

# RFP Pre-Submission Webinar

Community Development Request for Proposals FY25-30  
Housing Services

September 30, 2024 2-4PM



MAYOR'S OFFICE OF  
**HOUSING  
+ COMMUNITY  
DEVELOPMENT**

# Webinar Schedule

## Housing Services

Community Services/Community Building

HIV Supportive Housing

Cultural Districts

Online Submission Instructions

9/30/24 - 2-4PM

10/1/24 - 10AM-12PM

10/3/24 - 1PM - 2:30PM

10/7/24 - 10AM-11:30PM

10/11/24 - 11AM-12PM

# Agenda

- ▶ RFP Overview
- ▶ Housing Services
  - ▶ Program Areas and Strategies
- ▶ Questions

# About Community Development

- ▶ We award grants to nonprofit organizations to provide essential and high-quality services to city residents
- ▶ Our funding decisions are based on priorities and strategies (to be) outlined in our 2025-29 Consolidated Plan

# Our Strategic Planning Process

- ▶ 11 community forums, 28 focus groups, and a citywide survey of 528 residents and nonprofit staff
- ▶ Qualitative and quantitative data analysis and assessment of community needs and current MOHCD investments

# Target Populations

Households and families...

- ▶ Experiencing a Legacy of Exclusion
- ▶ Destabilized by Systemic Trauma
- ▶ At Risk of Displacement
- ▶ With Barriers to Accessing Opportunities
- ▶ Who are Extremely and Very Low Income

# Grant Terms

- ▶ Grant awards will be setup as 3-year contracts, from July 1, 2025 through June 30, 2028. MOHCD may allocate additional 2-year funding through June 30, 2030

# Minimum Eligibility Requirements

- ▶ You (or your fiscal sponsor) are a nonprofit, tax exempt under Internal Revenue Code 501(c)(3)
- ▶ Your service site is located within San Francisco, and helps low and moderate-income San Franciscans



# Scoring & Deliberation

- ▶ Scored by Panel of Subject Matter Experts
- ▶ Proposals that receive scores of **65** points or higher advance to 2<sup>nd</sup> Phase Review
- ▶ 2<sup>nd</sup> Phase Review includes past performance, fiscal health, strategy alignment, target population and geographic coverage, are considered in making recommendations

# RFP Questions

- ▶ Submit your questions to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) by October 11, 2024 at 5PM

# RFP Timeline (subject to change)

- ▶ Questions and Answers document posted by October 17 by 5PM
- ▶ **Proposals due November 1 at 5PM**
- ▶ RFP Notifications – March 2025
- ▶ Grant negotiation begins May-June 2025

# What to Expect if Awarded

- ▶ Must be San Francisco City-approved suppliers and not on the debarred vendor list
- ▶ Must be in good standing with State Attorney General's Registry of Charitable Trusts, Secretary of State, and Franchise Tax Board
- ▶ Have proper insurance coverage including commercial general liability, workers compensation, auto insurance, abuse and molestation, professional liability, as applicable
- ▶ Comply with the Equal Benefits Ordinance
- ▶ Maintain a current San Francisco business tax certificate

# What to Expect if Awarded

- ▶ Financing on a monthly cost-reimbursement basis
- ▶ Sign and comply with a grant agreement
- ▶ Use our Grants Management System (GMS) for reporting and invoicing
- ▶ Comply with programmatic and fiscal monitoring visits and requests

# Notes on Auditing Requirements

- ▶ If selected for an award, you must meet one of the following auditing requirements:
  - ▶ CPA Audit/Audited Financial Statements
    - ▶ if you meet one or more of the following conditions:
      - ▶ receive \$1 million or more in City funding and audit costs are funded by city departments
      - ▶ \$2 million in gross revenues in a fiscal year
  - ▶ Single Audit
    - ▶ If your agency spends \$750,000 in federal funds in a fiscal year
  - ▶ Exempt Letter
    - ▶ If the agency is not required by the City to submit an audit, MOHCD requires a letter stating no financial audit was performed.

# Fiscal Agents

- ▶ The fiscal agent is responsible for monitoring fiscal and programmatic performance of sponsored programs and subcontractors
- ▶ This includes ensuring sponsored programs and subcontractors are authorized by contract and follow their policies for any other fiscal management or governance practices not assumed by the fiscal agent

# Collaborative Proposals

- ▶ Must choose a lead agency to serve as the fiscal agent and applicant under a proposal
- ▶ The lead agency is responsible for effectively planning and managing the delivery of services
- ▶ If awarded a grant, a collaborative proposal must provide us with a signed agreement from each partner (with scope of work and budget)



# Objection & Appeal Procedures

- ▶ Applicants may appeal a determination of non-responsiveness or an award decision by submitting a written appeal to MOHCD no later than 5 business days after the notification.
- ▶ A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final

# How to Submit a Grant Proposal

- ▶ Set up account at <https://gms.sfmohcd.org/rfp/registration>
- ▶ Please only create **one account** per organization
- ▶ Fiscally sponsored organizations should create their own account
- ▶ Login URL is <https://gmsrfp.sfmohcd.org/>

# How to Submit a Grant Proposal

- ▶ Complete the following:
  - ▶ Agency Information
  - ▶ Proposal Information
  - ▶ Narrative
  - ▶ Clients and Neighborhoods\*
  - ▶ Annual Project Budget
  - ▶ Proposal Signoff

\* Does not apply to community building and cultural districts strategies

# Agency Information

- ▶ Enter your agency information
- ▶ Respond to questions related to your agency's fiscal structure and readiness
- ▶ Upload documents:
  - ▶ Board Roster
  - ▶ Articles of Incorporation
  - ▶ Nonprofit By-Laws
  - ▶ Federal Tax Exemption Letter
  - ▶ Current Agency Global Budget
  - ▶ Most Recent Audit
  - ▶ Financial Policies and Procedures

# Proposal Information

- ▶ Name your proposal
- ▶ Select your Strategy/Service Area
- ▶ Indicate whether you will use a fiscal agent
- ▶ Enter your grant request amount

# Narrative

Respond to narrative questions including the following:

- ▶ Target Population
- ▶ Program Design
- ▶ Experience
- ▶ Staffing

- ▶ Advancing Equity
- ▶ Partnership
- ▶ Impact and Evaluation
- ▶ Project Budget
- ▶ Language Access
- ▶ Past Performance

# Annual Project Budget

- ▶ Select budget line items
- ▶ Enter annual funding amount requested through this RFP and expected funding amount from other sources
- ▶ Budget total must match funding amount to submit

# Clients & Neighborhoods

(Does not apply to Cultural Districts and Community Building)

- ▶ Enter the estimated number of unique program participants
- ▶ By age group, race/ethnicity, and neighborhood – all must equal total
- ▶ Enter program site location(s)



# Proposal Signoff

- ▶ Review your proposal
- ▶ Once complete, check the verification box, electronically sign and submit
- ▶ **Only if your Proposal Signoff form shows as 'Submitted' when the deadline passes will your proposal be considered for funding**

# Housing Services

- ▶ *Overview*
- ▶ *Community Needs*
- ▶ *Strategy Descriptions*

# Housing Place Based Services

- ▶ *Housing Place Based Services*
- ▶ *Home Modifications*

# Housing Place Based Services

- ▶ Applicants must be nonprofit organizations whose purpose or mission is to provide housing stabilization and retention services in SROs and HOPE SF housing developments demonstrating strong connections to a particular neighborhood, linguistic, or cultural community that faces high levels of housing instability.
- ▶ Services to and with target populations could include experience working with immigrants, individuals who were formerly homeless, families with young children, seniors, individuals with disabilities, or people living in subsidized housing.
- ▶ Collaborative proposals must include Memorandums of Understanding (MOUs) or similar agreements with property management, on-site service providers, and/or other partners in support of the integration of this proposed work into a site-based plan.
- ▶ Applicants working at HOPE SF sites commit to achieving the ambitious vision of racially and economically inclusive communities.

# Home Modifications

- ▶ Home Modifications ensure support equitable access to affordable homeownership preservation services.
- ▶ Funded organizations that apply under this strategy will provide services that include but are not be limited to: outreach to targeted populations; emergency home repairs; information and referrals to HUD-approved housing counseling agencies; and client services assessments through local contractors.
- ▶ Applicants must have a mission that supports housing stabilization for vulnerable populations in San Francisco, and a demonstrated track record of preserving the accessibility and affordability of homes in communities at-risk of displacement
- ▶ Applicants must have experience providing free or low-cost home assessments, critical repairs and home modifications, and an ability to provide targeted outreach and engagement, resulting in equitable access to home preservation programs and products
- ▶ Applicants must have the ability to provide culturally competent and humble services in appropriate languages for the communities being served, and history of effectively serving those communities.

# Eviction Prevention & Housing Stabilization

- ▶ *Tenant Right to Counsel*
- ▶ *Tenant Counseling & Education*
- ▶ *Tenant Emergency Rental Assistance*
- ▶ *Tenant-Based Rental Subsidies*
- ▶ *Tenant & Landlord Assistance*
- ▶ *Shared Housing*

# *Tenant Right to Counsel (TRC)*

- ▶ TRC ensures that tenants receive legal representation in the case of an eviction, from start to finish. This representation includes, but is not limited to: filing responsive pleadings, appearing on behalf of a tenant in court proceedings, and providing legal advice.
- ▶ Applicants may apply to 1) be the TRC Lead Partner, 2) be a TRC Partner, or 3) fulfill both the Lead Partner and TRC Partner roles together. Please make sure to identify the role you are applying for.
- ▶ Individual TRC Partner programs that have fewer than two dedicated staff attorneys and one dedicated supervising attorney with at least five years' experience in housing law may receive their grant funding in the form of a subcontract.
- ▶ Applicants (and their proposed subcontractors, if applicable) must have demonstrated experience providing full scope legal representation in eviction cases, a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations, and a demonstrated commitment to the implementation of the coordinated and required framework and elements.
- ▶ Applicants who currently receive TRC grant funding should describe their current MOHCD-funded program budget, including staffing (for both filled and vacant positions) and subcontractors. Indicate whether you are seeking less, continued or increased funding.
- ▶ For effective oversight, each TRC Partner must submit timely data via monthly reporting to both the Lead Partner and MOHCD. This will be a point of emphasis throughout the term of the grant.

# *Tenant Counseling & Education*

- ▶ This service strategy offers tenant counseling and education provided by non-attorneys, as well as the coordination of tenant-serving organizations citywide.
- ▶ Tenant counseling services and more intensive advocacy around a variety of tenant-landlord issues, including but not limited to:
  - ▶ Threats of eviction; rent increases; habitability matters; reasonable accommodations; fair housing matters; Rent Board proceedings; San Francisco Housing Authority proceedings; general tenant-landlord issues
  - ▶ Know-your-rights education to tenants and community-based stakeholders in group and one-on-one settings, which may include workshops and door-to-door outreach;
  - ▶ Referring tenants facing eviction to the Tenant Right to Counsel (TRC) Program;
  - ▶ Tenant-focused leadership development and civic engagement programming; and convening tenant counselors and other tenant advocates to improve service coordination, promote best practices, and advance a public information campaign around tenants' rights citywide.



# *Tenant Emergency Rental Assistance*

- ▶ This service strategy reduces risk of housing insecurity and homelessness by providing financial assistance for tenants.
- ▶ SF ERAP providers will be required to implement the program as specified by MOHCD; parameters to screen and identify residents will be undertaken in accordance with MOHCD policies and procedures and by utilizing MOHCD-provided tools.
- ▶ Grantees will be responsible for:
  - ▶ Helping tenants apply for assistance;
  - ▶ Reviewing applications and determining whether they meet eligibility and selection criteria;
  - ▶ Ensuring non-duplication of benefits and preventing fraud;
  - ▶ Communicating with applicants regarding their status and gathering required information and documents from both tenant and landlord;
  - ▶ Issuing checks and maintaining accurate financial records and strong fiscal controls;
  - ▶ Entering client data in an accurate, timely way in the BACS Prevention Platform;
  - ▶ Outreach and promotion of SF ERAP, specifically to communities or neighborhoods that are particularly vulnerable to displacement or homelessness; and
  - ▶ Attending regular trainings held by MOHCD and HSH.
- ▶ Applicants must have demonstrated experience providing tenant emergency rental assistance and a demonstrated commitment to their implementation of the coordinated and required framework and elements as listed above.

# Tenant-Based Rental Subsidies

- ▶ This service strategy will provide tenant-based rental subsidies to special needs populations, including seniors, adults with disabilities, and other individuals and families at high risk for housing instability. Rental subsidies serving persons with HIV/AIDS are not eligible under this strategy, as other funding sources exist for this purpose (see HIV Supportive Services section)
- ▶ Subsidy program design should feature flexibility in the form of ongoing deep and shallow assistance, as well as one-time assistance. “Deep” means program participants pay a fixed percentage (typically 30- 50%) of their monthly income toward rent. “Shallow” means assistance is designed to lower the program participant’s rent burden to a sustainable level. “One-time” means assistance is provided on a one-time basis on its own or in conjunction with deep or shallow subsidies.
- ▶ Describe in your proposal (Question 2 Project Design) detailed proposed program guidelines, including: standards for determining eligibility and amount of assistance, habitability standards, Area Median Income (AMI) and rent burden thresholds, rent burden target(s), maximum amount and duration of assistance, rate of client turnover (for ongoing assistance), financial infrastructure for landlord monthly payments, system for referrals to case management services, etc.
- ▶ Applicants should have experience working with the diverse tenant communities of San Francisco.

# Tenant & Landlord Assistance

- ▶ This service strategy will support a readily-available continuum of alternative dispute resolution (ADR) services to tenants, landlords, property managers, and other rental housing stakeholders at any stage of a tenant-landlord or tenant-tenant conflict. The primary goal of ADR services is to quickly de-escalate tensions that could lead to an eviction or other form of residential instability.
- ▶ Should include a robust ombudsperson component.
- ▶ Triage cases of housing instability that may or may not involve an underlying dispute. Housing triage involves working with a household to identify the underlying causes of instability and developing a plan to address those causes.
- ▶ Provide technical assistance to landlords, property managers, on-site service providers, and other stakeholders.
- ▶ Applicants must have a demonstrated commitment to coordinating efforts with local legal services organizations, tenant counseling organizations, social service organizations, and health care providers. They should also have documented expertise in culturally competent and racially equitable approaches to conflict resolution.

# *Shared Housing*

- ▶ This service strategy will support a shared housing program that is designed to leverage San Francisco's existing stock of rental and single-family housing to create affordable housing opportunities. It will also promote aging in place and the reduction of social isolation by connecting people (especially seniors) who have extra space in their home with people seeking a place to share.
- ▶ The grantee should outreach to and screen home providers and home seekers, connect potential home providers to potential home seekers, provide ongoing support to “matched” home providers and home seekers, and check-in periodically with those in the pipeline. Proposals may include financial incentives for home providers that participate in the program.
- ▶ Applicants must have at least one year of experience operating a shared housing program in San Francisco, more than five years' experience in the Bay Area, or more than ten years' experience in Northern California.

# HIV Supportive Housing

Will be discussed at the webinar on 10/3/24 at  
1PM - 2:30PM.



Questions?

To submit a question

Email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org)