AFRICAN AMERICAN COMMUNITY STABILIZATION

_____

REQUEST FOR PROPOSALS

Spring 2020

RELEASED

April 27, 2020

PROPOSALS DUE

May 15, 2020
at 5:00 p.m.

TABLE OF CONTENTS

INTRODUCTION

The Mayor's Office of Housing and Community Development (MOHCD) recognizes the oppressive history of racial injustice, especially in housing and community services, the structural inequities that remain today, and the trauma those inequities perpetuate. We achieve racial equity when race no longer determines one's socioeconomic outcomes.

In recognition of profound need, this Community Stabilization Request for Proposals (RFP) was created as a vehicle for awarding grants to nonprofit organizations that provide essential and high-quality services to African American residents and historically black neighborhoods.

For hundreds of years, from the very founding of the United States of America, slavery and structural, institutional and interpersonal racism have worked to oppress African Americans throughout this country. In San Francisco, like many other urban areas, harmful, discriminatory policies and practices, including redlining, urban renewal and redevelopment, have created racial inequities that disproportionately impact African Americans. Opportunity gaps for San Francisco's African American community include: housing and income inequality, poor education and health outcomes, overrepresentation in criminal justice and homeless populations, and outright displacement.

In spite of these historic and persistent racial inequities, African American San Franciscans, and the nonprofit organizations who serve and work alongside them, remain resilient. African American-led and serving nonprofits are a critical resource in reversing the tide of African American outmigration, and preserving heritage, culture, health, wellness and hope.

At MOHCD, in collaboration with the African American community, we are committed to overcoming past discriminatory practices in housing and resource allocation so all San Franciscans have equitable access to housing, services, economic inclusion and stable communities. At this very moment, with clear racial disparities in COVID-19 cases, testing and deaths, this RFP is urgently needed to address the needs and recovery of African American residents, historically black neighborhoods, and the organizations that serve them.

Brian Cheu
Director, Community Development

REQUEST & ELIGIBILITY CRITERIA

MOHCD is seeking grant proposals from nonprofit organizations located in and/or serving historically African American San Francisco neighborhoods, including Bayview Hunters Point, the Fillmore, OMI, Potrero Hill, Visitacion Valley, and Western Addition.

This RFP will provide up to $1,000,000 in total annual grant funding. All grant awards will be setup initially through a three-year contract, from July 1, 2020 through June 30, 2023, with an option by MOHCD for a two-year extension to June 30, 2025. The final terms and conditions of each grant are subject to negotiation.

Grant proposals must request funding for the monthly reimbursement of direct and indirect costs related to providing one or more of the services listed in the Service Options section of this RFP (starting on page 5).

You are eligible to submit a grant proposal if you meet all the following criteria:

1. You are (or you have a fiscal sponsor that is) a nonprofit, public benefit corporation tax exempt under Internal Revenue Code 501(c)(3) as a public charity. Note: we may make certain exceptions for 501(c)(4) and 501(c)(6) nonprofit organizations, as well as churches and religious organizations whose programming aligns with the charitable purposes designated for 501(c)(3) status. However, no City agencies or departments may apply for funding under this RFP.

2. Your service site is located within a historically African American San Francisco neighborhood, such as Bayview Hunters Point, the Fillmore, OMI, Potrero Hill, Visitacion Valley, or Western Addition, and/or your service primarily serves residents from those neighborhoods.

3. At least 50% of your projected service participants are African American.

4. You (or your fiscal sponsor) submitted an eligible proposal under either the Community-Based Services strategy, or the Convening and Collaboration strategy of MOHCD's 2020-2025 Community Development Services RFP, but your organization was not recommended for funding.

5. If funded, you will participate in a monthly convening of grantees from this RFP, which will be facilitated by MOHCD.

SERVICE OPTIONS
1 - 4

Applicants must propose to provide services to African American residents of historically African American San Francisco neighborhoods, such as Bayview Hunters Point, the Fillmore, OMI, Potrero Hill, Visitacion Valley, and Western Addition. Applicants may request up to $200,000 for each eligible project. We anticipate funding between 5 and 13 projects through this RFP.

Grant proposals must request funding for the monthly reimbursement of direct and indirect costs related to providing one or more of the following ten (10) services:

1. Life Skills Training
Client receives individual (including mentorships), group or online training in communication, time management, problem solving, planning, leadership development, digital literacy, and/or other life skills needed to effectively navigate community, educational and/or workplace environments and challenges.

2. Academic Skills Training
Client receives individual (including tutoring), group or online training, workshops or assistance with academic subject matter that leads to high school diploma attainment, GED and/or enrollment in post-secondary programs.

3. Workplace Skills Training
Client receives workplace skills training that removes basic barriers to employment and leads to further training opportunities through Office of Economic and Workforce Development (OEWD) sector-specific job training programs, or to other City and non-City job training programs. MOHCD will not fund projects that provide job training or placement, but rather ones that remove barriers and prepare clients for enrollment and success in formal job training programs.

4. Enhanced Information and Referral
Client receives assistance with navigating a range of options to make the most informed service decisions, and is connected to an appropriate referral service that allows them to care for themselves, or work to overcome setbacks. Enhanced information and referral is provided in response to a specific client request.

Enhanced information and referral includes information giving and sharing, appropriate service referral, and advocacy. In addition, these services ensure that the client is aware of the opportunities available to them, and establishes adequate follow-up procedures (within two weeks of referral) with the goal of ensuring the client successfully connects to the service(s) needed.

SERVICE OPTIONS
5 - 7

5. Service Connection

Service connection involves assessing needs and providing resources or referrals to clients on an "as needed" basis. Service connectors assess clients' immediate goal(s) and provide different types of resources or referrals to an individual or family depending on their in-the-moment needs.

Service connection may also include community engagement activities, such as community outreach and enhanced information and referral. Unlike case management, service connection does not focus on assessing or addressing the recurrent or root issues of challenges clients may experience.

6. Short-Term Case Management

This is not intended to be intensive or clinical case management, but rather shorter-term case management which results in an attainable, goal-oriented Individual (or Family) Service Plan (ISP). It includes a client intake process to assess needs, individual or family services planning, regular meetings and follow-up with the client, and enhanced information and referral and/or placement in services.

The service meets clients where they are based on the origin of need. It helps clients take small, achievable steps (based on the client's capability) to fulfill their needs and build their skills towards achieving self-sufficiency. Staff track progress toward ISP goals through follow-up and make plan adjustments as needed. They assist clients with meeting the goals outlined in the ISP by providing information and referral to other services as appropriate.

Clients who require long-term or intensive case management services can be referred out to another service provider that specializes in more intensive case management.

7. Case Coordination

Case coordination allows staff to coordinate and support a client who has multiple service providers with the implementation of different ISPs. Case coordination prevents duplication and excessive demands on the client, and streamlines the coordination of different resources.

Staff convene case consultation meetings or phone conferences with service providers to develop a case coordination plan, which is shared with the client as a roadmap for how to effectively meet their service goals.

SERVICE OPTIONS
8 - 10

8. Community Events
Community events are developed and organized at specific housing developments to support residents' needs, to embrace cultural diversity, and to celebrate life.

Through participation in these events, residents strengthen their community and embrace the importance of engagement and leadership.

9. Targeted Outreach
Targeted outreach at specific housing developments increases awareness and encourages residents and families to participate in on-site activities that focus on housing stability, economic mobility and job readiness, education, health outcomes, and safety.

10. Convening and Collaboration
Whether bound by a shared identity, geography or values, people should have the resources necessary to engage with one another, with local government, institutions and businesses, and with their public spaces. This service removes barriers to convening and collaboration so communities can transform themselves in new and positive ways.

Grant funding will support the formation and ongoing maintenance of groups of people working together to accomplish one or more of the following community benefits:

- Identify community needs and gaps in services
- Share resources (including small grants for community-led projects)
- Develop approaches and solutions to critical community issues, such as the need to heal recurring trauma experienced by residents
- Advocate for policies and practices that benefit their community
- Develop community leaders and authentic voices
- Improve communication between residents and institutions

Groups must be comprised of one or more nonprofit organizations, along with residents and other critical stakeholders. They may come together around a shared identity and/or geography. As part of its convening and collaboration, groups must embrace and foster the principles of equity and healing so all members feel safe and respected.

APPLYING

If you meet the Eligibility Criteria (see page 4), you are welcome to submit a grant proposal. If you have any questions, please email them to malik.looper@sfgov.org.

Here are the instructions for submitting a proposal:

1. You must email your proposal to MOHCD. Send your complete proposal packet to CommDevRFP@sfgov.org. Emailed proposals will be determined as undelivered and non-responsive if the email is time-stamped at 5:01 p.m. (or after) on the submission deadline date. It is the responsibility of applicants to ensure email delivery prior to the submission deadline.

2. Your proposal packet must consist of the following information:

   - Proposal Cover Sheet (page 9)
   - Project Budget (page 10)
   - Proposal Narrative (page 11 and 12)

3. The Proposal Cover Sheet and Project Budget are posted in Word and Excel formats, respectively, on https://sfmohcd.org/community-development-funding-opportunities for your convenience.

4. For your Project Budget, include budget items for the first 12 months of the grant, starting July 1, 2020, for both your grant proposal and your full program.

PROPOSAL COVER SHEET

(If legible, you may hand write this part of the proposal)

Agency Name (or Fiscal Sponsor Name):

Street Address:

City:

State: Zip Code:

Main Phone:

Program Name:

Program Description (one-liner):

Program Street Address (if different):

City:

State: Zip Code:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

Grant Applying for: **African American Community Stabilization RFP**

Total Grant Proposal Request (may not exceed $200,000): $

Program Type: ☐ New   ☐ Existing, no service expansion   ☐ Existing, service expansion

Total FY 2019 or FY 2020 Agency Budget: $

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

Signature   Date

PROJECT BUDGET WORKSHEET

AGENCY NAME:	
PROJECT NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Grant Request	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Project Budget
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Total Salaries & Wages			$ -	$ -	$ -	$ -	$ -
Fringe Benefits	Item							
	FICA							$ -
	SUI							$ -
	Workers Compensation							$ -
	Medical Insurance							$ -
	Retirement							$ -
	Other							$ -
	Total Fringe Benefits			$ -	$ -	$ -	$ -	$ -
Contractual Services	Item							
								$ -
								$ -
								$ -
	Total Contractual Services			$ -	$ -	$ -	$ -	$ -
Equipment (including leasing)	Item							
								$ -
								$ -
	Total Equipment			$ -	$ -	$ -	$ -	$ -
Insurance	Item							
								$ -
								$ -
	Total Insurance			$ -	$ -	$ -	$ -	$ -
Other	Item							
	Travel							$ -
	Office and/or Project Space Rental							$ -
	Office and/or Project Supplies							$ -
	Telecommunications							$ -
	Utilities							$ -
								$ -
	Total Other			$ -	$ -	$ -	$ -	$ -
Indirect	Total Indirect (no more than 15%)							$ -
	TOTAL			$ -	$ -	$ -	$ -	$ -

APPLYING

5. Please answer the following questions in your Proposal Narrative. Your answers should not exceed 8 total pages. We will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2" by 11".

Target Population

1. Describe the target population(s) within San Francisco's African American community and/or historically African American neighborhoods you will serve with this proposed program, your experience serving them, and their key needs.

    You can reference publicly available data, such as the Census Bureau's American Community Survey, to help illustrate the need.

Program Design

2. Describe your proposed program, including the activities or types of services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, and best practices). Explain how your model removes barriers to intergenerational wealth, self-sufficiency and resiliency for African American households and/or historically African American neighborhoods.

3. Describe your proposed program's approach to identifying, recruiting, enrolling and retaining its target population and how this approach considers participants' culture, heritage, health and wellness.

4. Describe the staffing plan for your proposed program, including all leadership, direct service and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired. For existing staff and Board members, describe their ties to San Francisco's African American community and/or historically African American neighborhoods.

5. Describe any established and/or mutually proposed partnerships this program will maintain with government agencies and city systems. Also describe relationships with trusted partners and service providers, including their added

APPLYING

benefit to the program and how they directly address the needs of San Francisco's historically African American neighborhoods and/or African American community citywide.

6. Describe your agency's experience providing these types of services, including how long the services have been provided, and any specific successes and challenges you have experienced.

Program Impact

7. Describe how you will measure the quantity, quality and impact of your proposed program on African American participants and/or historically African American neighborhoods. Provide estimated annual targets for each measure (i.e., output or outcome) you choose to highlight.

8. What processes and systems does your agency have in place to evaluate services, program quality and impact? Describe how your agency uses data to improve its delivery of services, both for the agency overall and for this proposed program.

Processes may include a Results Based Accountability (RBA) framework and/or pre and post assessments. Systems may include a Salesforce client management system and/or Excel.

Agency Approach

9. Describe how African American culture, heritage, health and wellness inform your identity as an agency. Provide examples.

Capacity Building

10. Beyond those addressed directly by this grant proposal, what are the top three needs of your organization? What are the top three strengths or assets?

Your response to this question will not be scored. It gives us information to inform our capacity building investments to potential grantees in the future.

SCORING

Grant proposals that meet our Eligibility Criteria (see page 4) will be scored, ranked and receive a funding recommendation based on their ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be further reviewed.

Eligible proposals will be read and scored by reviewers with relevant programmatic expertise, as well as knowledge, awareness, relationships and/or lived experience with San Francisco's African American community.

Before reading proposals, reviewers will be trained by MOHCD on the goals and requirements of the RFP. Each reviewer will use a rubric provided by MOHCD to assign a preliminary score between 0 and 100 points to each proposal they read. The point value of each section in the scoring rubric is above.

MOHCD will average the preliminary scores for each proposal to generate its final score. Final scores allow MOHCD to develop a final ranking of eligible proposals.

Proposal Section	Point Value
Target Population	20
Program Design	40
Program Impact	30
Agency Approach	10

MOHCD staff will then allocate funds to those proposals until no dollars are left. Once this step is complete, MOHCD will have generated a list of preliminary funding recommendations for the RFP.

To ensure our funding recommendations can reasonably achieve our goals for this RFP, MOHCD staff will conduct a final review of the entire proposed portfolio. As a result of this final review, MOHCD may make additional adjustments to our proposed list of grants. After completing these adjustments, we will have generated a final list of grants to be funded through this RFP.

TIMELINE

We are committed to providing as much clarity as possible during this RFP process. Submit your questions about the RFP in writing to malik.looper@sfgov.org, or at the optional Pre-Submission Webinar. We will publish all questions and answers by Friday, May 8, 2020. The following dates are estimates and may be subject to change.

RFP Issued	Monday, April 27, 2020
Pre-Submission Webinar (optional) *(Virtual via Zoom; information to follow)*	Thursday, April 30, 2020 3:30 p.m. to 4:30 p.m.
Question Submission Period Ends	Thursday, May 7, 2020 at 5:00 p.m.
Answers to Questions Posted	Friday, May 8, 2020
Proposals Due	**Friday, May 15, 2020 at 5:00 p.m.**
Non-Responsive Proposals Notified	Friday, May 22, 2020
Grant Award Letters Sent	Friday, June 26, 2020
Appeal Period Ends	Monday, July 6, 2020
Grant Negotiation Begins	Thursday, July 9, 2020
Grant Term Start Date	Wednesday, July 1, 2020

APPEAL PROCEDURE

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Criteria (see page 4). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting written notice to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

If your proposal was not selected for an award after the scoring process, we will inform you. If you disagree with our decision, you may file a formal appeal within five (5) business days of the award announcement. We must receive the appeal on or before the fifth business day.

We will only accept appeals of non-responsiveness or an award decision in writing and in hard copy (i.e., email will not be accepted). The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must sign the appeal.

The appeal must cite all applicable laws, rules, procedures or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal.

You must submit your hard copy appeal 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. You bear the risk of non-delivery within the deadlines specified if you use a mail service.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal. We will attempt to resolve the appeal during this meeting.

Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

Mayor's Office of Housing &
Community Development (MOHCD)
www.sfmohcd.org