



FAÇADE and TENANT IMPROVEMENT PROGRAM SPECIFIC PROGRAM GUIDELINES

I. Program Description & Objectives

In an effort to improve the City and County of San Francisco's (the "City") business corridors, the SF Shines Program (the "Program") provides grants and design assistance to property owners and merchants to improve façades, storefronts, business interiors, and signs.

The Program's objectives are to:

- Increase economic vitality of businesses in commercial corridors
- Enhance the neighborhood streetscape
- Increase neighborhood safety
- Promote pedestrian-oriented design principles to attract visitors and shoppers
- Restore the historic and architectural character of the neighborhood
- Foster a sense of pride in the community
- Encourage investment in the neighborhood
- Help businesses assess and remove barriers to accessibility
- Assist property owners in attracting retail businesses to vacant locations
- Incentivize new retail businesses to locate within Neighborhood Revitalization Strategy Areas (NRSAs) and Invest in Neighborhood Program (INP) corridors
- Leverage the most private dollars for the size of the grant

Eligible applicants (hereinafter, the "Client"):

- Property owners or merchants with a minimum of three (3) years remaining on their lease.
- Commercial spaces that have been vacant for six (6) months or longer and have a prospective tenant.

II. Program Parameters

The **façade improvement program** (the "Façade Improvement Program") is intended to increase neighborhood and business economic vitality through maximizing transparency of storefronts, repairing and replacing damaged or failing building elements, and improving the business' identity through coordinated architecture, signage, and design. The Façade Improvement Program aims to assist with expenses of façade improvements such as display areas behind storefront windows, including upper portions of the façade of a building, and provide permanent site improvements such as lighting, windows, ornamental fencing, window boxes or planters, as necessary to beautify building façades and enhance the pedestrian



experience on the corridor, as well as to attract new businesses. Façade improvements must be exterior and visible to the public, and preserve and enhance the historic and architectural integrity of the buildings.

The **tenant improvement program** is designed to assist with interior space upgrades including interior construction, accessibility improvements, machinery and equipment, lighting, paint, wall and floor coverings, and plumbing and electrical systems that are necessary for property owners to attract new businesses to the neighborhood. Targeted applicants are those that provide amenities for current and future businesses and foster a pedestrian-friendly corridor.

Architectural and other design services will be available, including storefront and building design, graphic design for signage, and preservation and renovation expertise to advise selected applicants on improvements.

The following are the basic parameters of the Program:

- Maximum grant amount for
 - Americans With Disability Act (ADA) assessment is \$3,000;
 - Improvements to remove accessibility access is \$30,000;
 - Façade improvement is \$10,000; and
 - Tenant improvement is \$75,000.
- The Client may be eligible and approved for one or up to all of the above items.
- Permanently attached security grilles and security bars must be removed as part of receiving grant funds.
- The Client must agree to conform to the OEWD requirements regarding signage and awnings as noted below.
- The grant requires a 25% match of the entire project. There is no matching requirement for the costs of removing security grilles, installation of new awnings that conceal roll up doors, and new signage that is designed and/or approved by OEWD.
- Private match may be waived based on demonstrated financial hardship.
- The Client must obtain all required permits.
- 4 to 6 projects may be selected per funding round with a 3 to 6 month timeline for completion of the project.
- Allowable uses of funds on building exteriors are non-structural building improvements, which include but are not limited to cleaning, painting, graphics, exterior façade lighting, windows/glazing, planters, and doors.
- Allowable uses of funds for interior improvements include, but are not limited to, capital construction, fixtures, compliance with the Americans With Disability Act (ADA), interior design, dry wall installation, flooring, lighting, windows/doors, painting, and major equipment (equipment integral/essential to business operations and interior layout).
- Project participants must abide by property maintenance standards described in the "Program Agreement" and as set forth in Section V (Client Obligations) below. The Program Agreement requires applicants to maintain at their expense the improvements completed through the Program for a minimum of three (3) years.
- Grants for the project will be reimbursed to the project applicant once construction is complete and the terms stated in the Program Agreement have been met. The applicant is responsible for all payments to professionals, City departments, and contractors.



Security Grilles Prohibitions and Sign and Awning Requirements

A primary goal of the Program is to promote the businesses along the City's neighborhood commercial corridors with signage that coordinates high-quality identity and message graphics with good design and installation, and for clear and properly scaled pedestrian-oriented advertising. As a component for obtaining grant funds, design services will be available to the Client to develop pedestrian oriented signage. In order to receive a grant, the Client must agree to:

- remove temporary sale and holiday signage and decorations within 30 days of the event(s);
- permanently remove any projecting or blade sign larger than six (6) square feet per face; and
- execute a performance agreement related to the maintenance and upkeep of the new signage (the "Performance Agreement").

Existing security grilles must be removed from building façades, and may be replaced with cameras, alarm systems, and less visibly obtrusive (i.e., transparent) security grilles.

Grant funds may cover the full cost of these sign, awning and security grilles improvements, and will be available to all successful grant recipients during each funding round. Applicants must work with designated designers and architects to ensure that modifications are consistent with OEWD design criteria and are cost-effective. See below design guidelines for signs, awnings, and security grilles.

Permit Application Fees

City assigned architects will submit the application and drawings to the Department of Planning for approval. It will be the applicant's responsibility to pay for the application and permits. Once the permit is approved, the permit will be picked up by the contractor and /or the Client.

Architectural Consulting and Design Services by Designated Architects

Architects will provide up to 100 hours of design consulting services, complete technical drawings and obtain necessary approvals and permits on behalf of the project. All designs will be developed in a collaborative process with the Client, the designated architect, and OEWD. Final designs are subject to review and approval by OEWD and the program funders. All designs must meet the requirements of the San Francisco Planning Department and the San Francisco Department of Building Inspection and will be reviewed by OEWD for compliance with the Program's design guidelines.

Project Management by OEWD

OEWD staff will manage façade and tenant improvements projects and may assist in the design, bidding, and permitting processes, if necessary.

Community Partnerships

Selected projects may be provided free assistance with visual merchandising/branding by Bayview Hunters Point Center for Arts and Technology (BAYCAT), subject to availability of funds.



Free consultation may be provided by the City's economic development community organizations to identify additional resources and access business advising services, which may benefit the business.

Merchant outreach will be provided by available community merchant associations.

III. Project Selection Criteria

The primary objectives for City's commercial corridors are to increase economic vitality for businesses and pedestrian presence through design and improvements that promote safety, interest and demand for diverse product and services, and corridor aesthetics. Prospective Program applicants will be evaluated and approved by the SF Shines Façade Improvement Program Executive Committee ("FIPEC"), which is comprised of OEWD staff, City staff, and other program funders, based upon the following guidelines:

- 1. Area Wide Benefit.** Must provide goods and/or services for low- to moderate-income residents of the neighborhood
- 2. Focused Target Area.** Projects must be along one of the City's designated NRSAs or IIN commercial corridors. NRSAs include Chinatown, Visitacion Valley, Bayview Hunters Point, Mission, South of Market, and Tenderloin. All six NRSA neighborhoods are areas of low-income concentration. Four of the neighborhoods--Bayview Hunters Point, Chinatown, Mission, and Visitacion Valley--are also areas of minority concentration as defined in the City's Consolidated Plan.
- 3. Clustering.** New projects should be clustered strategically to maximize investment of public funds, visual and catalytic impact. Clusters can be on intersection corners or in the middle of a block and should take into account and leverage other important public or private investments such as façade improvements, development projects, infrastructure improvements, as well as existing neighborhood assets.
- 4. Multiple Grants to Single Property Owner.** Property owners with multiple properties are discouraged from receiving multiple grants, however special consideration can be made on a case-by-case basis.
- 5. Long-Term Investment/Lease.** The applicant should demonstrate evidence of a long term investment in the neighborhood, with a strong preference for participants with a long-term lease (minimum three years remaining on lease).
- 6. Eligible Building Types.** Participating properties must be commercial and/or mixed use buildings with first floor retail storefronts. All improvements must be made to the exterior portions of the building that are visible from the street. Building integrity, including historic markers and seismic retrofitting will be taken into account.
- 7. Priority Business Types.** To secure a compelling mix of retail, restaurant and office businesses, certain business/tenant types are prioritized in this Program. The following list of targeted businesses will promote an inviting, vibrant, and neighborhood-serving environment.



- **Retail** - Produce stores, specialty/gourmet grocery, coffee/tea shops, bakeries, health food stores, apparel stores, hobby shops.
- **Service** - Shoe repair, drycleaners, personal fitness centers, hair salons, barbershops.
- **Dining and Bars** – casual, dining, brew pub.
- **Office** – professional (legal, medical, architecture, engineering).

8. Ineligible Business Types. Wholesale business (except discount offerings to the general public), any unlawful or unlicensed business, or uses that have led to recurrent problems of public safety and welfare, or that contribute to conditions of blight as defined by Community Redevelopment Law, are ineligible. Establishments whose primary business is pay-day lenders, check cashing, and adult entertainment businesses are generally excluded from participation in the Program.

9. Legal. Properties involved in a legal dispute with the San Francisco City Attorney's Office are not eligible.

IV. Design Guidelines

In the City, façade improvement is regulated by the San Francisco Planning Department. For example, before a new storefront sign can be installed, or an existing sign altered, an application must be submitted to and approved by the Planning Department. All designs will be developed in a collaborative process with the Client, the designated architect, and OEWD.

Improving the appearance and functionality of a building supports local businesses and can have a significant impact on the attractiveness, security, and marketability of the commercial corridor. The following guidelines are intended to be flexible to encourage creative building design while encouraging pedestrian visits, and preserving distinctive materials and architectural features inherent in the corridor's character and style.

Examples of distinctive materials include wood, iron, cast iron, and tile. Examples of significant architectural features include cornices, brackets, railings, columns, shutters, window and door molding details, marble steps, and arches. Whenever possible, deteriorated architectural features should be repaired rather than replaced. Incorporating the cultural heritage of the neighborhood is encouraged.

Upper Façade and Building Cornice: To add to the general character and identity of the building, projects should use the architectural features of the entire building to provide guidelines for the design of the storefront. For example, the existing architectural elements around the shop windows and the cornices should be maintained, and wherever possible, historical features should be preserved and restored.

Signage: Signs are important to the store owner to advertise, identify, and promote the business' image, and add visual interest to the streetscape experience. Signs should be a part of the building's overall graphics display. Signs should not do all the work themselves, but should work with the building to highlight the building's architectural and historic significance. Signs should be compatible in scale, color, material, and design with the building.

Signs should be simple utilizing the name and logo of the business. Too many signs with too much information result in visual clutter.



A secondary sign may include hanging in a window or from an awning, or a sign that is located below a primary sign. If a projected sign, such as a blade sign, is proposed, placement is critical to avoid obscuring adjacent signs. Signs should not obscure significant features of the building, but rather promote the details of the building, which are incremental to suggesting a motif for new signs. Signs should also respect neighboring buildings, and not overpower adjacent structures. Signs should be mounted no more than one story above the sidewalk level.

Window signs should be made of material that contrasts with the display, while being small enough not to obstruct the display area. Window signs shall not exceed 25% of the storefront window areas. Signs should be professionally fabricated in metal, plastic, glass, stone, or wood, or some combination of these materials.

The size of the sign matters. Big does not necessarily mean impactful when it comes to signage. Pedestrian scaled signs can combine with the entire storefront to become more meaningful than just the sign itself. As commercial corridors revolve from auto-centric to pedestrian-focused, signs should be developed to attract pedestrians. Smaller, lower signs that are visible to pedestrians are more effective at announcing business' presence to passersby.

Light letters on a dark background provide the easiest reading. Façades/signs should incorporate lighting whenever possible.

Clean, fresh and classic typefaces and logos go a long way to projecting an impression of a successful, prosperous commercial district. Do not use dated script or graffiti-like typefaces that compete with the increased economic vitality of the commercial corridor. Because of the vast array of options for letters and font types, branding services are provided by BAYCAT.

Security Grilles: The purpose of security grilles is to provide overnight building security and should not be visible during the day. Solid roll-down security gates inhibit street activity and make the pedestrian experience unpleasant. Interior mounted open-mesh security grilles are preferred to maintain storefront transparency at night so window shoppers see the merchandise. Stores that have security gates and/or grilles installed are eligible for grants to cover the cost of removal of existing exterior gates and installation of new interior security grilles, cameras, and/or alarm systems.

A roll-down security grille may be mounted on the interior of the storefront so that the grille rolls down on the inside of the display window and door. An internal grille is preferred to an exterior grille.

An external security grille may be mounted as a last resort if the grille base is installed on the interior of the storefront, or the outer face of the grille base is recessed so as not to protrude beyond the building street wall. In some cases, rolled up coils of the base can be hidden behind projecting awnings or within soffits.

Awnings: The awning is an important design element. Awnings provide shelter for pedestrians from sun and rain, add color and interest to storefronts, provide another location for business signage, and act as a transition between the storefront and the upper façade. They also serve as an energy saver by keeping unwanted sunlight out. The awning shape should reinforce the frame of the storefront entrance.

Awnings come in a variety of materials, colors, and shapes. The size of the awning must be scaled to the size of the building and its relation to the commercial corridor. Use awnings that



have a simple shape and use fabric made of weather resistant material. Awnings can also be used to mask security grilles.

Windows: Storefront windows and display windows should be transparent to encourage pedestrians to see inside the business. Use large windows to provide the maximum amount of visibility into the store. Window glass should be clear as tinted, opaque or smoked glass inhibit customers from seeing into the storefront. Except for approved, permanent signs, windows must remain transparent; sale or seasonal holiday signs are limited to a maximum of 25% of the window area and must be removed after no more than 30 days after the event. Mirrored, highly reflective glass should not be used except in limited applications as an architectural or decorative accent.

Transom windows that are covered or blocked should be reopened or restored.

Displays: Opening up a window provides a way to stimulate interest in new products and services. Use the windows to display merchandise. It is advisable to change the display often to keep the passersby interested and to continually draw in a potential customer. For example, a bakery should display its bread and cookies and creatively display the prices.

Keep in mind that cluttering a window with too much merchandise or disorganized displays will prevent customers and pedestrians from seeing inside the store. A little product with a simple message goes a long way.

Lighting: Lighting a window serves many purposes. Lighting may draw attention to window displays, signs, store information and a building's architectural details. A well lit display window after hours provides a sense of safety to the street and keeps the commercial corridor lively. To conserve energy, a timer may be used to turn the lighting fixtures on at dusk and off at dawn.

Do not use flashing, pulsating or moving lights. Framing the display window with neon tubing is also not recommended. Such lights are not recommended because they are distracting and often compete with the building architecture. Use exterior fixtures that complement the entire façade.

Doors: As with windows, the objective is to allow passersby to see inside the store to create an inviting environment. Doors should be made of glass and not be opaque as this would make the space feel unsafe and unwelcoming. To add to the quality of the commercial corridor, doors should be compatible in scale, material and shape with the overall façade. Residential doors should be avoided for commercial entrances.

Accessibility: Accessibility improvements should be made according to all current applicable regulations. At a minimum, entrances should not be crowded with merchandise and plants. Eliminating steps and narrow doors to provide access to persons with mobility limitations should be a high priority.

Landscaping/Planting: Plant containers provide a distinct area in front of a store that can be eye catching and inviting. Flower boxes and planted trees provide shaded areas and reduce pollution and noise. Planning regulations should be taken into consideration for sidewalk areas within the public right-of-way.

Building Color: Adding color to a building conveys identity and attitude to a store. Color should be used to bring together the elements of the entire façade, from the cornice to the



entrance door. Take care not to use more than 3 colors or using arbitrary decorative lines, graphics, or bands that are not related to the building's detailing or character.

V. Client Obligations

Approved clients are required to:

1. Designate one person as the contact person for the project. This should be the Client.
2. Have an initial consultation with a participating neighborhood economic development organization to identify additional resources that may benefit your business.
3. Abide by federal/state procurement guidelines, including use of a bid process for contractor selection and compliance with prevailing wage standards.
4. List the City and County of San Francisco and OEWD as additional insureds on the client's general commercial liability policy for the duration of the project's construction. Policy limits must not be less than \$1,000,000 per occurrence.
5. Have sufficient funds in place to complete the proposed work before beginning the improvement process. (Applicants will be asked to show proof that sufficient funds are available).
6. Agree to the terms of these Program Guidelines, sign a Preliminary Agreement, a Project Agreement, and a Contractor's Agreement, including maintaining in good condition the improved façade/sign for a period of at least three (3) years following the completion of the project. Maintenance includes, but is not limited to:
 - Keeping security/sliding gates, if any, completely open during business hours to guarantee maximum visibility from and into the street;
 - Maintaining the sidewalk and storefront area by keeping the area clean and clear of clutter and garbage at all times;
 - Maintaining clean facades;
 - Cleaning awnings at least once a year;
 - Ensuring signs/façade are lit (if applicable);
 - Adhere to visual merchandising guidelines (see design guidelines above);
 - Removing graffiti in a timely manner;
 - Consulting with neighborhood partners (e.g. Renaissance Bayview Resource Center, BAYCAT) as needed and recommended to review business development and marketing plans; and
 - Working with neighbors and SFPD in a good faith effort to eliminate illegal activity in and around the front of the buildings.

Façades must be maintained for a period of at least 3 years. If the Client is unable to meet this requirement, then OEWD reserves the right to reconsider the allocation of these funds. Any changes to the required agreements will be reviewed on a case-by-case basis. Conditions that constitute a failure to maintain a property in good condition include, but are not limited to, peeling paint, chipped surfaces, broken windows, covered transoms or window spaces, boarded windows, excessive bird droppings or debris, graffiti, and illegal or non-conforming signage, and obstructed windows.

At any time during the three years from the date of funding that OEWD determine the façade improvements have not been maintained in good condition, City will notify the Client in writing of



any deficiencies and provide thirty (30) days for corrective actions to be taken. Failure to maintain improvements or take corrective action will result in ineligibility of an award for future grants, or loan-to-grants to the Program participant.

For approved interior improvements, if applicable, the Client agrees to make good faith efforts to commit and invest in the neighborhood and stay in business. Should the Client close, sell or, vacate the location for any reason, including foreclosure and/or any other legal action, within a 3 year period of the receipt of the grant, the Client will be considered in default of the grant agreement. OEWD reserves the right to retain any and all improvements and equipment paid for by the Program, and reserves the right to request immediate repayment of any or all of the grant amount.

VI. Employment & Contracting Guidelines

Bonding Requirements for Contractors

Each contractor must secure a payment and performance bond equivalent to the amount of the contract between the Client and the contractor. If a contractor has difficulty securing a bond, the contractor may elect, but is not required, to apply to participate in the City's Surety Bond Program, which is administered by Merriwether and Williams. The Client's eligibility will not be affected by whether or not the contractor utilizes the City's Surety Bond Program, so long as the contractor satisfies the bonding requirement.

Goal for Local Suppliers Participation

Each contractor selected must agree to make a good faith effort to purchase 40% of his/her materials from suppliers located in the City. At the completion of each contract, the contractors will be required to report to the Program his/her performance with respect to meeting this goal.

VII. Steps in the SF Shines Process

Each project will go through the following steps, and at the conclusion of each phase the Client shall sign an agreement, which will be kept on file.

Phase 1: Application

Step 1: Submit Completed Program Application. Prospective applicants shall submit an application to OEWD. FIPEC reviews the applications and makes final approvals.

Step 2: Initial Guideline Consultation. Once applicant is selected, OEWD staff will review Program Guidelines and requirements with the Client. Insurance and other required documentation will also be explained at this time.



Step 3: Preliminary Agreement. Client meets with the OEWD representative and signs the Preliminary Agreement, stating that Program Guidelines have been disclosed, discussed, and understood. This step also outlines OEWD and the Client's obligations and responsibilities, and guarantees the Client's placement in the Program.

Phase 2: Design

Step 1: Site Visit. OEWD and the architectural partner will visit the Client to outline the design portion of the project.

Step 2: Schematic Design. Approved applicants are allowed up to 100 hours of consultation with the architectural partner at no charge to develop a design for the project.

Step 3: Environmental Review. OEWD will perform the environmental reviews for all of the projects. Pending environmental review results, the project may or may not move forward as designed.

Step 4: Design and Cost Estimate Review. OEWD staff, the architectural partner, and the Client shall review the architectural designs and the cost estimate for the project. The architect shall also review the proposed design at this stage.

Step 5: Verification of Funds. The Client shall show proof that sufficient funds are available to complete the project.

Step 6: Signed Finalized Design Plan. The Client shall sign off on the project design and *estimated* costs.

Phase 3: Contractor

Step 1: Bidding: Projects must obtain at least three (3) unique bids using the Program's contractor list. OEWD staff will assist the Client in finding appropriate contractors, if necessary. The Client will choose a contractor and submit appropriate documentation to OEWD. OEWD has final approval of the contractor before any legal contract is executed. The contractor is subject to state and/or federal labor law regulations depending on the funding source for the individual project.

Step 2: Contractor Selection. Once the lowest qualified bidder is selected, OEWD will notify the Client of the contractor approval.

Step 3: Contractor's Agreement: The contractor and the Client shall sign a "Contractor's Agreement" establishing the final contract amount.

Step 4: Project Agreement. Once the project has been approved and the Contractor's Agreement has been signed, OEWD shall offer its financial commitment to the Client by signing a Project Agreement, which insures that all Program requirements are met and that the Client will not hold OEWD and the City liable for losses related to the Program.

Phase 4: Construction

Step 1: Pre-construction Meeting. Prior to the start of construction, OEWD will facilitate a meeting between the Client, the contractor, and the architectural firm for a final



agreement on the scope of the proposed work and a timeline for completion of the project.

Step 2: Permit Process. Once designs are finalized and approved by the Client, OEWD, the funders and the architectural firm will obtain all required permits.

Step 3: Construction. The contractor shall carry out the façade improvement project. Progress payment requests are submitted to OEWD for approval and checks will be issued to the Client for payment to the contractor. OEWD staff, and/or the architect may perform a site visit during construction to assess progress, ensure compliance with labor standards, and to document the project.

Step 4: Completion/Inspection. Once the work is completed, OEWD and its architectural partner shall inspect the work for compliance with the Program Guidelines. The architectural firm shall certify completion by signing a Certificate of Completion. OEWD shall submit the remaining grant fund balance plus any retainage to the Client for payment to the contractor.

Phase 5: Post-Construction

Step 1: Client's Obligations. The Client shall be required to fulfill the Client Obligations, as detailed in these Program Guidelines and in the Project Agreement, including maintenance of the façade/sign for a period of at least three years following the completion of the project. The Client agrees to display a Program sign on the premises for a period of at least three years.

Insurance Requirements

OEWD requires the following insurance for all Clients and contractors (including architects, engineers, and any other professionals employed in connection with the Program project, and hired by the Client). The insurance certificates must name the City and County of San Francisco and OEWD as additional insureds on the following policies: Comprehensive or Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers Compensation Insurance.

Comprehensive or Commercial General Liability Insurance: Minimum amount of \$1,000,000 should include the following: Premises and Operations, Products Liability, Completed Operations, Contractual Liability, Independent Contractors, and Broad Form Property Damage.

Business Automobile Liability Insurance: Limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, hired and non-owned automobiles.

Workers Compensation Insurance: as required by law, and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence.

Real Property Insurance (CDBG-funded projects only): The grant agreement requires that "all real property constructed, improved or rehabilitated,...leased or purchased in whole or in part by CDBG funds" must be insured for 100% of its replacement value. The City must be named as a loss payee in property insurance policies, and the certificate must indicate this status. This means that if the building is destroyed, and the building and the OEWD funded



improvements are not reconstructed by the insurance company, the City will be compensated directly by the insurance company for the value of the funded improvements.

Contractors Must Carry Professional Liability Insurance: Limits not less than \$1,000,000 per claim related to negligent acts, errors or omissions with professional services to be provided in connection with the project and any deductible not to exceed \$10,000 per claim.

By: _____

Name: _____

Title: _____

Date: _____



CORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)
 ___/___/___

PRODUCER (415) 664-4199
 Mike McFarlin Insurance Agency
 1415 Irving Street

San Francisco CA 94122

INSURED
 Business Name
 Business Address
 San Francisco CA 941__

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A:	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADRL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: Project LOC POLICY	ABC1923665	___/___/___	___/___/___	EACH OCCURRENCE \$ 1,000,000 DAMAGE PREMISES Ea occurrence \$ 100,000 \$ 5,000 MED EXP (An one Person) PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000 PRODUCTS - COMP/OP AGG \$ 2,000
A		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	ABC01923665	___/___/___	___/___/___	COMBINED SINGLE LIMIT \$ 1,000,000 (Ea accident) BODILY INJURY (Per Person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY -EAACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				
		EXCESSIUMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				ITATI TORY LIMITS ER E.L. EACH ACCIDENT \$ E.L. DISEASE- EA EMPLOYE \$ E.L. DISEASE- POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

As Additional Insured:
 City and County of San Francisco
 1 Dr. Carlton B. Goodlett Place, Room 443
 San Francisco, CA 94102

CERTIFICATE HOLDER

CANCELLATION

Office of Economic and Workforce Development
 City and County of San Francisco
 1 Dr. Carlton B. Goodlett Place, Rm 443
 San Francisco, CA. 94102

ELECTRONIC LASER FORMS, INC. - (800)327-0545



Office of Economic and Workforce Development - 1 Dr. Carlton B. Goodlett Place, Room 443 - San Francisco, CA 94102
 (415) 554-6969 - Fax (415) 554-4565