



# SAN FRANCISCO CULTURAL DISTRICTS REQUEST FOR PROPOSALS

August 1, 2019 – June 30, 2020  
GRANT TERM

We invite you to submit proposals for the following grant opportunities:

Grant Title	Grant Amounts
Compton's District TLGB Stabilization Fund	\$ 300,000

**Eligible districts include:**

Compton's Transgender Cultural District – *in the Tenderloin*

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

**DATE ISSUED:**

**Monday, June 10, 2019**

**PROPOSAL DUE DATE:**

**Friday, June 21, 2019 at 5:00 p.m.**

# ELIGIBLE GRANTS

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We have listed eligible activities below. Under each activity area, we describe in more detail what we would like to fund.

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## **Compton's District TLGB Stabilization Fund (\$300,000)**

*Budget this amount over an 11-month period, from August 1, 2019 through June 30, 2020*

### **Background**

As part of City Ordinance 49-17, passed by the Board of Supervisors on March 7, 2017, Mid-Market Center LLC, a real estate developer in the Tenderloin neighborhood, offered to donate \$300,000 to MOHCD for the purposes of creating a one-time Compton's District TLGB Stabilization Fund ("The Fund"). The Fund supports the City's efforts to recognize and support historic and present-day Transgender, Lesbian, Gay and Bisexual (TLGB) communities in the Tenderloin neighborhood.

The ordinance states the intent of the Board of Supervisors to use one-third of the Fund to support the creation of a Compton's TLGB Cultural Heritage District in the Tenderloin and South of Market neighborhoods; one-third to support the creation of a transgender-focused community facility in the Tenderloin neighborhood; and one-third to support one or more transgender-focused commercial or nonprofit storefront establishments in the Tenderloin neighborhood.

Shortly after the passage of City Ordinance 49-17, the Compton's Transgender Cultural District became the first legally recognized transgender district in the world. Named after the first documented uprising of transgender and queer people in United States history (the Compton's Cafeteria Riots of 1966), the district encompasses 6 blocks of southeastern Tenderloin and crosses over Market Street to include two blocks of 6<sup>th</sup> Street. In 2016, the City and County of San Francisco ("the City") renamed portions of Turk and Taylor Streets to commemorate the historic contributions of transgender people, renaming them Compton's Cafeteria Way and Vikki Mar Lane, respectively.

This region of the Tenderloin neighborhood has held a documented, ongoing presence of transgender residents as early as the 1920s, and especially from the 1930s through the 1960s prior to the birth of the internationally renowned Castro District. This area is home to San Francisco's first LGBT bar, and various community spaces, gathering sites and hotels with cultural significance for the broader transgender and LGBTQ community.

### **Grant Goals**

1. Invest in a healthy, transparent and diverse community-based Compton's Transgender Cultural District that supports the community within its geographic boundaries and those who frequent it.
2. Strengthen the resilience of the District and promote a strength-based approach to community development and self-sufficiency.

## **Grant Goals (continued)**

3. Encourage and facilitate healing, economic empowerment, and cultural enrichment within the transgender community and in the Tenderloin neighborhood.
4. Ensure that the District utilizes fiscally sound systems and can attain strong place-keeping outcomes.
5. Coordinate the development of new tools and strategies related to cultural preservation, land use, access to affordable housing, community-based economic development, and culturally competent City services, policies and narratives.

## **Eligible Activities**

Founded by ordinance of the Board of Supervisors in 2017, the Compton's Transgender Cultural District is currently in its initial launch phase. In April 2019, MOHCD granted funds to the District to support a full-time Executive Director, a part-time Program Associate, and community engagement efforts. This RFP will build on those investments.

### **Activity #1. Place-making in the Compton's Transgender Cultural District**

*We suggest budgeting close to \$100,000 in this area.*

A portion of the grant funding should support any of the following place-making activities:

- Implementation of a kick-off, District launch event that will serve as a community celebration and engage the local Tenderloin community, as well as a broader set of city and community stakeholders. The event should develop broad support and clarity around the District's vision and scope of work for the coming year. We want to support events that promote healing and belonging, and help preserve the District's history and narrative. Examples of celebratory event(s) include:
  - Block party
  - District-wide empowerment summit or conference
  - Support for (or an expansion of) a current festival that takes place within the District
  - Provision of a workshop series with the goal of creating equitable access to City resources, such as tenant protections, arts and culture, economic and workforce development, and land use
- Working with consultant(s) to assist with collecting and integrating community input into a District strategic plan. The priority areas and strategies outlined in the strategic plan must be defined by the transgender community.
- Other place-making activities that create awareness of transgender community history and create art that reflect transgender community empowerment.

**Activity #2. Creating a Transgender-Focused Community Facility**

*We suggest budgeting close to \$100,000 in this area.*

A portion of the grant funding should support the creation of a transgender-focused community facility located in the District. Eligible expenses may include facility occupancy costs, such as rent and utilities, as well as the hiring of a full or part-time fund development professional to strategize how to operate the facility long term.

**Activity #3. Support One or More Transgender-Focused Storefront Establishments**

*We suggest budgeting close to \$100,000 in this area.*

A portion of the grant funding should support one or more transgender-focused commercial and/or nonprofit storefront establishments located in the District. Establishments must serve and be a space for (and by) the transgender community. Eligible expenses may include storefront occupancy costs, such as rent and utilities, as well as furniture and equipment.

**Other Eligible Expenses** (if applicable)

A portion of the grant funding could also support the administrative services provided by a fiscal sponsor or agent. Fiscal sponsorship fees cannot account for more than 15% of the total grant award.

## **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 have a history of community-based leadership as the cultural district group that is working toward implementing the Board of Supervisors-approved Compton's Transgender Cultural District.
2. Your lead applicant or fiscal agent is a nonprofit corporation registered with the Internal Revenue Service.
3. Your lead applicant or fiscal agent is in good standing with the State of California's Registry of Charitable Trusts.
4. Your lead applicant has a project or service site located within the City and County of San Francisco.

## WHAT TO EXPECT IF AWARDED A GRANT

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

1. You must be a City-approved supplier/vendor. If you are not a City-approved supplier/vendor, begin the [certification process](#) as soon as possible. Subcontractors are not required to be City-approved suppliers/vendors. 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 an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
4. You must comply with the City's insurance requirements and provide audited financial statements or an independent financial review.
5. If fiscally sponsored, you must have a signed Memorandum of Understanding (MOU) between the parties before entering into a grant agreement with the City. We strongly encourage fiscal sponsors of a Cultural District to be rooted, geographically and/or historically, in the District. Fiscal sponsors should also have a history of fiscal compliance with the City.
6. Projects and services must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility.
7. You must follow applicable federal, state and local laws and regulations for:
  - Fair housing
  - Equal employment opportunity
  - Equal benefits for domestic partners
  - Conflicts of interest
  - Purchasing goods and services
8. You cannot use these funds for religious purposes or political and lobbying activity.

# HOW TO SUBMIT A GRANT PROPOSAL

## 1 ATTEND ONE OF OUR PRE-SUBMISSION WORKSHOPS

**Thursday, June 13, 2019**

**9:00 a.m. – 10:00 a.m.**

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

We will lead workshops 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 a 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.8, posted in Word)
- Board of Directors (p.9, posted in Word)
- Proposal Narrative (see p.10 for instructions)
- Project Budget Worksheet (p.11, posted in Excel)

**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

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

**WE RECOMMEND HAND DELIVERY**

**PROPOSAL DUE DATE:**

by hard-copy original and USB drive copy

**June 21, 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 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>Friday, June 21, 2019</b>	<b>Proposals due to us by 5:00 p.m.</b>
<b>Wednesday, July 24, 2019</b>	<b>Award decisions sent to you</b>
<b>Wednesday, July 31, 2019</b>	<b>Five day appeals period ends</b>
<b>Thursday, August 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 narrative section must be no longer than six pages (i.e. 3 double-sided sheets of paper). 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.
6. Do not bind proposals, or submit extra materials not requested.
7. 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, June 21, 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 Street 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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Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): \$

Total FY 2019 Agency Budget: \$

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

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Signature

Date



# BOARD OF DIRECTORS

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

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

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Name	Years on Board	Home Neighborhood	Job or Relevant Experience

# PROPOSAL NARRATIVE

(Must not exceed 6 pages)

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**1. Project Design (worth up to 40 points)**

- Describe your activities, including your goals and partners. Reference the Eligible Activities described in this RFP, starting on page 3.
- Provide an implementation timeline for your activities.

**2. Organizational Capacity and Budget (worth up to 30 points)**

- Complete a Project Budget Worksheet, including budget items for both your grant proposal and the District (i.e. “the Project”).
- Describe the budget for your grant proposal.
- Describe the individuals who will administer your activities, including their names, job titles and experience. Include individuals in supervisory and/or oversight roles.

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

- Describe the need for your activities.

**4. Evaluation (worth up to 10 points)**

- Describe who will benefit from your activities.
- What outcomes would you use to measure the success of each activity?

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

## PROJECT BUDGET WORKSHEET

<b>DISTRICT NAME:</b>	Compton's Transgender Cultural District
<b>PROJECT NAME:</b>	

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
	Name & Title	Rate/Hr.	# of Hrs.					
<b>Salaries &amp; Wages</b>								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	<b>Total Salaries &amp; Wages</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fringe Benefits</b>	<b>Item</b>							
	FICA							\$ -
	SUI							\$ -
	Workers Compensation							\$ -
	Medical Insurance							\$ -
	Retirement							\$ -
	Other						\$ -	
	<b>Total Fringe Benefits</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	<b>Item</b>							
								\$ -
								\$ -
								\$ -
	<b>Total Contractual Services</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Equipment (including leasing)</b>	<b>Item</b>							
								\$ -
								\$ -
	<b>Total Equipment</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Insurance</b>	<b>Item</b>							
								\$ -
								\$ -
	<b>Total Insurance</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other</b>	<b>Item</b>							
	Travel							\$ -
	Office and/or Project Space Rental							\$ -
	Office and/or Project Supplies							\$ -
	Telecommunications							\$ -
	Utilities							\$ -
	<b>Total Other</b>			\$ -	\$ -	\$ -	\$ -	\$ -
<b>Indirect</b>	<b>Total Indirect (no more than 15%)</b>							\$ -
	<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -	\$ -

## MORE ABOUT THIS RFP

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1. 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.
2. The City reserves the right to fund select components of a collaborative proposal.
3. The City reserves the right to terminate an award if actual expenses deviate from the purpose expressed in this RFP.
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 Wednesday, July 31, 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