



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

Mark Farrell
Mayor

Kate Hartley
Director

REQUEST FOR PROPOSALS

CAPITAL PROJECTS

APRIL 1, 2018
START DATE

DATE ISSUED:
DEADLINE FOR SUBMISSION:

Monday, February 12, 2018
Friday, March 2, 2018 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 Housing Opportunities for Persons with AIDS (HOPWA) funds for community facility acquisition and capital improvement projects.

Community Development Block Grant (CDBG)	\$750,000
Housing Opportunities for Persons with AIDS (HOPWA)	\$300,000
TOTAL	\$1,050,000

If any City General Funds become available, we reserve the right to use this procurement to allocate those funds to eligible capital projects as well. This RFP, however, does not include any Complete Neighborhoods, Housing Trust Fund, or SOMA Community Stabilization funds.

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, February 14, 2018

10:00 a.m. – 11:00 a.m.

1 South Van Ness Avenue, 5th Floor

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

March 2, 2018

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

The criteria for eligible projects can be found in the Eligible Projects and Program Objectives section of this RFP (p.8). Applicants must submit a separate proposal for each project.

II. ELIGIBILITY TO APPLY

1. The proposed program must achieve one of the following three overarching objectives identified in the 2015-2019 Consolidated Plan:
 - Families and individuals are stably housed.
 - Communities have healthy, physical, social and business infrastructure.
 - Families and individuals are resilient and economically self-sufficient.

For more information about these objectives, please review the [2015-2019 Consolidated Plan](#).

2. Applicants must be a 501(c)(3) nonprofit corporation; or 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; or be a government entity independent of the City and County of San Francisco.
3. The proposed project must be located in San Francisco.
4. Applicants (or fiscal sponsors) must be in good standing with the State of California's Registry of Charitable Trusts, where applicable.
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](#). 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 APPLICABLE LAWS AND REGULATIONS

1. **Proposition I (Citizens' Right to Know Act of 1998):** For certain types of proposed projects, your agency may be required to post a public notice prior to MOHCD's consideration of funding for the project, to allow interested persons the opportunity to bring their concerns to the attention of MOHCD prior to the approval of funding for the project. Public notice requirements under Prop I need to be implemented when a proposed project involves new construction, a change in use, or a significant expansion of an existing use at a specific location.
2. **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" of the National Historic Preservation Act, and/or Department of City Planning or Redevelopment Area Plan guidelines.

3. **Procurement:** Projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and contracting for goods and services. Specific standards and methods must be used for the solicitation of contractors for construction and professional services. The standards and methods depend upon the amount of the contract to be awarded. MOHCD funds cannot be used to pay for goods and services that have not been procured through a MOHCD-approved process.
4. **Federal Requirements for Outreach to Minority and Women Business Enterprises (MBE/WBE):** Applicants that receive CDBG or HOPWA funding will be required to conduct good faith efforts to outreach to MBEs and WBEs for contracting opportunities, in accordance with U.S. Department of Housing and Urban Development (HUD) outreach guidelines. This requirement applies to contracts in excess of \$10,000.
5. **HUD Section 3 Business 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 or HOPWA funding will be required to conduct good faith efforts to outreach to certified Section 3 businesses for contracting and subcontracting opportunities, in accordance with HUD outreach guidelines. This requirement applies to contracts in excess of \$100,000.
6. **HUD Section 3 Residents 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 or HOPWA funding must require that their contractors and subcontractors give preferences to low-income persons for training and employment opportunities, in accordance with HUD guidelines. This requirement applies to contracts in excess of \$100,000.
7. **Federal Goals for Female and Minority Participation:** For federal and federally-assisted construction contracts, goals for minorities and females are established as a percentage participation rate, established by the U.S. Department of Labor (DOL). Applicants that receive CDBG or HOPWA funding must require contractors to make good faith efforts to meet their goals.
8. **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. This requirement applies to professional services and general services contracts valued at and above \$110,000 and to construction contracts valued at and above \$600,000.
9. **MOHCD's Local Business Enterprise (LBE) Program:** MOHCD's Local Business Enterprise (LBE) program promotes the participation of certified local businesses in City-funded contracts by offering certain benefits that make their bids/proposals/qualifications more competitive than those submitted by non-local businesses. Applicants that receive non-federal funds will be required to give preference to certified local businesses for contracting and subcontracting

opportunities. This requirement applies to professional services and general services contracts valued at and above \$110,000 and to construction contracts valued at and above \$600,000.

- 10. Accessibility Requirements (24 CFR Part 35, and Title 24 of the California Code):** 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. 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. All projects will be subject to review and approval by the Mayor’s Office on Disability (MOD). Additionally, depending on the funding source, an architect’s certification may be required at the completion of project design and construction to certify all improvements were made are in accordance with local, state, and federal laws and regulations with respect to access for persons with disabilities.
- 11. 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.

Requirement	Regulation Citation	Application Threshold
State Labor Standards	California Labor Code Chapter 1 of Part 7 (commencing with Section 1720)	Required for projects in excess of \$1,000
Federal Labor Standards (for CDBG only)	Housing and Community Development Act of 1974 (Section 110), and 29 CFR Parts 1 and 3 through 8	Required for projects in excess of \$2,000

- 12. State SB854 Contractor Registration Program (California Labor Code Chapter 1 of Part 7 1771.1(a)):** 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 work 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. This requirement applies to projects in excess of \$1,000.
- 13. City’s First Source Hiring Program (SF Administrative Code Chapter 83):** The intent of the 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 and works with construction contractors to hire local residents for apprentice positions. Entry-level jobs are defined as those non-managerial positions that do not require education beyond a high school diploma (or equivalency) or 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.

- 14. **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.
- 15. **Religious or Political Activity:** Funds may not be used for religious purposes and/or political activity.
- 16. **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.
- 17. **Ineligible Reimbursements:** Funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.

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 and 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 City-funded projects within the agreed upon schedules and budgets, and full compliance with the terms of any previous grant and/or 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. 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 projects in alignment with the Eligible Projects and Program Objectives section of this RFP (p.8). MOHCD will make the final selection of applicant(s) to be awarded grant(s) under this RFP. The preliminary schedule for review and approval is:

Friday, March 2, 2018	Proposals due to MOHCD by 5:00 p.m.
Friday, March 9, 2018	Agencies notified of award
Friday, March 16, 2018	Five day appeals period ends
Sunday, April 1, 2018	Grant term begins

Note: MOHCD reserves the right to adjust the preliminary schedule at its discretion.

VI. 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, March 16, 2018. 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

ELIGIBLE PROJECTS AND PROGRAM OBJECTIVES

There is no maximum or minimum award amount. Funding support will be provided as grants.

For CDBG

Acquisition and 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 minimum period of five, ten, twenty or thirty years following the completion of construction or acquisition, according to the tenure period tables below.

For improvement of real property:

MOHCD Grant Amount	Tenure Period
Up to \$200,000	Five years
\$200,001 - \$500,000	Ten years
\$501,000 and above	Twenty years

For acquisition of real property:

MOHCD Grant Amount	Tenure Period
Up to \$200,000	Twenty years
\$200,001 and above	Thirty years

For HOPWA

All eligible projects must have received previous HOPWA funding; all units in the project must be HOPWA-eligible units.

Rehabilitation and repair funding is available for housing facilities that:

- Provide housing and services to persons with acquired immunodeficiency syndrome or related diseases who are low-income individuals and the person's family; and
- Maintain eligible services for a minimum period of ten or twenty years following the completion of construction, according to the tenure period table below.

For improvement of real property:

MOHCD Grant Amount	Tenure Period
Up to \$500,000	Ten years
\$500,001 and above	Twenty years

For funded projects that have an existing HOPWA loan, the tenure period will end on the later of the date set forth in the table above, or the date the HOPWA loan agreement expires.

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 include an agency's general administrative expenses, or costs that arise prior to certification of the grant agreement.

Ineligible project scopes of work include:

- New projects from an applicant with an ongoing capital project(s) funded by MOHCD;
 - Cultural facilities (museums, galleries, etc.) except when operating eligible programs within the facility;
 - 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 pre-development funding.
-

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.

Matching funds of 15% or more of the grant request is encouraged for all proposals for existing facilities. Existing facilities are defined as improvements to part or all of a facility (including supporting systems) where existing programs serve clients. Grant requests for over \$100,000 require a minimum 15% match.

A one-to-one funding match is required for all proposals for new facilities. 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.

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

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;
- 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.

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. Original signatures must be in blue ink on the original set.
3. Pages should be standard 8-1/2" by 11" with 1 inch margins. All copies should be double-sided and single-spaced.
4. Use the application checklist to ensure your package is complete. Do not bind proposals, or submit extra materials not requested.
5. 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, March 2, 2018.
6. A separate proposal should be submitted for each eligible project. Each proposal should stay within the parameters of eligible program objectives (see p.8-9).

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.14-16 for instructions)
- Supporting Documents (see p.17 for instructions)

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

March 2, 2018

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?

John Harris
(415) 701-5610
john.harris@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:

Email:

Primary Contact Person (if different):

Phone:

Email:

Total Proposal Request: \$

Total Project Cost: \$

Total FY 2018-19 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. **Summarize the proposed capital project, including how and which program(s) will directly benefit from the project.** *In your response, include:*
 - A description of how the proposed project meets one or more of the program objectives and/or priorities described on p.8 of this RFP; and
 - Any construction elements that are in line with LEED certified practices or support sustainable green building standards (if applicable).

2. **Indicate whether you are requesting funds for an Existing Facility or a New Facility.**
 - An Existing Facility is defined as improvements to part or all of a facility (including supporting systems) where existing programs serve clients. If you are requesting an Existing Facilities capital grant, proposals that show a 15% to 50% match will be most competitive. All Existing Facilities proposals requesting more than \$100,000 require a minimum 15% match. Is this match in place? If not, please indicate your plans and schedule for raising it.
 - A New Facility is defined as acquisition or renovation of a facility to house a new or existing program in a new or adjacent space, where the program had not been provided previously. If you are requesting a New Facilities capital grant, proposals must show a one-to-one match. Acquisition, design, permits and some additional expenses can be counted toward match. Have these funds been raised? If not, how will they be and what is the schedule? In addition, please describe the new program or program expansion that will be supported, including community support and the sources of funding for the new program or program expansion.

3. **Provide a detailed implementation schedule for the proposed capital project.** *In your response, include start and end dates for at least the following items:*

Item	Start Date	End Date
1. Establishing site control (e.g. owning, closing on a purchase, or establishing or extending a lease)		
2. Hiring an architect or other consultant		
3. Completion and approval of preliminary designs by the Mayor's Office on Disability (MOD)		
4. Applying for a building permit and license (if applicable)		
5. Bidding		
6. Construction		
7. Fundraising (if necessary)		

4. **Describe any construction training or experience that your current staff possesses to implement the proposed capital project.** *In your response, include:*
 - A list of capital improvement projects that your current staff has managed in the last 5 years, including scope, cost, funding source(s) and length of time to complete.

5. **Is there a long-term asset management or capital plan, including an operating and maintenance reserve, in place for the facility that will be acquired or improved?** *If the answer*

is 'yes', describe how this funding request fits into the plan. If the answer is 'no', describe your efforts to develop a plan and to ensure future resources for facility improvements.

6. Please enter the following information about the facility or site:

Owner of Facility:	
Facility/Site Size (Sq. Ft.):	
Number of Stories:	
Leased or Owned?	
If leased, how long is the lease and how much time remains?	
Total # of unduplicated clients served by program(s) within the facility to be improved:	

7. Please list the proposed improvement(s), along with the estimated cost of each and the program(s) that will benefit from each.

Proposed Improvement	Estimated Cost	Program(s) Benefiting from Improvement
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

8. Please enter the following information about funding for the proposed capital project:

1. Requested Funds for Construction only:	\$
2. Requested Funds for Architectural and/or Engineering: (not to exceed 15% of construction, and not available for new facilities)	\$
3. Total Requested Grant Budget (add 1+2):	\$
4. Total Project Cost, including other funding sources (if any):	\$

9. Describe the program(s) that will benefit from the proposed capital project. In your response, include:

- Any and all City investment in programming that will occur within the facility;
- How those programs will specifically support the goals and objectives outlined in MOHCD's [2015-2019 Consolidated Plan](#); and
- A description of the target population(s) and neighborhood(s) the program(s) will serve, including a projected income distribution using HUD income level categories (see p.18).

10. Complete the chart below for each program that would benefit from the proposed capital project. Using the last three columns, indicate how each program is eligible under HUD's low-income beneficiary requirements. Program eligibility can be established in only one of the following three ways. Removal of architectural barriers can be funded without association to an eligible program. Select from only one of the three columns for each program:

- % Determined Low-Income: A program that serves persons without regard to the area in which they reside and that collects and verifies data on family size and income so that it is evident that at least 51% of the program beneficiaries are low-income (see HUD Income

Levels chart on p.18). If you are using this column, please enter the % of program beneficiaries that are low-income;

- **Area Benefit:** A program is available to all the residents of an area, which is primarily residential and which at least 51% of the residents within the area is low- and moderate-income persons according to the most recent HUD income data. Please note that population-specific programs such as youth and child care programs cannot use area benefit. Note: If Area Benefit is selected, please submit additional documentation that includes a map showing the location of your facility and a description of the service area. The description may be based on street boundaries or census tract boundaries. CDBG applicants must indicate how you determine that the designated service area is the entire area served by the program.
- **Exclusive:** A program that exclusively serves one of the following groups that HUD presumes to be low-income: Abused Children, Elderly Persons, Battered Spouses, Homeless Persons, Severely Disabled Adults as defined by the Census Bureau, Illiterate Persons, Persons living with AIDS, and Migrant Farm Workers. If you are using this column, enter one of these groups.

Program Name	Program Description	# of Unduplicated Annual Clients	% Determined Low-Income	Area Benefit	Exclusive
1.					
2.					
3.					
4.					
5.					

11. Identify the neighborhoods served by the benefiting programs(s) and the % of clients from each neighborhood. Please refer to the map of MOHCD-defined San Francisco neighborhoods on p.18. For homeless and shelter programs, please choose the neighborhood in which your facility is located.

MOHCD-Defined Neighborhood	% of Program Clients
1.	
2.	
3.	
4.	
5.	
TOTAL	100%

SUPPORTING DOCUMENTS

12. The following supporting documents are required:

- *To Show Site Control*: Submit a deed or tax bill as evidence of ownership; if grant is provided, a deed of trust will be required later to secure the grant. If facility is leased, submit a copy of the lease; if grant is provided, lease would later be amended to provide security of grant terms and appropriate term.
- *To Show Owner's Approval*: If applicant does not own facility, provide owner's written approval for your agency to undertake the renovations.
- *To Show Plans*: If applicable, provide site plan, floor plans, or sketches showing areas of proposed improvements. If possible, provide in 8-1/2" by 11" format.
- *To Show Citations or Reports*: Submit Fire or Building Department citations, or inspection reports that support the funding request, if available.
- *To Show Matching Funds*: Submit documents evidencing source, use and amount, if currently secured.
- *To Show Construction Budget*: Submit cost estimates from design professional and/or contractor indicating the total construction budget.
- *To Show Design Budget*: Submit cost estimates from design professional or engineer.
- *To Show Annual Operating Budget*: Submit most recently approved annual operating budget that includes budget costs by program.
- *To Show Accessibility*: Submit a description of accessibility for the proposed space, and status of Mayor's Office on Disability review, if applicable.
- *To Show Capital Needs Assessment*: Submit the long-term capital needs assessment for the facility that will be improved, if available.
- *To Determine Income Eligibility*: If the HUD client income eligibility requirements would be established under % Determined Low-Income (see question 10), then a client file system must be maintained. Submit a sample of the blank form used in those files to document family size and income.
- *To Determine Area Benefit Eligibility*: If HUD's client income eligibility requirements would be established through the Area Benefit method (see question 10), submit a map showing the location of the facility with the service area clearly outlined. State how it is determined that the majority of the clients served reside within the designated service area. The Area Benefit method of establishing HUD income eligibility works by demonstrating that the majority of clients of a program live in an area that is determined by the current HUD income guidelines to be Low-Income or below. Area Benefit cannot be used to establish eligibility for child care, preschool or youth programs. For these, use the % Determined Low-Income method.

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

