



SOMA COMMUNITY STABILIZATION FUND REQUEST FOR PROPOSALS

July 1, 2019 – June 30, 2020
GRANT TERM

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

Grant Title	Grant Amount
Access to Housing	\$ 330,000
Event-Based Economic Development	up to \$ 130,000
Community Action Grants Coordinator	\$ 100,000
Eviction Defense and Housing Stabilization	\$ 75,000
Neighborhood Business Coordination	\$ 75,000
Small Business Acceleration	\$ 75,000
College Preparatory Program	\$ 50,000
Community Council	\$ 50,000
Financial Literacy	\$ 50,000
School Site Coordinator	\$ 50,000
Neighborhood Arts/Culture Project	\$ 20,000

Go to page 3 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.

THE SOMA COMMUNITY STABILIZATION FUND

In August 2005, the City and County of San Francisco approved the Rincon Hill Area Plan, effectively rezoning the South of Market (“SoMa”) neighborhood for residential development. The Board of Supervisors passed legislation imposing a community stabilization fee on residential development in the Rincon Hill Area Plan. The resulting SoMa Community Stabilization Fund (“the Fund”) provides benefits to the community including affordable housing, economic development and community cohesion.

SoMa is a gateway for newcomers to the city and the country. Its strong cultural history and thriving cultural expression have resulted in deep connections between residents. However, the impact and aftermath of skyrocketing housing costs in SoMa exposed longstanding inequities and continues to destabilize vulnerable families and workers. The Fund is an important tool designed to support the economic stability and choice of vulnerable community members. The Fund’s long-term investments will address systemic inequity by helping vulnerable people have voice and input into policy decisions and practice.

The Fund endeavors to award grants to organizations with a successful history of promoting equity, cultivating stability and supporting resident-led housing choice and income growth. Through its Community Advisory Committee (“the Committee”), the Fund also promotes increased coordination among SoMa’s nonprofit leaders.

The Committee envisions a future where the populations most vulnerable to displacement in SoMa are able to live, work and prosper in a neighborhood that is safe and culturally and economically diverse. This future is dependent on the following milestones:

- SoMa priority stakeholders, vulnerable residents, low-wage workers and small businesses are able to access information to improve their long-term financial condition;
- Organizations that seek community stabilization and economic well-being for community members have the infrastructure to drive positive change by local government and key decision-makers;
- Current residents are prepared to take advantage of housing opportunities within SoMa, if desired;
- Policymakers consider development and local families and the community in their stabilization and economic well-being strategies; and
- Regional and local funders support organizations promoting community stabilization.

ELIGIBLE GRANTS

We have listed eligible grants below. Under each grant, we describe in more detail what we would like to fund. Applicants must submit a separate proposal for each grant. We reserve the right to award more than one grant to an agency or group of agencies. We may also elect to fund more than one proposal per grant, depending on the scopes of work and amounts requested. Next to each grant title, we list the Maximum Grant Amount. Budget this amount over a 12-month period, from July 1, 2019 through June 30, 2020.

Access to Housing (\$330,000)

Grant Goal

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

Desired Grant Services

1. Prepare and connect existing residents and workers to MOHCD Affordable Rental Opportunities through:
 - Individual and group housing counseling
 - Housing counseling must include education on the various MOHCD Affordable Rental Opportunities, which have distinct eligibility criteria; identifying suitable rental opportunities; and credit counseling and financial education
 - Housing lottery application support and navigating housing wait lists
 - Timely post-lottery application and lease up navigation, and tenant education
 - Housing resource navigation for clients not eligible in the near future, including general information and referrals regarding appropriate rental opportunities
 - Outreach
 - Grantees can use up to 10% of available funding for outreach and marketing efforts made in consultation with MOHCD

Minimum Applicant Qualifications

1. Must be a HUD-approved housing counseling agency, or must be willing to adopt the National Industry Standards for Rental Education and Counseling, as released by the National Industry Standards Committee
2. Understand the San Francisco Bay Area's affordable housing systems

Event-Based Economic Development (up to \$130,000)

Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa; contribute to neighborhood vitality by strengthening small businesses, improving physical conditions, increasing quality of life, and building community capacity; develop new and innovative approaches to spur small business growth; and build community with arts, youth, senior and family service providers

Desired Grant Services

1. Produce a series of pop-up events, markets and/or fairs in SoMa that promote small business development and feature businesses that include, but are not limited to, food and beverage, retail, and the arts
 - Ensure accessibility of events to SoMa Fund target populations, and outreach to non-English speaking stakeholders to encourage their participation
 - Outreach to retailers, vendors, chefs, restaurant groups and other relevant businesses, especially those that reflect the existing cultural and special use districts of the neighborhood
 - Manage and develop relationships between venues, vendors, artists, service providers, youth and restaurant groups
 - Coordinate marketing activities to promote the events

Applicants producing a one-time event may only request up to \$75,000. Applicants producing a series of four or more recurring events may request the full \$130,000 available.

Minimum Applicant Qualifications

1. Experience serving SoMa businesses and implementing events

Community Action Grants Coordinator (\$100,000)

Grant Goal

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; and preserve the social heritage of the neighborhood

Desired Grant Services

1. Implement a community-based, small grants program that includes the following components:
 - Provide resources for community-initiated projects that support the Fund's mission and objectives
 - Grant recipients may include neighborhood groups, teachers, parents, residents and workers, and should represent the Fund's priority populations
 - Examples of projects include documenting stories of SoMa women, community celebrations bringing residents together, and creating a Filipino bilingual classroom
 - Plan, design, disseminate, administer and evaluate community action grants, ranging from \$1,000 to \$5,000
 - We will cover project management expenses in addition to the community action grants themselves
 - Provide grantees with linguistically and culturally appropriate technical assistance and support
 - Ensure residents convene and build social capital

Minimum Applicant Qualifications

1. Demonstrated history of successful grants administration and technical assistance, including initial planning, project budgeting, implementation and reporting
2. Knowledge of the SoMa community

Eviction Defense and Housing Stabilization (\$75,000)

Grant Goal

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

Desired Grant Services

1. Tenant counseling
 - Provide one-on-one advice to tenants on how to handle eviction notices or Unlawful Detainer, as well as general tenancy questions (e.g. questions related to security deposits or a property owner entering a unit without providing notice)
 - Train, outreach and educate on tenant rights
 - Provide access to the Rent Board regarding habitability issues
 - Represent tenants at Rent Board hearings
 - Provide case management exclusively for tenants who need more intensive support for their housing needs
2. Identify housing sites that may be a good fit for our Small Sites Program and educate tenants about the program
3. Outreach to inform residents about other affordable housing opportunities
4. Translation support and referral services to pro bono and low cost attorneys (as needed)

Minimum Applicant Qualifications

1. Demonstrated commitment to coordinating efforts with other local legal aid and tenant counseling organizations

Neighborhood Business Coordination (\$75,000)

Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

Desired Grant Services

1. Outreach to and assist neighborhood business groups, small businesses and community-based organizations of the SoMa community with:
 - Creating employment opportunities for SoMa residents and workers
 - Generating connections between residents and the business community to achieve neighborhood cohesion
 - Creating institutional and interpersonal linkages between residents (including youth, ages 16-26), community-based organizations and the business community in SoMa to foster and create a culture of doing business that is inclusive of the local community

Small Business Acceleration (\$75,000)

Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

Desired Grant Services

1. Strengthen and enhance the competitiveness of new and existing small businesses and low-income entrepreneurs in SoMa through:
 - Individual consulting
 - Business incubation
 - Assistance accessing capital, markets and networks
 - Workshops

Minimum Applicant Qualifications

1. Demonstrated history of successfully assisting small businesses and entrepreneurs to start and grow
2. Experience with business accounting, branding, marketing, crowdfunding, launch support, mentorship services, and business development and incubation

College Preparatory Program (\$50,000)

Grant Goal

Support economic and workforce development for low-income residents and workers and community-serving businesses in SoMa

Desired Grant Services

1. Increase college access, especially for SoMa youth who are least likely to enroll, through:
 - Tutoring
 - Mentoring
 - Education about college pathways
 - Exam preparation
 - Field trips to nearby colleges
 - Assistance with college applications
 - Service projects and other enrichment activities
 - General information and referrals regarding appropriate college preparatory services

Minimum Applicant Qualifications

1. Demonstrated capacity to provide college preparatory services
2. Deep connections with SoMa youth

Community Council (\$50,000)

Grant Goal

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; and preserve the social heritage of the neighborhood

Desired Grant Services

1. Administration of regular monthly meetings for a neighborhood collaborative of community stakeholders, including community-serving organizations and residents
 - Meetings should focus on identifying current neighborhood challenges and developing collaborative strategies to stabilize residents and strengthen community cohesion
 - The neighborhood collaborative will provide oversight of the aforementioned Community Action Grants program
 - Oversight requires regular council members to make recommendations for funding of small grants up to \$5,000

Financial Literacy (\$50,000)

Grant Goal

Increase access to permanently affordable housing opportunities for existing residents and workers of SoMa

Desired Grant Services

1. Financial education services designed for individuals, youth and families, including:
 - Financial coaching
 - Credit repair counseling
 - Assistance with basic banking services, such as opening a savings account
 - Predatory lending alternatives and education
 - College planning and student loan counseling
 - Debt and budgeting counseling
 - General information and referrals regarding appropriate financial services

School Site Coordinator (\$50,000)

Grant Goal

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; preserve the social heritage of the neighborhood; and create a more stable environment for youth

Desired Grant Services

1. Strengthen the services infrastructure at Bessie Carmichael School, the only public school in SoMa, by:
 - Administering regular meetings of school stakeholders
 - Coordinating supportive community services for students and their families

Minimum Applicant Qualifications

1. Demonstrated ability to convene neighborhood stakeholders regarding issues affecting youth and the school
2. History of identifying the school's needs and providing recommendations for feasible solutions

Neighborhood Arts/Culture Project (\$20,000)

Grant Goal

Strengthen community networks and infrastructure to build neighborhood unity, self-determination and equity in SoMa; preserve the social heritage of the neighborhood; build the capacity for civic expression and leadership; and preserve, reclaim and revitalize cultural practices

Desired Grant Services

1. Projects that bring together community-based organizations and individual artists or arts organizations to engage community members in art
 - We allow artists and partners based outside of SoMa as long as they offer a specific expertise to the proposed project

Minimum Applicant Qualifications

1. Projects must be accessible to SoMa workers and residents
2. Proposals should include letters from partner artists and arts organizations confirming their participation

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 participate in monthly SoMa Community Council (SCC) meetings. The SCC supports SoMa nonprofits in identifying current community needs and solutions related to neighborhood stabilization and preventing displacement. The Fund's Community Action Committee (CAC) wants all funded organizations to meet regularly to devise collaborative strategies for addressing the changing needs of the neighborhood. The CAC uses SCC strategies to inform its investments.
2. Your program staff must participate in a three-hour trauma-informed systems training. We will offer three trainings between July 1, 2019 and June 30, 2020. You must send all staff that serve SoMa residents and workers to at least one of these trainings. You may pay for their time spent at the training through your grant award budget.
3. 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.
4. Financing is on a monthly cost-reimbursement basis. You must use our online grants management system for monthly reporting and invoicing.
5. 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.
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

Tuesday, March 5, 2019
9:00 a.m. – 10:00 a.m.

1 South Van Ness Avenue, 5th Floor

or

Thursday, March 7, 2019
2:30 p.m. – 3:30 p.m.

1 South Van Ness Avenue, 5th 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.16, posted in Word)
- Board of Directors (p.17, posted in Word)
- Proposal Narrative (see p.18 for instructions)
- Project Budget Worksheet (p.19, 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

April 1, 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:

Monday, April 1, 2019	Proposals due to us by 5:00 p.m.
Friday, May 31, 2019	Award decisions sent to you
Friday, June 7, 2019	Five day appeals period ends
Monday, July 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 Monday, April 1, 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)

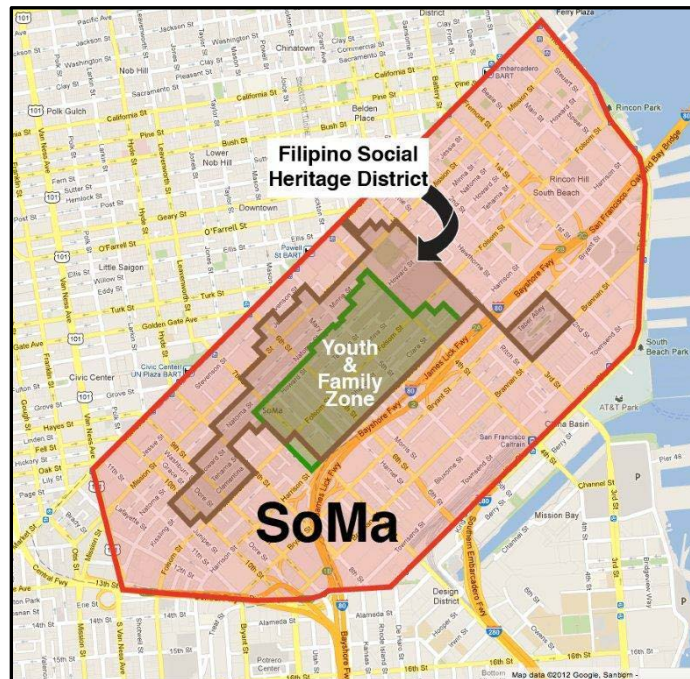
- Describe your project, including activities and your goals and vision.
- When will your project start? If applicable, when will it finish?

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. We will prioritize budgets with secured funds from non-MOHCD sources.
- 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)

- How does your project address the needs of our priority populations? The Fund prioritizes small community-serving businesses and low-wage residents, including youth and immigrants. It also prioritizes projects serving the overlapping geographic area that includes the Youth and Family Zone and the Filipino Social Heritage District (see map below).



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 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

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, June 7, 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