABOUT THIS RFP

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1. We encourage collaborative proposals. Collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. We prefer awarding grants to agencies who can increase their impact through collaboration. If awarded a grant, a collaborative proposal must provide us with signed agreements. These agreements will outline the scopes of work and expectations of each partner.
2. The City reserves the right to fund select components of a collaborative proposal.
3. The City reserves the right to terminate an award if actual expenses deviate from the purpose expressed in this RFP.
4. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
5. In the future, the City may use this procurement to award grants for similar projects and services.

## PROTEST PROCEDURES

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### **Protest of Non-Responsive Proposal or Grant Award**

Non-responsive proposals are either incomplete, ineligible, or undelivered. If we determine your proposal to be non-responsive, we will inform you. We may also issue you a notice of intent to award the grant to another, responsive proposal. In either case, if you disagree with our decision, you may submit a written notice of protest within five business days. We must receive the notice of protest on or before the fifth business day. The notice of protest must include a written statement of each of the grounds for protest. An individual authorized to represent the respondent must sign the protest. The protest must cite all applicable laws, rules, procedures or provisions. The protest must specify facts and evidence enough for us to determine its validity.

### **Delivery of Protests**

We must receive all protests by 5:00 p.m. on Friday, June 7, 2019, or within five business days of our notification, whichever comes sooner. You bear the risk of non-delivery within the deadlines specified if you use a mail service. You should use a delivery method that will establish the date our office receives your protest. We will not consider any oral or e-mail protests or notices of protests.

If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the protest. We will review and attempt to resolve the protest during this meeting. You may submit your protest to:

Attention: Director of Community Development  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103

Mayor's Office of Housing and Community Development  
City and County of San Francisco



London N. Breed  
Mayor

Kate Hartley  
Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Benjamin McCloskey, Deputy Director Mayor's Office of Housing and Community Development

DATE: May 1, 2019

SUBJECT: Expend Resolution for SOMA Community Stabilization Funds  
May 2019 - \$919,954

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Attached please find the original and 2 copies of each of the following:

- Proposed resolution; original signed by Department, Mayor, Controller
- Expenditure budget

Departmental representative to receive a copy of the adopted resolution:

Name: Benjamin McCloskey

Phone: 701-5575

Interoffice Mail Address: Benjamin.McCloskey@sfgov.org

Certified copy required Yes  No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

1 South Van Ness Avenue – Fifth Floor, San Francisco, CA 94103  
Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 • www.sfmohcd.org

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Sophia Kittler  
RE: Authorizing Expenditures -- SoMa Community Stabilization Fund --  
\$919,954  
DATE: May 21, 2019

SK

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**Resolution authorizing the Mayor's Office of Housing and Community Development to expend SoMa Community Stabilization Fund dollars in the amount of \$919,954 to address various impacts of destabilization on residents and businesses in SoMa from July 1, 2019 to June 30, 2020.**

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

21  
2019 MAY 21 PM 2:43  
AK  
OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS  
SAN FRANCISCO, CALIFORNIA 94102-4681

