



**Mayor's Office of Housing  
& Community Development  
(MOHCD)**

**Edwin M. Lee**  
Mayor

**Kate Hartley**  
Acting Director

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# **REQUEST FOR PROPOSALS**

## **CAPITAL PROJECTS**

**CYCLE 1**  
**NOVEMBER 1, 2017**  
**START DATE**

**DATE ISSUED:**  
**DEADLINE FOR SUBMISSION:**

**Monday, September 25, 2017**  
**Monday, October 16, 2017 at 5:00 p.m.**

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1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103  
[www.sfmohcd.org](http://www.sfmohcd.org)

Phone: (415) 701-5500  
Fax: (415) 701-5501  
TDD: (415) 701-5503

## NOTICE OF FUNDING AVAILABILITY

The Mayor's Office of Housing & Community Development (MOHCD) is pleased to announce the availability of City General Funds for the following specified capital projects only:

Capital Improvements to a Senior Services Building in the Sunset Neighborhood	\$470,000
Capital Improvements to a Building Whose Primary Purpose is for a Children and Youth Gift Program	\$250,000
<b>TOTAL</b>	<b>\$720,000</b>

This RFP does not include any Community Development Block Grant (CDBG), HOPWA, Complete Neighborhoods/Housing Trust Fund, or SOMA Community Stabilization funds. A separate RFP for Capital Projects using those funding sources will be issued as part of Cycle 2 in early 2018.

## TECHNICAL ASSISTANCE WORKSHOP

MOHCD will provide a technical assistance workshop to assist interested applicants in determining the eligibility of proposed projects, and in completing the required elements of the proposal packet:

**Wednesday, September 27, 2017**

**1:00 p.m. – 2:00 p.m.**

1 South Van Ness Avenue, 5<sup>th</sup> Floor

Potential applicants are highly encouraged to attend the workshop before submitting an application. The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call (415) 701-5598 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, please call (415) 673-6864, or 511.

## REQUEST FOR PROPOSALS (RFP) OVERVIEW

**DEADLINE FOR SUBMISSION:**

by hard-copy original and USB drive copy

**October 16, 2017**

at 5:00 p.m.

One original and one USB drive copy of the completed proposal must be submitted to:

Attention: Director of Community Development  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103

**HAND DELIVERY RECOMMENDED**

## I. ELIGIBLE PROJECTS

Eligible projects can be found in the Eligible Projects and Program Objectives section of this RFP (p.8). Applicants must submit a separate proposal for each project. MOHCD reserves the option to award multiple grants to an agency during the review process.

## II. ELIGIBILITY TO APPLY

1. The proposed program must achieve one of the following three overarching objectives identified in the 2015-2019 Consolidated Plan:
  - a. Families and individuals are stably housed.
  - b. Communities have healthy, physical, social and business infrastructure.
  - c. Families and individuals are resilient and economically self-sufficient.

For more information about these objectives and the 2015-2019 Consolidated Plan, visit <http://sfmohcd.org/community-development-forms-and-documents>.

2. Applicants must be a 501(c)(3) nonprofit corporation; or have a fiscal sponsor who is a (501)(c)(3) nonprofit corporation; or be a church and religious organization that meets the requirements of Internal Revenue Code (IRC) section 501(c)(3), regardless of their application and recognition from the IRS; or be a limited partnership whose managing general partner is a 501(c)(3) nonprofit corporation; or be a government entity independent of the City and County of San Francisco (note: government entities are not eligible for CNP funding).
3. The proposed program must be based in San Francisco.
4. Applicants (or fiscal sponsors) must be in good standing with the State of California's Registry of Charitable Trusts, where applicable.
5. Successful applicants must become City-approved vendors before receiving funding. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. The City's Office of Contract Administration offers all of the necessary forms on their website, which can be found at <http://sfgov.org/oca/qualify-do-business>. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.
6. Successful applicants must comply with all applicable state and local laws and government regulations (see next section for more information).

## III. COMPLIANCE WITH OTHER LAWS AND REGULATIONS

1. **Environmental Review:** Depending on project specifics, proposed developments may be affected by review under federal "Section 106" historic resources preservation review, and/or Department of City Planning or Redevelopment Area Plan guidelines.
2. **Accessibility Requirements (24 CFR Part 35, and Title 24 of the California Code):** Applicants will be responsible for meeting all applicable accessibility standards under Section 504 of the Rehabilitation Act of 1973, the Architectural Barriers Act, the Americans with Disabilities Act, and State and City codes, statutes, policies, and regulations. Applicants for housing facility

support should, to the greatest extent possible, attempt to make as many units undergoing rehabilitation with City funds adaptable. Additionally, depending on the funding source, an architect's certification may be required at the completion of project design and construction which certifies that all improvements made are in accordance with local, state, and federal laws and regulations with respect to access for persons with disabilities.

3. **City's Local Business Enterprise (LBE) Program (SF Administrative Code Chapter 14B):** The City's Local Business Enterprise (LBE) program promotes the participation of certified local businesses in City-funded contracts by offering certain benefits that make their bids/proposals/qualifications more competitive than those submitted by non-local businesses. Applicants that receive non-federal funds will be required to give preference to certified local businesses for contracting and subcontracting opportunities. This requirement applies to professional services and general services contracts valued at and above \$110,000 and for construction contracts valued at and above \$600,000.
4. **State SB854 Contractor Registration Program (California Labor Code Chapter 1 of Part 7 1771.1(a)):** All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to the State Department of Industrial Relations (DIR). Funded applicants may not accept a bid or enter into a contract for public work with an unregistered contractor. The California Labor Code's definition of public works is construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. In addition, all contractors and subcontractors on public works projects must furnish electronic certified payroll records directly to DIR. This requirement applies to projects in excess of \$1,000.
5. **City's First Source Hiring Program (SF Administrative Code Chapter 83):** The intent of City's First Source Hiring Program is to connect economically disadvantaged individuals with entry-level jobs that are generated by the City's investment in contracts or public works. City issued public construction contracts in excess of \$350,000 are subject to the First Source requirements. CityBuild is the operational arm of First Source in working with construction contractors to hire local residents for apprentice positions. Entry-level jobs are defined as those non-managerial positions that require either no education above a high school diploma (or equivalency) or no more than two years of specific training or work experience. Successful bidders are required to post their entry-level openings with First Source and offer the City the first opportunity to refer qualified candidates to those positions. While the ordinance does not require an employer to hire a specific candidate, it does require that employers make a good faith effort to hire referrals from the City's workforce development system.
6. **Labor Standards:** Projects selected for funding under this RFP will be subject to applicable local, state or federal requirements with regard to labor standards as they apply to any and all construction of the project, including federal prevailing wages, state prevailing wages and state apprenticeship requirements.

Requirement	Regulation Citation	Application Threshold
State Apprenticeship Requirements	California Labor Code Chapter 1 of Part 7 (1777.5)	Required for projects in excess of \$1,000
State Prevailing Wages	California Labor Code Chapter 1 of Part 7 (commencing with Section 1720)	Required for projects in excess of \$1,000

#### **IV. ORGANIZATIONAL CAPACITY**

The applicant agency must demonstrate by its history and track record that it can efficiently and effectively administer programs to achieve desired outcomes. There should be evidence of the ability to fundraise. The proposal should demonstrate a logical relationship between the organization, its mission, and the proposed project. Agencies that have been suspended or were unable to successfully complete a MOHCD program or project during the period of July 2014 through June 2017 must provide additional supportive information on enhanced ability to manage/implement projects. Funding preference is given to agencies demonstrating superior performance and the ability to leverage funds from non-City sources.

MOHCD will consider the applicant's prior performance, including timely completion of previous projects supported by City funds within the agreed upon schedules and budgets, and full compliance with the terms of any previous grant/financing agreements, including the timely submittal of Monthly Project Updates, Annual Monitoring Reports and payment of residual receipts if applicable. MOHCD will not proceed with a funding recommendation until the applicant is in compliance.

#### **V. BOARD OF DIRECTORS**

The applicant agency should have a Board of Directors with a minimum of 7 members. The Board and staff must have broad based experience and skills to satisfactorily manage and guide the organization. The Board of Directors must provide vision, oversight and direction to the organization. The Board of Directors should include San Francisco residents or demonstrate knowledge of the needs of low- and moderate-income San Franciscans. Representation on the board of low income residents and from the target neighborhood and/or population is encouraged.

#### **VI. FUNDING SOURCE**

Capital Projects awarded grant funds through this RFP will be supported by City General Funds.

#### **VII. REQUIREMENTS**

The use of City funds is subject to numerous local requirements. A few of the requirements are listed below and are briefly summarized:

1. **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.
2. **Non-Discrimination:** Agencies must comply with federal, state and San Francisco prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding contracts. Agencies must also comply with the Equal Benefits Ordinance for domestic partners.
3. **Procurement:** Projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and contracting for goods and services.
4. **Ineligible Reimbursements:** Funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
5. **Religious Activity:** Funds may not be used for religious purposes.
6. **Political Activity:** Funds may not be used for political activity.

7. **Grant Agreement:** Successful applicants will be required to execute and meet the provisions of a grant agreement. Additional documentation, including an annual work plan and an annual budget, must be completed and approved by MOHCD prior to any funds being committed or spent. Financing is primarily on a monthly cost-reimbursement basis. Successful applicants will be expected to participate in MOHCD's online programmatic and financial reporting system.

**VIII. REVIEW PROCESS AND SCHEDULE**

All submitted proposals will be initially screened by a committee composed of MOHCD staff to determine completeness and eligibility. Ineligible proposals will be eliminated at this stage. MOHCD staff will evaluate all complete and eligible proposals submitted for programs listed in the Eligible Projects and Program Objectives section of this RFP (p.8). MOHCD will make the final selection of agencies/agency to be awarded grant(s) under this RFP. The preliminary schedule for review and approval is:

<b>Monday, October 16, 2017</b>	<b>Proposals due to MOHCD by 5:00 p.m.</b>
<b>Monday, October 23, 2017</b>	<b>Agencies notified of award</b>
<b>Monday, October 30, 2017</b>	<b>Five day appeals period ends</b>
<b>Wednesday, November 1, 2017</b>	<b>Grant term begins</b>

Note: MOHCD reserves the right to adjust the preliminary schedule at its discretion.

**IX. PROTEST PROCEDURES**

**A. Protest of Non-Responsiveness Determination**

Within five business days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

**B. Protest of Grant Award**

Within five business days of the City's issuance of a notice of intent to award the grant, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to

represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### C. **Delivery of Protests**

All protests must be received no later than 5:00 p.m. on Monday, October 30, 2017. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest. Protests must be delivered to:

Attention: Director of Community Development  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103

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## **PROPOSAL INSTRUCTIONS**

1. Please be as succinct as possible. The question set section must be no longer than ten pages, including the questions. Reviewers will not consider text beyond the indicated text limitation and/or space provided.
2. No handwritten proposals will be accepted. Proposals must be typed or computer generated. Font must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1 inch margins. All copies should be double-sided and single spaced.
4. Original signatures must be in blue ink on the original set.
5. Use the application checklist to ensure your package is complete.
6. Do not bind proposals, or submit extra materials not requested.
7. Substantially incomplete, faxed, or late applications will not be considered. Hand delivery is highly recommended. No applications will be accepted after 5:00 p.m. on Monday, October 16, 2017.
8. A separate proposal should be submitted for each eligible project. Each proposal should stay within the parameters of its program objective; eligible program objectives are outlined in the next section of this RFP.

# ELIGIBLE PROJECTS AND PROGRAM OBJECTIVES

Acquisition and construction funding is available for community facilities as described below:

- To maintain eligible services for a minimum period of five or ten years following the completion of construction, according to the tenure period table below.

## Eligible Projects and Program Objectives.

MOHCD has allocated City General Funds for the following purposes:

1. **Senior Services Building Rehab (\$470,000).** Funding is available for capital improvements to a community facility, located in the Sunset District, which provides services to seniors, particularly mono-lingual Asian and other immigrant elders living on the western side of San Francisco.
2. **Children and Youth Gift Program (\$250,000).** Funding is available for capital improvements to a community facility whose primary purpose is providing free toys to children ages 12 and under.

**Program Dates:** Funded projects are required to have a fully executed grant agreement on the grant start date. Construction is expected to begin six months after the grant start date, but no later than twelve months after the grant start date. The term of the grant agreement shall be 24 months, during which time all grant funds should be expended, unless an extension is approved by MOHCD.

**Fund Restrictions:** Banking of capital funds is not allowed. An agency is considered to be banking funds when funds are awarded in one fiscal year and:

- Little or none of the funds are used during the fiscal year;
- There is no meaningful progress made on the project during the fiscal year; and
- The agency requests additional funds during subsequent fiscal years for the same project.

Capital funds are committed to a specific project. Funds cannot be used for capital improvements at another site or for another capital project within the same agency. Any funds remaining after completion of the project cannot be used for other capital projects.

**Eligible Expenses:** Eligible expenses include construction, and the following non-construction (soft) costs: architectural, design and engineering services, permit fees construction/project management, environmental review, and legal and special inspection services.

**Ineligible Expenses:** An agency's general administrative expenses cannot be reimbursed with grant funds. Costs that arise prior to certification of the grant agreement cannot be reimbursed.

**Tenure Period:** For improvement of real property:

MOHCD Grant Amount	Tenure Period
Up to \$200,000	Five years
\$200,001 - \$500,000	Ten years

**Awards:** There is no maximum or minimum award amount. Funding support will be provided as grants.



# AGENCY CHECKLIST

## Application Packet

(One original signed in blue ink and one USB drive copy)

- Proposal Cover Sheet (p.10)
- Board of Directors (p.11)
- Project Selection (p.12)
- Question Set (see p.13-14 for instructions)
- Supporting Documents (see p.15 for instructions)

### **Additional required items for applicants not currently receiving funding from MOHCD:**

- Articles of Incorporation, including all amendments
- Organization By-Laws, including all amendments
- Evidence of Federal Tax Exempt 501(c)(3) status

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## **DEADLINE FOR SUBMISSION:**

by hard-copy original and USB drive copy

**October 16, 2017**

at 5:00 p.m.

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Attention: Director of Community Development  
Mayor's Office of Housing and Community Development (MOHCD)  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103

**HAND DELIVERY RECOMMENDED**

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## **RFP QUESTIONS?**

Brian Cheu  
(415) 701-5584  
[brian.cheu@sfgov.org](mailto:brian.cheu@sfgov.org)

## **ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES**

Eugene Flannery  
(415) 701-5598  
[eugene.flannery@sfgov.org](mailto:eugene.flannery@sfgov.org)

# PROPOSAL COVER SHEET

(You may neatly hand write this portion of the proposal)

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Organization Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

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Project Name:

Project Site Address (if different):

City:

State:

Zip Code:

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Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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Total Proposal Request: \$

Total Project Cost: \$

Total FY 2017-18 Projected Agency Budget: \$

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I certify that the information provided in this application is true.

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Signature of Executive Director

Date

# BOARD OF DIRECTORS

(You may neatly hand write this portion of the proposal)

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Name	Years on Board	Neighborhood of Residence (using map on p.16 of this RFP)	Affiliation/Occupation

## **PROJECT SELECTION**

(Check the box for the Project for which you are applying)

**Senior Services Building Rehab (\$470,000)**

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**Children and Youth Gift Program (\$250,000)**

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## QUESTION SET

(Must not exceed 10 pages)

1. Summarize the proposed capital project, including how program(s) will directly benefit from the project. Please describe how the proposed project meets one or more of the program objectives/priorities as described on p.8 of this RFP. Please identify any construction elements that are in line with LEED certified practices or support sustainable green building standards.
  
2. Describe the program(s) that will benefit from the capital project. Please describe all investments by the City that support any existing programming that will occur within the facility. Be sure to state how those programs will specifically support the goals and objectives outlined in the 2015-2019 Consolidated Plan. A copy of the Plan is located here: <http://sfmohcd.org/community-development-forms-and-documents>. Detail the target population(s) and neighborhood(s) the program will serve, including specifics on population characteristics. Please include the projected income distribution of your target population utilizing the categories of extremely low income, low income, and moderate income as defined by the current HUD income guidelines (see p.16). If other demographic information regarding the target population is useful such as family education level, ESL level, contact with the criminal justice system, or other pertinent data, please include that information.

Program Name	Program Description	Annual # of Clients	% Low-Income

3. Provide a detailed schedule for implementation of the proposed project. Include the following items with start and ending dates: establishing site control (this may be establishing or extending a lease or closing on a purchase - if the facility is owned, say so); hiring an architect or other consultant; completion of preliminary designs and approval of the designs by the Mayor's Office on Disability. Include applying for a building permit and license (if applicable), bidding and construction. If additional fundraising will be necessary, briefly outline that process and its timing.

Item	Starting Date	Ending Date

4. Describe any construction training or experience (working as or with architects, building inspectors, contractors, etc.) that your current staff possesses to implement the requested grant. List capital improvement projects that your current staff has managed in the recent past (3-5 years), including scope, cost, funding source, and length of time the project took to complete.

If you are currently funded through an existing capital grant with MOHCD funds, please explain the current construction timeline, why you are pursuing an additional capital grant, and your capacity to manage multiple capital projects.

- Is there a long-term asset management or capital plan in place for the building that will be acquired or improved and a building operating/maintenance reserve? If yes, describe how the current request fits into the plan/schedule. If no, describe the efforts the agency is undertaking to develop such a plan and ensure resources for building improvements.
- Please enter the following information about the facility/building/site:

Owner of Building:	
Facility/Site Size (Sq. Ft.):	
Number of Stories:	
Lease or Own?	
If lease, how long is the lease and how much time is left remaining on that lease?	
Total # of unduplicated clients served by program(s) operating from the project site to be improved:	

- Please list the proposed improvement(s), the estimated cost, the program(s) that will benefit from the improvement(s), and the number of unduplicated clients that will be served annually by the program(s).

<b>Proposed Improvement</b>	<b>Estimated Cost</b>	<b>Program(s) Benefiting from Improvement</b>	<b># of Unduplicated Clients Served Annually by Program</b>
	\$		
	\$		
	\$		
	\$		
	\$		

- Please enter the following information about funding for the project:

Requested Funds for Construction only:	\$
Requested Funds for Architectural/Engineering (Not to exceed 10% of construction. Not available for New Facility Projects):	\$
Total Requested Grant Budget:	\$
Total Project Cost including other funding sources, if any:	\$

## SUPPORTING DOCUMENTS

The following supporting documents are required:

1. **Site Control:** Submit a deed or tax bill as evidence of ownership; if grant is provided, a deed of trust will be required later to secure the grant. If facility is leased, submit copy of lease; if grant is provided, lease would later be modified to provide security of grant terms and appropriate term.
2. **Owner's Approval:** If applicant does not own facility, provide owner's written approval for your agency to undertake the renovations.
3. **Plans:** Provide site plan, floor plans, or sketches showing areas of proposed improvements. If possible, provide in 8-1/2" by 11" format.
4. **Citations or Reports:** Submit Fire or Building Department citations, or inspection reports that support the funding request, if available.
5. **Matching Funds:** Submit documents evidencing source and amount if currently secured.
6. **Construction Budget:** Submit cost estimates from design professional and/or contractor indicating the total construction budget.
7. **Design Budget:** Submit cost estimates from design professional or engineer.
8. **Annual Operating Budget:** Submit most recently approved annual operating budget that includes budget costs by program.
9. **Accessibility:** Submit a description of accessibility for the proposed space, and status of MOD review, if applicable.
10. **Capital Needs Assessment:** Submit the long-term capital needs assessment for the building that will be improved, if available.

## FY 2017 HUD INCOME LEVEL CHART

	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low Income	\$0 - 27,650	\$0 - 31,600	\$0 - 35,550	\$0 - 39,500	\$0 - 42,700	\$0 - 45,850	\$0 - 49,000	\$0 - 52,150
Low Income	\$27,651 - 46,100	\$31,601 - 52,650	\$35,551 - 59,250	\$39,501 - 65,800	\$42,701 - 71,100	\$45,851 - 76,350	\$49,001 - 81,600	\$52,151 - 86,900
Moderate Income	\$46,101 - 73,750	\$52,651 - 84,300	\$59,251 - 94,850	\$65,801 - 105,350	\$71,101 - 113,800	\$76,351 - 122,250	\$81,601 - 130,650	\$86,901 - 139,100
Above Moderate Income	\$73,751 or greater	\$84,301 or greater	\$94,851 or greater	\$105,351 or greater	\$113,801 or greater	\$122,251 or greater	\$130,651 or greater	\$139,101 or greater

If family is more than 8 people, for each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) Round income limits to the nearest \$50.

## MAP OF MOHCD-DEFINED SAN FRANCISCO NEIGHBORHOODS

