



# Legacy Business Historic Preservation Fund Rules and Regulations for Business Assistance Grants to Legacy Businesses

## 1. Scope

These rules and regulations apply to Business Assistance Grants to Legacy Businesses, as set forth at Administrative Code Section 2A.243(b).

The Business Assistance Grant is subject to the budgetary and fiscal provisions of the City Charter and is available to Legacy Businesses on the Legacy Business Registry. Additional provisions required to award the grant: the Legacy Business (A) must annually file an application for the grant with the Office of Small Business between July 1 and September 30; (B) has no amounts owing to the City as a result of fines, penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by law, regulation, or contract that were delinquent as of the date of application; and (C) meets all other requirements for the grant established by the Small Business Commission.

## 2. Application Timeline

For fiscal year 2016-17, the Business Assistance Grant application deadline is extended to December 15, 2016. Funding for approved applications will be issued on or near Feb. 1, 2017. For fiscal year 2017-18 and after, the filing timeline will be July 1 through September 30.

## 3. Verification of Grant Fund Use

Consistent with the purpose of the Legacy Business Preservation Fund as set forth in Administrative Code section 2A.243(a), Business Assistance Grant funds shall be used only to promote the long-term stability of Legacy Businesses and to help Legacy Businesses remain in San Francisco. Authorized uses could include tenant improvements, capital improvements, rent, relocation within San Francisco, marketing, professional services, and other activities necessary to support the continuation of the business as a Legacy Business. Each Business Grant application shall include a detailed description showing the intended use(s) of the grant funds.



Failure to demonstrate that grant funds will be used for an authorized use, or failure to demonstrate that grant funds from prior years were used for an authorized use, may result in a denial of a grant application.

#### **4. No Amounts Owed to City**

Applicants must certify they do not owe any amounts to the City as a result of fines, penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by law, regulation, or contract that were delinquent as of the date of application.

#### **5. Certification of Full-Time Equivalent Employees (FTEs)**

Applicants must verify the number of full-time equivalent employees employed in San Francisco employee hours as of the immediately preceding June 30. Full-time equivalent is determined by adding for each employee employed as of June 30, the employee's average weekly hours over the preceding 12 months (July 1-June 30), dividing the result by 40, and rounding to the nearest full employee. Verification of the number of reported full-time equivalent employees may include payroll reports or the equivalent.

#### **6. Business Assessment Questions**

Applicants must submit a business assessment questionnaire prepared by the Office of Small Business (OSB) as part of the grant application. OSB shall use the questionnaire to identify additional programs that may help the business.

#### **7. Business Stabilization Grants**

Applicants must disclose any other stabilization grants they are receiving (e.g., Nonprofit Mitigation Fund). The OSB submits to the Board of Supervisors an annual Legacy Business Program report. The OSB shall use this information to track and report to the Board of Supervisors, on the impact of a business utilizing multiple funding sources verses one funding source and the impact on a Legacy Business's ability stay in business.

#### **8. Amount of Grant**

The OSB shall award to approved applicants ("Qualified Legacy Businesses"), a grant equal to \$500 per full-time equivalent employee employed in San Francisco up to a maximum of 100 full-time equivalent employees. The total combined grants paid to all Qualified Legacy Businesses in a fiscal year (July 1-June 30) shall not exceed the appropriations into the Legacy Business Assistance Account in the Legacy Business Historic Preservation Fund.



When the total grants in a fiscal year requested by Legacy Businesses exceed the amount of the appropriations into the Legacy Business Assistance Account, the Office of Small Business shall allocate the grants to be paid to all Qualified Legacy Businesses proportionately based on the number of full-time equivalent employees employed in San Francisco by each Qualified Legacy Business as of the immediately preceding June 30.

### **9. Receipt of Grant Payment**

To be paid, Grantees must become a City Vendor. The Legacy Business Program Manager can assist applicants in completing registration requirements. Those that cannot be set up as City Vendors will be paid by a contracted third party vendor and may be subject to a nominal grant administration fee.

### **10. Reapplication requirements**

Applicants who wish to reapply for Business Assistance grants shall be required to (1) verify they still qualify as Legacy Businesses; (2) submit an application that complies with these regulations; and (3) submit a grant evaluation survey to be prepared by OSB.

