



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

London N. Breed
Mayor

Kate Hartley
Director

COMMUNITY DEVELOPMENT SERVICES REQUEST FOR PROPOSALS

**December 1, 2018 – June 30, 2019
GRANT TERM**

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

Grant Title	Grant Amount
Latino Job Readiness in the Excelsior	\$100,000

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

DATE ISSUED: **Monday, October 22, 2018**
PROPOSAL DUE DATE: **Friday, November 9, 2018 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 7-month period, from December 1, 2018 through June 30, 2019, unless otherwise noted. In some cases, the grant is also available for a second year, from July 1, 2019 through June 30, 2020. If this is the case, we will note it in the grant description.

FOUNDATIONAL COMPETENCIES

Latino Job Readiness in the Excelsior (\$100,000)

This grant is intended to build the workforce readiness of and remove employment barriers for Latino residents of the Excelsior. Funds will enhance a current multi-cultural and multi-lingual center in the Excelsior that supports the financial sustainability of low-income Latino families and individuals that live in the neighborhood. Programming should focus on self-sufficiency strategies, including education, employment and economic empowerment.

The funded project will maintain space for soft skills development workshops, job search assistance, and service connection referrals to partner organizations. Barrier removal and creative skills building approaches must be culturally competent and rooted in serving Latino youth and immigrants confronted with significant program participation, retention and completion barriers, as well as job placement and hiring barriers. Providers may also provide English language classes to limited English speakers, thereby increasing employment possibilities.

This grant is also intended for a second year, from July 1, 2019 through June 30, 2020.

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 501(c)(3) or 501(c)(6) nonprofit corporation registered with the Internal Revenue Service; or a fiscal agent who is a 501(c)(3) or 501(c)(6) 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 (GMS) 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

1

ATTEND OUR PRE-SUBMISSION WORKSHOP

Wednesday, October 24, 2018

9:00 a.m. – 10:00 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

COMPLETE YOUR PROPOSAL VIA GMS

GMS Proposal Checklist

- ☐ Agency Information Page
- ☐ Proposal Cover Sheet
- ☐ Proposal Narrative
- ☐ Proposal Budget
- ☐ Proposal Neighborhoods Served

In addition, email these documents to michael.king@sfgov.org 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 VIA GMS

Submit your completed proposal by having an authorized Signatory review your submission and check the “Proposal Signoff” box in GMS. Bear in mind, you cannot make any changes to your proposal once a Signatory completes the “Proposal Signoff” process.

PROPOSAL DUE DATE

November 9, 2018 @ 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, November 9, 2018	Proposals due to us by 5:00 p.m.
Friday, November 16, 2018	Award decisions sent to you
Friday, November 23, 2018	Five day appeals period ends
Saturday, December 1, 2018	Earliest date grant term can begin

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

PROPOSAL INSTRUCTIONS

1. For the first time, we are asking you to submit your proposal through our [Grants Management System \(GMS\)](#). We are no longer requesting a hard-copy original and USB drive copy be delivered to our office.
2. If you are interested in applying for a grant opportunity under this RFP, email Mike King at michael.king@sfgov.org to express your interest and name the staff members who will need access to GMS to complete the proposal. Email Mike as soon as possible to ensure adequate time to complete your proposal. We recommend not waiting until the final week before the proposal is due to request access to GMS.
3. Mike will ensure your selected staff members have access to GMS. New users will receive an email from the system with a user name and temporary password. They will create a permanent password after logging in for the first time.
4. Once your staff have logged into the system, they will see links for the “Agency Information” and “Agency Proposals” pages on the left-hand side of the screen.
5. Click the “Agency Information” link. On the page that opens, complete all of the information requested. Click the yellow “Save” button in the upper right-hand corner to save any information you enter. Click the yellow “Submit” button in the upper right-hand corner when you are done.
6. Next, click the “Agency Proposals” link. Enter the name of your project in the field labeled “What is the name of your proposal?” Then click the yellow “Add New Proposal” button underneath. Your new proposal will appear in gray text above. You can return to your proposal any time you like by going to this page.
7. Click on your new proposal. A page showing the required elements of your proposal will appear. You will need to submit each element in sequential order. In other words, you will not have access to complete an element until you complete and submit the previous one. We have included the requested information for each proposal element on the following two pages of this RFP so you can prepare your responses in advance.
8. For each proposal element, click the yellow “Save” button in the upper right-hand corner to save any information you enter. Click the yellow “Submit” button in the upper right-hand corner to move on to the next element of the proposal. You can return to previously submitted elements of your proposal and click the yellow “Unlock” button in the upper right-hand corner to make edits.
9. Once you complete the “Cover Sheet”, “Narrative”, “Budget” and “Neighborhoods Served” elements of the proposal, submit your proposal by having an authorized Signatory review your submission and check the “Proposal Signoff” box. Bear in mind, you cannot make any changes to your proposal once a Signatory completes the “Proposal Signoff” process.
10. We will not consider any late proposals. We will not accept any proposals after 5:00 p.m. on Friday, November 9, 2018.

AGENCY INFORMATION PAGE

- Agency Name and Street Address
- Federal Tax ID
- Supplier ID (if already supplied by City)
- Executive Director Name, Title, Email and Phone Number
- Board President Name, Title, Email and Phone Number
- Board of Directors Roster, including Other Boards on Which They Serve (if none, write N/A)
- Official Mailing/Remit Address
- DUNS Number
- Agency Main Phone Number

PROPOSAL COVER SHEET

- Project Name and Street Address
- Program Area (as defined by MOHCD)
- Total Agency Budget (in \$)
- Proposal Contact Name, Email and Phone Number
- Grant Opportunity (you are applying for)
- Total Grant Request (in \$)

PROPOSAL NARRATIVE

Project Design (worth up to 40 points)

- Describe your project, including activities and your goals and vision (11,500 character limit)
- When will your project start? If applicable, when will it finish? (1,000 character limit)

Organizational Capacity and Budget (worth up to 30 points)

- Describe the budget for your project (3,000 character limit)
- Is your proposal a supplement or an addition to an existing project or program?
- Describe the individuals who will administer your project, including their names, job titles and experience (1,750 character limit for each Experience text box)

Background and Need (worth up to 20 points)

- Describe the need for your project (2,500 character limit)

Evaluation (worth up to 10 points)

- Describe who will benefit from your project (1,500 character limit)
- What outcomes would you use to measure your project's success? (1,500 character limit)

PROPOSAL BUDGET

Select the budget line items for which you would like to use the grant. For each budget line item, provide all of the requested information, including the grant allocation ("Request") and any secured funding from other sources ("Secured Funding"). Bear in mind, before submitting, the Total Request (from Budget) must match the Total Request (from Cover Sheet).

PROPOSAL NEIGHBORHOODS SERVED

Estimate and enter the Total Number of Unduplicated Clients for your Project. Then, select each Neighborhood and the Number of Unduplicated Clients in each Neighborhood that comprises the Total. The Neighborhood selections are based on boundaries defined by the [San Francisco Planning Department](#).

TOTAL SCORE ASSIGNED BY REVIEWERS: ____ out of 100

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 a proposal 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. 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, November 23, 2018, 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