



REVISED: SEPTEMBER 11, 2019

BOARD & MAYOR DISCRETIONARY GRANTS REQUEST FOR PROPOSALS

**October 1, 2019 – June 30, 2020
GRANT TERM**

We invite you to submit proposals for the following grant opportunities:

Program Area	Total Funding	Grants
Eviction Prevention & Housing Stabilization	\$3,900,000	9
Access to Civil Justice	\$1,180,000	3
HIV Supportive Housing	\$1,000,000	1
Access to Opportunity	\$905,000	8
Access to Housing	\$550,000	3
Organizational Capacity Building	\$135,000	3
Community Building	\$126,000	1
TOTAL	\$7,796,000	28

Go to the next page to learn more about what we would like to fund.

DATE ISSUED: Monday, August 26, 2019
PROPOSAL DUE DATE: Friday, September 20, 2019 at 5:00 p.m.

ELIGIBLE GRANTS

We have listed eligible grants below. Under each grant, we describe in more detail what we would like to fund. Applicants must submit a separate proposal for each grant. We reserve the right to award more than one grant to an agency or group of agencies. We may also elect to fund more than one proposal per grant, depending on the scopes of work and amounts requested. Next to each grant title, we list the Maximum Grant Amount. Budget this amount over a 9-month period, from October 1, 2019 through June 30, 2020. Where applicable, we will indicate if the grant can be renewed beyond June 30, 2020.

EVICTION PREVENTION & HOUSING STABILIZATION

Community Needs Statement

More than 65% of San Francisco households are tenants, and San Francisco's rental housing market is the most expensive in the U.S. One out of every three tenant households have severe housing problems. Severe housing problems range from lacking basic habitability (including incomplete kitchen and/or plumbing facilities) to living in overcrowded housing (i.e. more than 1.5 persons per room) to having severe rent burdens (i.e. 50% or more of household income goes toward rent). More than 76% of San Francisco's rental housing stock (or 172,400 units) is rent-controlled. However, state law prohibits vacancy control, which means that when a tenant household is displaced from their rent-controlled home, the rental unit they vacate resets to market-rate rent. This creates a financial incentive for landlords and residential displacement that pushes lower-income, longer-term residents out and replaces them with higher-income, more recent residents. Furthermore, these displaced households are not only displaced from their home, they are also left to contend with finding housing in the most expensive rental housing market in the country. These displaced households, particularly lower-income households, typically move far away from their workplaces and social networks, and/or into a housing situation with even more severe housing problems.

Through this program area, MOHCD seeks to promote affordable housing preservation by preventing evictions generally and evictions from rent-controlled rental housing in particular. We also strive to promote cultural preservation by combatting displacement of longer-term residents from San Francisco's diverse and vibrant communities. Strategies include:

- Ensuring the fair administration of justice by providing legal representation to all tenants facing eviction;
- Ensuring that tenants know their rights and assert their rights when necessary;
- Ensuring that tenants, landlords, and other housing stakeholders have access to a readily available continuum of alternative dispute resolution services that mitigate the risk of housing instability;
- Deepening the affordability of MOHCD Affordable Rental Opportunities with ongoing tenant-based rental subsidies for certain vulnerable populations so that they income-qualify;
- Providing emergency financial assistance to keep tenants in their home; and
- Providing housing stability case management to help vulnerable households find and retain housing.

Program Area Goals

- Provide full-scope legal representation to every San Francisco residential tenant facing eviction, resulting in tenants staying in their homes or in the negotiation of a settlement that provides enough time and/or money for them to find other housing in their community;
- Provide additional support to special-needs tenants facing housing instability, resulting in them staying in their home and connected to services;
- Provide one-time financial assistance to tenants who have fallen behind on their rent, resulting in them staying in their home;
- Provide counseling and education to tenants, resulting in them knowing their rights and asserting their rights when necessary, as well as knowing where to go for assistance in rental housing matters;
- Develop the leadership of tenants, resulting in increased civic engagement;
- Provide deep, shallow, and one-time rental subsidies that lower a vulnerable household's rent burden (i.e. the portion of their household income that goes toward rent) and, to the maximum extent possible, help applicants to income-qualify for MOHCD Affordable Rental Opportunities;
- Provide a readily available continuum of alternative dispute resolution services to tenants, landlords, property managers, and other rental housing stakeholders at any stage of a tenant-landlord or tenant-tenant conflict, with a focus on quickly deescalating tensions that can lead to an eviction or other forms of housing instability; and
- Provide housing stability case management to vulnerable households to assess housing strengths and barriers, set and achieve goals, support housing retention, and provide housing location and landlord recruitment/support.

Tenant-Based Rental Subsidy Program for Transgender Community (\$1,000,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support a tenant-based rental subsidy program that principally serves transgender and gender non-conforming (TGNC) residents of San Francisco.

The TGNC Rental Subsidy Program design should feature flexibility in the form of ongoing deep and shallow assistance, as well as one-time assistance. "Deep" means program participants pay a fixed percentage (typically 30%) of their monthly income toward rent and the subsidy program pays the rest. "Shallow" means assistance is designed to lower the program participant's rent burden to a sustainable level. "One-time" means assistance is provided on a one-time basis on its own or in conjunction with deep or shallow subsidies. Proposals may also include housing stability case management services. Proposals may not include one-time assistance or housing stability case management services only. MOHCD may refer applicants directly and authorize assistance on a case-by-case basis.

The programs must also, to the maximum extent possible, leverage MOHCD Affordable Rental Opportunities (e.g., Below Market Rate, Mixed-Income, 100% Affordable, etc.) for program participants who, without a subsidy, would not income-qualify.

Applicants should describe in detail proposed program guidelines, including: standards for determining eligibility and amount of assistance, habitability standards, Area Median Income (AMI) and rent burden thresholds, rent burden target(s), maximum amount and duration of assistance, rate of client turnover (for ongoing assistance), etc.

Additionally, the TGNC Rental Subsidy Program must integrate housing stability case management services available through a separate grant opportunity (see Housing Stability Case Management Integration in Transgender and Gender Non-Conforming Rental Subsidy Program grant description on page 9 of this RFP). The rental subsidy program operator does not need to be the same organization as the housing stability case management program operator.

Applicant Qualifications

- Applicants must have at least three years' experience directly administering rental assistance in San Francisco; and
- To avoid organizational conflicts of interest, grantees may not, with respect to individuals or families occupying housing owned or operated by the grantee, carry out the initial evaluation or administer assistance provided with this funding.

Tenant-Based Rental Subsidy Programs for SRO and Mixed-Status Families (\$1,000,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support tenant-based rental subsidy programs that principally serve the following populations:

- Households with minor children living in Single Room Occupancy (SRO) hotels in San Francisco who have been referred by the SRO Families United Collaborative (\$600,000); and
- Households with minor children living in San Francisco who have been referred by MOHCD. MOHCD may refer households living in Rental Assistance Demonstration (RAD) housing with eligible and ineligible immigration statuses for purposes of participating in federal housing programs under Section 214 of the Housing and Community Development Act of 1980 (\$400,000).

Program design should feature flexibility in the form of ongoing shallow assistance, as well as one-time assistance. "Shallow" means assistance is designed to lower the program participant's rent burden to a sustainable level. "One-time" means assistance is provided on a one-time basis on its own or in conjunction with a shallow subsidy. Proposals may also include housing stability case management services. Proposals may not include one-time assistance or housing stability case management services only. MOHCD may refer applicants directly and authorize assistance on a case-by-case basis.

The programs must also, to the maximum extent possible, leverage MOHCD Affordable Rental Opportunities (e.g., Below Market Rate, Mixed-Income, 100% Affordable, etc.) for program participants who, without a subsidy, would not income-qualify. MOHCD estimates that these populations have

extremely low annual household incomes. For example, the average annual household income of a mixed-status family who participates in the Housing Choice Voucher (Section 8) program is \$21,078. SRO families likely have an even lower annual household income. Therefore, programs should anticipate providing significant tenant-based rental subsidy amounts to program participants.

Applicants should indicate whether their proposal would principally serve one or both populations and describe in detail proposed program guidelines, including: standards for determining eligibility and amount of assistance, habitability standards, Area Median Income (AMI) and rent burden thresholds, rent burden target(s), maximum amount and duration of assistance, rate of client turnover (for ongoing assistance), etc.

Additionally, the SRO Families Rental Subsidy Program must integrate housing stability case management services available through a separate grant opportunity (see Housing Stability Case Management Integration in SRO Families Rental Subsidy Program grant description on page 10 of this RFP). The rental subsidy program operator does not need to be the same organization as the housing stability case management program operator.

Applicant Qualifications

- Applicants must have at least three years' experience directly administering rental assistance in San Francisco; and
- To avoid organizational conflicts of interest, grantees may not, with respect to individuals or families occupying housing owned or operated by the grantee, carry out the initial evaluation or administer assistance provided with this funding.

Emergency Rental Assistance (\$800,000)
MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support one or more rental assistance programs designed to provide one-time financial assistance to individuals and families facing eviction or imminent eviction resulting from an unexpected crisis. Financial assistance may include arrears and move-in assistance (e.g., rent arrears, utility arrears, move-in security deposit, utility security deposit, etc.), as well as other financial assistance as approved by MOHCD on a case-by-case basis.

Programs will be expected to collaborate with eviction defense attorneys in assisting clients in all stages of the eviction process, from notice to lawsuit to litigation/settlement to post-judgment (i.e. breached stipulations).

Applicants should describe in detail proposed program guidelines, including: standards for determining eligibility and amount of assistance, habitability standards, Area Median Income (AMI) and rent burden thresholds, rent burden target(s), maximum amount of assistance, etc.

Applicant Qualifications

- Applicants must have at least three years' experience directly administering rental assistance in San Francisco;
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations, social services organizations, and other safety net organizations; and
- To avoid organizational conflicts of interest, grantees may not, with respect to individuals or families occupying housing owned or operated by the grantee, carry out the initial evaluation or administer assistance provided with this funding.

Tenant Right to Counsel (\$300,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

San Francisco voters passed the No Eviction Without Representation Act of 2018 ("Prop F") on June 5, 2018. Prop F established a policy that all residential tenants facing eviction have the right to full-scope legal defense. This ordinance went into effect on July 11, 2019. The resulting program, Tenant Right to Counsel (TRC), is intended to ensure that tenants receive legal representation in the case of an eviction, from start to finish. This representation includes, but is not limited to: filing responsive pleadings, appearing on behalf of a tenant in court proceedings, and providing legal advice.

Prop F requires that full-scope legal representation be available to a tenant thirty days after the tenant is served with an eviction notice or upon service of an unlawful detainer complaint (whichever occurs first). Legal representation must continue at least until such time that the eviction notice or unlawful detainer complaint is withdrawn, the case is dismissed, or a judgment in the matter is entered. TRC program policies and procedures are subject to change at the discretion of the City and County of San Francisco.

Housing legal services not related to an eviction or when an eviction is imminent are not eligible under this grant. For applicants interested in applying for general housing legal services funding, view the Housing Justice strategy under the Access to Civil Justice program area within our recently-released [2020-2025 Community Development RFP](#).

Proposals should build the capacity of the TRC program and/or improve outcomes for particularly-vulnerable clients. In this pursuit, proposals may include expenses for attorneys, paralegals, attorney supervision/coordination, and social work support. In the case of the TRC Lead Partner, enhanced operations management costs are also eligible.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have demonstrated experience providing legal representation to San Francisco tenants facing eviction; and
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations.

**Housing Ombuds and Alternative Dispute Resolution Services in District 5
(\$300,000)**

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support a readily-available continuum of alternative dispute resolution (ADR) services, with a robust ombudsperson component. The ombudsperson will facilitate communication, gather and analyze facts, work toward shared understanding, and develop mutually agreed upon solutions. ADR practitioners will provide independent, impartial, confidential, and formal or informal assistance to stakeholders involved in housing-related matters.

Additionally, practitioners will triage cases of housing instability that may or may not involve an underlying dispute. Housing triage involves working with a household to identify the underlying causes of instability and developing a plan to address those causes. The goal is to ensure that adequate supports are in place, including linkages to community resources, so households can stabilize and maintain their housing.

The geographic area for these services is District 5, with a focus on the Fillmore/Western Addition. Practitioners should be located in District 5 and have expertise in serving tenants and owners (and their representatives) of publicly-assisted housing. Publicly-assisted housing includes, but is not limited to, co-ops, Rental Assistance Demonstration (RAD) properties, public housing, and The Fillmore Center. If an applicant is not already located in or has not yet identified a service site in District 5, MOHCD may help facilitate securing a site or co-locating services.

These services should be closely coordinated with civil legal services located in District 5 (see the Access to Civil Justice in District 5 and District 11 grant descriptions on page 12 of this RFP). MOHCD will facilitate the initial coordination with civil legal service providers.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have demonstrated experience providing alternative dispute resolution services to San Francisco tenants and landlords; and
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations, social services organizations, and health care providers.

Lower Polk Tenant-Landlord Services Collaborative (\$200,000)

MOHCD has the option to renew this grant past June 30, 2020 at \$25,000 only

Desired Grant Services

This funding will support a collaborative anti-displacement project designed to serve residential and commercial tenants and landlords in the Lower Polk Street corridor.

Activities may include:

- Know-your-rights-and-responsibilities education for residential and commercial tenants and landlords;
- Legal and technical assistance for residential and commercial tenants and landlords;
- A continuum of readily-available alternative dispute resolution services;
- General outreach and engagement;
- Tenant-focused leadership development and civic engagement programming; and
- Tenant counseling services and more intensive advocacy for a variety of residential tenant-landlord matters, including but not limited to:
 - Threats of eviction
 - Rent increases
 - Habitability matters
 - Reasonable accommodations
 - Other fair housing matters
 - Rent Board proceedings
 - San Francisco Housing Authority proceedings
 - Referring tenants facing eviction to the Tenant Right to Counsel Program
 - General tenant-landlord matters

Please note that while \$200,000 will be awarded for fiscal year 2019-2020 (October 1, 2019 – June 30, 2020), only \$25,000 may be awarded for fiscal year 2020-2021 (July 1, 2020 – June 30, 2021). Therefore, applicants should consider how this collaborative project can either be scaled down in the second year of funding, or how additional funding will be secured to sustain the fully-scaled project.

Collaborative projects may be submitted as a single collaborative grant proposal (i.e. lead collaborative partner as direct grantee and collaborative partners as subcontractors), or as multiple proposals referencing the same collaborative project (i.e. collaborative partners as direct grantees). MOHCD reserves the right to separate collaborative grant awards, fund select components of a collaborative proposal, and/or combine individual grant awards to form a collaborative grant.

Tenant-serving organizations will not be required to provide direct services to landlords, nor will landlord-serving organizations be required to provide direct services to tenants.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have demonstrated experience assisting residential and/or commercial tenants and/or landlords; and
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations, alternative dispute resolution services, and residential and commercial landlord-serving organizations.

Housing Stability Case Management Integration in Transgender and Gender Non-Conforming Rental Subsidy Program (\$150,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support a housing stability case management program that will work in tandem with the Transgender and Gender Non-Conforming (TGNC) Rental Subsidy Program (see Tenant-Based Rental Subsidy Program for Transgender Community on page 3 of this RFP).

Housing stability case management consists of the following program components:

- Assessment of housing strengths and barriers;
- Goal setting and action planning; and
- Supporting long-term housing stability through monitoring progress and ongoing follow-up.

For individuals and families who are not stably housed, the primary goal is to develop a strategy to assist them in securing housing. Once housed, the goal is to ensure that adequate supports are in place and linkages to community resources are made so that subsidy program participants can stabilize and maintain housing. The case manager's role is especially critical in supporting program participants to follow through on goals.

Housing location and landlord recruitment and support are critical components and should be performed by a housing specialist staff member with a different skill set than the case manager. The housing specialist understands the needs and concerns of landlords, identifies housing resources, recruits landlords, helps assess housing needs, and has tenant-landlord expertise. The case manager provides support during search and after placement, makes linkages to mainstream benefits and community resources, assesses strengths and barriers to securing and retaining housing, and makes home visits.

Please note that once the TGNC Rental Subsidy Program has deployed all available assistance, housing stability case management services should be provided on an ongoing basis to subsidy program participants.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) should have strong ties to the transgender and gender non-conforming communities of San Francisco and to the community-based organizations that serve these populations.

Housing Stability Case Management Integration in SRO Families Rental Subsidy Program (\$100,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support a housing stability case management program that will work in tandem with the SRO Families Rental Subsidy Program (see Tenant-Based Rental Subsidy Programs for SRO and Mixed-Status Families on page 4 of this RFP).

Housing stability case management consists of the following program components:

- Assessment of housing strengths and barriers;
- Goal setting and action planning; and
- Supporting long-term housing stability through monitoring progress and ongoing follow-up.

For families who are not stably housed, the primary goal is to develop a strategy to assist them in securing housing. Once housed, the goal is to ensure that adequate supports are in place and linkages to community resources are made so that subsidy program participants can stabilize and maintain housing. The case manager's role is especially critical in supporting program participants to follow through on goals.

Housing location and landlord recruitment and support are critical components and should be performed by a housing specialist staff member with a different skill set than the case manager. The housing specialist understands the needs and concerns of landlords, identifies housing resources, recruits landlords, helps assess housing needs, and has tenant-landlord expertise. The case manager provides support during search and after placement, makes linkages to mainstream benefits and community resources, assesses strengths and barriers to securing and retaining housing, and makes home visits.

Please note that once the SRO Families Rental Subsidy Program has deployed all available assistance, housing stability case management services should be provided on an ongoing basis to subsidy program participants.

According to the 2015 SRO Families Report prepared by the SRO Families United Collaborative, only 14% of heads of household surveyed were fluent in English and 60% spoke a Chinese dialect (59% Cantonese, 42% Toisanese, and Mandarin 6%). Language capacity will be critical to providing high-quality housing stability case management services.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) should have strong ties to neighborhoods with a high number of SRO families and to the community-based organizations that serve this population; and
- Case management staff must be bilingual in Cantonese and English.

Tenant Counseling Services to Filipina/o Residents (\$50,000)

Desired Grant Services

This funding will support a program designed to provide bilingual, Filipino-English tenant counseling (non-legal) services to Filipina/o residents of San Francisco. Please note that this funding is for fiscal year 2019-2020 only (i.e., from October 1, 2019 through June 30, 2020).

Activities should include:

- Know-your-rights education; and
- Tenant counseling services and more intensive advocacy for a variety of tenant-landlord matters, including but not limited to:
 - Threats of eviction
 - Rent increases
 - Habitability matters
 - Reasonable accommodations
 - Other fair housing matters
 - Rent Board proceedings
 - San Francisco Housing Authority proceedings
 - Referring tenants facing eviction to the Tenant Right to Counsel Program
 - General tenant-landlord matters

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have demonstrated experience providing bilingual, Filipino-English tenant counseling and education to residents of San Francisco; and
- Applicants must have a demonstrated commitment to coordinating efforts with local legal services and tenant counseling organizations.

ACCESS TO CIVIL JUSTICE

Community Needs Statement

Legal Services Corporation, the largest funder of civil legal services in the U.S., reported that 71% of low-income households experienced at least one civil legal problem in 2017, and that those in need were unable to obtain adequate legal assistance 86% of the time. The unmet need is particularly high for undocumented and recent immigrants, seniors, survivors of domestic violence, families with minor children, adults with disabilities, and people with arrest and conviction histories. The law pervades all aspects of life: liberty, family, community, work, health, finance, safety, and beyond. Most San Franciscans “go it alone” without the assistance of a legal professional in urgent, complex, and high-stakes civil legal matters. When access to the civil legal services needed to address their most fundamental rights is limited,

this only reinforces existing disparities. In San Francisco, the two civil legal problems of greatest urgency and highest level of need are immigration and housing/eviction legal defense.

Review the Access to Civil Justice program area description within our recently-released [2020-2025 Community Development RFP](#) for more information and best practices for all legal practice areas funded by MOHCD.

Program Area Goals

- Increase access to civil legal services for low-income San Franciscans;
- Goals vary by practice area, but generally legal assistance should result in improved legal outcomes for clients and should prioritize urgent, complex, and high-stakes legal matters; and
- Community legal education should result in San Franciscans knowing their rights and knowing where to seek assistance in asserting their rights.

Access to Civil Justice in District 5 (\$500,000) and District 11 (\$500,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support one or more civil legal services providers in Districts 5 and 11. If more than one provider is awarded funding for a single district, grantees in that district will be expected to work together to increase residents' access to a breadth of civil legal services.

Proposed programs should follow a neighborhood-based community lawyering model, in which staff attorneys deliver direct legal services in multiple practice areas and serve as advocates. Staff attorneys are expected to contribute their legal knowledge and skills to support neighborhood-driven priorities. If an applicant is not already located in or has not yet identified a service site in the district, MOHCD may help facilitate securing a site or co-locating services. Program staff should be located in the district for which services are provided. Additionally, the District 5 program should be closely coordinated with the housing ombudsperson program in District 5 (see Housing Ombuds and Alternative Dispute Resolution Services in District 5 grant description on page 7 of this RFP). MOHCD may facilitate the initial coordination with the housing ombudsperson program in District 5.

While programs will be expected to offer civil legal services in a variety of practice areas (see Community Needs Statement on page 11), certain practice areas, such as housing and immigration, may be prioritized for funding at the discretion of MOHCD. Grantees will be expected to leverage their existing legal programs and use this funding to increase capacity in the practice areas most in demand in these districts. Priority practice areas include immigration in District 11 and housing (including Tenant Right to Counsel) in Districts 5 and 11. Additionally, legal barrier removal for people with arrest and conviction histories will be prioritized in District 5. These services should include: filing complaints with the San Francisco Office of Labor Standards Enforcement, Human Rights Commission, and other administrative agencies; providing benefits advocacy; expunging or correcting inaccurate criminal records; securing driver's licenses; modifying child support orders; and modifying fees and fines.

Proposals should reference MOHCD's strategies and practice area benefits described in the Access to Civil Justice program area within our recently-released [2020-2025 Community Development RFP](#):

- Immigrant Justice
- Worker Justice
- Housing Justice
- Benefits Advocacy
- Consumer Justice
- Family Justice
- Community Legal Navigators

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must be nonprofit organizations whose purpose or mission is to provide free civil legal services to vulnerable populations in San Francisco.

Legal and Social Services for African Immigrants (\$150,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support immigration legal representation and counseling services, along with wraparound social support services, for recent African immigrants. The proposal should budget for one full-time immigration attorney, along with social service staff.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must be nonprofit organizations whose purpose or mission is to provide free civil legal services to vulnerable populations in San Francisco; and
- Applicants must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving African immigrant communities.

Housing Legal Services in District 10 (\$30,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support housing legal services in District 10. Legal services may include those related to eviction and other housing matters, such as:

- Eviction notices and lawsuits;
- Threats of eviction;

- Rent increases;
- Rent Board proceedings;
- San Francisco Housing Authority proceedings;
- Publicly-assisted housing matters;
- Safety and habitability;
- Reasonable accommodations;
- Other fair housing matters; and
- Other tenant-landlord matters.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must be nonprofit organizations whose purpose or mission is to provide free civil legal services to vulnerable populations in San Francisco.

HIV SUPPORTIVE HOUSING

Community Needs Statement

Securing subsidies to remain in housing is a key solution to achieving healthy outcomes for HIV+ households. In San Francisco, non-payment of rent is the leading cause of eviction. The stigma and cost associated with HIV care and treatment can create situations that interrupt the ability to pay a fixed amount on rent. A 2012 analysis conducted by the Centers for Disease Control and Prevention found that housing status is the strongest predictor of HIV health outcomes. Preserving the housing of HIV+ households is a fundamental support to ensure positive health outcomes.

Program Area Goals

- Increase housing dedicated to supporting people living with HIV and AIDS (“PLWHA”) through creative approaches to increasing housing supply and improving Plus Housing program access to housing opportunities;
- Increase housing subsidies and vouchers for HIV/AIDS households; and
- Provide additional housing services to ensure PLWHA are supported.

Tenant-Based Rental Subsidy Program for HIV+ Residents (\$1,000,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support a program that provides shallow and deep rental subsidies to HIV+ households in San Francisco. The program may also include housing stability case management services. The target population for these rental subsidies are:

- Individuals with proof of an HIV/AIDS medical diagnosis; and
- Households with a minimum rent burden (i.e., percentage of total monthly income that goes to rent) of 50%.

The program design should feature flexibility in the form of ongoing deep and shallow assistance. “Deep” means program participants pay a fixed percentage (typically 30%) of their monthly income toward rent and the subsidy program pays the rest. “Shallow” means assistance is designed to lower the program participant’s rent burden to a sustainable level. MOHCD may refer applicants directly and authorize assistance on a case-by-case basis.

Applicants should describe in detail proposed program guidelines and components, including:

- Proposed guidelines for habitability standards, Area Median Income (AMI) thresholds, maximum amount and duration of assistance, rate of client turnover, etc.;
- Providing support to the eligibility certification of new and existing subsidy residents;
- Conducting Housing Quality Standards (HQS) inspections by trained inspectors; and
- Developing, administering and reporting the results of client satisfaction surveys to MOHCD and/or other stakeholders.

Applicant Qualifications

- Programs must benefit persons living with HIV or AIDS (and their families). At least one family member must have proof of an HIV/AIDS medical diagnosis;
- Households must not exceed 80% of Area Median Income (AMI). For a one-person household in San Francisco, 80% AMI is \$90,450. Note: programs may target lower income limits;
- Applicants must demonstrate a history and track record of providing culturally competent and humble services and support to San Francisco’s HIV/AIDS persons and their families; and
- To avoid organizational conflicts of interest, grantees may not, with respect to individuals or families occupying housing owned or operated by the grantee, carry out the initial evaluation or administer assistance provided with this funding.

ACCESS TO OPPORTUNITY

Community Needs Statement

When MOHCD engaged residents and stakeholders of low-income communities as part of its strategic planning process, residents expressed the need for better and more efficient service connection, as well as case management and case coordination services that help them navigate the array of services available, create linkages across service providers, and create individual service plans through which they can create and achieve clear goals.

This need is particularly acute for vulnerable and marginalized communities, including recent immigrants, the LGBTQ community, and system-involved transitional age youth (TAY). Residents of HOPE SF and Rental Assistance Demonstration (RAD) converted public housing developments, as well as Single Room

Occupancy (SRO) housing developments, experience similar but also unique needs compared to other low-income households throughout the city.

Many do not speak English as their primary language, and need assistance and services offered in multiple languages or through interpretation and translation services. They require assistance accessing healthy foods, and a majority report feeling socially isolated. Many have difficulty coping with stress, anxiety, or depression, and many report feeling unsafe within their homes, buildings and/or neighborhoods. Families and households need housing stabilization services to ensure timely rent payment, compliance with house and lease rules, and ongoing housing stability.

For seniors and persons with disabilities in these units, it can be a challenge, physically and psychologically, to leave home and access services. They require case management and care coordination, community engagement, and transportation options to help them identify and address barriers to self-sufficiency.

Given the myriad economic, social, mental health, mobility and language needs within HOPE SF, RAD and SRO developments, it is essential for service providers to adopt place-based activities that build community cohesion and develop skills for coping with daily stresses. In many cases, residents will express their needs but not show an interest in receiving services that might be available to them. Case management is required to help residents feel safe enough to request and follow through with the services they may need. Case managers must listen carefully to successfully address the unique needs of each property and the residents who live there.

Program Area Goals

- To enable residents to connect to needed services and navigate complex systems;
- Through the implementation of a comprehensive range of service types, such as enhanced information and referral, service connection, and case management, to address the whole range of a person's or family's needs and help people build their capacity to improve their lives and move toward self-sufficiency; and
- To provide skill development and training that lead to greater opportunities for advancement and economic self-sufficiency.

Description of Services in This Program Area

Leadership Development and Life Skills Workshops, Training and/or Classes

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

Enhanced Information and Referral Services

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

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.

Short-Term Case Management

This is not intended to be intensive or clinical case management, but rather shorter-term case management that results in an attainable, goal-oriented Individual (or Family) Service Plan. 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 to and/or placement in services. The project meets clients where they are based on the origin of need, and helps clients take small achievable steps based on the client’s capability to move along a path to fulfill their needs and build their skills towards achieving self-sufficiency. Staff track progress toward service plan goals through follow-up and make plan adjustments as needed. They assist clients with meeting the goals outlined in the service plan 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.

Community Building Activities

In addition to the direct client services listed above, for some projects community building activities that bring residents together and foster connection and community cohesion may also be an important element of this work.

Specialized Wraparound Services for Recent Latinx Immigrants (\$300,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support the citywide provision of information and referral, case management and social support services for newcomer Latinx immigrants, many of whom may also have immigration legal service needs.

Specific services may include:

- Information and referral, including referral to appropriate legal services and to emergency funds;
- Service connection and system navigation assistance;
- Case management, including the development of Individual and Family Service Plans; and
- Family support services, including provision of childcare.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving newcomer Latinx immigrants.

Service Connection for LGBTQ Community (\$150,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support service connection to the diverse LGBTQ community in San Francisco, a population that faces a host of social and economic pressures and disparities.

Specific services may include:

- Enhanced information and referral;
- Service connection and system navigation assistance;
- Case management, including the development of Individual and Family Service Plans; and
- Community building activities and events.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving LGBTQ households.

Services for SRO Residents at 937 Clay (\$135,000)

MOHCD has the option to renew this grant past June 30, 2020

Desired Grant Services

This funding will support supportive services for Single Room Occupancy (SRO) residents living in the 937 Clay Street building in Chinatown. This is primarily an aging population that faces many challenges to economic self-sufficiency and housing stability, and includes a large percentage of clients that face language access barriers.

Specific services may include:

- Targeted outreach to residents of 937 Clay Street;
- Translation and interpretation services;
- Service connection and system navigation assistance;
- Case management, including the development of Individual and Family Service Plans; and
- Community building activities and events.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving monolingual and English as a Second Language (ESL) residents of SROs or other types of low-income housing.

Mission-Based Wraparound Services for Recent Asylum Seekers (\$100,000)

Desired Grant Services

This funding will support system navigation for newcomer immigrant families, to be based in the Mission District.

Specific services may include:

- Information and referral, including referral to appropriate legal services and to emergency funds;
- Service connection and system navigation assistance, including helping families to navigate and manage their interactions with immigration, school and health systems; and
- Case management, including the development of family assessments.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving newcomer immigrant families.

Training Program for API Survivors of Domestic Violence (\$80,000)

Desired Grant Services

This funding will support employment training services aimed at Asian and Pacific Islander women who are survivors of domestic violence. The program design should include a short-term internship with on-the-job training at a local small business. Ideally, the internship should provide an opportunity for longer-term employment with the small business.

Specific services may include:

- Outreach to API women served in domestic violence shelters and transitional housing;
- Employment soft skills training;
- Engagement with local small businesses to provide short-term, unpaid internships for up to eight weeks;

- Stipends that comply with the City’s Minimum Wage Ordinance. Stipends must be paid by the grantee directly to the trainee.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have experience outreaching to API women who are survivors of domestic violence; and
- Applicants (and their proposed subcontractors, if applicable) must have experience providing employment soft skills training to this constituency.

Expanded Services to Chinatown SRO Residents (\$60,000)

Desired Grant Services

This funding will support supportive services to residents living in Single Room Occupancy (SRO) units in Chinatown. This is primarily an aging population that faces many challenges to economic self-sufficiency and housing stability, and includes a large percentage of clients that face language access barriers.

Specific services may include:

- Targeted outreach to SRO residents;
- Translation and interpretation services;
- Information and referrals;
- Service connection and system navigation assistance;
- Case management, including the development of Individual and Family Service Plans.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving monolingual and English as a Second Language (ESL) residents of SROs or other types of low-income housing.

Leadership Development for Systems Involved TAY Youth in the Mission (\$50,000)

Desired Grant Services

This funding will support leadership development and life skills training for reentry and systems-involved individuals. Training may be classroom and/or project-based. Skill development activities should be prioritized for individuals ready to move their lives forward. Services should be specialized and adapted to target transitional-aged youth (TAY), age 18 through 25.

Specific services may include:

- Leadership development and life skills workshops, training and/or classes; and
- Community building activities and events.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving systems involved and at-risk youth in the Mission District.

Leadership Development for Residents of Bernal Dwellings (\$30,000)

Desired Grant Services

This funding will support activities that develop resident leadership in the Bernal Dwellings housing development at 3138 Kamille Court.

Specific services may include:

- Leadership development and life skills workshops, training and/or classes; and
- Community building activities and events.

Applicant Qualifications

- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving residents of low-income housing.

ACCESS TO HOUSING

Community Needs Statement

As the cost of rent continues to trend upward in San Francisco, more and more residents are seeking affordable housing. In recent community forums and surveys conducted by MOHCD in 2019, access to more affordable housing emerged as one of the most frequently identified need across all respondents, regardless of race/ethnicity or neighborhood.

According to the U.S. Department of Housing and Urban Development, almost 40% of renters in San Francisco experience cost burden, where their monthly housing costs exceed 30% of their monthly income, and 20% of renters experience severe cost burden, meaning their monthly housing costs exceed 50%, or half, of their monthly income. The Joint Center for Housing Studies estimates that in the San Francisco-Oakland-Hayward metro area in 2016, Black/African American households had the highest rate of total

cost burden (cost burden and severe cost burden) at 61%, followed by almost 55% of Hispanic/Latino households. Forty-three percent of Asian/Pacific Islander households and 37% of White households also experienced cost burden.

Over the next five years, the MOHCD pipeline of affordable housing units will result in a historic number of homes available to the public. As more and more of these affordable units become available, listings for rental will continue to be hosted on DAHLIA, which is MOHCD's Online Housing Portal. However, accessing DAHLIA can be difficult for individuals who experience challenges with digital literacy, or simply are not accustomed to finding housing through the internet. For San Franciscans seeking affordable housing, providing training or technical assistance navigating DAHLIA is essential to ensure that everyone who qualifies to rent affordable housing will be able to explore their options.

Program Area Goals

- Support rental housing counseling services to help residents, including formerly homeless and other vulnerable populations, navigate and have equitable access to the City's affordable housing programs;
- Improve the quality and standardization of renter application services, renter counseling and case management;
- Improve coordination between nonprofits and among City agencies and nonprofits providing rental services;
- Support the housing needs of non-English speaking, monolingual residents; and
- Improve communication and access to information to potential program participants as well as those using City programs and services.

Rental Housing Counseling and Readiness in District 5 (\$250,000)

Desired Grant Services

This funding will support individual rental counseling and group workshops for residents of District 5, especially the Fillmore and Western Addition neighborhoods. For individual counseling, applicants can choose to provide either basic application assistance, housing case management services, or both.

If you choose to provide basic application assistance only, counselors must be prepared to offer the following services and information to clients:

- Client meetings in private counseling rooms;
- Assisting with opening a DAHLIA account, including basic digital literacy explanations;
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;
- Explanation of the different rental programs offered in San Francisco, including nonprofit-owned 100% affordable rentals and waitlists and Inclusionary Housing and Below Market Rate rentals;
- Explanation of the Home Match Program;
- Referrals for Eviction Prevention and Housing Stabilization services;

- Lottery Preference Program eligibility and application;
- Housing eligibility (income and asset calculation, household size, credit, and criminal background and the Fair Chance Ordinance);
- Process for appealing denials for housing; and
- Fair Housing laws and regulations.

If you choose to provide housing case management services, counselors must be prepared to offer the following services and information to clients:

- Development of a written action plan (with housing goals), outlining what the agency and the client will do in order to meet the client's housing goals and, when appropriate, address the client's housing problem(s);
- Assisting with opening a DAHLIA account including basic digital literacy explanations
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;
- Documenting household income and expenses, and developing a budget;
- Analyzing a client's spending habits, financial circumstances and credit report;
- Making recommendations for debt management and savings plans;
- Determining the maximum sustainable rent payment;
- Determining housing program eligibility (income and asset calculation, household size, credit);
- Reviewing local, state and federal rental assistance programs;
- Assisting with a housing search for rental units outside of DAHLIA;
- Lease-up process assistance (rental application and documents, lease signing, house rules and lease addendum review, parking policies, selection process for shared housing, ensuring language access throughout the lease up process); and
- Timely assistance with appeals under the Fair Chance Ordinance and all other denials for housing.

During group workshops or drop-in rental housing "clinics," counselors must review the following topics:

- Basic affordable housing eligibility;
- Introduction to DAHLIA and the lottery system;
- The types of San Francisco housing available (e.g. rent-controlled, 100% affordable, BMR etc.) and the similarities and differences;
- Fair housing law and discrimination (as it applies to rental housing);
- Major parts of a lease and resultant liability for breaking a lease;
- Tenant and landlord rights and responsibilities;
- The importance of rental insurance;
- How eviction affects future rental opportunities;
- Eviction prevention services available through the Tenant Right to Counsel Initiative; and
- Where to find services for the homeless.

Review the Rental Housing Counseling strategy under the Access to Housing program area within our recently-released [2020-2025 Community Development RFP](#) for more information and best practices for this grant opportunity.

Applicant Qualifications

- Applicants must adopt and follow the National Industry Standards for Rental Education and Counseling;
- Applicants must have a Housing Counseling Plan that outlines their policies and procedures for client intake, counselor training, individual counseling sessions, group workshops, and client follow-up and evaluation; and
- Applicants must be willing to enter into a written agreement with a MOHCD-identified, non-client serving nonprofit agency for rental workshop and case management coordination.

Citywide Rental Housing Counseling and Readiness (\$250,000)

Desired Grant Services

This funding will support individual rental counseling and group workshops for residents of San Francisco. For individual counseling, applicants can choose to provide either basic application assistance, housing case management services, or both.

If you choose to provide basic application assistance only, counselors must be prepared to offer the following services and information to clients:

- Client meetings in private counseling rooms;
- Assisting with opening a DAHLIA account, including basic digital literacy explanations;
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;
- Explanation of the different rental programs offered in San Francisco, including nonprofit-owned 100% affordable rentals and waitlists and Inclusionary Housing and Below Market Rate rentals;
- Explanation of the Home Match Program;
- Referrals for Eviction Prevention and Housing Stabilization services;
- Lottery Preference Program eligibility and application;
- Housing eligibility (income and asset calculation, household size, credit, and criminal background and the Fair Chance Ordinance);
- Process for appealing denials for housing; and
- Fair Housing laws and regulations.

If you choose to provide housing case management services, counselors must be prepared to offer the following services and information to clients:

- Development of a written action plan (with housing goals), outlining what the agency and the client will do in order to meet the client's housing goals and, when appropriate, address the client's housing problem(s);
- Assisting with opening a DAHLIA account including basic digital literacy explanations
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;

- Documenting household income and expenses, and developing a budget;
- Analyzing a client’s spending habits, financial circumstances and credit report;
- Making recommendations for debt management and savings plans;
- Determining the maximum sustainable rent payment;
- Determining housing program eligibility (income and asset calculation, household size, credit);
- Reviewing local, state and federal rental assistance programs;
- Assisting with a housing search for rental units outside of DAHLIA;
- Lease-up process assistance (rental application and documents, lease signing, house rules and lease addendum review, parking policies, selection process for shared housing, ensuring language access throughout the lease up process); and
- Timely assistance with appeals under the Fair Chance Ordinance and all other denials for housing.

During group workshops or drop-in rental housing “clinics,” counselors must review the following topics:

- Basic affordable housing eligibility;
- Introduction to DAHLIA and the lottery system;
- The types of San Francisco housing available (e.g. rent-controlled, 100% affordable, BMR etc.) and the similarities and differences;
- Fair housing law and discrimination (as it applies to rental housing);
- Major parts of a lease and resultant liability for breaking a lease;
- Tenant and landlord rights and responsibilities;
- The importance of rental insurance;
- How eviction affects future rental opportunities;
- Eviction prevention services available through the Tenant Right to Counsel Initiative; and
- Where to find services for the homeless.

Review the Rental Housing Counseling strategy under the Access to Housing program area within our recently-released [2020-2025 Community Development RFP](#) for more information and best practices for this grant opportunity.

Applicant Qualifications

- Applicants must adopt and follow the National Industry Standards for Rental Education and Counseling;
- Applicants must have a Housing Counseling Plan that outlines their policies and procedures for client intake, counselor training, individual counseling sessions, group workshops, and client follow-up and evaluation; and
- Applicants must be willing to enter into a written agreement with a MOHCD-identified, non-client serving nonprofit agency for rental workshop and case management coordination.

Housing Counseling in the Tenderloin and SoMa for Arabic-Speaking Community (\$50,000)

Desired Grant Services

This funding will support individual rental counseling and group workshops for Arabic-speaking residents of the Tenderloin and South of Market (SoMa) neighborhoods. For individual counseling, applicants can choose to provide either basic application assistance, housing case management services, or both.

If you choose to provide basic application assistance only, counselors must be prepared to offer the following services and information to clients:

- Client meetings in private counseling rooms;
- Assisting with opening a DAHLIA account, including basic digital literacy explanations;
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;
- Explanation of the different rental programs offered in San Francisco, including nonprofit-owned 100% affordable rentals and waitlists and Inclusionary Housing and Below Market Rate rentals;
- Explanation of the Home Match Program;
- Referrals for Eviction Prevention and Housing Stabilization services;
- Lottery Preference Program eligibility and application;
- Housing eligibility (income and asset calculation, household size, credit, and criminal background and the Fair Chance Ordinance);
- Process for appealing denials for housing; and
- Fair Housing laws and regulations.

If you choose to provide housing case management services, counselors must be prepared to offer the following services and information to clients:

- Development of a written action plan (with housing goals), outlining what the agency and the client will do in order to meet the client's housing goals and, when appropriate, address the client's housing problem(s);
- Assisting with opening a DAHLIA account including basic digital literacy explanations
- Reviewing current availability of rental units and teaching how to apply for affordable housing opportunities;
- Documenting household income and expenses, and developing a budget;
- Analyzing a client's spending habits, financial circumstances and credit report;
- Making recommendations for debt management and savings plans;
- Determining the maximum sustainable rent payment;
- Determining housing program eligibility (income and asset calculation, household size, credit);
- Reviewing local, state and federal rental assistance programs;
- Assisting with a housing search for rental units outside of DAHLIA;
- Lease-up process assistance (rental application and documents, lease signing, house rules and lease addendum review, parking policies, selection process for shared housing, ensuring language access throughout the lease up process); and

- Timely assistance with appeals under the Fair Chance Ordinance and all other denials for housing.

During group workshops or drop-in rental housing “clinics,” counselors must review the following topics:

- Basic affordable housing eligibility;
- Introduction to DAHLIA and the lottery system;
- The types of San Francisco housing available (e.g. rent-controlled, 100% affordable, BMR etc.) and the similarities and differences;
- Fair housing law and discrimination (as it applies to rental housing);
- Major parts of a lease and resultant liability for breaking a lease;
- Tenant and landlord rights and responsibilities;
- The importance of rental insurance;
- How eviction affects future rental opportunities;
- Eviction prevention services available through the Tenant Right to Counsel Initiative; and
- Where to find services for the homeless.

Review the Rental Housing Counseling strategy under the Access to Housing program area within our recently-released [2020-2025 Community Development RFP](#) for more information and best practices for this grant opportunity.

Applicant Qualifications

- Applicants should have a written plan that outlines their policies and procedures for client intake, counselor training, individual counseling sessions, group workshops, and client follow-up and evaluation; and
- Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the Arabic-speaking community.

ORGANIZATIONAL CAPACITY BUILDING

Community Needs Statement

Capacity building is an investment in the effectiveness and future sustainability of a nonprofit organization. Many nonprofits serving vulnerable populations in San Francisco do not have the resources to maximize their impact on the residents they serve. MOHCD recognizes the gaps in funding and resources that exist for many nonprofits, including its own grantees. We also recognize how practices within our sector perpetuate a cycle in which funders continually under resource the nonprofits they support. This program area is one strategy to provide less restricted support to nonprofits so they can build systems and the increased capacity to execute their missions into the future.

Program Area Goals

- Address (or resolve) one or more organizational capacity challenges that will enhance the impact that organizations have on the vulnerable residents they serve.

Community Action Grants Coordination and Administration in District 5 (\$60,000)

Desired Grant Services

This funding will support an organization to administer a community-based, small grants program that provides resources for community events (and possibly other community-based projects). The grantee will evaluate and fund projects (generally for \$5,000 or less) that bring together residents of District 5, celebrate the communities and cultures within the district, and help build community cohesion and social capital. The grantee is also expected to provide basic project management and technical assistance to these projects, so applicants can include project management expenses in their proposed budgets.

Applicant Qualifications

- Applicants must have a demonstrated history of successful grants administration and technical assistance, including initial planning, project budgeting, implementation and reporting.

Capacity Building Support for Nonprofits Serving the Latinx Community (\$50,000)

Desired Grant Services

This funding will support a capacity building project at a community-based organization serving vulnerable residents of the Latinx community. Vulnerable residents are community members who have experienced historical and institutional inequity.

Distinct capacity building projects, such as improving fundraising and communication strategies, offering training and skill building for staff and leadership, developing a leadership succession plan, or building financial adaptability, all build the capacity of nonprofits to effectively execute their mission in the future. All are eligible projects under this grant opportunity. However, we encourage you to identify the areas of your operations where these funds would be most impactful.

Common capacity building interventions include connecting organizations and their staff to information, peer learning or convening (e.g., cohorts), education and training (e.g., workshops or webinars), and consulting or coaching. MOHCD will also fund organizational assessments to identify capacity challenges and/or areas for improvement, and to plan appropriate interventions.

Applicant Qualifications

- Applicants must have a history of effectively serving the Latinx community in San Francisco.

Ownership Counseling for Nonprofits Serving Filipinos in SoMa (\$25,000)

Desired Grant Services

This funding will support an organization to administer a building acquisition and community-ownership capacity building project that helps nonprofits learn how to become owners of their buildings. The grantee will facilitate (or contract with consultants to facilitate) a series of workshops and/or provide coaching hours on creative approaches to nonprofit building ownership. These services will be provided to nonprofits serving Filipinos in the South of Market (SoMa) neighborhood. The grantee is expected to conduct outreach and identify eligible nonprofits to build a learning cohort. The grantee is also expected to provide basic project management and technical assistance to the project, so applicants can include project management expenses in their proposed budgets.

Applicant Qualifications

- Applicants must have a demonstrated history of successful grants administration and technical assistance, including initial planning, project budgeting, implementation and reporting; and
- Applicants (and their proposed subcontractors, if applicable) should have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving Filipinos in the SoMa neighborhood.

COMMUNITY BUILDING

Community Needs Statement

Community members must be at the center of any process that builds real and lasting change. This type of change can only be driven by the people who know their own needs. Unfortunately, the responsibilities and challenges of day-to-day life, especially for low-income, vulnerable and disenfranchised populations, can make it increasingly difficult to participate in civic and community opportunities. This program area provides funding for the staffing, resources and ongoing maintenance of community building activities, such as meetings and events, so it is easier for these populations to participate.

Program Area Goals

- Support neighborhood and community planning processes that bring together low-income, vulnerable and disenfranchised populations to meaningfully participate in their communities;
- Support neighborhood-based community action grant programs; and
- Support networks of community-based organizations that provide increased service coordination and collaboration for both neighborhoods and specific populations.

Neighborhood Stabilization Assessment for District 1 (\$126,000)

Desired Grant Services

This grant is intended to build upon the 2015 Existing Conditions Report for District 1 that was issued by the San Francisco Planning Department. That report aimed to conduct a comprehensive and multi-faceted study and assessment of the trends, issues and needs of the Richmond neighborhoods. The goal of the study was to create a vision of the future for these neighborhoods to ensure a sustainable and high quality of life for existing and future generations.

The funds included in this RFP should build upon that report by conducting additional outreach and soliciting additional input, particularly from stakeholders often disconnected from the broader community. In particular, outreach should include monolingual immigrants (e.g., Asian Pacific Islanders and Russian/Eastern Europeans), seniors, people with disabilities, low income households, and other populations that may feel disenfranchised.

The proposal should clearly state the methodology for outreach and collecting input, familiarity with the neighborhoods and the populations to be targeted, and ability to draft clear and concise reports based on community outreach and input.

Applicant Qualifications

- You must be able to clearly articulate the particular issue area(s), shared identity or characteristic, or shared geography that is the basis for your convening and collaboration; and
- You must be able to clearly articulate the community benefit that your convening and collaboration aims to achieve, as well as a plan (including milestones and timeline) for how you will achieve it.

ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

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

1. You are a nonprofit corporation registered with the Internal Revenue Service; or a fiscal agent who is a nonprofit corporation;
2. You are in good standing with the State of California's Registry of Charitable Trusts.
3. You have a project or service site located within the City and County of San Francisco.
4. Your project or service helps low and moderate-income individuals and their families.
5. Your clients live within the City and County of San Francisco.
6. You will follow applicable federal, state and local laws and regulations if funded.

WHAT TO EXPECT IF AWARDED A GRANT

The use of these funds is subject to many requirements, including but not limited to:

1. You must be a City-approved supplier. If you are not a City-approved supplier, begin the [certification process](#) as soon as possible. Subcontractors are not required to be City-approved suppliers. Only the lead agency or fiscal agent must be City-approved.
2. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
3. You must sign and meet the provisions of a grant agreement. The grant agreement includes an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
4. Projects and services must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility.
5. You must follow applicable federal, state and local laws and regulations for:
 - Fair housing
 - Equal employment opportunity
 - Equal benefits for domestic partners
 - Conflicts of interest
 - Purchasing goods and services
6. You cannot use these funds for religious purposes or political and lobbying activity.

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND OUR PRE-SUBMISSION WORKSHOP

Thursday, August 29, 2019

3:30 p.m. – 5:00 p.m.

1 South Van Ness Avenue, 5th Floor

We will lead a workshop to help you determine if your project is eligible. We will also help you understand how to submit a complete proposal. We encourage you to attend the workshop before submitting a proposal. The meeting room is wheel chair accessible. For translation or interpretation services, call (415) 701-5598 at least 72 hours beforehand. For speech or hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, call (415) 673-6864, or 511.

2

PUT TOGETHER YOUR PROPOSAL PACKET

Proposal Packet Checklist

(One original signed in blue ink and one USB drive copy)

- Proposal Cover Sheet (p.34, posted in Word)
- Board of Directors (p.35, posted in Word)
- Proposal Narrative (see p.35 for instructions)
- Project Budget Worksheet (p.36, posted in Excel)

These documents are also required if we do not currently fund you:

- Your Articles of Incorporation, including all amendments
- Your Organization By-Laws, including all amendments
- Evidence of your Federal Tax Exempt 501(c)(3) status

3

SUBMIT YOUR PROPOSAL PACKET

Submit your completed proposal packet 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

WE RECOMMEND HAND DELIVERY

PROPOSAL DUE DATE:

by hard-copy original and USB drive copy

September 20, 2019

at 5:00 p.m.

REVIEW PROCESS AND SCHEDULE

First, we will review all proposals to determine if they are complete and eligible. We will remove any incomplete or ineligible proposals from further consideration. Next, we will read and score all complete and eligible proposals. We will consider prior performance in our review. Prior performance includes your compliance with any previous grant or financing agreement. We will recommend proposals with the highest scores for grant awards. Last, we will notify you of our award decision. If you do not receive a grant, you may appeal our decision. If you receive a grant, we will contact you to begin the grant negotiation process.

Our proposed schedule for review and decisions is:

Friday, September 20, 2019	Proposals due to us by 5:00 p.m.
Monday, September 30, 2019	Award decisions sent to you
Monday, October 7, 2019	Five-day appeals period ends
Tuesday, October 1, 2019	Earliest date grant term can begin

We reserve the right to adjust this schedule at our discretion.

PROPOSAL INSTRUCTIONS

1. Be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper). Reviewers will not consider text beyond the sixth page in their funding recommendations.
2. We will not accept any handwritten narratives. You must type or use a computer to write your narrative. Font size must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1" margins. To save paper, we recommend the narrative section be double-sided and single-spaced.
4. Original signatures must be in blue ink.
5. Use the Proposal Packet Checklist to ensure your proposal is complete.
6. Do not bind proposals, or submit extra materials not requested.
7. We will not consider any incomplete, faxed, or late proposals. We recommend hand delivery of proposals. We will not accept any proposals after 5:00 p.m. on Friday, September 20, 2019.

PROPOSAL COVER SHEET

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

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

Project Name:

Project Description (one-liner):

Project Street Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): \$

Total FY 2019 or FY 2020 Agency Budget: \$

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

Signature

Date

BOARD OF DIRECTORS

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

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

PROPOSAL NARRATIVE

(Must not exceed 6 pages)

1. Project Design (worth up to 40 points)

- Describe your project, including activities and your goals and vision.
- When will your project start? If applicable, when will it finish?

2. Organizational Capacity and Budget (worth up to 30 points)

- Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
- Describe the budget for your project.
- Describe the individuals who will administer your project, including their names, job titles and experience.
- Is your proposal a supplement or an addition to an existing project or program?

3. Background and Need (worth up to 20 points)

- Describe the need for your project.

4. Evaluation (worth up to 10 points)

- Describe who will benefit from your project.
- What outcomes would you use to measure your project's success?

TOTAL SCORE ASSIGNED BY REVIEWERS: _____ out of 100

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			\$ -	\$ -	\$ -	\$ -	\$ -

MORE ABOUT THIS RFP

1. We encourage collaborative proposals. Collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. We prefer awarding grants to agencies who can increase their impact through collaboration. If awarded a grant, a collaborative proposal must provide us with signed agreements. These agreements will outline the scopes of work and expectations of each partner.
2. The City reserves the right to fund select components of a collaborative proposal.
3. The City reserves the right to terminate a grant if actual expenses deviate from the purpose expressed in this RFP.
4. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
5. In the future, the City may use this procurement to award grants for similar projects and services.

PROTEST PROCEDURES

Protest of Non-Responsive Proposal or Grant Award

Non-responsive proposals are either incomplete, ineligible, or undelivered. If we determine your proposal to be non-responsive, we will inform you. We may also issue you a notice of intent to award the grant to another, responsive proposal. In either case, if you disagree with our decision, you may submit a written notice of protest within five business days. We must receive the notice of protest on or before the fifth business day. The notice of protest must include a written statement of each of the grounds for protest. An individual authorized to represent the respondent must sign the protest. The protest must cite all applicable laws, rules, procedures or provisions. The protest must specify facts and evidence enough for us to determine its validity.

Delivery of Protests

We must receive all protests by 5:00 p.m. on Monday, October 7, 2019, or within five business days of our notification, whichever comes sooner. You bear the risk of non-delivery within the deadlines specified if you use a mail service. You should use a delivery method that will establish the date our office receives your protest. We will not consider any oral or e-mail protests or notices of protests.

If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the protest. We will review and attempt to resolve the protest during this meeting. You may submit your protest 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