



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

**CDBG-HOPWA CAPITAL PROJECTS  
REQUEST FOR PROPOSALS  
FY2021-22 (#2021-09)**

**Date Issued: April 22, 2022**

**Deadline for Submission: May 20, 2022 at 5:00 pm**

**REVISED TO EXTEND THE DEADLINE FOR QUESTION SUBMISSION**

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

# TABLE OF CONTENTS

<u>Page</u>	<u>Contents</u>
1	Director's Letter
2	RFP Assistance/Resources & RFP Timeline
3	RFP Overview
4	Eligibility, Requirements, Expenses
8	Proposal Packet Submission Instructions
9	Proposal Cover Sheet
10	Applicant's Board of Directors
11	Proposal Narrative Questions
14	Capital Project Budget
15	Supporting Documents
16	Scoring
17	Appeals
18	Appendix A: 2021 HUD Income Level Chart
19	Appendix B: MOHCD Target Populations

# 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 20 - 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 \$1,200,000 (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](#)

April 26, 2022 at 2pm

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](mailto:CommDevRFP@sfgov.org) by May 9, 2022. We will do our best to issue our response to your questions on May 12, 2022 on MOHCD website.

## RFP TIMELINE (Revised)

Dates are subject to change.

RFP Issued	<u>April 22, 2022</u>
MOHCD Pre-Submission Webinar	<u>April 26, 2022 at 2pm</u>
Deadline to submit questions	<u>May 9, 2022*</u>
Response to questions posted on MOHCD website	<u>May 12, 2022*</u>
<b>Proposals Due</b>	<b><u>May 20, 2022 at 5:00pm</u></b>
Intent to Award Letters Sent	<u>Mid-June 2022</u>
Contract Term Begins	<u>July 1, 2022</u>

**\*The deadline for submission of questions have been extended to May 9, 2022.**

# RFP OVERVIEW

Funding Sources	Total Funding Available
Community Development Block Grant (CDBG)	\$1,000,000
Housing Opportunities for Persons with AIDS (HOPWA)	\$200,000
<b>Total</b>	<b>\$1,200,000</b>

- The purpose of this grant is to fund capital improvement projects by ensuring safe environments for staff and clients.
- The applying organization must:
  - Serve low and moderate-income residents through established, ongoing and sustainable service programs;
  - Have programs sustained through diverse, dependable funding streams; and
  - Have programs open to the general public during normal hours of operation
- There is no maximum or minimum grant award. However, the average grant award is between **\$100,000 and \$200,000**. Awards of a lesser amount may be made.
- All grant awards will be setup initially through a two-year contract, from July 1, 2022 – June 30, 2024.
- Construction should begin and a draw-down of funds should be made between 12 and 18 months after the grant start date.
- The funds must be expended by June 30, 2024.
- 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, 2019 – June 30, 2020 should have been completed by March 31, 2021, and will cover the following period- July, 1, 2019-June 30, 2020.
- **A Calendar Year Audit** for January 1 2020 – December 31, 2020 should have been completed by September 30, 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.

## 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.

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## Capital Project Requirements

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

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- 1) Acquisition (if CDBG-funded)
- 2) Construction
- 3) Certain non-construction costs:
  - Plan Check fees
  - Project management
  - Environmental review
  - Special inspection services

## INELIGIBLE PROJECTS & EXPENSES

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### INELIGIBLE PROJECTS

- Projects seeking only pre-development funding
- Commercial spaces
- Cultural or religious facilities without eligible services
- Government-owned facilities without eligible services
- A second project, even once the first project finishes

### INELIGIBLE EXPENSES

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

## ADDITIONAL INFORMATION

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- 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.
- Proposals may include collaborations with “Soft Cost,” service providers, such as planners, architects, landscape architects, engineers and project managers. For joint proposals, please include in your proposal the names of all team member organizations (and staff, if applicable) and their professional qualifications and experience with similar projects. “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

[April 26, 2022 at 2pm – 3:30pm](#)

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](mailto:CommDevRFP@sfgov.org) at least 72 hours in advance. For speech or hearing-impaired callers, email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org).

2

### PUT TOGETHER YOUR PROPOSAL PACKET

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

#### Proposal Packet Checklist:

- Proposal Cover Sheet (see p.9 and template posted on MOHCD website)
- Board of Directors (see p.10 and template posted on MOHCD website)
- Proposal Narrative (see pp.11 – 13 for instructions)
- Project 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: [May, 20, 2022 at 5:00pm](#)

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

1. Attach all documents to one email for each proposal. Subject Line should state “CDGB-HOPWA Capital Projects RFP” and include your agency name.
2. Send to [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) before 5pm on [Friday, May, 20, 2022](#). Proposals received after 5 pm on the due date will not be considered.
3. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
4. Please email [CommDevRFP@sfgov.org](mailto:CommDevRFP@sfgov.org) immediately if you are experiencing any technical difficulties.

# PROPOSAL COVER SHEET

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

**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:

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**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 2021 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://sfmohcd.org/community-development-funding-opportunities>.

Name	Years on Board	Home Neighborhood	Job and other Board Memberships

# PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 10 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 and double spaced..

## 1) Project Design (up to 20 points)

- Describe your project, including which programs benefit from it, and a description of the target populations and the neighborhoods the programs serve.
- Describe how your project meets one or more of our grant objectives of providing safe, healthy and accessible community spaces in community-based agencies that serve low-income households.
- List the facility improvement(s), along with their estimated cost and the program(s) that will benefit from each.

Improvement	Cost	Program(s) Benefiting
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

- Is your project for an existing facility or a new facility?
  - An existing facility houses ongoing service programs.
  - A new facility is an acquisition, or a renovation to house new or existing programs in a new space, i.e. a space not previously used for program activities.
- List the neighborhoods served by the programs(s) benefiting from your project.
  - Estimate the percentage of clients served from each neighborhood.
  - Refer to our map below for neighborhood names and boundaries.
  - For homeless and shelter programs, list the neighborhood of your facility.



Neighborhood	% of Total Clients
1.	
2.	
3.	
4.	
5.	
TOTAL	100%

- Complete the following table for each program that would benefit from your project. Using the last three columns, show how each program is eligible under HUD's low-income beneficiary requirements. Programs are eligible in only one of the following three ways. We can fund the removal of architectural barriers

without association to an eligible program. **Select from only one of the three columns for each program:**

- **% Determined Low-Income:** A program that collects and verifies data on family size and income so that it is evident that at least 51% of its beneficiaries are low-income. If you are using this column, enter the percentage of program beneficiaries that are low-income. (Refer to the table in Appendix A.)
- **Area Benefit:** A program that is available to all residents of a residential area, where at least 51% of the residents are low and moderate-income. Income projections must come from the most recent HUD income data. (Refer to the table in Appendix A.) Population-specific programs such as youth and childcare programs cannot use Area Benefit. If you are using this column, make a check in the cell.
- **Exclusive:** A program that only serves one of the following groups that HUD presumes to be low-income: Abused Children, Elderly Persons, Battered Spouses, Homeless Persons, Severely Disabled Adults, Illiterate Persons, Persons living with AIDS, and Migrant Farm Workers. If you are using this column, enter one of these groups.

Program Name	Program Description	# of Unduplicated Annual Clients	% Determined Low-Income	Area Benefit	Exclusive
1.					
2.					
3.					
4.					
5.					

- Complete the following table with estimated project timelines. You may add activities.

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

Owner of Facility:	
Facility/Site Size (in square feet):	
Number of Stories:	
Leased or Owned?	
If leased, how long is the lease and how much time remains?	
Total # of unduplicated clients served by program(s) within the facility:	

## 2) Organizational Capacity (Worth up to 20 points)

- Describe the construction training and experience of your staff. If you are already collaborating with a team of professional organizations and service providers, such as planners, architects, landscape

architects, and engineers, and project managers. Name the team members and describe each of their professional qualifications and experience with similar projects.

- Provide a list of capital improvement projects that your staff have managed in the last 5 years. Include the scope of work, cost, funding sources and length of time to complete each project.
- Do you have a long-term asset management plan, including an operating and maintenance reserve, for the facility?
  - If yes, describe how this grant request fits into the plan.
  - If no, describe your efforts to develop a plan and ensure future resources for facility improvements.
  - What percentage of our grant can you match? If you cannot meet our guidelines for matching funds (p.3), what is your fundraising plan?

**3) Advancing Racial Equity (worth up to 10 points)** - MOHCD’s approach to racial equity is to reduce racial disparities in social and economic opportunity and ensure measurable outcomes for communities.

- Who are your target populations and how does your project address the disparities they face?
- What measurable outcomes will participants achieve through this project?

**4) Project Serves Populations Prioritized in the 2020 – 2024 Consolidated Plan (worth up to 15 points)**

- List the populations that will be primarily served by the programs that operate in the facilities to be improved. Indicate with a check mark if those populations are prioritized in the 2020 – 2024 Consolidated Plan.

Populations Served by the Facility to be Improved	Population listed in MOHCD 2020 – 2024 Consolidated Plan (✓)

# Capital Project Budget

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

**5) Project budget (worth up to 20 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?

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.		
<b>Total</b>		
Expenses	Amount (\$)	
1.		
2.		
3.		
4.		
5.		
<b>Total</b>		

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

**6) Matching Funds (Worth up to 15 points)**

List non MOHCD fund amounts and their sources:

	Non-MOHCD Funding Source	Amount
1.		
2.		
3.		
4.		
	<b>Total</b>	



# 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. If you chose the category of Percentage of Determined Low-Income for any of your programs, submit the form you use to document family size and income.
8. If you chose the category of Area Benefit for any of your programs, submit a map of your facility site. Highlight street or census tract boundaries to show the service area. State how you determined that the designated service area is the entire area served by the program.

# SCORING

Grant proposals that meet our Eligibility Requirements (see p.4) 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:

<b>PROPOSAL SCORING</b>		
	<b>Proposal Section</b>	<b>Point Value</b>
1.	Project Design	20
2.	Organizational Capacity	20
3.	Advancing Racial Equity	10
4.	Populations Identified in Consolidated Plan	15
5.	Project Budget	20
6.	Matching (Leveraged) Funds	15
	<b>Total</b>	<b>100</b>

Eligible proposals will be read and scored by reviewers with relevant capital improvements expertise, as well as the needs of MOHCD’s target populations (See Appendix B for the list of MOHCD’s target populations). 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 June 2022.

# APPEALS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (p.4). 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: 2021 - 2022 HUD Income Level Chart

Family of:	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low Income	\$0-38,400	\$0-43,850	\$0-49,350	\$0-54,800	\$0-59,200	\$0-63,600	\$0-68,000	\$0-72,350
Low Income	\$38,401-63,950	\$43,851-73,100	\$49,351-82,250	\$54,801-91,350	\$59,201-98,700	\$63,601-106,000	\$68,001-113,300	\$72,351-120,600
Moderate Income	\$63,951-102,450	\$73,101-117,100	\$82,251-131,750	\$91,351-146,350	\$98,701-158,100	\$106,001-169,800	\$113,301-181,500	\$120,601-193,200
Above Moderate Income	\$102,451 or greater	\$117,101 or greater	\$131,751 or greater	\$146,351 or greater	\$158,101 or greater	\$169,801 or greater	\$181,501 or greater	\$193,201 or greater

Income limits for families with more than eight persons are not included in the printed lists because of space limitations. For each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) All income limits are rounded to the nearest \$50 to reduce administrative burden.

# APPENDIX B: 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

