RFP Pre-Submission Webinar

Community Development Request for Proposals FY25-30 Community Service + Community Building

HIV Supportive Housing

October 3rd, 2024 1-2:30 pm

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
- ▶ Housing Services Overview
- ▶ HIV Supportive Housing
  - ▶ 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

RFP Timeline (subject to change)

▶ Submit your questions by October 11 at 5PM

  ▶ Email: 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

▶ Screen Proposals for Minimum Eligibility Requirements

▶ Phase 1: Review by Panel of Subject Matter Experts

❑ Proposals that receive scores of 65 points or higher advance to 2nd Phase Review

▶ Phase 2: Review of past performance, fiscal health, target population and geographic coverage

▶ Scores from both Phase 1 and 2 will be combined and used to make funding recommendations

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
- ► 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
- 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

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*

HIV Supportive Housing

- Care Facility Operating Costs and Supportive Services

- Long-term Housing and Supportive Services

- Transitional Housing and Supportive Services

Questions?

To submit a question

Email CommDevRFP@sfgov.org