# PROPOSAL INSTRUCTIONS

* Please be as succinct as possible. The question set section must be no longer than ten pages and double spaced, including the questions. Reviewers will not consider text beyond the indicated text limitations and/or space provided.
* No handwritten proposals will be accepted. Proposals must be typed or computer generated and double-spaced. The font must be at least 10.5 point.
* Pages should be standard 8-1/2" by 11" with 1 inch margins. All copies should be double sided and double 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.**
* 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**

# AGENCY CHECKLIST

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

[ ] Proposal Cover Sheet

[ ] List of Board of Directors

[ ] Question Set

[ ] Supporting Documents

[ ] Letters of Support

A minimum of three letters of support for neighbors or other neighborhood project beneficiaries

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

[ ]Articles of Incorporation, including all amendments

[ ]Organization by-laws, including all amendments

[ ]Evidence of Federal Tax Exempt 501(c) (3) status

**PROPOSAL COVER SHEET**

**Organization Information**

Organization Name:

Street Address: San Francisco, CA 941

Main Phone: Fax:

Executive Director: Telephone: x

|  |
| --- |
| Neighborhood Group Co-Sponsor Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ San Francisco, CA 941\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Program Location (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ San Francisco, CA 941 \_\_\_\_\_\_\_  Main Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_  Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_  Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  San Francisco City and County vendor number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Is a Community Based Organization applying as the fiscal agent for a neighborhood group that will take the lead in implementing the project? (Check Yes or No) [ ] Yes [ ] No

If Yes, for the Community Based Organization, fiscal agent, provide:

|  |
| --- |
| Community Based Organization Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ San Francisco, CA 941\_\_\_\_\_\_\_\_\_  Program Location (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ San Francisco, CA 941 \_\_\_\_\_\_\_  Main Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_  Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_  Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Residential Developer Co-Sponsor Name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ San Francisco, CA 941\_\_\_\_\_\_\_\_\_  Main Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive Director/Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_  Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_ |

|  |
| --- |
| Address of Residential development of five units or more within one half mile of the proposed project that is currently in the entitlement process or that was entitled for development within the last three years. (This is the development that qualifies the developer to partner with a community group or nonprofit organization to submit a Complete Neighborhoods grant application).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of entitlement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or  Date of anticipated entitlement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The Capital Project for which funding is being applied for is (check one)  [ ] New [ ] Partially Completed [ ] Expansion of an existing project |

**Project Information**

Project Name:

Project Site Address: San Francisco, CA 941

Indicate Neighborhood and Board of Supervisor’s District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Name: Telephone: x

Contact Person Fax: Email Address:

**Total Proposal Request: $ Total Project Cost: $**

**Total FY 2016-2017 Agency Budget: $**

**I certify that to the best of my knowledge, the information provided in this application is true:**

Signature of Neighborhood Group or Non Profit Date

Executive Director Co Applicant

Signature of Residential Developer Co Applicant Date

**Note:** Successful applicants will be required to execute and meet the provisions of a grant agreement. Additional documentation, including a work plan and a project budget, must be completed and approved by MOHCD prior to any funds being committed or spent. Financing is primarily on a cost-reimbursement basis. Successful applicants will be expected to participate in MOHCD’s online programmatic and financial reporting system. Expenses incurred prior to start of the contract are not eligible for reimbursement.

**LIST OF BOARD OF DIRECTORS**

Name Affiliation/Occupation List Other Board Memberships

**COMPLETE NEIGHBORHOODS**

**CAPITAL PROJECTS**

**QUESTION SET**

**Q1.** Project category applying for (Check One)

Parks and Open Space

[ ] Public park landscaping, furnishings and recreation equipment

[ ] Pocket parks and parklets

[ ] Neighborhood Gardens

Public Art

[ ] Murals

Streets, Sidewalks and Pedestrian and Bicycle Passages

[ ] Public right of way improvements including paving, furnishings and plantings (greening)

[ ] Pedestrian Safety

[ ] Safe Routes to Schools

Community Facilities, Buildings and Structures

[ ] Improvements to publically accessible community facilities including, but not limited to public libraries, schools and child care facilities and other publically funded, community centers

[ ] Historic Restoration

Environmental Remediation and Improvements

[ ] Environmental clean-up

[ ] Water conservation projects

[ ] Energy efficiency and renewable energy projects

Funding Level applied for (check one)

|  |  |  |
| --- | --- | --- |
| Check One | Level of Grant | Grant Range |
| [ ] | Medium Grant | $10,000 - $99,999 |
| [ ] | Large Grant | $100,000 - $300,000 |

**Q2.** Background and Need (2-4 paragraphs suggested)

Briefly explain the problem that the project is designed to address and how the proposed project will meet an existing need in the neighborhood and help to improve the environment and/or services in the neighborhood. To demonstrate neighborhood need, cite neighborhood needs identified in official City agency planning or strategy documents, and/or neighborhood needs identified through a City Planning development review process for a specific project or a set of projects.

For projects along Central Market, on Sixth Street, or in the Tenderloin, please reference the [Central Market/Tenderloin Strategy](http://investsf.org/neighborhoods/cmtlstrategy/) at <http://investsf.org/neighborhoods/cmtlstrategy/>

Proposals from this geographic area will be prioritized based on the criteria outlined in this RFP as well as according to how they align with the objectives articulated in the Strategy.  This includes but is not limited to the location of proposed projects within the 9 designated “action zones”.

**Q3.** Project Narrative (2-4 paragraphs suggested)

Provide a description of the proposed project. Describe expected neighborhood benefit, specific information about the target population, proposed activities and (where project users can be quantified) numbers to be served.

Provide a scope of work and time line for the project (Complete table below)

Provide a brief narrative of how you will implement the scope of work for the project. Be as specific as possible regarding the work plan, implementation steps, staffing plan, anticipated timeline, and deliverables.

|  |  |  |
| --- | --- | --- |
| **Item/Description** | **Starting Date** | **Ending Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Q4.** Community Benefit (2-4 paragraphs suggested)

Where applicable, describe what expanded or new services will be provided as a result of the project.

Describe how the project will help improve a neighborhood facility or the neighborhood environment for new and existing residents.

**Q5.** Organization Experience, Qualifications/Capacity (2-4 paragraphs suggested)

Provide a brief description of your organization, including mission, history and a list of programs.

Describe your organization’s experience related to the grant project area being applied for.

Describe the work you are currently doing in the neighborhood in which you are proposing to complete the project in or work you’ve done in the neighborhood previously, if any.

Identify the individuals who will work on this project on behalf of your organization. Include names, job titles, organization, skills and experience.

Identify the fiscal and data management staff of your organization or fiscal sponsor, and describe their experience and qualifications.

For grant requests greater than $30,000, provide a list of projects that have been completed by your organization or your fiscal sponsor in the last three years that demonstrate the ability to complete a large-scale physical improvement project, involving a more complex budget, timeline, and community outreach component (Attach documentation).

**Q6.** Site Designs, Drawings, and/or Diagrams

For greening or other capital projects, include site designs, drawings, and/or diagrams, a photograph of the site as it appears currently, a detailed description of where the project component(s) will be installed (including street address and cross streets) a description of how visible and accessible the project is to the public and a visual rendering of the proposed project. If visual examples of other similar projects or other work by the proposed artist are available, include them as well. Indicate the Improvement Area Size (sq. ft.) and project dimensions.

Provide a map of site location.

**Q7.** Accessibility (2-4 paragraphs suggested)

Will the plan assess and/or address access needs in the community including economic and physical access to community facilities and benefits?

Will the project site be open to the general public?

If no, explain who will have access to the project improvement(s).

If yes, indicate hours/days of access.

**Q8.** Sustainability (2-4 paragraphs suggested)

For projects involving “greening” or building, explain how the plan will address the use of sound ecological principles or how the project will use sound ecological principles (e.g., native landscaping, use of re-used and recycled materials, plans for waste removal during and after project, etc.).

For projects involving the permanent installation of greening and streetscape items, or other capital projects, provide a plan with actual or anticipated funding sources for ensuring the security and maintenance of the project for a minimum of five years. (Longer maintenance term preferred).

**Q9.** Collaborations (2-4 paragraphs suggested)

Describe substantive involvement by local community partners to leverage grant funds. (Include planned, in-kind contributions from residential developer co-applicants here).

Specifically state what contributions, financial or in-kind will be contributed by the project’s residential developer sponsor.

Describe how the project will help to bring members of the residential development community and the neighborhood together to develop and implement a project.

Will project neighbors and neighborhood residents help to implement the project?

If yes, how will neighbors and neighborhood residents help to implement the project?

**Q10.** Evaluation (2-4 paragraphs suggested)

Describe how you will evaluate the impact of the project. Include specific quantitative and qualitative measures where applicable.

**Q11.** Budget (2-4 paragraphs suggested)

Provide a brief narrative of how the project will be funded. Include any additional sources of the funding and in-kind and/or volunteer contributions.

Describe how CNP funding will be used and how it fits within the overall project budget and the organizational budget.

Provide a detailed project budget including specific line item expenses for which the CNP funding is requested, any other sources of project funding, and status (committed, funding or projected) of those other funding sources. For pending funding sources provide a timeline for securing those funds. Include evidence of other funding commitments.

Where applicable, include a

DESIGN BUDGET: submit cost estimates from design professional and/or engineer, and a

CONSTRUCTION BUDGET: submit cost estimates from a design professional and/or contractor indicating the total construction budget.

For design and construction costs use table Below:

|  |  |
| --- | --- |
| Requested Funds for Construction Only: | $ |
| Requested Funds for Architectural/Engineering | $ |
| Total Requested Grant Budget: | $ |
|  |  |
| Total Project Cost including other funding sources, if any (list anticipated additional sources and amounts : | $ |

**Q12.** Permits

List the permits required for the project.

**SUPPORTING DOCUMENTS**

The following supporting documentation is required:

* 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 copy of lease (if grant is provided, lease would later be modified to provide security of grant terms and appropriate term).
* OWNER’S APPROVAL: if applicant does not own facility, provide owner’s written approval for your agency to undertake the renovations.
* If the project is to be located on City-Owned property, attach proof of project(s) approval/permission from the authorizing Department
* PLANS: provide site plan, floor plans, or sketches showing areas of proposed improvements. If possible, provide in 8.5x11-inch format.
* CITATIONS, REPORTS: submit Fire or Building Department citations, or inspection reports that support the funding request, if available.
* MATCHING FUNDS: submit documents evidencing source and amount if currently secured.
* CONSTRUCTION BUDGET: submit cost estimates from design professional and/or contractor indicating the total construction budget.
* DESIGN BUDGET: submit cost estimates from design professional or engineer.
* ANNUAL OPERATING BUDGET: submit most recently approved annual operating budget that includes budget costs by program
* ACCESSIBILITY: submit a description of accessibility of proposed space; status of MOD review, if applicable
* CAPITAL NEEDS ASSESSMENT: Where applicable, (e.g., for proposed improvements to an existing building) and where available, submit the long-term capital needs assessment for the building that will be improved.

One original and three copies of supporting documents must be received with the proposal by MOHCD, Attn.: Brian Cheu at 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103.