



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

London N. Breed
Mayor

Kate Hartley
Director

ACCESS TO HOUSING SERVICES REQUEST FOR PROPOSALS

**April 1, 2019 – June 30, 2020
GRANT TERM**

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

Grant Title	Grant Amount
Homeownership Orientation Workshops	\$112,000

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

DATE ISSUED:

Monday, March 4, 2019

PROPOSAL DUE DATE:

Friday, March 22, 2019 at 5:00 p.m.

ELIGIBLE GRANTS

We have listed one eligible grant below. Under this grant, we describe in more detail what we would like to fund. We may elect to fund more than one proposal per grant, depending on the scopes of work and amounts requested.

Next to the grant title, we list the Maximum Grant Amount. Budget this amount over a 14-month period, from April 1, 2019 through June 30, 2020.

ACCESS TO HOUSING

Homeownership Orientation Workshops (\$112,000)

This grant will support the implementation of monthly MOHCD homebuyer program orientations across San Francisco between April 1, 2019 and June 30, 2020. We seek implementation of four 2-hour workshops each month at different locations, at no cost to the public. Over the grant term, we expect a minimum of 52 orientation workshops in total.

Applicants should design each orientation to serve an average of 35 people per month. Workshops must use the same MOHCD-approved curriculum across all four sites. Workshops will also serve as an opportunity for participants to enroll in online and in-person homebuyer education courses required by MOHCD programs.

Agencies conducting orientation workshops must be HUD-approved housing counseling agencies who provide first-time homebuyer individual and group education activities. A non-HUD-approved agency is eligible to coordinate the implementation of orientation workshops across sites, including conducting participant outreach, creating and updating the MOHCD-approved curriculum, and tracking participant attendance.

Given the intent of this grant, we encourage collaborative proposals that include four different HUD-approved housing counseling partners providing orientations at four different sites, and one coordinating entity. For such proposals, each HUD-approved agency providing orientations would receive approximately \$23,800 to implement 13 workshops, with \$16,800 allocated to the coordinating entity for project administration.

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 nonprofit corporation registered with the Internal Revenue Service; or a fiscal agent who is a nonprofit corporation;
2. You are in good standing with the State of California's Registry of Charitable Trusts.
3. You have a project or service site located within the City and County of San Francisco.
4. Your project or service helps low and moderate-income individuals and their families.
5. Your clients live within the City and County of San Francisco.
6. You will follow applicable federal, state and local laws and regulations if funded.

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 an annual scope of work and budget. We cannot reimburse for expenses incurred before the start of the grant agreement.
4. Projects and services must be accessible to persons with disabilities. You can provide access often without having to alter the existing facility.
5. 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
6. You cannot use these funds for religious purposes or political and lobbying activity.

HOW TO SUBMIT A GRANT PROPOSAL

1

ATTEND OUR PRE-SUBMISSION WORKSHOP

Thursday, March 7, 2019

4:00 p.m. – 5:00 p.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.6, posted in Word)
- Board of Directors (p.7, posted in Word)
- Proposal Narrative (see p.7 for instructions)
- Project Budget Worksheet (p.8, 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, 5th Floor
San Francisco, CA 94103

WE RECOMMEND HAND DELIVERY

PROPOSAL DUE DATE:

by hard-copy original and USB drive copy

March 22, 2019

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 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, March 22, 2019	Proposals due to us by 5:00 p.m.
Friday, March 29, 2019	Award decisions sent to you
Friday, April 5, 2019	Five day appeals period ends
Monday, April 1, 2019	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). 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, March 22, 2019.

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 Street Address (if different):

City:

State:

Zip Code:

Executive Director:

Phone:

Email:

Primary Contact Person (if different):

Phone:

Email:

Grant Applying for:

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

Total FY 2019 Agency Budget: \$

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

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.

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 activities and your goals and vision.
- When will your project start? If applicable, when will it finish?

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

- Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
- Describe the budget for your project.
- Describe the individuals who will administer your project, including their names, job titles and experience.
- Is your proposal a supplement or an addition to an existing project or program?

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

- Describe the need for your project.

4. Evaluation (worth up to 10 points)

- Describe who will benefit from your project.
- What outcomes would you use to measure your project's success?

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
	Name & Title	Rate/Hr.	# of Hrs.					
Salaries & Wages								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	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 15%)							\$ -
	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -

MORE ABOUT THIS RFP

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 a grant 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

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, April 5, 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