



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

London N. Breed
Mayor

Eric D. Shaw
Director

SAN FRANCISCO CULTURAL DISTRICTS

A program administered by the Mayor's Office of Housing and Community Development

SOMA Pilipinas Community Development and Impact Request for Proposals FY2023-24 (2023-01a)

Grant Term	2 years, July 1, 2024 – June 30, 2026
Grant Amount	\$200,000
Date Issued	August 30, 2023
Proposal Due Date	September 29, 2023 at 5PM

TABLE OF CONTENTS

MOHCD OVERVIEW	2
CULTURAL DISTRICTS PROGRAM	3
SOMA PILIPINAS	3
ELIGIBILITY REQUIREMENTS.....	4
FUNDING OPPORTUNITIES	6
PROPOSAL INSTRUCTIONS	7
PROPOSAL COVER SHEET	Error! Bookmark not defined.
BOARD MEMBERSHIP.....	8
PROPOSAL NARRATIVE.....	9
SCORING.....	11
APPEAL PROCEDURE	12

MOHCD OVERVIEW

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. In addition to managing the Cultural Districts program, 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.

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, we are assessing programs, contracts, and procurements to ensure they advance the city's racial equity goals. We will be working closely with our partner organizations to monitor the impact of our investments. We will provide capacity building, clear information to partners organization, and create 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 have the opportunity to thrive.

Mayor Breed recently established the Office of Racial Equity with the goal of transforming systems to support the collective liberation of Black, Indigenous/American Indian, and People of Color in San Francisco. MOHCD and the Cultural Districts Program are aligned with this effort and are proud of the fact that the Cultural Districts legislation clearly states that its focus is to "support cultural communities and ethnic groups that historically have been discriminated against, displaced and oppressed". We continue this commitment during these changing times and will continue to center our work on culturally responsive solutions developed by the people most impacted by social inequities.

CULTURAL DISTRICTS PROGRAM

San Francisco’s Cultural District program preserves, strengthens and promotes cultural assets and diverse communities. Its goal is to enable individuals, families and the businesses that serve and employ them, as well as nonprofit, community arts and educational institutions to live, work and prosper within the city.

The Cultural Districts program was created by the Board of Supervisors and Mayor in 2018 and is supported by an inter-departmental steering committee, including the Office of Economic and Workforce Development (OEWD), the Planning Department, the Arts Commission and coordinated by MOHCD. These Departments work together to streamline City and community partnerships to coordinate resources aimed at stabilizing these communities which face displacement.

Legislation calls on City departments to collaborate and partner with each Cultural District’s community-based leadership body to establish a clear strategic plan to fulfill each District’s vision and goals, resulting in a Cultural History, Housing and Economic Sustainability Strategies (“CHHESS”) Report. Extensive community engagement and City reports and data will inform each District’s CHHESS Report so that it can serve as a roadmap to stabilize and support historically oppressed communities.

SOMA PILIPINAS

The City officially recognized SOMA Pilipinas as San Francisco’s Filipino Cultural Heritage District in 2016. The District, spanning 1.5 square miles in the rapidly gentrifying South of Market neighborhood, celebrates the community’s living legacy and culture, builds community and fights for economic and racial justice.

SOMA Pilipinas engaged in a yearlong CHHESS community engagement process, conducting over 20 interviews, gathering surveys specifically aimed at collecting information from seniors and unhoused Filipino residents, and holding multiple community presentations on to develop strategies that align with the District’s goals. Leaders worked closely with the City’s Cultural District’s steering committee to vet each strategy for feasibility and come up with a final list of priorities for community stabilization and preservation. In September 2022, SOMA Pilipinas became the first Cultural District to have their [CHHESS Report](#) approved by the Board of Supervisors.

The community-prioritized SOMA Pilipinas CHHESS strategies fall within the Cultural District program’s legislated focus areas of Cultural Preservation, Tenant Protections, Arts and Culture, Economic & Workforce Development, Place-Keeping & Place-Making, and Cultural Competency. This Request for Proposals (RFP) is a vehicle by which the City can resource the District to start the important work of implementing some of the strategies surfaced in the Cultural District’s community engagement efforts, specifically in the area of housing and tenant protections:

- Protect and stabilize buildings that contain a high proportion of Filipino tenants and stabilize existing Filipino residents
- Build Capacity and Filipino Cultural Competence to Support Residential Acquisition and Rehabilitation in SOMA
- Increase language and culturally competent housing readiness support for Filipinos to get into affordable, below market rate (BMR), and supportive housing

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. You must use our online grants management system for monthly reporting and invoicing.
- 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.**

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.

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

- OMB A-133 Audit – This level of audit is required if agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.
- 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.
- “No Audit” 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 for July 1, 2021 – June 30, 2022 should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
- A Calendar Year Audit for January 1 2022 – December 31, 2022 should have been completed by September 30, 2023.

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.

Additional Requirements

1. This funding opportunity is limited to organizations that are located within the SOMA Pilipinas Cultural District and/or currently serve the community located within the Cultural District.
2. Each applicant can apply for up to \$200,000 for one-time community building and impact grant funding.

FUNDING OPPORTUNITY

Each Cultural District is working to preserve, strengthen and promote their cultural communities. The goal of this RFP is to invest in a community-prioritized strategy (or strategies) identified in the SOMA Pilipinas CHHES Report with the goal to build partnerships, model practices, and leverage City planning and implementation efforts in the SOMA Pilipinas Cultural District.

Following the spirit of the Cultural Districts program and the CHHES process, implementation of funded programs will be a collaborative effort with SOMA Pilipinas leaders and the City's steering committee.

This RFP will provide up to \$200,000 of one-time funding for a 24-month grant starting July 1, 2024 and ending on June 30, 2026.

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 opportunities. The term of the grants and funding amount are also shown in the table below. Please note the final terms and conditions of the grant are subject to negotiation. 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.

HOUSING & TENANT PROTECTIONS

The SOMA Pilipinas Filipino Cultural Heritage District has been a hub for the Filipino community throughout their 120+ year history in the Bay Area. In recent decades, the City has endured pendulum swings of boom and bust, largely driven by the tech sector, which brought enormous wealth and capital to the South of Market, while also leading to massive gentrification and the displacement of working-class communities, particularly those of color. More recently, the COVID-19 pandemic and current economic downturn are leading to further housing insecurity for communities already suffering from gentrification and displacement.

This funding opportunity is intended to support the anti-displacement strategies that the SOMA Pilipinas community has identified in their [CHHES report](#) to help stabilize vulnerable residents. Specifically, proposals should show how a project will make progress in one of the following priority areas: 1) preserving existing housing, 2) stabilizing residents in place, and/or 3) increasing access to affordable housing. A focused proposal going deeper into one priority area is preferred over a broader proposal attempting to touch on multiple areas that may not be able to go as deep.

Applicants should describe how the proposed project aligns with one of the three aforementioned community-developed strategies in the CHHES; the types of services to be offered and how they will be delivered; and how any existing relationships with organizations within the SOMA Pilipinas Cultural District will be leveraged for greater outreach and impact. Proposed projects should incorporate a community engagement process, and applicants must be prepared to work closely MOHCD staff.

PROPOSAL INSTRUCTIONS

If you meet the Eligibility Requirements (page 4), you are welcome to submit a grant proposal.

1. Your proposal packet must consist of the following elements:
 - Proposal Cover Sheet (page 8)
 - Board of Directors (page 9)
 - Response to Proposal Narrative Questions (page 10)
 - Project Budget Narrative and Worksheet (template posted on MOHCD Website)
 - Your Agency’s Most Recent Global Operating Budget

The following 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 you Federal Tax Exempt 501(c)(3) status
2. You must email your proposal to MOHCD. Send your complete proposal packet to CommDevRFP@sfgov.org in one email. Subject Line should state “MOHCD SoMa Pilipinas RFP” and include your agency name.
 3. Emailed proposals must be received by 5:00PM on or before the due date. No late submissions will be accepted. It is the responsibility of applicants to ensure email delivery prior to the submission deadline.
 4. For your Project Budget, include budget items for **24 months** of the grant, starting July 1, 2024, for your grant proposal and your full program, showing other projected sources of funding, using the budget worksheet provided on MOHCD Website. Please provide in a separate document that shows appropriate and detailed budget narrative for **each line item** in order to assist the readers in understanding use of funds.

TIMELINE: *the dates are tentative and subject to change.*

RFP Issued	August 30, 2023
MOHCD Pre-Submission Webinar	September 11, 2023 at 10am
Deadline to submit questions	September 15, 2023
Response to questions issued	September 18, 2023
Proposals Due	September 29, 2023
Intent to Award Letters Sent	November 2023
SoMa CAC Review and Recommendations	December 2023
BOS Approval and Finalization	March 2024
Contract Terms Begins	July 2024

RFP Assistance: MOHCD RFP Pre-Submission Webinar will take place on September 11th, 2023 at 10am. Staff will provide an overview of the RFP process, including eligibility criteria, funding descriptions, 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 [this link](#).

MOHCD 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 September 15, 2023 at 5pm. We will do our best to release our response on the MOHCD website on September 18, 2023.

PROPOSAL COVER SHEET

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

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:

Title of Proposed Project:

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 Agency Budget: \$ _____

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

Signature of Executive Director

Date

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

Please answer the following questions in your Proposal Narrative. Your answers should not exceed six (6) total pages. We will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2" x 11", and may be double or single spaced.

Given that these are one-time funds, your proposal should describe actionable projects that are grounded in both your community's immediate needs and the cultural fabric of your neighborhood.

Proposal Narrative Questions

- **Target Population.** Describe the target population(s) you will serve with this proposed program, your experience serving them, and their key needs. Describe how your proposed program will identify and address these needs, including cultural, language, or gender responsive strategies (as evidenced by your policies, procedures, practices and staffing), as well as how the program will connect participants to additional resources. Please describe the program's approach for identifying, recruiting, and retaining its target population and why this approach is effective.
- **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 of operation, best practices, and why this model best serves your target population). Describe your agency's experience providing similar services, including how long the services have been provided, performance and learnings, successes and challenges, and how, if at all, your approach has changed over time. Include how your organization receives feedback from program beneficiaries to inform its operations and program design.
- **CHHESS Alignment.** Describe how the program aligns with the overarching goals of the SOMA Pilipinas Filipino Cultural Heritage District and one of the specific housing and tenant protections strategies identified in the SOMA Pilipinas CHHESS Plan.
- **Experience.** Describe your organization's mission, service programs, and impact, including how long you have been serving residents and institutions located within the SOMA Pilipinas Cultural District. How have you prioritized service to low-income and historically-underserved communities of the District?
- **Staffing.** Describe the staffing plan for your proposed program, including all leadership, direct service, and supportive roles. Include job titles, brief job descriptions, relevant training and certifications, and the necessary experience for each staff member, including for staff that need to be hired.
- **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. Describe your current working relationship with MOHCD and other City agencies, as relevant to the project area, and how you will partner with City staff to make progress on intended outcomes.
- **Advancing Racial Equity.** How has your organization contributed to racial equity and inclusion in the SOMA Pilipinas Cultural District? What is your plan to ensure that all residents, particularly black and brown community members have access to essential services and resources?
- **Impact and Sustainability.** What impact will a successful project have on the SOMA Pilipinas Cultural District as a whole? How will the project stabilize residents living within the District boundaries? Given these are one-time funds, what are your plans for the program following the grant period?
- **Evaluation.** Using MOHCD's suggested metrics and targets for this strategy and/or any other indicators chosen by your agency, describe how you will measure the quantity, quality, and impact of your proposed program. Provide estimated annual targets for each activity and outcome you choose to highlight. Describe how your agency uses data to refine and improve its delivery of services, both for the agency overall and for this proposed program.

SCORING

Grant proposals that meet our Eligibility Requirements (see page 5) will be scored and receive a funding recommendation. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be further reviewed.

Eligible proposals will be read and scored by reviewers with relevant programmatic expertise. Each reviewer will use a scoring rubric to assign a preliminary score between 0 and 100 points to each proposal they read. The point value of each section in the scoring rubric is below.

MOHCD will average the preliminary scores for each proposal to generate a final score. Proposals with a final score of 70 points or higher will be considered fundable. A review panel will convene to discuss proposals and finalize scores, and MOHCD staff will award the grant to the proposal with the highest average score.

Proposal Section	Point Value
Target Population	5
Program Design	15
CHHESS Alignment	10
Experience and Staffing	25
Partnerships	10
Racial Equity	10
Impact	5
Evaluation	15
Budget	5
TOTAL	100

APPEAL PROCEDURE

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see page 4). 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.