

File No. 210608

Committee Item No. 1

Board Item No. 8

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date July 28, 2021

Board of Supervisors Meeting

Date September 7, 2021

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <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 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date July 22, 2021

Completed by: Linda Wong Date August 10, 2021

1 [Accept and Expend Grant - Retroactive - Development of Commerce - CARES Act Recovery
2 Assistance Revolving Loan Fund - \$550,000]

2

3 **Resolution retroactively authorizing the Office of Economic and Workforce**
4 **Development to accept and expend the small business loan program funds in the**
5 **amount of \$550,000 from the Department of Commerce’s Economic Development**
6 **Administration for Non-Competitive CARES Act Recovery Assistance Revolving Loan**
7 **Fund during the grant period of January 1, 2021, through June 30, 2022.**

8

9 WHEREAS, The Administrative Code requires City departments to obtain Board of
10 Supervisors’ approval to accept or expend any grant funds (Section 10.170 et seq.); and

11 WHEREAS, The Department of Commerce’s Economic Development Administration,
12 Non-Competitive CARES Act Recovery Assistance Revolving grant to help small businesses
13 respond to the economic impact of the coronavirus pandemic by capitalizing and
14 administering an RLF that will provide loans to coronavirus-impacted businesses in the city
15 and county of San Francisco; and

16 WHEREAS, The Coronavirus Aid, Relief, and Economic Security (CARES) Act
17 provides the Economic Development Administration (EDA) with \$1.5 billion for economic
18 development assistance programs to help communities prevent, prepare for, and respond to
19 coronavirus. The City and County of San Francisco was awarded \$550,000 non-competitive
20 portion of the assistance specifically for the City’s Revolving Loan Fund program; and

21 WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

22 WHEREAS, The Department proposes to maximize use of available grant funds on
23 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

24 **RESOLVED**, The Department of Commerce’s Economic Development Administration
25 may fund the Office of Economic and Workforce Development; and, be it

1 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City
2 with respect to the acceptance and expenditure of EDA's CARES Act Revolving Loan Funds
3 as consistent with the documents herein and this Resolution, are hereby approved, confirmed
4 and ratified; and, be it

5 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
6 indirect costs in the grant budget; and, be it

7 FURTHER RESOLVED, That the Office of Economic and Workforce Development is
8 responsible for the oversight of the CARES Act Recovery Assistance Revolving Loan Fund for
9 the City and County of San Francisco; and, be it

10 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Office of
11 Economic and Workforce Development to accept and expend, on behalf of the City and
12 County of San Francisco, a grant from the Department of Commerce's Economic
13 Development Administration for the Non-Competitive CARES Act Revolving Loan Fund in the
14 amount of \$550,000; and, be it

15 FURTHER RESOLVED, That the Director of the Office of Economic and Workforce
16 Development is authorized to enter into the Agreement on behalf of the City; and, be it

17 FURTHER RESOLVED, That within 30 days of the Agreement being fully-executed by
18 all parties, the Office of Economic and Workforce Development shall provide the final
19 Agreement to the Clerk of the Board for inclusion into the official file.

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Recommended:

_____/s/

Anne Taupier, Acting Director

Approved:

_____/s/

London N. Breed, Mayor

_____/s/

Ben Rosenfield, Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Non-Competitive CARES Act Recovery Assistance Revolving Loan Fund
2. Department: Office of Economic and Workforce Development
3. Contact Person: Lisa Pagan Telephone/Email: lisa.pagan@sfgov.org
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$550,000
6. a. Matching Funds Required: \$0
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Department of Commerce’s Economic Development Administration
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary:
OEWD will use the CARES Act Recovery Assistance Revolving Loan Funds to support microentrepreneurs with limited or no access to conventional loans in the same lending areas our existing RLF award serves. A focus will be placed on supporting businesses in Neighborhood Revitalization Strategy Areas (NRSAs) as designated by the U.S. Department of Housing and Urban Development (HUD). NRSAs were established as a means to create communities of opportunity in distressed neighborhoods. The goal is to reinvest in human and economic capital, and economically empower low-income residents as part of an overall community revitalization and Covid-19 recovery strategy.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: January 1, 2021 End-Date: June 30, 2022
10. a. Amount budgeted for contractual services: \$550,000
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements? No
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
11. a. Does the budget include indirect costs?
 Yes No
b. 1. If yes, how much?
b. 2. How was the amount calculated? N/A
c. 1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs? \$55,000, EDA's indirect cost rate is capped at 10%

12. Any other significant grant requirements or comments: N/A

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Dylan Smith

(Name)

Special Assistant to the Director

(Title)

Date Reviewed: 2/19/2021 | 9:48 AM PST

DocuSigned by:

Dylan Smith
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Anne Taupier

(Name)

Acting Director, Office of Economic and Workforce Development

(Title)

Date Reviewed: 2/19/2021 | 1:19 PM PST

DocuSigned by:

Anne Taupier
(Signature Required)

Completed EDA CARES RLF from January 1,2021 to June 30,2022	
Budget Item	Total
<u>CBO Services</u>	
Working Solutions	\$ 500,000.00
Administration Cost 10%	\$ 50,000.00
Total Budget	\$ 550,000.00

EDA DISCLAIMER: This template is provided at the request of Applicants as an optional tool to clarify the required information for your application in accordance with the required, standard OMB approved forms (SF-424, SF-424A and Budget Narrative). It in no way prevents you from supplying this information in an alternative format.

Project Costs must be substantiated to the point that the award official can determine whether proposed costs appear reasonable, allocable, and necessary to meet the project's Scope of Work, as well as whether those costs meet any other specific requirements that may apply. This optional workbook can help your organization meet those requirements.

Attachment 3

AUTHORIZED BUDGET

Project Budget	
Federal Share (EDA)	\$550,000.00
Non-Federal Matching Share	\$32,213.30
Total Project Cost	\$582,213.30
Federal Grant Rate	94%

Personnel	\$23,009.50
Fringe Benefits	\$9,203.80
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$50,000.00
Construction	\$0.00
Other	\$500,000.00
Total Direct Charges	\$582,213.30
Indirect Charges	\$0.00
Total Project Budget	\$582,213.30

Attachment 4

AUTHORIZED STAFFING PLAN

Staffing Plan - Budget					
<u>Name</u>	<u>Annual Rate</u>	<u>% of Annual Hours</u>	<u>Annual \$ from Award</u>	<u>Number of Years</u>	<u>Total Cost by Employee</u>
Angel Cardoz	\$143,021	10%	\$14,302	1.00	\$14,302
Tina Noverro	\$87,074	10%	\$8,707	1.00	\$8,707
Employee 3	\$0	0%	\$0	0.00	\$0
Total Personnel Costs					\$23,010
Total Fringe Costs (Please Provide the Basis for Fringe Calculations)				40.00%	\$9,204

Staffing Plan - Explanation		
<u>Name</u>	<u>Title</u>	<u>Project Responsibilities</u>
Angel Cardoz	Manager I	uding, budget, staff, partners, RFP, invoicing and reporting. Staff will be
Tina Noverro	Community Deve	anagement; including, budget, partners, RFP, invoices, and reporting. Sta
Employee 3		

Personnel - Cost as shown on the Staffing Plan	
Total Personnel Costs	\$23,010

Fringe - Associated fringe costs for the personnel listed in the staffing plan	
Total Fringe Costs	\$9,204

Travel - More information on Travel can be found in 2 CFR 200.474.			
<u>Event</u>	<u>Travelers</u>	<u>Purpose</u>	<u>Cost</u>
			\$0
Total Travel Costs			\$0

Equipment - Typically exceeds \$5000 per unit cost and has a useful life greater than 1 year. See 2 CFR 200.33.			
<u>Equipment</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
			\$0
Total Equipment Costs			\$0

Supplies - Supplies must be identified by item and must correlate to the purpose of the award. Miscellaneous is not sufficient. More information can be found in 2 CFR 200.317-326.			
<u>Supply</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
			\$0
			\$0
			\$0
			\$0
Total Supply Costs			\$0

Contractual - Procurements must follow 2 CFR 200 Sections 317-326			
<u>Task</u>	<u>Basis for Selection</u>	<u>Details</u>	<u>Cost</u>
Lender administration cost	Top Request for Proposal	Loan Administrator cost (10%): Cost to develop program, deploy loans, and service monthly payments	\$50,000
			\$0
			\$0
Total Contractual Costs			\$50,000

Construction - N/A			
<u>Construction</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
	0	N/A	\$0
Total Construction Costs			\$0

Other -			
<u>Other</u>	<u>Amount</u>	<u>Purpose</u>	<u>Cost</u>
Lending Capital	500000	Lending capital for revolving loan fund.	\$500,000
Total Other Costs			\$500,000

Estimated Staffing Plan Template

POSITION/TITLE	ANNUAL SALARY \$/yr	FEDERAL SHARE \$ (# years)	GRANTEE SHARE \$ (# years)	TOTAL \$ (# years)	Percentage of Time to Project %
Manager I	\$143,021	\$0	\$14,302	\$14,302	10%
Community Development Specialist	\$87,074	\$0	\$8,707	\$8,707	10%
Position 3					
Position 4					
Etc.					
Totals	\$230,095	\$0	\$23,007	\$23,007	10%
Fringe	\$92,038	\$0	\$9,204	\$9,204	10%



City and County of San Francisco: Office of Mayor London N. Breed
Economic and Workforce Development: Joaquin Torres, Director

June 5, 2020

Frank Wessbecher, Economic Development Specialist
U.S. Department of Commerce
Economic Development Administration
915 Second Avenue, Rm. 1890
Seattle, WA 98174

Dear Mr. Wessbecher:

Thank you for considering our application for the Economic Development Administration's Revolving Loan Fund (RLF) award as part of EDA's CARES Act Recovery Assistance initiative. We write to you from the San Francisco Office of Economic and Workforce Development, a local government agency in San Francisco, CA.

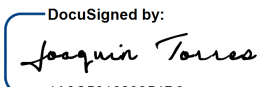
Primary Contact:
Jorge Rivas
1 Dr. Carlton B. Goodlet, Room 448
San Francisco, CA 94102
(415) 554-7613
jorge.rivas@sfgov.org

Secondary Contact:
Angel Cardoz
1 Dr. Carlton B. Goodlet, Room 448
San Francisco, CA 94102
(415) 533-8440
angel.cardoz@sfgov.org

Grant Title: FY2020- EDA-RLF-CARES
Amount Requested: \$550,000
Proposed Start Date: July 1, 2020
Duration: July 1, 2020 – June 30, 2022

As the organization's Authorized Representative, I confirm that I have reviewed and am ready, willing, and able to perform the scope of work for the supplemental award.

Sincerely,

DocuSigned by:

1A8C561620854D6...
Joaquin Torres, Director



Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

04/25/2019

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

San Francisco, City and County of

* b. Employer/Taxpayer Identification Number (EIN/TIN):

94-6000417

* c. Organizational DUNS:

7886564160000

d. Address:

* Street1:

1 South Van Ness Ave, 5th Floor

Street2:

* City:

San Francisco

County/Parish:

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

94103-1267

e. Organizational Unit:

Department Name:

Economic & Workforce Dev.

Division Name:

Invest in Neighborhoods

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

* First Name:

Jorge

Middle Name:

* Last Name:

Rivas

Suffix:

Title:

Director of Invest in Neighborhoods

Organizational Affiliation:

San Francisco Office of Economic and Workforce Development

* Telephone Number:

415-554-7613

Fax Number:

* Email:

jorge.rivas@sfgov.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

C: City or Township Government

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S Economic Development Administration

11. Catalog of Federal Domestic Assistance Number:

11.307

CFDA Title:

Economic Adjustment Assistance

*** 12. Funding Opportunity Number:**

FY2020- EDA-RLF-CARES

* Title:

RLF Invited CARES Supplemental Funds

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

San Francisco Revolving Loan Fund for COVID-19 Recovery

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="550,000.00"/>
* b. Applicant	<input type="text" value="32,213.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="582,213.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)** Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

 ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

DocuSigned by:

*Joaquin Torres** Date Signed:

SAN FRANCISCO OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
San Francisco Revolving Loan Fund Invited CARES Supplemental Funds
Funding Opportunity FY2020- EDA-RLF-CARES

INTRODUCTION

The San Francisco Office of Economic and Workforce Development (OEWD) advances equitable and shared prosperity for 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.

OEWD submits this project proposal as a local government, non-intermediary organization in compliance with the requirements of funding opportunity FY2020- EDA-RLF-CARES. OEWD requests \$550,000 to recapitalize our existing RLF program and cover the administrative cost of managing the funds (see Budget Narrative).

PROJECT NARRATIVE

OEWD manages the San Francisco Revolving Loan Fund, which provides much needed capital to businesses operating in San Francisco's low-to-moderate income neighborhoods. The additional cash infusion in lending capital will assist businesses most impacted by temporary closures mandated by local Public Health orders to mitigate the spread of COVID-19.

We propose to use the CARES Supplemental Funds to support microentrepreneurs with limited or no access to conventional loans in the same lending areas our existing RLF award serves. A focus will be placed on supporting businesses in Neighborhood Revitalization Strategy Areas (NRSAs) as designated by the U.S. Department of Housing and Urban Development (HUD). NRSAs were established as a means to create communities of opportunity in distressed neighborhoods. The goal is to reinvest in human and economic capital, and economically empower low-income residents as part of an overall community revitalization strategy. San Francisco's six NRSAs are Bayview Hunters Point, Chinatown, Mission, South of Market, Tenderloin and Visitacion Valley neighborhoods. Please see the strategic planning document *2020-2024 Consolidated Plan and 2020-2021 Action Plan* for a detailed description of each NRSA.

In addition to the *2020-2024 Consolidated Plan and 2020-2021 Action Plan*, OEWD uses the *San Francisco Economic Strategy updated in 2014*, the *State of Retail Sector Study 2018*, and the *Small Business Needs Assessment 2019* as guides in its pursuit of goals that support the economic vitality of the City and its citizens: creating job opportunities to promote overall economic growth; ensuring inclusion and equity in job opportunities, with an aim at reducing inequality; and ensuring a sound fiscal footing for the City. The combination of these documents make up the Comprehensive Economic Development Strategies (CEDS) that informs the Revolving Loan Fund (RLF) policies and procedures, and RLF strategy. Lending criteria and eligibility requirements are developed and revised according to the CEDS per 13 CFR 307.9(b)(1) and reviewed for consistency on an annual basis.

OEWD and the Loan Administrator will continue to review the performance of the RLF on a semi-annual basis and certify to EDA as required that the RLF plan is consistent with the area's development strategy as defined in the Comprehensive Economic Development Strategy (CEDS) that the RLF is being operated in compliance with the policies and procedures contained in the RLF plan – any exceptions will be noted. The RLF Plan will be amended, as appropriate, to conform to changes in economic conditions and the CEDS. Procedures and policies for Plan modifications of funding source agencies will be followed as relevant and required. Reporting guidelines, procedures and policies of other funding sources agencies will be followed as relevant and required.

The Loan Administrator will follow the Revolving Loan Operational Procedures stated in the current CCSF RLF Operating and Administrative Plan Approved by the Economic Development Administration on July 29 2018. The administrative costs portion of the award will cover the business outreach, technical assistance, and underwriting activities for applicants impacted by local COVID-19 Public Health Orders.

COVID-19 is causing and is expected to continue to cause serious negative impacts on the local economy and financial impacts to local businesses, including significant reductions in income due to lower customer demand or forced closures. These negative impacts will irreparably harm local businesses and the residents they employ. It is in the public interest to take steps to ensure that local businesses can continue to operate and are able to reopen.

Small businesses need access to cash to meet their financial obligations, and pay for ordinary and necessary operating expenses; unfortunately, the reduction in income places a substantial burden on cash flow, and traditional lenders do not fund when there is no clear future of cash flow. In order to respond to the urgent capital needs caused by sudden revenue loss from business disruption we are requesting \$550,000.00 from EDA to help launch the San Francisco Small Business Recovery Loan Program, a flexible loan program created to help businesses recover, reopen, retain employees, and rehire staff.

The San Francisco Small Business Recovery Loan Program will have deferred repayment timing and be otherwise customized to maximize the chances for business survivability and capital recovery. Capital will be deployed to eligible businesses based on certain geographic, business size, and industry criteria. OEWD will work with local CDFIs with deep reach into various communities to support women 'owned, low-income-owned, and minority-owned businesses.

CONCLUSION

The Office of Economic and Workforce Development has a proven track record of managing a revolving loan fund (over \$18 million since 1979), and EDA has made it possible for the OEWD to expand its services, serve more clients, and increase the amount of funds invested in small businesses. Moreover, local businesses would greatly benefit from the additional lending capital during these dire times for small business owners. Investments in the RLF program will greatly assist in the recovery of our local economy and create jobs at a time when unemployment is at an all-time high. As such, we hope that the recovery and economic growth opportunities that

OEWD provides and the impact it's had in the local economy continue to be a worthwhile investment for the EDA

FORM CD-511

(REV 1-05)

CERTIFICATION REGARDING LOBBYING

U.S. DEPARTMENT OF COMMERCE

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

* NAME OF APPLICANT

City and County of San Francisco

* AWARD NUMBER

* PROJECT NAME

CARES Act Revolving Loan Fund

Prefix:

* First Name:

Middle Name:

Joaquin

* Last Name:

Suffix:

Torres

* Title: Director

* SIGNATURE:

* DATE:

DocuSigned by:

6/5/2020

Joaquin Torres

4A8C661620964D6...



ED-900A - Additional EDA Assurances for Construction Or Non-Construction Investments

For **ALL** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Understands that attorneys' or consultants' fees, whether direct or indirect, expended for securing or obtaining EDA investment assistance are not eligible costs. See 13 C.F.R. § 302.10(a).
2. Understands that conflicts of interest or appearances of conflicts of interest are prohibited and may jeopardize this application or result in the forfeiture of investment funds. A conflict of interest occurs, for example, where a representative, official, employee, architect, attorney, engineer, or inspector of the applicant, or a representative or official of the federal, State or local government, has a direct or indirect financial interest in the acquisition or furnishing of any materials, equipment, or services to or in connection with the project. See 13 C.F.R. § 302.17.
3. Will comply with the reporting requirements under the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 (GPRAMA) for measuring and reporting project performance.

For **CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will operate and maintain the facility in accordance with at least the minimum standards as may be required or prescribed by applicable federal, State and local agencies for the maintenance and operation of such facilities.
2. Will require the facility to be designed to comply with the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. 12101 et seq.), the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) and the Accessibility Guidelines for Buildings and Facilities regulations, as amended (36 C.F.R. part 1191), and will be responsible for conducting inspections to insure compliance with these requirements.
3. For the two-year period beginning on the date EDA investment assistance is awarded, will refrain from employing, offering any office or employment to, or retaining for professional services any person who, on the date on which the investment assistance is awarded or within the one-year (1) period ending on that date, served as an officer, attorney, agent or employee of the Department of Commerce and occupied a position or engaged in activities that EDA determines involved discretion with respect to the award of investment assistance under PWEDA. See section 606 of PWEDA and 13 C.F.R. §302.10(b).
4. Will have no facilities under ownership, lease or supervision to be utilized in this project that are listed or under consideration for listing on EPA's List of Violating Facilities.
5. Will comply with Executive Order 12699, "Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction," which imposes requirements that federally-assisted facilities be designed and constructed in accordance with the most current local building codes determined by the awarding agency or by the Interagency Committee for Seismic Safety in Construction (ICSSC) and the most recent edition of the American National Standards Institute Standards A58, Minimum Design Loads for Buildings and Other Structures.

6. Will observe and comply with federal procurement rules, as set forth in 2 C.F.R. part 200, as applicable, for award of any contracts for architectural engineering, grant administration services, or construction financed with EDA investment assistance

For **NON-CONSTRUCTION** investments: As a duly authorized representative of the applicant, I further certify that the applicant:

1. Will comply with applicable regulations regarding indirect cost rates, if indirect costs are included in the application.
2. Will comply with the requirement that this investment assistance will not provide a proprietary benefit to a private individual, for-profit corporation, or other commercial entity.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

DocuSigned by:
Joaquin Torres
1A8C561620854D6...

TITLE

Director

APPLICANT ORGANIZATION

City and County of San Francisco

DATE SUBMITTED

6/5/2020



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
SEATTLE REGIONAL OFFICE
915 Second Ave, Room 1890
Seattle, WA 98174

July 23, 2020

In reply refer to:
Investment No.: 07-79-07602

Joaquin Torres, Director, OEWD
City and County of San Francisco
1 Dr. Carlton B. Goodlett Pl., Suite 448
San Francisco, CA, 94102

Sent via email

Dear Mr. Torres:

I am pleased to inform you that the Department of Commerce's Economic Development Administration (EDA) has approved your non-competitive CARES Act RLF application for a \$550,000.00 EDA investment.

Enclosed is a signed copy of the Financial Assistance Award. Your agreement to the terms and conditions of the award should be indicated by the signature of your principal official on each of the signed copies of the Financial Assistance Award. You may return a signed copy electronically (via email) to my staff.

The Department of Commerce Office of Inspector General requires that all recipients of awards under the CARES Act must participate in Fraud Awareness Training. All personnel at your organization responsible for overseeing contractors, sub-contractors, sub-grantees, or who are otherwise responsible for managing your organization's finances are required to take the training. This requirement is satisfied by reading and understanding the enclosed PowerPoint presentation. Once you and the appropriate personnel at your organization have completed the training, please return a signed copy of the certification page (page 38) to your Project Officer.

Please do not make any commitments in reliance on this award until you have carefully reviewed and accepted the terms and conditions. Any commitments entered into prior to obtaining approval of EDA in accordance with its regulations and requirements will be at your own risk.

As a reminder, EDA is requesting two items from your organization within 60 days of the award. The first is, if you believe it appropriate, a revised RLF Administrative Plan incorporating any new policies or procedures you believe to best serve the implementation of this RLF Award. If you feel that your existing RLF Administrative Plan would serve adequately, please inform your Project Officer. The second item is a Grant Administration Plan, the requirements of which are discussed in Specific Award Condition #27.

EDA's mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. EDA implements this mission by making strategic investments in the nation's most economically distressed communities that encourage private sector collaboration and creation of higher-skill, higher wage jobs. EDA investments are results driven, embracing the principles of technological innovation, entrepreneurship and regional development.

CARES Act RLF Award
Award #07-79-07602

I share your expectations regarding the impact of this investment and look forward to working with you to meet the economic development needs of your community.

Sincerely,



Digitally signed by A SMITH
DN: c=US, o=U.S. Government,
ou=Department of Commerce, ou=Economic
Development Administration, cn=A SMITH,
0.9.2342.19200300.100.1.1=13001000886842
Date: 2020.07.23 09:03:22 -0700'
Adobe Acrobat version: 2017.011.30171

A. Leonard Smith
Regional Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Lisa Pagan, Director of Policy and Planning,
Office of Economic and Workforce Development

DATE: January 19, 2021

SUBJECT: Accept and Expend Resolution

GRANT TITLE: Non-Competitive CARES Act Revolving Loan Fund

Attached please find the original* and one copy of each of the following:

Proposed grant ordinance; original* signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Letter of Intent or grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Non-Competitive CARES Act Revolving Loan Fund. Start date January 1, 2021

Departmental representative to receive a copy of the adopted ordinance:

Name: Lisa Pagan

Phone/Email: lisa.pagan@sfgov.org

Interoffice Mail Address: 1 Dr. Carlton B. Goodlett Pl., City Hall, Room 448, San Francisco, CA 94102

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)