



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.

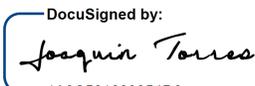
Primary Contact:  
Jorge Rivas  
1 Dr. Carlton B. Goodlet, Room 448  
San Francisco, CA 94102  
(415) 554-7613  
jorge.rivas@sfgov.org

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:  
  
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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 &amp; 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

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## 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*  
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TITLE

Director

APPLICANT ORGANIZATION

City and County of San Francisco

DATE SUBMITTED

6/5/2020