

AHSC Scope of Work

Instructions: Complete this form for each Program and/or Anti-Displacement Strategy for which you are seeking points.

Name of Participating Organization(s): City of South San Francisco

1. Please identify what proposal you are filling out this template for:

- Program (PGM) Anti-displacement Strategy (AD)

2. a. If you selected "Program (PGM)", please select which category of program you are proposing:

- Select one: Active Transportation Encouragement and Safety
 AHD Resident Support
 LOS Income Zero Emission Vehicle (ZEV) Car Share
 Tenant Legal Counseling
 N/A - Proposing Anti Displacement Strategy

b. If you selected "Anti-Displacement Strategy (AD)," please select which strategy you are proposing:

Rental Assistance Program

3. Please provide a brief description of the role of the non-profit/PGM provider plays in the project area:

The City of South San Francisco contracts with the YMCA Community Resource Center to process applications for the City-funded Rental Assistance Program. The program provides one-time assistance to households that have fallen behind on rent or need security deposit assistance to move into a new apartment. YMCA intakes applications and recommends qualified households for the program. Once approved by YMCA, a payment request is sent to the City. The City processes these payment requests and issues payment directly to landlords of the affected tenants.

4. Please provide the current status of work.

The City of South San Francisco has operated this program since February 2020 and the program is funded through the end of this fiscal year. Staff anticipate City Council support for continuing the program given the ongoing need.

5. Please fill out the following scope of work. All fields per task are required.

Task No.	Task Deliverables	Estimated Start Date	Estimated Duration (Months)	Estimated Hours to Complete	Task Budget
Ex.	Monthly AHD Resident Healthy Cooking Demonstrations	06/01/25	24	120	\$60,000
1	Rental Assistance Program	06/01/25	36	N/A	\$150,000
2					
3					
4					
5					
6					
7					
Total					

6. Budget by Task

	Direct Staff Cost:	\$
	Direct Staff Cost:	\$
	Direct Staff Cost:	\$
	Total Direct Staff Costs	\$
	Indirect Staff Costs:	\$
	Indirect Staff Costs:	\$
	Total Indirect Staff Costs	\$
	Total Staff Costs	\$
	Other Capital Costs:	\$
	Other Capital Costs:	\$
	Other Capital Costs:	\$
	Total Other Capital Costs	\$
Total		\$

7. How will you measure and track the success of the PGM or AD strategy? Please list at least two (2) ways.

- The City will track the spending all funds annually, including the number of program participants and the average fund request, to understand both the need in the community and the potential displacements that the program helps to prevent.
- Utilization throughout the City to ensure fair access to the program and the support it provides. The City will track rental assistance across the 5 City Council districts and compare the utilization to relative portion of renter households in each district to ensure funds are geographically disbursed.

8. What alternatives PGMs or AD strategies were considered? Why was this PGM or AD strategy selected over other activities?

The City began its Rental Assistance Program prior to the COVID pandemic and has continued to operate it as State and federal sources of funding for rental assistance have been spent down. This Rental Assistance Program provides critical homelessness prevention funding and also meets the City's displacement prevention goals as outlined in its approved Housing Element. Preventing homelessness is much less costly than re-housing a household which has lots housing and is an important strategy in South San Francisco.

Please provide digital signatures for all implementing parties, including the primary developer and PGM or AD provider.

Project Developer Signature

PGM or AD Representative Signature

Additional implementing Party (if applicable)

Additional Implementing Party (if applicable)