



Mayor's Office of Housing and Community Development
**TECHNICAL ASSISTANCE FOR
ALTERNATIVE HOUSING MODELS
REQUEST FOR PROPOSALS**
FY2023-24 (#2023-01d)

Date Issued: September 8, 2023

Deadline for Submission: October 20, 2023 at 5:00p.m.

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 Housing division focuses on creating housing policies and programs that create safe, stable, and affordable housing. Specifically, MOHCD's Housing division:

- Guides and coordinates the City's policies for affordable housing
- Administers a variety of Federal, State, and local financing programs to develop new affordable housing and preserve existing units serving low and moderate-income household
- Along with the Community Development division, administers the City's Housing Trust Fund, which will invest \$1.5 billion in affordable housing production and housing programs over the next 30 years
- Monitors the long-term affordability and physical viability of the MOHCD-assisted affordable housing portfolio in accordance with Federal and local requirements

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 Black, Brown, 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.

MOHCD Funding Priorities

MOHCD's funding priorities are grounded in its 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.

This Alternative Housing Models Technical Assistance Request for Proposals (RFP) is the vehicle by which MOHCD will award grants to nonprofit organizations to provide professional Technical Assistance services that include but are not limited to architecture, design, engineering, landscape architecture, project planning, project management, tenant outreach, coordination of tenant relocation, management training and governance support, and construction management. Technical Assistance will be offered to MOHCD-identified Housing Cooperatives, Shared Housing Developments and 100% affordable homeownership developments under OCII's Limited Equity Program (LEP) (collectively "Alternative Housing Models") for two categories of work: 1) to support and strengthen their operation capacity and long-term stability and 2) to assist eligible developments in applying for a Notice of Funding Availability (NOFA) for capital repairs to be released by MOHCD by January 2024. See Appendix B for all developments who may receive technical assistance under this RFP and for a preliminary list eligible of developments for the forthcoming NOFA.

The resources deployed through this RFP and above-referenced NOFA recognize and address the particular challenges faced by these housing models in San Francisco, including maintenance of aging buildings and difficulty securing conventional financing. These investments will improve the sustainability and stability of the identified Alternative Housing Models developments as well as the infrastructure and physical environment of San Francisco neighborhoods, especially those neighborhoods with high concentrations of low-and moderate-income residents.

This RFP will provide up to a total of \$500,000 in grant funding. The awards will be setup as two-year grants to start in January 2024 and go through December 31, 2025. The final terms and conditions of the grants awarded through this RFP are subject to negotiation.

Title	Technical Assistance for Alternative Housing Models
Term:	1/1/2024-12/31/2025
Program Area	Technical Assistance
Total Funding Available	\$500,000

RFP TIMELINE

Dates are subject to change

RFP Issued	September 8, 2023
MOHCD Pre-Submission Webinar	September 12, 2023 at 11AM
Deadline to submit questions	September 19, 2023
Response to questions posted	September 25, 2023
Proposals Due	October 20, 2023
Intent to Award Letters sent	Late November 2023
Contract Term Begins	January 1, 2024

ELIGIBILITY, FUNDING REQUIREMENTS & EXPENSES

MOHCD Eligibility Requirements

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

- Applicants must be a non-profit organization and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- 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.
- 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, ONE 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.

- 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 and auto 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.
- **California Registry of Charitable Trusts** – Applicants must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of grant execution and remain in good standing during the term of the agreement. Your organization will be responsible for ensuring any non-profit subgrantees or fiscally sponsored organization are also in compliance with all requirements of the Attorney General’s Registry of Charitable Trusts.

Project Requirements

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

1. You must follow federal and local conflict of interest regulations. You must also follow federal and local procurement requirements for soliciting and procuring goods and services. This includes specific standards and methods for soliciting 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.**
2. Your project must conduct good faith efforts to contract with Minority and Women-Owned Business Enterprises. This rule applies to contracts greater than \$10,000.

DETAILED DESCRIPTION OF THE FUNDING OPPORTUNITY

The final terms of conditions of awarded grant are subject to negotiation. Through this RFP process, MOHCD is seeking proposals for professional technical assistance services that include but are not limited to architecture, design, engineering, landscape architecture, project planning, project management, tenant outreach, coordination of tenant relocation, management training and governance support, and construction management for identified Alternative Housing Models developments. *Please note your proposal might be considered for future funding opportunities without submission of an additional response. In such a case, the funds awarded will not exceed \$500,000 or 150% of the original grant amount authorized through this RFP, whichever is greater.*

Technical Assistance services to non-profit agencies can be in the following areas:

1. Engagement of Alternative Housing Models, particularly Housing Cooperatives and Shared Housing Developments. (Anticipated to be 20% of \$500,000 RFP amount.) Activities to include:
 - Outreach to Alternative Housing Models developments to hear about their needs for training and support and creating a summary of findings;
 - Training, capacity building and hands-on support for Alternative Housing Models developments to ensure their long-term stability and help them plan for a future capital needs and appropriate reserve planning, including possible identification of non-MOHCD funding sources for capital repairs following NOFA awards; and
 - Training, capacity building and hands-on support related to leadership development and assessing and improving governance structures; and
2. Assessing readiness of Alternative Housing Models developments to receive a MOHCD loan. (Anticipated to be 20% of \$500,000 RFP amount.) Activities to include:
 - Asset reserve analyses to help ensure the fiscal and physical integrity of individual Alternative Housing Models developments and prepare for the NOFA application;
 - Review of staffing or resident capacity and governance structure of individual Alternative Housing Models developments to assess and demonstrate their qualification for the forthcoming NOFA;
 - Advise on and plan for the notification of residents and the relocation process during construction to assist Alternative Housing Models developments in determining whether they wish to pursue a NOFA award, including possible meetings with residents;¹ and
 - Assistance for Alternative Housing Models developments preparing applications for the forthcoming NOFA.
3. Project Management and Construction Management services² needed to generate building condition or capital needs assessments for Alternative Housing Models developments to support 1) planning for the long-term maintenance and viability of their facilities and 2) applying for the forthcoming NOFA. (Anticipated to be 60% of \$500,000 RFP amount.) Activities to include:
 - Conducting building condition or capital needs assessments directly and coordination among “Soft Cost” consultants (described in more detail below) as needed to garner the appropriate assessments based on individual buildings’ needs as required to compile the building condition or capital needs assessments;
 - Developing detailed scopes of work and budgets from the building condition and capital needs assessments to use in applications for the forthcoming NOFA; and
 - Assistance for Alternative Housing Models developments preparing applications for the forthcoming NOFA.

¹ Relocation assistance services provided after NOFA awards and during construction will be covered within the development budget for the MOHCD loan, rather than through technical assistance contracts resulting from this RFP.

² Project management and construction management services provided after NOFA awards and during construction will be covered within the development budget for the MOHCD loan, rather than through technical assistance contracts resulting from this RFP.

Proposals must include collaborations with “Soft Cost” consultants, such as architects, structural engineers, project managers, construction managers, relocation specialists and relocation outreach consultants, consultants to assess roof, plumbing, and electricity, and hazardous materials consultants. Proposals must identify a nonprofit organization as the team lead as well as include in your proposal the names of all team member organizations (and staff, if applicable) or individuals and their professional qualifications and experience with similar projects. Any “Soft Cost” consultants NOT listed and described in the funding application would be subject to a separate public procurement process following the release of “intent to award letters.”

Proposals may also be for one or more of the three technical assistance areas identified above, and contracts may be executed for amounts from one or more of the three technical assistance areas.

Nonprofit organization applying as team leads or part of proposal teams under this RFP may also apply later for funding under the forthcoming NOFA for any properties they own and/or operate. However, a nonprofit organization providing services under this RFP will not be permitted to bill for any services or activities at the properties they own and/or operate.

RFP ASSISTANCE/RESOURCES

MOHCD staff will be available to answer questions and provide information.

MOHCD Pre-Submission Webinar	September 12, 2023 11 am – 12:00 pm
Deadline for Questions	September 19, 2023
Answers to RFP Questions Issued	September 25, 2023

RFP Pre-Submission Webinar

A live virtual pre-submission webinar will take place on September 12, 2023 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 September 19, 2023. Our response to your questions is scheduled to be posted on September 25, 2023 on the MOHCD website.

MOHCD PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND THE OPTIONAL PRE-SUBMISSION WEBINAR

September 12, 2023, 11 am – 12:00 pm

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 <https://sf.gov/information/community-development-funding-opportunities>.

Proposal Packet Checklist:

- Proposal Cover Sheet (see p. 8 and template posted on MOHCD website)
- Board of Directors (see p. 9 and template posted on MOHCD website)
- Response to Narrative Questions (see p. 10 for instructions)
- Proposal Budget and Budget Narrative (see p. 11 for instructions, template posted on MOHCD website)
- Three Year Agency-wide Organizational Operating Budget

The following documents are also required if you are not 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: Friday October 20, 2023 AT 5:00 P.M.

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "MOHCD Technical Assistance for Alternative Housing Models RFP Final Proposal" and include your agency name.
2. Send to CommDevRFP@sfgov.org before **5pm on October 20, 2023**. Proposals received after 5 pm on the due date will not be considered.
3. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
4. Please email CommDevRFP@sfgov.org immediately if you are experiencing any technical difficulties.
5. Please expect to receive a confirmation email within 2 business days after the date of your submission. If you do not receive a confirmation email, please follow up with us at CommDevRFP@sfgov.org to make sure your proposal was received.

PROPOSAL COVER SHEET

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

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Project Name:

Project Description (one-liner):

Project Site Address (if different):

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 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

The proposal narrative should not exceed 10 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 and be double spaced.

- (1) Program Design:** Describe the technical assistance offering(s) you (and your proposal team, if applicable) are proposing. What are the specific needs, challenges, and opportunities for Alternative Housing Models that your proposed technical assistance intends to address? Please be as specific as possible in terms of describing and explaining a) which of the one or more of the housing types referred to as Alternative Housing Models in this RFP you intend to offer your technical assistance, and b) connections to or familiarity with the developments listed in Appendix B and/or their neighborhood stakeholders.
- (2) Capacity and Staffing:** Describe your organization's capacity/ability to carry out technical assistance. Identify the key staff, consultants, and partners who will work on this (these) project(s) on behalf of your organization or proposal team. Include name(s), job title(s), number of years at the organization(s) and/or providing relevant services. Include proposed "Soft Cost" partners with this list. "Soft Cost" partners that are NOT included in your answer will need to be procured through a separate public procurement process after a grant is awarded.
- (3) Program Experience:** List and describe your and/or your proposal team members' experience in providing the technical assistance you describe in (1) to developments a) up to 50 units in size, b) up to 200 units in size and c) over 200 units in size. Please describe how your team plans to build trust and accountability with the developments who will receive your technical assistance.
- (4) Impact:** How will the proposed technical assistance services contribute to the stability of Alternative Housing Models developments as well as to the implementation and success of future MOHCD-funded repairs and rehabilitation? How will you measure the success of your technical assistance efforts?
- (5) Advancing Racial Equity:** How will the proposed technical assistance services increase the capacity of and physical condition of Alternative Housing Models developments to provide affordable housing outside of the traditional private market and in doing so contribute to addressing social and racial inequities? Please explain how your approach to technical assistance incorporates an understanding of racial equity principles and the history of racial inequity in San Francisco.
- (6) Budget:** Complete the Proposal Budget Items below and include budget narratives describing the costs you would plan to invoice under the grand award for each line item. Describe any audit findings from the past three years. If there were findings, have they been resolved? If not, why not?

PROPOSAL BUDGET ITEMS

- a) For your Project Budget, please include budget items for a 24-month period starting January 1, 2024. The budget should include not only your MOHCD grant request but also any other funding sources. For reference, below is the Project Budget Form. The budget items should sum to at least \$100,000, but not greater than \$500,000.
- b) Please provide in a separate document appropriate narrative to support the budget line items in order assist the readers in understanding use of funds. Please be specific in the narrative about how budget items are connected to the three technical assistance areas described above.
- c) You can access a fillable MOHCD budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>

MOHCD PROJECT BUDGET WORKSHEET							
2							
3							
4	AGENCY NAME:	INSTRUCTIONS- • Everything in blue is MOHCD's budget template. • Everything in yellow must be filled out by the applicant. • If applicable, include your project's two largest secured funding sources in the column headers labeled "Other Funding Amount" and insert the source's name. • You may add rows/lines to the "Item Detail" Sections to accurately reflect your proposed budget.					
5	PROPOSAL NAME:						
6							
7	LINE ITEM	ITEM/NAME DETAIL		Current Grant Request to	Other secured Funding from	Other secured Funding from	
8		Staff Name & Title	Rate/Hr. \$ of Hrs.	Request to	Request Source	Request Source	
9	Salaries & Wages						
10						\$ -	
11							\$ -
12							\$ -
13							\$ -
14						\$ -	
15		Total Salaries & Wages		\$ -	\$ -	\$ -	
16		SALARIES & WAGES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to					
17							
18	Fringe Benefits	FICA				\$ -	
19		SUI				\$ -	
20		Workers Compensation				\$ -	
21		Medical Insurance				\$ -	
22		Retirement				\$ -	
23		Other				\$ -	
24		Total Fringe Benefits		\$ -	\$ -	\$ -	
25							
26	Contractual Services	ITEM/NAME DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
27							
28							
29		Total Contractual Services		\$ -	\$ -	\$ -	
30		CONTRACTUAL SERVICES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they rel					
31							
32	Equipment (including leasing)	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
33							
34							
35		Total Equipment		\$ -	\$ -	\$ -	
36		EQUIPMENT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the prop					
37							
38	Other	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
39		Travel					
40		Insurance				\$ -	
41		Office and/or Project Space Rental				\$ -	
42		Office and/or Project Supplies				\$ -	
43		Telecommunications				\$ -	
44		Utilities				\$ -	
45		Total Other		\$ -	\$ -	\$ -	
46		"OTHER" BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos					
47							
48	Indirect	Total Indirect (no more than 15%)				\$ -	
49		INDIRECT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos					
50							
51		TOTAL		\$ -	\$ -	\$ -	
52							
53							

- d) An Agency-Wide, Three Year Organizational Operating Budget must be submitted and is a part of your submission packet.

SCORING

Grant proposals that meet the funding eligibility requirements (see pp. 3-4) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Requirements will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the following criteria:

PROPOSAL SCORING		
	Proposal Section	Point Value
1.	Program Design	20
2.	Capacity and Staffing	20
3.	Program Experience	30
4.	Impact	5
5.	Advancing Racial Equity	5
6.	Budget	20
	Total	100

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity.

MOHCD will release intent to award letters in late November 2023.

APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p. 3). 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: 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

APPENDIX B: Identified Alternative Housing Models Developments for Technical Assistance

MOHCD has identified the following below-market-rate developments as 1) HUD Cooperatives, 2) Limited Equity Housing Cooperatives, 3) Shared Housing or 4) 100% Affordable Ownership Developments under OCII's Limited Equity Program, and is pleased to offer technical assistance to all of them regardless of size (number of units). While we are still in the process of confirming the eligible properties for the forthcoming NOFA, we anticipate focusing on developments older than 10 years (became operational before 2013) and with 10+ housing units. Therefore, we have separated the lists accordingly.

The release of this RFP and the forthcoming NOFA demonstrate MOHCD's commitment to preserving existing affordable housing opportunities to serve current residents and secure these properties into the future.

**Preliminary List of Developments Eligible for Technical Assistance and Forthcoming NOFA:
Alternative Housing Models (Over 10 Years Old & With 10+ Units)**

Name	Type	Units	District
200 Brannan/1 Federal	OCII Limited Equity Program	51	6
Ammel Park	HUD Cooperative	120	D5
Armstrong Townhomes	OCII Limited Equity Program	124	10
Bakers Dozen	Shared House	10	D5
Bay Oaks Homes	OCII Limited Equity Program	18	10
Bell Mews	OCII Limited Equity Program	10	D5
Candlestick View	OCII Limited Equity Program	38	D10
City View	OCII Limited Equity Program	13	D10
Columbus United Cooperative	Limited Equity Housing Cooperative	21	D3
Diamond View	HUD Cooperative	120	D8
Endicott Court (Affordable Condo Program) (WA-A2)	OCII Limited Equity Program	14	D5
Fillmore Heritage	OCII Limited Equity Program	12	D5
Fillmore Park	OCII Limited Equity Program	32	D5
Freedom West	HUD Cooperative	382	D5
Garnett Terrace	OCII Limited Equity Program	25	D10
Glenridge	HUD Cooperative	200	D8
Golden Gate Terrace (Affordable Condo Program) (WA-A2)	OCII Limited Equity Program	14	D5
Hillside Village	OCII Limited Equity Program	39	D10
Innes Avenue Expandable View Homes	OCII Limited Equity Program	16	D10
Las Villas	OCII Limited Equity Program	18	D10
Loren Miller	HUD Cooperative	105	D5
Marcus Garvey	HUD Cooperative	211	D5
Mariners Village	OCII Limited Equity Program	80	D10

McAllister Mews	OCII Limited Equity Program	41	D5
Mission Walk	OCII Limited Equity Program	131	D6
Northridge	HUD Cooperative	300	D10
Purple Rose Collective	Shared House	10	D5
The Beacon	OCII Limited Equity Program	27	D6
Unity Homes	HUD Cooperative	300	D10

**Preliminary List of Developments Eligible for Technical Assistance Only:
Alternative Housing Models (Over 10 Years Old & With Fewer than 10 Units)**

Name	Type	Units	District
1213 & 1215 Scott (Affordable Condo Program WA-A2)	OCII Limited Equity Program	2	D5
1962-1968 Ellis (Affordable Condo Program WA-A2)	OCII Limited Equity Program	3	D5
Hollis Court (Affordable Condo Program) (WA-A2)	OCII Limited Equity Program	5	D5
Marty's Place	Shared House	6	D9
Morgan Heights Condominium Development	OCII Limited Equity Program	6	D10
Tennessee Street Housing Corporation	Limited Equity Housing Cooperative	6	D10

