

**1. Please provide a full accounting of all grant allocations in the past 2 years, both recurring annual grant awards and unofficial and one-time grant awards, including:**

- a. Names & Organizational Affiliations of All Grant Recipients**
- b. Grant Amounts**
- c. Project Descriptions**

See attachment

**2. Please provide an overview of:**

- a. OWED Grant Application and Allocation Process**
- b. Selection Criteria and Approvals**
- c. Public Outreach Process**
- d. Evaluation & Oversight Process**

OEWD solicits grant applications through Request for Proposals (RFP) processes. The department often releases several RFPs throughout the year and does its best to group like programs and projects together within an RFP cycle. Each RFP details the programs being solicited, the funding available, any considerations or restrictions as far as neighborhood, applicant type (e.g. non-profit or for profit), timeline, award processing, and scoring guidelines.

Once the RFP is crafted and released to the public, email notifications are sent to all parties that are on the current OEWD mailing lists as well as to department staff. Staff are encouraged to forward the opportunity to contacts as well to ensure the greatest saturation of information. Staff share grant opportunities and availability via program newsletters, at public and community meetings, and conduct targeted outreach to neighborhoods participating in the Invest in Neighborhoods Initiative. The full text of the RFP is posted to the bid opportunities section of [oewd.org](http://oewd.org) and a notification is also sent to the Office of Contract Administration (OCA) so that the bid opportunity may be posted to the City's general bid page. If the RFP includes federal funds, the department will often also post the opportunity in the legal notification section of the newspaper.

Depending on the complexity of the RFP, the department may choose to hold a technical assistance conference for potential bidders. At a minimum, the department does reserve time after the RFP is released for a formal question and answer period and process; all details concerning deadlines for questions, submission requirements, and information posting timeline can be found in each RFP. The bid opportunities page of the [oewd.org](http://oewd.org) website is the hub where all information can be accessed while solicitations are open. The Q&A documents, any change orders, the full text of the RFP, presentations from the technical assistance conference (if held), and any additional guidance released is posted there for all interested parties to review.

After the deadline for applications passes, all proposals received are logged, grouped, and assigned to review panels. Panelists may be any combination of department staff, other City staff and non-City staff that are knowledgeable in the program areas being solicited. Panelists are asked to review the proposals assigned to their group first to ensure they have no conflicts of interests (each panelist submits a conflict of interest statement to the department), score each proposal using a standard scoring rubric provided by the department which mirrors the evaluation criteria set forth in the RFP, and then provide scores and comments back to the department. When a panelist alerts the procurement oversight staff to a conflict of interest, the proposal in question is immediately reassigned to another reader. Often the department will set aside times for groups to meet and discuss the proposals assigned within the review groups. Scores are then consolidated by the department for each proposal and proposals within each area are ranked by the panel's consolidated numerical score. The department may include secondary criteria to rank proposals; details on all evaluation criteria are described in the RFP document.

Once the ranking is finalized, all bidders are sent award letters confirming whether the department anticipates funding or not funding their proposal. All letters include a person that proposers can contact for details concerning the panel's scores and feedback. Successful bidders are told when the appeal period is expected to end and when they can expect a department representative to contact them to begin negotiating the detailed scope and budget for their grant; unsuccessful bidders are reminded in the letter of all appeal procedures detailed in the RFP, including deadlines to submit appeal letters.

Anticipated funding available is set forth in the RFP and will often be detailed, by section or program, by source, and by a per-grant amount so that interested parties know upfront the support the department is anticipating to provide and can craft their proposal's services and budgets accordingly.

After the ranking process is complete, funds are allocated to those projects ranked highest within the respective categories/programs. Funding recommendations are generally made by a combination of department staff that are involved in overseeing the programming and presented to the division head and ultimately to the department head for approval. Once amounts are confirmed by the department head and the appeal period has passed for the RFP, successful bidders are contacted and negotiations commence.

After the initial round of funding is determined and awarded, the department may decide to amend agreements or award dollars to additional proposals while a procurement is still active. Each RFP notes the active life for that specific solicitation and generally references fiscal years, calendar years, the number of award extensions, or a combination of these items.

After a contract is executed, staff work closely with contractors to ensure successful implementation. Periodic check-ins and performance reports are set to provide ongoing support to grantees and monitor progress in meeting program and City objectives.

OEWD procurements may be reviewed during several different layers of monitoring and/or audits. Annual procurement and fiscal management audits are performed by various funding agencies that include the State Employment Development Department (EDD) and other federal agencies such as the Department of Labor or the Small Business Administration.

**3. What percentage of OWED’s budget is reserved for general neighborhood beautification, public realm improvements, programming and capacity-building for community-based organizations? What are the other budget priorities within the Invest In Neighborhoods program and how are they funded?**

Invest in Neighborhoods aims to strengthen and enhance the vibrancy of neighborhoods around the City by partnering with departments, nonprofit partners and community members. Knowing that every neighborhood commercial district is different and has its own unique strengths, opportunities and challenges, Invest in Neighborhoods deploys specific services and resources that are most needed in each district that; 1) Help Existing Businesses Thrive, 2) Increase Quality of Life, 3) Improve Physical Conditions and 4) Increase Community Capacity.

In FY14-15 a total of 34% of the IIN budget was allocated towards “general neighborhood beautification, public realm improvements, programming and capacity-building for community-based organizations.” That is a total of \$2,975,827.

In FY 15-16 a total of 47% of the IIN budget was allocated towards “general neighborhood beautification, public realm improvements, programming and capacity-building for community-based organizations.” That is a total of \$3,784,131.

Below are other Invest in Neighborhoods priorities, not included in the responses above, that are meant to address the immediate and long term needs for businesses to stay and grow in San Francisco and contribute to economic vibrancy of the neighborhood:

- Commercial Lease Negotiation
- ADA Accessibility Barriers
- Disaster Recovery
- Façade and Tenant Improvements, and
- Community Benefits Districts
- Neighborhood Asset Activation Program
- Business Retention and Relocation
- Neighborhood Construction Mitigation
- Access to Capital

**4. How many staff does OWED currently employ within Invest In Neighborhoods?**

13 people staff IIN

**5. By how much has OWED's budget grown over the last two years and what percentage of that growth, if any, is attributed to neighborhood grants?**

	OEWD Total Budget	Increase / (Decrease)
FY 13-14	<b>\$39,155,612</b>	
FY 14-15	<b>\$36,821,413</b>	<b>(\$2,334,199)</b>
FY 15-16	<b>\$41,022,912</b>	<b>\$4,201,499</b>

From FY 14-15 to FY 15-16, the OEWD total budget increased by \$4.2 million from FY 14-15. During that same time period, there is an increase of \$808,304 or 19% that is attributed to neighborhood grants.