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

London N. Breed
Mayor

Daniel Adams
Acting Director

COMPLETE NEIGHBORHOODS PROGRAM (CNP)

REQUEST FOR PROPOSALS

January 1, 2020 – December 31, 2021
GRANT TERM

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

Public Space Improvement (PSI) Projects

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.**

1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
www.sfmohcd.org

RFP Questions? Email stephen.ford@sfgov.org
Need alternative formats for persons with disabilities?
Email eugene.flannery@sfgov.org, or call (415) 701-5598

ELIGIBLE GRANTS

There is no maximum or minimum grant award. Grants range from $10,000 to $300,000. You must submit a separate proposal for each eligible project. Budget your grant over a 24-month period starting January 1, 2020. Construction should begin between six and twelve months after the grant start date. You must spend all your grant by December 31, 2021. We will not award more than one grant to the same project over a three-year period.

Public Space Improvement (PSI) Projects

We have a total of $500,000 to grant under the Complete Neighborhoods Program (CNP).

CNP helps new residential developments act as catalysts for community improvement projects. Projects benefit residents of the development as well as existing neighborhood residents.

The program fosters relationships between residential developers, community-based organizations and neighborhood groups. It also helps provide environmental and service improvements to neighborhoods experiencing residential growth.

Residential developers and neighborhood groups apply together for grants. Your project must tie to a residential development in the entitlement and construction process or built within the past three years. Project spaces must be open to the general public during normal hours of operation. Residential developers should contribute to the project through financial or in-kind support.

We will prioritize projects that address:

- A community need identified by an official City planning or strategy document; or
- A community need identified by a Planning Department development review process; or
- A compelling community need.

We will prioritize projects that:

- Benefit neighborhood residents;
- Are within a half mile of the qualifying residential development;
- Show a likelihood of completion;
- Have support from members of the community in which they reside;
- Use sound ecological practices, including the use of reused and recycled materials;
- Have a plan for environmental sustainability;
- Have at least a five-year maintenance plan;
- Show sound design;
- Engage local partners to leverage grants; and
- Have reasonable costs, based on project design.

ELIGIBLE PROJECTS

- Street and median improvements
- Play structure improvements
- Landscaping
- Benches
- Garden development or revitalization
- Erosion control
- Improvements that eliminate blight in distressed neighborhoods

INELIGIBLE PROJECTS

- Maintenance or ornamental activities, including:
    - Painting
    - Storage sheds
    - Garden tools
    - Sidewalk repairs
    - Graffiti removal

- We will augment but not cover all costs for improvements that:
    - Are covered by impact fees associated with the residential development;
    - Are required as a condition of approval for the residential development; and
    - Other City departments or public agencies would fund.

ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

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

1. Your partnership includes a for-profit or nonprofit residential developer and a nonprofit community-based organization or neighborhood group.

2. Your project ties to a residential development of at least five units. The residential development must be in the entitlement process, or received entitlements within the last three years. Your project must reside within one mile of the residential development.

3. Your project site resides within one of the City's Priority Development Areas (see map on the next page). Proposals for projects in the Central Market, Sixth Street, and Tenderloin areas must reference objectives and designated action zones in the Central Market/Tenderloin Strategy.

4. You are:

    - A 501(c)(3) nonprofit corporation registered with the Internal Revenue Service; or
    - A fiscal agent who is a 501(c)(3) nonprofit corporation; or
    - A church or religious organization that meets the requirements of Internal Revenue Code section 501(c)(3); or
    - A government entity not part of the City and County of San Francisco.

5. You are in good standing with the State of California's Registry of Charitable Trusts.

6. Your project achieves one of the following three objectives from our 2015-2019 Consolidated Plan:

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

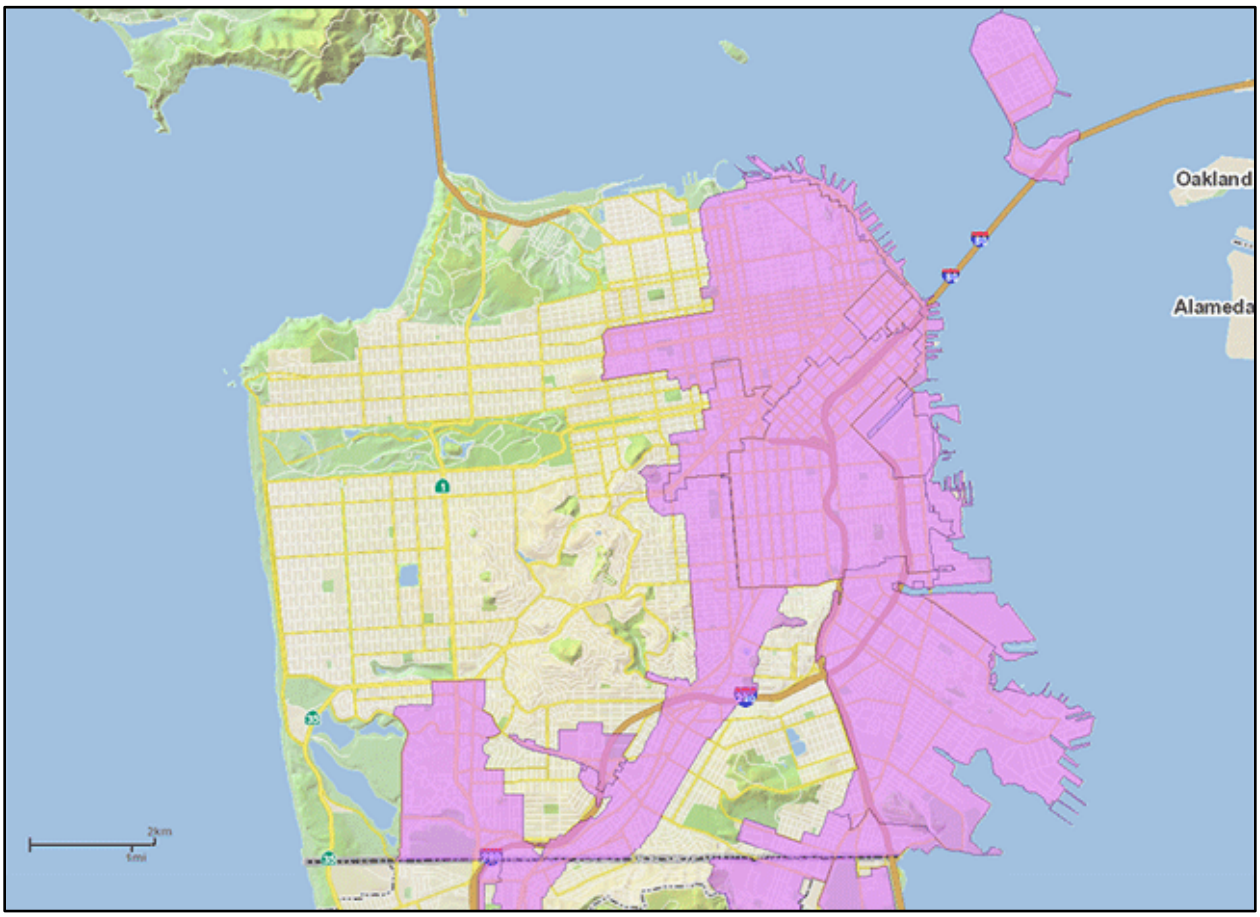
7. Your project must have support from members of the community in which it resides.

8. Your project must be accessible to members of the general public for minimal or no fee. In the case of childcare facilities, a majority of slots must be affordable to low and moderate-income households.

9. Your project must have at least a five-year maintenance plan.

COMPLETE NEIGHBORHOODS PROGRAM (CNP)
PRIORITY DEVELOPMENT AREAS

Priority Development Areas are highlighted in purple.



WHAT TO EXPECT IF AWARDED A GRANT

The use of these grant 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 a scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.

4. Projects must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility. You are responsible for meeting all applicable accessibility standards under:

   - Section 504 of the Rehabilitation Act of 1973
   - the Architectural Barriers Act
   - the Americans with Disabilities Act
   - State and local codes, statutes and regulations

   All projects will be subject to review and approval by the Mayor's Office on Disability (MOD). Some projects may also be subject to an architect's certification. The architect certifies that all improvements followed applicable accessibility laws and regulations.

5. For certain projects, you may need to post a public notice. This notice allows interested persons an opportunity to voice their concerns. We will ask you to post the notice before we approve funding for the project. We follow this rule when a project involves new construction, a change in use, or a significant expansion of existing use.

6. Your project may meet the requirements of an environmental review. Reviews may result from the National Historic Preservation Act, or from Department of City Planning or Redevelopment Area Plan guidelines.

7. You must follow federal conflict of interest regulations. You must also follow regulations for purchasing goods and services. This includes specific standards and methods for soliciting construction and professional service contractors. The standards and methods depend upon the amount of the contract. You cannot use our funds to pay for goods and services unless we have approved your procedure.

8. You must prioritize certified Local Business Enterprises for contracts and subcontracts. This rule applies to general and professional service contracts valued at or above $110,000, and to construction contracts valued at or above $600,000.

9. You must follow applicable federal, state and local labor standards during construction. Standards include those for federal and state prevailing wages and for state apprenticeships. State labor standards apply to projects greater than $1,000. All contractors and subcontractors must submit payroll records on LCPTracker, the City's electronic certified payroll records system.

10. All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to the Department of Industrial Relations (DIR). Public work is construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. All contractors and subcontractors must submit electronic certified payroll records to DIR. You cannot accept a bid or enter into a contract for public work with an unregistered contractor. This rule applies to projects greater than $1,000.

11. If your construction project receives greater than $350,000 from the City, you are subject to First Source Hiring. Your contractors and subcontractors must post their entry-level job openings. Entry-level jobs are non-managerial positions. They do not need education beyond a high school diploma (or equivalency), or more than two years of specific training or work experience. The City has first opportunity to refer qualified candidates for those positions. Your contractors and subcontractors must make good faith efforts to hire referrals from the City.

12. You must also follow applicable federal, state and local laws and regulations for:

    - Fair housing
    - Equal employment opportunity
    - Equal benefits for domestic partners

13. You cannot use these funds for religious purposes or political activity.

HOW TO SUBMIT A GRANT PROPOSAL

1 ATTEND OUR PRE-SUBMISSION WORKSHOP

Thursday, August 29, 2019
9:00 a.m. – 10:30 a.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, Parts I and II (p.10-11, posted in Word)
[ ] Board of Directors (p.12, posted in Word)
[ ] Proposal Narrative (see p.12-14 for instructions)
[ ] Supporting Documents (see p.15 for instructions)

These documents are also required if you are not currently funded by us:

[ ] 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: **September 20, 2019**
by hard-copy original and USB drive copy 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 record of completing projects on time and within budget. It also 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.**
Friday, October 4, 2019	**Award decisions sent to you**
Friday, October 11, 2019	**Five-day appeals period ends**
Wednesday, January 1, 2020	**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 ten pages (i.e. 5 double-sided sheets of paper), including the questions. Reviewers will not consider text beyond the tenth 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. Do not bind proposals, or submit extra materials not requested.

6. 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, PART I

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

Lead Agency Name:

Street Address:

City: State:

Zip Code: Main Phone:

Project Name:

Project Description (one-liner):

Project Site Address (if different):

City: State: Zip Code:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

Address of Residential Development:

Date of Entitlement:

Project type: ☐ New ☐ Partially Completed ☐ Expansion of existing project

Total Grant Request: $

Total PSI Project Cost: $

Total FY 2019 or FY 2020 Agency Budget: $

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

Signature of Executive Director Date

PROPOSAL COVER SHEET, PART II

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

Neighborhood Group Name (if different):

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

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

Signature of Executive Director Date

Residential Developer Name:

Street Address:

City: State:

Zip Code: Main Phone:

Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

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

Signature of Executive Director 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 10 pages)

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1. **Project Design (worth up to 50 points)**
    - Describe your project, including activities and your goals and vision.
    - Describe how your project meets one or more of our grant priorities.
    - Describe the need for your project.
    - Describe any LEED certified or sustainable green building practices.
    - How will your project improve a neighborhood facility?
    - How will your project improve the neighborhood for new and existing residents?
    - Complete the following table. You may add activities to match your scope of work.

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

- How will community and residential development members work together to complete the project?
- Will the project site be open to the general public?
    - If yes, give the days and hours of access.
    - If no, explain who will have access to the project improvement(s).
- For greening or capital projects:
    - Describe the location of project component(s), including street address and cross streets
    - Describe public visibility and accessibility of the project
    - Describe how the project will use sound ecological practices. Practices include native landscaping, the use of reused and recycled materials, and waste removal.
    - Give the Improvement Area Size (in square feet) and project dimensions
- For permanent installations:
    - Provide a plan for securing and maintaining the project for at least five years. Include actual and anticipated funding sources.

2. **Organizational Capacity and Budget (worth up to 50 points)**
    - Describe your organization, including mission, history and programs.
    - Describe your organization's experience with this type of project.
    - Describe your organization's current or previous work in the neighborhood.
    - Describe the individuals who will administer your project, including their names, organizations, job titles and experience. This includes team members who are professional organizations and service providers, such as planners, architects, landscape architects, and engineers. Make sure to name these team members as well and describe each of their professional qualifications and experience with similar projects.
    - Describe the individuals in charge of the financial management of your project. Include their names, organizations, job titles and experience.
    - Provide a list of public space improvement projects that your staff have managed in the last 5 years. Include the scope of work, cost, funding sources and length of time to complete each project.
    - Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
    - Describe your budget. Include other sources of funding and in-kind contributions. For pending sources, provide a timeline for securing those funds.
    - Describe efforts by local community partners to leverage grant funds. Describe contributions from the residential developer. Contributions can be either financial or in-kind.
    - Complete the following table:

1. Requested Funds for Construction only:	$
2. Requested Funds for Architectural and/or Engineering: (not to exceed 15% of construction, and not available for new facilities)	$
3. Total Grant Request *(add 1+2)*:	$
4. Total Project Cost	$

- Complete the following tables, listing all revenue sources and expenses for your project. For each revenue source, state whether you have secured the funding or not:

Revenue Source	Amount ($)	Secured
1.		
2.		
3.		
4.		
5.		
Total		

Expenses	Amount ($)
1.	
2.	
3.	
4.	
5.	
Total	

TOTAL SCORE ASSIGNED BY REVIEWERS: ____ out of 100

SUPPORTING DOCUMENTS

You must submit the following documents, where applicable:

1. Submit a deed or tax bill as evidence of ownership. We will need a deed of trust to secure the grant. If you lease, submit a copy of the lease agreement. We will need you to amend your lease to secure the grant.

2. If you lease, provide owner's written approval for you to undertake the renovations.

3. If your project resides on City property, provide the Department's written approval for you to undertake the renovations.

4. Submit site plans, floor plans or sketches of improvements, if applicable.

5. Submit a visual rendering of the project, if available.

6. Submit current photographs of the site.

7. Submit a map of the site.

8. Submit other examples of the artist's work, if available and applicable.

9. Submit Fire or Building Department citations, or inspection reports that support the grant request, if available.

10. Submit evidence of matching funds, including source, use and amount, if secured.

11. Submit cost estimates from a design professional or contractor indicating the total construction budget.

12. Submit cost estimates from a design professional or engineer indicating the total design budget.

13. Submit your current operating budget that includes costs by program.

14. Submit a description of accessibility for the proposed space, and status of the Mayor's Office on Disability review, if applicable.

15. Submit at least three letters of support from neighborhood residents.

MORE ABOUT THIS RFP

1. We encourage collaborative proposals. This includes collaboration with professional organizations and service providers, such as planners, architects, landscape architects, and engineers. If you are applying as a team, include the names of all team member organizations (and staff, if applicable) and their professional qualifications and experience with similar projects. 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. It must also submit documents for the neighborhood group. 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. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).

4. 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 Friday, October 11, 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