



**MAYOR'S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT  
CITY & COUNTY OF SAN FRANCISCO**

**REQUEST FOR PROPOSALS  
May 2017**

**COMMUNITY BUILDING & NEIGHBORHOOD PLANNING  
GARDEN RESOURCE CENTER IN SUNNYDALE/VISITACION VALLEY**

**Technical Assistance Workshop:**

**Wednesday, May 31, 2017 1:00 – 2:00 pm**

The Mayor's Office of Housing and Community Development will conduct a technical assistance workshop to assist interested applicants in determining the eligibility of proposed projects, and completing the required elements of the proposal packet. This workshop will be held at 1 South Van Ness Avenue, 5<sup>th</sup> Floor.

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.

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**Deadline for Proposal Submission: Friday, June 9, 2017 5:00 pm**

One original and three copies of the completed proposal should be submitted to:  
Mayor's Office of Housing and Community Development  
1 South Van Ness Avenue, 5<sup>th</sup> Floor

**Attention: Malik Looper**

***HAND DELIVERY RECOMMENDED***

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If you have any questions, contact Malik Looper at (415) 701-5590 or [malik.looper@sfgov.org](mailto:malik.looper@sfgov.org)

# REQUEST FOR PROPOSAL OVERVIEW

## I. NOTICE OF FUNDING AVAILABILITY

The Mayor's Office of Housing and Community Development Division (MOHCD) is seeking to fund a community-based organizations to establish a Garden Resource Center in the Sunnydale/Visitacion Valley neighborhood, as described in Attachment A. The grant period will be from July 1, 2017 – June 30, 2018.

\$24,000 in General Funds are available.

## II. ELIGIBLE ACTIVITIES

**Eligible activities can be found in Attachment A of this packet.**

## III. 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 Proposal Areas or Modules may be delayed, suspended, or canceled if the City determines that such action is in the best interest of the City.

## IV. PRIORITIES and ELIGIBILITY

### A. Priority

Priority will be given to those agencies that currently perform similar services and demonstrate ability to increase impact through collaborative efforts.

### B. Eligibility:

- Programs must principally benefit low and moderate-income individuals and their families.
- Beneficiaries must reside within the boundaries of the City and County of San Francisco.
- Applicants must be San Francisco-based; must be a 501(C)(3) non-profit corporation registered with the Internal Revenue Service; and must be in good standing with the State of California's Registry of Charitable Trusts.
- Applicants may submit as single agencies or as a collaborative; 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 was a single agency.

- Applicants must demonstrate a history and track record of successfully providing the activities and services within the framework described in **Attachment A**.
- Successful applicants must comply with all applicable local government regulations.

## V. EVALUATION CRITERIA

- A. The extent to which the applicant reflects a successful history of effectively serving the targeted populations as specified in **Attachment A**. **25%**
- B. The extent to which the proposed program meets the objectives, eligible activities, and program description outlined in the RFP. **30%**
- C. The extent to which the proposal outlines specific, measurable and realistic outcomes for the targeted population and reflects best practices. **25%**
- D. Extent to which applicant demonstrates a robust evaluation methodology. **10%**
- E. Extent to which applicant demonstrates staff experience and expertise required to deliver successful programs. **10%**

## VI. 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 or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long term lease.
6. **Political Activity:** funds may not be used for political activity.

## VII. TECHNICAL ASSISTANCE

Questions on completing the application can be addressed at the technical assistance workshop. The technical assistance workshop will assist interested applicants in determining eligibility and completing the required elements of the proposal package. **This workshop is scheduled for: Wednesday, May 31, 2017, 1pm – 2pm, 1 South Van Ness Avenue, 5<sup>th</sup> Floor.**

## 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 on Attachment A. MOHCD will make the final selection of the agencies/agency to be awarded a grant(s) under Attachment A. **The preliminary schedule for review and approval is:**

June 9	Proposals due to MOHCD by 5:00pm
June 14	Agencies notified of award
June 21	Five day appeals period ends
	Negotiation, contracting and encumbering process
July 1, 2017	Grant term begins

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 by 5:00p.m. of the due date. 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:

**Director of Community Development**  
Mayor's Office of Housing and Community Development  
1 South Van Ness Ave., 5<sup>th</sup> Floor  
San Francisco, CA 94103

**Note:** 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 online programmatic and financial reporting system. Expenses incurred prior to start of the contract are not eligible for reimbursement.

## PROPOSAL INSTRUCTIONS

- ✓ Please be as succinct as possible. The narrative section must be no longer than five pages and single spaced. Reviewers will not consider text beyond the indicated text limitations and/or space provided.
- ✓ No handwritten proposals will be accepted. Proposals must be typed or computer generated and single-spaced. The font must be at least 12 point.
- ✓ Pages should be standard 8-1/2" by 11" with 1 inch margins. All copies should be double sided.
- ✓ Original signatures must be in blue ink on the original set.
- ✓ Use the application checklist to ensure your package is complete.
- ✓ Do not bind proposals, or submit extra materials not requested.
- ✓ Substantially incomplete, faxed, or late applications will not be considered. **Hand delivery is highly recommended. No applications will be accepted after 5:00pm on Friday, June 9, 2017.**
- ✓ One original and three copies of the completed proposal should be submitted to:

**Mayor's Office of Housing and Community Development  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
Attention: Pierre Stroud**

## AGENCY CHECKLIST

### **Application (one original signed in blue ink and three copies)**

- Proposal Cover Sheet
- Board Affiliations
- Application Narrative
- Program Budget Worksheet

### **Additional required items for applicants not currently receiving MOHCD (one copy attached to the original set)**

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

# PROPOSAL COVER SHEET

Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ San Francisco, CA 941 \_\_\_\_\_

Program Location (if different): \_\_\_\_\_ San Francisco, CA 941 \_\_\_\_\_

Main Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

Executive Director: \_\_\_\_\_ Telephone: \_\_\_\_\_ x \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_ x \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Community Building and Neighborhood Planning**

1. Garden Resource Center in Sunnydale/Visitation Valley -- \$24,000

**Total Proposal Request:** (must not exceed the amount listed on Attachment A) \$ \_\_\_\_\_

**Total FY 2017-2018 Projected Agency Budget:** \$ \_\_\_\_\_

**I certify that the information provided in this application is true:**

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

Name

Neighborhood

Affiliation/Occupation

List Other Board Memberships

## PROPOSAL NARRATIVE

*(Must not exceed 5 pages)*

### 1. **Background and Need:** (2-4 paragraphs suggested)

This section should demonstrate a broad understanding of the barriers and challenges faced by the target population and neighborhood, and the need for this resource.

- What specific barriers and challenges exist for this population?
- How will this resource help address these barriers and challenges, and address community need?
- What is your history of providing services or community building activities in this neighborhood?

### 2. **Proposed Program Design:** (3-4 paragraphs suggested)

This section should provide detail about program design and implementation.

- How will the Garden Resource Center be created and maintained? What key resources and materials will it include?
- How will access to local residents be ensured? What types of outreach will be conducted?
- What role will community members and residents play in implementing and sustaining this project?
- How will the project both supply residents with the tools and supplies needed to become effective “backyard gardeners,” and increase their skills and knowledge?
- What other organization(s) do you partner with, and how will the partnership/s impact your reach/activities/services?

### 3. **Activities and Outcomes:** (3-4 paragraphs suggested)

This section should list and describe specific activities and outcomes for your proposed program.

- How many residents will take a leadership role in implementing this project, and what will their roles involve? How will they be supported and trained?
- How many residents will participate in this program as gardeners? How will they be supported and trained?
- You may select to include a calendar to illustrate your activities.

### 4. **Evaluation:** (1-2 paragraphs suggested)

This section should describe how you will evaluate the impact of the proposed activities.

- How will you track progress and document the impact of this program?

### 5. **Organizational Capacity:** (1-2 paragraphs suggested)

- Describe the agency’s overall capacity and identify the individual/s who will work on this project on behalf of your organization.



# MOHCD Program Budget Worksheet

Agency Name \_\_\_\_\_

Line	Budget Item			Requested Amount from MOHCD	Total Program Budget
<b>Salaries &amp; Wages</b>					
	<b>NAME - TITLE</b>	<b>Rate/Hr.</b>	<b># of Hrs.</b>	\$	\$
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7				\$	\$
8				\$	\$
9	<b>Total Salaries (Lines 1 thru 8)</b>			\$	\$
<b>Fringe Benefits</b>					
	<b>Item</b>				
10	FICA			\$	\$
11	SUI			\$	\$
12	Workers Compensation			\$	\$
13	Medical Insurance			\$	\$
14	Retirement			\$	\$
15	Other			\$	\$
16	<b>Total Fringe Benefits (Lines 10 thru 15)</b>			\$	\$
<b>Contractual Services</b>					
	<b>Item</b>				
17				\$	\$
18				\$	\$
19				\$	\$
20				\$	\$
21				\$	\$
22	<b>Total Contractual Services (Lines 17 thru 21)</b>			\$	\$
	<b>Equipment</b>				
23				\$	\$
24				\$	\$
25				\$	\$
26	<b>Total Equipment (Lines 23 thru 25)</b>			\$	\$
<b>Insurance</b>					
27				\$	\$
28				\$	\$
29				\$	\$
30				\$	\$
31				\$	\$

32	<b>Total Insurance (Lines 27 thru 31)</b>			\$	\$
<b>Travel &amp; Conferences</b>					
33				\$	\$
34				\$	\$
35				\$	\$
36	<b>Total Travel (Lines 33 thru 35)</b>			\$	\$
	<b>Space Rental (Office/Program Space)</b>				
37	<b>Total Space Rental</b>			\$	\$
	<b>Supplies</b>				
38	<b>Total Office Supplies</b>			\$	\$
	<b>Telecommunications (Phone)</b>				
39	<b>Total Telecommunications</b>			\$	\$
	<b>Utilities</b>				
40	<b>Total Utilities</b>			\$	\$
	<b>OTHER</b>				
41				\$	\$
42				\$	\$
43				\$	\$
44				\$	\$
45	<b>Total Other (Lines 41 thru 45)</b>			\$	\$
	<b>Indirect</b>				
46	<b>Total Indirect (no more than 15%)</b>			\$	\$
47	<b>Total (Line 9+16+22+26+32+36+37+38+39+40+46)</b>			\$	\$

## ATTACHMENT A:

# COMMUNITY BUILDING AND NEIGHBORHOOD PLANNING

The goal of this program area as a whole 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.

Community Building and Neighborhood Planning involves a community development framework and may include the following:

- Development of an engagement process such as a needs assessment, study or plan; this process should both include neighborhood residents, and ensure that the final product is reflective of their priorities and needs.
- Capacity building/training for organizational partners, residents, community members.
- Completion of a project and/or product and distribution or presentation of final project and/or product to community and stakeholders.
- Evaluation and reflection on process, areas of success and improvement.
- Final report to MOHCD including results of evaluation activities and a set of recommendations for potential next steps.

MOHCD will monitor monthly and quarterly progress towards meeting project goals.

MOHCD has allocated General Funds for the following specific purpose:

**Creation of a Garden Resource Center and accompanying programs primarily for Sunnydale public housing residents, as well as other residents of Visitacion Valley. \$24,000 in General Funds available.**

The activities supported by this funding will create and sustain a free garden resource center to support the network of backyard farmers within the Sunnydale/Visitacion Valley community, and to increase their skills and capacity to grow their own food.

Successful applicant will secure access to a project site and construct a Garden Resource Center

that will be centrally located, safe, affordable, and accessible to residents of Sunnydale public housing. Once complete, the Garden Resource Center should provide free tools, garden supplies, and forums for knowledge sharing with the aim of residents having safe soil and all the needed supplies to increase their capacity to grow their own food within the community.

The project should ensure that residents have access to this center, and are informed about its resources and activities. Residents should play an active role in implementing and sustaining this project, and have an opportunity to develop their leadership skills.

The lead agency for this project is expected to collaborate with other community based organizations and collaboratives in the neighborhood. The project itself should contribute to community cohesion, and work in conjunction with other community building activities taking place in the Sunnydale/Visitacion Valley neighborhood.

**Table of Possible Client Activities and Outcomes for this Program Area**

<b>Activity</b>	<b>Outcome</b>
Residents Participating in Civic Engagement Activities	Residents Who Report Increased Opportunities for Neighborhood Involvement and Civic Engagement
Residents Engaged in Community Grantmaking Process	(no outcome required)

**Table of Possible Non-Client Activities for this Program Area**

<b>Unit of measure</b>	<b>Description</b>	<b>Goal # or Completion Date</b>	<b>Start Date</b>	<b>End Date</b>
Plan/Report Produced		Date		
Plan/Report Presented		Date		
Survey Produced		Date		
Survey Completed/Results Shared		Date		
Community-Based Project Completed		Date		
Neighborhood-Based Collaboratives Supported		#		
Meeting		#		
Number of Individuals Attending Meeting		#		
Event		#		
Number of Individuals Attending Event		#		
Workshops/Trainings		#		
Number of Individuals Attending Workshop/Training		#		