**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% |

1. **Project Budget (worth up to 30 points)**
* Complete the following table:

|  |  |
| --- | --- |
| 1. Grant Request
 | $ |
| 1. Total Project Cost
 | $ |
| 1. Total Construction or Rehabilitation Cost
 | $ |
| 1. 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.
1. **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
1. **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**