

PROPOSITION I. POLICY, IMPLEMENTATION PROCESS & INSTRUCTIONS

Proposition I Quick Facts

Proposition I (Prop. I.) was adopted June 2, 1998, known as the "[Citizens' Right-to-Know Act of 1998](#)" does the following:

- Provides citizens with the right to know about proposed city government projects paid for with taxpayers' dollars;
- Requires formal posted notice of signs to allow citizens the right to bring their concerns to city departments involved in relocation and/or physical expansion prior to final funding and project approval; and
- Gives parties the opportunity to make sure City projects meet the needs of the neighborhoods in which the projects are to be located.

Policy Implementation

The Department of Public Health (DPH) established a "[Good Neighbor Policy](#)" to compliment Prop. I. The Good Neighbor Policy sets forth DPH's intent to work collaboratively with neighbors and communities to allay fears regarding the placement of new or existing services in neighborhoods.

To address Prop. I. provisions regarding notice to communities and consideration by the [Health Commission](#), DPH developed the [Business Office Contract Compliance \(BOCC\) & Agency Instructions](#) and [Health Commission Memo](#) to be prepared for all Prop. I related matters.

A BOCC Compliance Manager and a "back up" have been designated as leads for Prop. I. issues. One of the Compliance Managers will be responsible for working with the program and neighborhood to provide proper notice to provide a full and timely notice to the Health Commission and to present at Health Commission meetings accordingly **before relocations/expansion occur**.

To facilitate provider requests, providers must notify BOCC by email of their intent to relocate and/or physically expand program locations. Providers must fill out [this](#) Word document and email it to Chandini Gaur at Chandini.gaur@sfdph.org or Tom Mesa at tom.mesa@sfdph.org

To ensure that existing providers comply with the provisions of Prop. I., the BOCC provides written semi-annual reminders of Prop. I. using the [Email Template](#) and attaches the [Prop I. Information for Providers](#) document. Additionally, BOCC periodically attends providers meetings to present on this topic. **Send email to all Executive Directors and CFOs.**

AGENCY & BOCC STAFF INSTRUCTIONS for COMPLIANCE with PROP. I PROVISIONS

Step	Agency (Executive Director) Responsibility	BOCC Compliance Manager Responsibility	System of Care Responsibility
Submit/Receipt Of Request	<ul style="list-style-type: none"> At least 60 days prior to proposed relocation/expansion, fill out and email this Word document to Chandini Gaur or Tom Mesa. Advise BOCC of square footage and operating hours via email. 	<ul style="list-style-type: none"> Once email with Excel spreadsheet is received, determine whether a Prop I. process is required by reviewing Prop I full text. <ul style="list-style-type: none"> If Prop I. is required, send copy of request to System of Care (SOC) & CDTA. 	<p>Approve/reject relocation request, if needed. This is needed when the SOC has not been made aware of the proposed relocation/expansion previously.</p> <p>Create communication to SOC from BOCC.</p>
<p align="center">Coordinate & Schedule Community Meeting Dates & Health Commission Meeting Date</p> <p><i>Community Meetings Are Used to Notify The Neighborhood of the Intended Relocation/Expansion.</i></p>	<p>Determine some dates & location for the Community Meetings.</p> <ul style="list-style-type: none"> The Agency's Executive Director must attend. <ul style="list-style-type: none"> Though not required, it is strongly recommended that the Agency's Board Chair and Program Director attend as well. 	<p>Contact Agency & SOC to coordinate two Community Meeting dates.</p> <ul style="list-style-type: none"> The Community Meetings should occur about three weeks prior to the Health Committee Hearing. If less than ten people attend the first Community Meeting, a second Community Meeting will be held. If there are many concerns/questions at the second meeting, a third Community Meeting will be held Send Community Meeting dates calendar invites to Agency & SOC. Schedule a Health Commission Finance Committee agenda item to review Agency's requested relocation or physical expansion. <ul style="list-style-type: none"> The Health Commission (HC) should occur after the two Community Meetings. Add start time of meeting (Submit agenda, FAQs, questions/answers that happened at meeting, sign in sheets at meeting, 	<p>Accept Community Meeting dates.</p>

Step	Agency (Executive Director) Responsibility	BOCC Compliance Manager Responsibility	System of Care Responsibility
		<p>memo that you write, referencing whether or not there were attendees, attach what posters will look like.</p> <ul style="list-style-type: none"> Email Mark Morewitz – to get on agenda. Mark.morewitz@sfdph.org or (415) 554-2666 ext. 42666 	
<p>Create & Hang Notification Posters</p>	<p>Ensure completed posters are hung at new location.</p>	<p>Complete information for two poster-sized signs (30" x 30") notifying neighborhood of proposed relocation or physical expansion using the below templates.</p> <ul style="list-style-type: none"> Make sure to update customize all highlighted sections in the poster templates. Make sure to unhighlight prior to printing. Prepare one poster for the Community Meeting; & Prepare one poster for the Health Commission. Save posters as PDF <p>Proof & request reproduction of the signs by submitting a request form on Repro's website:</p> <ul style="list-style-type: none"> http://reproemail.sfgov.org <p>Login: CBHS PW: 870500 (Account Number)</p> <ul style="list-style-type: none"> Account Number CBHS – 870500 Check - <i>Original Artwork Submitted</i> Typesetting/Graphic Design- <i>Typesetting as per Original</i> Number of Originals - 2 Number of Copies – 1 Each Finishing - Cut to - 30 x 30 Delivery – Call <i><insert phone number></i> Additional Requests – <i>Laminate 5 mil</i> 	

Step	Agency (Executive Director) Responsibility	BOCC Compliance Manager Responsibility	System of Care Responsibility
		<ul style="list-style-type: none"> ○ If Agency is hanging on fence, request <i>grommets</i>. ● Upload posters to Repro website ● Once Repro emails back and approves request, forward to Operations Manager (Charles Maranon) for approval of the reproduction. In Charles' absence, Michelle Ruggels or Shirley Giang can approve. ● Pick up printed posters from Reproduction (or they can deliver). 	
	Ensure completed posters are hung at new location. Agency will send a picture of where they were hung.	Drop off completed posters to Agency. Ensure posters are posted in accordance with rules at the new location at least 15 days before Health Commission. We need to know date of hanging. Have them show where they will hang. Agency will send a picture of where they were hung.	
Prepare For Community Meetings	<p>Though not required, DPH encourages the Agency to create flyers using the information from both signs notifying affected neighborhood of intended relocation/expansion before the Community Meetings.</p> <p>Though not required, It is recommended that the Agency distribute the flyers within 300 feet radius of the proposed relocation to all businesses & residential units. DPH recommends that the Agency also does the following:</p> <ul style="list-style-type: none"> ● Obtain letters of recommendations from current/previous landlords ● Obtain letters of support from neighbors/community 	Prepare Agenda , Sign-In Sheets & print copies for the Community Meetings by using Agenda template and customizing as needed. For example, add specific content regarding the relocation, addition or expansion.	

Step	Agency (Executive Director) Responsibility	BOCC Compliance Manager Responsibility	System of Care Responsibility
	<ul style="list-style-type: none"> • Obtain letters of support from local police department • Obtain support from a variety of community members (not just paid staff, as they have a vested interest) • Be aware of the ethical and sensitive implications of client involvement in community meetings/Health Commission meeting • Be prepared to answer questions regarding how clients will get to the new space; the number of clients served per day; how you will be a good neighbor in your new community 		
Hold/Attend Community Meetings	<ul style="list-style-type: none"> • Host & attend Community Meetings, provide information & answer questions. • Though not required, the Agency is encouraged to have their Board Chair attend. 	<ul style="list-style-type: none"> • Facilitate Community Meetings & record notes. • Ensure community members have the opportunity to ask questions /voice concerns 	Attend Community meetings, provide information & answer questions.
Develop HC Materials	Provide Compliance Manager with copies of any materials distributed & information about distribution (dates, quantity, etc.).	<ul style="list-style-type: none"> • Draft & finalize HC packet: Community Meeting notes. <ul style="list-style-type: none"> ○ If there were no attendees, make sure the Memo says that there were no attendees and therefore no notes were recorded. • Create cover memo page (Michelle Ruggels to create) • Draft & finalize HC Memo <ul style="list-style-type: none"> ○ Make sure to tailor the Memo to address whether the Prop I process was related to a relocation, addition or physical expansion. ○ Use the template to include required information and remove highlights when finalized. 	Provide Compliance Manager with any relevant information.

Step	Agency (Executive Director) Responsibility	BOCC Compliance Manager Responsibility	System of Care Responsibility
		<ul style="list-style-type: none"> • Include copies of signs, maps of current & proposed locations and bus routes. • Email copies to HC Secretary (Mark Morewitz) and DPH Leadership (Grant Colfax, MD, Michelle Ruggels, Colleen Chawla, & SOC). 	
Attend HC Finance Committee Meeting @ 2 & Full HC Meeting @ 4 (Usually Held @ 101 Grove 3 rd Fl.)	<ul style="list-style-type: none"> • Attend HC Finance Committee & full HC Meeting. • Respond to any Commissioner questions regarding the proposed relocation/expansion. 	Debrief HC Finance Committee & full Health Commission on Prop. I process & community feedback.	Attend HC Finance Committee & full HC & answer any Commissioner questions.
On a quarterly basis send reminder email to all Executive Directors about Prop I	<ul style="list-style-type: none"> • Read email and complete form, as needed. 	<ul style="list-style-type: none"> • Download Executive Director list • CC System of Care Directors • Use Email Template 	Reinforce the Prop I process.

**NOTICE OF COMMUNITY MEETING
to discuss the new location for use**

by

[Agency & Program Name(s)]

on

[Community Meeting Dates & Times]

located at

[Community Meeting Address]

The Department of Public Health

funded

program will be located at

[New Address]

**For further information or to submit
comments, contact**

[Insert Compliance Manager Name] |

Business Office of Contract

Compliance | SFDPH | [Insert

Compliance Manager Phone] | [Insert

Compliance Manager email]

NOTICE OF INTENT TO APPROVE A CITY PROJECT AT THIS LOCATION

The Finance Committee & Health Commission will consider

[Agency & Program Name(s)]
[insert whether it is a relocation, addition or expansion]

at

The Finance Committee & Health Commission Meeting will be held at
101 Grove Street

on

[Health Commission Meeting Date & Time]

For further information or to submit comments, contact

[Insert Compliance Manager Name] |
Business Office of Contract
Compliance | SFDPH | **[Insert Phone] |**
[Insert email]

PROPOSITION I. & COMMUNITY MEETING INFORMATION

Community Meeting Agenda

Thank you for joining the Department of Public Health (DPH) at this Community Meeting as part of Proposition I. DPH would like to formally state its support for this project, as it serves to meet the mission of DPH, which is to protect and promote the health of all San Franciscans.

A. Sign-in – All attendees to sign-in

B. Introductions – DPH and project representatives introductions/roles

C. About Prop I. & Community Meeting(s) – DPH will present

1. What is Proposition I.?

Proposition I., also known as the *Citizens' Right-to-Know Act of 1998*, is intended to do the following:

- Allow citizens the right to know about proposed city government projects that are paid for with taxpayer dollars.
- Require that City projects subject to this Act not be implemented until adequate notice has been provided to the public prior to project approval.
- To allow the public the opportunity to have a meaningful voice prior to the project approval.
- To require formal notice requirements to enable interested citizens to bring their concerns to the attention of [the funding] City department(s) before final funding and project approval is granted.
- To allow neighborhoods and project sponsors the opportunity to make sure City projects meet the needs of the neighborhoods in which the projects are to be located.

2. What is the purpose of the Community Meetings?

The purpose of the Community Meetings is to provide citizens with the opportunity to:

- Learn about the project;
- Ask questions and receive answers; and
- Meet the project provider.

3. What are City departments required to do to comply with Prop I.?

To comply, the funding City department must:

- Post a sign on the property project will be located at least 15 days prior to approval of a new or expanded project or different site;
- Keep the sign posted through the date of approval;
- Place the sign in a clearly visible place;
- Provide the funding department's approving board/commission; the date of approval and the procedure for obtaining additional information or submitting comments.

4. What has DPH done to comply with Prop I.?

DPH has done the following:

- Posted signs in accordance with Prop I. on [date].
- Held/will hold two Community Meeting(s) on [dates] to provide for an opportunity for public comment.

D. The Project – DPH and project representatives will present

1. Why is this project needed?

<Insert why this particular project is needed. Note that in many cases, this project already exists and is serving a vulnerable population.>

2. Why is this project being moved/expanded?

<Insert why this particular project is being relocated/expanding. Note that many times contractors have no choice to move due to rising rental costs.>

E. Question & Answer – Citizens may ask questions of DPH and project representatives

Meeting Date(s)	[insert meeting date]		
Name – Please print	Signature	Phone Number – Optional	Email – Optional

Meeting Date(s)	[insert meeting date]		
Name – Please print	Signature	Phone Number – Optional	Email – Optional

SUMMARY OF REQUEST FOR SITE APPROVAL TO THE HEALTH COMMISSION

Contractor Program(s)		DPH Division/Section	
		System of Care Director	
		Business Office of Contract Compliance (BOCC) Manager	
Contractor Contact		BOCC Director	

Request for site approval for [insert what is being requested (relocation, addition, physical expansion) [insert Agency name and Program] to [location] (as required by Chapter 79 of the San Francisco Administrative Code, the Citizens' Right-to-Know Act of 1998, also referred to as "Prop. I").

About:

	Current	Change
Location (Address)		
Square Footage		
Hours of Operation		

Reason for Prop I: [Include a brief description of whether the program is relocating, adding a location or physical expanding]

Zoning: [Indicate whether zoning was required for this process].

Sign Posting: [Insert the dates the signs were posted.]

Community Meetings: [Insert when the Community Meetings were held, the number of attendees for each and if there were attendees, reference and attach the Community Meeting notes. If there were no attendees, reference that no meeting notes were recorded.]

Recommendation: The Department of Public Health recommends approval for [insert Agency and program name] be approved for [insert whether it is a relocation, addition or physical expansion] be approved by the Health Commission.

APPENDIX 40: CITIZENS' RIGHT-TO-KNOW ACT OF 1998 – FULL TEXT

Proposition I, Adopted June 2, 1998

Be it Ordained by the People of the City and County of San Francisco:

SECTION 1. Title

This Ordinance shall be known and may be cited as the "Citizens' Right-to-Know Act of 1998."

SECTION 2. Findings and Declarations

The people of the City and County of San Francisco hereby find and declare all of the following:

(a) The citizens' right to know about proposed city government projects paid for with taxpayers' dollars is an important democratic right.

(b) City government projects are often implemented with little or no notice to the public prior to project approval.

(c) As a result, interested neighbors, property owners, tenants and the public at large have been denied the right to have a meaningful voice in the approval process.

(d) Formal notice requirements will allow interested citizens the right to bring their concerns to the attention of the City departments and agencies involved in the project before final funding and project approval is granted.

(e) Pre-approval notice for certain City projects will allow neighborhoods and project sponsors the opportunity to make sure City projects meet the needs of the neighborhoods in which the projects are to be located.

SECTION 3. Purpose and Intent

The people of the City and County of San Francisco hereby find and declare that the purpose of the ordinance shall be all of the following:

(a) To allow citizens the right to know about proposed city government projects that are paid for with taxpayers' dollars.

(b) To require that city projects subject to this Act not be implemented until adequate notice has been provided to the public prior to project approval.

(c) To allow interested neighbors, property owners, tenants and the public at large the opportunity to have a meaningful voice prior to the project approval.

(d) To require formal notice requirements to enable interested citizens to bring their concerns to the attention of City departments and agencies involved in the project before final funding and project approval is granted.

(e) To allow neighborhoods and project sponsors the opportunity to make sure City projects meet the needs of the neighborhoods in which the projects are to be located.

SECTION 4.

The San Francisco Municipal Code, Part I (Administrative Code) is hereby amended by adding Chapter 79 to read as follows:

CHAPTER 79 PRE-APPROVAL NOTICE FOR CERTAIN CITY PROJECTS

SEC. 79.1. Scope.

No city officer, department, board or commission shall Approve a City Project unless a sign has been posted on the property on which the City Project will be located at least fifteen (15) days prior to such Approval. The City officer, department, board or commission responsible for Approving a City Project shall post the sign required by this Chapter. The notice required by this Chapter shall be in addition to the notice requirements provided elsewhere in the San Francisco Municipal Code.

SEC. 79.2. Definitions.

For purposes of the Chapter, the following definitions shall apply:

(a) "Approve" or "Approval" shall mean an action by a City officer, department, board or commission sponsoring a City Project in which a final commitment is made by such sponsoring officer, department, board or commission to fund or undertake a City Project. Such Approval may include, but is not limited to, a decision to award a grant for a City Project at a specific site, or to purchase or acquire an interest in particular real estate to locate a City Project. Approval shall not include a decision to undertake a preliminary study of one or more potential sites for a City Project. Approval shall refer only to the actions of the sponsoring officer, department, board or commission.

(b) "City Project" shall mean the following:

(i) A project that:

(A) Involves new construction, a change in use, or a significant expansion of an existing use at a specific location, and

(B) Houses City operations at, or provides services or assistance from, such specified location; and

(C) Is undertaken directly by the City or any of its officers, departments, boards or commissions; or by an agent, contractor, service provider, or other person that receives \$50,000 or more in City Funding for the construction and related work associated with the project and/or operating expenses for the project at such fixed location.

(ii) "City Project" shall include, but is not limited to, administrative offices, housing and other residential projects, and programs that provide services or assistance for the benefit of all or some members of the public from a fixed location.

(c) "City Funding" shall mean funding provided directly by the City or administered by the City through the use of federal, state or other funding sources.

(d) "Significant Expansion of Existing Use" shall mean the lesser of an addition amounting to 50% of gross floor area, or 1500 square feet or more of gross floor area, as determined by the Zoning Administrator in accordance with Section 102.9 of the San Francisco Planning Code.

SEC. 79.3. Exemptions.

The following City Projects shall be exempt from this section:

(a) A shelter for battered persons;

(b) A State-authorized, certified, or licensed family care home, foster home, or group home serving six or fewer mentally disordered or otherwise disabled persons or dependent and neglected children, in accordance with California Welfare and Institutions Code Section 5116 or as set forth in Section 209.3(b) of the Planning Code;

(c) A City Project undertaken solely to achieve compliance with the disabled access requirements of the Americans With Disabilities Act or the California Building Code;

(d) Projects in the public right-of-way;

(e) A Project at a fixed location that is outside of the City limits of the City and County of San Francisco.

SEC. 79.4. Change in City Project.

In the event that a City Project is Approved pursuant to the provisions of this Act, that Approval shall be limited to the specific site and the specific use granted in the Approval. Any changes to the City-Project which involve a different site, or a different use, or a redirection of the funding for the project in any way, shall be subject to the provisions of this Act and shall require a new pre-Approval notice procedure.

SEC. 79.5. Signposting Requirements.

Those City Projects subject to this Chapter shall comply with the following signposting requirements:

(a) Posting. At least fifteen (15) days prior to consideration of Approval of a City Project, the City officer, department, board or commission considering such Approval shall post a sign on the property on which the City Project is proposed. Such a sign shall be posted through the date of Approval or disapproval of the City Project by the sponsoring City entity.

(b) Location of Sign. The sign shall meet the following requirements:

(1) The sign shall be posted inside of windows that are no more than six feet (6'-) back from the property line, where the windows are of sufficient size to accommodate the sign. The bottom of the sign shall be no lower than four feet (4'-) above grade and the top of the sign shall be no higher than eight feet six inches (8'-6") above grade. The sign shall not be obstructed by awnings, landscaping, or other impediment and shall be clearly visible from a public street, alley, or sidewalk.

(2) In the absence of windows meeting the above criteria where the building facade is no more than nine feet (9'-) back from the property line, the sign shall be affixed to the building, with the bottom of the sign being at least five feet (5'-) above-grade and the top of the sign being no more than seven feet six inches (7'-6") above grade. The sign shall be protected from the weather as necessary. The sign shall not be obstructed by awnings, landscaping, or other impediment, and shall be clearly visible from a public street, alley, or sidewalk.

(3) Where the structure is more than nine feet (9'-) from the property line the sign shall be posted at the property line with the top of the sign no more than six feet (6'-) and no less than five feet (5'-) above

grade. Such signs shall be attached to standards and shall be protected from the weather as necessary.

(4) If no structures occupy the property, signs shall be posted sufficient to provide adequate notice to the public. The Director of Administrative Services shall be responsible for determining the number of signs to be posted on such property.

(c) Contents and Size of Signs. The sign shall be at least thirty inches (30") by thirty inches (30"). The sign shall be entitled NOTICE OF INTENT TO APPROVE A CITY PROJECT AT THIS LOCATION. The lettering of the title shall be at least 1- 1/4-inch capital letters. All other letters shall be at least 3/4-inch uppercase and 1/2-inch lowercase. The sign shall provide an identification of the officer, department, board or commission that will determine whether to Approve the City Project; the date upon which Approval will be considered; and the procedure for obtaining additional information or submitting comments, which shall include, but not be limited to, a local contact person and telephone number where that person may be reached.

(d) Production of Signs. The Director of Administrative Services shall develop a standardized sign that may be used to satisfy this Section. The Director of Administrative Services may charge a fee sufficient to cover the costs of producing such signs.

SEC. 79.6. Alternative Notice Provisions.

In lieu of the signposting requirements in Section 79.5, a City officer, department, board or commission shall send mailed notice to the owner of each property within 300 feet of the lot line of the property on which the City Project is proposed. Notice shall be sent to the property owners reflected on the latest Citywide Assessor roll and neighborhood associations and organizations listed with the Planning Department where the site would be located within the indicated geographic area of interest of said association or organization. In addition, to the extent practicable, mailed notice shall be sent to the occupants of each property within 300 feet of the lot line of the property on which the City Project is proposed. The mailed notice shall include, at a minimum, all of the information required in Section 79.5(c). Mailed notice shall be sent at least 20 days prior to consideration of Approval of a City Project.

SEC. 79.7. Permission to Enter Property.

Every person who has possession of property that is the subject of the pre-Approval signposting process required by this Chapter shall permit entry at a reasonable time to allow the posting of the sign required herein. No person shall remove or cause the removal of such sign during the period of time that posting is required herein without reasonable cause to believe that such removal is necessary to protect persons or property from injury.

SEC. 79.8. Rights Affected.

The requirements of this chapter are not intended to give any right to any person to challenge in any administrative or judicial proceeding any action if such person would not otherwise have the legal right to do so. A party aggrieved by a decision to Approve or disapprove a City Project may utilize any existing avenue(s) of appeal.

SECTION 5. Severability

If any provision of this Act or the application thereof to any person or circumstances is held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect other provisions or applications of this initiative which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this initiative are severable.

EMAIL TEMPLATE

Dear Department of Public Health (DPH) Provider,

This email is being sent as a courtesy reminder to all DPH programs. DPH requires that all contracted and Civil Service programs notify the DPH Business Office of all program relocations and/or expansions requiring building construction.

Programs must notify the Business Office as soon as possible and at least **60 days prior** to the proposed relocation/expansion start date. Please fill out and email the attached Word document to Chandini Gaur at (chandini.gaur@sfdph.org) or Tom Mesa at (tom.mesa@sfdph.org). Once you email the form, Business Office staff will follow up, as needed. ***If there are no planned relocations or expansions at this time, then no action is required.***

Please be advised that relocations and/or expansions may impact one or more of the following:

- **Compliance with Proposition I** – *Prop. I is a City ordinance, which requires all City-funded programs that receive \$50,000 or more of City funds, to notify neighborhoods of their projects.*
- **Drug Medi-Cal Reimbursement** – *Each program that bills to Drug Medi-Cal must be certified for the specific location where services occur. Please contact the State Department of Health Care Services (DHCS) regarding Drug Medi-Cal certification.*
- **Mental Health Medi-Cal Reimbursement** – *Each program that bills to Mental Health Medi-Cal must be certified for the specific location where services occur on a regular basis. DPH Business Office certifies most programs for Mental Health Medi-Cal.*
- **National Provider Identification (NPI) Numbers** – *Each program's NPI number must match their current address where services are delivered.*
- **Compliance with DPH Contract Requirements** – *DPH requires that all program information is accurate and updated.*

Please contact me or Tom Mesa at (415) 255-3749 with any questions regarding this message, or if you wish to receive the full set of Prop I instructions.

Thank you.