



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

Edwin M. Lee
Mayor

Kate Hartley
Acting Director

REQUEST FOR PROPOSALS

HOUSING DEVELOPMENT GRANTS

CYCLE 1
OCTOBER 1, 2017
START DATE

DATE ISSUED:
DEADLINE FOR SUBMISSION:

Monday, August 14, 2017
Friday, September 8, 2017 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

NOTICE OF FUNDING AVAILABILITY

The Mayor's Office of Housing & Community Development (MOHCD) is pleased to announce the availability of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds for housing rehabilitation administration activities. These funds are available as part of Cycle 1 of MOHCD's semi-annual Request for Proposals (RFP) process for program year 2017-18. The two funding cycles mean proposals are accepted by MOHCD on an ongoing basis.

HOUSING DEVELOPMENT GRANTS	Cycle 1	Cycle 2
DEADLINES FOR SUBMISSION:	September 8, 2017	February 1, 2018
AWARD NOTIFICATIONS:	September 15, 2017	March 1, 2018
GRANT START DATE:	October 1, 2017	April 1, 2018

MOHCD reserves the right to adjust this schedule at its discretion.

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, August 16, 2017

1:00 p.m. – 2:00 p.m.

1 South Van Ness Avenue, 2nd Floor Atrium

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

September 8, 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.9). 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, 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.
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.
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:** Disbursement of federal funds under this RFP will be subject to requirements for federal environmental review under the National Environmental Policy Act (NEPA). Additionally, 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. **Relocation Requirements:** Applicants under this RFP are subject to the provisions of the federal Uniform Relocation Act (URA). Applicants should be prepared to notify all existing tenants of buildings being proposed for rehabilitation of the potential for their being displaced by the rehabilitation and their rights to relocation assistance. Funding requests, which would result in

any type of relocation, temporary or permanent, must be accompanied by a relocation plan acceptable to MOHCD.

3. **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.

4. **Federal Requirements for Outreach to Minority and Women Business Enterprises (MBE/WBE):** Applicants that receive CDBG funding will be required to conduct good faith efforts to outreach to MBEs and WBEs for contracting opportunities, in accordance with HUD outreach guidelines.
5. **HUD Section 3 Program:** HUD requires that when HUD financial assistance generates opportunities for contracting or employment, these opportunities must, to the greatest extent feasible, be provided to low-income persons and to businesses owned by or employing low-income persons. Applicants that receive CDBG funding will be required to conduct good faith efforts to outreach to certified Section 3 businesses and residents for contracting, subcontracting and employment opportunities, in accordance with HUD outreach guidelines. This requirement applies for contracts in excess of \$100,000.
6. **MOHCD's Small Business Enterprise (SBE) Program:** MOHCD's Small Business Enterprise (SBE) program promotes the participation of certified small businesses in federally-funded contracts by offering certain benefits that make their bids/proposals/qualifications more competitive than those submitted by larger businesses. Applicants that receive CDBG or HOPWA funds will be required to give preference to certified small businesses for contracting and subcontracting opportunities. The SBE program is required for professional services and general services contracts valued at and above \$110,000.
7. **Other Requirements for Housing Construction/Rehabilitation:** There are other federal, state and local requirements for the actual construction/rehabilitation activities, which are not eligible under this RFP. These requirements include the City's First Source Hiring Program, federal goals for female and minority participation, and federal and state labor standards.

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

Housing Development Grants awarded through this RFP will be supported by Community Development Block Grant (CDBG) or Home Investment Partnership (HOME) funds.

1. Community Development Block Grant (CDBG).

CDBG activities must meet at least one of following three national objectives:

- a. Principally benefit low and moderate-income persons.
- b. Eliminate slums and blight.
- c. Meet an urgent need (such as earthquake recovery).

Most, if not all, CDBG applications tend to qualify under the first objective. Under the low- and moderate-income national objective, program beneficiaries must be low- or moderate-income. CDBG regulations define a low- and moderate-income person as a member of a family that has an income equal to or less than the Section 8 low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose. For more information, please review the HUD income level chart on p.18 of this RFP.

2. Home Investment Partnership (HOME).

To receive HOME funds, an applicant must be certified as a Community Housing Development Organization (CHDO) by MOHCD. The purpose of the allocation of HOME funds for CHDO Operating Assistance is to provide general operating support and to support activities that result in the development of an affordable housing project. If the CHDO does not have an existing HOME-assisted project, MOHCD expects the CHDO to apply for HOME funds to support an affordable housing project within 12 months after a contract is signed for the CHDO Operating Assistance Funds awarded out of this RFP. In addition, this funding support is intended to assist organizations that can demonstrate a need for operating support. According to the Department of Housing and Urban Development (HUD) regulations, assistance for operating expenses in each fiscal year may not exceed 50% of the CHDO's total annual operating expenses for that year.

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.9). 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:

Friday, September 8, 2017	Proposals due to MOHCD by 5:00 p.m.
Friday, September 15, 2017	Agencies notified of award
Friday, September 22, 2017	Five day appeals period ends
Sunday, October 1, 2017	Grant term begins

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 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 Friday, September 22, 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

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 Friday, September 8, 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.
9. A separate proposal should be submitted for each funding source.

ELIGIBLE PROJECTS AND PROGRAM OBJECTIVES

CDBG Housing Development Grant (HDG) projects increase affordable housing opportunities for low- and moderate-income residents by developing affordable housing through rehabilitation or preservation. The goals for the FY 2017-2018 HDG program are to preserve and maintain the affordable housing supply through supporting housing rehabilitation administration activities related to the preservation of existing affordable rental housing. Proposed projects need to be either currently funded for rehabilitation/preservation work through MOHCD, show a current application under review in response to an MOHCD NOFA, or have previously been funded by MOHCD and have adequate reserves to fund the proposed scope of work.

Support through CDBG funds support only rehabilitation administration costs; actual costs for construction would be funded through separate MOHCD Notices of Fund Availability as such funds are made available. Support through HOME funds can more broadly support general operating costs related to an existing HOME-funded project as described on p.5 of this RFP.

Eligible Projects and Program Objectives: MOHCD has allocated CDBG and HOME funds for the following purposes:

1. **First preference will be given to rehabilitation or preservation work that will lead to compliance with the City's soft story seismic retrofit ordinance, which requires tier 3 buildings of 5 to 15 units which have not yet been retrofitted to submit a permit application by September 15, 2017.** The City's Department of Building Inspection offers a list of soft story properties and status by tier on their website, which can be found at <http://sfdbi.org/soft-story-properties-list>.
2. **Secondary preference will be given to general rehabilitation or preservation work that can be completed within 3 years.** Projects that have appeared on previous work programs for more than 2 years without demonstrated significant progress toward completion will be closely scrutinized for eligibility.

CDBG Project Design: Projects must demonstrate the following:

1. Projects should have milestones that are meaningful and measurable;
2. The work plan should reflect feasible outcomes that can accomplish the project objectives;
3. Adequate staff to carry out the project and to work with MOHCD staff in ensuring that all provisions in the grant agreement are met;
4. Leverage non-CDBG funds to the extent possible;
5. Satisfaction of prior work plan; and
6. Affordable housing development organizations that are applying for funds to rehabilitate properties for future use as affordable housing must submit a separate application for each project/address in your overall work plan (i.e. if an organization plans to work on and receive funding for four rehab projects during the grant year, there will need to be four (one for each project) applications submitted).

Program Dates: The City Charter requires that all grant agreements and contracts be executed and encumbered before services are rendered. Projects will begin on the grant start date and will be funded on a 12-month basis.

Indirect Costs for Federal Funds (CDBG, HOME): Grantees with a federally-approved indirect cost rate should submit documentation of the approved rate to MOHCD. For grantees without a federally-approved indirect cost rate, the maximum allowed indirect cost rate for Federal Funds (CDBG, ESG) is 10% of Modified Total Direct Costs (MTDC). MTDC excludes:

- Equipment
- Rent
- Capital expenditures
- Charges for patient care
- Tuition reimbursement
- Scholarships and fellowships
- Participant support costs -- direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects
- Sub-award (or subcontract to other nonprofits) amounts in excess of \$25,000

Note: Not all of these costs are eligible under the HDG program guidelines.

The first two items (Equipment and Rent) on the spreadsheet are separate line items in the GMS budget, while 3-8 will be included within line items such as Other, Travel or Contractual Services.

To calculate the MTDC, the excluded costs will be subtracted from the total direct costs, and then 10% of that modified amount will be allowed for indirect costs. MOHCD provides a spreadsheet tool, the MTDC Calculator, for calculating your allowable indirect cost based on MTDC.

Fund Restrictions: Funds for this program are to be used only for eligible rehabilitation administration costs (e.g. certain legal fees, certain relocation-related expenses, etc.). Hard construction costs are not eligible. Asset management costs are also ineligible. Other ineligible uses include stipends, food and beverage, advertising not associated with personnel recruitment, and entertainment expenses. Travel expenses should be for travel within the City of San Francisco. Other travel expenses will only be approved at the discretion of MOHCD staff.

Tenure Period: Projects funded through CDBG will be required to maintain eligibility over the period as determined by the underlying MOHCD loan documents that support the full rehabilitation work.

Awards: Award amounts will be based on the proposed budget and must be supported by the budget detail. The total grant award for any one agency will not exceed \$150,000 in combined CDBG and HOME funds. In no case will HOME funds to any one agency exceed \$50,000.

AGENCY CHECKLIST

Application Packet

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

- Proposal Cover Sheet (p.12)
- Board of Directors (p.13)
- Question Set (see p.14 for instructions)
- Program Budget Worksheet (p.17 and 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

DEADLINE FOR SUBMISSION:

by hard-copy original and USB drive copy

September 8, 2017

at 5:00 p.m.

One original and one USB drive copy of the completed proposal should 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

RFP QUESTIONS?

Malik Looper
(415) 701-5590
malik.looper@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 Site Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Primary Contact Person (if different):

Phone:

Fax:

Email:

Please select the funding source for which you are applying: CDBG HOME

Total Proposal Request: \$

Total Project Cost: \$

Total FY 2017-18 Projected Agency Budget: \$

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

Signature of Executive Director

Date

QUESTION SET

(Must not exceed 10 pages)

1. Describe the need your rehabilitation project will address and how it will benefit low- and moderate-income residents. Briefly summarize the request and include the proposed use of funds. If your building needs rehabilitation to comply with the City's soft story seismic retrofit ordinance, please state so. Provide the project's history that has led to this request. Include when the sponsor acquired the parcel(s), any previous requests for City financing for the same development project that would be funded by this request, and attempts to secure other financing. Also, specifically describe how your project will address the HDG goals to preserve and maintain the affordable housing supply through supporting predevelopment for preservation of existing affordable rental housing.
2. Describe the essential elements of your rehabilitation project, if applying for CDBG funding. Please include the following, if applicable:
 - Estimated number of people in target population citywide
 - Total number of people to be served through this particular project, regardless of funding source
 - Demographic profile of current residents in the building including AMI, race, etc.
 - Include an explanation of the need for relocation, whether it will be temporary or permanent, estimated duration on any temporary relocation, number of residents impacted.
 - Describe the accessibility of the existing building and the extent to which that accessibility will be upgraded as part of this rehabilitation scope.
 - Describe how project will be staffed. Number of staff members; percentage of time spent on project, etc.
 - Total number of people to be served through CDBG funds
 - Please describe how your proposed project aligns with the City's articulated objectives from the 2015-2019 Consolidated Plan. A copy of the Plan is located here: <http://sfmohcd.org/community-development-forms-and-documents>.
 - Please state whether or not this project will be completed within three years, and if not, why not
 - Describe how your rehabilitation project will leverage other city and non-city funds and to what extent you can show you have secured and/or identified prospective funding to complete the rehabilitation proposed.

For those agencies who do not have current active rehab projects, or who have a limited number of rehab projects, and are therefore interested in applying for operating support through HOME funding:

- Please list HOME-funded projects in San Francisco currently in your portfolio, including a description of each building and the number of low-income beneficiaries in each building.
 - Please attach CHDO certification letter from MOHCD.
 - Please describe how your request for operating support will benefit your HOME-funded project.
3. Please provide a detailed description of the building (number of units/floors, type of construction, year built, etc.) and other conditions that you plan to address with the proposed rehabilitation, including any existing violations of fire safety, seismic, building or health codes. If your building

needs rehabilitation to comply with the City’s soft story seismic retrofit ordinance, please state so. Please supply a list of all other conditions that may need repair, replacement, upgrading or rehabilitation but that you do not plan to address with this rehabilitation. This section does not apply to requests for HOME funds.

4. Please indicate the total numbers of units that will be rehabbed or will benefit from the project by the end of construction. This section does not apply to requests for HOME funds.
5. In addition to number of units to be rehabbed, you must also include the deliverables that will be accomplished within the proposed grant period (i.e. conduct feasibility study, submit tax credit application, secure funding commitment, obtain site control, dates for submitting and securing permits, dates for issuing notice to proceed, etc.). Each deliverable should be entered on a separate line. Please include a detailed performance schedule for achieving your deliverables. This section does not apply to requests for HOME funds.

Deliverable	Starting Date	Ending Date

6. Please enter the one-year total of funds requested.
 - Salary Detail: If you are requesting funds to pay for administrative salaries please indicate the title(s) and % of admin time in the justification box. If you are requesting coverage for indirect costs you may NOT request administrative salaries as part of your direct costs.
 - Contractual Services Detail: Subcontracting must follow federal procurement guidelines as outlined in MOHCD's Operating Procedures Manual and specifically in Form H.
 - Equipment Detail: Equipment purchases exceeding \$1,000 must follow the guidelines set forth in Form H. Equipment leases should be included under "Other" Detail.
 - Travel/Conference Detail: The Operating Procedures Manual requires agencies to consult their grant coordinator for out of town travel expenses.
 - Other Detail: CDBG funds CANNOT be used for stipends, food and beverage, and entertainment expenses. Political activities and advertising not related to recruitment are also disallowed budget items.
 - Indirect Costs for Federal Funds (CDBG, ESG): Grantees with a federally-approved indirect cost rate should submit documentation of the approved rate to MOHCD. For grantees without a federally-approved indirect cost rate, the maximum allowed indirect cost rate for Federal Funds (CDBG, ESG) is 10% of Modified Total Direct Costs (MTDC). MTDC excludes:
 - Equipment
 - Rent
 - Capital expenditures
 - Charges for patient care
 - Tuition reimbursement
 - Scholarships and fellowships
 - Participant support costs -- direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of

participants or trainees (but not employees) in connection with conferences, or training projects

- Sub-award (or subcontract to other nonprofits) amounts in excess of \$25,000

Note: Not all of these costs are eligible under the HDG program guidelines. The first two items (Equipment and Rent) on the spreadsheet are separate line items in the GMS budget, while 3-8 will be included within line items such as Other, Travel or Contractual Services.

To calculate the MTDC, the excluded costs will be subtracted from the total direct costs, and then 10% of that modified amount will be allowed for indirect costs. MOHCD provides a spreadsheet tool, the MTDC Calculator, for calculating your allowable indirect cost based on MTDC.

7. Please enter the following information about funding for the project:

Requested Funds for this Rehabilitation Administration Grant:	\$
Total Cost for this Rehabilitation Administration Project, including other funding sources, if any:	\$
Total Cost for Construction/Rehabilitation for this Project:	\$
Total Funding Secured for Construction/Rehabilitation for this Project:	\$

8. MOHCD's programs focus on our most severely distressed neighborhoods. The specific programs that would benefit from the funding you are requesting should therefore be based in and primarily benefit low-income residents of such neighborhoods. Identify the neighborhoods to be served and the % of your total clients from each neighborhood. The total percentage must equal 100%. Please refer to the map of MOHCD-defined San Francisco neighborhoods on p.18 of this RFP. For housing, homeless and shelter programs, please choose the neighborhood in which your facility is located.

MOHCD-Defined Neighborhood	% of Program Clients

PROGRAM BUDGET WORKSHEET

Line	Budget Item			Requested Amount from MOHCD	Total Program Budget
	Salaries & Wages	NAME & TITLE	Rate/Hr.		
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7	Total Salaries (Lines 1 thru 6)			\$	\$
Fringe Benefits	Item				
8		FICA		\$	\$
9		SUI		\$	\$
10		Workers Compensation		\$	\$
11		Medical Insurance		\$	\$
12		Retirement		\$	\$
13		Other		\$	\$
14	Total Fringe Benefits (Lines 8 thru 13)			\$	\$
Contractual Services	Item				
15				\$	\$
16				\$	\$
17				\$	\$
18	Total Contractual Services (Lines 15 thru 17)			\$	\$
Equipment	Item				
19				\$	\$
20				\$	\$
21	Total Equipment (Lines 19 thru 20)			\$	\$
Insurance	Item				
22				\$	\$
23				\$	\$
24	Total Insurance (Lines 22 thru 23)			\$	\$
Other	Item				
25		Travel & Conferences		\$	\$
26		Office and/or Program Space Rental		\$	\$
27		Office and/or Program Supplies		\$	\$
28		Telecommunications		\$	\$
29		Utilities		\$	\$
30				\$	\$
31	Total Other (Lines 25 thru 30)			\$	\$
Indirect	Total (no more than 15%)			\$	\$
TOTAL	(Line 7+14+18+21+24+31+Indirect)			\$	\$

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

