

Department Inventory Tool: FY 21-22 Budget

ORE Version: Dec 31, 2021, with updates Feb 9, 2022

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About this worksheet		
Department name	Date last updated	Notes
Rent Board	2-May-22	Initial inventory submitted as part of department progress report, per guidance from Office of Racial Equity. Will be further refined during development of Phase Two Racial Equity Action Plans

A. Department priority issue areas for improving racial equity or closing racial equity gaps, especially within its existing services		
Issue area	Brief description	Notes or examples
1. Language equity / access	See description under Section B below	
2. Fund racial equity work	See description under Section B below	
3. Maintain a diverse staff	See description under Section B below	
4. Increase community awareness of Rent Board services	See description under Section B below	
5. Accurate data of rental units, occupancy, and rents in San Francisco	See description under Section B below	
6. Increase the Rent Board's efforts to maintain housing security for tenants in San Francisco	See description under Section B below	

B. Item name and description			C. Overall resources				D. Racial equity alignment	E. Racial equity-related activity information							
Name of activity, function, program, service, or initiative	Brief description of purpose	Activity/service type	Estimated FTEs and/or budget amount	Funding type	Estimated number of contracted service providers or consultants for this activity/service, if any	Names of 5 largest contracted service providers or consultants for this activity/service, if any	Department priority equity issue areas	Complete only for line items that are aligned with a department priority equity issue area (D) If data is not collected within department, enter "not available" If data needs is collected but needs further analysis, enter "to be updated" If any of this information exists in a separate report or document, please also include the link in the cell							
								Locations	Open to general public or application/referral required	Estimated number of people served	Estimated racial/ethnic demographics of people served	Additional demographics of people served	Community input and decision-making opportunities	Estimated FTEs and/or budget improvements	Names of contracted providers or consultants for racial equity improvements, if any
Suggest 10 words or less	Suggest 50 words or less. Note any intended demographics or communities	1 - Public-facing activity or service 2 - For other City departments 3 - Within department only		Note whether funding is City general fund, restricted government source, or other		By total contract amount	List any priority equity issue areas from (A) that are relevant to this activity. If none, leave blank.	Note neighborhood(s) in which activity/service facility is located. See list on next tab for examples	1 - General public 2 - Application or referral required	Suggest 10 words or less	Suggest 30 words or less	Suggest 30 words or less. See list on next tab for examples	Suggest 30 words or less. See list on next tab for examples		
Increased language access through interpretation and translation	Increase language services, website access, forms, and assistance for people who speak Spanish, Chinese, Filipino, and additional languages upon request.	1 - Public-facing activity or service	4 FTE (total)	Restricted government source (Rent Board fee)	2	(1) Language Line, and (2) International Contact	Language equity / access.	N/A	1 - General public	3,406 LEP clients served	Chinese, Latino, Filipino, Russian, Vietnamese, Afghani, Iranian, Japanese, Korean, Indian, and Thai	Priority languages Chinese, Spanish, and Filipino	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	\$158,263.00	N/A
Hire racial equity staffing	Hire staff member who will work on racial equity as a part of their job function.	3 - Within department only	0.5 FTE	Restricted government source (Rent Board fee)	N/A	N/A	Fund racial equity work.	N/A	2 - Application or referral	NA	(Pending data from HR)	(Pending data from HR)	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	Half time salary of approximately \$70,000.00	N/A
Diverse recruitment and hiring	Our goal is for employees to have deep roots in the neighborhoods of San Francisco, and for a clear understanding of the values underpinning the Rent Ordinance.	1 - Public-facing activity or service		Currently diverse recruitment and hiring is being completed by existing staff members as a part of their current job descriptions or on a volunteer basis.	Restricted government source (Rent Board fee)	N/A	Maintain a diverse staff.	N/A	2 - Application or referral	NA	(Pending data from HR)	(Pending data from HR)	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	\$0.00	N/A
Targeted outreach to underserved communities	Our goal is for all communities to be aware of, have access to, and benefit from Rent Board services.	1 - Public-facing activity or service	0.5 FTE (split across multiple positions)	Restricted government source (Rent Board fee)	N/A	N/A	Increase community awareness of Rent Board services and access to hardship relief.	N/A	1 - General public	This data is not currently being analyzed.	This data is not currently being collected.	This data is not currently being collected.	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	\$80,000.00	N/A
Housing Inventory- Foundational tool for measuring impact	Our goal is to use the housing inventory, in conjunction with census data, to identify housing trends or disparate impacts related to race and ethnicity, and report on those findings.	1 - Public-facing activity or service	8 FTE	Restricted government source (Rent Board fee)	N/A	SDI	Accurate data of rental units, occupancy and rents in San Francisco.	N/A	1 - General public	196,871.5 Dwelling Units	This data is not currently being collected.	This data is not currently being collected.	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	\$1,061,169.00 (approximate salaries and benefits) + \$109,000.00 (SDI) contract annually	N/A
Housing Security/ Eviction Prevention	Our goal is to implement functions available to the Rent Board to enforce the Rent Ordinance, which will improve housing security and prevent unlawful evictions.	1 - Public-facing activity or service	1 FTE (split across multiple positions)	Restricted government source (Rent Board fee)	N/A	N/A	Increase the Rent Board's efforts to increase housing security for tenants in San Francisco.	N/A	1 - General public	1,048	This data is not currently being collected.	This data is not currently being collected.	The opportunity for public comment is available at all Rent Board Commission meetings. The Rent Board also holds public hearings whenever there is a change to the Rules and Regulations.	\$141,232.00	N/A