



**Gavin Newsom**  
Mayor

**Susan Mizner**  
Director

## **Reasonable Accommodation Fund For Non-Profit Agencies Contracting with The City & County of San Francisco**

The Mayor's Office on Disability (MOD) has established a fund to assist non-profit agencies with the costs of providing auxiliary aids and services or other reasonable accommodations to the public.

All non-profit agencies that receive City funding are eligible for this fund. The fund is available to agencies that need assistance in providing accommodations to the public. (The fund is not for internal employee issues.)

For those non-profit agencies with annual budgets under \$1 million, MOD will pay up to 90% of the accommodation cost. The agency must pay at least 10%. For non-profit agencies with annual budgets over \$1 million, MOD will pay up to 75% of the accommodation cost. The agency is expected to pay at least 25%.

To apply, agencies should submit a letter to the Mayor's Office on Disability providing the following information:

1. The source and approximate amount of City funding they receive. The type of accommodation (e.g. ASL, accessible space for a meeting, note-taker, etc.) and why it is needed, including the date, time and place.
2. A simple statement explaining why the agency cannot provide the full cost of the accommodation itself. (E.g. the agency did not budget for this type of expense, or the budget was not sufficient for the year.)
3. The total amount of the request, i.e. an estimate that the non-profit agency has gotten from an approved City vendor detailing the total cost of the accommodation.
4. A written commitment that the agency will include a line item in their budget for the next fiscal year that is equal to or greater than the total cost of the accommodations provided.

### **For additional information, please contact:**

Mayor's Office on Disability  
401 Van Ness, Room 300  
San Francisco, CA 94102  
415.554.6789 voice  
415.554.6799 TTY  
415.554.6159 fax  
[MOD@sfgov.org](mailto:MOD@sfgov.org)