



Mayor's Office of Housing and Community Development

**COMMUNITY DEVELOPMENT CAPITAL PROJECTS
REQUEST FOR PROPOSALS
FY2021-22 (#2022-01b)**

Date Issued: August 26, 2022

Deadline for Submission: September 23, 2022 at 5:00 pm

RFP Questions? Need alternative formats for persons with disabilities? Email CommDevRFP@sfgov.org

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Letter from the MOHCD Director

The San Francisco Mayor's Office of Housing and Community Development (MOHCD) supports San Franciscans with affordable housing opportunities and essential community services. MOHCD's Community Development Division awards grants to nonprofit organizations to provide essential and high-quality services to city residents. To help ensure the sustainability of these nonprofit organizations and the essential services they provide, the Community Development Division also awards grants for capital improvement and acquisition projects.

Specifically, MOHCD is the primary City agency that funds the rehabilitation or new construction of non-profit facilities that serve low-income families and individuals. In addition to protecting and expanding services, capital funds are used to ensure that these facilities are accessible to all and meet health and safety standards. In FY 2020-21, MOHCD's capital program assisted 31 organizations in making significant improvements or repairs to their facilities and brought improvements to 38 community and public spaces.

We recognize it can be difficult for many nonprofits to build financial reserves deep enough to pay for the common repairs and infrastructure replacements that come with operating their own program space, or in procuring a brand-new space in San Francisco's expensive real estate market. We try to ease those burdens by providing gap funding for the types of capital projects that keep nonprofits in San Francisco and going strong into the future. At this time MOHCD has \$600,000 intended to support capital improvements to ensure safe environments for staff and clients.

MOHCD investments support the city's most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is an imperative of the office to be intentional and explicit in meeting its goal to reduce racial disparities in service delivery as well as social and economic opportunity within San Francisco.

We are proud and thankful to call you partners.

Sincerely,

Eric D. Shaw

Director, MOHCD

RFP ASSISTANCE & RESOURCES

MOHCD RFP Pre-Submission Webinar

A live virtual pre-submission webinar will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, description of the funding opportunity, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click on the links below:

MOHCD Pre-Submission Webinar Link	September 6, 2022 at 10am
Click the link above to register and receive Zoom info	

RFP Questions

MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to CommDevRFP@sfgov.org by September 9, 2022. We will do our best to issue our response to your questions on September 14, 2022 on MOHCD website.

RFP TIMELINE

Dates are subject to change.

RFP Issued	August 26, 2022
Pre-Submission Webinar	September 6, 2022 at 10 am
Deadline to submit questions	September 9, 2022
Response to questions issued	September 14, 2022
Proposals Due	September 23, 2022 at 5pm
Notifications Sent to Confirm Submission	By September 28, 2022
Intent to Award Letters Sent	October 2022
Contract Term Begins	December 1, 2022

Description of Funding Opportunities

#	Funding Opportunity	Total Funds Available
1	Immigrant Services Capital Support Project	\$300,000
2	Castro Neighborhood Arts and Cultural Facility Capital Project	\$300,000

Funding Opportunity 1: Immigrant Services Capital Support Project

MOHCD is seeking grant proposals to support a capital improvement project that will support infrastructure and build out of newly leased spaces for non-profits serving immigrant adults and youth in South of Market (SoMa)/Mid-Market/ Mission (area shown in the map as South of Market and Mission).



This RFP will provide up to \$300,000 in total grant funding. MOHCD intends to make a single award. The award will be setup as a one-time allocation through a two-year contract, starting as early as December 2022. The final terms and conditions of the grant are subject to negotiation.

Grant proposals must detail the funding requested for the monthly reimbursement of expenses related to the project eligibility criteria in the Project Criteria section of this RFP.

MOHCD will prioritize eligible projects from nonprofit organizations that:

- Serve and are deeply rooted in low-income and historically underserved immigrant and communities in San Francisco, particularly in the SoMa/Mid

Market/Mission neighborhoods.

- Clearly identify how new clients and/or audiences will be acquired, and existing beneficiaries served effectively by the proposed space. This includes administrative or office space, with a focus on retaining or engaging historically underserved communities.
- Demonstrate support for their efforts from multiple sectors (e.g., partnerships with education, local businesses, excellence in volunteer engagement).
- Demonstrate evidence of planning to identify and mitigate financial risk.
- Demonstrate a track record of deep and sustained commitment to racial equity and inclusion.
- Demonstrate a commitment to providing services according to the San Francisco Department of Public Health's (DPH) COVID-19 safety guidelines. Project applicants must also demonstrate that designs will be implemented in accordance with DPH guidelines for social distancing and safety.
- Have secured recent public or philanthropic investment.

Funding Opportunity 2: Castro Neighborhood Arts and Cultural Facility Capital Project

MOHCD is seeking grant proposals to support a capital improvement project that will improve a nonprofit facility, in particular a facility that provides visual arts and performance events located within the Castro neighborhood (area shown in the map as Castro/Upper Market).



This RFP will provide up to \$300,000 in total grant funding. MOHCD intends to make a single award. The award will be setup as a one-time allocation through a two-year contract, starting as early as December 2022. The final terms and conditions of the grant are subject to negotiation.

Grant proposals must detail the funding requested for the monthly reimbursement of expenses related to the project eligibility criteria in the Project Criteria section of this RFP.

MOHCD will prioritize eligible projects from nonprofit organizations that:

- Serve and are deeply rooted in low-income and historically underserved communities in the Castro neighborhood.
- Clearly identify how new clients and/or audiences will be acquired, and existing beneficiaries

served effectively by the proposed improved space, with a focus on retaining or engaging historically underserved communities.

- Demonstrate support for their efforts from multiple sectors (e.g. partnerships with education, local businesses, excellence in volunteer engagement).
- Demonstrate evidence of planning to identify and mitigate financial risk.
- Demonstrate a track record of deep and sustained commitment to racial equity and inclusion.
- Demonstrate a commitment to providing services according to the San Francisco Department of Public Health’s (DPH) COVID-19 safety guidelines. Project applicants must also demonstrate that designs will be implemented in accordance with DPH guidelines for social distancing and safety.
- Have secured recent public or philanthropic investment.

The following conditions apply to both funding opportunities:

- If the grant award is supplementing other City funding given to the same project, the award must not result in total City funding exceeding 90% of the total costs of the project (up to \$2 million), and 50% of the portion of the project that is more than \$2 million.
- Once a grant agreement has been executed, all grant requirements must be met, and the grant must be closed, and all funds spent within twenty-four (24) months.
- To receive funds, grantees must meet all the following criteria:
 - The project’s proposed pre-development budget must conform to real estate industry standards.
 - Provide a “sources and uses” budget inclusive of all project costs.
 - Provide an operating budget that includes reserves sufficient to ensure the long-term viability of the project.
 - Provide evidence of completion of relevant due diligence (e.g., appraisal, environmental reports, physical needs assessment).
- Construction should begin and a draw-down of funds should be made between 12 and 18 months after the grant start date.

- By accepting a grant, the applicant agrees to maintain services at the facility for a minimum period which is a “Tenure Period”. The minimum Tenure Period depends on the size of the grant awarded (see tables below). The Tenure Period begins at the completion of construction or acquisition.

GRANT AMOUNT	TENURE PERIOD
UP TO \$200,000	Five years
\$200,001 - \$500,000	Ten years
\$500,001 AND ABOVE	Twenty years

- Existing facilities should provide matching funds of 15% or more of the grant. MOHCD prioritizes proposals with between 15% and 50% match. Grant requests of over \$100,000 must provide at least a 15% match. New facilities must provide a one-to-one match.
- Matching funds may include funding secured for pre-development costs, site acquisition, design or permit fees.
- A New Facility is defined as acquisition, or renovations of a facility to house a new or existing program in a new or adjacent space where the program had not been provided previously.
- MOHCD does not allow the banking of capital grants. Banking means:
 - Little or none of the grant spent within 12 months of award; and
 - No project progress within 12 months of award; and
 - New grant requests for the same project in subsequent years

ELIGIBILITY, REQUIREMENTS, & EXPENSES

MOHCD Eligibility Requirements: All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred. You must use our online grants management system for monthly reporting and invoicing.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.

Audit Requirements: To be a MOHCD grantee, ONE of the following audit documents is required.

- **OMB A-133 Audit** – *This level of audit is required if agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.*
- **Standard CPA Audit** – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- **CPA Financial Review**- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- **“No Audit” Letter**- If the agency’s total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency’s global budget size.
- **A Fiscal Year Audit** for July 1, 2020 – June 30, 2021 should have been completed by March 31, 2022, and cover the following period- July, 1, 2020-June 30, 2021.
- **A Calendar Year Audit** for January 1, 2021 – December 31, 2021 should have been completed by September 30, 2022.

Supplier Status: Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca.
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

Compliance Standards: Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.

- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.
- **SF Human Rights Commission**- Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.
- **Sunshine Ordinance**- Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility**- Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity**- Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity**- No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

Additional Requirements for Capital Projects: The use of these grant funds is subject to a number of requirements, including but not limited to the following:

1. 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:
 - a. Section 504 of the Rehabilitation Act of 1973
 - b. the Architectural Barriers Act
 - c. the Americans with Disabilities Act
 - d. State and local codes, statutes and regulations
2. All projects will be subject to review and approval by the Mayor’s Office on Disability (MOD) (excluding HVAC and roofing work). Some projects may also be subject to an architect’s certification. The architect certifies that all improvements followed applicable accessibility laws and regulations.
3. Depending on your project, you may need to post a public notice. This notice provides 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.
4. Your project must meet the requirements of a federal environmental review. Reviews may also result from the National Historic Preservation Act, or from Planning Department or Redevelopment Area Plan guidelines.
5. You must follow federal and local conflict of interest regulations. You must also follow federal and local procurement requirements for soliciting and procuring 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. **Any contract paid for by this grant agreement must be pre-approved by MOHCD.**
6. Your project must conduct good faith efforts to contract with Minority and Women's Owned Business Enterprises. This rule applies to contracts greater than \$10,000.
7. Your project must conduct good faith efforts to contract with certified Section 3 residents and businesses. This includes contractors and subcontractors prioritizing low-income persons for jobs and training. This rule applies to federally-funded contracts greater than \$100,000. Please see [Section 3 Guide for HUD Funder Projects](#) for more information.

8. Your project contractors must make good faith efforts to meet U.S. Department of Labor (DOL) goals for minorities and women. Goals are set as a percentage participation rate. Please see Federal Provisions for Affirmative Action and Equal Opportunity for more information.
9. Your project must prioritize certified Small 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. Please see [Small Business Enterprise \(SBE\) Program Manual](#) for more information.
10. 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. For CDBG grantees, federal labor standards apply to projects greater than \$2,000. All contractors and subcontractors must submit payroll records on LCPTracker, the City's electronic certified payroll records system.
11. 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 completely 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.
12. 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.
13. You must also follow applicable federal, state and local laws and regulations for:
 - a. Fair housing
 - b. Equal employment opportunity
 - c. Equal benefits for domestic partners
14. These funds cannot be used for religious purposes or political activity.

ELIGIBLE EXPENSES

- | | |
|---|--|
| <ol style="list-style-type: none"> 1) Construction 2) Certain non-construction costs: <ol style="list-style-type: none"> a. Plan Check fees | <ol style="list-style-type: none"> b. Project management c. Environmental review d. Special inspection services |
|---|--|

INELIGIBLE PROJECTS & EXPENSES

INELIGIBLE PROJECTS

- Acquisition
- Projects seeking only pre-development funding
- Commercial spaces
- Religious facilities without eligible services
- Government-owned facilities without eligible services

INELIGIBLE EXPENSES

- General administration
- General maintenance
- Painting
- Furnishings
- Inspection and re-certification of alarm systems
- Telecommunication systems
- Sidewalk repair

ADDITIONAL INFORMATION

- Proposals should include a history of managing successful projects. Success may be shown through the ability to leverage non-City resources, a clear relationship between the agency, its mission, and the project. Applicants may be asked to provide additional information about their ability to manage a project such as suspension or incomplete project over the last three years.
- “Soft Costs,” are eligible expenses from this grant.
- Grant applicants may identify Soft Cost services that will be used to carry out the project. These Soft Cost services can include such services and project costs as architectural, design and engineering services, permit fees, construction administration, environmental review, and legal and special inspection services and other specialized service providers. In the grant application, the applicant must list all proposed Soft Cost contractors along with their qualifications and experience with similar projects.
- If awarded a grant in which Soft Cost contractors will be used, the grantee must provide MOHCD with signed agreements that outline the work scopes and expectations of each contracting partner. These agreements, along with City contracting requirements, will be reviewed, and approved by MOHCD.
- NOTE: Soft Cost contractors that are NOT listed and described in the funding application will be subject to MOHCD procurement requirements.
- If selected for award, MOHCD will sign a grant agreement with the lead agency, who will serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. Prior to signing the grant agreement, the lead agency must provide MOHCD with signed agreements among collaborators. These agreements will outline the scopes of work and expectations of each partner.
 - The City reserves the right to fund select components of a collaborative proposal.
 - If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
 - In the future, the City may use this procurement to award grants for similar projects and services.

PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND OUR PRE-SUBMISSION VIRTUAL WORKSHOP

September 6, 2022 at 10am

MOHCD Staff will provide an overview of the RFP process, including eligibility criteria, and how to apply. We encourage you to attend the webinar before submitting a proposal. For translation or interpretation services, email CommDevRFP@sfgov.org at least 72 hours in advance. For speech or hearing-impaired callers, email CommDevRFP@sfgov.org.

2

PUT TOGETHER YOUR PROPOSAL PACKET

*Documents listed below can be found in fillable formats at the following website-
<https://sf.gov/information/community-development-funding-opportunities>.*

Proposal Packet Checklist:

- Proposal Cover Sheet (see p.11 and template posted on MOHCD website)
- Board of Directors (see p.12 and template posted on MOHCD website)
- Proposal Narrative (see p.13 for instructions)
- Project Budget & Agency Wide Budget (see p.14 for instructions and template posted on MOHCD website)
- Supporting Documents (see p.15 for instructions)

The following documents are also required if you are not currently funded by MOHCD:

- 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

PROPOSAL DUE DATE: **September 23, 2022 at 5pm**

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "CD Capital Projects RFP FY22-23" and include your agency name.
2. Please submit one proposal per funding opportunity.
3. Send to CommDevRFP@sfgov.org before 5pm on the due date. Proposals received after 5 pm will not be considered.
4. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
5. Please email CommDevRFP@sfgov.org immediately if you are experiencing any technical difficulties.
6. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email CommDevRFP@sfgov.org to ensure your proposal has been received.

CAPITAL PROJECT PROPOSAL COVER SHEET

A fillable version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

PLEASE FILL OUT ONE COVER SHEET FOR EACH PROPOSAL/FUNDING OPPORTUNITY.

Funding Opportunity # _____ **Title:** _____

Please indicate the number and the title of funding opportunity you are seeking funding for (see page 3).

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/CEO:

Name:

Phone:

Email:

Chief Financial Officer:

Name:

Phone:

Email:

Chief Operating Officer:

Name:

Phone:

Email:

Primary Project Contact Person (if different):

Name:

Phone:

Email:

Total Proposal Request: \$

Total Capital Project Cost: \$

Total FY 2022 Agency Budget: \$ _____

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

Signature of Executive Director

Date

Applicant's Board of Directors

A fillable version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

Name	Years on Board	Home Neighborhood	Job and other Board Memberships

PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 6 total pages. MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11.

1. **PROJECT DESIGN** (up to 20 points)
 - Describe the project(s), including which service programs will benefit.
 - Provide a pre-development timeline that demonstrates the applicant's ability to complete the project(s). If planning approvals are needed for the intended uses, the estimated dates for approval should be incorporated into the timeline
 - COVID-19- What changes has the applicant organization made to shift its service provision considering the pandemic? Is the applicant able to provide services according to the Department of Public Health's (DPH) COVID-19 safety guidelines? Describe how space designs will be implemented in accordance with DPH guidelines for social distancing and safety.
2. **TARGET POPULATION** (up to 15 points) List the neighborhoods (by zip code) served by the programs(s) benefiting from the proposed project(s) and provide the number and percentage of clients served annually from each neighborhood. Please provide any demographic client data that can demonstrate the applicant organization and its proposed Community Partner subcontractor organizations' commitment to racial equity.
3. **EXPERIENCE** (up to 10 points) Describe the organization's mission, service programs and impact, including how long the organization(s) has/have been serving the target neighborhood(s), described in funding opportunity section of this RFP (pp. 3-5). How has the applicant organization prioritized service to low-income and historically underserved residents?
4. **STAFFING** (up to 10 points) List the current members of the capital project team(s) along with a description of their relevant experience and credentials.
5. **ADVANCING RACIAL EQUITY** (up to 10 points) How have the organizations contributed to racial equity and inclusion for historically underserved populations? What is the applicant's plan to ensure that all residents, particularly black, brown, and indigenous residents, have access to essential services and resources.
6. **IMPACT** (up to 15 points)
 - How will this project (or projects) help the applicant organization and proposed Community Partner subcontractors, if any, expand their reach in the Mission by serving new clients and/or audiences and ensure that existing beneficiaries will be better served by the proposed space(s)?
 - Describe how the proposed space(s) will contribute to improved financial and programmatic performance for the organization.
 - What will the impact of this project (or projects) be on the target community/neighborhood(s) as a whole?
 - Describe how the applicant organization receives feedback from program beneficiaries to inform its operations and governance.
7. **FISCAL HEALTH & FUND DEVELOPMENT** (up to 10 points)
 - Describe the financial stability of the applicant's organization by highlighting the absence of any significant unplanned operating deficit, a positive fund balance, and/or meaningful cash reserves over the last three consecutive years. Include evidence of planning to mitigate financial risk.
 - Provide a fundraising plan or strategy to raise any uncommitted funds included in the project budget(s). The fundraising plan should include the following components: fundraising team, feasibility analysis showing the ability to raise the funds, timeline for raising funds, and status of pledges/commitments to-date.
8. **PROJECT BUDGET** (up to 10 points) will be evaluated based on the following criteria:
 - Is the proposed budget reasonable based on project(s) being proposed?
 - Has applicant identified sufficient funding to complete the project?

Project Budget & Agency Wide Budget Instructions

A fillable version of this capital project budget sheet can be found at <https://sf.gov/information/community-development-funding-opportunities>.

a. Complete the following table:

1. Total Project Cost	\$
2. Total Grant Request:	\$
3. Requested Funds for Construction (Hard Costs):	\$
4. Requested Funds for Architectural and/or Engineering (Soft Costs): (not to exceed 20% of construction, and not available for new facilities)	\$

b. List all revenue sources and expenses for your project. For each revenue source, state whether you have secured the funding or not:

Revenue Sources	Amount (\$)	Secured (✓)
1.		
2.		
3.		
4.		
5.		
Total		
Expenses	Amount (\$)	
1.		
2.		
3.		
4.		
5.		
Total		

(Total of Revenue Sources should be equal to Total Expenses)

c. Matching Funds

List non MOHCD fund amounts and their sources:

	Non-MOHCD Funding Source	Amount
1.		
2.		
3.		
4.		
	Total	

d. Three-year organizational operating Budget, which include ongoing operating expenses related to the acquisition, capital reserve contributions, and debt service payments (if applicable), must be submitted and is a part of your submission packet (see p.10).

SUPPORTING DOCUMENTS

Complete proposals must include the following documents:

1. 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 and a letter from the property owner agreeing to provide an amended lease. We will need you to amend your lease with MOHCD requirements to secure the grant.
2. If you lease, provide owner’s written approval for you to undertake the renovations.
3. Submit site plans, floor plans or sketches of improvements, if applicable.
4. Submit your current operating budget that includes costs by program.
5. Submit a description of accessibility for the proposed space, and status of the Mayor’s Office on Disability review, if applicable.
6. Submit the long-term capital needs assessment for the facility, if available.
7. Documentation of Non-MOHCD Funding Sources

SCORING

Grant proposals that meet our Eligibility Requirements (see p.6) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Requirements will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the following criteria:

PROPOSAL SCORING		
	Proposal Section	Point Value
1.	Program Design	20
2.	Target Population	15
3.	Experience	10
4.	Staffing	10
5.	Advancing Racial Equity	10
6.	Impact	15
7.	Fiscal Health & Fund Development	10
8.	Project Budget & Agency Budget	10
	Total	100

Eligible proposals will be read and scored by reviewers with relevant capital improvements expertise, as well as the needs of MOHCD’s target populations and communities, described in the funding descriptions. Before reading proposals, reviewers will be trained by MOHCD on the goals, requirements, and service areas outlined in this RFP.

MOHCD will conduct a final review of the entire proposed portfolio to ensure funding recommendations can align with the goals of this RFP. MOHCD may make additional adjustments to our

proposed grants awards during the final review. This final review will consider:

- Any identified gaps in types of facilities receiving capital improvements
- Geographic accessibility and availability of facilities across neighborhoods
- Ability of the facility to meet the needs of target populations, as identified in MOHCD’s Consolidated Plan
- Past performance managing capital projects
- Fiscal health and sustainability, including prior history of fiscal compliance with City requirements.

MOHCD will release intent to award letters in October 2022.

APPEALS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (p.6). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

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

APPENDIX A: MOHCD Target Populations

MOHCD's Equity Goal is to advance opportunities and improve programmatic outcomes for the most vulnerable residents utilizing population-level indicators and community-level indicators.

The results of this RFP will further focus MOHCD's investments in the highest priority areas of housing stability, anti-displacement, and economic self-sufficiency.

MOHCD TARGET POPULATIONS

1. Culturally Specific Groups:
 - Asian (including Chinese, Filipino and Southeast Asian)
 - Black and African American
 - Latino
 - Middle Eastern and North African
 - American Indian and Indigenous
 - Samoan and Other Pacific Islander
2. Very Low-Income Households that are Not Homeless
3. Very Low-Income Homeowners
4. People Experiencing Homelessness
5. Households with Low Educational Attainment
6. Limited English Proficient Households
7. Immigrants, including Undocumented Immigrants and Refugees
8. Households with Low Digital Access/Literacy
9. Public Housing, RAD and HOPE SF Residents
10. Disconnected Transitional Age Youth
11. Persons Living with HIV/AIDS
12. Seniors and Persons with Disabilities
13. LGBTQ Residents
14. Transgender Residents
15. Opportunity Neighborhood Residents
16. Veterans
17. Survivors of Domestic Violence
18. Households Experiencing Violence
19. Re-Entry Population

