



**Mayor's Office of Housing and Community Development &
San Francisco Public Utilities Commission**

Southeast Community Center Access Grant
REQUEST FOR PROPOSALS
FY 2021-22 (#2021-07)

RFP Issued Friday, May 20, 2022
Proposals Due **June 24, 2022 at 5PM**

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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.

San Francisco Public Utilities Commission

About San Francisco Public Utilities Commission

Our mission is to provide our customers with high quality, efficient and reliable water, power, and sewer services in a manner that is inclusive of environmental and community interests, and that sustains the resources entrusted to our care. The San Francisco Public Utilities Commission (SFPUC) provides retail drinking water & wastewater services to the City of San Francisco, wholesale water to three Bay Area counties, green hydroelectric & solar power to Hetch Hetchy electricity customers, and power to the residents & businesses of San Francisco through the CleanPowerSF program.

Community Benefits Policy (SFPUC Commission Resolution No. 11-0008 dated January 11, 2011)

The SFPUC acknowledges its responsibility to develop a community benefits program that is intentional in its participation and support programs and projects that are designed to benefit the community, is centrally coordinated within the SFPUC, applies to all of SFPUC's operations and its activities in all SFPUC service areas, and which is sustainable, transparent, measurable, and accessible by stakeholders and SFPUC staff. The SFPUC defines community benefits as those positive effects on a community that result from the SFPUC's operation and improvement of its water, wastewater and power services. The SFPUC seeks to be a good neighbor to all whose lives or neighborhoods are directly affected by its activities.

[Community Benefits Policy](#)

Environmental Justice Policy (SFPUC Commission Resolution No. 09-0170 dated October 13, 2009)

The SFPUC affirms and commits to the goals of environmental justice to prevent, mitigate, and lessen disproportionate environmental impacts of its activities on communities in all SFPUC service areas and to ensure that public benefits are shared across all communities. The SFPUC defines environmental justice as the fair treatment of people of all races, cultures, and incomes and believes that no group of people should bear a disproportionate share of negative environmental consequences resulting from the operations, programs, and/or policies of the SFPUC.

[Environmental Justice Policy](#)

Racial Equity Resolution (SFPUC Commission Resolution No. 20-0149 dated July 14, 2020)

In the wake of current events surrounding police brutality and disproportionate impacts by the COVID-19 pandemic with clear racial disparities, the SFPUC would like to reaffirm their position in relation to these matters. The SFPUC is committed to the fair treatment of people of all races, cultures and incomes, and affirms that diversity, inclusiveness and respect are core values of the agency. The SFPUC is committed to advancing racial justice by centering the agency's programs and resource allocations on racial and social equity, both as regional employer, as well as a service provider.

[Full Resolution](#)

SUMMARY OF FUNDING OPPORTUNITY

The current Southeast Community Facility at 1800 Oakdale Avenue was envisioned by its founders as a thriving community center developed and designed to provide workforce, childcare, and educational opportunities in their community. Following an extensive public engagement campaign, SFPUC has decided to renew this commitment by building a new state-of-the-art community center at 1550 Evans Avenue.

In 2020, SFPUC released a survey, with the assistance of several non-profit partners, asking community members about the types of programming they would like to see at the new center. More than any other option, respondents requested access to current technology and open space to work on personal and professional projects. This need has been highlighted, especially during the pandemic where the digital divide southeast communities experience has increased as business transitioned their services online and creating more opportunities for remote work.

The Southeast Community Center Access program, (SECC Access Program) will be the primary way community members can visit and engage with the new center regularly in a semi-structured manner. Community residents will acquire free membership and have the ability to access coworking spaces as well as check out technology if needed to work on their personal and professional projects. This program will also provide members with free training workshops on common productivity apps and other technology concepts that seek to reduce the digital divide and prepare them for potential remote work opportunities.

The SFPUC and Southeast Community Center seeks a community-based contractor to fully develop and implement the SECC Access Program. The method of service delivery defined in this RFP may be subject to modification during the contract term as conditions related to the public health pandemic evolve. The estimated funding for this program is \$125,000 annually. The source of the funds includes those from SFPUC Rate Payers.

This grant shall have an original term of 2 years, tentatively effective from September 1, 2022 to August 31, 2024. In addition, SFPUC shall have the option to extend the term for a period of three (3) additional years, subject to annual availability of funds, annual satisfactory contractor performance, and need. SFPUC has the sole, absolute discretion to exercise this option, and reserves the right to enter into grants of a shorter duration.

	Funding Opportunity Title	FY22-23	FY23-24	Total	Program Area
1	Southeast Community Center Access Grant	\$125,000	\$125,000	\$250,000	Access to Opportunity

PROGRAM GUIDELINES

The Program Guidelines below is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Respondents should use this information when designing their proposed program. Respondents may suggest modifications and/or additions that will, in their estimation, make the program more feasible or effective. The description below outlines key program elements and services the grantee(s) will provide.

A. DESCRIPTION OF SERVICES

Prior to program delivery, contractor must develop protocols to track and maintain membership and equipment including the following:

1. **Developing membership criteria and enrollment processes for new members to the program**
2. **Develop room layout and furniture purchase plans to facilitate having flexible coworking spaces available at the center.**
3. **Plan a process for checking-out equipment to members on-site.**
4. **Tracking System.** Develop a tracking system for equipment including placing barcodes on devices that will be checked-out to members.
5. **Develop documentation.** Included shall be participant agreement forms outlining participant responsibilities, acceptable use of equipment, and requirement to return checked-out equipment when leaving the center.
6. **Plan maintenance:** All devices must be physically secured for storage and safekeeping, updating and maintaining operating system and software, installing, and maintaining system security software such as antivirus, and secure configuration of operating system and software.
7. **Plan for mitigation of loss of equipment, including:**
 - a. Implementing theft recovery systems
 - b. Documented procedures for recovery of stolen equipment
 - c. Documented procedures for cancellation of subscriptions associated with lost, stolen, or damaged equipment, such as software licenses, support contracts.
 - d. Documented plan and budget for attrition replacement of lost, stolen, and damaged equipment
8. **Ensuring accessibility of the program by providing free access for the historically disadvantaged community in Bayview Hunters-Point.** The target population is Bayview Hunters Point residents. Participants include those who may not have broadband internet access and appropriate technology at home.
9. **Program Administration**
 - a) Daily Program Delivery - Daily staffing of the Access program to manage coworking space(s), coordinate workshops and trainings, and check-out technology to eligible members.
 - b) Coordinating with the SECC Events team to plan where the program will be administered daily.
10. **Trainings & Workshops**
 - a) Provide robust menu of digital literacy training that gives participants functional knowledge on common productivity applications and prepares them to engage in remote work environments.
 - b) Coordinate other activities (i.e. workshops, Q&A panels, etc.) that educates community members on emerging technology concepts and related industries that can support their economic advancement and address the digital divide the community experiences.

B. MARKETING & OUTREACH

1. Lead a marketing and outreach campaign to increase program membership.
2. Utilize SECC logo & branding guidelines where applicable.

C. EQUIPMENT & SOFTWARE REQUIREMENTS

1. All equipment and software will be provided by the PUC.

D. HEALTH AND SAFETY IN COVID-19 ENVIRONMENT

1. Must follow relevant guidance and protocols from the San Francisco Department of Public Health. For more information please visit this website- <https://www.sfcddcp.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/>
2. Expected to clean and disinfect equipment per manufacturer recommendations when returned from participants use, to mitigate health risks.
3. Will institute any mandated social distancing protocols in effect.

E. SERVICE AND OUTCOME OBJECTIVES

Respondents should state in measurable, quantifiable terms the service and outcome objectives they will achieve in administering the program. The major purpose of objectives is to measure quantity, quality, and impact of services. In measuring these areas, a balance should be created between the value of the information and the time/effort required to collect the information. The objectives should be specified in the proposals to match the services to be provided. The respondent will be required to develop specific service objectives that measure the quantity and other aspects of services. The objectives should state the target quantities and match the program services as proposed. The respondent will be required to develop specific outcome objectives that demonstrate and measure the impact, outcomes, or results of services. Both quantitative and qualitative analysis shall be applied to measure program efficiency and effectiveness.

Service Objectives

On an annual basis, the Grantee will meet the following Service Objectives:

1. Grantee will have, at minimum, 25 devices (iPads/MacBook Air) available for access to members.
2. Grantee will attract 100 members to the program in year one.
3. Grantee will deliver, at minimum, one digital literacy training opportunities monthly.

Outcome Objectives

On an annual basis, the Grantee will meet the following Outcome Objectives:

1. 70% of members participate in at least one digital literacy training or similar workshop.
2. 70% of digital literacy training participants report that the digital literacy training was useful and helped them engage in services, education, job training and/or job search activities, or expanded their knowledge on new topic. Participant feedback will be gathered using a survey instrument designed by the respondent with SECC staff input.

APPLICANT QUALIFICATIONS: Applicants and any collaborating organizations, if applicable, must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and have a history of effectively serving the populations targeted by these programs.

Southeast Community Center Partnership: The successful applicant will be partnering with the SFUC and SECC staff to deliver the Access program. To deliver the proposed services, SECC staff will:

- Coordinate with contractor to determine where the Access program services will be delivered daily.
- Provide one community hub workstation for contractor staff to utilize as needed. Additional workstations will need to be acquired through the regular RFP process.
- SECC staff gives final approval for any equipment and software purchase prior to procurement.

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 under Program Guidelines on pages 4-5.

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.

RFP ASSISTANCE/RESOURCES

MOHCD RFP Pre-Submission Webinars

A virtual pre-submission webinars will be offered to provide an overview of the RFP process, including eligibility criteria, description of the funding opportunity, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for a 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 May 31, 2022. We will do our best to issue our response to your questions on June 3, 2022 on the MOHCD website.

RFP TIMELINE

RFP Issued	Friday, May 20, 2022
MOHCD Pre-Submission Webinar	May 24, 2022 at 10am
Deadline to submit questions	Tuesday, May 31, 2022
Response to questions issued	Friday, June 3, 2022
Proposals Due	June 24, 2022 at 5:00 pm
Intent to Award Letters Sent	Late July
Contract Term Begins	Thursday, September 1, 2022

PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR

[May 24, 2022 at 10-11AM](#)

We encourage you to attend a workshop 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 page 9 and a template posted on MOHCD website)
- Board of Directors (see page 10 and a template posted on MOHCD website)
- Proposal Narrative Responses (see pages 11-12 for instructions)
- Project Budget (see page 13 for instructions and a template posted on MOHCD website)
- Agency-Wide Budget (see page 13 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: June 24, 2022 before 5PM

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach **all** documents to **one email for each proposal**. Subject Line should state "MOHCD Southeast Community Center Access Grant RFP FY21-22" and include your agency name.
2. Send to CommDevRFP@sfgov.org before 5PM on June 24, 2022 Proposals received after 5 pm 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.

PROPOSAL COVER SHEET

A fillable Word 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 2021 or FY 2022 Agency Budget: \$ _____

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

Signature of Executive Director

Date

LEAD APPLICANT'S BOARD OF DIRECTORS

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

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 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.

Proposal Narrative Questions (Up to 80 points) Please refer to Pages 4-5 for additional details on Program Guidelines.

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. Specifically, describe how the overall approach of the program is appropriate for the Bayview Hunters Point Community. In your answer, describe how your proposed program will engage these target populations, and identify and address these needs, including any cultural, language, gender (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. (Up to 15 points)
- (2.) **Program Design:** Describe your proposed program, including the activities or types of services, how they will be provided, and your approach, including timeline, hours and days of operation, examples, best practices, and why this model best serves your target population. (up to 20 points)
 - Describe how you will implement and achieve all the required elements of the Program Guidelines (pages 4-5).
 - Detail the topics or curriculum outline for digital literacy and technology training activities. How is the content of the training determined? How will skills acquisition be determined, i.e. what types of pre and post tests will be used.
 - Describe how the proposed digital literacy training topics address the needs of community members who are seeking to successfully work in hybrid/remote work environments.
 - Include a description of health and safety protocols in place to accommodate social distancing and sanitizing practices.
- (3.) **Experience:** Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided, and any specific successes and challenges that you have experienced. (Up to 10 Points)
 - Agencies should submit a statement listing relevant contracts with a description of the services which have been completed during the last three (3) years. The statement must also list any failure or refusal to complete a contract, including details and dates. Provide disclosure of any litigation including respondent, subcontracts, or any principal officers thereof in connection with any contract or grant. Provide current audited financial statements. The SFPUC intends to award this grant to respondents that it considers will provide the best overall program services at a reasonable pricing structure.
 - Demonstrate that the agency has the organizational infrastructure and administrative/fiscal capacity to deliver the program as proposed, and meet the requirements of the Program Guidelines.
- (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. This staffing plan should demonstrate appropriate experience, professional qualifications and education of staff assigned to the program, a realistic description of the tasks to be performed by each staff person, reasonable workload and work schedule, staff availability, and accessibility. (Up to 5 points)
- (5.) **Advancing Racial Equity:** Describe how you seek to engage all underserved communities that need the services you provide, in order to address social and racial inequities. (Up to 10 points)

- (6.) **Partnerships:** Describe any established and/or mutually proposed partnerships this program will maintain with other service providers or systems, including their added benefit to the program design. (Up to 5 points)
- (7.) **Impact:** Describe in detail the impact that this project will have on the community and on the individuals served, and how these services will result in positive outcomes for participants. Provide estimated annual targets for activities/services provided and outcomes achieved, referring to Section E of Program Guidelines. (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)
- Describe methods for data collection, documentation, and reporting service and outcome data.
 - Describe the proposed model for users to offer feedback and input regarding services

PROPOSAL BUDGET ITEMS

1. For your Project Budget, please include budget items for the first 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.
2. Please provide appropriate narrative to support the budget line items in order assist the readers in understanding use of funds.
3. You can access a fillable MOHCD Project Budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>

MOHCD PROJECT BUDGET WORKSHEET						
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.				
PROPOSAL NAME:						
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 relate to						
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			\$	-	\$	-

4. The Agency-Wide Budget must be submitted as a part of your submission packet (see page 8).

SCORING

Grant proposals that meet our Eligibility Requirements (see page 6) 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 Rubric	
Proposal Section	Point Value
1. Target Population	15
2. Program Design	20
3. Experience	10
4. Staffing	5
5. Advancing Racial Equity	10
6. Partnerships	5
7. Impact	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 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 page 6). 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. Below are examples of the MOHCD's '2020-2025 Consolidated Plan' strategies' alignment with the City's Economic Recovery Task Force (ERTF) Policy Recommendations. The ERTF Policy Recommendations were created in response to the Pandemic to support a coordinated recovery for San Francisco. Also included below are population-level indicators illustrating the race and ethnicity disparities MOHCD is working to address through the funding it administers as well as the programs it administers.

1. Ensuring Families and Individuals Are Stably Housed: (MOHCD Consolidated Plan Goal)

Invest in Housing: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of households who own their home	Percentage of households who spend > 30% of gross income on their home	Percentage of households who spend > 30% of gross income on rent
American Indian	39.48 %	75.70 %	44.29 %
Black	30.01 %	73.09 %	58.38 %
Chinese	58.18 %	63.58 %	42.66 %
Filipino	50.15 %	70.72 %	37.43 %
Latino	27.34 %	77.88 %	54.25 %
Southeast Asian	44.53 %	70.09 %	46.17 %
Pacific Islander	54.55 %	52.62 %	26.66 %
White	39.71 %	71.06 %	40.56 %
All Other Asian	35.88 %	70.43 %	44.21 %
All Other Race	28.88 %	39.43 %	21.46 %
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. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient: (MOHCD Consolidated Plan Goal)

Pursue Economic Justice: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are extremely-low or low-income	Percentage of residents who are below the federal poverty line	Percentage of residents who are considered working poor
American Indian	26.62 %	28.22 %	0.00 %
Black	51.55 %	32.83 %	16.96 %
Chinese	40.18 %	9.65 %	7.75 %
Filipino	29.48 %	7.92 %	2.95 %
Latino	47.97 %	13.15 %	11.33 %
Southeast Asian	35.19 %	13.13 %	7.47 %
Pacific Islander	20.71 %	4.00 %	0.00 %
White	21.43 %	7.67 %	2.54 %
All Other Asian	27.35 %	9.06 %	3.31 %
All Other Race	22.22 %	18.28 %	1.35 %
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. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient (MOHCD Con Plan Goal)

Job Connections: (ERTF Policy Recommendation)

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

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

