



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

REQUEST FOR PROPOSALS – Capital Projects

August 2016

This is a one-time RFP for a \$20,000 funding opportunity. Proposals should be submitted in person by 5:00 p.m., Wednesday, August 31, 2016

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, 5th Floor

San Francisco, CA 94103

Attention: Brian Cheu

HAND DELIVERY RECOMMENDED

REQUEST FOR PROPOSALS (RFP) OVERVIEW

The Mayor's Office of Housing and Community Development (MOHCD) announces that a one-time funding opportunity is being made available for tenant improvements to community facilities in the Richmond District for programming to serve the transgender community. The facility should serve low- and moderate-income residents and be open to the general public during normal hours of operation; and maintain eligible services for a period of five years following the completion of construction. \$20,000 of General Funds available for 2016-17 only.

Review Process and Schedule

MOHCD will review proposals and make funding available according to the following schedule. MOHCD reserves the right to adjust the schedule at its discretion.

Proposals must be received by:	August 31, 2016
Awards will be made by:	September 8-12, 2016
For grants starting on:	October 1, 2016

All proposals received by 5:00 pm on the due date indicated above 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 and make funding decisions.

Technical Assistance Workshops

Questions on completing the application can be addressed at the technical assistance workshop that MOHCD will conduct. The technical assistance workshop will assist interested applicants in determining eligibility and completing the required elements of the proposal package. Potential applicants are highly encouraged to attend the workshop before submitting an application. The workshop is scheduled for Monday, August 15, 2016 from 12:30 pm – 2:00 pm at MOHCD, 1 South Van Ness Avenue, 5th Floor, Conference Room 5080.

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.

Protest Procedures

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.

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.

Delivery of Protests

All protests must be received by 5:00 p.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:

Brian Cheu, Director of Community Development
Mayor's Office of Housing and Community Development
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103

GENERAL REQUIREMENTS

Alignment with 2015-2019 Consolidated Plan

Proposed program must achieve one of the following three overarching objectives as identified in the 2015-2019 Consolidated Plan:

- Families and individuals are stably housed;
- Communities have healthy, physical, social and business infrastructure; and,
- Families and individuals are resilient and economically self-sufficient.

For further background information, please review the 2015-2019 Consolidated Plan at <http://www.sfmohcd.org/index.aspx?page=1346>.

Eligible Applicants

Eligible applicants include:

- 501(c)(3) registered non-profit corporations, or have a fiscal sponsor with a (501)(c)(3) tax status, with proposed program based in San Francisco; The organization with 501(c)(3) tax status must be in good standing with the State of California's Registry of Charitable Trusts; Capital Projects applicants may include a limited partnership whose managing general partner is a 501(c)(3) non-profit corporation;
- Churches and religious organizations that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS; and,
- Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco's government. Governmental entities are **not** eligible for CNP funding.

All community-based organizations 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://sfgsa.org/index.aspx?page=4762>. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.

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 2013 through June 2016 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.

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.

Funding Sources

This project will be supported by the City's General Fund.

ELIGIBLE PROJECTS AND PROGRAM OBJECTIVES/PRIORITIES**Eligible Projects**

Construction funding is available for community facilities that:

- Serve low- and moderate-income residents and are open to the general public during normal hours of operation; and,
- Maintain eligible services for a period of five years following the completion of construction.

Ineligible Projects

Ineligible project scopes include:

- General maintenance; painting; furnishings; moveable equipment; telecommunication systems; sidewalk repair; tree pruning; drain cleaning; inspection and re-certification of alarm systems;
- Spaces primarily used for commercial purposes;
- Government owned facilities used for government purposes;
- Facilities used for religious purposes; and,
- Projects seeking only predevelopment funding

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.

Awards

\$20,000 is available.

Matching Funds

Existing Facility: An Existing Facility is defined as improvements to part or all of a facility (including supporting systems) where existing programs serve clients. A match of 15% or more is encouraged for all proposals for Existing Facilities. Requests for over \$100,000 require a minimum 15% match.

New Facility: A New Facility is defined as acquisition, or renovations of a facility to house a new or existing program in a new or adjacent space where the program had not been provided previously. A one-to-one match is required for all proposals for New Facilities.

Matching funds from other sources may include funding secured for predevelopment costs, site acquisition, design, permit fees, etc.

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, and
- 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 acquisition, 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.

COMPLIANCE WITH OTHER LAWS AND REGULATIONS

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.

Accessibility Requirements

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.

State SB854 Contractor Registration Program

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.

City's First Source Hiring Program

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.

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.

Applicability of Other Laws and Regulations by Funding Source

Requirement	Regulation Citation	General Fund
Accessibility	24 CFR Part 35 & Title 24 of the California Code	Required
State SB854 Contractor Registration Program	California Labor Code Chapter 1 of Part 7 (1771.1(a))	Required for projects in excess of \$1,000
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