

SAN FRANCISCO NONPROFIT SPACE STABILIZATION PROGRAM TECHNICAL ASSISTANCE PROGRAM GUIDELINES June 2017

The Northern California Community Loan Fund (NCCLF) announces the availability of technical assistance to stabilize the real estate of San Francisco nonprofits. **Applications must be received by 5:00 PM, September 8, 2017 to be considered. Applications submitted after 5:00 PM will not be accepted.** NCCLF encourages applicants to submit their applications before the September 8th deadline so that any technical problems that arise can be resolved before the deadline. Awards will be announced late October 2017.

Launched in 2015 by Mayor Lee, the Nonprofit Sustainability Initiative (NSI) is funded by the Office of Economic and Workforce Development (OEWD), implemented in partnership with the Mayor's Office of Housing and Community Development, the San Francisco Arts Commission and other key partners, and administered by NCCLF. The underlying objective of the NSI is to ensure access to quality of life resources as well as education, health and human services for residents of San Francisco. In addition, it is intended to support and stabilize nonprofit businesses, which are a vital economic force in San Francisco, by helping them activate underutilized space, evaluate real estate opportunities and secure permanent affordable space.

The Nonprofit Space Stabilization Program (NSSP), a program of the Nonprofit Sustainability Initiative (NSI), has been allocated \$1.455 million over two years for technical and financial assistance to support nonprofits adversely impacted by the real estate market. Technical Assistance will address nonprofit instability and seed growth and co-location. In Round 1 of the NSSP program, financial assistance grants totaling \$500,000 were awarded to nine organizations and technical assistance services were awarded to nonprofit cohorts interested in exploring shared space arrangements.

Round 2 technical assistance services include financial planning, space planning, identifying/evaluating potential sites, negotiating leases or purchase agreements, developing construction budgets and project timelines, and analyzing potential funding sources. Technical assistance services may be provided on a one-to-one basis and/or in workshop settings.

Once organizations receiving technical assistance secure site control, they may be eligible for financial assistance grants. Financial assistance may be used for relocation costs, such as predevelopment expenses (architect, engineer, permits), tenant improvements, holding costs, legal expenses, and moving expenses.

Timeline

The anticipated schedule for awarding Round 2 Technical Assistance awards is as follows:

Application Workshops	1:30 P.M. 07/20/17 and 5:00 P.M. 07/26/17
Last Day for Submitting Questions	5:00 P.M. 09/05/2017
Applications Due	5:00 P.M. 09/8/2017
TA Awards Announced	October 2017

Technical Assistance Grantees are required to attend all Real Estate Readiness Workshops. Two representatives from the awarded organization must attend. Representatives must include at least one senior staff member (staff with decision-making authority over real estate and financial matters). The second attendee must be a Board member or another senior staff member. The workshops will be on the following dates:

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Workshop 1	October 18, 2017
Workshop 2	November 1, 2017
Workshop 3	November 15, 2017

Program Eligibility Requirements

- 1) In order to be eligible to receive technical assistance, the applicant must meet all of the following criteria:
 - a) Be facing permanent displacement in the next 18 months, or barriers to growth due to real estate constraints
 - i) Risk of displacement may include a lease that expires in the next 18 months, a month-to-month lease, lack of site control, or other conditions putting the organization in imminent risk of losing office/program space.
 - ii) Organizations facing barriers to growth will be asked to provide a financial plan showing the financial and programmatic impact of increased space.
 - b) Be incorporated and in good standing as a Section 501(c)(3) corporation or a fiscally sponsored project of a tax-exempt corporation that is operating for purposes consistent with Section 501(c)(3) status.
 - c) Demonstrate financial accountability by submitting the organization's Form 990 for the most recent tax year.
 - d) Demonstrate financial accountability by submitting the organization's audit or IRS Form 990 for the most recent three fiscal years (if unavailable, balance sheet and income statement), budget for the current year, and year-to-date income statement and balance sheet. Arts and Cultural organizations may submit financial data from DataArts (formerly Cultural Data Project).
 - i) City contractors participating in the City's joint monitoring process must submit copies of their Fiscal and Compliance Monitoring Reports for the past three years.
 - e) Demonstrate financial stability (except for the impact of the real estate market forces) for the previous three consecutive years as reflected by the absence of any significant unplanned operating deficit, a positive fund balance and/or a meaningful cash reserve.
 - f) Must be located in San Francisco County.
 - g) Have an established track record of providing direct or indirect¹ services to members of low-income and historically underserved community(ies) in the City and County of San Francisco for at least the past three years. Organizations will be asked to provide:

¹Within the context of the Nonprofit Sustainability Initiative, indirect service refers to the provision of skills, knowledge, advocacy, and services with the intention of supporting a community or an organization(s) ability to fulfill its mission.

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- i) Evidence that the organization's mission and/or programs clearly identifies and prioritizes low-income and historically underserved community(ies).
- ii) Documentation that the organization has a mechanism for program beneficiaries (primary and/or secondary²) to provide input that informs the organization's governance.
- iii) Description of primary and/or secondary beneficiaries (clients, audiences, participants)
- h) List of clients and neighborhoods served annually. Clients served should include primary and secondary clients.

Grantee expectations:

If an organization receives a technical assistance award, the following requirements are expected:

- Two representatives from the awarded organization must attend each of the 3 Real Estate Readiness workshops. Representatives must include at least one senior staff member. The second attendee must be a Board member or another senior staff member.
- The grantee must designate a contact person.
- Grantee will be expected to respond to all correspondence and communication from NCCLF within 5 business days.

Applications are available at: <https://www.ncclf.org/sfsustainability/>

Applications must be received by Friday, September 8, 2017 at 5:00 PM to be considered for a 2017 Nonprofit Space Stabilization Technical Assistance award.

For more information please contact:
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² Primary clients receive the bulk of services or resources. Secondary clients receive minor services or are impacted through the ripple effect of the organization's work. (For example, a Counseling Agency's primary clients could be youth receiving counseling services and its secondary clients could be family members that receive minor support services. For a Capacity Building Agency, primary clients could include nonprofit staff & board members registered for workshops and secondary clients could be clients served through the nonprofits that are supported.)