



**Mayor's Office of Housing and Community Development**

# **MISSION CAPITAL PROJECTS REQUEST FOR PROPOSALS**

**FY2023-24 (#2023-01b)**

**Revised to extend the submission deadline for Funding  
Opportunity 1**

**Date Issued: August 30, 2023**

**Deadline for Submission: November 10, 2023 at 5pm for Funding Opportunity 1**

*(Deadline for Funding Opportunity 2 has previously closed on September 29, 2023).*

**RFP Questions? Need alternative formats for persons with disabilities? Email [CommDevRFP@sfgov.org](mailto: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 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'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 addresses the needs of vulnerable populations in the City and County of San Francisco and focuses on meeting those needs in the following areas:

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.

The Consolidated Plan can be found on our website [www.sfmohcd.org](http://www.sfmohcd.org).

# 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 a capital improvement project by ensuring safe environments for staff and clients.

To be considered for award, the applying organization must demonstrate in the proposal that they:

- Have programs sustained through diverse, dependable funding streams; and
- Have programs open to the general public during normal hours of operation.

Additional requirements are detailed in the pages 3 through 8.

	Title	Term	Total Funding	Program Area
1	Mission Capital Project for Workforce Services Provider	02/01/24-01/31/26	\$150,000	Capital Project
2	Mission Neighborhood Visual Arts and Cultural Facility Capital Improvement Project	02/01/24-01/31/26	\$500,000	Capital Project

## RFP TIMELINE

Dates are subject to change.

RFP Issued	August 30, 2023
<a href="#">Pre-Submission Webinar</a>	September 8, 2023 at 10 am
Deadline to submit questions	September 12, 2023
Response to questions issued	September 15, 2023
Proposals Due	September 29, 2023 at 5pm <b>For Funding Opp 1 - November 10, 2023 at 5pm</b>
Notifications Sent to Confirm Submission	By October 3, 2023
Intent to Award Letters Sent	November 2023 <b>For Funding Opp 1 - December 2023</b>
Contract Term Begins	February 1, 2024 <b>For Funding Opp 1 – March 1, 2024</b>

## RFP Assistance & Resources

### RFP Pre-Submission Webinar

Additional live virtual pre-submission webinar will take place on September 8, 2023 at 10am. 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](mailto:CommDevRFP@sfgov.org) by September 12, 2023. We will do our best to issue our response to your questions on September 15, 2023 on MOHCD website.

# DETAILED DESCRIPTION OF THE FUNDING OPPORTUNITIES

#	Funding Opportunity	Total Funding Available
1	Mission Capital Project for Workforce Services Provider	\$150,000

The purpose of this grant is to fund a capital improvement project in the Mission neighborhood that provides workforce training services. (See map below for the approximate boundaries of the Mission Neighborhood).

This funding will only support capital improvements to an existing facility already providing services/programs at that location. It is not intended for acquisition or for improvements to a new facility at which services are not already being provided. A project intended to maximize access to clients will be prioritized (i.e. elevators, ADA improvements). The anticipated grant award is \$150,000 for capital improvements to a workforce training provider. An award of a lesser amount may be made.



#	Funding Opportunity	Total Funds Available
2	Mission Neighborhood Visual Arts and Cultural Facility Capital Improvement Project	\$500,000

MOHCD is seeking grant proposals to support a capital improvement project that will improve a nonprofit facility, in particular a facility that provides a venue for display of visual art, performance events and workshops, located within the Mission neighborhood (See map above for the approximate boundaries of the Mission Neighborhood).

This RFP will provide up to \$500,000 in total grant funding. MOHCD intends to make a single award. The award will be setup as a one-time allocation through a two-year contract, starting as early as February 2024. The final terms and conditions of the grant are subject to negotiation.

Grant proposals must detail the funding requested for the monthly reimbursement of expenses related to the project eligibility criteria in the Project Criteria section of this RFP.

**MOHCD will prioritize eligible projects from nonprofit organizations that:**

- Have an established track record of providing a venue for the display of visual art, performance events and workshops that are deeply rooted in and relevant to the Mission Neighborhood.
- Clearly identify how existing facility users will be served by the proposed improved space, with a focus on retaining or engaging historically underserved communities.
- Identify how new clients and/or audiences will be acquired as a result of the proposed capital improvements.
- Demonstrate support for their efforts from multiple sectors (e.g. partnerships with education, local businesses, excellence in volunteer engagement).
- Demonstrate evidence of planning to identify and mitigate financial risk.
- Demonstrate a track record of deep and sustained commitment to racial equity and inclusion.
- The applying organization must:
  - Provide a venue for the display of artwork in the in the community through established, ongoing and sustainable programs;
  - Have programs sustained through diverse, dependable funding streams; and
  - Have programs open to the general public during normal hours of operation.
- The anticipated grant award is \$500,000 for capital improvements to a nonprofit organization that provides a venue for the display of visual art in the Mission Neighborhood. An award of a lesser amount may be made.

**The following conditions apply to both funding opportunities.**

- All grant awards will be setup initially through a two-year contract, from February 1, 2024 – January 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 January 31, 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.

GRANT AMOUNT	TENURE PERIOD
UP TO \$200,000	Five years
\$200,001 - \$500,000	Ten years

- 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.

- Applicants must be a Mission neighborhood community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor. The project must be located within the Mission neighborhood and serve Mission residents.
- 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. The Grantee must use the MOCD 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. <https://sf.gov/resource/2022/suspended-and-debarred-contractors>

- 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](http://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.
- Subcontractors cannot be on the City Supplier Debarred or Suspended list: <https://sf.gov/resource/2022/suspended-and-debarred-contractors>

**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.
- **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.

**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. Projects must be fully reviewed by The Department of Building Inspection (DBI), including for accessibility.
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 must meet the requirements of a federal environmental review. Reviews may also result from the National Historic Preservation Act, or from Planning Department or Redevelopment Area Plan guidelines.
5. 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 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 must conduct good faith efforts to contract with certified Section 3 residents and businesses. This includes contractors and subcontractors prioritizing low-income persons for jobs and training. This rule applies to federally-funded contracts greater than \$100,000. Please see [Section 3 Guide for HUD Funder Projects](#) for more information.



8. Your project contractors must make good faith efforts to meet U.S. Department of Labor (DOL) goals for minorities and women. Goals are set as a percentage participation rate. Please see Federal Provisions for Affirmative Action and Equal Opportunity for more information.
9. Your project must prioritize certified Local Business Enterprises for contracts and subcontracts. This rule applies to general and professional service contracts valued at or above \$200,000, and to construction contracts valued at or above \$1,000,000. Please see the San Francisco Contract Monitoring Division <https://sf.gov/departments/contract-monitoring-division> for more information.
10. You must follow applicable federal, state and local labor standards during construction. Standards include those for federal and state prevailing wages and for state apprenticeships. State labor standards apply to projects greater than \$1,000. For CDBG grantees, federal labor standards apply to projects greater than \$2,000. All contractors and subcontractors must submit payroll records on LCPTracker, the City's electronic certified payroll records system.
11. All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to the 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 to 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.
12. 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.
13. 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
14. These funds cannot be used for religious purposes or political activity.

## ELIGIBLE EXPENSES

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1) Construction</li> <li>2) Certain non-construction costs:           <ol style="list-style-type: none"> <li>a. Plan Check fees</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>b. Project management</li> <li>c. Environmental review</li> <li>d. Special inspection services</li> </ol> |
|---|--|

## 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

### 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 through 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 proposals with “soft cost” partners, 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. 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.

# PROPOSAL SUBMISSION INSTRUCTIONS

## HOW TO SUBMIT A GRANT PROPOSAL

1

### ATTEND OUR OPTIONAL PRE-SUBMISSION WEBINAR

**September 8, 2023 at 10 am**

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](mailto:CommDevRFP@sfgov.org) at least 72 hours in advance. For speech or hearing-impaired callers, email [CommDevRFP@sfgov.org](mailto: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. 10 and template posted on MOHCD website)
- Board of Directors (see p. 11 and template posted on MOHCD website)
- Proposal Narrative Response (see p. 12 for instructions, questions posted on MOHCD website)
- Capital Project Budget (see p. 14 for instructions, template posted on MOHCD website)
- Most Recent Three Year Organizational Operating Budget
- Supporting Documents (see p. 15 for the list of Required Supporting Documents)

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: September 29, 2023 AT 5pm (For Funding Opp 1 - November 10, 2023 at 5pm)**

#### HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "Mission Capital Projects RFP FY23-24" and include your agency name.
2. Please submit one proposal per project/proposal.
3. Send to [CommDevRFP@sfgov.org](mailto: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](mailto: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](mailto: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>

**PLEASE FILL OUT ONE COVER SHEET FOR EACH PROJECT PROPOSAL.**

**Funding Opportunity #** \_\_\_\_\_ **Title:** \_\_\_\_\_

Please indicate the number and the title of funding opportunity you are seeking funding for (see page 3).

**Agency Name:**

**Street Address:**

City:

State:

Zip Code:

**Main Phone:**

**Name of Proposed Project:**

**Description of Proposed Project (one-liner):** Please describe the proposed project to be funded through the RFP:

**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 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

*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

- Describe your project, including which programs that are housed in your existing facility will benefit from it.
- Provide a description of the target populations and the neighborhoods the benefiting programs serve. Describe how the programs are serving these populations in the Mission Neighborhood.
- 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 provide workforce services or visual arts and cultural programming in the Mission Neighborhood.
- List the facility improvement(s), along with their estimated cost and the workforce services or visual arts and cultural program(s) that will benefit from each.

Improvement(s)	Cost	Arts and Cultural Program(s) Benefiting
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

- Is your project for an existing facility or a new facility?
  - An existing facility houses ongoing services and programs.
  - 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.
- 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. Applying for a building permit and license (if applicable)		
4. Bidding		
5. Construction		
6. 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?
  - If yes, describe how this grant request fits into the plan.
  - If no, describe your efforts to develop a plan and ensure future resources for facility improvements.

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.

- 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.

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>.

**1) 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 table:

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 expenses 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.		
<b>Total</b>		
Expenses	Amount (\$)	
1.		
2.		
3.		
4.		
5.		
<b>Total</b>		

Total of Revenue Sources should be equal to Total Expenses

In addition to a project budget, provide a Three Year Organizational Operating Budget

**2) Matching Funds (Worth up to 15 points)**

List non MOHCD fund amounts and their sources:

	Non-MOHCD Funding Source	Amount
1.		
2.		
3.		
4.		
	<b>Total</b>	

## **SUPPORTING DOCUMENTS**

**Complete proposals must include the following 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 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 current agency operating budget that includes costs by program.
5. Submit a description of accessibility for the proposed space, if applicable.
6. Submit the long-term capital needs assessment for the facility, if available.
7. Documentation of Non-MOHCD Funding Sources

## SCORING

Grant proposals that meet our eligibility requirements (see pp.5-8) 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 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 target 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.

PROPOSAL SCORING		
	Proposal Section	Point Value
1.	Project Design	20
2.	Organizational Capacity	20
3.	Advancing Racial Equity	10
4.	Populations Served	15
5.	Project Budget	20
6.	Matching Funds	15
	<b>Total</b>	<b>100</b>

MOHCD will conduct a final review of the 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.

MOHCD will release an intent to award letter in November 2023.

## APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see pp. 5-8). 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](mailto: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

