



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

REQUEST FOR PROPOSALS

LEGAL SERVICES:

- A. Immigration Legal Defense in the amount of \$1,710,000**
- B. Immigration Related Services in the amount of \$550,000**

Technical Assistance Workshop: Wednesday, May 24, 2017 10:00 – 11:00am

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, 5th 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.

Deadline for Proposal Submission: Friday June 9, 2017 5:00 p.m.

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

Attention: Julia Sabory

HAND DELIVERY RECOMMENDED

If you have any questions, contact Julia Sabory at (415) 701-5612 or julia.sabory@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 community-based organizations, preferably Community Based Collaboratives, to provide:

- A. **Immigration Legal Defense** in the amount of \$1,710,000; and
- B. **Immigration Related Services** in the amount of \$550,000.

Funding source for both grants is the San Francisco General Fund. The grant period will be from July 1, 2017 – June 30, 2018.

II. ELIGIBLE ACTIVITIES

- A. **Immigration Legal Defense** - Eligible activities include 1) Providing detained and non-detained representation in SF Immigration Court, 2) Supporting and participating in the Bar Association of San Francisco's Attorney of the Day program, and 3) Maintain legal roundtables where case strategy is developed, technical assistance is provided to partner agencies, and collective knowledge is leveraged to effectively represent SF residents.
- B. **Immigration Related Services** – Eligible activities include 1) 24-Hour Immigration and Deportation Defense Hotline to connect individuals and families impacted by ICE activity with support and services, 2) Immigration Education and Consultations for San Francisco residents within a range of diverse communities.

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

- 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 was a single agency.

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

B. Eligibility:

- Applicant’s programs must principally benefit low and moderate-income individuals and their families.
- Participants of Applicant’s programs must reside within the boundaries of the City and County of San Francisco.
- Applicants must be: (a) based in the City and County of San Francisco, (b) a 501(C)(3) non-profit corporation registered with the Internal Revenue Service, and (c) in good standing with the State of California’s Registry of Charitable Trusts.
- Successful applicants must comply with all applicable state and local laws and government regulations.

V. EVALUATION CRITERIA

1. The extent to which the applicant reflects a successful history of effectively serving the targeted populations. **20%**
2. The extent to which the proposed program meets the objectives, eligible activities, and program description outlined in the RFP. **25%**
3. The extent to which the proposal outlines specific, measurable and realistic outcomes for the targeted population and reflects best practices. **25%**
4. Extent to which applicant demonstrates a robust evaluation methodology. **10%**
5. Extent to which applicant demonstrates staff experience and expertise required to deliver successful programs as well as the budget accurately reflecting the proposal’s intent, activities and outcomes. **20%**

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 24, 2017, 10:00 – 11:00am,
1 South Van Ness Avenue, 5th Floor SF CA**

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, 2017	Proposals due to MOHCD by 5:00pm
June 16	Agencies notified of award
June 23	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 no later than 5:00p.m. Friday, May 19th 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:

Director of Community Development
Mayor's Office of Housing and Community Development
1 South Van Ness Ave., 5th 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. Reviewers will not consider text beyond the indicated text limitations and/or space provided.
- No handwritten proposals will be accepted. 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 and single spaced.
- 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, 5th Floor
Attention: Julia Sabory**

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 only*)

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

PROPOSAL COVER SHEET

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

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: _____

This Proposal is for the following Service Area and Proposal Title:

- A. Immigration Legal Defense – Total amount available: \$1,710,000
- B. Immigration Related Services - Total amount available: \$550,000

Total Proposal Request: \$ _____

Total FY 2017-2018 Projected Agency Budget: \$ _____

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

Signature of Executive Director

Date

PROPOSAL NARRATIVE

A. Immigration Legal Defense – Total amount available: \$1,710,000

(Must not exceed 5 pages)

1. **BACKGROUND AND NEED:** (2-4 paragraphs suggested)

This section should demonstrate a clear understanding of the realities faced by the target population and neighborhood.

- What specific barriers and challenges exist for your target population?
- Please describe your successful history effectively serving the target population?

2. **PROPOSED PROGRAM DESIGN:** (5-6 paragraphs suggested)

Please provide details about your program's objectives, design and implementation strategies.

- What is the proposed structure to achieve the three activities:
 - 1) Providing detained and non-detained representation in SF Immigration Court,
 - 2) Support the Attorney of the Day program, and
 - 3) Maintain legal roundtables where case strategy is developed, technical assistance is provided to partner agencies, and collective knowledge is leveraged to effectively represent SF residents.
- What other organization(s) will you partner with to ensure a full reach? Please describe the level of partnership, intensive or peripheral, and please include any City government entities and other institutions.

3. **ACTIVITIES AND OUTCOMES:** (3-4 paragraphs suggested)

This section should clearly describe the activities and outcomes for your proposed program and should reflect the program design and structure outlined above.

- Activity descriptions should be clear, specific and measurable.
- Your proposal should include the expected number of people to be served per activity, and the number of people expected to achieve the corresponding outcomes.
- You may select to include a schedule or calendar to illustrate your activities, a logic model, or another graphic that illustrates your program design.

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 implement a robust evaluation methodology?
- How will you communicate the impact of your program and reflections on success/challenges with your stakeholders and funders?

5. **ORGANIZATIONAL CAPACITY AND BUDGET:** (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.
- Provide a brief narrative for your budget; highlight any unique and substantial items reviewers should understand.

PROPOSAL NARRATIVE

B. Immigration Related Services – Total amount available: \$550,000

(Must not exceed 5 pages)

1. BACKGROUND AND NEED: (2-4 paragraphs suggested)

This section should demonstrate a clear understanding of the realities faced by the target population and neighborhood.

- What specific barriers and challenges exist for your target population?
- Please describe your successful history effectively serving the target population?

2. PROPOSED PROGRAM DESIGN: (5-6 paragraphs suggested)

Please provide detail about your program's objectives, design and implementation strategies.

- What is the proposed structure to achieve the two activities:
 - 1) 24-Hour Immigration and Deportation Defense Hotline to connect individuals and families impacted by ICE activity with support and services, and
 - 2) Immigration Education and Consultations for San Francisco residents within a range of diverse communities.
- What other organization(s) will you partner with to ensure a comprehensive approach? Please describe the level of partnership, intensive or peripheral, and please include any City government entities and other institutions.

3. ACTIVITIES AND OUTCOMES: (3-4 paragraphs suggested)

This section should clearly describe the activities and outcomes for your proposed program and should reflect the program design and structure outlined above.

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- Your proposal should include the expected number of people to be served per activity, and the number of people expected to achieve the corresponding outcomes.
- You may select to include a schedule or calendar to illustrate your activities, a logic model, or another graphic that illustrates your program design.

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 implement a robust evaluation methodology?
- How will you communicate the impact of your program and reflections on success/challenges with your stakeholders and funders?

5. Organizational Capacity and Budget: (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.
- Provide a brief narrative for your budget; highlight any unique and substantial items reviewers should understand.

PLEASE LIST YOUR BOARD OF DIRECTORS:

Name	# of Years on the Board	Affiliation/Occupation	Other Board Memberships
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MOHCD Program Budget Worksheet

Agency Name _____

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

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