

Community Opportunity Fund Introduction:

As a citywide program of the 2012 Clean and Safe Neighborhood Parks Bond, the Community Opportunity Fund (COF) program is a six million dollar capital program that encourages residents, neighborhood groups, and park advocates to improve their parks. Proposed projects compete for 2012 Parks Bond funding matched with private gifts, volunteer time, and additional public funding. The COF program goals are:

- **Improve San Francisco's Parks** Create well-designed and efficiently-constructed park features to enable the city to continue providing a diverse set of safe, clean, sustainable, and high-quality park experiences.
- **Leverage Resources** Leverage contributions – volunteer hours, monetary, and in-kind donations - to expand park funding beyond the \$6 million provided by the 2012 Parks Bond.
- **Build Community and Foster Stewardship** By listening to the park needs of San Francisco residents and enhancing park experiences based on those needs, the program will increase the number of park users of all ages committed to civic investment and a sense of community.
- **Improve RPD/Community Partnership** The program will improve partnerships between RPD and community organizations by streamlining the park capital improvement process and clearly outlining the roles and responsibilities for City staff and community partners.

COF Program Budget:

COF Rounds 1-3 were funded by the 2008 Clean and Safe Parks Bond. COF Rounds 4-6 will divide the 2012 Parks Bond awarding approximately \$ 1.2 million per round/year.

- Round 4 – 2014
- Round 5 – 2015
- Round 6 – 2016
- Soft Costs
(25% of the \$6M is retained for design and construction support services. These include program management, design for projects without construction documents, planning, outreach and construction contingency, environmental review, accessibility review, etc)

COF Awards/Funding:

\$1,200,000 will be divided among the selected potential projects and no one award may exceed \$500,000.

COF Rounds 1, 2 and 3 were funded by the 2008 Clean and Safe Parks Bond. COF Rounds 4, 5 and 6 will divide the 2012 Parks Bond awarding \$ 1.2 million per round and year.

- Round 4 – 2014
- Round 5 – 2015
- Round 6 – 2016

- Soft Costs
 (25% of the six-million dollars is retained for design and construction support services. These include program management, design for projects without construction documents, planning, outreach and construction contingency, environmental review, accessibility review, etc.

COF Deadlines / Schedule:

October 2013-January 2014- Five Applicant Workshop Dates/Locations (attendance is mandatory for applicants):

1. Tuesday, October 29th, 2013 6-8 PM City Hall Hearing Room 408
2. Wednesday, November 6th, 2013 6-8 PM Minnie Lovie Auditorium
3. Wednesday, November 20th, 2013 6-8 PM Betty Ong Chinese Rec Center 3rd Floor East Multipurpose Room
4. Thursday, December 5th, 2013, 6-8 PM Joe Lee Rec Center - Multipurpose Room 2
5. Saturday, Jan 11, 2014 10 AM – 12PM Golden Gate Park County Fair Building Auditorium

April 4 2014 – Draft Application due to RPD McLaren Lodge, 501 Stanyan Street

April 25 2014 - Draft Review Period ends and comments due back to applicant

June 6 2014 - Final Application due to RPD McLaren Lodge, 501 Stanyan Street

June-July 2014 – Final Application evaluated for selection

August 2014 - Award Notification

COF Submittal Package

There are two submittals for each park improvement: a Draft Application Submittal and a Final Application Submittal. The Draft Submittal is reviewed for completeness and RPD provides before being directed to the Final Application Submittal.

Application Type	Format/Quantity	By Date/Time	Mail/Deliver to:
Draft	One compact disk (CD) or “thumb drive”:	Before 4PM Friday, April 4, 2014.	Community Opportunity Fund – Round 4 C/O General Manager’s Office San Francisco Recreation and Parks 501 Stanyan Street San Francisco, CA 94117
Final	-File size not to exceed 20MB and -PDF format	Before 4PM Friday, June 6, 2014.	

Please note: Office hours are Monday-Friday, 9AM-5PM. Applications are due by 4pm. Late or incomplete applications will not be accepted.

Both Draft and Final application submittals consist of the following completed forms and attachments:

1. Project Overview Form
2. Operations Review Form
3. Broad Community Support Verification Form
4. Project Budget Summary
5. Volunteer Stewardship Commitment Form
6. Project Narrative
7. Site Map / Design (no larger than 11" x 17" format)

COF Eligibility:

- Applicant must attend a mandatory Applicant Workshop
- Site must be under the jurisdiction of the Recreation and Park Department
- Site must be located within the City of San Francisco
- Site cannot be located or affiliated with any of the 2012 Park Bond sites (noted below):

Angelo J. Rossi Pool and Park	Margaret Hayward Playground
Balboa Pool	Moscone Recreation Center
Garfield Square	Mountain Lake Park
George Christopher Playground	Potrero Hill Recreation Center
Gilman Playground	South Park
Glen Canyon Park	West Sunset Playground
Hyde-Turk Mini Park	Willie "Woo Woo" Wong Playground
Joe DiMaggio Playground	McLaren Park

- Proposed project must be a capital improvement. The result must be fixed to the site and cannot be removed. For instance, a drinking fountain, a fence, or bulletin board are all examples of capital improvements whereas tools, programs, maintenance and supplies are not.
- Proposed project must meet the **required first three Evaluation Criteria**
 1. Enhance park aesthetic or reduce maintenance
 2. Have broad community support (see Broad Community Support section for additional information)
 3. Have a complete design, budget and schedule (construction completed within 2 years of submission)

Additional Evaluation Criteria - To be competitive, up to 60 points are given to projects that meet the following optional criteria:

4. 15 points - includes a financial contribution of volunteer time, cash, or materials (20% = 5 points, 35% = 10 points, 50% = 15 points)

5. 05 points - located in a park-deficient neighborhood (outlined by the City's General Plan)
6. 05 points - enhance habitat for native/non-invasive plants and animals
7. 05 points - include environmentally beneficial or sustainable features
8. 05 points - promote flexible use of the park
9. 05 points - create park features that serve children, youth or seniors
10. 05 points - applicant has strong track record of collaboration with RPD or other City agencies.
11. 05 points - increase the number of residents engaged in the park and build a stable network of park stewards
12. 05 points - Project-related volunteer activities include diverse members of the park's community
13. 05 points - Volunteer hours and donated cash/materials complement the proposed project

Additional Bonus Criteria – There 10 additional points available to projects which meet the following “bonus criteria:”

1. 05 points - Innovation
2. 05 points - Decrease Maintenance Workload

COF Selection Committee/Jury:

The Project Selection Committee reviews projects and makes project award recommendations to the Recreation and Park Commission. This Committee is appointed by the General Manager and consists of the following seven seats:

- (1) PROSAC member
- (1) Recreation and Park Commissioner
- (1) Representative from a high need, underserved community
- (1) Member of a parks support/stewardship group
- (1) Youth member
- (1) Program service provider
- (1) Landscape architect

Project Selection Committee members are required to disclose any relation, interest, or park site they hold in a particular project application. The Selection Committee member will be recused from the application and will not score, rank, or discuss the specific application. Failure of disclosure will result in disqualification of the application.

COF Selection Process:

Once Final Applications have been submitted to the General Manager's Office, RPD staff will facilitate the selection and confirmation of projects and forward the recommendations to Recreation and Parks Commission for their selection of awarded projects. Below are the steps associated with the selection process.

- **Staff Review:** RPD staff will review final applications to confirm completeness. Incomplete applications will be disqualified. All qualified applications will then be forwarded to the Project Selection Committee.
- **Selection Committee Review:** The Project Selection Committee will review all applications based on the Project Selection Criteria. The Committee will score each application and forward recommendations to staff for the RPD Commission to award projects.
- **City Attorney Confirmation:** Staff will submit the Selection Committee's recommended projects to the City Attorney's Office. The City Attorney will confirm that awarded projects meet the legal requirements of a capital project funded by the general obligation bond.
- **Recommendation to RPD Commission:** Staff will forward confirmed projects to the RPD Commission for approval. ANTICIPATED DATE AUG 6, 2014
- **RPD Commission Approval:** Based on staff, Selection Committee, and City Attorney review, projects will be recommended by staff for further study and environmental review. Once formally recommended for further study, staff will submit information for environmental review documentation to City Planning under the provisions CEQA and/or other Planning Department approvals as needed.

COF Broad Community Support:

Gather feedback and support from RPD, your community, park representatives and park partners. Many successful applicants included letters of support from notable park leaders within their community.

- **RPD Park Service Area (PSA) Manager (required)** is responsible for the maintenance and operation of regional and neighborhood parks as well as trails and open space. There are eight PSA Managers responsible for specific parks and neighborhoods throughout San Francisco. Your proposed improvement must be reviewed for site appropriateness and signed by the PSA Manager responsible for your park prior to submitting the application. S/he will complete the Operations Review Form and forward to the Superintendent of Parks and Open Space for required signature. A link to a map and information to identify the PSA manager for your park is provided on the COF webpage. If you need additional assistance, please email or call Karen (contact info below).
- **Community Meetings** are required to ensure that your neighbors agree and support the proposed capital improvement. RPD requires a minimum of three community meetings for all proposed park improvements. The meeting outline can be flexible; however, generally includes:
 1. Community Meeting #1-Identify problem, outline opportunities and constraints
 2. Community Meeting #2-Provide two to three alternative solutions to noted problem; chose best alternative or create new alternative solution comprised of the best elements of each alternative.
 3. Community Meeting #3-Confirm final alternative that will be included in application

RPD provides a Community Meeting checklist for the applicant that includes general agenda, supply list and documentation for each meeting. RPD will generate a mailing list of all addresses within a 300' radius of the project site and help to advertize the date and venue of all three community meetings. The applicant must provide RPD with all three meeting dates and locations six weeks before first meeting. Keep track of all attendees with a sign in sheet, photos documentation. Karen can provide examples of all of these types of documents (contact info below).

- **Parks and Recreation Open Space Advisory Committee (PROSAC)** is a committee comprised of twenty-three members that serve as liaisons between the RPD, Commission and the residents, neighborhood groups and organizations dedicated to parks and recreation. Each member serves a two year term and represents the one district throughout the city. Support from your district PROSAC representative is extremely helpful and because his/her primary focus in park, environmental, recreational, cultural, sports, youth or senior citizen issues, may dovetail into your recommended improvement. Find your PROSAC representative by visiting www.sfrecpark.org/about/community-meetings/prosac/
- **The Board of Supervisors** is the legislative branch of the City and County of San Francisco that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Board consists of 11 members, each elected on a non-partisan basis from a district where s/he lives and has three aides assisting with respective neighborhood issues. Inform your supervisor and aides of your proposed improvement for feedback, support and recommendation. Supervisor staff contacts can be found at <http://www.sfbos.org>
- **Park Partners** serve an important role supporting neighborhood groups with various services. During the 2008 Bond awards, the following organizations assisted community groups apply for the COF and helped them realized their improvements.
 1. San Francisco Parks Alliance - www.sfparksalliance.org
 2. Trust for Public Land - www.tpl.org
 3. Trust for Conservation Innovation - www.trustforconservationinnovation.orgFor a directory of non-profit park partners, please visit - www.fiscalsponsordirectory.org/

Tracking and Acknowledging Donors

The San Francisco Recreation and Park Department (RPD) is a 511(a)(2)(b) governmental entity of the City and County of San Francisco and as such is a tax-exempt organization, pursuant to Code section 115(1). (See RPD Determination Letter for additional information)

Given the structure of the RPD Finance division, a few COF cash donations can be processed, the cash will be directed towards the specific COF project, and the donors will be acknowledged.

However, if a Community Partner is launching a robust fundraising campaign with many donations, then it is recommended to seek fiscal sponsorship so that there can be accounting and administrative support.

The City has requirements for receiving donations. **Financial interest:** The Sunshine Ordinance requires that a department that receives a gift of money, goods or services **worth more than \$100** report any financial interest that the donor has involving San Francisco City government. In addition, donations worth more than \$100 must be publicly posted (website) and reported to the Board of Supervisors. (See Donor Disclosure form for additional information)

Insurance and Indemnification

The City and County of San Francisco has insurance and indemnity requirements for contractors, architects, and other licensed professionals working on public property. In most cases the fiscal sponsor holds the insurance and indemnity. Otherwise, RPD staff will consult with the City Attorney's office to determine if RPD can enter into some type of written agreement with Community Partner that requires their contract with the contractor to indemnify the city and have insurance.

COF Questions/Assistance

Recreation and Parks Department, Capital Improvement Division
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San Francisco Parks Alliance
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