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# **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:

**Community Planning Grants**

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

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The maximum Community Planning Grant award is \$50,000. Budget your grant over a 24-month period starting January 1, 2020. You must spend all your grant by December 31, 2021.

## Community Planning Grants

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.

Community Planning Grants help community-based organizations plan for future community facilities. A community-based organization may apply in partnership with a professional organization. The professional organization would agree to lead and coordinate the planning activities. Planning activities include asking community members for their opinions and advice on future community facilities.

You must submit at least three letters of support from neighborhood residents as part of your proposal.

We will prioritize planning processes 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.

# ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

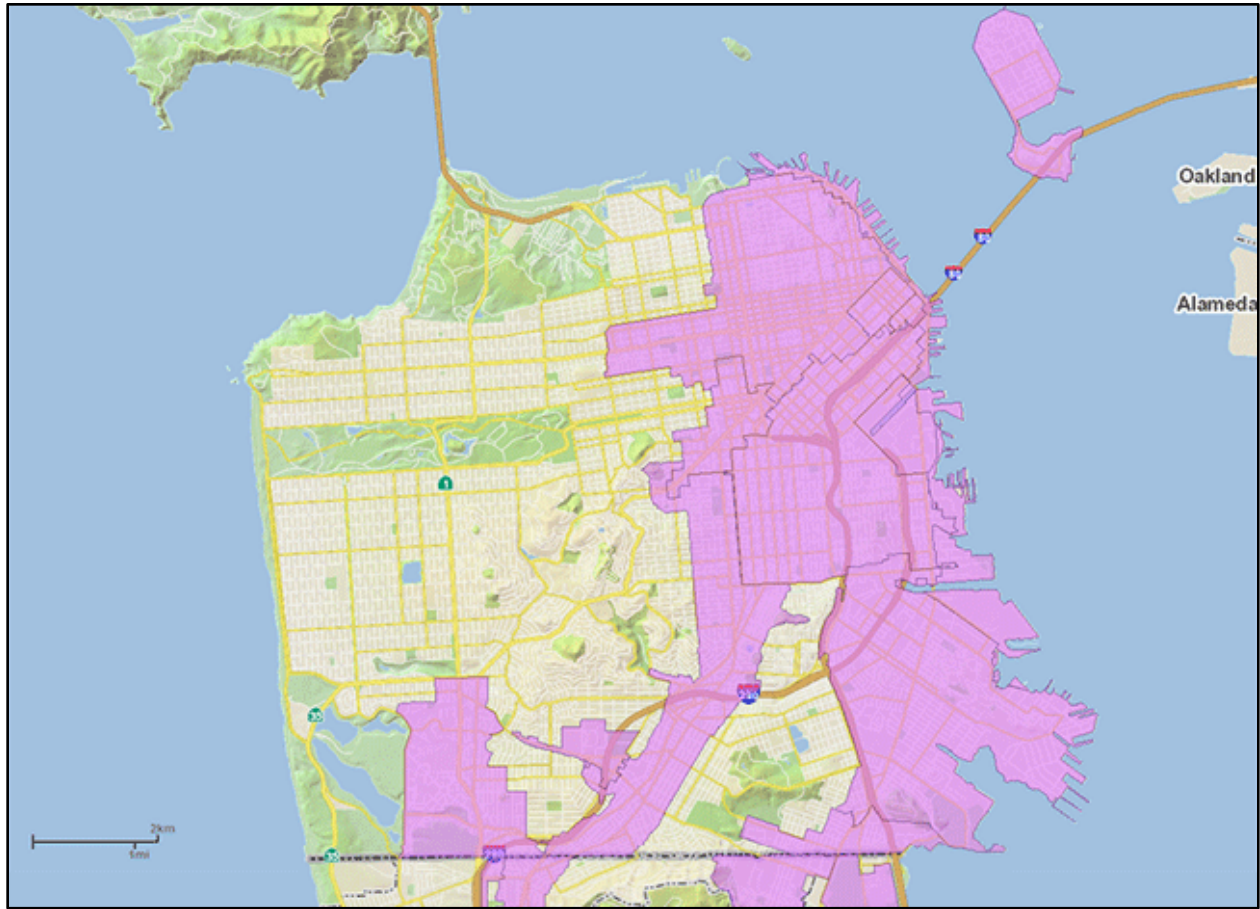
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**You are eligible to submit a grant proposal if you meet all the following criteria:**

1. Your partnership includes a for-profit or nonprofit residential developer and a nonprofit community-based organization or neighborhood group.
2. Your planning process 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 planning process is for a neighborhood within the City's Priority Development Areas (see map on the next page). Proposals for processes 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 planning process must have support from members of the neighborhood.

# COMPLETE NEIGHBORHOODS PROGRAM (CNP) PRIORITY DEVELOPMENT AREAS

Priority Development Areas are highlighted in purple.



## WHAT TO EXPECT IF AWARDED A GRANT

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**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 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 activity.

# HOW TO SUBMIT A GRANT PROPOSAL

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## ATTEND OUR PRE-SUBMISSION WORKSHOP

**Thursday, August 29, 2019**

**9:00 a.m. – 10:30 a.m.**

1 South Van Ness Avenue, 5<sup>th</sup> 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.8-9, posted in Word)
- Board of Directors (p.10, posted in Word)
- Proposal Narrative (see p.10-11 for instructions)
- Project Budget Worksheet (p.12, posted in Excel)
- Letters of Support

**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

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## 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

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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:

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<b>Friday, September 20, 2019</b>	<b>Proposals due to us by 5:00 p.m.</b>
<b>Friday, October 4, 2019</b>	<b>Award decisions sent to you</b>
<b>Friday, October 11, 2019</b>	<b>Five-day appeals period ends</b>
<b>Wednesday, January 1, 2020</b>	<b>Earliest date grant term can begin</b>

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

## PROPOSAL INSTRUCTIONS

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1. Be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper), including the questions. 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. 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)

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Lead Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

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Project Name:

Project Description (one-liner):

Project Site Address (if different):

City:

State:

Zip Code:

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Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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Address of Residential Development:

Date of Entitlement:

Professional Organization Name (if applicable):

Total Grant Request: \$

Total Project Cost: \$

Total FY 2019 or FY 2020 Agency Budget: \$

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

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Signature of Executive Director

Date



## PROPOSAL COVER SHEET, PART II

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

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Neighborhood Group Name (if different):

Street Address:

City:

State:

Zip Code:

Main Phone:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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

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Signature of Executive Director

Date

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Residential Developer Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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

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Signature of Executive Director

Date

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# 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. Planning Process Design (worth up to 40 points)**

- Describe your planning process, including activities and your goals and vision.
- How will your plan help put in place future capital and public space improvement projects? Reference our Complete Neighborhoods project priorities in your response.
- How will your plan help foster connections between developers, residents, businesses and community organizations?
- How will neighborhood residents take part in your planning process?
- Use the following table to present your scope of work and timeline.

Activity	Start Date	End Date
1.		
2.		
3.		
4.		
5.		

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

- Complete a Project Budget Worksheet. Include budget items for both your grant proposal and your entire planning process.

- Describe your budget. Include descriptions of other funding sources and in-kind contributions. For pending sources, provide a timeline for securing those funds.
- Describe the individuals who will administer your planning process, including their names, organizations, job titles and experience. If you are already collaborating with a team of professional organizations and service providers, such as planners, architects, landscape architects, and engineers, name the team members and describe each of their professional qualifications and experience with similar projects.

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

- Describe the need for your planning process.
- How will your process meet this need?

**4. Evaluation (worth up to 10 points)**

- What outcomes would you use to measure your success?
- Describe how you will evaluate the impact of your planning process.

**TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_\_ out of 100**

## PROJECT BUDGET WORKSHEET

<b>AGENCY NAME:</b>	
<b>PROJECT NAME:</b>	

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.					
<b>Salaries &amp; Wages</b>								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	<b>Total Salaries &amp; Wages</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fringe Benefits</b>	<b>Item</b>							
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
Other							\$ -	
	<b>Total Fringe Benefits</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	<b>Item</b>							
								\$ -
								\$ -
								\$ -
	<b>Total Contractual Services</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment (including leasing)</b>	<b>Item</b>							
								\$ -
								\$ -
	<b>Total Equipment</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>Item</b>							
								\$ -
								\$ -
	<b>Total Insurance</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other</b>	<b>Item</b>							
	Travel							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
	<b>Total Other</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Indirect</b>	<b>Total Indirect (no more than 15%)</b>							\$ -
	<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -	\$ -

## MORE ABOUT THIS RFP

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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

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### **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