ADDENDUM 2
FY26 COMMUNITY CHALLENGE GRANT

August 4, 2025

FY26 Community Challenge Grant Guidebook is amended in accordance with the following revisions:

~~Red~~ copy with strikethrough text is deleted text;
Green copy is revised or added text

2.2 Eligibility
Before applying, review the following eligibility guidelines (detailed criteria table is in Section 4.1: Minimum Qualifications Screening) to determine whether your organization and proposed project qualify for CCG funding.
To be eligible to apply:

- The applicant must be a 501(c)(3) nonprofit or work with a qualifying fiscal sponsor, and have an IRS determination letter issued on or before October 9, 2023.
- If the IRS determination letter was issued AFTER October 9, 2023, the organization must have at least 25 percent of the grant request available as cash assets as shown in the submitted financial statements. A fiscal sponsor will need to have 25 percent of the total grant requests available for each application they are sponsoring.
- The applicant or key project staff must have successfully completed projects of similar size and scope or work with a qualifying fiscal sponsor.
- The proposed project must be located within the City and County of San Francisco.
- Grant requests must be between $50,000 and $150,000, and projects must begin on or after January 1, 2026.

In addition:

- Projects that require a **Love Our Neighborhoods Tier 3** **permit** (unless comprised of multiple Tier 2 projects) or a **Major Encroachment Permit**, or similar requests that are not in the public right of way, are not eligible. Tier determination will be made by Love Our Neighborhoods staff for projects under their jurisdiction, and by CCG staff for all others.
- If awarded, grantees must be willing and able to comply with City contracting and compliance requirements, including becoming a registered City supplier.

3.2 How to Apply

Applications must be submitted online using the following form:
https://forms.fillout.com/t/8oGFKBeboaus
Applications submitted by email, mail, or any other format will not be accepted.

The online form does not allow applicants to save their progress. We strongly recommend drafting responses in advance using Appendix B: Application Questions and then copying your final answers into the form. Please budget approximately one hour to enter the information. Be sure to finalize and submit your application before the deadline listed in the RFP Schedule (Section 1.2). No extensions will be granted, and late submissions, supplemental documents, or revisions will not be accepted.

As you prepare your application:
- Respect all character limits to ensure clarity and conciseness.
- Respond thoroughly to all questions and address the evaluation and selection criteria outlined in Section 4.2.
- Double-check the Submitter Contact's email address to ensure you receive submission confirmation and updates.
- Ensure your uploads meet the size limit: i**ndividual file uploads are limited to 20 MB**.

Important: The online form is dynamic:
- You may not be able to proceed to the next page if required fields are incomplete or contain errors.
- Some questions or sections may remain hidden until specific selections are made. For example, the "Submit" button only appears after the authorized individual checks the submission confirmation box.

Only one application may be submitted per applicant. If multiple applications are submitted, only the most recently complete submission received before the deadline will be reviewed. After submitting, you will see a confirmation screen and receive a time-stamped confirmation email.

To assist you, we've included detailed guidance for several sections of the application.

Minimum Qualifications

At the beginning of the online application, you will be asked a series of screening questions to confirm that your organization and the project meet the minimum qualifications. If your responses indicate that your organization or project does not meet the eligibility qualifications, a notification banner will appear explaining the issue. In that case, the applicant **will not** be able to move forward to the complete the application.

501(c)(3) Status
If you have your own 501(c)(3) status, you will need to upload the IRS letter of determination

501(c)(3) Established Date
Enter the date on the IRS letter of determination. If the date is **after** October 9, 2023, you will need to respond to the Cash Assets minimum qualification.

Cash Assets
If your IRS determination letter was not issued by October 9, 2023, do you have at least 25% of the grant request in cash assets? UPLOAD your organization's balance sheet and profit and loss statement for the most recently completed year. (If you are on a calendar year, upload January 1, 2024 – December 31, 2024; if you are on a fiscal year, upload July 1, 2024 – June 30, 2025.)

Note: this is an application requirement, but if you upload it here, you will not be asked to upload it again.

Organization and Contacts

Next, we ask about the applicant organization. Respond if the applicant has its own 501(c)(3) status or if it is applying through a fiscal sponsor.

Fiscal Sponsee
If applying through a fiscal sponsor, click on the **+Add** button to find your organization's name from a list in the CCG database. It may take several seconds for the list to appear.

If your organization's name is not in our database, click **+Create new** to enter the name, then click **Submit** to continue.

Fiscal Sponsee Contact
If your organization was in our database, we may already have a contact for the organization. Click on **+Add**. You may select the contact if you see the person associated with your organization, or select **+Create new** and provide their Name, Title, Contact Information, and Contact Type.

501(c)(3) Organization
Click on the **+Add** button to find your organization's or fiscal sponsor's name from a list in the CCG database. It may take several seconds for the list to appear.

If your organization's name is not in our database, click **+Create new** to enter the name, then click **Submit** to continue.

Submitter Contact
If your organization was in our database, we may already have a contact for the organization. Click on the **+Add**. Select the contact if you see the person associated with your organization, or select **+Create new** and provide their Name, Title, Contact Information, and Contact Type.
Note: This person will receive the confirmation email after the application is submitted.

Signer Contact
Follow the same process as above.
Note: This person must be authorized to sign legal documents on behalf of the organization.

Chapter 12L Nonprofit Public Access Ordinance
Nonprofit organizations that receive $250,000 in city funds or City-administered funds, must comply with this ordinance. If your organization has received less than $250,000 in City or City-administered funds in the current year, you may respond with "not applicable."

Prevailing Wage
Prevailing wage refers to the minimum hourly wage and benefits that must be paid to workers on certain publicly funded projects. These wage rates are set by the California Department of Industrial Relations (DIR), based on the type of work performed and the location of the project. The goal is to ensure fair labor standards and prevent the underpayment of workers on government-supported projects.

Prevailing wage requirements are triggered when public funds are used to pay for **construction and other covered work activities**. Although CCG projects are typically smaller in scale, certain activities may still trigger this requirement. Examples of covered activities include:
• Buffing a wall before painting a mural
• Removing the sidewalk concrete
• Landscaping and maintenance (e.g., mowing, weeding, pruning, plant replacement, irrigation servicing)
• Pressure washing

If CCG funds will cover these activities, state law requires your organization to be registered with the California Department of Industrial Relations (DIR) as a public works contractor **by the time of submitting your CCG application**. A registration fee is required. Failure to do so may result in a financial penalty.

If awarded a grant, your organization must also submit certified payroll reporting to verify that workers are paid the applicable prevailing wages and benefits. The City uses an online system called **LCPtracker** to manage these submissions. Basic training will be provided to help grantees navigate the system and fulfill this requirement. Learn more at the City's prevailing wage website.

Important note: Prevailing wage requirements **do not** apply when:
• Volunteers perform the work, or
• The work is funded entirely with private (non-public) dollars

Need help? *Attend a City Requirements Workshop (or see the recording) or email prevailingwage@sfgov.org with questions about prevailing wage and contractor registration.*

Summary of Request

Program Area
Projects may include both infrastructure and activation elements. Choose the program area that reflects where more than 50 percent of your proposed budget will be spent.

Project Summary
If awarded, your project may not deviate from this description so be thoughtful with your description.

Optional Work Samples
- Work samples may help reviewers better understand your project. You may upload **one PDF** (max size 20 MB) that includes:
- Up to 10 images, and/or
- A lin**k to one video** (maximum 3 minutes)

Application Questions

Community Involvement Indicators:
To demonstrate community leadership and participation in the project, provide numbers for the Community Involvement Indicators. In the Comments section, describe how the numbers will be achieved (e.g., quarterly neighborhood updates at the corner coffee shop; or volunteers from a senior center; or weekly, two-hour garden days).

Definition	Indicator	**Comments** (Limit: 300 characters)
Any public meeting, workshop, or listening session related to the project	Number of community engagement meetings: ___	
Unique individuals contributing unpaid time to the project	Number of volunteers involved: ___	
Total combined time contributed by all volunteers	Number of volunteer hours contributed to the project: ___	

Performance Measures
The City requires performance measures on nonprofit contracts to assess both service delivery and effectiveness. These are divided into two types:
- **Service Objectives** measure the quantity of service delivered. They answer the question: "How much did the contractor do?"
- **Outcome Measures** assess the quality, effectiveness, or short-term impact of services. They address questions such as: *"How well did the contractor perform?"* or *"What was the result of the contractor's activities?"*

If awarded, performance measure targets will be finalized during contract negotiations.

Applicants must select:
- Two service outputs and
- One outcome measure

You must select **at least one service ~~output~~ objective from the menus** below and provide a target. For your second service ~~output~~ objective (and target), you may either:
- Select another option from the menus, or
- Propose your own service ~~output~~ objective that is specific, measurable, and aligned with your project goals. Should you choose this option, select "Other" ~~type "see below" in the field,"~~ and enter your proposed service ~~output~~ objective in the ~~second~~ field highlighted below:

Note: While ~~outputs~~ objectives and outcomes are organized by program area,

applicants may select from either menu (Infrastructure or Activation), regardless of which program area they apply under. Choose the measures that best reflect your planned activities.

Program A: Infrastructure	Program B: Activation
• Number of trees, shrubs, or native plants installed • Square feet of green infrastructure or permeable surfaces added • Number of public art created (murals, tiled stairways, etc.) • Number of intergenerational or culturally representative design elements incorporated into structures • Number of safety features added (lighting, fencing, traffic calming) • Number of inclusive design features added (ADA seating, bilingual signs) • Number of vacant or underutilized parcels reactivated •	• Number of community events or activation days hosted • Number of intergenerational activities • Number of hours of service provided (cleanup, trail upkeep, landscaping, etc.) • Pounds of litter collected • Number of cultural or heritage-focused activities or performances held • Number of youth or residents employed, trained, or mentored through the project

Select **one outcome measure** from the menus below:

| Program A: Infrastructure	Program B: Activation
• % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports) • % increase in community-reported satisfaction with the space (via post-project survey or community input) • % of project features still maintained or functional one year after installation • % reduction in impermeable surfaces or increase in green infrastructure (if measurable via baseline data) • % of community members who feel the space is now safer, more accessible, or more welcoming (via brief intercept surveys) • % of surveyed neighbors who believe the space is more welcoming or inclusive than before •	• % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports) • % of local businesses that saw increased foot traffic or sales during events • % of attendees who reported feeling more connected to their community • % of first-time participants who said they would attend a future community event • % of youth participants who reported increased job readiness or skills confidence • % of participants who felt the project reflected their identity or culture • % of participants who felt motivated to get more involved in their community • % of attendees who felt safe attending/participating in the space

Project Location Details

- Click on **+Create** to enter the project location details; repeat for each project location.
- In Project Location, enter the street address for the project location.

  If the site does not have a clear address, such as a location in a park, applicants must provide the longitude and latitude of the site by following these instructions:
  1. Visit https://www.latlong.net
  2. Type the closest address to your location so that you see the area on the map below
  3. Click the + button to zoom in on the location
  4. Then click your mouse on the location
  5. The highlighted numbers represent the latitude and longitude coordinates for your project site.
  6. Enter those coordinates into the street address field
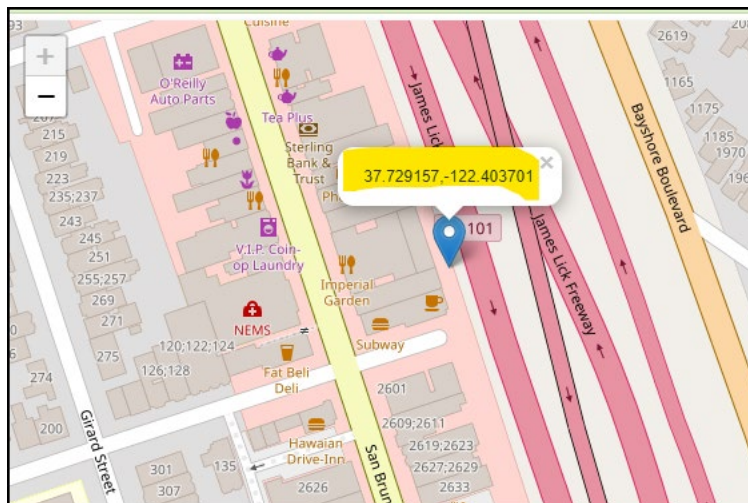
Type of Property
Select either public property or private property. If you do not know, please contact the Grant Administrator.

Property Owner/Tenant Letter
Use the Appendix C1, C2 or C3 template provided to obtain the signature from the property owner, and if relevant, the tenant, for each project location. Contacts for the different City departments are provided. Use Appendix C2 for projects under jurisdiction by the San Francisco Public Utilities Commission and Appendix C3 for projects under jurisdiction by the San Francisco Unified School District.

Guidance for Multiple-Site Projects and Jurisdictional Property Letters
Applicants proposing projects at multiple sites must include property owner letters for each location. However, the following guidelines may help in specific scenarios:

Does the project location have a high score on any of the three maps provided?
For a demonstration on how to identify your project location on the maps listed, visit this page.
- Planning's Environmental Justice Communities map (yes, **score is 21–30**).
- CDC/ATSDR Social Vulnerability Index (yes, is **medium-high or high** social vulnerability).
- New Market Tax Credit eligibility map (**yes, is eligible**).

Optional Letters of Support (maximum 3)
Must come from individuals or organizations with **no financial stake** in the project. Strong letters come from past funders, project collaborators, or local stakeholders who can speak to your impact. If you have multiple letters, combine them into 1 PDF. Max file size is 20 MB.

Project Budget
If awarded funding, this budget will define approved spending in your grant agreement. **Use of the provided budget template is required and will be evaluated** (see Section 3.1: Application Templates and Uploads). Ensure that you:
- Provide budget justification in the space provided that describes necessary costs and how you arrived at these numbers.
- Reference the Definition of Line Category tab for a description of line items including required supporting documents to submit with reimbursement requests, if awarded.
- Do not change formulas. If they do not work, email the Grant Administrator.

Enter all **reasonable and necessary costs** associated with your project into the appropriate line items. Not all categories will apply to every project.

Instructions by category:
- **PROJECT MANAGER**: This position is required. If it will be filled by a volunteer, please indicate this in your budget justification.
- **PERSONNEL**: In the Budget Justification column, list the pay rate and anticipated Full-Time Equivalent (FTE). Enter gross salary and maximum allowable expense for each position in the Proposed Budget column.
- **FRINGE**: In the Budget Justification column, list the expenses included (e.g., health insurance, dental insurance). A percentage of total personnel will be calculated automatically. If awarded, you will be required to provide the basis for fringe calculations.
- **SUBCONTRACTORS**: In the Budget Justification column, list the name of each subcontractor, their scope of work, and pay rate. If they are performing prevailing wage activities, also list the trade classification and applicable wage and benefit rates (updated on August 22, 2025). See current rates under State of California Resources.
- **INDIRECT**: You may request up to 15% of direct expenses.

Profit & Loss Statement and Balance Sheet
- Payments for this grant are made on a reimbursement basis. To assess your organization's ability to manage expenses between disbursements, CCG will review your most recent financial statements. Organizations using a fiscal sponsor should submit their fiscal sponsor's PnL and Balance Sheet.

Please upload the following:
- Profit & Loss Statement, and
- Balance Sheet

If your organization operates on a calendar year, upload documents for January 1, 2024 – December 31, 2024. If you operate on a fiscal year, upload documents for July 1, 2024 – June 30, 2025.

Combine both documents into a single PDF.

Maximum file size: 20 MB.

Submission

The person identified as the signer on the organization page certifies the following:
- I agree that I am a decision maker of the proposing organization who is duly authorized to bind the applicant.
- I agree to accept all conditions, provisions, requirements, and specifications contained in the CCG Request for Proposals. (It is the responsibility of the applicant to ensure that all named partners are in agreement with the proposal prior to the submission.)
- I agree that the application shall be binding for no less than 120 days.
- I understand that, if selected, my organization must comply with City and County ordinances and contracting requirements including general liability and auto

insurances, compliance with Equal Benefits Ordinance, and current SF business tax certificate, if applicable.

- By submitting this application, I attest that my organization is not currently debarred or suspended from participation in local, state, or federal programs.