

LBEAC

Director's Report

August 6, 2026

San Francisco Office of the City Administrator

Agenda

- 1 Launched: Digital Form 1**
- 2 Legislative Update**
- 3 Announcements**
- 4 Program Evaluation: Update**

Public/Private Partnership Projects: Getting your participation counted

SBE Form 6 - Progress Payment Report - Section 2

A	B	C	D	E	F	G	H	I	J
Name of Firm: List Prime Contractor and all Subcontractors (including lower tier Subcontractors and Suppliers)	SBE Status (Select From Dropdown)	Design or Construction	Service Performed	Amount of Contract or Purchase Order at Time of Award	Amount of Change Orders/Modifications to Date	Total Amount of Contract or Purchase Order to Date +/- Change Orders/Modifications (E + F)	Amount Invoiced this Reporting Period	Amount Invoiced to Date, including Amount Invoiced this Reporting Period (H)	Percent Completed to Date (I + G)
PROJECT NAME: Sample SBE Participation Goal: DMM/YYY SBE Participation Report as of PRIME Contractor/Consultant: Invoiced-to-Date \$ - Total LBE \$ - Total State SBE \$ - Total DBE \$ - Total SBE \$ -									

Retired Participation Forms

SBE Form 1: Project Participation Form
(for Award and Quarterly Reporting)

v2025.07.18

Project Name:		The Normandy Apartments	
Project Address:		1135, 1155, 1175 Ellis St, San Francisco, CA 94109	
Project Sponsor:		MCHCD	
Entity Submitting Form:		THDC	
SBE Participation Goal(s):		25.00%	
Projected SBE Sub Participation (auto populated):		13.77%	
Projected Total SBE Prime + Sub Participation (auto populated):		60.03%	
Date form submitted:		9/8/2025	

Auto Populated Based on Values in Below Table. Cells Will Populate Only After CMD Has Validated The SBE's Status				
SBE Status	SBE Subcontractor/Subconsultant Participation	Prime SBE Participation	Total SBE Participation (Prime and Sub)	
SF Micro LBE	\$ - 0.00%	\$ - 0.00%	\$ -	0.00%
SF Small/SBA LBE	\$ - 0.00%	\$ 213,650 46.26%	\$ 213,650	46.26%
State SB	\$ 63,600 13.77%	\$ - 0.00%	\$ 63,600	13.77%
Federal DBE	\$ - 0.00%	\$ - 0.00%	\$ -	0.00%
Total SBE (LBE + SB + DBE)	\$ 63,600 13.77%	\$ 213,650 46.26%	\$ 277,250	60.03%
Non-SBE	\$ 184,600 39.87%			
Total Contract Amount (SBE + Non-SBE)	\$ 461,850			

List All Firms (use a separate row for each JV partners)	First Tier Subcontractor Under GC (for construction trades; leave blank professional services)	Prime (Entity in Contract Project Sponsor)	Discipline/Trade (e.g., architect, concrete, etc.)	SBE Status	SBE Certification	Original Contract/Subcontract Amount	Expected Contract/Subcontract Amount (inc. change orders, mods., etc.)	Status of contract (as complete, etc.)
Applicable for Non-SBE JV Prime Partner								
Applicable for SBE JV Prime Partner								
DM		Prime Consultant	General Contractor	Non-SBE	N/A	N/A	N/A	Active
Levy Design Partners		Prime Consultant	Architect	SBE	SF LBE	\$ 213,650.00	\$ 213,650.00	Active
Mano Development		Prime Consultant	Representative	SBE	State SB	\$ 63,600.00	\$ 63,600.00	Active
Patricia M. Boyle		Prime Consultant	Relocation Consultant	Non-SBE	N/A	\$ 184,600.00	\$ 184,600.00	Active

Public/Private Partnership Projects: Getting your participation counted

< My projects

[> Sign out | Sponsor Test

 Draft — Not Yet Submitted

 Invite External User

Submit Project

1455 Market

Current Project LBE %: **12%**

This project has a **LBE goal of 4%**.

LBE Current Contract % for Construction: **12%**

LBE Current Contract % for Professional Services: **0%**

9 firms on project

All dollar fields should reflect the value of self-performed work by that firm or individual. General Contractors and architects should list themselves and include the value of their self-performed work.

Subcontracts

 You can freely add and edit subcontracts. Once you click **Submit Project**, the form will be locked.

How to use this form

1. Add all firms working on this project using "Add Subcontract".
2. You can edit entries anytime while the project is in Draft status.
3. Use "Invite External User" to give other firms (subcontractors, consultants, owners' reps, etc.) access to this form. The developer/project sponsor and general contractor (if this project has one) already have access to this form automatically.
4. When everything looks complete, click "Submit Project" to lock and finalize.

[Got it — don't show again](#)

Firm Activity

 **Lurie Housing** (Developer/Sponsor)
Firms added/edited this reporting cycle

[+ Add Subcontract](#)

 Search by firm name or Scope of Work...

Firm Name	Scope of Work	Status ▾ ▾	Firm Certification Type ▾ ▾	Credit Awarded by CMD ▾ ▾	Participation Type ▾ ▾	Project Role ▾ ▾	Initial ⓘ	Expected ⓘ	Closeout ⓘ	
I See Through You Windows	window window	Under Contract	State SBE	To Be Determined	Professional Services	Lower-Tier Subcontractor	\$555,555.00	\$123.00	—	 Edit
Cool Your Jets HVAC	—	Work Complete	SF LBE	To Be Determined	Construction	First-Tier Subcontractor	\$100,000.00	\$200,002.00	\$10.00	 Edit
Gabba Gabba Hey	Hey Gabba Gabba	Work Complete	State SBE	SBE	Construction	First-Tier Subcontractor	\$123.00	\$145.00	\$145.00	 Edit
JS Test	Painting	Work Complete	SF LBE	To Be Determined	Construction	First-Tier Subcontractor	\$500,000.00	\$500,000.00	—	 Edit

Public/Private Partnership Projects: Getting your participation counted

Edit Subcontract

Firm Name

Cool Your Jets HVAC

LBE/SBE Certification

SF LBE

Pro Serv./Constr.

Construction

Initial Amount (\$) ⓘ

\$ 100000

Closeout Amount (\$) ⓘ

\$ 10

Project

1455 Market

Contract Status

Work Complete

Project Role

First-Tier Subcontractor

Expected Amount (\$) ⓘ

\$ 200002

Scope of Work

Scope of work...

Cancel

Save

Legislative Update

[File 250630](#)

Budget for Fiscal Years 2026-2027 and 2027-2028 Approved.

[File 260596](#)

Ordinance to correct outdated sections of the code, remove one-time past requirements from code. Approved.

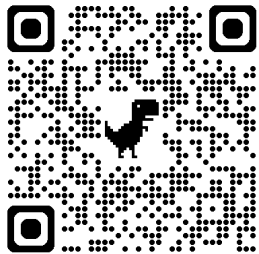
Upcoming City contracting workshop for small businesses in September!

The September workshop will provide step-by-step instructions on **how to contract with the City**, explain **Local Business Enterprise (LBE)** and **Disadvantaged Business Enterprise (DBE) certification**, and **offer hands-on assistance** for businesses interested in becoming certified or re-certified.

Join us at The City Contracting 101 Workshop!

-  **When:** Wednesday, September 16, 2026
-  **Time:** 12:30 pm to 4:30 pm
-  **Where:** Southeast Community Center, 1550 Evans Avenue, San Francisco
-  **Cost:** Free

Scan me:



sf.gov/smallbizworkshopsept2026


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English

EVENT

City Contracting 101 Workshop

Interested in contracting with the City and County of San Francisco but not sure how? Join us to meet directly with City agencies who oversee supplier onboarding, contracting, and compliance.

[City Administrator](#)



Details

Registration

[Register now!](#)

Date and time

Wednesday, September 16, 2026
12:30 pm to 4:30 pm

Cost

Free

Location

Southeast Community Center
1550 Evans Avenue
San Francisco, CA 94124
[Get directions](#)

Join us for the next City Contracting 101 Workshop!

The City Administrator's Office is hosting another **City Contracting 101 Workshop** in partnership with the Contracting Monitoring Division (CMD) and the SFMTA to help local businesses learn how to do business with the City. This workshop will provide step-by-step instructions on how to contract with the City, explain Local Business Enterprise (LBE) and Disadvantaged Business Enterprise (DBE) certification, and offer hands-on assistance for businesses interested in becoming certified or re-certified.

Program

- 12:30 PM - 1:00 PM: Registration and Refreshments

Join the Conversation on September 3!

Next LBEAC Meeting

City Payment Timelines

TIME TO PAY

A project of the City Administrator's Office

Focused on City's payment timelines

- Initial key insights
- Collect feedback on solutions
- Discuss next steps

**Your feedback will help shape future directions
as the City works toward a faster, clearer payment experience**

DBE WORKSHOP

WEDS | 2 | SEPT

10:00 AM

Join us for this workshop designed to help business owners learn about becoming certified under the USDOT's DBE Program requirements.



When: Wednesday, September 2, 2026



Time: 10 AM – 12 Noon



Where: SFPUC Contractors Assistance Center, 150 Executive Park Blvd, San Francisco



Cost: Free



[Reserve your spot!](#)

Program Evaluation - Final Presentations

Come learn about the results of the Contracting Equity Study

**Virtual Option:
September 17, 2026, 5:30 PM**

**In Person option:
October 1, 10 AM at the LBEAC Meeting at City Hall, Room 305**