



Mayor's Office of Housing and Community Development

**SF Bridge Digital Equity Programs
FY2023-24 (#2023-02a)**

Date Issued: **January 29, 2024**

Deadline for Submission: **March 1, 2024 at 5:00 pm**

RFP Questions? Need alternative formats for persons with disabilities? Email CommDevRFP@sfgov.org

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Mayor's Office of Housing & Community Development

The mission of the Mayor's Office of Housing and Community Development (MOHCD) is to support San Franciscans with affordable housing opportunities and essential services to build strong communities. The department is organized into four divisions: Housing, Community Development, Homeownership and Below Market Rate (HBMR) programs, and Fiscal/Administrative.

The Community Development division works with a broad network of community-based partners to create an inclusive and equitable City where all residents can thrive. Specifically, MOHCD's Community Development division:

- Manages local General Fund money to support programs that meet the essential needs of the city's most vulnerable residents.
- Administers major federal grant programs, including the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program and its Housing Opportunities for Persons with AIDS (HOPWA) program.
- Manages Housing Trust Fund to support housing stability services, as well as the Complete Neighborhoods program that supports community amenities in neighborhoods impacted by increased housing density.

MOHCD's investments support the city's most vulnerable residents by providing much needed services, strengthening civil society, and advancing individual and collective opportunity. It is imperative for the office to be intentional and explicit in meeting its goals of reducing racial disparities in service delivery and increasing social and economic opportunities within San Francisco.

Racial Equity

In partnership with city and community leaders, MOHCD seeks to advance opportunities and improve programmatic outcomes for Black, Brown, and low-income residents. As such, MOHCD assesses programs, contracts, and procurements to ensure they advance the city's racial equity goals and will be working closely with organizations to monitor the impact of investments. Capacity building will be provided, as well as clear information and the creation of channels to give and receive feedback to ensure that all parties are aligned in the expectation to create an inclusive and equitable City where all residents can thrive. MOHCD also affirms its commitment to centering its work on culturally responsive solutions developed by the people most impacted by social inequities.

Impact of Covid-19

MOHCD understands that COVID-19 disproportionately impacts Black, Indigenous, and People of Color and has deepened its partnership with organizations that have responded to the emerging needs of vulnerable residents throughout the COVID-19 response and recovery. MOHCD adjusted its funding portfolios to better align with the goals of the City's Economic Recovery Task Force while remaining grounded in the MOHCD HUD Consolidated plan.

1. **Housing Stabilization** – Addressing immediate housing needs.
2. **Anti-Displacement** - Protecting the stability of communities and families through access to legal services and supporting community-based networks to strengthen and increase service connections.
3. **Economic Self-Sufficiency** – Reaching the most vulnerable residents and providing opportunities for economic advancement.

MOHCD's Guiding Document

MOHCD's work is guided by a primary planning document called the Consolidated Plan. The Consolidated Plan serves as the application for several federal funding sources and provides additional context for MOHCD's work. The Consolidated Plan can be found on our website www.sfmohcd.org.

SUMMARY OF FUNDING OPPORTUNITY

Background

This mission of MOHCD's Digital Equity program is to create full and equitable access to digital technology, and its benefits, so that all San Francisco residents and communities can thrive, regardless of demographics. The guiding principles for addressing digital equity gaps are equity (not equality), deep community engagement, agility, and inclusiveness. The goals and objectives of this RFP are in close alignment with the City's 2019-2024 Digital Equity Strategic Plan as well as the MOHCD 2020-2024 Consolidated Plan.

The Digital Equity Strategic plan was created out of interviews and interactive workshops with hundreds of residents and stakeholder organizations who have provided input on where services are needed most and set the ambitious goals San Francisco's digital equity goals. The COVID-19 Pandemic has underscored the need to bridge the divides in internet access and digital literacy. MOHCD looks forward to working with all San Francisco's diverse communities and stakeholders to achieve digital equity in San Francisco.

This RFP provides two funding opportunities that will work toward these goals. Both opportunities are funded through the City's General Fund and are facilitated through a partnership between MOHCD and the Department of Technology (DT). The Digital Media grant must be used for equipment and software used to create digital media. Some of the content produced through these facilities must be offered to a San Francisco public access or government access cable channel.

MOHCD has a responsibility to maintain transparency in its processes. This open and competitive process is utilized throughout the City for the allocation of public funds. MOHCD is issuing this request for proposals to solicit proposals for the following funding opportunity. The term of the grant and funding amount are also shown in the table below. Please note the final terms and conditions of the grant are subject to negotiation.

Funding Opportunities:

	Title	Term	Total Funding	Program Area
1.	Community Media Grant: Digital Media Equipment	6/1/2024- 6/30/2025	\$200,000	Community Based Services
2.	Digital Literacy Program for Affordable Housing Residents	6/1/2024- 6/30/2025	\$400,000	Community Based Services

Tentative RFP Timeline: *Dates are subject to change*

RFP Issued	1/29/2024
MOHCD Pre-Submission Webinar	1/31/2024 at 11 am
Deadline to submit questions	2/12/2024
Response to questions issued	2/16/2024
Proposals Due	3/1/2024 at 5pm
Notification to Confirm Proposal Submission	3/5/2024
Intent to Award Letters Sent	April 2024
Contract Term Begins	6/1/2024

ELIGIBILITY REQUIREMENTS

MOHCD Eligibility Requirements

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.

Audit Requirements- To be a MOHCD grantee, ONE of the following audit documents is required before finalizing the grant agreement.

- **Standard CPA Audit** – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- **CPA Financial Review**- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- **OMB A-133 Audit** - *If agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.*
- **Letter**- If the agency's total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency's global budget size.
- **A Fiscal Year Audit** should have been completed by March 31, 2024, and will cover the following period- July, 1, 2022-June 30, 2023.
- **A Calendar Year Audit** should have been completed by September 30, 2023, and will cover the following period- January 1, 2022-December 31, 2022.

Supplier Status

Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca.
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

Compliance Standards

Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.

- **SF Human Rights Commission-** Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.
- **Sunshine Ordinance-** Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility-** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity-** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity-** No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.
- **California Registry of Charitable Trusts –** Applicants must be in good standing with the California Attorney General’s Registry of Charitable Trusts by the time of grant execution and remain in good standing during the term of the agreement. Your organization will be responsible for ensuring any non-profit subgrantees or fiscally sponsored organization are also in compliance with all requirements of the Attorney General’s Registry of Charitable Trusts.

RFP ASSISTANCE & RESOURCES

MOHCD RFP Pre-Submission Webinar

A live virtual pre-submission webinar will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, MOHCD funding opportunities, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click on the links below:

[Pre-Submission Webinar Link](#)

Click the link above to register and receive Zoom info

1/31/24 at 11am

RFP Questions

MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to CommDevRFP@sfgov.org by February 12, 2024.

We will do our best to issue our response to your questions on February 16, 2024 on MOHCD website.

DIGITAL EQUITY BACKGROUND

In 2019, the City issued its Five-Year Digital Equity Strategic Plan to change the status quo to becoming a more connected community. Two of the goals, strategies, and approaches included the following:

Goal 1: ACCESS- All San Franciscans have affordable, reliable, and high-quality Internet access.

- Strategy: Spur strategic partnerships for affordable, high-quality access.
- Approach: Strengthen the safety net for technology access. The City should ensure neighborhood hubs like libraries and community centers are properly equipped with robust Internet and technology facilities to serve as a connectivity safety net for all residents.

Goal 2: DIGITAL SKILLS AND USAGE. All San Francisco residents have the necessary digital literacy to use technology in the most beneficial ways.

- Strategy: Launch a digital literacy innovation program
- Approach: Community-led innovation challenges: the digital literacy innovation program is designed to test and scale new approaches for overcoming long-standing barriers to digital literacy training and support. It starts with community-led innovation challenges, where residents will identify discrete problems in technology adoption and skill-building for new ideas to help solve

In October 2020 the City also issued its Economic Recovery Task Force Report to inform the City's COVID-19 response efforts to help shape public policy and to hear new and bold recommendations directly from the community. Several of the Task Force recommendations directly supported the strategies outlined in the Digital Equity Strategic Plan. These Task Force recommendations included:

Recommendation 5.5: Bridge the digital divide with affordable connectivity and internet service Issue.

Just as San Franciscans need access to computers, they also need connectivity to the internet to weather and recover from the COVID-19 crisis. Numerous barriers exist that reinforce the digital divide, including affordability, digital literacy, and program accessibility. Many households that do not currently have broadband access would pursue access if provided with a price that was deemed as reasonable or feasible. As noted above, shared computer labs normally available to public are not available for use, and those without connectivity are disproportionately low-income residents, seniors, people with disabilities, and limited English proficiency.

Recommendation 5.6: Build technology capacity of new users, small businesses, and nonprofits Issue.

Many of San Francisco's most vulnerable residents lack basic digital literacy skills and require additional support to participate in digital society. Similarly, many small businesses and nonprofits need assistance to navigate unfamiliar technological waters as they seek to pivot their businesses models to survive reduced activity under safe reopening regulations.

Based on a recent community needs assessment facilitated by the Office of Digital Equity, residents and community-based organizations identified needing more comprehensive technology training offerings and tech support services that are easily accessible to residents, primarily those in the following lower-income neighborhoods and populations:

Neighborhoods:

1. **Tenderloin:** Known for its diverse population, including many low-income residents and immigrants, this area often faces challenges in digital access and literacy.
2. **Bayview-Hunters Point:** This neighborhood has a significant population of African American residents and has historically faced economic and digital disparities.
3. **Mission District:** A culturally rich area with a large Latino population, often grappling with gentrification and digital divide issues.
4. **Visitacion Valley:** This area includes a mix of low-income and immigrant populations who may lack access to digital resources.
5. **Western Addition/Fillmore District:** Historically African American neighborhood with ongoing digital equity needs.

Populations:

1. **Low-Income Households:** Residents with limited financial resources often struggle to afford internet access and digital devices. This applies especially to residents in affordable housing and other subsidized buildings throughout the City.
2. **Seniors:** Older adults may face challenges in adapting to digital technologies and require tailored training.
3. **Immigrants and Non-English Speakers:** Language barriers can impede access to digital resources and literacy programs.
4. **People with Disabilities:** Ensuring digital accessibility for individuals with disabilities is crucial for equitable digital inclusion.
5. **Youth and Students from Low-Income Families:** Access to digital tools and literacy is essential for educational equity.
6. **Small Business Owners in Economically Disadvantaged Areas:** Supporting digital literacy for local entrepreneurs can foster economic development.

SF Bridge Digital Equity Programs

MOHCD is pleased to announce the availability of funding for digital literacy programs targeted at residents of affordable housing sites across San Francisco. This initiative aims to enhance digital skills, facilitate access to essential services, and foster community and business development. Please note your proposal might be considered for future funding opportunities without submission of an additional response. In such a case, the funds awarded will not exceed \$500,000 or 150% of the original grant amount authorized through this RFP, whichever is greater. At this time, no additional funds are available.

Funding Opportunities:

	Title	Term	Total Funding	Program Area
1.	Community Media Grant: Digital Media Equipment	6/1/24-6/30/25	\$200,000	Community Based Services
2.	Digital Literacy Program for Affordable Housing Residents	6/1/24-6/30/25	\$400,000	Community Based Services

(1.) Community Media Grant: *Digital Media Equipment, Training, and Content Creation*

This funding opportunity is solely intended for capital or facilities-related expenses associated with producing digital media content for a public or government access channel. The purpose of this funding is to train residents to contribute to public access media.

Eligible expenses include computer hardware, software, video and digital media equipment, furniture, and the tech support and maintenance costs of equipment. Internet service for connecting this equipment is also an eligible expense. This grant will not pay for general program staff wages and salaries. **It is anticipated that a typical proposal would request funds in the range of \$50,000 to \$75,000, although agencies may request more or less than this range.**

Grantees must use equipment to provide technology training, assistance, or public use to residents. Grantees may loan equipment to residents only on a temporary basis. Grantees must also use equipment to produce video content that is suitable to cablecast on a public or government access channel. There will be opportunities to partner with City departments to create such content to develop culturally competent public service announcements (PSAs) for hard-to-count communities. Grantees will work with the City and its partners to distribute media content on public or government access channels and other formats.

This funding opportunity seeks to address digital equity issues through developing capacity to amplify community-based media content by low-income communities that face the greatest disparities.

Applicant Qualifications: Applicants and any collaborating organizations, if applicable, must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively serving MOHCD target populations as listed in Appendix A.

(2) Digital Literacy Program for Affordable Housing Residents

The proposed programs should focus on:

- **Digital Literacy Training:** Courses on basic computer skills, internet navigation, cybersecurity, and digital tools.
- **Access to Essential Services:** Training on accessing housing, telehealth, and other critical online services.
- **Navigating Artificial Intelligence:** Educating residents about AI and its applications in daily life.
- **Workforce Development:** Skills training for job readiness in a digital economy.
- **Community Building:** Initiatives that use technology to strengthen community ties.
- **Business Development Tools:** Training on digital tools for entrepreneurship and small business management.

Digital Skills to Consider from Prospective Respondents

1. Basic Computer and Internet Skills:

- a. Understanding how to operate a computer or a smartphone.
- b. Navigating the internet, including using search engines and understanding browser basics.
- c. Setting up and managing email accounts.
2. Online Safety and Security:
 - a. Recognizing and avoiding online scams and phishing attacks.
 - b. Understanding privacy settings and data protection.
 - c. Creating and managing strong passwords.
3. Digital Communication Tools:
 - a. Using email effectively for communication.
 - b. Familiarity with video conferencing tools like Zoom or Skype, which are essential for telehealth, remote work, and staying connected with family.
 - c. Understanding social media platforms and their safe usage.
4. Accessing Government and Health Services Online:
 - a. Navigating government websites to access public services, benefits, and resources.
 - b. Using online platforms for healthcare services, including telehealth appointments and health information.
5. Online Financial Literacy:
 - a. Managing online banking and financial transactions safely.
 - b. Understanding digital payment systems and mobile banking apps.
 - c. Online shopping and using e-commerce platforms.
6. Job Search and Employment Skills:
 - a. Using job search platforms and online employment resources.
 - b. Creating digital resumes and profiles on professional networking sites like LinkedIn.
 - c. Digital skills for remote work, including basic proficiency in word processing, spreadsheets, and presentation software.
7. Educational Resources for Children and Adults:
 - a. Accessing and utilizing online educational resources and e-learning platforms.
 - b. Understanding digital tools and platforms used in schools and for adult education.
8. Content Creation and Digital Expression:
 - a. Basic skills in creating digital content like blogs, videos, or podcasts.
 - b. Understanding how to express oneself safely and creatively online.
9. Navigating Artificial Intelligence and Emerging Technologies:
 - a. Basic understanding of AI and its applications in everyday life.
 - b. Awareness of emerging technologies and their potential impact.
10. Community Building and Networking Online:
 - a. Using digital tools to build and participate in online communities.
 - b. Leveraging social media for community engagement and support.

Considerations:

- **Cultural Sensitivity:** Programs should be culturally relevant and accessible, considering the unique needs of each community.
- **Partnerships with Local Organizations:** Collaborating with community groups and organizations already working in these neighborhoods can enhance outreach and effectiveness.
- **Language Accessibility:** Offering programs in multiple languages to cater to the diverse linguistic needs of these communities.

These neighborhoods and populations represent some of the most digitally underserved and vulnerable groups in San Francisco. Prioritizing them in digital literacy initiatives aligns with the city's broader goals of promoting digital equity and inclusion.

Applicant Qualifications: Applicants (and their proposed subcontractors, if applicable) must have the ability to provide culturally competent/humble services in appropriate languages for the communities being served, and history of effectively working with these communities and organizations serving those individuals.

MOHCD PROPOSAL SUBMISSION INSTRUCTIONS

HOW TO SUBMIT A GRANT PROPOSAL

1

REGISTER & ATTEND OUR PRE-SUBMISSION WEBINAR

MOHCD Staff will provide an overview of the RFP process, including eligibility criteria, the funding opportunities, and how to apply. We encourage you to attend the workshop before submitting a proposal. For translation or interpretation services, email CommDevRFP@sfgov.org at least 72 hours in advance. For speech or hearing-impaired callers, email CommDevRFP@sfgov.org.

2

PUT TOGETHER YOUR PROPOSAL PACKET

Templates for some of the documents listed below can be found in fillable formats on MOHCD website- <https://sf.gov/information/community-development-funding-opportunities>

Proposal Packet Checklist:

- Proposal Cover Sheet (see p.7 and a template posted on MOHCD website)
- Board of Directors (see p.8 and a template posted on MOHCD website)
- Proposal Narrative Responses (see p.9 for instructions)
- Project Budget and Budget Narrative (see p.10 for instructions and a template posted on MOHCD website)
- Agency-Wide Budget (see p.10 for instructions)

The following documents are also required if you are not currently funded by MOHCD:

- Agency's Articles of Incorporation, including all amendments
- Agency's By-Laws, including all amendments
- Evidence of agency's Federal Tax Exempt 501(c)(3) status

3

SUBMIT YOUR PROPOSAL PACKET

PROPOSAL DUE DATE: March 1, 2024 at 5:00 PM

HOW TO SUBMIT A FINAL PROPOSAL PACKET:

1. Attach all documents to one email for each proposal. Subject Line should state "SF Briget Digital Equity Programs RFP Final Proposal" and include your agency name.
2. In the body of the email, please indicate which funding opportunity you are seeking funding for: 1. Community Media Grant/2. Digital Literacy Program for Affordable Housing Residents.
3. Please submit one proposal per funding opportunity.
4. Send to CommDevRFP@sfgov.org before 5pm on the due date. Proposals received after 5 pm will not be considered.
5. Please send proposals early ensure the ability to address any unforeseen technical difficulties.
6. Please email CommDevRFP@sfgov.org immediately if you are experiencing any technical difficulties.
7. A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email CommDevRFP@sfgov.org to ensure your proposal has been received.

PROPOSAL COVER SHEET

A fillable version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

PLEASE FILL OUT ONE COVER SHEET FOR EACH PROPOSAL/FUNDING OPPORTUNITY.

Please indicate the funding opportunity for which proposal is being submitted

Funding Opportunity # _____ **and name** _____

Agency Name:

Street Address:

City:

State:

Zip Code:

Main Phone:

Project Name:

Description of Proposed Project (one-liner) Please describe the proposed project to be funded through the RFP:

Project Site Address (if different):

City:

State:

Zip Code:

Executive Director/CEO:

Name:

Phone:

Email:

Chief Financial Officer:

Name:

Phone:

Email:

Chief Operating Officer:

Name:

Phone:

Email:

Primary Project Contact Person (if different):

Name:

Phone:

Email:

Total Funding Requested:	Year 1	Year 2 (if any)	Total
	\$	\$	\$

Total FY 2023 Agencywide Budget: \$ _____

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

Signature of Executive Director

Date

LEAD APPLICANT'S BOARD OF DIRECTORS

A fillable Word version of this form can be found at <https://sf.gov/information/community-development-funding-opportunities>

Name	Years on Board	Home Neighborhood	Job or Relevant Experience

PROPOSAL NARRATIVE QUESTIONS

The proposal narrative should not exceed 6 total pages. MOHCD will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2 by 11.

Proposal Narrative Questions

- (1.) **Target Population:** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. In your answer, describe how your proposed program will engage these populations, and identify and address these needs, including any cultural, language, gender (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources.
- (2.) **Program Design:** Describe your proposed program, including the activities or types of services, how they will be provided, and your approach (such as timeline, hours and days of operation, examples, best practices, and why this model best serves your target population.
- (3.) **Experience:** Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided, any specific successes and challenges that you have experienced.
- (4.) **Staffing:** Describe the staffing plan for your proposed program, including all leadership, direct service and supportive roles. Include job titles, brief job descriptions, and the necessary experience for each staff member, including for staff that need to be hired.
- (5.) **Advancing Racial Equity:** How do you seek to engage all underserved communities that need the services you provide, in order to address social and racial inequities. Describe how the project will address and advance racial equity, and how it addresses the needs of the city's most vulnerable populations.
- (6.) **Partnerships:** Describe any established and/or mutually proposed partnerships this program will maintain with other service providers or systems, including their added benefit to the program design.
- (7.) **Impact/Outcomes:** Describe in detail the impact that this project will have on the community and on the individuals served. Provide estimated annual targets for activities/services provided and outcomes achieved.
- (8.) **Evaluation:** Describe processes and systems your agency has in place to evaluate services, program quality and impact.

PROPOSAL BUDGET & AGENCY WIDE BUDGET INSTRUCTIONS

1. For your Project Budget, please include budget items for a twelve-month period. The budget should include not only your MOHCD grant request including any other funding sources. For quick reference, below is the Project Budget Form.
2. You can access a fillable MOHCD Project Budget form in Excel format at <https://sf.gov/information/community-development-funding-opportunities>
3. Be sure to fill out one project budget per funding opportunity. If you are applying for multiple funding opportunities, your proposal must include budget worksheet for each opportunity to be considered complete.
4. Provide budget narrative in a separate Word documents detailing each line item and what is included in the cost.

MOHCD PROJECT BUDGET WORKSHEET							
2							
3							
4	AGENCY NAME:	INSTRUCTIONS- • Everything in blue is MOHCD's budget template. • Everything in yellow must be filled out by the applicant. • If applicable, include your project's two largest secured funding sources in the column headers labeled "Other Funding Amount" and insert the source's name. • You may add rows/lines to the "Item Detail" Sections to accurately reflect your proposed budget.					
5	PROPOSAL NAME:						
6							
7	LINE ITEM	ITEM/NAME DETAIL		Current Grant Request to	Other Secured Funding from (Grant Source)	Other Secured Funding from (Grant Source)	
8		Staff Name & Title	Rate/Hr. # of Hrs.			Total Project Budget	
9	Salaries & Wages					\$ -	
10						\$ -	
11						\$ -	
12						\$ -	
13						\$ -	
14						\$ -	
15		Total Salaries & Wages		\$ -	\$ -	\$ -	
16	SALARIES & WAGES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to						
17							
18	Fringe Benefits	FICA				\$ -	
19		SUI				\$ -	
20		Workers Compensation				\$ -	
21		Medical Insurance				\$ -	
22		Retirement				\$ -	
23	Other				\$ -		
24		Total Fringe Benefits		\$ -	\$ -	\$ -	
25							
26	Contractual Services	ITEM/NAME DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
27						Total Project Budget	
28						\$ -	
29		Total Contractual Services		\$ -	\$ -	\$ -	
30	CONTRACTUAL SERVICES BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they rel						
31							
32	Equipment (including leasing)	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
33						Total Project Budget	
34						\$ -	
35		Total Equipment		\$ -	\$ -	\$ -	
36	EQUIPMENT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the prop						
37							
38	Other	ITEM DETAIL		MOHCD Grant Request	Other Secured Amount from	Other Secured Amount from	
39						Total Project Budget	
40		Travel				\$ -	
41		Insurance				\$ -	
42		Office and/or Project Space Rental				\$ -	
43		Office and/or Project Supplies				\$ -	
44		Telecommunications				\$ -	
45	Utilities				\$ -		
46		Total Other		\$ -	\$ -	\$ -	
47	"OTHER" BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos						
48							
49							
50	Total Indirect (no more than 15%)						
51	Indirect	INDIRECT BUDGET NARRATIVE: Please provide a detailed description of the items listed above and how they relate to the propos				\$ -	
52							
53	TOTAL				\$ -	\$ -	\$ -
54							

5. The most recent Agency-Wide Budget must be submitted and is a part of your submission packet.

SCORING

Grant proposals that meet our Eligibility Requirements (see p. 3) will be scored, ranked, and receive a funding recommendation based on the ranking. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be reviewed.

Proposals will be reviewed and will be evaluated by the following criteria:

Proposal Scoring Rubric	
Proposal Section	Point Value
1. Target Population	10
2. Program Design	20
3. Experience	15
4. Staffing	15
5. Advancing Racial Equity	5
6. Partnerships	5
7. Impact/Outcome	10
8. Evaluation	5
9. Program Budget	15
Total	100

MOHCD will average the initial reviewers scores for each proposal to generate its final score. This will ensure all proposals have a final score out of 100 points. Final scores allow MOHCD to develop a final ranking of eligible proposals for the funding opportunity. If MOHCD receives only one application for a funding opportunity, it will be reviewed by MOHCD staff to ensure a score of at least 75 is obtained to indicate a grant negotiation process would be initiated.

MOHCD will release intent to award letters in April 2024.

APPEALS PROCESS

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p.3). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified.

A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.

APPENDIX A: MOHCD Target Populations

MOHCD's Equity Goal is to advance opportunities and improve programmatic outcomes for the most vulnerable residents utilizing population-level indicators and community-level indicators.

The results of this RFP will further focus MOHCD's investments in the highest priority areas of housing stability, anti-displacement, and economic self-sufficiency.

MOHCD TARGET POPULATIONS

1. Culturally Specific Groups:
 - Asian (including Chinese, Filipino and Southeast Asian)
 - Black and African American
 - Latino
 - Middle Eastern and North African
 - American Indian and Indigenous
 - Samoan and Other Pacific Islander
2. Very Low-Income Households that are Not Homeless
3. Very Low-Income Homeowners
4. People Experiencing Homelessness
5. Households with Low Educational Attainment
6. Limited English Proficient Households
7. Immigrants, including Undocumented Immigrants and Refugees
8. Households with Low Digital Access/Literacy
9. Public Housing, RAD and HOPE SF Residents
10. Disconnected Transitional Age Youth
11. Persons Living with HIV/AIDS
12. Seniors and Persons with Disabilities
13. LGBQ Residents
14. Transgender Residents
15. Opportunity Neighborhood Residents
16. Veterans
17. Survivors of Domestic Violence
18. Households Experiencing Violence
19. Re-Entry Population

APPENDIX B: Population-Level Indicators and Disparity Indicators

MOHCD is working to address disparities and ensure measurable outcomes for vulnerable populations in San Francisco. Below are examples of the MOHCD's '2020-2024 Consolidated Plan' strategies' alignment with the City's Economic Recovery Task Force (ERTF) Policy Recommendations. The ERTF Policy Recommendations were created in response to the Pandemic to support a coordinated recovery for San Francisco. Also included below are population-level indicators illustrating the race and ethnicity disparities MOHCD is working to address through the funding it administers as well as the programs it administers.

1. Ensuring Families and Individuals Are Stably Housed: (MOHCD Consolidated Plan Goal) Invest in Housing: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of households who own their home	Percentage of households who spend > 30% of gross income on their home	Percentage of households who spend > 30% of gross income on rent
American Indian	39.48 %	75.70 %	44.29 %
Black	30.01 %	73.09 %	58.38 %
Chinese	58.18 %	63.58 %	42.66 %
Filipino	50.15 %	70.72 %	37.43 %
Latino	27.34 %	77.88 %	54.25 %
Southeast Asian	44.53 %	70.09 %	46.17 %
Pacific Islander	54.55 %	52.62 %	26.66 %
White	39.71 %	71.06 %	40.56 %
All Other Asian	35.88 %	70.43 %	44.21 %
All Other Race	28.88 %	39.43 %	21.46 %
All San Franciscans	41.93 %	70.20 %	44.30 %

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

2. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient: (MOHCD Consolidated Plan Goal) Pursue Economic Justice: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are extremely-low or low-income	Percentage of residents who are below the federal poverty line	Percentage of residents who are considered working poor
American Indian	26.62 %	28.22 %	0.00 %
Black	51.55 %	32.83 %	16.96 %
Chinese	40.18 %	9.65 %	7.75 %
Filipino	29.48 %	7.92 %	2.95 %
Latino	47.97 %	13.15 %	11.33 %
Southeast Asian	35.19 %	13.13 %	7.47 %
Pacific Islander	20.71 %	4.00 %	0.00 %
White	21.43 %	7.67 %	2.54 %
All Other Asian	27.35 %	9.06 %	3.31 %
All Other Race	22.22 %	18.28 %	1.35 %
All San Franciscans	32.55 %	10.83 %	5.36 %

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

3. Ensuring Families & Individuals Are Resilient & Economically Self-Sufficient (MOHCD Con Plan Goal) Job Connections: (ERTF Policy Recommendation)

Race and Ethnicity	Percentage of residents who are unemployed	Percentage of residents who have attained less than a bachelor's degree	Percentage of residents who are not considered English proficient
American Indian	15.86 %	64.79 %	0.00 %
Black	3.83 %	76.00 %	0.36 %
Chinese	2.58 %	62.90 %	28.07 %
Filipino	2.25 %	56.36 %	7.94 %
Latino	3.05 %	71.30 %	12.27 %
Southeast Asian	1.96 %	67.92 %	25.60 %
Pacific Islander	1.26 %	66.25 %	3.31 %
White	2.35 %	30.40 %	0.84 %
All Other Asian	1.68 %	36.77 %	5.78 %
All Other Race	0.00 %	34.33 %	0.00 %
All San Franciscans	2.58 %	49.81 %	9.91 %

2018 American Community Survey 1-Year Estimates, IPUMS USA, University of Minnesota, www.ipums.org.

