



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

Mark Farrell
Mayor

Kate Hartley
Director

COMMUNITY BUILDING & NEIGHBORHOOD PLANNING REQUEST FOR PROPOSALS

**July 1, 2018 – June 30, 2019
GRANT TERM**

The Mayor's Office of Housing & Community Development (MOHCD) is pleased to announce the availability of City General Funds for the following program, project and/or service:

Laguna Honda Trail System Restoration	\$22,000
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Please be advised that any awards under this notice will be contingent on budget approval from the Board of Supervisors and Mayor's Office.

DATE ISSUED:

Monday, June 11, 2018

DEADLINE FOR SUBMISSION:

Monday, June 25, 2018 at 5:00 p.m.

1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
www.sfmohcd.org

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

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, June 13, 2018

11:00 a.m. – 12:00 p.m.

1 South Van Ness Avenue, 5th 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

June 25, 2018

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 programs, projects and/or services can be found in the Eligible Funding Opportunities section of this RFP (p. 7). Applicants must submit a separate proposal for each funding opportunity. MOHCD reserves the option to award multiple grants to an agency or group of agencies during the review process.

II. PROCUREMENT

This RFP procurement process, and the proposals received as a result of it, may be used to justify contract funding decisions for other similar services and/or other funding that becomes available through MOHCD or any other City department. MOHCD and/or any other City departments who use this RFP solicitation as a procurement process for other funds, reserve the right, at their own discretion, to fund select activities or partners (and remove or eliminate others) within a proposal submitted by a collaborative or group of agencies. The procurement process for this RFP or any of its component funding opportunities may be delayed, suspended, or canceled if the City determines that such action is in the best interest of the City.

III. PRIORITIES AND ELIGIBILITY

A. Priority

Collaborative proposals are encouraged; however, collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit its own organizational documentation as directed below in the same manner as if it were a single agency. Priority will be given to those collaborations/agencies that currently perform similar services and demonstrate the ability to increase impact through collaborative efforts. Successful collaborative applicants will need to provide MOUs from each participating agency as part of the contract negotiation process. These MOUs must outline scopes of work and expectations, both for the project and for financial management.

B. Eligibility

1. Residents who benefit from the applicant's proposed project must principally reside within the boundaries of the City and County of San Francisco.
2. Applicants must: (a) have a project site located within the City and County of San Francisco; (b) be a 501(c)(3) nonprofit corporation registered with the Internal Revenue Service; and (c) be in good standing with the State of California's Registry of Charitable Trusts.
3. Successful applicants must comply with all applicable state and local laws and government regulations.

IV. EVALUATION CRITERIA

1. The extent to which the applicant demonstrates an understanding of the need for the proposed project (10%);
2. The extent to which the proposed project meets the objectives, eligible activities, and project description outlined by the selected funding opportunity; and demonstrates a reasonable, measurable theory for how its project activities will lead to positive community outcomes (40%);
3. The extent to which the applicant demonstrates a robust evaluation methodology (20%); and
4. The extent to which the applicant demonstrates staff experience and expertise required to deliver a successful project, including a budget that accurately reflects the proposal's intent, activities and outcomes (30%).

See the RFP Proposal Evaluation Form (p. 13) to understand how reviewers will be scoring proposals submitted under this RFP.

V. 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. **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.
5. **Ineligible Reimbursements:** Funds for expenses incurred or work performed prior to the commencement date of the grant agreement cannot be reimbursed.
6. **Religious Activity:** Funds may not be used for religious purposes.
7. **Political Activity:** Funds may not be used for political activity.

VI. 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 projects listed in the Eligible Funding Opportunities section of this RFP (p. 7). 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:

Monday, June 25, 2018	Proposals due to MOHCD by 5:00 p.m.
Friday, June 29, 2018	Agencies notified of award
Friday, July 6, 2018	Five day appeals period ends
Sunday, July 1, 2018	Earliest date grant term can begin

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

VII. PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within five business days of MOHCD's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that MOHCD has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by MOHCD on or before the fifth business day following MOHCD'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 MOHCD to determine the validity of the protest.

B. Protest of Grant Award

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

C. Delivery of Protests

All protests must be received no later than 5:00 p.m. on Friday, July 6, 2018, or within five business days of MOHCD's issuance of a notice of intent to award the grant, whichever comes sooner. 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 MOHCD received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

If MOHCD 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

PROPOSAL INSTRUCTIONS

1. Please be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper). 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. To save paper, MOHCD recommends that the narrative section 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, June 25, 2018.

ELIGIBLE FUNDING OPPORTUNITIES

Instructions: Below is one (1) program area with one (1) specific program, project and/or service listed and described. Each proposal should stay within the parameters of its program, project and/or service objective; eligible activities are outlined below.

Note: The Maximum Grant Amount is listed next to the program title below. The Maximum Grant Amount is for a 12-month period, from July 1, 2018 through June 30, 2019. For this funding opportunity, grant funding is only available for one year. Please be advised that any awards made through this RFP will be contingent on budget approval from the Board of Supervisors and Mayor's Office.

PROGRAM AREA: COMMUNITY BUILDING & NEIGHBORHOOD PLANNING

The goal of this program area is to promote the development of social capital and sustainable healthy communities, and to support neighborhood-based capacity building efforts that encourage strategic planning and resident engagement to address collective needs and priorities. Funded programs may promote resident involvement and leadership in strategic planning and civic engagement, coordinate and convene community-based organizations and residents to promote community building, identify community assets, and maximize sharing of information and resources.

MOHCD has allocated City General Funds for the following funding opportunity:

1. Laguna Honda Trail System Restoration (\$22,000 for FY 2018-19 only).

This funding is intended to create a new recreational resource for District 7 and City residents by supporting the improvement of a historic multi-use trail that circumnavigates the 62-acre Laguna Honda Hospital campus. Professional services and physical resources are needed to clear, construct, and open the Forest Hill trailhead and Sherwood Forest Trail to the public for the first time since the mid-1980s. The trailhead will provide direct access from Forest Hill Station to the Laguna Honda trail system, and will connect to the Bed Pan Alley Trail that continues onto Panoramic Avenue. The project should include the following activities:

- Recruit local volunteers to help build the trail;
- Utilize sustainable trail building practices based on current standards and successful local examples;
- Support the trail system with good trail drainage, solid support walls (as needed), and trail armoring in loose or sandy sections;
- Recycle and reuse large deposits of old cement found on site;
- Plant a selection of native plants to begin recovering the trail understory;
- Install a trail corridor kiosk with a trail map and highlighted local history; and
- Document the project with a social media campaign that highlights its progress and its historical and contemporary relevance to District 7 and the City of San Francisco.

AGENCY CHECKLIST

Application Packet

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

- Proposal Cover Sheet (p.9)
- Board of Directors (p.10)
- Proposal Narrative (see p.11 for instructions)
- Project Budget Worksheet (p.12, posted in Excel)

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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by hard-copy original and USB drive copy

June 25, 2018

at 5:00 p.m.

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

HAND DELIVERY RECOMMENDED

RFP QUESTIONS?

Mike King
(415) 701-4228
michael.king@sfgov.org

ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES

Eugene Flannery
(415) 701-5598
eugene.flannery@sfgov.org

PROPOSAL COVER SHEET

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

Organization Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

Project Name:

Project Description (one-liner):

Project Street Address (if different from above):

City:

State:

Zip Code:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

Funding Opportunity Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount on page 7): \$

Total FY 2018-19 Projected Agency Budget: \$

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

Signature

Date

BOARD OF DIRECTORS

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

Name	Years on Board	Neighborhood of Residence	Affiliation/Occupation

PROPOSAL NARRATIVE

(Must not exceed 6 pages)

1. **Background and Need** (2-3 paragraphs suggested)

This section should demonstrate a clear understanding of the need for the proposed project.

- Why should your project be viewed as a priority for District 7 and/or the City as a whole?
- What would be the consequences of not implementing your project?

2. **Proposed Project Design** (4-6 paragraphs suggested)

This section should describe the implementation of activities prioritized by the selected funding opportunity and the intended outcomes of the proposed project.

- Describe your project. How will it incorporate best practices and achieve intended goals and outcomes?
- Provide an implementation schedule for your project, including start and end dates for major phases of the project and/or project deliverables.
- Who will benefit from your project?

3. **Evaluation** (2-4 paragraphs suggested)

This section should describe how your organization will evaluate the impact of the proposed activities on District 7 and City residents.

- How will your organization evaluate the success of the project? Describe the activities and outcomes that your program plans to track, and how it will track them. Give clear examples of how information collected will be analyzed, interpreted and used in future decision making.
- How will your project involve the community, or connect with community-based knowledge and experience, to inform project design?

4. **Organizational Capacity and Budget** (3-5 paragraphs suggested)

Describe the skills and experience of key organizational staff, and communicate a budget that will accomplish your proposed project design.

- Identify the individual(s) who will work on this project on behalf of your organization. Include name, job title, skills and relevant experience for each individual.
- Briefly describe your organization's history of implementing similar projects.
- Provide a brief narrative for your proposal and full project budget; highlight any unique and/or substantial budget items (including other revenue sources) reviewers should understand, especially in the context of the full project budget. What other funding and/or resources have already or will be used (in conjunction with funds awarded through this RFP) to implement your project?

PROJECT BUDGET WORKSHEET

AGENCY NAME:	
PROJECT NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Requested Amount from MOHCD	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Project Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Total Salaries & Wages			\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	Item							
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
	Other							\$ -
	Total Fringe Benefits			\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	Item							
								\$ -
								\$ -
								\$ -
	Total Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	Item							
								\$ -
								\$ -
	Total Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							
								\$ -
								\$ -
	Total Insurance			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							
	Travel & Conferences							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
								\$ -
	Total Other			\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	Total Indirect (no more than 15%)							\$ -
	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -

RFP PROPOSAL EVALUATION FORM

1. Background and Need:

- Applicant convincingly explains why the project is a priority for District 7 and/or the City as a whole?
- Applicant convincingly explains why not implementing the project could result in negative consequences for the community?

Score: _____/10

2. Proposed Project Design:

- Applicant articulates a project design that meets all of the objectives of the selected funding opportunity?
- Applicant incorporates best practices into its project design?
- Applicant clearly describes a reasonable, measurable theory for how its project activities will lead to positive community outcomes?

Score: _____/40

3. Evaluation:

- Applicant clearly describes how the proposed project will track progress and measure impact?
- Applicant clearly describes how its evaluation framework will inform project design?

Score: _____/20

4. Organizational Capacity and Budget:

- Applicant clearly identifies project staff who are commensurate with the scope and objectives of the proposed project?
- Applicant describes a successful history of implementing similar projects?
- Applicant clearly describes a proposal and full project budget that can accomplish the proposed project design, and includes reasonable explanations for unique and/or substantial budget items?
- Applicant's Board of Directors reflect the constituency to be served by the project and demonstrate the appropriate expertise to accomplish project deliverables and/or to be a high-functioning Board (e.g. fundraising, fiscal management, and similar skills)?

Score: _____/30

Total Score: _____/100

Recommend for Funding: YES NO