

**MAYOR’S OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT**

**CITY AND COUNTY OF SAN FRANCISCO**

##### REQUEST FOR PROPOSALS – Capital Technical Assistance Projects

**December 2016**

**This is a continuous RFP for program years 2016-2017 and 2017-2018, for which proposals are accepted on an ongoing basis and will be reviewed according to the schedule listed in this document.**

One original and three copies of the completed proposal should be submitted to:

Mayor’s Office of Housing and Community Development

1 South Van Ness Avenue, 5th Floor

San Francisco, CA 94103

Attention: Brian Cheu

***HAND DELIVERY RECOMMENDED***

In addition, please e-mail a PDF of the completed application to [brian.cheu@sfgov.org](mailto:brian.cheu@sfgov.org) by that same deadline.

**REQUEST FOR PROPOSALS (RFP) OVERVIEW**

The Mayor’s Office of Housing and Community Development (MOHCD) announces that Community Development Block Grant (CDBG) funds are being made available to non-profit organizations to provide technical assistance to other non-profit organizations on capital projects, including affordable housing projects.

**Review Process and Schedule**

Proposals will be accepted on an ongoing basis for program years 2016-2017 and 2017-2018. MOHCD will review proposals and make funding available according to the following schedule. MOHCD reserves the right to adjust the schedule at its discretion.

|  |  |  |  |
| --- | --- | --- | --- |
| Proposals must be received by: | 2/1/2017 | 8/1/2017 | 2/1/2018 |
| Awards will be made by: | 3/1/2017 | 9/1/2017 | 3/1/2018 |
| For grants starting on: | 4/1/2017 | 10/1/2017 | 4/1/2018 |

All proposals received by 5:00 pm on the due date indicated above will be initially screened by a committee composed of MOHCD staff to determine completeness and eligibility. Ineligible proposals will be eliminated at this stage. MOHCD staff will evaluate all complete and eligible proposals and make funding decisions.

**Technical Assistance Workshops**

Questions on completing the application can be addressed at any of the technical assistance workshops that MOHCD will conduct. The technical assistance workshops will assist interested applicants in determining eligibility and completing the required elements of the proposal package. Potential applicants are highly encouraged to attend one of the workshops before submitting an application, as this is a new process for funding Capital Projects. A workshop was recently held on December 12, 2016 for the cycle in which proposals are due on February 1, 2017. Two more workshops will be held prior to the other two proposal due dates. The dates for those workshops are to be determined.

The meeting room is wheel chair accessible. If you need translation services, a sign language interpreter, or any other accommodations, please call 415-701-5598 at least 72 hours in advance. For speech/hearing impaired callers, please call TYY/TDD 415-701-5503. For information on MUNI routes, please call 415-673-6864.

**Protest Procedures**

Protest of Non-Responsiveness Determination

Within five business days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award the grant, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

Delivery of Protests

All protests must be received by 5:00 p.m. of the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest. Protests must be delivered to:

Brian Cheu, Director of Community Development

Mayor’s Office of Housing and Community Development

1 South Van Ness Ave., 5th Floor  
San Francisco, CA 94103

**GENERAL REQUIREMENTS**

**Alignment with 2015-2019 Consolidated Plan**

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

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

For further background information, please review the 2015-2019 Consolidated Plan at

<http://www.sfmohcd.org/index.aspx?page=1346>.

**Eligible Applicants**

Eligible applicants include:

* 501(c)(3) registered non-profit corporations, or have a fiscal sponsor with a (501)(c)(3) tax status, with proposed program based in San Francisco; The organization with 501(c)(3) tax status must be in good standing with the State of California’s Registry of Charitable Trusts; Capital Projects applicants may include a limited partnership whose managing general partner is a 501(c)(3) non-profit corporation;
* Churches and religious organizations that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS; and,
* Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco’s government.

All community-based organizations must become City-approved vendors before receiving funding. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. The City’s Office of Contract Administration offers all of the necessary forms on their website, which can be found at <http://sfgsa.org/index.aspx?page=4762>. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.

**Organizational Capacity**

The applicant agency must demonstrate by its history and track record that it can efficiently and effectively administer programs to achieve desired outcomes. There should be evidence of the ability to fundraise. The proposal should demonstrate a logical relationship between the organization, its mission, and the proposed project. Agencies that have been suspended or were unable to successfully complete a MOHCD program or project during the period of July 2012 through June 2015 must provide additional supportive information on enhanced ability to manage/implement projects. Funding preference is given to agencies demonstrating superior performance and the ability to leverage funds from non-City sources.

MOHCD will consider the applicant’s prior performance including timely completion of previous projects supported by City funds within the agreed upon schedules and budgets, and full compliance with the terms of any previous grant/financing agreements, including the timely submittal of Monthly Project Updates, Annual Monitoring Reports and payment of residual receipts if applicable. MOHCD will not proceed with a funding recommendation until the applicant is in compliance.

**Board of Directors**

The applicant agency should have a Board of Directors with a minimum of 7 members. The Board and staff must have broad based experience and skills to satisfactorily manage and guide the organization. The Board of Directors must provide vision, oversight and direction to the organization. The Board of Directors should include San Francisco residents or demonstrate knowledge of the needs of low and moderate income San Franciscans. Representation on the board of low income residents and from the target neighborhood and/or population is encouraged.

**Funding Source**

Capital Technical Assistance Projects will be supported by Community Development Block Grant (CDBG) funds.

Community Development Block Grant (CDBG)

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

1. Principally benefit low and moderate-income persons; OR,
2. Eliminate slums and blight; OR,
3. 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 in the RFP Attachment.

Technical Assistance must be for capital projects that will improve the infrastructure and physical environment of San Francisco neighborhoods, especially in those neighborhoods with high concentrations of low- and moderate-income residents; or for affordable housing projects in San Francisco.

**ELIGIBLE PROJECTS AND PROGRAM OBJECTIVES**

**Eligible Projects**

Technical Assistance services to non-profit agencies in the following areas:

* Owner representative and project management services to help non-profit organizations to implement MOHCD-funded capital improvement projects;
* Asset reserve analyses and/or capital needs assessments to non-profit organizations that own their facilities; These analyses and assessments will allow non-profit organizations to plan for the long term maintenance and viability of their facilities, thus helping to insure the physical integrity of affordable community spaces where services can be provided to low-income households;
* Architectural and engineering services to non-profit organizations for capital improvements to community facilities that serve low- and moderate-income residents and that are open to the general public during normal hours of operation;
* Architectural and engineering services to non-profit developers of MOHCD-funded affordable housing development projects; and,
* Cost reasonableness determinations for CDBG- and HOPWA-funded capital projects.

**Program Objectives**

Technical assistance applications must demonstrate that:

* The projects that will benefit from the technical assistance will benefit those communities prioritized in the 2015-20 Consolidated Plan; and/or
* The technical assistance will directly benefit an organization’s program that is currently supported by CDBG funding. If technical assistance will be provided to an agency that is not currently receiving CDBG funding, an agency or collaborative must show how it will benefit those eligible communities.

**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 Expenses**

Agencies may request a rate up to15% for administrative/indirect expenses without an accompanying budget justification. Agencies may choose to request an administrative/indirect rate up to 20%. Any requested rate above 15% must include a detailed explanation, including the agency’s administrative expense percentage and the agency’s program expense percentage as stated in the agency’s most recent audited financial statements.

**Fund Restrictions**

Funds for this program are to be used only for technical assistance services, including architectural design and engineering costs. Actual capital costs are not eligible under this program area. 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 the MOHCD staff.

**Awards**

No maximum or minimum. For architectural and engineering services, a typical Technical Assistance grants will range between $30,000 and $50,000. For owner representative services, a typical grant will range from $30,000 to $100,000. For asset reserve analyses services, a typical grant will range from $100,000 to $150,000.

**COMPLIANCE WITH OTHER LAWS AND REGULATIONS**

**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.

**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.

**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.

**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.

**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 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.

**Other Requirements for Capital Projects**

There are other federal, state and local requirements for the actual construction/rehabilitation activities, which are not eligible under this RFP. These requirements include relocations requirements, the City’s First Source Hiring Program, federal goals for female and minority participation, and federal and state labor standards.

**RFP ATTACHMENT**

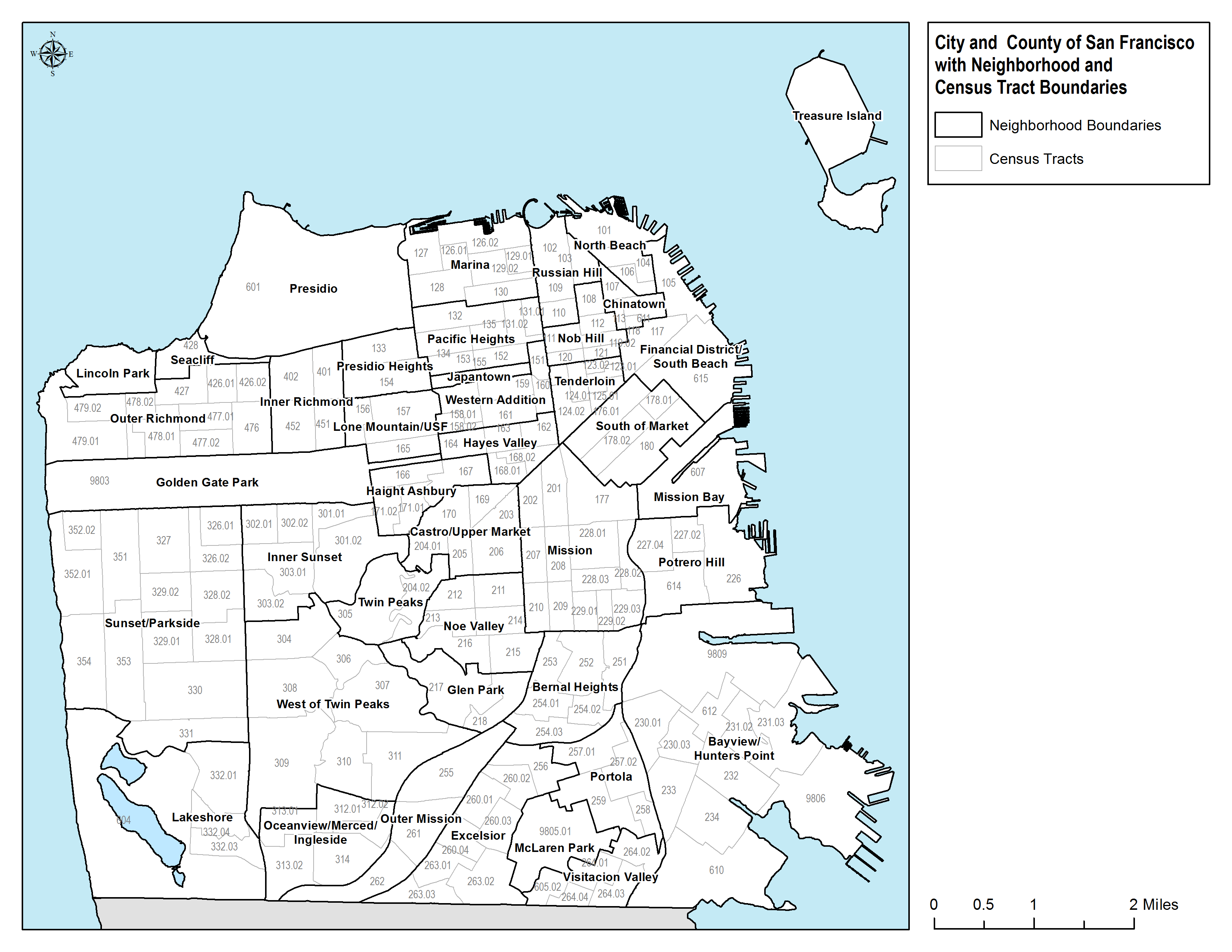
**FY 2015 HUD Income Level Chart**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Family of:** | **1 person** | **2 persons** | **3 persons** | **4 persons** | **5 persons** | **6 persons** | **7 persons** | **8 persons** |
| Extremely Low Income | $0 – 24,650 | $0 – 28,150 | $0 – 31,650 | $0 – 35,150 | $0 – 38,000 | $0 – 40,800 | $0 – 43,600 | $0 – 46,400 |
| Low Income | $24,651- 41,050 | $28,151- 46,900 | $31,651- 52,750 | $35,151- 58,600 | $38,001- 63,300 | $40,801- 68,000 | $43,601- 72,700 | $46,401- 77,400 |
| Moderate Income | $41,051- 65,700 | $46,901- 75,100 | $52,751- 84,500 | $58,601- 93,850 | $63,301- 101,400 | $68,001- 108,900 | $72,701- 116,400 | $77,401- 123,900 |
| Above Moderate Income | $65,701  or greater | $75,101 or greater | $84,501 or greater | $93,851 or greater | $101,401 or greater | $108,901 or greater | $116,401 or greater | $123,901  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**

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