

ATTACHMENT A: MOHCD Service Areas & Proposal Requests

Instructions: On your proposal cover sheet please check the box that corresponds to the appropriate program area. A separate proposal should be submitted for each program area. Each proposal should stay within the parameters of its objective, eligible activities and description outlined below.

Note: The Maximum Grant Amount is the amount for the initial seven-month period, from December 1, 2016 through June 30, 2017. In order to allow grantees flexibility with potential startup costs and to align with the City's fiscal year, MOHCD will allow agencies to budget this 12-month allocation across 7 months in the first year of this grant cycle. Unless otherwise designated, funding for a second year **may** be available, depending upon the City's budget, overall priorities, and performance by the grantee. MOHCD reserves the right to award a second year of funding to an organization, discontinue funding, and/or issue a separate procurement in the second year based on budget, priorities, and performance. The second year of funding will be for the same amount as the initial grant, but will be allocated across the 12-month period of July 1, 2017 through June 30, 2018.

ACCESS TO HOUSING

Organizations that apply under this program area will provide housing placement and access to housing services to individuals in disadvantaged communities, such as underrepresented members of communities of color, monolingual non-English speakers, people with disabilities, and the elderly. Activities include providing information regarding local affordable housing systems, identifying suitable rental opportunities, identifying barriers to eligibility and providing financial education and coaching, and assistance completing and filing applications for rental housing.

MOHCD has allocated General Funds for the following purposes:

- 1. Tenant and Applicant Support Services - Citywide.** This funding seeks to support and organization or collaborative or organizations that will work with Mayor's Office of Housing and Community Development, housing developers and other city agencies to assist San Francisco residents access affordable housing during the pre and post application processes, including individuals in below market rate rental units. These direct services will result in addressing the needs of people with disabilities and people with limited English proficiency. The organization will utilize culturally competent case management, service connection, and other direct client services to eliminate potential barriers such as the lack of in-language support, assistance with credit issues, documentation of income and other factors that may hinder individuals from obtaining housing. This organization will also assist individuals to qualify for housing preferences applicable to the City's affordable housing. This organization will continue to work with individuals who have obtained affordable rental units to ensure their long-term success in sustaining their housing. The organization may also work with the broader community and other organizations to assist in providing input to MOHCD on the inclusionary program's procedures as well as the implementation of the DAHLIA online application

program, and other aspects of access to affordable housing. \$250,000 in General Funds available.

Table of Possible Client Activities and Outcomes for this Program Area

Activity	Outcome
Applications for Affordable Rental Units	Placed in Rental Housing
Financial Counseling and Education	Individuals Demonstrating Increased Knowledge, Skills and Abilities
Counseling	Better Understanding

Table of Possible Non-Client Activities for this Program Area

Unit of measure	Description	Goal # or Completion Date	Start Date	End Date
Meeting		#		
Number of Individuals Attending Meeting		#		
Event		#		
Number of Individuals Attending Event		#		
Workshops/Trainings		#		
Number of Individuals Attending Workshop/Training		#		
Staff Training		#		
Number of Staff Attending Training		#		
Counseling Sessions		#		
Outreach Materials Produced		Date		
Outreach Materials Distributed		#		
Outreach Events		#		
Number of Individuals Attending Outreach Events				
Number of Individuals Attending Outreach Events		#		

SERVICE CONNECTION

The goal of the Service Connection program area is to support agencies that serve as intermediaries to a network of social services through intensive linkages. Service Connection is designed to connect people with additional support, address the whole range of a person's or family's needs and help people build their capacity to improve their lives and move toward self-sufficiency.

Service Connection involves a Case Management framework and includes the following;

- Intake and assessment
- Individual services planning and follow up
- Enhanced referral and/or placement to services including, but not limited to: Employment, Health, Education, Family support services for homeless youth, Respite services, Substance abuse services, Victim services, Mental health services
- Follow up and developing next steps

MOHCD has allocated General Funds for the following purposes:

1. **Service connection in the Excelsior neighborhood.** This program is intended to provide service connection (including case management) primarily to immigrant monolingual Chinese residents in the Excelsior neighborhood, with the goal of increasing economic their self-sufficiency.

A strong proposal will address the following in the Activities section:

Case Management Model: What is the case management model or framework used? How often will staff meet with clients? How will an Individual Service Plan be developed? How will short and long term goals be developed and tracked? What evidence based practices will be used?

Service Connection: How is this program integrated with other neighborhood-based and city-wide services for this population? What services and agencies will be the primary referrals for clients? Are there formal MOUs? How will these referrals meet the goals developed in the clients Individual Service Plan (ISP)? How will referrals be followed up on by staff?

A strong proposal will address the following in the Outcomes section:

What are the specific outcomes that will be achieved through this grant's activities? Examples of specific outcomes include: clients will be enrolled in ESL education, will attend skill development trainings (workforce, life skills, financial literacy, academic skills, etc.), will address transportation needs, will receive Driver's License or

California ID, will have immigration or other legal issues addressed, will receive public benefits, will be connected to positive social and cultural networks, will address educational or other needs of children, etc.

\$75,000 in General Funds available.

- 2. Family Support Services for Immigrant Parents and Families.** This funding will support case management and supportive services for immigrant families, particularly focusing on those who currently have a household member that has been deported or is going through deportation proceedings.

A strong proposal will address the following in the Activities section:

Case Management Model: What is the case management model or framework used? How often will staff meet with clients? How will an Individual Service Plan be developed? How will short and long term goals be developed and tracked? What evidence based practices will be used?

A strong proposal will address the following in the Outcomes section:

What are the specific outcomes that will be achieved through this grant’s activities?

\$75,000 in General Funds available.

Table of Possible Client Activities and Outcomes for this Program Area

Activities	Outcomes
Case Management	Achieve 75% of Goals from Individual Service Plan
	Complete First Individual Service Plan and/or Progress to Second
Information & Referral	Information & Referral, Successfully Connected

Table of Possible Non-Client Activities for this Program Area

Unit of measure	Description	Goal # or Completion Date	Start Date	End Date
Meeting		#		

Number of Individuals Attending Meeting		#		
Event		#		
Number of Individuals Attending Event		#		
Workshops/Trainings		#		
Number of Individuals Attending Workshop/Training		#		
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