

RFP Pre-Submission Webinar

Community Development Request for Proposals FY25-30
Community Service + Community Building

| October 1, 2024 10-12PM



MAYOR'S OFFICE OF
**HOUSING
+ COMMUNITY
DEVELOPMENT**

Webinar Schedule

Housing Services	9/30/24 - 2-4PM
Community Services/Community Building	10/1/24 - 10AM-12PM
HIV Supportive Housing	10/3/24 - 1PM - 2:30PM
Cultural Districts	10/7/24 - 10AM-11:30PM
Online Submission Instructions	10/11/24 - 11AM-12PM

Agenda

- ▶ RFP Overview
- ▶ Community Services
 - ▶ Program Areas and Strategies
- ▶ Community Building
 - ▶ Program Areas and Strategies
- ▶ Questions

About Community Development

- ▶ We award grants to nonprofit organizations to provide essential and high-quality services to city residents
- ▶ Our funding decisions are based on priorities and strategies (to be) outlined in our 2025-29 Consolidated Plan

Our Strategic Planning Process

- ▶ 11 community forums, 28 focus groups, and a citywide survey of 528 residents and nonprofit staff
- ▶ Qualitative and quantitative data analysis and assessment of community needs and current MOHCD investments

Target Populations

Households and families...

- ▶ Experiencing a Legacy of Exclusion
- ▶ Destabilized by Systemic Trauma
- ▶ At Risk of Displacement
- ▶ With Barriers to Accessing Opportunities
- ▶ Who are Extremely and Very Low Income

Grant Terms

- ▶ Grant awards will be setup as 3-year contracts, from July 1, 2025 through June 30, 2028. MOHCD may allocate additional 2-year funding through June 30, 2030

Scoring & Deliberation

- ▶ Scored by Panel of Subject Matter Experts
- ▶ Proposals that receive scores of **65** points or higher advance to 2nd Phase Review
- ▶ 2nd Phase Review includes past performance, fiscal health, target population and geographic coverage, are considered in making recommendations

RFP Questions

- ▶ Submit your questions to CommDevRFP@sfgov.org by October 11, 2024 at 5PM

RFP Timeline (subject to change)

- ▶ Questions and Answers document posted by October 17 by 5PM
- ▶ **Proposals due November 1 at 5PM**
- ▶ RFP Notifications – March 2025
- ▶ Grant negotiation begins May-June 2025

Minimum Eligibility Criteria

- ▶ You (or your fiscal sponsor) are a nonprofit, tax exempt under Internal Revenue Code 501(c)(3)
- ▶ Your service site is located within San Francisco, and helps low and moderate-income San Franciscans

What to Expect if Awarded

- ▶ Must be San Francisco City-approved suppliers and not on the debarred vendor list
- ▶ Must be in good standing with State Attorney General's Registry of Charitable Trusts, Secretary of State, and Franchise Tax Board
- ▶ Have proper insurance coverage including commercial general liability, workers compensation, auto insurance, abuse and molestation, professional liability, as applicable
- ▶ Comply with the Equal Benefits Ordinance
- ▶ Maintain a current San Francisco business tax certificate

What to Expect if Awarded

- ▶ Financing on a monthly cost-reimbursement basis
- ▶ Sign and comply with a grant agreement
- ▶ Use our Grants Management System (GMS) for reporting and invoicing
- ▶ Comply with programmatic and fiscal monitoring visits and requests

Notes on Auditing Requirements

- ▶ If selected for an award, you must meet one of the following auditing requirements:
 - ▶ CPA Audit/Audited Financial Statements
 - ▶ if you meet one or more of the following conditions:
 - ▶ receive \$1 million or more in City funding and audit costs are funded by city departments
 - ▶ \$2 million in gross revenues in a fiscal year
 - ▶ Single Audit
 - ▶ If your agency spends \$750,000 in federal funds in a fiscal year
 - ▶ Exempt Letter
 - ▶ If the agency is not required by the City to submit an audit, MOHCD requires a letter stating no financial audit was performed.

Fiscal Agents

- ▶ The fiscal agent is responsible for monitoring fiscal and programmatic performance of sponsored programs and subcontractors
- ▶ This includes ensuring sponsored programs and subcontractors are authorized by contract and follow their policies for any other fiscal management or governance practices not assumed by the fiscal agent

Collaborative Proposals

- ▶ Must choose a lead agency to serve as the fiscal agent and applicant under a proposal
- ▶ The lead agency is responsible for effectively planning and managing the delivery of services
- ▶ If awarded a grant, a collaborative proposal must provide us with a signed agreement from each partner (with scope of work and budget)

Objection & Appeal Procedures

- ▶ Applicants may appeal a determination of non-responsiveness or an award decision by submitting a written appeal to MOHCD no later than 5 business days after the notification.
- ▶ A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final

How to Submit a Grant Proposal

- ▶ Set up account at <https://gms.sfmohcd.org/rfp/registration>
- ▶ Please only create **one account** per organization
- ▶ Fiscally sponsored organizations should create their own account
- ▶ Login URL is <https://gmsrfp.sfmohcd.org/>

How to Submit a Grant Proposal

- ▶ Complete the following:
 - ▶ Agency Information
 - ▶ Proposal Information
 - ▶ Narrative
 - ▶ Clients and Neighborhoods*
 - ▶ Annual Project Budget
 - ▶ Proposal Signoff

* Does not apply to community building and cultural districts strategies

Agency Information

- ▶ Enter your agency information
- ▶ Respond to questions related to your agency's fiscal structure and readiness
- ▶ Upload documents:
 - ▶ Board Roster
 - ▶ Articles of Incorporation
 - ▶ Nonprofit By-Laws
 - ▶ Federal Tax Exemption Letter
 - ▶ Current Agency Global Budget
 - ▶ Most Recent Audit
 - ▶ Financial Policies and Procedures

Proposal Information

- ▶ Name your proposal
- ▶ Select your Strategy/Service Area
- ▶ Indicate whether you will use a fiscal agent
- ▶ Enter your grant request amount

Narrative

Respond to narrative questions including the following:

- ▶ Target Population
- ▶ Program Design
- ▶ Experience
- ▶ Staffing

- ▶ Advancing Equity
- ▶ Partnership
- ▶ Impact and Evaluation
- ▶ Annual Project Budget
- ▶ Language Access
- ▶ Past Performance

Annual Project Budget

- ▶ Select budget line items
- ▶ Enter annual funding amount requested through this RFP and expected funding amount from other sources
- ▶ Budget total must match funding amount to submit

Clients & Neighborhoods

(Does not apply to Cultural Districts and Community Building)

- ▶ Enter the estimated number of unique program participants
- ▶ By age group, race/ethnicity, and neighborhood – all must equal total
- ▶ Enter program site location(s)

Proposal Signoff

- ▶ Review your proposal
- ▶ Once complete, check the verification box, electronically sign and submit
- ▶ **Only if your Proposal Signoff form shows as 'Submitted' when the deadline passes will your proposal be considered for funding**

Eligible Program Areas

- ▶ *Community-Based Services*
- ▶ *Legal Services*
- ▶ *Rental and Homeownership Counseling*
- ▶ *Gender-Based Violence Prevention & Intervention*
- ▶ *Community Building*

Community-Based Services

- ▶ *General Community-Based Services*
- ▶ *Financial Capability*
- ▶ *Digital Equity & Literacy*

Legal Services

- ▶ *Immigration Legal Services*
- ▶ *Civil Legal Services*
 - ▶ *Employment*
 - ▶ *Consumer/Financial*
 - ▶ *Benefits Advocacy*
 - ▶ *Family*
 - ▶ *Housing*

Rental and Homeownership Counseling

- ▶ *Rental Housing Counseling*
 - ▶ *Rental Housing Coordination*
- ▶ *Homeownership Pre-Purchase*
 - ▶ *Pre-Purchase Coordination*
- ▶ *Homeownership Post-Purchase*
 - ▶ *Post-Purchase Coordination*

Gender-Based Violence Prevention & Intervention

- ▶ *Emergency Shelter*
- ▶ *Crisis Lines*
- ▶ *Legal Services*
- ▶ *Transitional Housing*
- ▶ *Intervention, Prevention, Advocacy & Education*

Community Building

▶ *Community Building*

The background of the slide features a grayscale photograph of a city skyline, likely San Francisco, with various skyscrapers and buildings. On the right side, there is a large, abstract green geometric overlay consisting of several overlapping, semi-transparent shapes in different shades of green, creating a modern, layered effect.

Questions?

To submit a question

Email CommDevRFP@sfgov.org