Mayor's Office of Housing and Community Development

ACQUISITION AND CAPITAL IMPROVEMENTS FOR THE ORGANIZATIONS WORKING WITH ASIAN PACIFIC ISLANDER RESIDENTS REQUEST FOR PROPOSALS

FY2023-24 (#2023-03a)

Date Issued: April 5, 2024

Deadline for Submission: May 10, 2024 at 5pm

RFP Questions? Need alternative formats for persons with disabilities? Email CommDevRFP@sfgov.org

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Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD's Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city's most vulnerable residents.

- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.

- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.

MOHCD's investments support the city's most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is imperative for the office to be intentional and explicit in meeting its goals of reducing racial disparities in service delivery and increasing social and economic opportunities within San Francisco.

Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for historically disenfranchised populations and low-income residents. As such, MOHCD assesses programs, contracts, and procurements to ensure they advance the city's racial equity goals and will be working closely with organizations to monitor the impact of investments. Capacity building will be provided, as well as clear information and the creation of channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents can thrive. MOHCD also affirms its commitment to centering its work on culturally responsive solutions developed by the people most impacted by social inequities.

Impact of Covid-19

MOHCD understands that COVID-19 disproportionately impacts Black, Indigenous, and People of Color and has deepened its partnership with organizations that have responded to the emerging needs of vulnerable residents throughout the COVID-19 response and recovery. MOHCD adjusted its funding portfolios to better align with the goals of the City's Economic Recovery Task Force while remaining grounded in the MOHCD HUD Consolidated plan.

1. **Housing Stabilization** – Addressing immediate housing needs.
2. **Anti-Displacement** - Protecting the stability of communities and families through access to legal services and supporting community-based networks to strengthen and increase service connections.
3. **Economic Self-Sufficiency** – Reaching the most vulnerable residents and providing opportunities for economic advancement.

MOHCD's Guiding Document

MOHCD's work is guided by a primary planning document called the Consolidated Plan. The Consolidated Plan serves as the application for several federal funding sources and provides additional context for MOHCD's work. The Consolidated Plan can be found on our website https://sf.gov/resource/2022/reports-and-plans-mohcd.

Summary of Funding Opportunity

MOHCD has a responsibility to maintain transparency in its processes. This open and competitive process is utilized throughout the City for the allocation of public funds. The purpose of this RFP is to fund acquisition and/or capital improvement projects for organizations with a history of meaningful and impactful services to San Francisco's Asian/Pacific Islander communities.

The applying organization must:

1. Target low and moderate-income Asian Pacific Islander residents through meaningful and impactful programming;
2. Show project readiness so that acquisition or capital improvements can be completed in a timely way;
3. Have programs sustained through diverse, dependable funding streams to ensure ongoing programming in the acquired or improved building;
4. Show organizational capacity to maintain the facility in good condition over the tenure period as required below;
5. Show alignment with City priorities and needs as articulated through documents such as the MOHCD 5-Year Consolidated Plan, Cultural District CHHESS Plans, Economic Recovery Task Force Report, neighborhood planning documents, and other similar strategic plans.

This RFP will provide a maximum award of $5,000,000 in total grant funding. Given the limited funds, the department welcomes projects with a variety of funding levels so that all funds may be exhausted by this procurement. The awards will be setup as a one-time allocation through a two-year contract, starting as early as July 1, 2024. The final terms and conditions of the grant are subject to negotiation. MOHCD anticipates approving one or more grants depending upon size of requests for acquisition/rehabilitation and the strength of each proposal.

Title	Term	Total Funding	Program Area
Acquisition and Capital Improvements Projects	7/1/24-6/30/2026	$5,800,000	Capital Project

RFP Timeline
Dates are subject to change

RFP Issued	**April 5, 2024**
MOHCD Pre-Submission Webinar	April 10, 2024 at 11am
Deadline to submit questions	April 12, 2024 at 5pm
Response to questions issued	April 16, 2024
Proposals Due	**May 10, 2024 at 5:00 pm**
Intent to Award Letters Sent	Late June 2024
Contract Term Begins	July 1, 2024

RFP Assistance & Resources

RFP Pre-Submission Webinar: A live virtual pre-submission webinar will take place on April 10, 2024 at 11 am. Staff will provide an overview of the RFP process, including eligibility criteria, funding descriptions, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click this link.

RFP Questions: MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to CommDevRFP@sfgov.org by April 12, 2024. We will do our best

to issue our response to your questions on April 16, 2024 on MOHCD website and via email to webinar registrants.

DETAILED DESCRIPTION OF THE FUNDING OPPORTUNITY

Funding Sources	Total Funding Available
Local Funds – Including Proceeds from Certificates of Participation	Up to $5,800,000

The purpose of this RFP is to fund acquisition and/or capital improvement projects for organizations providing with a history of meaningful and impactful services to San Francisco's Asian/Pacific Islander communities. MOHCD will award the highest scoring proposal (average score) until funds are exhausted. Partial awards are possible, as there may not be enough funds to complete multiple proposed projects.

Please utilize this map linked here to confirm the district the building associated with your project is in.

 The overarching principles guiding this procurement require the applicant to:
1. Target low and moderate-income Asian Pacific Islander residents through meaningful and impactful programming;
2. Show project readiness so that acquisition or capital improvements can be completed in a timely manner;
3. Have programs sustained through diverse, dependable funding streams to ensure ongoing programming in the acquired or improved building;
4. Show organizational capacity to maintain the facility in good condition over the tenure period as required below;
5. Show alignment with City priorities and needs as articulated through documents such as the MOHCD 5-Year Consolidated Plan, Cultural District CHHESS Plans, Economic Recovery Task Force Report, neighborhood planning documents, and other similar strategic plans; and
6. Demonstrate that the facility will increase access for populations identified in the Consolidated plan.

Additional grant guidelines:
- The maximum grant award allowable through this RFP is $5,000,000. Due to fund limitations and the need to expend funds in a timely manner, applicants may apply for EITHER acquisition OR capital improvements for the submitted project, but not both.
- All grant awards will be setup initially through a two-year contract, from July 1, 2024 – December 31, 2026.
- Construction should begin and a draw-down of funds should be made between 12 and 18 months after the grant start date.
- The funds must be expended by June 30, 2026.
- By accepting a grant, the applicant agrees to maintain services at the facility for a minimum period which is a "Tenure Period". The minimum Tenure Period depends on the size of the grant awarded (see tables below). The Tenure Period begins at the completion of construction or acquisition.

For improvement of real property:

Grant Amount	Tenure Period
Up to $200,000	Five years
$200,001 - $500,000	Ten years
$500,001 and above	Twenty years

For acquisition of real property:

Grant Amount	Tenure Period
Up to $200,000	Twenty years
$200,001 and above	Thirty years

- Applicants may apply for a maximum of 85% of the acquisition price or 85% of the total cost of the proposed capital improvements. In no case may the amount requested exceed $5,000,000. MOHCD has discretion to award less than the requested amount based on the strength of the application and the number of eligible applications submitted.

- Matching funds may include funding secured for pre-development costs, site acquisition, design or permit fees, or hard construction costs.
- MOHCD does not allow the banking of capital grants. Banking means:
    - Little or none of the grant spent within 12 months of award; and
    - No project progress within 12 months of award; and
    - New grant requests for the same project in subsequent years.

ELIGIBILITY, REQUIREMENTS & EXPENSES

MOHCD Eligibility Requirements: All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred. You must use our online grants management system for monthly reporting and invoicing.
- No City agencies or departments may apply for funding under this RFP.
- Applicants must not be in default on any grants or loans from the Mayor's Office of Housing and Community Development.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.

Audit Requirements- To be a MOHCD grantee, <u>ONE</u> of the following audit documents is required.

- **OMB A-133 Audit** – *This level of audit is required if agency expended more than the threshold amount of $750,000 or more in federal funds in the previous fiscal year.*
- **Standard CPA Audit** – A standard audit is required for all agencies with a total budget over $500,000 in the previous fiscal year.
- **CPA Financial Review**- A financial review is allowed in place of standard audit for agencies with a total budget between $250,000-$500,000 in the previous fiscal year.
- **"No Audit" Letter-** If the agency's total budget is less than $250,000 a letter can be provided stating that no audit was performed per the agency's global budget size.
- **A Fiscal Year Audit** for July 1, 2021 – June 30, 2022 should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
- **A Calendar Year Audit** for January 1, 2022 – December 31, 2022 should have been completed by September 30, 2023.

Supplier Status: Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca.
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at https://sfcitypartner.sfgov.org/ .
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

Compliance Standards: Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation, auto insurance, and property insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at https://sfgov.org/cmd and is managed by the Office of Contract Administration.
- **SF Human Rights Commission**- Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.

- **Sunshine Ordinance**- Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than $250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility**- Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity**- Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity**- No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

Capital Project Requirements: The use of these grant funds is subject to several requirements, including but not limited to the following:

1. Projects must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility. You are responsible for meeting all applicable accessibility standards under:
   a. Section 504 of the Rehabilitation Act of 1973
   b. the Architectural Barriers Act
   c. the Americans with Disabilities Act
   d. State and local codes, statutes and regulations
2. All projects involving construction will be subject to review and approval by the Department of Building Inspection. Some projects may also be subject to an architect's certification. The architect certifies that all improvements followed applicable accessibility laws and regulations.
3. Depending on your project, you may need to post a public notice. This notice provides interested persons an opportunity to voice their concerns. We will ask you to post the notice before we approve funding for the project. We follow this rule when a project involves new construction, a change in use, or a significant expansion of existing use.
4. Your project may trigger reviews from the Planning Department or Redevelopment Area Plan guidelines.
5. You must follow local conflict of Interest regulations. You must also follow local procurement requirements for soliciting and procuring goods and services. This includes specific standards and methods for soliciting construction and professional service contractors. The standards and methods depend upon the amount of the contract. You cannot use our funds to pay for goods and services unless we have approved your procedure. **Any contract paid for by this grant agreement must be pre-approved by MOHCD.**
6. Your project must conduct good faith efforts to contract with Minority and Women's Owned Business Enterprises. This rule applies to contracts greater than $10,000.
7. Your project contractors must make good faith efforts to hire minorities and women.
8. Your project must prioritize certified Local Business Enterprises for contracts and subcontracts. This rule applies to general and professional service contracts, and to construction contracts valued at or above $10,000. Please see Local Business interest regulations. You must also follow local procurement requirements for soliciting and procuring goods and services Enterprise information with the City and County of San Francisco Contract Monitoring Division. For more information: https://sf.gov/14b-local-business-enterprise-lbe-program
9. You must follow applicable state and local labor standards during construction. Standards include those for state prevailing wages and for state apprenticeships. State labor standards apply to projects greater than $1,000. All contractors and subcontractors must submit payroll records on LCPTracker, the City's electronic certified payroll records system.
10. All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to the California Department of Industrial Relations (DIR). Public work is construction, alteration, demolition, installation, or repair work done under contract and paid for completely or in part out of public funds. All contractors and subcontractors must submit electronic certified payroll records on LCPTracker (DIR). You cannot accept a bid or enter into a contract for public work with an unregistered contractor. This rule applies to projects greater than $1,000.

11. If your construction project receives greater than $350,000 from the City, you are subject to First Source Hiring. Your contractors and subcontractors must post their entry-level job openings. Entry-level jobs are non-managerial positions. They do not need education beyond a high school diploma (or equivalency), or more than two years of specific training or work experience. The City has first opportunity to refer qualified candidates for those positions. Your contractors and subcontractors must make good faith efforts to hire referrals from the City.
12. You must also follow applicable federal, state and local laws and regulations for:
    a. Fair housing
    b. Equal employment opportunity
    c. Equal benefits for domestic partners
13. These funds cannot be used for religious purposes or political activity.

ELIGIBLE EXPENSES

1) Acquisition
2) Construction
3) Certain non-construction costs:

   a. Plan Check fees
   b. Project management
   c. Environmental review
   d. Special inspection services

INELIGIBLE PROJECTS & EXPENSES

INELIGIBLE PROJECTS
- Projects seeking only pre-development funding
- Commercial spaces
- Cultural or religious facilities without eligible services
- Government-owned facilities without eligible services
- Project previously funded by MOHCD RFP (2022-02b or 2023-01a)

INELIGIBLE EXPENSES
- General administration
- General maintenance
- Painting
- Furnishings
- Inspection and re-certification of alarm systems
- Telecommunication systems
- Sidewalk repair

ADDITIONAL INFORMATION

- Proposals should include a history of managing successful projects. Success may be shown though the ability to leverage non-City resources, a clear relationship between the agency, its mission, and the project. Applicants may be asked to provide additional information about their ability to manage a project such as suspension or incomplete project over the last three years.
- Proposals may include collaborations with "Soft Cost," service providers, such as planners, architects, landscape architects, engineers and project managers. For joint proposals, please include in your proposal the names of all team member organizations (and staff, if applicable) and their professional qualifications and experience with similar projects. "Soft Cost" contractors that are NOT listed and described in the funding application will be subject to MOHCD procurement requirements.
- If selected for award, MOHCD will sign a grant agreement with the lead agency, who will serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. Prior to signing the grant agreement, the lead agency must provide MOHCD with signed agreements among collaborators. These agreements will outline the scopes of work and expectations of each partner.
  - The City reserves the right to fund select components of a collaborative proposal.
  - If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
  - In the future, the City may use this procurement to award grants for similar projects and services.
- If an award is approved for acquisition, transfer of funds will be made by wire to the appropriate escrow account. The City will require a minimum of 10 days subsequent to the full encumbrance of the grant agreement before the wire transfer can be completed.

PROPOSAL SUBMISSION INSTRUCTIONS
HOW TO SUBMIT A GRANT PROPOSAL

1 ATTEND OUR OPTIONAL PRE-SUBMISSION WEBINAR

April 10, 2024 at 11am

MOHCD staff will provide an overview of the RFP process, including eligibility criteria, and how to apply. We encourage you to attend the webinar before submitting a proposal. For translation or interpretation services, email CommDevRFP@sfgov.org at least 72 hours in advance. For speech or hearing-impaired callers, email CommDevRFP@sfgov.org.

2 PUT TOGETHER YOUR PROPOSAL PACKET

Documents listed below can be found in fillable formats at the following website-https://sf.gov/information/community-development-funding-opportunities.

Proposal Packet Checklist:

[ ] Proposal Cover Sheet (see p.9; template posted on MOHCD website)

[ ] Board of Directors (see p.10; template posted on MOHCD website)

[ ] Proposal Narrative Responses (see pp.11-13 for instructions; template posted on MOHCD website)

[ ] Capital Project Budget (see p.14 for instructions; template posted on MOHCD website)

[ ] Three Year Organizational Operating Budget (see p.14 for instructions)

[ ] Supporting Documents (see p.15 for instructions)

The following documents are also required if you are <u>not</u> currently funded by MOHCD:

[ ] Agency's Articles of Incorporation, including all amendments

[ ] Agency's By-Laws, including all amendments

[ ] Evidence of agency's Federal Tax Exempt 501(c)(3) status

3 SUBMIT YOUR PROPOSAL PACKET

PROPOSAL DUE DATE: May 10, 2024 AT 5pm

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach <u>all</u> documents to <u>one email for each proposal</u>. Subject Line should state "Acquisition & Capital Improvements RFP FY23-24" and include your agency name.
2. Please submit one proposal per project/proposal.
3. Send to CommDevRFP@sfgov.org before 5pm on the due date. Proposals received after 5 pm will not be considered.
4. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
5. Please email CommDevRFP@sfgov.org immediately if you are experiencing any technical difficulties.
6. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email CommDevRFP@sfgov.org to ensure your proposal has been received.

CAPITAL PROJECT PROPOSAL COVER SHEET

A fillable version of this form can be found at https://sf.gov/information/community-development-funding-opportunities

RFP Title: _____

Please indicate the number and the title of funding opportunity you are seeking funding for.

Agency Name:

Street Address:
　　City:

　　State:　　　　　　　　　　　　　　Zip Code:

Main Phone:

Project Name:

Project Description (one-liner):

Project Site Address (if different from above):
　　City:

　　State:　　　　　　　　　　　　　　Zip Code:

Executive Director/CEO:

Name:　　　　　　　Phone:　　　　　　　　　Email:

Chief Financial Officer:

Name:　　　　　　　Phone:　　　　　　　　　Email:

Chief Operating Officer:

Name:　　　　　　　Phone:　　　　　　　　　Email:

Primary Project Contact Person (if different):

Name:　　　　　　　Phone:　　　　　　　　　Email:

Total Proposal Request: $

Total Capital Project Cost: $

Total FY 2023 Agency Budget: $ _____

I certify that the information provided in this proposal is true.

_____　　　　　　　　_____
Signature of Executive Director　　　　　　　　　　　Date

Applicant's Board of Directors

A fillable version of this form can be found at https://sf.gov/information/community-development-funding-opportunities

Name	Years on Board	Home Neighborhood	Job and Other Board Memberships

PROPOSAL NARRATIVE QUESTIONS

A fillable version of this form can be found at https://sf.gov/information/community-development-funding-opportunities

The proposal narrative should not exceed 6 total pages. *MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11.*

1) **Project Design and Project Readiness**
   - Describe your project, including which programs benefit from it, and a description of the target populations and the neighborhoods the programs serve.
   - Describe how your project meets one or more of our grant objectives of providing safe, healthy and accessible community spaces in community-based agencies that serve low-income households.
   - List the facility improvement(s), along with their estimated cost <u>and</u> the program(s) that will benefit from each.

Improvement(s)/Acquisition	Cost	Program(s) Benefiting
1.	$	
2.	$	
3.	$	
4.	$	
5.	$	

   - Is your project for an existing facility or a new facility?
     a) An existing facility houses ongoing service programs.
     b) A new facility is an acquisition, or a renovation to house new or existing programs in a new space, i.e., a space not previously used for program activities.
   - Is your organization project-ready? Describe all relevant aspects of your organization that address the following points:
     a) A track record of financial stability (with the exception of the impact of the real estate market and financial disruptions due to COVID), shown by such items as a strong days' cash ratio (90+ days is a traditional benchmark); consistent operating surpluses; strong liquidity (current ratio of 2.0 times or more)
     b) A track record of organizational capacity including a board and management team with relevant programmatic, financial, real estate and management experience
     c) Technical capacity of Project Team (including Board and Senior Staff involved in the Project); if applying for tenant improvements, provide a list of capital improvement projects that your staff have managed in the last 5 years
     d) A feasible project timeline with the ability to close escrow by the required date if applicable
     e) Demonstrated ability to fund one-time and ongoing costs of real estate asset, including commitment and/or identification of potential funding sources; a fundraising plan for raising uncommitted sources; completion of a multi-year budget/proforma that shows stable or improved financial performance and incorporates new expenses related to the project along with any required capital reserves
     f) Evidence of sufficient funding to complete the acquisition or the capital improvement project, including a review of cash on hand, commitments, and capital campaign plan
     g) Confirmation of permissible land use
     h) Project costs as confirmed by designer/architect and contractor quotes
     i) Confirmation that no residential evictions will be caused by this project
   - To demonstrate site control for an eligible grant:
     a) The organization must have site control of the property intended for acquisition or capital improvement, as demonstrated by a full-executed Letter of Intent (LOI) to purchase or lease for the required number of years or longer as specified by MOHCD's tenure requirements, a fully executed

Purchase and Sale Agreement, a fully executed lease for the required tenure period or longer, or a recorded Grant Deed. In certain cases, a joint use agreement may be substituted for a lease agreement. This program does not allow organizations to switch sites after the application has been submitted.

b) The proposed project must not result in the eviction of any commercial tenant or loss of housing.

c) The organization must show evidence on ongoing sustainability for programs that will be supported within the acquired building.

- List the neighborhoods served by the programs(s) benefiting from your project.
  a) Estimate the percentage of clients served from each neighborhood.
  b) Refer to our map below for neighborhood names and boundaries.
  c) For homeless and shelter programs, list the neighborhood of your facility.

Neighborhood	% of Total Clients
1.	
2.	
3.	
4.	
5.	
TOTAL	100%

- Complete the table below for each program that would benefit from your project. Using the last column, show how each program is eligible under HUD's low-income beneficiary requirements. (We can fund the removal of architectural barriers without association to an eligible program.)

- **% Determined Low-Income:** A program that collects and verifies data on family size and income so that it is evident that the program predominantly serves low- and moderate-income clients. Enter the percentage of program beneficiaries that are low-income. (Refer to the table in Appendix A.)

Program Name	Program Description	# of Unduplicated Annual Clients	# of Low- and Moderate-Income Clients
1.			
2.			
3.			
4.			
5.			

- Complete the following table with estimated project timelines. You may add activities.

Activity	Start Date	End Date
1. Establishing site control (e.g., owning, closing on a purchase, or establishing or extending a lease)		

2. Hiring an architect or other consultant		
3. Completion and approval of preliminary designs by the Mayor's Office on Disability (MOD)		
4. Applying for a building permit and license (if applicable)		
5. Project manager hired (if any)		
6. Capital Campaign consultant hired (if any)		
7. Bidding		
8. Construction		
9. Fundraising (if necessary)		

Owner of Facility:	
Facility/Site Size (in square feet):	
Number of Stories:	
Leased or Owned?	
If leased, how long is the lease and how much time remains?	
Total # of unduplicated clients served by program(s) within the facility:	

2) Organizational Capacity

- Describe the construction training and experience of your staff. If you are already collaborating with a team of professional organizations and service providers, such as planners, architects, landscape architects, and engineers, and project managers. Name the team members and describe each of their professional qualifications and experience with similar projects.
- Provide a list of capital improvement projects that your staff have managed in the last 5 years. Include the scope of work, cost, funding sources and length of time to complete each project.
- Do you have a long-term asset management plan, including an operating and maintenance reserve, for the facility?
  - o If yes, describe how this grant request fits into the plan.
  - o If no, describe your efforts to develop a plan and ensure future resources for facility improvements.
  - o What percentage of our grant can you match? If you cannot meet our guidelines for matching funds (p.4), what is your fundraising plan?

3) Advancing Racial Equity - MOHCD's approach to racial equity is to reduce racial disparities in social and economic opportunity and ensure measurable outcomes for communities.

- The focus of this RFP is to provide funding for organizations that have a history of effectively working with the Asian Pacific Islander residents of San Francisco. Who are your target populations and how does your project address the disparities they face?
- What measurable outcomes will participants achieve through this project?

4) Project Serves Populations Prioritized in the 2020 – 2024 Consolidated Plan

- List the populations that will be primarily served by the programs that operate in the facilities to be improved. Indicate with a check mark if those populations are prioritized in the 2020 – 2024 Consolidated Plan.
- What cultural competencies and practices do you have in place to provide equitable access to populations identified in the Consolidated Plan? (See Appendix B.)

Populations Served by the Facility to be Improved or Acquired	Population listed in MOHCD 2020 – 2024 Consolidated Plan (✔)

Capital Project Budget

A fillable version of this capital project budget sheet can be found at https://sf.gov/information/community-development-funding-opportunities.

5. Project budget will be evaluated based on the following criteria:
    - Is the proposed budget reasonable based on project(s) being proposed?
    - Has applicant identified sufficient funding to acquire or complete the project?
        a. Complete the following lines:

Total Project Cost	$

Amount of Funds Requested for Construction (A Subtotal of the Total Grant Request) (Hard Costs):	$
Amount of Funds Requested for Architectural, and/or Engineering (Soft Costs) (not to exceed 20% of construction, and not available for new facilities) (A Subtotal of the Total Grant Request)	$
Total Grant Request (Total Funding Amount You Are Requesting through this RFP):	$

   b. List all revenue sources and project cost budget items for your project. For each revenue source, state whether you have secured the funding or not:

Revenue Sources	Amount ($)	Secured (✔)
1.		
2.		
3.		
4.		
5.		
Total		
Project Cost Budget Items	Amount ($)	
1.		
2.		
3.		
4.		
5.		
Total		

(Total of Revenue Sources should be equal to Total Expenses)

6. Matching Funds

List non MOHCD fund amounts and their sources:

	Non-MOHCD Funding Source	Amount	Secured (✔)	Percentage of Match based on secured fund source(s)	Number of Points
1.				Greater than 5% and less than 10%	3 pts
				Greater than 10% and less than 15%	5 pts
2.				Greater than 15% and less than 25%	7 pts
3.				Greater or equal to 25% and less than 35%	9 pts
				Greater or equal to 35% and less than 40%	11 pts
4.				Greater or equal to 40% and less than 45%	13 pts
	Total			45% or more	15 pts

SUPPORTING DOCUMENTS

Complete proposals must include the following supporting documents:
1. A deed or tax bill as evidence of ownership. We will need a deed of trust to secure the grant. If you lease, submit a copy of the lease agreement or in limited cases a joint use agreement, and a letter from the property owner agreeing to provide an amended lease. We will need you to amend your lease with MOHCD requirements to secure the grant.
2. If you lease, provide owner's written approval for you to undertake the renovations.
3. Submit site plans, floor plans or sketches of improvements, if applicable.
4. Submit your most recent three-year organizational operating budget that includes costs by program.
5. Submit a description of accessibility for the proposed space, and status of the Mayor's Office on Disability review, if applicable.
6. Submit the long-term capital needs assessment for the facility, if available.
7. If you chose the category of Low-Income clients for any of your programs, submit the form you use to document family size and income.
8. Provide documentation of non-MOHCD funding.

For Proposals Requesting Funds for Acquisition
1. The project's proposed pre-development budget must conform to real estate industry standards.
2. Provide a project operating budget that includes reserves sufficient to ensure the long-term viability of the project.
3. Provide evidence of completion of relevant due diligence (e.g., appraisal, environmental reports, physical needs assessment).
4. A template for optional acquisition proforma can be downloaded [here](#).

SCORING

Grant proposals that meet our Eligibility Requirements (see pp.5-7) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be reviewed. Proposals receiving. Proposals will be reviewed and will be evaluated by the following criteria:

Eligible proposals will be read and scored by reviewers with relevant capital improvements expertise, as well as the needs of MOHCD's populations and communities, described in the funding descriptions. Before reading proposals, reviewers will be trained by MOHCD on the goals, requirements, and service areas outlined in this RFP.
MOHCD will conduct a final review of the

	PROPOSAL SCORING	
	Proposal Section	Point Value
1.	Program Design	25
2.	Organizational Capacity	25
3.	Advancing Racial Equity	10
4.	Populations Served	10
5.	Project Budget	15
6.	Matching Funds	15
	Total	100

entire proposed portfolio to ensure funding recommendations can align with the goals of this RFP. MOHCD may make additional adjustments to our proposed grants awards during the final review. This final review will consider:

- Any identified gaps in types of facilities receiving capital improvements
- Geographic accessibility and availability of facilities across neighborhoods
- Ability of the facility to meet the needs of target populations, as identified in MOHCD's Consolidated Plan
- Past performance managing capital projects
- Fiscal health and sustainability, including prior history of fiscal compliance with City requirements.
- Demonstrated financial need

APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p.4). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.

Appendix A: FY2023-24 HUD Income Level Chart

Family of:	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low Income (up to 30%)	$30,250	$34,600	$38,900	$43,250	$46,700	$50,150	$53,600	$57,050
Low Income (up to 50%)	$50,450	$57,650	$64,850	$72,050	$77,850	$83,600	$89,350	$95,100
Moderate Income (up to 80%)	$80,700	$92,250	$103,750	$115,300	$124,500	$133,700	$142,950	$152,150
Above Moderate Income (Up to 100%)	$100,850	$115,300	$129,700	$144,100	$155,650	$167,150	$178,700	$190,200

Income limits for families with more than eight persons are not included in the printed lists because of space limitations. For each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) All income limits are rounded to the nearest $50 to reduce administrative burden.

APPENDIX B: MOHCD Target Populations

MOHCD's Equity Goal is to advance opportunities and improve programmatic outcomes for the most vulnerable residents utilizing population-level indicators and community-level indicators.

The results of this RFP will further focus MOHCD's investments in the highest priority areas of housing stability, anti-displacement, and economic self-sufficiency.

MOHCD TARGET POPULATIONS

1. Culturally Specific Groups:
   - Asian (including Chinese, Filipino and Southeast Asian)
   - Black and African American
   - Latino
   - Middle Eastern and North African
   - American Indian and Indigenous
   - Samoan and Other Pacific Islander
2. Very Low-Income Households that are Not Homeless
3. Very Low-Income Homeowners
4. People Experiencing Homelessness
5. Households with Low Educational Attainment
6. Limited English Proficient Households
7. Immigrants, including Undocumented Immigrants and Refugees
8. Households with Low Digital Access/Literacy
9. Public Housing, RAD and HOPE SF Residents
10. Disconnected Transitional Age Youth
11. Persons Living with HIV/AIDS
12. Seniors and Persons with Disabilities
13. LGBQ Residents
14. Transgender Residents
15. Opportunity Neighborhood Residents
16. Veterans
17. Survivors of Domestic Violence
18. Households Experiencing Violence
19. Re-Entry Population