



# **CAPITAL PROJECTS REQUEST FOR PROPOSALS**

**July 1, 2019 – June 30, 2021  
GRANT TERM**

We invite you to submit proposals for the following capital improvement programs:

<b>Grant Program</b>	<b>Funding Available</b>
Community Development Block Grant (CDBG)	\$1,000,000
Housing Opportunities for Persons with AIDS (HOPWA)	\$300,000

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

**DATE ISSUED:**

**Monday, March 4, 2019**

**PROPOSAL DUE DATE:**

**Monday, April 1, 2019 at 5:00 p.m.**

## ELIGIBLE GRANTS

We have listed eligible grants below. Under each grant program, we describe in more detail what we would like to fund. You must submit a separate proposal for each eligible project. There is no maximum or minimum grant award. Budget your grant over a 24-month period starting July 1, 2019. Construction should begin between six and twelve months after the grant start date. You must spend your entire grant by June 30, 2021. By accepting a grant, you agree to maintain services at the facility for a minimum period. The minimum period depends on the size of the grant (see tables below). The tenure period begins at the completion of construction or acquisition.

### Community Development Block Grant (CDBG)

We have a total of \$1,000,000 to grant in CDBG funds.

Acquisition and construction grants are available for community facilities that:

- Serve low and moderate-income residents
- Are open to the general public during normal hours of operation

For improvement of real property:

Grant Amount	Tenure Period
Up to \$200,000	Five years
\$200,001 - \$500,000	Ten years
\$500,001 and above	Twenty years

For acquisition of real property:

Grant Amount	Tenure Period
Up to \$200,000	Twenty years
\$200,001 and above	Thirty years

### Housing Opportunities for Persons with AIDS (HOPWA)

We have a total of \$300,000 to grant in HOPWA funds. Your project must have already received HOPWA funding. Project units must be HOPWA-eligible.

Rehabilitation and repair grants are available for housing facilities that:

- Provide housing and services to low-income persons with acquired immunodeficiency syndrome or related diseases

For improvement of real property:

Grant Amount	Tenure Period
Up to \$500,000	Ten years
\$500,001 and above	Twenty years

For projects with an existing HOPWA loan, the tenure period will end on the later of the date set forth in the table above or the date the loan agreement expires.

## ELIGIBLE EXPENSES

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- Acquisition (if CDBG-funded)
- Construction
- Certain non-construction costs:
  - Architectural, design and engineering services
  - Permit fees
  - Project management
  - Environmental review
  - Legal and special inspection services

## INELIGIBLE PROJECTS & EXPENSES

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### Projects

- Projects seeking only pre-development funding
- Commercial spaces
- Cultural or religious facilities without eligible services
- Government-owned facilities without eligible services
- New projects, if you have an ongoing capital project funded by us
- A second project, even once the first project finishes

### Expenses

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

## MATCHING FUNDS & BANKING GRANTS

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Existing facilities should provide matching funds of 15% or more of the grant. We prioritize proposals with between 15% and 50% match. Grant requests of over \$100,000 must provide at least a 15% match. New facilities must provide a one-to-one match. Matching funds may include funding secured for pre-development costs, site acquisition, design or permit fees.

We do not allow the banking of capital grants. Banking means:

- Little or none of the grant spent within 12 months of award; and
- No project progress within 12 months of award; and
- New grant requests for the same project in subsequent years

# ARE YOU ELIGIBLE TO SUBMIT A GRANT PROPOSAL?

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

1. You are:
  - A 501(c)(3) nonprofit corporation registered with the Internal Revenue Service; or
  - A fiscal agent who is a 501(c)(3) nonprofit corporation; or
  - A church or religious organization that meets the requirements of Internal Revenue Code section 501(c)(3); or
  - A government entity not part of the City and County of San Francisco
2. You are in good standing with the State of California's Registry of Charitable Trusts, if applicable.
3. Your project site 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

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**The use of City funds is subject to many local 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

All projects will be subject to review and approval by the Mayor's Office on Disability (MOD). Some projects may also be subject to an architect's certification. The architect certifies that all improvements followed applicable accessibility laws and regulations.

5. Depending on your project, you may need to [post a public notice](#). This notice allows interested persons an opportunity to voice their concerns. We will ask you to post the notice before we approve funding for the project. We follow this rule when a project involves new construction, a change in use, or a significant expansion of existing use.
6. Your project must meet the requirements of a federal [environmental review](#). Reviews may also result from the [National Historic Preservation Act](#), or from Planning Department or Redevelopment Area Plan guidelines.
7. You must follow federal and local conflict of interest regulations. You must also follow federal and local procurement requirements for soliciting and procuring 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. You must get our approval before entering into any contract paid by our grant.
8. Your project must conduct good faith efforts to contract with [Minority and Women's Business Enterprises](#). This rule applies to contracts greater than \$10,000.

9. Your project must conduct good faith efforts to contract with certified [Section 3](#) residents and businesses. This includes contractors and subcontractors prioritizing low-income persons for jobs and training. This rule applies to contracts greater than \$100,000.
10. Your project contractors must make good faith efforts to meet U.S. Department of Labor (DOL) goals for minorities and females. Goals are set as a percentage participation rate.
11. Your project must prioritize certified [Small Business Enterprises](#) for contracts and subcontracts. This rule applies to general and professional service contracts valued at or above \$110,000, and to construction contracts valued at or above \$600,000.
12. You must follow applicable federal, state and local labor standards during construction. Standards include those for federal and state prevailing wages and for state apprenticeships. [State labor standards](#) apply to projects greater than \$1,000. For CDBG grantees, [federal labor standards](#) apply to projects greater than \$2,000. All contractors and subcontractors must submit payroll records on LCPTracker, the City's electronic certified payroll records system.
13. All contractors and subcontractors who bid or work on a public works project must register and pay an annual fee to the Department of Industrial Relations (DIR). Public work is construction, alteration, demolition, installation, or repair work done under contract and paid for completely or in part out of public funds. All contractors and subcontractors must submit electronic certified payroll records to DIR. You cannot accept a bid or enter into a contract for public work with an unregistered contractor. This rule applies to projects greater than \$1,000.
14. If your construction project receives greater than \$350,000 from the City, you are subject to First Source Hiring. Your contractors and subcontractors must post their entry-level job openings. Entry-level jobs are non-managerial positions. They do not need education beyond a high school diploma (or equivalency), or more than two years of specific training or work experience. The City has first opportunity to refer qualified candidates for those positions. Your contractors and subcontractors must make good faith efforts to hire referrals from the City.
15. You must also follow applicable federal, state and local laws and regulations for:
  - Fair housing
  - Equal employment opportunity
  - Equal benefits for domestic partners
16. You cannot use these funds for religious purposes or political activity.

# HOW TO SUBMIT A GRANT PROPOSAL

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## ATTEND OUR PRE-SUBMISSION WORKSHOP

**Tuesday, March 12, 2019**

**9:00 a.m. – 10:00 a.m.**

1 South Van Ness Avenue, 5<sup>th</sup> Floor

or

**Friday, March 15, 2019**

**9:00 a.m. – 10:00 a.m.**

1 South Van Ness Avenue, 5<sup>th</sup> 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.

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## PUT TOGETHER YOUR PROPOSAL PACKET

### Proposal Packet Checklist

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

- Proposal Cover Sheet (p.9, posted in Word)
- Board of Directors (p.10, posted in Word)
- Proposal Narrative (see p.11-14 for instructions)
- Supporting Documents (see p.15 for instructions)

**These documents are also required if we do not currently fund you:**

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

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## 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, 5<sup>th</sup> Floor  
San Francisco, CA 94103

**WE RECOMMEND HAND DELIVERY**

**PROPOSAL DUE DATE:**

by hard-copy original and USB drive copy

**April 1, 2019**

at 5:00 p.m.

## REVIEW PROCESS AND SCHEDULE

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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:

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<b>Monday, April 1, 2019</b>	<b>Proposals due to us by 5:00 p.m.</b>
<b>Monday, April 15, 2019</b>	<b>Award decisions sent to you</b>
<b>Monday, April 22, 2019</b>	<b>Five day appeals period ends</b>
<b>Monday, July 1, 2019</b>	<b>Earliest date grant term can begin</b>

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

## PROPOSAL INSTRUCTIONS

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1. Be as succinct as possible. The Question Set section must be no longer than ten pages (i.e. 5 double-sided sheets of paper), including the questions. Reviewers will not consider text beyond the tenth 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 Monday, April 1, 2019.

# PROPOSAL COVER SHEET

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

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Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Fax:

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Project Name:

Project Description (one-liner):

Project Site Address (if different):

City:

State:

Zip Code:

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Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

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Select the funding source for which you are applying:

CDBG

HOPWA

Total Proposal Request: \$

Total Project Cost: \$

Total FY 2019 Agency Budget: \$

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

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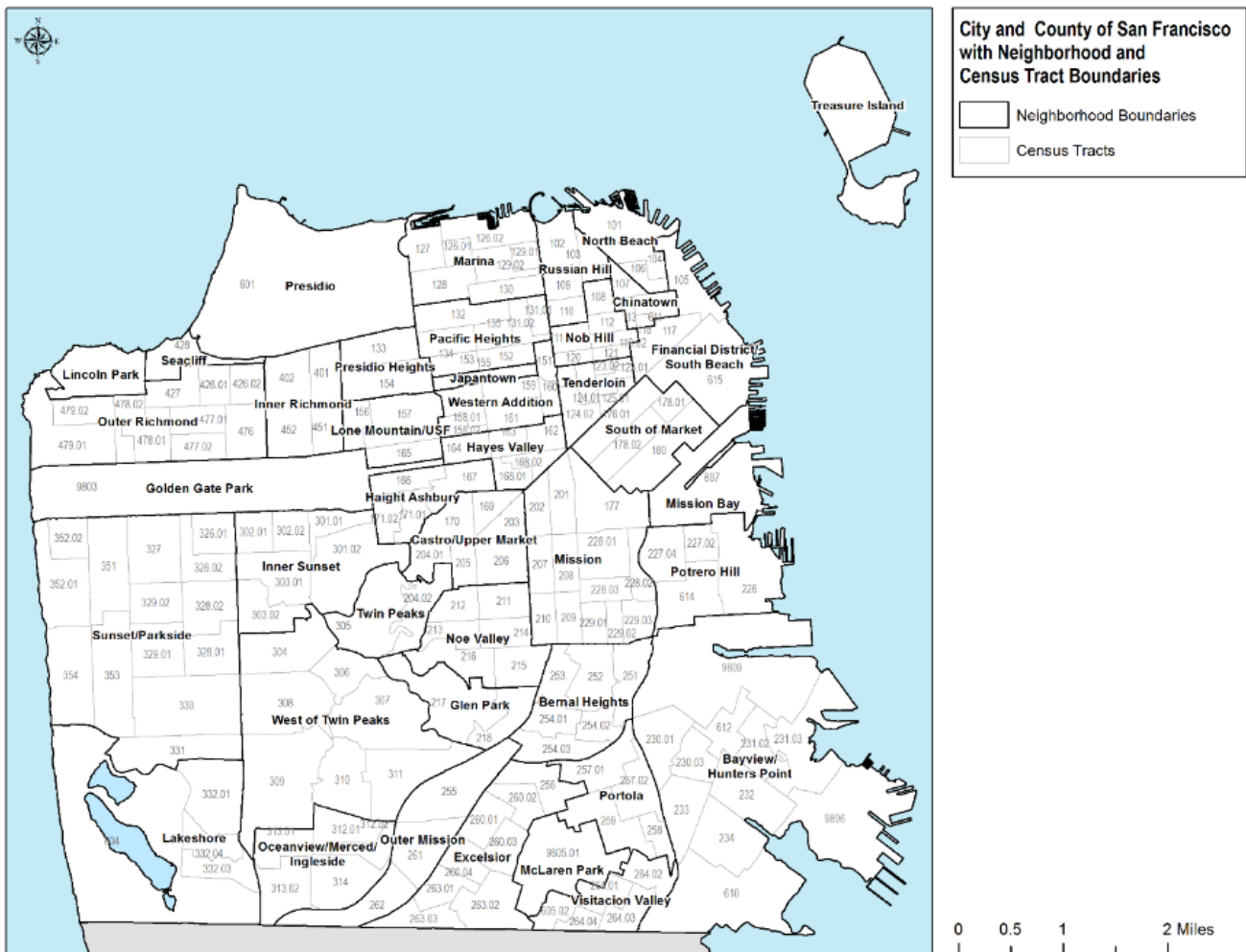
Signature of Executive Director

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 10 pages)

## 1. Project Design (worth up to 50 points)

- Describe your project, including which programs benefit from it.
- Describe those programs, including:
  - Any and all City investment
  - Community support and sources of funding
  - How they support the goals and objectives outlined in our [2015-2019 Consolidated Plan](#)
  - A description of the target populations and neighborhoods they serve
- Describe how your project meets one or more of our grant objectives.
- List the facility improvement(s), along with their cost and the program(s) that will benefit from each.

Improvement	Cost	Program(s) Benefiting
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

- 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.10).
  - For homeless and shelter programs, list the neighborhood of your facility.

Neighborhood	% of Clients
1.	
2.	
3.	
4.	
5.	
<b>TOTAL</b>	<b>100%</b>

- Complete the following table for each program that would benefit from your project. Using the last three columns, show how each program is eligible under HUD's low-income beneficiary requirements. Programs are eligible in only one of the following three ways. We can fund the removal of architectural barriers without association to an eligible program. Select from only one of the three columns for each program:
  - % Determined Low-Income: A program that collects and verifies data on family size and income so that it is evident that at least 51% of its beneficiaries are low-income. If you are using this column, enter the percentage of program beneficiaries that are low-income.
  - Area Benefit: A program that is available to all residents of a residential area, where at least 51% of the residents are low and moderate-income. Income projections must

come from the most recent HUD income data. Population-specific programs such as youth and childcare programs cannot use Area Benefit. If you are using this column, make a check in the cell.

- Exclusive: A program that only serves one of the following groups that HUD presumes to be low-income: Abused Children, Elderly Persons, Battered Spouses, Homeless Persons, Severely Disabled Adults, Illiterate Persons, Persons living with AIDS, and Migrant Farm Workers. If you are using this column, enter one of these groups.

Program Name	Program Description	# of Unduplicated Annual Clients	% Determined Low-Income	Area Benefit	Exclusive
1.					
2.					
3.					
4.					
5.					

### FY 2018 HUD INCOME LEVEL CHART

	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
Extremely Low Income	\$0 – 30,800	\$0 – 35,200	\$0 – 39,600	\$0 – 44,000	\$0 – 47,550	\$0 – 51,050	\$0 – 54,600	\$0 – 58,100
Low Income	\$30,801 – 51,350	\$35,201 – 58,650	\$39,601 – 66,000	\$44,001 – 73,300	\$47,550 – 79,200	\$51,051 – 85,050	\$54,601 – 90,900	\$58,101 – 96,800
Moderate Income	\$51,351 – 82,200	\$58,651 – 93,950	\$66,001 – 105,700	\$73,301 – 117,400	\$79,201 – 126,800	\$85,051 – 136,200	\$90,901 – 145,600	\$96,801 – 155,000
Above Moderate Income	\$82,201 or greater	\$93,951 or greater	\$105,701 or greater	\$117,401 or greater	\$126,801 or greater	\$136,201 or greater	\$145,601 or greater	\$155,001 or greater

If family is more than 8 people, for each person in excess of eight, 8 percent of the four-person base should be added to the eight-person income limit. (For example, the nine-person limit equals 140 percent [132 + 8] of the relevant four-person income limit.) Round income limits to the nearest \$50.

- Describe any LEED certified or sustainable green building practices.
- Is your project for an existing facility or a new facility?
  - An existing facility houses ongoing service programs.
  - A new facility is an acquisition, or a renovation to house new or existing programs in a new space.

- Complete the following tables. You may add activities.

Activity	Start Date	End Date
1. Establishing site control (e.g. owning, closing on a purchase, or establishing or extending a lease)		
2. Hiring an architect or other consultant		
3. Completion and approval of preliminary designs by the Mayor's Office on Disability (MOD)		
4. Applying for a building permit and license (if applicable)		
5. Bidding		
6. Construction		
7. Fundraising (if necessary)		

Owner of Facility:	
Facility/Site Size (in square feet):	
Number of Stories:	
Leased or Owned?	
If leased, how long is the lease and how much time remains?	
Total # of unduplicated clients served by program(s) within the facility:	

**2. Organizational Capacity and Budget (worth up to 50 points)**

- Describe the construction training and experience of your staff.
- Provide a list of capital improvement projects that your staff have managed in the last 5 years. Include the scope of work, cost, funding sources and length of time to complete each project.
- Do you have a long-term asset management plan, including an operating and maintenance reserve, for the facility?
  - If yes, describe how this grant request fits into the plan.
  - If no, describe your efforts to develop a plan and ensure future resources for facility improvements.
- What percentage of our grant can you match? If you cannot meet our guidelines for matching funds (p.3), what is your fundraising plan?
- Complete the following table:

1. Requested Funds for Construction only:	\$
2. Requested Funds for Architectural and/or Engineering: (not to exceed 15% of construction, and not available for new facilities)	\$
3. Total Grant Request (add 1+2):	\$
4. Total Project Cost	\$

- Complete the following tables, listing all revenue sources and expenses for your project. For each revenue source, state whether you have secured the funding or not:

Revenue Source	Amount (\$)	Secured
1.		
2.		
3.		
4.		
5.		
<b>Total</b>		

Expenses	Amount (\$)
1.	
2.	
3.	
4.	
5.	
<b>Total</b>	

**TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_ out of 100**

## SUPPORTING DOCUMENTS

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### **You must submit the following documents:**

1. Submit a deed or tax bill as evidence of ownership. We will need a deed of trust to secure the grant. If you lease, submit a copy of the lease agreement and a letter from the property owner agreeing to provide an amended lease. We will need you to amend your lease to secure the grant.
2. If you lease, provide owner's written approval for you to undertake the renovations.
3. Submit site plans, floor plans or sketches of improvements, if applicable.
4. Submit Fire or Building Department citations, or inspection reports that support the grant request, if available.
5. Submit evidence of matching funds, including source, use and amount, if secured.
6. Submit cost estimates from a design professional or contractor indicating the total construction budget.
7. Submit cost estimates from a design professional or engineer indicating the total design budget.
8. Submit your current operating budget that includes costs by program.
9. Submit a description of accessibility for the proposed space, and status of the Mayor's Office on Disability review, if applicable.
10. Submit the long-term capital needs assessment for the facility, if available.
11. If you chose % Determined Low-Income for any of your programs, submit the form you will use to document family size and income.
12. If you chose Area Benefit for any of your programs, submit a map of your facility site. Highlight street or census tract boundaries to show the service area. State how you determined that the designated service area is the entire area served by the program.

## MORE ABOUT THIS RFP

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1. We want to see a history 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.
2. We encourage collaborative proposals. Collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. We prefer awarding grants to agencies who can increase their impact through collaboration. If awarded a grant, a collaborative proposal must provide us with signed agreements. These agreements will outline the scopes of work and expectations of each partner.
3. The City reserves the right to fund select components of a collaborative proposal.
4. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
5. In the future, the City may use this procurement to award grants for similar projects and services.

# PROTEST PROCEDURES

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## **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 Monday, April 22, 2019, 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