



**Mayor's Office of Housing and Community Development**

**COMMUNITY DEVELOPMENT DISCRETIONARY GRANTS  
REQUEST FOR PROPOSALS  
FY2022-23 (#2022-01a)**

Date Issued: **August 26, 2022**

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

**REVISED AND REISSUED ON SEPTEMBER 1, 2022**  
**CHANGES SHOWN IN RED**

RFP Questions? Need alternative formats for persons with disabilities? Email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org)

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# Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD's Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city's most vulnerable residents.
- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.
- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.

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

## Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown, and low-income residents. As such, MOHCD assesses programs, contracts, and procurements to ensure they advance the city's racial equity goals and will be working closely with organizations to monitor the impact of investments. Capacity building will be provided, as well as clear information and the creation of channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents can thrive. MOHCD also affirms its commitment to centering its work on culturally responsive solutions developed by the people most impacted by social inequities.

## Impact of Covid-19

MOHCD understands that COVID-19 disproportionately impacts Black, Indigenous, and People of Color and has deepened its partnership with organizations that have responded to the emerging needs of vulnerable residents throughout the COVID-19 response and recovery. MOHCD adjusted its funding portfolios to better align with the goals of the City's Economic Recovery Task Force while remaining grounded in the MOHCD HUD Consolidated plan.

1. **Housing Stabilization** – Addressing immediate housing needs.
2. **Anti-Displacement** - Protecting the stability of communities and families through access to legal services and supporting community-based networks to strengthen and increase service connections.
3. **Economic Self-Sufficiency** – Reaching the most vulnerable residents and providing opportunities for economic advancement.

## MOHCD's Guiding Document

MOHCD's work is guided by a primary planning document called the Consolidated Plan. The Consolidated Plan serves as the application for several federal funding sources and provides additional context for MOHCD's work. The Consolidated Plan can be found on our website [www.sfmohcd.org](http://www.sfmohcd.org).

# SUMMARY OF FUNDING OPPORTUNITIES

MOHCD has a responsibility to maintain transparency in its processes. This open and competitive process is utilized throughout the City for the allocation of public funds. MOHCD is issuing this request for proposals to solicit proposals for the following funding opportunities, organized by funding/program area. The term of the grants and funding amount are also shown in the table below. Please note the final terms and conditions of the grant are subject to negotiation.

## Funding Opportunities:

Funding Area		Title	Term	Year 1	Year 2	Total Funding	Page#
Mayoral and Board Discretionary Grants	1	Capacity Building and Leadership Development for Mid-Market CBOs	1 Year	\$35,000	N/A	\$35,000	5
	2	Increase Capacity for Affordable Housing Development in District 7	1 Year	\$150,000	N/A	\$150,000	5
	3	Victim's Rights Legal Clinic	2 Years	\$400,000	\$400,000	\$800,000	6
	4	Victims' Rights Training to CBOs and Advocates	2 Years	\$100,000	\$100,000	\$200,000	7
	5	Support Spaces for Community Events in the Mission	1 Year	\$90,000	N/A	\$90,000	8
	6	Support Trans & GNB Immigrant & Refugee Global South API Diaspora	2 Years	\$125,000	\$125,000	\$250,000	8
	7	Trans & Gender Non-Binary API Leadership Development	1 Year	\$100,000	N/A	\$100,000	9
Other Direct Services Grants	8	Citywide Resource Guide	2 Years	\$50,000	\$156,412	\$206,412	10
	9	Tenants' Rights Counseling for Black led Organizations	2 Years	\$450,000	\$300,000	\$750,000	11

\*Red Indicates corrections made on September 1, 2022.

## Tentative RFP Timeline: *Dates are subject to change*

<b>RFP Issued</b>	<b>Friday, August 26, 2022</b>
MOHCD Pre-Submission Webinar	August 31, 2022 at 3pm
Deadline to submit questions	Friday, September 9, 2022
Response to questions issued	Wednesday, September 14, 2022
<b>Proposals Due</b>	<b>September 23, 2022 at 5:00 pm</b>
Notification to Confirm Successful Proposal Submission	<b>By September 28, 2022</b>
Intent to Award Letters Sent	Late October 2022
<b>Contract Term Begins</b>	<b>November 1, 2022</b>

# ELIGIBILITY REQUIREMENTS

## 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.
- 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.

- **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.
- **OMB A-133 Audit** - *If agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.*
- **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** should have been completed by March 31, 2022, and will cover the following period- July, 1, 2020-June 30, 2021.
- **A Calendar Year Audit** should have been completed by September 30, 2022, and will cover the following period- January 1, 2021-December 31, 2021.

## 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](http://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.
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## 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.

## 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, MOHCD funding opportunities, 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:

[Pre-Submission Webinar Link](#)

**Click the link above to register and receive Zoom info**

**August 31, 2022 at 3PM**

### 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](mailto: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.

# Mayoral and Board Discretionary Grants

At the beginning of the new fiscal year, the San Francisco Board of Supervisors releases a list of budget amendments, commonly known as “addbacks”. Similarly, the Mayor releases a list of amendments annually, known as “mayoral enhancements”. These are discretionary funds that the district supervisors allocate to various city departments for programs that benefit city residents. Below are the current funding opportunities:

## 1. Capacity Building and Leadership Development for Mid-Market CBOs With a Focus on Homeless Outreach

Title	Term	Year 1	Total Funding
Capacity Building and Leadership Development for Mid-Market CBOs	1 Year	\$35,000	\$35,000

This RFP will provide up to \$35,000 of one-time funding for a 12-month grant starting as early as November 1, 2022 and ending on October 301, 2023.

This funding opportunity is intended to support capacity building and leadership development among organizations working in the Mid-Market area of San Francisco, specifically in homeless outreach, needs assessment, and collaboration with CBO partners. The proposed program could include urban models for rest/sleep for the unhoused and outreach and survey program models.

### Applicant Qualifications:

Applicants must have the ability to provide culturally competent/humble services for the communities being served and have a history of effectively serving unhouse and marginally housed residents and households.

## 2. Increase Capacity for Affordable Housing Development in San Francisco’s District 7

Title	Term	Year 1	Year 2	Total Funding
Increase Capacity for Affordable Housing Development in District 7	1 Year	\$150,000	\$150,000	\$300,000

MOHCD is seeking grant proposals that will facilitate capacity building and education related to affordable housing development in San Francisco’s Supervisorial District 7. This funding is intended to increase and improve connections between community-based organizations with an active presence in District 7 and transfer housing related technical knowledge to community members and partners. Additionally, the grantee will create a needs assessment and plan to increase affordable housing opportunities in District 7.

This RFP will provide up to \$150,000 of funding for a 12-month grant starting November 1, 2022. An additional \$150,000 of funding may be available in the following 12-month period in FY2023-24, subject to the City budget process. Proposals should address one or more of the following three elements. An applicant can apply for one, two, or all three elements within their submitted proposal.

- COMMUNITY CONNECTIONS** - Create new connections between existing organizations, affordable housing developers, and other community-based organizations active in District 7. This connectivity will enable the grantee to gather input and feedback as well become the community infrastructure by which housing related information is disseminated such as homeownership and rental opportunities.
- OUTREACH & EDUCATION** – Provide multi-lingual general education to neighbors and community members on the principles and processes related to housing development in San Francisco, including zoning, finance, design, and housing preferences.

3. **STRATEGIC PLANNING** - Develop an assessment of community needs for affordable housing in District 7 that includes how to disseminate homeownership and rental opportunities and affordable housing development.

Additionally, each proposal should address the following element:

1. **RACIAL EQUITY** - Incorporate principles of racial equity throughout all elements and steps of the process.

**Applicant Qualifications:** Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving residents and households in San Francisco’s District 7. Organizations with a statewide or national presence may apply and are encouraged to consider partnering with neighborhood-based organizations with an active presence in District 7 as appropriate.

### 3. Victim’s Rights Legal Clinic

Title	Term	Year 1	Year 2	Total Funding
Victim’s Rights Legal Clinic	2 Years	\$400,000	\$400,000	\$800,000

**Background:** The California Constitution guarantees seventeen (17) rights to crime victims under the Victims’ Bill of Rights Act of 2008, known as [Marsy’s Law](#). These rights preserve and protect victims’ rights to justice and due process, including but not limited to victim safety considerations in setting bail and release conditions for the defendant, notification rights and victim participation, right to confer with the prosecutor, and right to refuse an interview, deposition, or discovery request by the defendant.

Victims currently encounter significant barriers regarding understanding, asserting, and enforcing these rights. Although victims of crimes that report crimes to local law enforcement receive brief written information about Marsy’s Law from law enforcement, victims are on their own to assert these rights. Unlike criminal defendants, victims are unrepresented in the criminal legal system as the prosecutor’s duty is to represent the people and not individual victims. In addition, some of these rights only apply upon request of the victim even though the criminal legal system can be challenging to navigate without the assistance of an attorney and is even more difficult if a victim is limited English proficient, low-income, or has other barriers.

A “victim” is defined under the California Constitution as “a person who suffers direct or threatened physical, psychological, or financial harm due to the commission or attempted commission of a crime or delinquent act. [It] also includes the person’s spouse, parents, children, siblings, or guardian, and includes a lawful representative of a crime victim who is deceased, a minor, or physically or psychologically incapacitated. [It] does not include a person in custody for an offense, the accused, or someone the court finds would not act in the best interests of a minor victim.”

**Service to be Provided:** MOHCD is seeking proposals to provide legal services to victims of crime in San Francisco. This RFP will provide up to \$400,000 of funding per year for a two-year period starting November 1, 2022.

The Victim’s Rights Legal Clinic will support victims of crime in San Francisco by providing information regarding Marsy’s Law, conducting legal intakes to evaluate possible violations of Marsy’s Law, and making referrals for eligible victims to legal representation to assert and advance victims’ rights under the law, and providing direct legal representation as needed. The legal services will include:

- Know-Your-Rights Information
- Navigation and Advocacy
- Legal Advice
- Legal Representation

The Victim’s Rights Legal Clinic will help San Francisco victims avail themselves of their rights and, when necessary, advocate on their behalf and press the appropriate entities in the criminal legal system to enforce Marsy’s Law.



These legal services are available to victims throughout the criminal legal process, including during investigation, charging, criminal proceedings, parole hearings, etc.

Applicant should describe in detail how it will deliver these legal services, such as in-person and remote services, workshops, advice helpline, referrals to pro bono/low bono attorneys, a panel of private practice/firm attorneys, etc. Applicants should describe the criteria they will use to determine what type of legal service to provide victims. The applicant should describe the percentage of each legal service type it proposes. Applicant should define its community outreach and engagement strategy, including collaboration with the successful applicant to the Victims' Rights Training to Community-Based Organizations and Advocates funding opportunity. Legal services should be high-quality, ensure language access (including but not limited to Chinese [Cantonese and Mandarin] and Spanish), and include supervision, paralegal and administrative support, and pro bono/low bono coordination support (if applicable).

#### **4. Victims' Rights Training to Community-Based Organizations (CBO) and Advocates on Marsy's Law and Victim Services**

Title	Term	Year 1	Year 2	Total Funding
Victims' Rights Training to CBOs and Advocates	2 Years	\$100,000	\$100,000	\$200,000

See project description for *Victims Rights Legal Clinic* for description and context of Marsy's Law.

MOHCD is seeking proposals to provide victims' rights training to CBOs and advocates on Marsy's Law and Victim Services. This RFP will provide up to \$100,000 of funding per year for a two-year period starting November 1, 2022.

The Victim Services Division (VSD) of the San Francisco District Attorney's Office provides support and assistance to crime victims throughout the criminal legal process, including but not limited to advocacy services and a streamlined process for collecting restitution and recouping compensation for financial losses when possible. In 2021, VSD served 8,702 victims: 27% White, 25% Latinx, 19% Black, 16% Asian, 13% Other/Unknown, .08% Pacific Islander, and 03% American Indian. Among limited English proficient victims, 63% spoke Spanish and 27% spoke Cantonese.

According to <https://www.sfdistrictattorney.org/policy/data-dashboards/>, there were more than 56,000 crimes reported, of which more than 2,350 resulted in an arrest; of these, more than 1,430 resulted in charges being filed.

Victims' Rights Training to CBOs and Advocates will build community capacity to empower San Francisco victims by training CBO staff and community advocates on the rights of crime victims, especially Marsy's Law, and on how community members who become victims can avail themselves of their rights and of available services and resources of the Victim Services Division of the San Francisco District Attorney's Office, Marsy's Law Clinic, and the Office of Victim and Witness Rights which was mandated by the voters in June 2022 pursuant to a June 2022 local ballot initiative (Proposition D).

Victims' Rights Training to CBOs and Advocates will educate and train CBO staff and community advocates who work with victims on the following: the criminal legal process, roles of different parties in a criminal proceeding, Marsy's Law, how victims can assert their rights, an advocate's role in supporting a victim through a criminal legal proceeding, how to collaborate with victims' advocates in the criminal legal system, and how to access services and resources available to them.

The project should have two trainers: one with subject-matter expertise in all aspects of Marsy's Law and the other with subject-matter expertise in victim services and the criminal legal process in San Francisco. Trainers should be qualified to develop and deliver a training series, be able to provide trainings in different languages as needed, and written training and multilingual outreach materials. Training series should be trauma-informed, in-language, and focus on understanding how the criminal legal system operates, reviewing case scenarios; identifying when a victim's rights are not being preserved and protected; the forms of relief possible when a victim's rights are

violated, and connecting a victim to services and resources, including but not limited to VSD, Marsy's Law Clinic, and the eventual Office of Victim and Witness Rights. Written materials should be translated to San Francisco's five threshold languages. This training is designed for community-based advocates and not intended for staff employed at a public safety agency such as the Victim Services Division of the District Attorney's office.

Applicants may subcontract trainers. The Applicant should include trainers in the Proposed Budget if they have been identified. If Applicant selects trainers post-award, they will be required to follow [City procurement guidelines for professional services](#) that cost more than \$10,000 (i.e., obtain at least three bids).

## 5. Support Spaces for Community Events in The Mission

Title	Term	Year 1	Total Funding
Support Spaces for Community Events in the Mission	1 Year	\$90,000	\$90,000

This RFP will provide up to \$90,000 of one-time funding for a twelve-month grant starting as early as November 1, 2022. The final terms of conditions of the grant are subject to negotiation.

This grant is intended to support the costs associated with space rentals for community events held in the Mission district serving the diverse Mission communities. The successful applicant will serve as an intermediary organization that will be able to offer subsidies to qualifying nonprofit organizations to offset the rental costs of space in designated facility spaces in the Mission. The applicant will be responsible for creating protocols for applications for space rental subsidies with a priority on events that will serve disconnected communities in San Francisco (please refer to Appendix A, MOHCD Target Communities for a potential list of such communities.) The applicant will be responsible for reviewing applications, distributing the subsidies to the qualifying organizations, and collecting all necessary backup documentation to verify the permissible expenses for reimbursement.

### Applicant Qualifications:

Applicants must have the ability to provide culturally competent/humble services and connections in appropriate languages for communities and nonprofit organizations being served, and history of effectively working with organizations and individuals in the Mission District. and citywide as appropriate. Grantees must demonstrate the ability to effectively create the required protocols and the fiscal infrastructure necessary to serve as the described intermediary.

## 6. Support Transgender and Gender Nonbinary Communities, Particularly in The Immigrant and Refugee Global South Asian and Pacific Islander Diaspora

Title	Term	Year 1	Year 2	Total Funding
Support Trans & GNB Immigrants & Refugees from the Global South API Diaspora	2 Years	\$125,000	\$125,000	\$250,000

This RFP will provide up to \$125,000 of funding per fiscal year for a two-year period starting as early as November 1, 2022. The final terms of conditions of the grant are subject to negotiation.

This grant is intended to fund an organization that focuses on supporting the unity of transgender and nonbinary communities by bridging cultural, ancestral, and religious affinities, histories, and anthropologies of our intersectional identities. Projects can provide these services through cultural events, resource fairs, and conflict resolution sessions and workshops, with an emphasis on intersectional experiences of the Global South Asian/Pacific Islander immigrant and refugee communities.

### Applicant Qualifications:

Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services within the transgender community and nonbinary communities as described above.

## 7. Transgender and Gender Non-Binary Asian and Pacific Islander Leadership Development

Title	Term	Year 1	Total Funding
Transgender And Gender Non-Binary Asian and Pacific Islander Leadership Development	1 Year	\$100,000	\$100,000

MOHCD is seeking grant proposals to support a transgender and non-binary Asian and Pacific Islander leadership development program. This RFP will provide up to \$100,000 of funding per year for a one-year grant starting as early as November 1, 2022

The grantee will provide leadership development services targeted to transgender and non-binary Asian and Pacific Islander participants. The successful organization will have a proven record of success in delivering skills development and mentorship services. The long-term goal of this grant opportunity is to foster increased civic engagement and effective advocacy from the transgender and non-binary Asian and Pacific Islander community.

**Applicant Qualifications:** Applicants and any collaborating organizations, if applicable, must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving low and very low-income transgender individuals and non-binary Asian and Pacific Islander individuals

# Other Direct Services

## 8. SF Citywide Service Guide for Essential Services

Title	Term	Year 1	Year 2	Total Funding
Citywide Resource Guide	2 Years	\$50,000	\$156,412	\$206,412

MOHCD intends to use this funding opportunity to prioritize online barrier removal solutions which promote and make essential services visible and accessible to the City's most vulnerable populations, most importantly those who are experiencing homelessness/unhoused or who have been impacted by COVID-19 pandemic. MOHCD is seeking proposals to maintain or create an online resource guide which addresses key basic needs such as food insecurity, transitional and long-term housing, mental health services, workforce development/job search, emergency financial assistance, COVID-19 response resources, in addition to other services which mitigate the effects of poverty. Underserved populations experiencing poverty must have their needs addressed with a sense of urgency before their circumstance becomes too critical to bear.

The City and County of San Francisco's encompasses many departments and community-based grantees who have close connections with the community. These stakeholders need an online resource guide to access the tools to streamline the barrier removal process and direct vulnerable community members to the right resources in a timely and efficient manner.

The development of this online service guide must include a comprehensive approach to **user interface** and **user experience** design where accessibility is of the highest priority, where the content is:

- **Perceivable:** Where content is presented in a perceivable manner
- **Operable:** Where navigation is easy to operate
- **Understandable:** Where content is easy to understand

To create a depth of proximity and enhance navigation of services, we suggest the respondent include information on any GIS (Geographic Information Systems) technology integrations which demonstrate an added layer of orientation to local SF essential services. The use of APIs (Application Programming Interface) to act as an intermediary between two applications, making them compatible for integration is a capacity we appreciate in a respondent, as we want the interoperability of tools/applications to be present on the online service guide.

### Data Ingestion and Data Management

MOHCD expects the respondents to possess and convey a strategy for data management and demonstrate an online resource guide backend framework which ensures a scalability and functionality irrespective of the traffic volume. Moreover, we expect the respondent to have a secure database framework to store, manage and delete any or all data on a server. New and updated datasets are required to integrate with City and County partners. Finally, we would like for the respondent to detail a palpable and viable strategy for updating and refreshing their data to verify records and to ensure accuracy and avoid misrepresentation of current information for each reported resource.

### Analytics

To ensure tracking of performance and usage of the online resource guide, the grantee must employ an analytics tool which gives real time performance and quantitative user insights to improve future iterations of the online service guide and adapt to the potential changing needs of vulnerable populations. For example, the amount of time the user spends on each page/section of the resource guide, the most commonly queried or selected search term among users and other relevant information.

## 9. Designing and Implementing Tenants' Rights Counseling, Education and Outreach Program at Black-Led, Black-Serving Organization(S)

Title	Term	Year 1	Year 2	Total Funding
Tenants' Rights Counseling for Black led Organizations	2 Years	\$450,000	\$300,000	\$750,000

\*Red Indicates corrections made on September 1, 2022.

Through the Eviction Prevention and Housing Stabilization Program Area, MOHCD invests more than \$37 million in community-based anti-displacement strategies, including:

- Tenant Right to Counsel, San Francisco's Eviction Legal Defense System
- Tenants' Rights Counseling, Education, and Outreach
- Mediation
- Financial Assistance
  - San Francisco Emergency Rental Assistance Program (SF ERAP)
  - Tenant-Based Rental Subsidy Programs

While San Francisco has strong local tenant protections as compared to other jurisdictions in California, state and local tenant protections are not proactively enforced. Tenants must assert their rights. Tenants must know their rights to assert their rights. Furthermore, tenant-landlord law, which is primarily state law, generally favors landlords and creates a power imbalance that when combined with housing market and economic pressures, cause low- and moderate-income tenants to become extremely vulnerable to displacement.

Black San Franciscans experience significant historical and contemporary racialized institutional and systemic oppression that has resulted in housing precarity, dispossession and displacement most egregiously illustrated by the forced dislocation of residents of the Fillmore District in the 1960s and 1970s, the dramatic decline of San Francisco's Black population from 13% in 1970 to 6% today, and their extreme overrepresentation (37%) among San Francisco's unhoused population.

Tenants' Rights Counseling, Education, and Outreach is designed to build tenant power and combat displacement through:

- Counseling and Navigation Services
  - Eviction (before and during an eviction notice, but before an eviction lawsuit is filed)
  - Habitability
  - Rent Increases
  - Administrative Advocacy (Tenancy Hearings and Rent Board Petitions)
  - San Francisco Emergency Rental Assistance Program (SF ERAP) Application Assistance
  - Subsidized Housing Navigation (e.g., assistance with income recertification, resolving rent ledger disputes, transition from one subsidized housing regime to another, etc.)
  - General Tenant-Landlord Matters
- Know-Your-Rights Education and Training
- Information and Referral:
  - Tenant Right to Counsel, Mediation and Other MOHCD Eviction Prevention and Housing Stabilization Programs
  - Rental and Homeownership Housing Counseling (MOHCD Affordable Rental and Homeownership Opportunities and Housing Preference Programs),
  - Rent Ordinance Information and Referral to Rent Board Services

MOHCD is seeking one or more community-based organizations that are Black-led and Black-serving (Black-led organizations or BLOs) to develop and implement a tenants' rights counseling, education, and outreach program.

Applicants need not demonstrate experience providing these services, since as far as MOHCD knows, no BLO currently provides these services. Proposals will be evaluated based on the soundness of approach and

demonstrated ability to reach Black tenants citywide, with a focus on tenants living in historically Black neighborhoods, including Western Addition/Fillmore, Bayview-Hunters Point, and OMI (Oceanview – Merced Heights – Ingleside).

Applicants should touch on proposed program design and staffing but focus on describing in detail the program development plan complete with performance milestones and timeline. The plan should include: staff and/or consultants it will bring on board, community engagement process it will carry out, neighborhoods and community-based organizations that will be involved in the development and/or implementation of the program, and all the various work streams (e.g., selection of program development consultant(s), literature review, needs and opportunities analysis, data analyses, focus groups and key informant interviews, hiring and training, rollout of program, outreach strategy development, formation of learning collaborative, etc.). Program development should begin November 1, 2022, with implementation beginning April 2023.

BLOs may submit a collaborative proposal with a single BLO as grantee and one or more BLOs as subcontractors. MOHCD reserves the right to convert subcontractors into grantees (i.e., enter into a grant agreement with subcontractor). MOHCD also reserves the right to use this procurement as a basis for additional funding. Grant awards must be substantial enough (no less than \$150,000) to sustain adequate staffing to provide high-quality services to tenants.

# MOHCD PROPOSAL SUBMISSION INSTRUCTIONS

## HOW TO SUBMIT A GRANT PROPOSAL

1

### REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR

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

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### PUT TOGETHER YOUR PROPOSAL PACKET

Templates for some of the documents listed below can be found in fillable formats on MOHCD website- <https://sf.gov/information/community-development-funding-opportunities>

#### Proposal Packet Checklist:

- Proposal Cover Sheet (see p.14 and a template posted on MOHCD website)
- Board of Directors (see p.15 and a template posted on MOHCD website)
- Proposal Narrative Responses (see p.16 for instructions)
- Project Budget and Budget Narrative (see p.17 for instructions and a template posted on MOHCD website)
- Agency-Wide Budget (see p.17 for instructions)

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

- Agency's Articles of Incorporation, including all amendments
- Agency's By-Laws, including all amendments
- Evidence of agency's Federal Tax Exempt 501(c)(3) status

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### SUBMIT YOUR PROPOSAL PACKET

**PROPOSAL DUE DATE: September 23, 2022 at 5:00 PM**

#### HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "MOHCD CD Discretionary Grants RFP Final Proposal" and include your agency name.
2. Please submit one proposal per funding opportunity.
  - If you are submitting multiple proposals, please include the project title in the subject line.
3. Send to [CommDevRFP@sfgov.org](mailto: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](mailto: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](mailto:CommDevRFP@sfgov.org) to ensure your proposal has been received.

# 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.**

Please indicate the funding opportunity for which proposal is being submitted

**Funding Opportunity #** \_\_\_\_\_ **and name** \_\_\_\_\_

**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:

<b>Total Funding Requested:</b>	<b>Year 1</b>	<b>Year 2 (if any)</b>	<b>Total</b>
	\$	\$	\$

**Total FY 2022 Agency Budget:** \$ \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date



# LEAD APPLICANT'S BOARD OF DIRECTORS

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

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

# 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.

## Proposal Narrative Questions (Up to 80 points)

- (1.) **Target Population:** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will engage these populations, and identify and address these needs, including any cultural, language, gender (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. (Up to 15 points)
- (2.) **Program Design:** Describe your proposed program, including the activities or types of services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, best practices, and why this model best serves your target population. (up to 20 points)
- (3.) **Experience:** Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided, any specific successes and challenges that you have experienced. (Up to 10 Points).
- (4.) **Staffing:** Describe the staffing plan for your proposed program, including all leadership, direct service and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired. (Up to 5 points)
- (5.) **Advancing Racial Equity:** How do you seek to engage all underserved communities that need the services you provide, in order to address social and racial inequities. (Up to 10 points)
- (6.) **Partnerships:** Describe any established and/or mutually proposed partnerships this program will maintain with other service providers or systems, including their added benefit to the program design. (Up to 5 points)
- (7.) **Impact/Outcomes:** Describe in detail the impact that this project will have on the community and on the individuals served. Provide estimated annual targets for activities/services provided and outcomes achieved. (Up to 10 points)
- (8.) **Evaluation:** Describe processes and systems your agency has in place to evaluate services, program quality and impact. (Up to 5 points)

# PROPOSAL BUDGET & AGENCY WIDE BUDGET INSTRUCTIONS

1. For your Project Budget, please include budget items for a twelve-month period. The budget should include not only your MOHCD grant request including any other funding sources. For quick reference, below is the Project Budget Form.
  - a. For two-year projects with different funding amount, create a project budget using the higher amount of the two.
2. You can access a fillable MOHCD Project Budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>
3. Be sure to fill out one project budget per funding opportunity. If you are applying for multiple funding opportunities, your proposal must include budget worksheet for each opportunity to be considered complete.
4. Provide budget narrative in a separate Word documents detailing each line item and what is included in the cost.

MOHCD PROJECT BUDGET WORKSHEET						
2						
3						
4	<b>AGENCY NAME:</b>	<b>INSTRUCTIONS-</b> • Everything in blue is MOHCD's budget template. • Everything in yellow must be filled out by the applicant. • If applicable, include your project's two largest secured funding sources in the column headers labeled "Other Funding Amount" and insert the source's name. • You may add rows/lines to the "Item Detail" Sections to accurately reflect your proposed budget.				
5	<b>PROPOSAL NAME:</b>					
6						
7	<b>LINE ITEM</b>	<b>ITEM/NAME DETAIL</b>	<b>Current Grant Request to</b>	<b>Other Secured Funding from (Insert Source)</b>	<b>Other Secured Funding from (Insert Source)</b>	<b>Total Project Budget</b>
8		<b>Staff Name &amp; Title</b>	<b>Rate/Hr.</b>	<b># of Hrs.</b>		
9	<b>Salaries &amp; Wages</b>					\$ -
10						\$ -
11						\$ -
12						\$ -
13						\$ -
14						\$ -
15		<b>Total Salaries &amp; Wages</b>	\$ -	\$ -	\$ -	\$ -
16	<b>SALARIES &amp; WAGES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to</b>					
17	<b>Fringe Benefits</b>	FICA				\$ -
18		SUI				\$ -
19		Workers Compensation				\$ -
20		Medical Insurance				\$ -
21		Retirement				\$ -
22		Other				\$ -
23		<b>Total Fringe Benefits</b>	\$ -	\$ -	\$ -	\$ -
24						
25	<b>Contractual Services</b>	<b>ITEM/NAME DETAIL</b>	<b>MOHCD Grant Request</b>	<b>Other Secured Amount from</b>	<b>Other Secured Amount from</b>	<b>Total Project Budget</b>
26						\$ -
27						\$ -
28						\$ -
29		<b>Total Contractual Services</b>	\$ -	\$ -	\$ -	\$ -
30	<b>CONTRACTUAL SERVICES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they rel</b>					
31						
32	<b>Equipment (including leasing)</b>	<b>ITEM DETAIL</b>	<b>MOHCD Grant Request</b>	<b>Other Secured Amount from</b>	<b>Other Secured Amount from</b>	<b>Total Project Budget</b>
33						\$ -
34						\$ -
35						\$ -
36		<b>Total Equipment</b>	\$ -	\$ -	\$ -	\$ -
37	<b>EQUIPMENT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the prop</b>					
38						
39	<b>Other</b>	<b>ITEM DETAIL</b>	<b>MOHCD Grant Request</b>	<b>Other Secured Amount from</b>	<b>Other Secured Amount from</b>	<b>Total Project Budget</b>
40		Travel				\$ -
41		Insurance				\$ -
42		Office and/or Project Space Rental				\$ -
43		Office and/or Project Supplies				\$ -
44		Telecommunications				\$ -
45		Utilities				\$ -
46		<b>Total Other</b>	\$ -	\$ -	\$ -	\$ -
47	<b>"OTHER" BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos</b>					
48						
49						
50	<b>Indirect</b>	<b>Total Indirect (no more than 15%)</b>				\$ -
51		<b>INDIRECT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos</b>				
52						
53			<b>TOTAL</b>	\$ -	\$ -	\$ -
54						

5. The Agency-Wide Budget must be submitted and is a part of your submission packet (see p.13).

## SCORING

Grant proposals that meet our Eligibility Requirements (see p. 3) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria 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 Rubric	
Proposal Section	Point Value
1. Target Population	15
2. Program Design	20
3. Experience	10
4. Staffing	5
5. Advancing Racial Equity	10
6. Partnerships	5
7. Impact/Outcome	10
8. Evaluation	5
9. Program Budget	20
<b>Total</b>	<b>100</b>

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity.

MOHCD will release intent to award letters in October 2022.

## APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p.3). 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](mailto: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. LGBQ Residents
14. Transgender Residents
15. Opportunity Neighborhood Residents
16. Veterans
17. Survivors of Domestic Violence
18. Households Experiencing Violence
19. Re-Entry Population

## APPENDIX B: Population-Level Indicators and Disparity Indicators

MOHCD is working to address disparities and ensure measurable outcomes for vulnerable populations in San Francisco. Below are examples of the MOHCD's '2020-2024 Consolidated Plan' strategies' alignment with the City's Economic Recovery Task Force (ERTF) Policy Recommendations. The ERTF Policy Recommendations were created in response to the Pandemic to support a coordinated recovery for San Francisco. Also included below are population-level indicators illustrating the race and ethnicity disparities MOHCD is working to address through the funding it administers as well as the programs it administers.

### 1. Ensuring Families and Individuals Are Stably Housed: (MOHCD Consolidated Plan Goal) Invest in Housing: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of households who own their home	Percentage of households who spend > 30% of gross income on their home	Percentage of households who spend > 30% of gross income on rent
American Indian	39.48 %	75.70 %	44.29 %
Black	30.01 %	73.09 %	58.38 %
Chinese	58.18 %	63.58 %	42.66 %
Filipino	50.15 %	70.72 %	37.43 %
Latino	27.34 %	77.88 %	54.25 %
Southeast Asian	44.53 %	70.09 %	46.17 %
Pacific Islander	54.55 %	52.62 %	26.66 %
White	39.71 %	71.06 %	40.56 %
All Other Asian	35.88 %	70.43 %	44.21 %
All Other Race	28.88 %	39.43 %	21.46 %
<b>All San Franciscans</b>	<b>41.93 %</b>	<b>70.20 %</b>	<b>44.30 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

### 2. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient: (MOHCD Consolidated Plan Goal) Pursue Economic Justice: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are extremely-low or low-income	Percentage of residents who are below the federal poverty line	Percentage of residents who are considered working poor
American Indian	26.62 %	28.22 %	0.00 %
Black	51.55 %	32.83 %	16.96 %
Chinese	40.18 %	9.65 %	7.75 %
Filipino	29.48 %	7.92 %	2.95 %
Latino	47.97 %	13.15 %	11.33 %
Southeast Asian	35.19 %	13.13 %	7.47 %
Pacific Islander	20.71 %	4.00 %	0.00 %
White	21.43 %	7.67 %	2.54 %
All Other Asian	27.35 %	9.06 %	3.31 %
All Other Race	22.22 %	18.28 %	1.35 %
<b>All San Franciscans</b>	<b>32.55 %</b>	<b>10.83 %</b>	<b>5.36 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

### 3. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient (MOHCD Con Plan Goal) Job Connections: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are unemployed	Percentage of residents who have attained less than a bachelor's degree	Percentage of residents who are not considered English proficient
American Indian	15.86 %	64.79 %	0.00 %
Black	3.83 %	76.00 %	0.36 %
Chinese	2.58 %	62.90 %	28.07 %
Filipino	2.25 %	56.36 %	7.94 %
Latino	3.05 %	71.30 %	12.27 %
Southeast Asian	1.96 %	67.92 %	25.60 %
Pacific Islander	1.26 %	66.25 %	3.31 %
White	2.35 %	30.40 %	0.84 %
All Other Asian	1.68 %	36.77 %	5.78 %
All Other Race	0.00 %	34.33 %	0.00 %
<b>All San Franciscans</b>	<b>2.58 %</b>	<b>49.81 %</b>	<b>9.91 %</b>

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, [www.ipums.org](http://www.ipums.org).

