



Mayor's Office of Housing and Community Development

**SoMa Capital Project Request for Proposals
FY2021-22 (#2021-22)**

**Business Incubation Services to Local Businesses
Located within the South of Market**

RFP Issued: May 27, 2022
Proposals Due: July 8, 2022

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.

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.

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.

MOHCD is seeking grant proposals to support a capital improvement project in the South of Market neighborhood that will improve a facility that provides business incubation services to local businesses located within the South of Market neighborhood that serve low-income and historically underserved communities in that neighborhood.

This RFP will provide up to \$500,000 in total grant funding. The award will be setup as a one-time allocation through a two-year contract, starting as early as September 1, 2022. The final terms and conditions of the grant are subject to negotiation.

	Title	Term	FY21/22	Total Funding	Program Area
1	SoMa Capital Project	9/1/22-8/31/24	\$500,000	\$500,000	Capital Project

RFP Timeline

Dates are subject to change

RFP Issued	Friday, May 27, 2022
MOHCD Pre-Submission Webinar	June 2, 2022 at 1pm
Deadline to submit questions	Monday, June 13, 2022
Response to questions issued	Friday, June 17, 2022
Proposals Due	July 8, 2022 at 5pm
Intent to Award Letters Sent	Late July
Contract Term Begins	Thursday, September 1, 2022

RFP Assistance/Resources

MOHCD RFP Pre-Submission Webinar

Additional live virtual pre-submission webinar will take place on June 2, 2022 at 1pm. 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](#).

MOHCD 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 June 13, 2022 at 5pm. We will do our best to release our response on the MOHCD website on June 17, 2022.

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.
- Additional requirements may be detailed in the detailed description of the funding opportunity.

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.

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 the SoMa Capital Project.

MOHCD is seeking grant proposals to support a capital improvement project in the South of Market neighborhood that will improve a facility that provides business incubation services to local businesses located within the South of Market neighborhood that serve low-income and historically underserved communities in that neighborhood.

This RFP will provide up to \$500,000 in total grant funding. The award will be setup as a one-time allocation through a two-year contract, starting as early as September 1, 2022. Grant proposals must detail the funding requested for the monthly reimbursement of expenses related to the project eligibility criteria in the Project Criteria section of this RFP.

MOHCD will prioritize eligible projects from nonprofit organizations that:

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

If the grant award is supplementing other City funding given to the same project, the award must not result in total City funding exceeding 90% of the total costs of the project (up to \$2 million), and 50% of the portion of the project that is more than \$2 million.

Expenses considered ineligible for these funds include:

- Acquisition
- General administration
- General maintenance
- Painting
- Telecommunication systems
- Furnishings
- Sidewalk repair
- Tree pruning
- Drain cleaning
- Moveable equipment
- Inspection and re-certification of alarm systems

Once a grant agreement has been executed, all grant requirements must be met, and the grant must be closed, and all funds spent within twenty-four (24) months.

To receive funds, grantees must meet all the following criteria:

- The project’s proposed pre-development budget must conform to real estate industry standards.
- Provide a “sources and uses” budget inclusive of all project costs.
- Provide an operating budget that includes reserves sufficient to ensure the long-term viability of the project.
- Provide evidence of completion of relevant due diligence (e.g., appraisal, environmental reports, physical needs assessment).

PRACTICING PROFESSIONALS MAY BE USED AS SOFT COST CONTRACTORS

“Soft Costs,” are eligible expenses from this grant. Soft Cost expenses include pre-development costs such as architectural, design and engineering services, permit fees, construction administration, environmental review, and legal and special inspection services.

Grant applicants may identify Soft Cost contractors who will be used to carry out Soft Cost project-related activities. These identified Soft Cost contractors can be architects, designers, engineers, construction administrators and other specialized service providers. In the grant application, the applicant must list all proposed Soft Cost contractors along with their qualifications and experience with similar projects.

If awarded a grant in which Soft Cost contractors will be used, the grantee must provide MOHCD with signed agreements that outline the work scopes and expectations of each contracting partner. These agreements, along with City contracting requirements, will be reviewed and approved by MOHCD.

NOTE: Soft Cost contractors that are NOT listed and described in the funding application will be subject to MOHCD procurement requirements.

PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND OUR OPTIONAL PRE-SUBMISSION WEBINAR

[June 2, 2022 at 1pm](#)

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

2

PUT TOGETHER YOUR PROPOSAL PACKET

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

Proposal Packet Checklist:

- Proposal Cover Sheet (see p.8 and template posted on MOHCD website)
- Board of Directors (see p.9 and template posted on MOHCD website)
- Proposal Narrative Responses (see p.10 for instructions)
- Proposal Budget (see p.11 for instructions, template posted on MOHCD website)
- Three Year Organizational Operating Budget (see p.11 for instructions)
- Supporting Documents (see p.12 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

3

SUBMIT YOUR PROPOSAL PACKET

PROPOSAL DUE DATE: July 8, 2022 AT 5pm

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "MOHCD SoMa Capital Project RFP" and include your agency name.
2. Send to CommDevRFP@sfgov.org before 5pm on July 8, 2022. Proposals received after 5pm on the due date will not be considered.
3. Send proposals early ensure the ability to address any unforeseen technical difficulties.
4. Email CommDevRFP@sfgov.org immediately if you are experiencing any technical difficulties.
5. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email CommDevRFP@sfgov.org to ensure your proposal has been received.

CAPITAL PROJECT PROPOSAL COVER SHEET

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

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Project Name:

Project Description (one-liner):

Project Site Address (if different):

City:

State:

Zip Code:

Executive Director/CEO:

Name:

Phone:

Email:

Chief Financial Officer:

Name:

Phone:

Email:

Chief Operating Officer:

Name:

Phone:

Email:

Primary Project Contact Person (if different):

Name:

Phone:

Email:

Total Proposal Request: \$

Total Capital Project Cost: \$

Total FY 2021 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 version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

Name	Years on Board	Home Neighborhood	Job and Other Board Memberships

PROPOSAL NARRATIVE QUESTIONS

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

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

Project Budget & Agency Wide Budget Instructions

A fillable version of the Project Sources and Uses Budget can be found at <https://sf.gov/information/community-development-funding-opportunities>

a. Complete the following table:

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

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

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

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

c. Three-year organizational operating Budget, which include ongoing operating expenses related to the acquisition, capital reserve contributions, and debt service payments (if applicable), must be submitted and is a part of your submission packet (see p.7).

SUPPORTING DOCUMENTS

Complete proposals must include the following supporting 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.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		
	Proposal Section	Point Value
1.	Program Design	20
2.	Target Population	15
3.	Experience	10
4.	Staffing	5
5.	Advancing Racial Equity	10
6.	Impact	10
7.	Fiscal Health & Fund Development	10
8.	Project Budget & Agency 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 each funding opportunity. Intent to award letters are scheduled to be released in late July 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

