Mayor's Office of Housing and Community Development

SOMA
COMMUNITY STABILIZATION FUND

SOMA FUND:
JOB READINESS SERVICES

REQUEST FOR PROPOSALS (#2022-01d)
FY 2022-23

Date Issued: August 26, 2022

Deadline for Submission: September 23, 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.

SUMMARY OF FUNDING OPPORTUNITIES

Background

MOHCD has a responsibility to maintain transparency in its processes. As such, MOHCD is conducting an open RFP process for funds made available through the SoMa Community Stabilization Fund. This open and competitive process is utilized throughout the City for the allocation of public funds.

The SoMa Community Stabilization Fund provides community stabilization [1]benefits to prevent displacement of existing residents and businesses in SoMa, including assistance for: affordable housing and community asset building, small business rental assistance, development of new affordable homes for rental units for low income households, rental subsidies for low income households, down payment assistance for home ownership for low income households, eviction prevention, employment development and capacity building for SoMa residents, job growth and job placement, small business assistance, leadership development, community cohesion, civic participation, and community based programs and economic development.

Below is the current funding opportunity:

Title	Term	Annual Fund	Total Funding	Program Area
Job Readiness Services	4 Years	$125,000	$500,000	Workforce Development

RFP Timeline: *Dates are subject to change*

RFP Issued	**August 26, 2022**
MOHCD Pre-Submission Webinar	August 31 2022 10-11am
Submit Questions by	September 6, 2022 at 5pm
Response to Questions Posted on MOHCD Website	September 9, 2022
Proposals Due	**September 23, 2022 at 5 pm**
Notifications Sent to Confirm Submission	By September 28, 2022
Intent to Award Letters Sent	November, 2022
Contract Term Begins	January 1, 2023

RFP Assistance & Resources

RFP Pre-Submission Webinar
Additional live virtual pre-submission webinar will take place on August 31, 2022 at 10am. 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 September 6, 2022. We will do our best to issue our response to your questions on September 9, 2022 on MOHCD website.

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[1] Ordinance 217.05 states that all monies deposited in the Fund shall be used to address the impacts of destabilization on residents and businesses in SOMA including assistance for: affordable housing and community asset building, small business rental assistance, development of new affordable homes for rental units for low income households, rental subsidies for low income households, down payment assistance for home ownership for low income households, eviction prevention, employment development and capacity building for SOMA residents, job growth and job placement, small business assistance, leadership development, community cohesion, civic participation, and community based programs and economic development.

ELIGIBILITY REQUIREMENTS

MOHCD Eligibility Requirements

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

- Proposed projects must be located within the boundaries of SoMa and serve SoMa residents and/or businesses.
- 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.
- Recipients of San Francisco Community Investment Fund tax dollars may not apply for funds that would support service requirements of their new market tax credit awards.
- No City agencies or departments may apply for funding under this RFP.
- Additional requirements may be detailed under each funding opportunity description on pp. 5-8.

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

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

Supplier Status

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

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

Compliance Standards

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

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at https://sfgov.org/cmd and is managed by the Office of Contract Administration.
- **SF Human Rights Commission**- Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.

- **Sunshine Ordinance**- Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than $250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility**- Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity**- Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity**- No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

DETAILED DESCRIPTIONS OF FUNDING OPPORTUNITY

The final terms of conditions of each awarded grant are subject to negotiation. Through this RFP process, MOHCD is seeking proposals for the following project opportunity

JOB READINESS SERVICES

MOHCD is seeking grant proposals to provide holistic and culturally-competent Job Readiness Services (JRS) for SoMa's residents, including youth and young adults, with multiple barriers to successful job search and employment. This funding should increase the capacity and impact of existing efforts funded through our partners at the Office of Economic and Workforce Development (OEWD) and its workforce development programs. JRS grantee will play a critical bridge role for individuals who, because of the barriers they face, are not yet able to focus on job search and employment. JRS grantee must deliver intensive services to help these jobseekers to identify and create a plan for removing barriers preventing employment, and support the individual in accessing and navigating a citywide service system to resolve these barriers. JRS grantee must play an important cross-referral role within San Francisco's workforce system. First, the provider should receive referrals from Job Centers and other partners working with job-seekers with multiple barriers to employment. Once job seekers have successfully removed barriers, grantees will refer job seekers to an appropriate Sector Training Program (TechSF, HealthCare Academy, CityBuild Academy, Hospitality Initiative) or other appropriate Job Center for services focused on vocational training and employment.

JRS grantee will play a special role in serving those jobseekers whose barriers are so acute or so multiplicative, that successful participation in workforce services necessitates their prior removal. MOHCD considers an individual appropriate for JRS if the individual has the following barriers:

- Lack of right-to-work documentation
- Limited English ability
- Referred by Human Services Agency or public housing with two or more of the following:
    o Limited academic skills, and/or lack of a high school diploma or GED
    o Criminal history
    o Lack of basic computer skills
    o Lack of child care
    o Lack of or limited transportation
    o Lack of a valid driver's license
- OR, any individual with three *or more of the following:
    o Limited academic skills, and/or lack of a high school diploma or GED
    o Criminal history
    o Lack of basic computer skills
    o Lack of child care
    o Lack of or limited transportation
    o Lack of a valid driver's license

This RFP will provide up to $125,000 a year for up to four years for a grant(s) starting as early as January 1, 2023. JRS grantee will provide a subset of Job Center services described in this RFP, targeted to and as appropriate for participants with multiple barriers requiring resolution to fully benefit from workforce development services. JRS grantee will connect participants to Job Centers, sector training programs, employment opportunities, and other services, when and as appropriate. JRS must be provided at an accessible facility identified by the applicant. The target number of participants to be served through this program is 50 to 70 a year. MOHCD is expected to make one or two awards.

Required activities include the following:

1. **Outreach and Recruitment**: Conduct outreach and recruitment that results in enrollment in JRS. Create or propose a plan to develop formal processes and procedures for accepting referrals from other stakeholders in the workforce development system, especially from other Access Points, Human Services Agency, and public housing

2. **Assessment**: JRS assessment will focus on identifying each individual's interests, abilities, and barriers to employment, using unbiased assessment processes and procedures. A full technical assessment should evaluate the individual's reading/writing, math, basic computer/internet, and English-speaking skills. When vocational training is an identified goal, the assessment must include the minimum requirements and qualifications for class enrollment and subsequent successful employment in the identified industry. Assessments may also include drug testing, criminal background checks, physical fitness/ability or others.

3. **Career Counseling**: Assist participants in identifying an industry sector of choice, and create an Individual Employment Plan (IEP) for training, skill development, and barrier-removal needed to succeed in the targeted industry. IEPs should
   a. identify the participant's employment goals and appropriate achievement objectives, including any industry sector of interest and potential career pathways,
   b. identify the barriers to achieving these goals, and
   c. identify an appropriate combination of services and skill development to help the participant achieve his/her employment goals.

   In addition to barrier removal services, Career Counseling may generate simultaneous or eventual referrals to an OEWD Access Point, sector initiative, secondary or post-secondary education, or short-term occupational skills training.

4. **Case Management and Barrier Removal**: Offer case management to participants with the goal of providing individualized support to facilitate each participant's successful achievement of their goals. Case managers must work with each participant to develop a barrier-removal action plan and connect the participant to one-on-one, small group, public and outside support services as needed. Grantees are expected to follow up regularly with participants in order to follow up on referrals, monitor progress, and adjust action plans as appropriate.

5. **Basic Computer Skills Training (Optional):** May offer instructor-led basic Computer Skills Training (CST) to all participants who are in need of these technical skills and support to fully access workforce system services, conduct an effective self-directed job search, and achieve employment and career advancement. CST need not be offered to participants with existing computer literacy.

6. **Job Center Referrals:** Serve as an entry point to the larger workforce and education systems for customers with barriers to employment. Grantees must work in coordination with other service providers, Sector Coordinators, and other training and employment providers to facilitate cross-referrals.

If the applicant proposes a JRS model serving limited-English proficient (LEP) job-seekers, then the following additional services must be provided directly by the JRS grantee or through demonstrated relationships and capacity to refer participants to these services on an as-needed basis:

7. **Limited English Proficiency (LEP) Services:** Provide access to language-appropriate employment services and workshops for jobseekers with limited English proficiency, either by referral or through direct provision. If the applicant proposes the direct provision of such services, then they must:
   a. Be vocationally oriented and directly relevant to the vocational goals of the individual as much as possible.
   b. Include an assessment of both written and verbal language skills.
   c. Include an assessment of the individual's literacy in their native language.
   d. Emphasize contextually-based learning with substantial time allocated to the practice and utilization of English language skills in a safe learning environment.
   e. Be relevant to the learning needs of the individual/target population.
   f. Be delivered in a culturally competent and culturally sensitive manner.

Performance measures: the following table includes specific activities and outcomes MOHCD uses as performance measures to track performance of its workforce development programs.

MOHCD Activity	MOHCD Outcome
Enhanced Information and Referral	
Enhanced Information and Referral – Follow Up Within Two Weeks	Client Used Information and/or Successfully Connected to Appropriate Services
Service Connection – Client Needs Assesses	Needs Assessment Survey 100% Completed
Service Connection - Short Term Goals Identified	Identified short-term goals are successfully addressed
Service Connection - Clients Referred to Appropriate Services	
Service Connection - Follow Up Within Two Weeks of Referral	Client Successfully Connected to Appropriate Services
Case Management - Client Needs Assessed	Need Assessment survey 100% completed

Case Management - Individual Service Plan Developed	Client Completes At Least 50% of Goals Client Completes At Least 100% of Goals
Case Management - Clients Referred to Appropriate Services	
Case Management - Follow Up Within Two Weeks of Referral	Client Successfully Connected to Appropriate Services
Case Coordination Plan Developed	Client Able to Engage in Coordinated Services
Life Skill Needs Assessed	Life Skills Assessment 100% Completed
Client Participates in Life Skills Training (group or individual)	Client Develops Needed Life Skills, As Identified Through Assessment
Client Participates in Basic Financial Education training (group or individual)	Client completes training, develops one or more identified financial management skills
Educational Skills Assessed	Educational Assessment 100% Completed
Client Participates in Educational Skills Training (group or individual)	• Client Develops Needed Educational Skills, As Identified Through Assessment (Pre-Post) • Client Achieves a High School Diploma or GED • Client Applies for Post-Secondary Program • Client Enrolls in Post-Secondary Program
Client Participates in ESL Training	Client Achieves Significant Progress in ESL Development
Basic Employability Skills Assessed	Basic Employability Skills Assessment 100% Completed
Client Participates in Workplace Skills Training (group or individual)	• Client Develops Needed Workplace Skills, As Identified Through Assessment • Client Enrolls in an Office of Economic and Workforce Development (OEWD) sector-specific • job training program (e.g., construction, health care, hospitality, or technology academies) • Client Enrolls in a other city job training program • Client Enrolls in non-city job training program
Client Participates in VESL Training	Client Achieves Significant Progress in VESL Development

PROPOSAL SUBMISSION INSTRUCTIONS
HOW TO SUBMIT A GRANT PROPOSAL

1 **REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR**

August 31, 2022 at 10am

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

2 **PUT TOGETHER YOUR PROPOSAL PACKET**

Some of the 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. 9; template can be found on MOHCD website)

[ ] Board of Directors (see p.10 ; template can be found on MOHCD website)

[ ] Proposal Narrative Responses (see p.11 for instructions)

[ ] Project Budget (see p.12 for instructions; template can be found on MOHCD website)

[ ] Agency-Wide Budget (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: September 23, 2022 at 5pm.
HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach <u>all</u> documents to <u>one email for each proposal</u>. Subject Line should state "MOHCD SoMa JRS RFP Final Proposal" and include your agency name.
2. Send to CommDevRFP@sfgov.org before 5pm on the due date. Proposals received after 5pm 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. An email will be sent to confirm successful submission within 3 business days. Please email commdevRFP@sfgov.org if you do not receive a confirmation email.

PROPOSAL COVER SHEET

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

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:

Total Proposal Request: $

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 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 90 points)
As part of each narrative response, include how the project will address and advance racial equity, as well as how it addresses the needs of the city's most vulnerable populations (including the impacts of COVID-19).

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. What SoMa neighborhood community partnership(s) does your organization have established in order to leverage space(s) to provide satellite office hours in an effort to expand outreach and services to SF communities that does not have a Neighborhood Job Center? (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)? How will you incorporate providing high-quality virtual career services? What is your plan for language access to ensure persons with Limited English Proficiency will have meaningful access to the services provided? (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? How does your organization build staff capacity and professional development to ensure the unique needs of neighborhood residents are met in a sufficient manner? (Up to 5 points)

5. **Advancing 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? What local community-based organization(s) have you partnered with to conduct targeted outreach to vulnerable communities, populations, unemployed, underemployed and underrepresented individuals? Please include detailed plans and strategies. What referral networks do you have to expand outreach efforts and assist job seekers with multiple barriers to employment? Be sure to detail formal referral processes to partner organization(s). Please include letters of support or MOU's for existing and new partnerships. (Up to 15 points)

7. **Impact/Outcome:** Describe how you will measure the quantity, quality, impact, and overall success of your proposed program. 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)

Supplementary Attachments
- Submit at least two (2) and up to four (4) letters of support from residents or community organizations that speak to your organization's ability to provide quality, culturally competent services. A minimum of one (1) from each is required. (Please note letters of support will not count toward the page limit.)

Proposal Budget Items

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

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.

MOHCD PROJECT BUDGET WORKSHEET

AGENCY NAME:

PROPOSAL 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.

LINE ITEM	ITEM/NAME DETAIL			Current Grant Request to	Other Secured Funding from [Insert Source]	Other Secured Funding from [Insert Source]	Total Project Budget
	Staff Name & Title	Rate/Hr.	# of Hrs.				
Salaries & Wages							$ -
							$ -
							$ -
							$ -
							$ -
	Total Salaries & Wages			$ -	$ -	$ -	$ -
	SALARIES & WAGES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to						
Fringe Benefits	FICA						$ -
	SUI						$ -
	Workers Compensation						$ -
	Medical Insurance						$ -
	Retirement						$ -
	Other						$ -
	Total Fringe Benefits			$ -	$ -	$ -	$ -
Contractual Services	ITEM/NAME DETAIL			MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget
							$ -
							$ -
	Total Contractual Services			$ -	$ -	$ -	$ -
	CONTRACTUAL SERVICES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they rel						
Equipment (including leasing)	ITEM DETAIL			MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget
							$ -
							$ -
	Total Equipment			$ -	$ -	$ -	$ -
	EQUIPMENT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the prop						
Other	ITEM DETAIL			MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	Total Project Budget
	Travel						$ -
	Insurance						$ -
	Office and/or Project Space Rental						$ -
	Office and/or Project Supplies						$ -
	Telecommunications						$ -
	Utilities						$ -
	Total Other			$ -	$ -	$ -	$ -
	"OTHER" BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos						
Indirect	Total Indirect (no more than 15%)						$ -
	INDIRECT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos						
	TOTAL			$ -	$ -	$ -	$ -

2. The Agency-Wide Budget must be submitted and is a part of your submission packet (see p. 8).

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 Equity	10
6. Partnerships	5
7. Impact/Outcome	10
8. Evaluation	5
9. Program 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 November 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

APPENDIX B: Population-Level Indicators, and Disparity Indicators

MOHCD is working to address disparities and ensure measurable outcomes for vulnerable populations in San Francisco. MOHCD is building upon its 2020-2025 Consolidated Plan and aligning its program areas with the Economic Recovery Task Force Policy Recommendations to ensure a coordinated recovery for San Francisco. Examples of selected population-level indicators, key program outcomes, and key disparity indicators by program area are included below for reference.

1. Invest in Housing:

Ensuring families and individuals are stably housed: (MOHCD Consolidated Plan Goal)

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 %
All San Franciscans	**41.93 %**	**70.20 %**	**44.30 %**

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

2. Pursue Economic Justice:

Ensuring Families and Individuals Are Resilient and Economically Self-Sufficient: (MOHCD Consolidated Plan Goal)

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 %
All San Franciscans	**32.55 %**	**10.83 %**	**5.36 %**

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

3. Job Connections:

Ensuring Families and Individuals Are Resilient and Economically Self-Sufficient (MOHCD Consolidated Plan Goal)

| 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 %
All San Franciscans	**2.58 %**	**49.81 %**	**9.91 %**

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

APPENDIX C: SoMa Fund Priority Population and Geography

The SoMa Fund prioritizes investments in projects and programs that serve the following geographies
- the overlapping services areas that include the Children and Families Special Uses District (SUD) as well as,
- legislated Cultural Districts in in the neighborhoods, including SoMa Pilipinas, the Leather & LGBTQ District and Compton's Transgender District.

The Fund prioritizes investments in projects and programs that low wage and small community serving businesses,[2] particularly populations served by the neighborhood's Cultural Districts (SoMa Pilipinas, the Leather and LGBTQ District and Compton's Transgender District) and the Children and Families Special Uses District (SUD).

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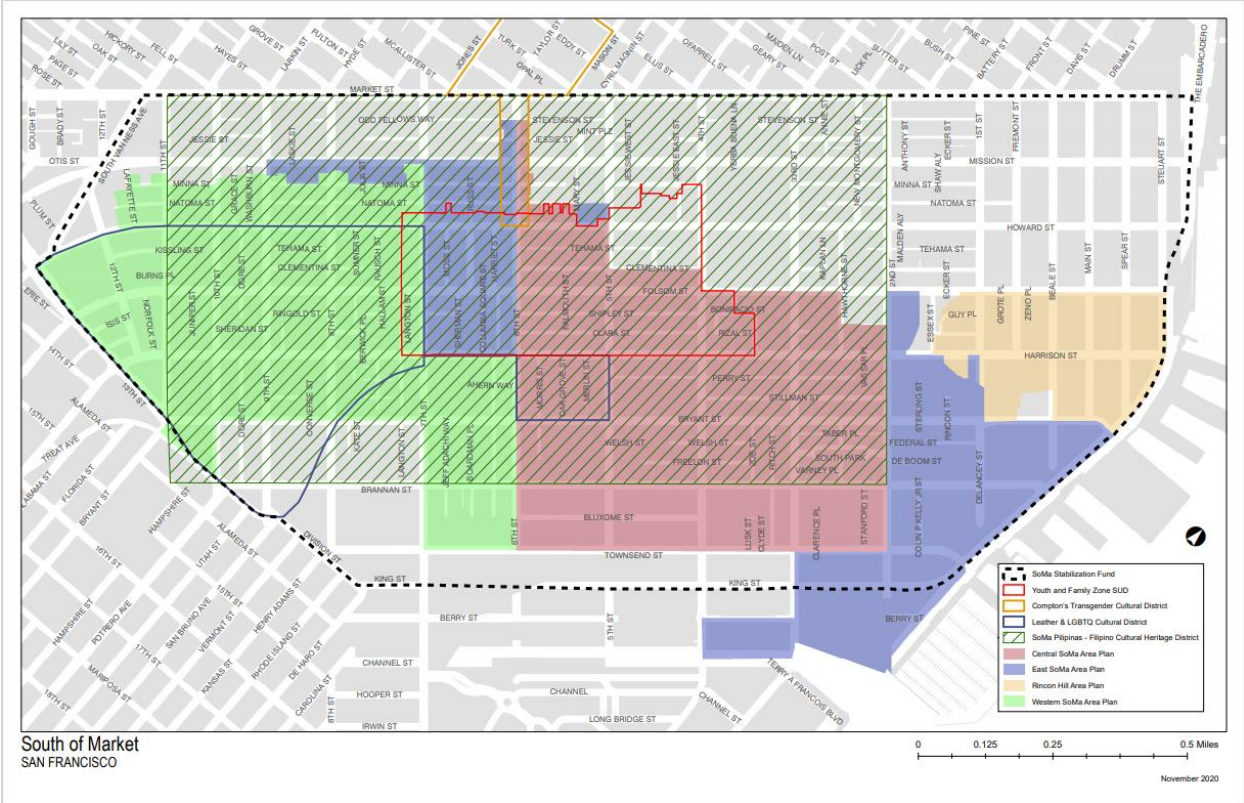
[2] Small community serving businesses include businesses with less than 25 employees, particularly those owned by resident from historically marginalized communities, and with a demonstrated track record of serving SoMa's residents and workers.