

RFP Pre-Submission Webinar

Community Development Request for Proposals FY25-30

Cultural Districts Program Area

Monday, October 7



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

Webinar Schedule

Housing Services	9/30/24 - 2-4PM
Community Services/Community Building	10/1/24 - 10AM-12PM
HIV Supportive Housing	10/3/24 - 1PM-2:30PM
Cultural Districts	10/7/24 - 10AM-11:30PM
Online Submission Instructions	10/11/24 - 11AM-12PM

Agenda

- ▶ RFP Overview
- ▶ Cultural Districts Program
 - Priority Areas
 - Strategy
 - Activities & Outcomes
 - Qualifications + Scoring
- ▶ 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

RFP Timeline (subject to change)

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

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

- ▶ Step 1: screen proposals for minimum eligibility requirements
- ▶ Step 2: Proposals are scored by panel of subject matter experts
- ▶ Step 3: Proposals w/ scores of 65 points or higher are eligible for funding

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

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.

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)

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

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
- Annual Project Budget
- Proposal Signoff

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
- ▶ Annual 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

Proposal Signoff

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

Cultural Districts - Overview

- ▶ Preserves, strengthens, and promotes cultural communities
- ▶ A formalized, collaborative partnership between the City and communities

Cultural Districts

Community Needs / Priority Areas

- ▶ Cultural Heritage Conservation
- ▶ Housing and Tenant Protections
- ▶ Arts and Culture
- ▶ Economic and Workforce Development
- ▶ Land Use
- ▶ Cultural Competency

Cultural Districts - Strategy

- ▶ Enhance anti-displacement measures and identify and implement cultural preservation strategies
 - ❑ CHHESS Report Development
 - ❑ Community Engagement
 - ❑ Community Stabilization Activities
 - ❑ Capacity Building

Cultural Districts Activities & Outcome Metrics

ACTIVITIES	OUTCOME MEASURES
Economic and Workforce Development	# projects that promote economic sustainability and growth # businesses supported through technical assistance and/or grants
Tenant Protections and Housing	# housing-related workshops # advocacy efforts that promote tenant stabilization
Arts and Culture	# murals or other public artworks completed # events promoting local artists/arts organizations # artists and/or creative enterprises supported
Cultural and Historic Preservation	# public realm improvement projects completed # cultural and community events produced
Cultural Competency	# workshops that promote cultural competency and education # projects that promote culturally competent services and policies
Land Use	# projects completed that use underutilized or vacant land # advocacy efforts that address land-use policies
CHHESS Report	CHHESS report completed CHHESS implementation plan completed
Community Engagement and Collaboration	# town halls and other large-scale community forums # affinity groups and neighborhood-based collaboratives engaged # community members engaged in Cultural District efforts
Capacity Building	# capacity building trainings and workshops for staff and/or board members # documented organizational processes created

Cultural Districts - Add'l info

- ▶ Allocation amount: Up to \$330,000 in local funds for each district in FY2025-2026 and up to \$230,000 in subsequent years over the period of this procurement
- ▶ Qualifications: Demonstrated track record of working with one of the ten established Cultural District communities
- ▶ Grant proposals that satisfy the Minimum Eligibility Requirements will be scored and ranked
- ▶ 65/100 is minimum score for funding eligibility

Cultural Districts - Scoring

Question	Points
Overview	10
Community Stabilization Priority Areas	15
Organizational Structure	5
CHHESS Report Development	10
Implementation Plan	10
Community Engagement	15
Capacity Building	5
Impact and Evaluation	15
Project Budget	15



Questions?

To submit a question

Email CommDevRFP@sfgov.org