



Mayor's Office of Housing and Community Development

**TECHNICAL ASSISTANCE FOR CAPITAL PROJECTS
REQUEST FOR PROPOSALS
FY2021-22 (#2022-11)**

Date Issued: May 6, 2022

Deadline for Submission: June 3, 2022 at 5:00p.m.

RFP Questions? Need alternative formats for persons with disabilities? Email 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.

MOHCD Funding Priorities

MOHCD's funding priorities are grounded in its 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.

SUMMARY OF FUNDING OPPORTUNITY

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.

This Capital Project Technical Assistance Request for Proposals (RFP) is the vehicle by which MOHCD will award grants to nonprofit organizations to provide professional Technical Assistance services that include but are not limited to architecture, design, engineering, landscape architecture, project planning, project management, management training, and construction management for projects that are eligible for MOHCD funding. Technical Assistance must be for capital projects that will improve the infrastructure and physical environment of San Francisco neighborhoods, especially in those neighborhoods with high concentrations of low-and moderate-income residents; or for affordable housing projects in San Francisco.

This RFP will provide up to \$1,565,000 (total amount over three years) in total grant funding. The awards will be setup as three-year grants to start as early as July, 2022 and go through June 30, 2025. The final terms and conditions of the grants awarded through this RFP are subject to negotiation.

Title	Technical Assistance for Capital Projects
Term:	7/1/22-6/30/25
Program Area	Technical Assistance
Total Funding Available for the 3 Year Term	\$1,565,000

RFP TIMELINE

Dates are subject to change

RFP Issued	May 6, 2022
MOHCD Pre-Submission Webinar	May 10, 2022 at 10AM
Deadline to submit questions	May 17, 2022
Response to questions posted	May 23, 2022
Proposals Due	June 3, 2022
Intent to Award Letters sent	Mid to Late June
Contract Term Begins	July 1, 2022

ELIGIBILITY, FUNDING 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.
- 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.
-

Project Requirements

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

1. 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 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.**
2. 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.
3. 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.
4. 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
5. These funds cannot be used for religious purposes or political activity.

DETAILED DESCRIPTION OF THE FUNDING OPPORTUNITY

The final terms of conditions of awarded grant are subject to negotiation. Through this RFP process, MOHCD is seeking proposals for professional technical assistance services that include but are not limited to architecture, design, engineering, landscape architecture, project planning, project management and construction management for projects that are eligible for MOHCD funding.

Technical Assistance services to non-profit agencies can be in the following areas:

- Owner representative and project management services to help non-profit organizations to implement MOHCD-funded capital improvement projects;
- Project management, project administration and nonprofit staff training for capital improvements to MOHCD-funded community facilities that serve low- and moderate-income residents and that are open to the general public during normal hours of operation;
- Asset reserve analyses and/or capital needs assessments to non-profit organizations that own their facilities; These analyses and assessments will allow non-profit organizations to plan for the long-term maintenance and viability of their facilities, thus helping to insure the physical integrity of affordable community spaces where services can be provided to low-income households;
- Financial management and space planning assistance to MOHCD-funded non-profit organizations to maximize the use and programming of existing facilities and model potential future expansion;
- Training, technical assistance, and capacity building services for nonprofits organizations and public agencies to create and operate high-quality supportive housing for extremely low-income households;
- Architectural and engineering services to MOHCD-funded non-profit organizations for capital improvements to community facilities that serve low- and moderate-income residents and that are open to the general public during normal hours of operation;
- Architectural and engineering services to non-profit developers of MOHCD-funded affordable housing development projects; and
- Cost reasonableness determinations for CDBG- and HOPWA-funded capital projects.

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.

RFP ASSISTANCE/RESOURCES

MOHCD staff will be available to answer questions and provide information.

MOHCD Pre-Submission Webinar	May 10, 2022 10 am – 11:30 am
Deadline for Questions	May 17, 2022
Answers to RFP Questions Issued	May 23, 2022

RFP Pre-Submission Webinar

A live virtual pre-submission webinar will take place on May 10, 2022 at 10 am. Staff will provide an overview of the RFP process, including eligibility criteria, funding descriptions, 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 [this link](#).

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 May 17, 2022. Our response to your questions is scheduled to be posted on May 23, 2022 on the MOHCD website.

MOHCD PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND THE OPTIONAL PRE-SUBMISSION WEBINAR

May 10, 2022, 10 am – 11:30 am

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 <https://sfmohcd.org/community-development-funding-opportunities>.

Proposal Packet Checklist:

- Proposal Cover Sheet (see p. 8 and template posted on MOHCD website)
- Board of Directors (see p. 9 and template posted on MOHCD website)
- Response to Narrative Questions (see p. 10 for instructions)
- Proposal Budget (see p. 11 for instructions, template posted on MOHCD website)
- Three Year Organizational Operating Budget

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: Friday June 3, 2022 AT 5:00 P.M.

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "MOHCD Technical Assistance for Capital Projects RFP Final Proposal" and include your agency name.
2. Send to CommDevRFP@sfgov.org before **5pm on June 3, 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 immediately if you are experiencing any technical difficulties.
5. Please expect to receive a confirmation email within 2 business days after the date of your submission. If you do not receive a confirmation email, please follow up with us at CommDevRFP@sfgov.org.

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:

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 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 be double spaced.

- (1) Program Design:** Describe the community agency technical assistance program(s) you are proposing. What are the specific community agency needs, challenges, and opportunities that your proposed technical assistance program(s) intend to address? (Up to 20 Points).
- (2) Program Experience:** List and describe the technical assistance programs that your organization currently provides that serve the community agencies. (Up to 20 Points).
- (3) Capacity and Staffing:** Describe your organization's capacity/ability to carry out technical assistance projects. Identify the key staff, consultants, and partners who will work on this (these) project(s) on behalf of your organization. Include name(s), job title(s), number of years at the organization(s). Include proposed "Soft Cost," partners with this list. "Soft Cost" partners that are NOT included in your answer will need to be procured through a separate public procurement process after a grant is awarded. (Up to 20 Points)
- (4) Impact:** How will the proposed technical assistance services contribute to the implementation and success of MOHCD-funded, capital projects, affordable housing projects and public space improvement projects? (Up to 10 points)
- (5) Advancing Racial Equity:** How will the proposed technical assistance services increase the capacity of community based nonprofit services and/or affordable housing providers to address social and racial inequities. (Up to 10 points)
- (6) Budget:** Complete the Proposal Budget Items below and include budget narratives describing the costs. Describe any audit findings from the past three years. If there were findings, have they been resolved? If not, why not? (Up to 20 points)

PROPOSAL BUDGET ITEMS

- a) For your Project Budget, please include budget items for a twelve-month period. The budget should include not only your MOHCD grant request but also any other funding sources. For reference, below is the Project Budget Form.
- b) Please provide appropriate narrative to support the budget line items in order assist the readers in understanding use of funds.
- c) You can access a fillable MOHCD budget form in Excel format at <https://sfmohcd.org/community-development-funding-opportunities>

MOHCD PROJECT BUDGET WORKSHEET							
4	AGENCY NAME:		INSTRUCTIONS- • 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	PROPOSAL NAME:						
7	LINE ITEM	ITEM/NAME DETAIL		Current Grant Request to	Other Secured Funding from	Total Project Budget	
8		Staff Name & Title	Rate/Hr. \$ of Hrs.	Request to	From	From	
9	Salaries & Wages					\$ -	
10						\$ -	
11							\$ -
12							\$ -
13							\$ -
14							\$ -
15		Total Salaries & Wages		\$ -	\$ -	\$ -	
SALARIES & WAGES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to							
18	Fringe Benefits	FICA				\$ -	
19		SUI				\$ -	
20		Workers Compensation				\$ -	
21		Medical Insurance				\$ -	
22		Retirement				\$ -	
23		Other				\$ -	
24		Total Fringe Benefits		\$ -	\$ -	\$ -	
26	Contractual Services	ITEM/NAME DETAIL		MOHCD Grant Request	Other Secured Amount from	Total Project Budget	
27						\$ -	
28						\$ -	
29		Total Contractual Services		\$ -	\$ -	\$ -	
CONTRACTUAL SERVICES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they rel							
33	Equipment (including leasing)	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Total Project Budget	
34						\$ -	
35						\$ -	
36		Total Equipment		\$ -	\$ -	\$ -	
EQUIPMENT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the prop							
40	Other	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Total Project Budget	
41		Travel				\$ -	
42		Insurance				\$ -	
43		Office and/or Project Space Rental				\$ -	
44		Office and/or Project Supplies				\$ -	
45		Telecommunications				\$ -	
46		Utilities				\$ -	
47		Total Other		\$ -	\$ -	\$ -	
"OTHER" BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos							
51	Indirect	Total Indirect (no more than 15%)				\$ -	
52		INDIRECT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos					
53	TOTAL				\$ -	\$ -	\$ -

An Agency-Wide, Three Year Organizational Operating Budget must be submitted and is a part of your submission packet.

SCORING

Grant proposals that meet the funding 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 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.	Program Experience	20
3.	Capacity and Staffing	20
4.	Impact	10
5.	Advancing Racial Equity	10
6.	Budget	20
	Total	100

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 letter in mid to late June 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. 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

