

Historic Preservation Fund Committee Grant Application



September 26, 2011

Notice of Funding Availability

Office of Economic and Workforce Development

Historic Preservation Fund Committee

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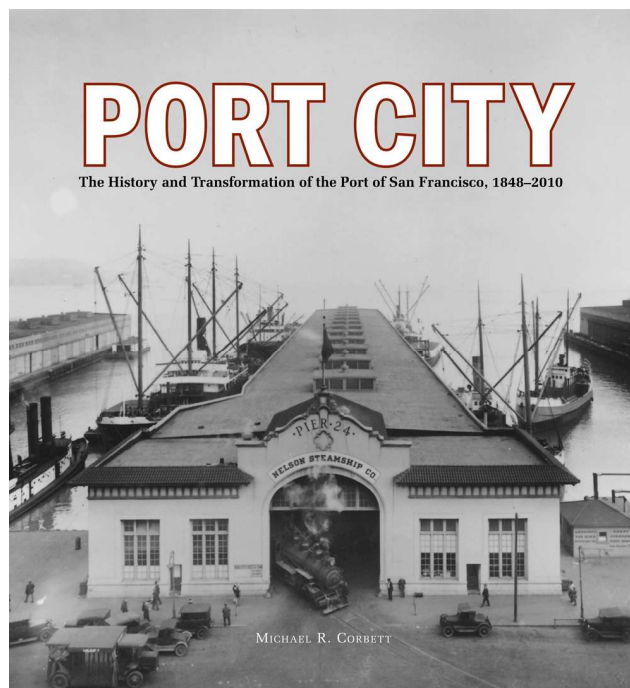
Grant Application

I. Background

In 2005, the Office of Economic and Workforce Development (OEWD) received \$2.5 million from a settlement agreement signed by the San Francisco Redevelopment Agency, San Franciscans Upholding the Downtown Plan and San Franciscans for Preservation Planning. Pursuant to the settlement agreement, the funds can only be used for historic preservation purposes. A seven-member committee, the Historic Preservation Fund Committee (HPFC), was created to advise OEWD on the expenditure of these funds.

The HPFC is comprised of a single representative from the following entities: San Francisco Historic Preservation Commission, San Francisco Architectural Heritage, San Francisco Board of Supervisors, Office of the Mayor, San Francisco Beautiful, San Francisco Redevelopment Agency and San Franciscans for Preservation Planning.

OEWD, in conjunction with the HPFC, is issuing this Notice of Funding Availability (NOFA) to provide small grants to qualified groups for compelling historic preservation needs that cannot be met by other resources.



Cover of "Port City," published by SF Architectural Heritage and partially funded by the HPFC.

Cover Page: Image of Bayview Opera House, whose nomination to the National Register of Historic Places was funded by the HPFC.

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II. HPFC Funding Objectives and Use of Funds

The objective of the HPFC is the long-term retention and conservation of historic structures and features located within the City and County of San Francisco, or under its control. To accomplish this objective, the HPFC considers and recommends funding requests for projects that further this objective in a substantial way.

Examples of projects that could meet the HPFC's objective include BUT ARE NOT LIMITED TO:

- ◇ Preparation of context statements which could be used as the basis for architectural and historic surveys of a specific geographic area, themes or building types or to develop individual landmark or historic district designations;
- ◇ Architectural and historic surveys of a specific geographic area, themes or building types;
- ◇ Preparation of planning, structural or architectural feasibility studies, historic structure reports or design guidelines;
- ◇ Research and documentation that informs historic resource evaluations in CEQA or other project reviews;
- ◇ Nominations of properties to local, state and federal historic registers; and
- ◇ Historic preservation education programs, such as books, products and exhibits.

Activities that can be funded are not limited to those described or to the range of projects funded to date (which can be found in the appendix attached to this NOFA). Other types of projects which creatively further the objective of the HPFC are welcomed. Pre-application letters of intent or pre-application meetings are encouraged.

The funds must be utilized for a project that provides a clear public benefit. Construction and “bricks and mortar” projects are ineligible for funding.

Funding for architectural and historic survey activities will be considered only when an appropriate Context Statement has been adopted by the San Francisco Historic Preservation Commission, or its predecessor, the Landmark Preservation Advisory Board.

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III. Grant Application Timeline

Proposals will be accepted and reviewed on an on-going basis until the RFP is withdrawn by the City.

IV. Availability of Funds

Requests for projects other than surveys will be considered for amounts ranging from \$1,000 to \$50,000.

Requests for survey projects will be considered for amounts ranging from \$3,000 to \$75,000 .

When considering large requests, the HPFC may recommend funding be approved in phases.



Image of the Geneva Office Building, whose nomination to the National Register of Historic Places was funded by the HPFC.

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V. Minimum Eligibility Requirements

- ◇ Applicant shall be a non-profit agency and recognized as tax-exempt by the IRS and the California State Franchise Tax Board under Section 501(c)(3) of the Internal Revenue Code. Applicants who do not meet the above requirements may use a fiscal agent in order to be eligible for funding.
- ◇ Organization shall be in good financial standing. The agency shall provide a copy of its most recent audit, if available.
- ◇ Organization must have or be willing to acquire adequate insurance coverage (workers compensation, general liability, fidelity and automobile, if applicable) at the time the grant is awarded.
- ◇ Organization shall be, or be willing to become, a City-approved vendor.

It is recommended that organizations that are not yet City-approved vendors begin the certification process as soon as possible, in order to ensure that they are able to meet this requirement if awarded a grant. The City's Office of Contract Administration offers all of the necessary forms on its website, which can be found at: http://www.sfgov.org/site/oca_page.asp?id=26550. Subcontractors are not required to be City-approved vendors.



Image taken from Mission Dolores Neighborhood Survey, which was funded by the HPFC.

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VI. Submittal Requirements

Prior to submitting a formal application, applicants are encouraged to submit a letter of intent or schedule a pre-application meeting. Contact Kelly Pretzer, OEWD staff, at (415) 554-6045 or kelly.pretzer@sfgov.org.

1. **Cover Letter**—To provide key information in a quickly accessible format, the cover letter should include:

- ◇ Brief description of the project and the product(s) which will be created;
- ◇ Amount of the request and total project cost;
- ◇ Start date and duration; and
- ◇ Complete contact information for applicant and fiscal agent, if any.

The cover letter is intended to serve as a quick summary of the more detailed information included in the submittal.

2. **Project Description**—Provide the following information in narrative format:

- ◇ Background and description of need for the project, including a brief statement of how the project meets the HPFC's objective as stated in this NOFA;
- ◇ Description of the product(s) to be created;
- ◇ Description of efforts to obtain funding from other sources and the results of those efforts;
- ◇ Sponsoring entity's contributions (funds, volunteers, materials, supplies, etc.), if any; and
- ◇ Other endorsements/support for the project, if any.

3. **Scope of Work, Budget and Timeline**

- ◇ Description of the scope of work, broken down by component tasks;
- ◇ Detailed budget, including anticipated revenues from all sources for the project, as well as a detailed breakdown of proposed expenses including hourly rates for personnel, consultants, subcontractors, administrative expenses, supplies, etc., for each component task described above; and
- ◇ Timeline showing sequence and duration of component tasks.

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4. Experience

- ◇ Identification of qualifications, and applicable past experience of all key persons involved in the project; and
- ◇ Identification of component tasks (as identified in the “Scope of Work”) each key person will be performing.

5. Organizational Overview

- ◇ Brief summary of organization’s mission, history and services, including when and why the organization was founded;
- ◇ Total organization budget, with a description of revenue sources; and
- ◇ Description of past experience and achievements related to historic preservation, if any.

6. Attachments—Please include the following attachments:

- ◇ **Proof of Non-Profit Status**—Letter from the IRS (as per Minimum Requirements).
- ◇ **Description of Board of Directors**—Attach a list of the names, titles and organizational affiliation of the applicant’s board members.
- ◇ **Most Recent Financial Statement**—Audited, if available.
- ◇ **Most Recently Filed 990 Tax Return**
- ◇ **Letters of Support**—From endorsers of the project, if any, cited in project description.



Image of an historic building with high integrity, as identified by an historic preservation survey of the Oceanside neighborhood, funded in part by the HPFC.

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VII. Proposal Review and Evaluation

Applications will be initially screened for completeness and clarity. Incomplete or substantially unclear applications will be returned to applicants for revision.

Once complete, applications will be reviewed on an ongoing basis by the Application Review Sub-Committee of the HPFC in conjunction with OEWD. The HPFC Sub-Committee will develop a recommendation which it will make to the full HPFC. That recommendation will be presented and considered by the HPFC at a duly noticed public hearing to which the applicant is invited, and at which the applicant and any member of the public can speak. The HPFC will determine its recommendation to OEWD by vote. The Director of OEWD will make the final selection decision.

Evaluation Criteria: The following criteria will be used for evaluating each proposal.

Project Description	<ul style="list-style-type: none"> ◇ Extent to which project addresses the HPFCs funding objective and priorities. ◇ Importance of project to the historic preservation needs of the neighborhood and City.
Scope of Work, Budget and Budget Justification	<ul style="list-style-type: none"> ◇ Appropriateness of requested amount for the proposed scope of the work. ◇ Extent to which the line item costs are reasonable (e.g. staff salaries, other program expenses, etc.) ◇ Extent to which other funding, volunteer labor and/or donated supplies and services are available. (Applications with committed matching funds are preferred but not required.)
Experience	<ul style="list-style-type: none"> ◇ Extent and quality of relevant experience of key personnel in undertaking project(s) of similar scope and completing them on time and within budget.
Organizational Capacity	<ul style="list-style-type: none"> ◇ Capacity, stability and structural health of the entity sponsoring and/or managing the project. ◇ Extent to which the proposed project fits into the organization's mission and current services.

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VIII. Submission Instructions

To apply for funds, please mail, email or hand-deliver one (1) electronic and/or hard copy of your proposal to:

Office of Economic and Workforce Development (OEWD)

Attn: Kelly Pretzer

1 Dr. Carlton B. Goodlett Place, Room 448

San Francisco, CA 94102

kelly.pretzer@sfgov.org



Image from the SFMTA Photo Archive, whose photo preservation and cataloguing efforts are partially funded by the HPFC.

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IX. General Terms and Conditions

1. The selection of any proposal by OEWD shall not imply acceptance by OEWD of all terms of the proposal, which may be subject to further discussion and negotiation. The City shall have no obligation to provide funding unless and until the City and a selected nonprofit enter into a written grant agreement approved by the Mayor and the City Attorney. The City may decide not to enter into a grant agreement with a selected proposer at any time and for any reason.
2. The City accepts no financial responsibility for any costs incurred by an organization in responding to this NOFA. Submissions under this NOFA will become the property of the City and may be used by the City in any way deemed appropriate.
3. At any time during the proposal evaluation process, OEWD may request additional information, or may require a proposer to provide oral or written clarification of its proposal.
4. The issuance of this NOFA does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserved the right at any time to: (a) waive or correct any defect or informality in any proposal; (b) reject any and all proposals; (c) modify this NOFA; (d) procure any materials or services specified in this NOFA by any other means; and (e) determine that no funding will occur.
5. In accordance with S.F. Administrative Code Section 67.24(e), proposals, bids, responses and all other records of communications between the City and persons or firms seeking contracts shall be made available to the public. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.
6. All proposers must comply with Section 16.510-2 of the San Francisco Administrative Code, which states:

No person who contracts with the City and County of San Francisco, for the rendition of personal services for the furnishing of any material, supplies or equipment to the City, or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or proposers for such an office, or committee controlled by such officer or proposer at any time between commencement of negotiations and either the completion of, or the termination of, negotiations for such contract.

Appendix A:

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Funded Projects 2005-2011

Nominations to the National Register of Historic Places:

- Uptown Tenderloin Historic District
- Geneva Office Building
- Appleton-Wofford Libraries
- Bayview (South San Francisco) Opera House

Architectural and Historic Context Statements:

- Sunset District: The Parkside
- Mission Dolores Neighborhood
- Automotive Support Structures
- Oceanview-Merced-Ingleside (OMI)

Architectural and Historic Surveys:

- Under the Auspices of the Planning Department:
 - o Eastern Neighborhoods (Augmented)
 - Market-Octavia
 - The Mission District (3)
 - South of Market (2)
 - Central Waterfront
 - o Japantown
 - o Showplace Square
 - o Automotive Support Structures
- Undertaken by Neighborhood Organizations:
 - o Sunset: Oceanside
 - o Sunset: Parkside
 - o Mission Dolores Neighborhood
 - o Oceanview-Merced-Ingleside (OMI)

Publications:

- Port City – The History and Transformation of the Port of San Francisco, 1848-1910 by Michael Corbett, based on his National Register Nomination for the Port of San Francisco and published by San Francisco Architectural Heritage

Other Projects:

- Match Board of Supervisors allocation (2/3) with 1/3 of funds needed by Planning Department for completing architectural surveys for three (3) years
- TDR Analysis
- Enhanced historic resources computer programming for the Planning Department
- Analysis of building types vis-à-vis adaptive re-use
 - o South of Market
- Conservation and digitalization of San Francisco Municipal Railway's Historic Photo Archive