



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London N. Breed
Mayor

Kate Hartley
Director

HOUSING DEVELOPMENT GRANTS REQUEST FOR PROPOSALS

**October 1, 2018 – September 30, 2019
GRANT TERM**

We invite you to submit proposals for the following housing development grant program:

HOME Investment Partnerships Program

Go to the next page to learn more about what we would like to fund.

DATE ISSUED: **Monday, August 20, 2018**
PROPOSAL DUE DATE: **Friday, September 7, 2018 at 5:00 p.m.**

ELIGIBLE GRANTS

HOME Investment Partnerships Program

We have a total of \$150,000 to grant in HOME funds.

Up to \$50,000 in grant funding is available for certified [Community Housing Development Organizations](#) (CHDOs). Submit only one proposal per CHDO.

Grants will support general operating activities and activities that result in the development of an affordable housing project.

Budget your grant over a 12-month period, from October 1, 2018 through September 30, 2019. Funding used for operating expenses may not exceed 50% of your total operating expenses for the same year.

These grants are not restricted to HOME-funded projects. You must only show that you have HOME-funded projects in your portfolio. This applies to any project that has received HOME funds, regardless of date received or spent. If you do not have a HOME-funded project, we expect you to apply for HOME funds to support an affordable housing project by October 1, 2019.

You can also apply for a project that already received a Housing Development Grant from us.

Grants are only for eligible rehabilitation administration costs. These include design and architectural costs, certain legal fees and relocation-related expenses. Hard construction and asset management costs are not eligible.

We prioritize general rehabilitation or preservation work completed within 3 years. We will scrutinize projects appearing on previous work programs for more than 2 years without significant progress.

We want to see a track record of managing successful projects. Success includes the ability to leverage non-City resources. Your proposal should show a clear relationship between the agency, its mission, and the project. We will ask you for more information about your ability to manage a project if we have concerns. Concerns may stem from a suspension or incomplete project over the last three years.

ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

You are eligible to submit a grant proposal if you meet all the following criteria:

1. You are a certified [Community Housing Development Organization](#) (CHDO).
2. You are in good standing with the State of California's Registry of Charitable Trusts.
3. Your affordable housing project resides within the City and County of San Francisco.
4. Your project achieves one of the following three objectives from our [2015-2019 Consolidated Plan](#):
 - Families and individuals are stably housed
 - Communities have healthy physical, social and business infrastructure
 - Families and individuals are resilient and economically self-sufficient
5. Your project or service helps low and moderate-income individuals and their families.
6. Your clients live within the City and County of San Francisco.

WHAT TO EXPECT IF AWARDED A GRANT

The use of these funds is subject to many requirements, including but not limited to:

1. You must be a City-approved supplier. If you are not a City-approved supplier, begin the [certification process](#) as soon as possible. Subcontractors are not required to be City-approved suppliers. Only the lead agency or fiscal agent must be City-approved.
2. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
3. You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
4. Projects must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility. You are responsible for meeting all applicable accessibility standards under:
 - [Section 504 of the Rehabilitation Act of 1973](#)
 - the [Architectural Barriers Act](#)
 - the [Americans with Disabilities Act](#)
 - State and local codes, statutes and regulations

Some projects may be subject to an architect's certification. The architect certifies that all improvements followed applicable accessibility laws and regulations. Your project should make as many rehabilitated units as possible adaptable.

5. Your project must meet the requirements of a federal [environmental review](#). Reviews may also result from the [National Historic Preservation Act](#), or from Department of City Planning or Redevelopment Area Plan guidelines.
6. Your project is subject to the [Uniform Relocation Act](#). You must notify all tenants of their risk of displacement and their right to relocation help. Projects resulting in tenant displacement must submit a relocation plan for our approval.
7. You must follow federal conflict of interest regulations. You must also follow regulations for purchasing goods and services. This includes specific standards and methods for soliciting construction and professional service contractors. The standards and methods depend upon the amount of the contract. You cannot use our funds to pay for goods and services unless we have approved your procedure.
8. You must also follow applicable federal, state and local laws and regulations for:
 - Fair housing
 - Equal employment opportunity
 - Equal benefits for domestic partners
9. You cannot use these funds for religious purposes or political activity.

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND OUR PRE-SUBMISSION WORKSHOP

Thursday, August 23, 2018

9:00 a.m. – 10:00 a.m.

1 South Van Ness Avenue, 5th Floor

We will lead a workshop to help you determine if your project is eligible. We will also help you understand how to submit a complete proposal. We encourage you to attend the workshop before submitting a proposal. The meeting room is wheel chair accessible. For translation or interpretation services, call (415) 701-5598 at least 72 hours beforehand. For speech or hearing impaired callers, please call TYY/TDD (415) 701-5503. For information on MUNI routes, call (415) 673-6864, or 511.

2

PUT TOGETHER YOUR PROPOSAL PACKET

Proposal Packet Checklist

(One original signed in blue ink and one USB drive copy)

- [] Proposal Cover Sheet (p.7, posted in Word)
- [] Board of Directors (p.8, posted in Word)
- [] Proposal Narrative (see p.9-10 for instructions)
- [] Project Budget Worksheet (p.11, posted in Excel)
- [] Your CHDO Certification Letter

These documents are also required if you are not currently funded by us:

- [] Your Articles of Incorporation, including all amendments
- [] Your Organization By-Laws, including all amendments
- [] Evidence of your Federal Tax Exempt 501(c)(3) status

3

SUBMIT YOUR PROPOSAL PACKET

Submit your completed proposal packet to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

WE RECOMMEND HAND DELIVERY

PROPOSAL DUE DATE:

by hard-copy original and USB drive copy

September 7, 2018

at 5:00 p.m.

REVIEW PROCESS AND SCHEDULE

First, we will review all proposals to determine if they are complete and eligible. We will remove any incomplete or ineligible proposals from further consideration. Next, we will read and score all complete and eligible proposals. We will consider prior performance in our review. Prior performance includes your record of completing projects on time and within budget. It also includes your compliance with any previous grant or financing agreement. We will recommend proposals with the highest scores for grant awards. Last, we will notify you of our award decision. If you do not receive a grant, you may appeal our decision. If you receive a grant, we will contact you to begin the grant negotiation process.

Our proposed schedule for review and decisions is:

Friday, September 7, 2018	Proposals due to us by 5:00 p.m.
Friday, September 14, 2018	Award decisions sent to you
Friday, September 21, 2018	Five day appeals period ends
Monday, October 1, 2018	Earliest date grant term can begin

We reserve the right to adjust this schedule at our discretion.

PROPOSAL INSTRUCTIONS

1. Be as succinct as possible. The narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper), including the questions. Reviewers will not consider text beyond the sixth page in their funding recommendations.
2. We will not accept any handwritten narratives. You must type or use a computer to write your narrative. Font size must be at least 12 point.
3. Pages should be standard 8-1/2" by 11" with 1" margins. To save paper, we recommend the narrative section be double-sided and single-spaced.
4. Original signatures must be in blue ink.
5. Use the Proposal Packet Checklist to ensure your proposal is complete. Do not bind proposals, or submit extra materials not requested.
6. We will not consider any incomplete, faxed, or late proposals. We recommend hand delivery of proposals. We will not accept any proposals after 5:00 p.m. on Friday, September 7, 2018.

PROPOSAL COVER SHEET

(If legible, you may hand write this part of the proposal)

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

Project Name:

Project Description (one-liner):

Project Site Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

Select the funding source for which you are applying:

☐ HOME

Total Grant Request: \$

Total Project Cost: \$

Total FY 2018-19 Agency Budget: \$

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

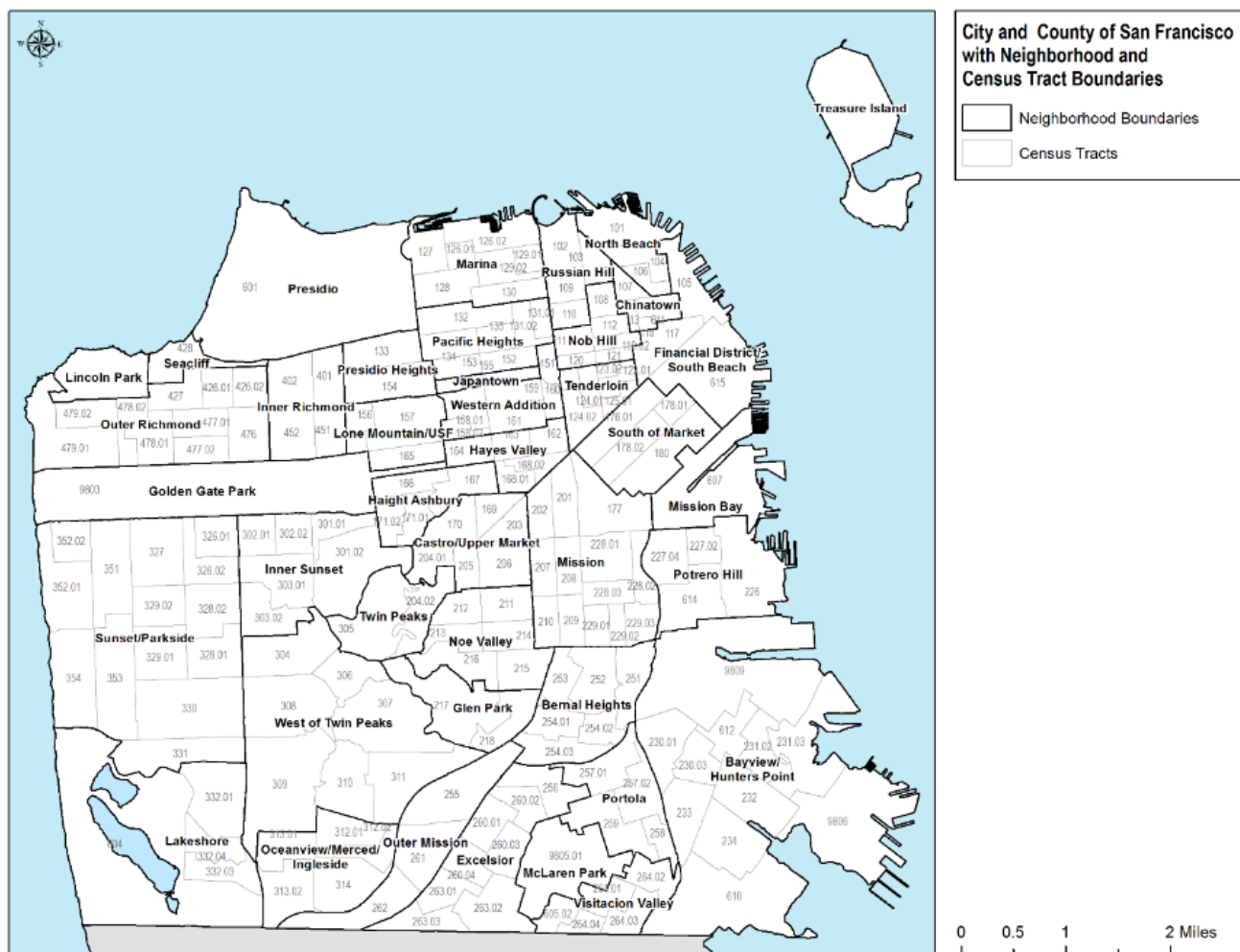
Signature of Executive Director

Date

BOARD OF DIRECTORS

(If legible, you may hand write this part of the proposal)

Name	Years on Board	Home Neighborhood	Job or Relevant Experience



PROPOSAL NARRATIVE

(Must not exceed 6 pages)

1. Project Design (worth up to 40 points)

- Describe your project, including how it will preserve and maintain affordable housing. This may include pre-development activities for the preservation of existing affordable rental housing.
- How will it benefit low and moderate-income residents?
- List the neighborhoods served by the programs(s) benefiting from your project.
 - Estimate the percentage of clients served from each neighborhood.
 - Refer to our map for neighborhood names and boundaries (p.8).
 - For homeless and shelter programs, list the neighborhood of your facility.

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

2. Project Budget (worth up to 30 points)

- Complete the following table:

1. Grant Request	\$
2. Total Project Cost	\$
3. Total Construction or Rehabilitation Cost	\$
4. Total Funding Secured for Construction or Rehabilitation Cost	\$

- Complete a 12-month Project Budget Worksheet (p.11), including budget items for both your grant proposal and your project.
 - Record administrative salaries under Salaries & Wages or Indirect, but not both.
 - Travel expenses must only be for travel within the City and County of San Francisco.
 - If you have a federally-approved indirect cost rate, we will ask you to submit proof of the approved rate. If you do not, the maximum allowed indirect cost rate for federal funds is 10% of Modified Total Direct Costs. If funded, we will provide you with a tool for calculating your allowable indirect costs.
- Describe your grant budget in a brief narrative.
- Describe how your request for operating support will benefit your project.

3. Background and Need (worth up to 20 points)

- Describe the need for your project.
- Give a history of the project, including:
 - When the sponsor acquired the parcel(s)
 - Any previous requests for City financing

- Attempts to secure other financing

3. HOME Compliance (worth up to 10 points)

- List your HOME-funded projects in San Francisco.
 - Describe each building.
 - Give the number of low-income beneficiaries in each building.

TOTAL SCORE ASSIGNED BY REVIEWERS: _____ out of 100

PROJECT BUDGET WORKSHEET

AGENCY NAME:	
PROJECT NAME:	

Please fill in the yellow highlighted fields that apply to your Proposal and Full Project Budget. Include your project's two largest secured revenue sources in the columns labeled "Secured Amount from [Insert Source]," and sum the remaining revenue sources in the column labeled "Secured Amount from Other Sources." List the names of other revenue sources in that column header.

Line Item	Budget Item			Grant Request	Secured Amount from [Insert Source]	Secured Amount from [Insert Source]	Secured Amount from Other Sources:	Total Project Budget
Salaries & Wages	Name & Title	Rate/Hr.	# of Hrs.					
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Total Salaries & Wages			\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	Item							
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
	Other							\$ -
	Total Fringe Benefits			\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	Item							
								\$ -
								\$ -
								\$ -
	Total Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (including leasing)	Item							
								\$ -
								\$ -
	Total Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	Item							
								\$ -
								\$ -
	Total Insurance			\$ -	\$ -	\$ -	\$ -	\$ -
Other	Item							
	Travel							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
								\$ -
	Total Other			\$ -	\$ -	\$ -	\$ -	\$ -
Indirect	Total Indirect (no more than 10%, unless federally-approved rate)							\$ -
TOTAL				\$ -	\$ -	\$ -	\$ -	\$ -

MORE ABOUT THIS RFP

1. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
2. In the future, the City may use this procurement to award grants for similar projects.

PROTEST PROCEDURES

Protest of Non-Responsive Proposal or Grant Award

Non-responsive proposals are either incomplete, ineligible, or undelivered. If we determine your proposal to be non-responsive, we will inform you. We may also issue you a notice of intent to award the grant to another, responsive proposal. In either case, if you disagree with our decision, you may submit a written notice of protest within five business days. We must receive the notice of protest on or before the fifth business day. The notice of protest must include a written statement of each of the grounds for protest. An individual authorized to represent the respondent must sign the protest. The protest must cite all applicable laws, rules, procedures or provisions. The protest must specify facts and evidence enough for us to determine its validity.

Delivery of Protests

We must receive all protests by 5:00 p.m. on Friday, September 21, 2018, or within five business days of our notification, whichever comes sooner. You bear the risk of non-delivery within the deadlines specified if you use a mail service. You should use a delivery method that will establish the date our office receives your protest. We will not consider any oral or e-mail protests or notices of protests.

If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the protest. We will review and attempt to resolve the protest during this meeting. You may submit your protest to:

Attention: Director of Community Development
Mayor's Office of Housing and Community Development (MOHCD)
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103