

# City and County of San Francisco

## Request for Proposals for

### Invest In Neighborhoods Economic Development Grants RFP#201



Issued by:  
Date issued:  
Proposals due:

Office of Economic & Workforce Development  
December 10, 2015  
5 PM, January 14, 2016

*Request for Proposals for Invest In Neighborhoods Economic Development Grants (RFP#201)*

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**Request for Proposals for  
Invest in Neighborhoods  
Economic Development Grants**

**I. Introduction and Schedule**

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**A. General**

The Office of Economic & Workforce Development (“OEWD”) is issuing this request for proposals (“RFP”) for grants to strengthen neighborhood commercial districts by implementing neighborhood improvement projects and providing a variety of technical services related to neighborhood economic development. OEWD has allocated resources to make grants in 16 different program areas (detailed in section II below).

It is anticipated that successful proposals will be funded for a term of one year with up to two renewal options, subject to OEWD approval and funding appropriation. If a renewal option is exercised, subsequent grant amounts will depend upon the performance of the grantee during the first year of the grant and other policy considerations as determined by OEWD. Grantees will be asked at a minimum to submit a final report (format to be determined) of its grant activities and, if OEWD elects to exercise the renewal option(s), a revised scope of work and budget for the grant renewal period(s) for OEWD review. OEWD reserves the right, in its sole discretion, to not exercise a renewal option and, if it exercises the renewal option, to determine any change in the size and scope of the successive grant(s).

**B. Schedule**

The anticipated schedule\* for awarding grants is as follows:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	Thursday December 10, 2015
Deadline for submission of written questions	Monday December 28, 2015, 5PM
Answers to questions posted online	Tuesday January 5, 2016 by 5PM
Proposals due	Thursday January 14, 2016 5PM
Committee Review	January 18 -29, 2016
Grantee selection and award notification	early February 2016
Projects begin	mid-February 2016 or later

\*Each date is subject to change. Check: <http://www.oewd.org/index.aspx?page=17> for latest schedule.

**II. Program Areas and Scope of Work**

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The underlying objectives of OEWD’s neighborhood economic development division are to establish, enhance, and retain small businesses and microenterprises; to create economic opportunities for low- and moderate-income San Francisco residents; and to strengthen the City’s neighborhood commercial corridors. In pursuit of these objectives, OEWD has established the Invest in Neighborhoods (IIN) initiative.

Invest in Neighborhoods is designed to provide focused, customized assistance that meets the specific needs of San Francisco’s neighborhood commercial districts by leveraging existing programs from across multiple City departments and nonprofit partners. The initiative is being piloted in 25 commercial districts around the City. These 25 commercial districts have received an initial corridor assessment conducted by City agencies and community partners, a point person at City Hall to respond to community inquiries and ensure the deployment of services in the district, an opportunity to apply for small project grants from OEWD, and access to a range of other services aimed at strengthening neighborhood commercial corridors.

To learn more visit [investsf.org](http://investsf.org).

The 25 commercial districts currently supported through the IIN initiative (the “Pilot Commercial Districts”) are listed below:

<b>Commercial District</b>	<b>Geographic Boundaries</b>
Bayview / Third Street	Third Street from Evans to Paul
Central Market	Market Street from Fifth Street to Van Ness Avenue; Mission, Stevenson, and Jessie Streets from Fifth Street to Eleventh Street; Taylor Street from Market Street to Ellis Street; Sixth Street from Market Street to Folsom Street; and Seventh, Eighth, Ninth, and Tenth Streets from Market Street to Mission Street
Chinatown	Broadway from Powell to Columbus, Grant from Broadway to Bush, all the streets between Stockton and Kearny and between Broadway and Pine (but not east of Columbus)
Excelsior / Mission Street	Mission St from Trumbull to Geneva
Fillmore Street (Lower)	Fillmore St from Bush to McAllister
Japantown	Post St from Fillmore to Laguna, Buchanan St from Post to Sutter (including parcels facing Sutter)
Lombard Street	Lombard Street from Lyon Street to Van Ness
Lower Polk	Polk from Golden Gate to California
Middle Polk	Polk from California to Broadway
Mission / Lower 24th Street	24th Street from Bartlett Street to Potrero Ave
Mission Street / College Hill	Mission St from Cesar Chavez to Bosworth

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Noe Valley / 24th St	24th Street from Douglass to Dolores, Castro Street from 24th to 25th
Noriega	Noriega from 19th Ave to 33rd Ave, 45th to 47th Ave
North Beach	Columbus Street from Broadway to Greenwich, Grant from Columbus to Greenwich, Greenwich from Grant to Columbus, and the streets in between
OMI / Broad Street	19th Ave from Chester to Randolph; Randolph from 19th to Orizaba; Orizaba from Randolph to Broad; and Broad from Orizaba to Plymouth
OMI / Ocean Ave	Ocean Ave from Phelan to Manor
Outer Irving	Irving from 19th Ave to 27th Ave
Parkside Taraval	Taraval from 19th Ave to 48th Ave
Portola / San Bruno Ave	San Bruno Ave from Sweeny to Mansell
Richmond / Geary Boulevard	Geary Boulevard from 14th Ave to 28th Ave
Tenderloin / Larkin Street	Larkin Street from McAllister to Geary
Union Street	Union Street from Steiner to Van Ness, Fillmore St from Union St to Lombard St.
Upper Market/Castro	CBD Boundaries, including Market Street from Octavia to Castro Street, Castro from Market to 19th St, 18th Street from Hartford to Diamond
Vis Valley / Leland Ave	Leland Ave from Cora to Bayshore, Bayshore from Arleta to Sunnydale
West Portal	West Portal from 15th Ave to Ulloa/Claremont Streets

Additional commercial districts may be added to the program in subsequent fiscal years, particularly as some Pilot Commercial Districts achieve economic and community development goals and 'graduate' from the IIN program.

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Grant proposals are being solicited through this RFP in the following program areas:

<b>Program Area</b>	<b>Title</b>
<b>A</b>	<b>Neighborhood Improvement Projects</b>
<b>B</b>	<b>Non-Profit Capacity Building</b>
<b>C</b>	<b>Real Estate Services for the Small Business Retention, Relocation and Attraction Program</b>
<b>D</b>	<b>Peer and Expert Mentorship for Women Program</b>
<b>E</b>	<b>Small Business Disaster Recovery Grant Program</b>
<b>F</b>	<b>StorefrontSF Management and Maintenance</b>
<b>G</b>	<b>Calle 24<sup>th</sup> (Lower 24<sup>th</sup> Street) Commercial Corridor Manager</b>
<b>H</b>	<b>Fillmore Commercial District Activities</b>
<b>I</b>	<b>Juneteenth Festival</b>
<b>J</b>	<b>Jane Warner Plaza Improvements and Activation</b>
<b>K</b>	<b>Castro Cares</b>
<b>L</b>	<b>Portola Neighborhood Asset Activation</b>
<b>M</b>	<b>Community Benefit District (CBD) Organizational Support Grants</b>
<b>N</b>	<b>Community Benefit District (CBD) Feasibility Analysis Grants</b>
<b>O</b>	<b>Community Benefit District (CBD) Formation Assistance Grants</b>
<b>P</b>	<b>Community Benefit District (CBD) Post Formation Assistance Grants</b>

The scope of activities described in each program area below is to be used as a general guide and is not intended to be a complete list of all work necessary to meet program area objectives. Nothing herein shall obligate the City to make any grant, or guarantee any proposer the right to any grant money. The City reserves the right not to award grants based upon the ability of the proposer to meet the City’s objectives. Any grant awards are contingent upon budget approval and funding availability. Proposers may seek funding in more than one area described below, however, a separate application must be filed for each funding area that the organization wishes to provide services for. Each application will be considered individually and the organization’s overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

**A. Neighborhood Improvement Projects**

OEWD is seeking proposals from nonprofit organizations to support catalytic projects in the Pilot Commercial Districts (listed in section II) that will contribute to neighborhood vitality, increase economic activity, and leverage and build local leadership and social capital.

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**Applicants may propose grants of up to \$25,000** for completion of activities in this program area. Qualified applicants for program area A must demonstrate experience building community support and implementing neighborhood improvement projects.

Projects proposed under this program area should meet each of the following criteria:

- Target specific Pilot Commercial District(s).
- Spurs economic activities, supports existing businesses, improves physical conditions, increases quality of life, or builds community capacity within the Pilot Commercial District.
- Supported by local residents, merchants and property owners.
- Anticipated completion within 6 to 12 months.
- Leverages private resources, including financial commitments, in kind donations, volunteer time, etc.

Eligible projects may include (but are not limited to) the following:

- Physical improvements. e.g., public art installations, neighborhood landmarks, outdoor furniture and amenities, lighting installations.
- Outdoor space activation. e.g., performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.
- Neighborhood beautification projects. e.g., awning/window sign improvements, sidewalk cleaning, graffiti and vandalism abatement program.
- Branding or marketing campaigns. e.g., shop local campaign, banners.
- Events. e.g., neighborhood street fair or festival, art walk, local event series.
- Economic development planning. e.g., merchant survey, Community Benefits District (CBD) feasibility study, cultural district planning, retail strategy development.
- Minor Storefront Improvements. e.g., awning replacements, minor painting, graffiti removal, window film placement.

### **B. Non - Profit Capacity Building**

OEWD is seeking proposals from nonprofit or other eligible technical assistance providers to develop strategies and implement activities that build the capacity of community-based entities that may include Neighborhood Steering Committees, Community Development Corporations, Community Benefit Districts, and Merchant Associations that seek to strengthen their neighborhoods and commercial districts. OEWD is seeking partners who can provide technical assistance in the areas of Nonprofit Management, Commercial District Revitalization, Community Organizing and Engagement, and Leadership Development.

**Applicants may propose grants of up to \$100,000** for completion of activities in this program area.

Qualified applicants in this program area must demonstrate the following:

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- History of providing technical support to non-profit community organizations with varying needs
- Success in increasing capacity of non-profit community organizations
- Sufficient level of staffing and high level of experience of staff to be assigned
- High level of project management and case management skills
- Ability to provide support to community organizations and stakeholders with varying levels of capacity
- Effective communication and reporting
- Knowledge of OEWD, Invest in Neighborhood (IIN) Initiative, IIN Programs, and how your organization's mission fits in to the goals and objectives of OEWD and IIN.

The scope of work for the grant recipient(s) in this program area may include (but is not limited to) the following:

- Community Outreach and Engagement
  - Assist with development of organization mission statement, goals, and action plan.
- Nonprofit Management
  - Assist with development and implementation of committee structure and governing documents, roles of board members, and structure of community stakeholder meetings
  - Assist with board and volunteer recruitment.
  - Assist with organizational budgeting and fundraising, financial management and monitoring,
  - Assist with operating procedures and implementation of those procedures
  - Assist with program evaluation and impact measurement
- Leadership Development
  - Provide opportunities for the development of a network of individuals and entities focused on the improvement of their commercial districts.
  - Provide personal leadership development skills,
  - Exposure of director and upper management staff to lead change within the organization
  - Provide training on meeting facilitations
  - Provide training on Brown Act compliance
- Commercial District Revitalization
  - Provide technical assistance on program development and implementation (i.e. community art walks, farmers markets, street activation, business attraction, property owner engagement, etc.).
  - Create a self-monitoring assessment tool for community organizations to determine their capacity for implementing community and economic development outcomes.

### **C. Real Estate Services for the Small Business Retention, Relocation and Attraction Program**

OEWD is seeking proposals for real estate services for small businesses to stay, relocate, and expand in San Francisco.

**Applicants may propose grants of up to \$150,000** for completion of activities in this program area.



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OEWD is already working with a technical assistance (TA) partner to develop a program to keep small businesses in San Francisco. A program component of particular need is real estate services to complement the Small Business Retention and Relocation Program. After the grant recipient for the real estate services has been selected, OEWD will initiate a meeting with the agencies to connect services. The TA partner will focus on assessments including ones for real estate readiness, the development of Individual Development Plans (IDPs), and general case management. Small business clients with real estate consulting needs will be referred to the grant recipient under this program area.

Real estate programming and initiatives should serve low and middle income San Francisco small business owners. Small businesses should represent those requiring assistance with the following services: identification of suitable and stable sites, landlord negotiations, compliance with San Francisco's zoning and permitting, estimates of the build-out process, and options and guidance for creative utilization of space (e.g., space sharing/pop-up matchmaking options, tenants in common, condo conversion).

A strong proposal will have a thorough understanding of the needs in this area. The grant recipient should have intentions to refine and scale existing real estate services to meet the needs, and be able to engage the targeted population. The proposal should include a network of real estate and construction experts in site selection, landlord negotiations, matching tenants for space sharing, and navigating the zoning and permit process.

Qualified applicants in this program area must demonstrate the following:

- History, experience, and success providing real estate support to small businesses with varying needs and in underserved neighborhoods
- Ability to support small businesses with varying levels of capacity
- Sufficient level of staffing and high level of experience of staff to be assigned to oversee program and consultants
- Experience with business attraction to San Francisco
- Experience with business retention and relocation to San Francisco
- High level of project management and case management skills
- Knowledge of OEWD, Invest in Neighborhoods (IIN) Initiative, IIN Programs, and how your organization's mission fits into the goals and objectives of OEWD and IIN

The scope of work for the grant recipient in this program area should include (but is not limited to) the following:

- Engage with TA partner and OEWD to develop needs assessment and IDP templates, and streamline referral and case management of clients;
- Design and implement a real estate program that meets the needs of small businesses to stay, relocate, and expand in San Francisco to include, but not limited to, the following services:
  - Site identification
  - Broker services
    - Tenant assistance – leases represent significant investment of sweat equity, finances, and time in someone else's space. The program should assist businesses to identify a suitable and stable space for the business' needs, and build the bridge between landlords and tenants.

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- Property owner engagement – including providing “comps” with similar amenities, geographic location, and rental rates; discussing long-term leasing objectives and strategies to reduce long-term vacant spots or to assist with identifying tenants
- Lease negotiation assistance
- Construction consulting – site assessments to inform tenant (and landlord) of the estimate costs and timeline for build-out
- Acquisition Assistance – real estate legal workshops and consultation on acquisition options such as Tenancy in Common and Condo Conversions and assistance with eligibility and requirements.
- Space Sharing/Pop-Up Options and Eligibility – inquiring with the Small Business Assistance Center and city agencies to ensure the space sharing/pop-up proposal meets zoning requirements for subdivisions, extended hours, and/or various uses;
- Space Matchmaking assistance – after the assessment of the space sharing and pop-up has been completed, the business may need help identifying subtenants or pop-up business to supplement the business’ monthly revenue, and preparing subtenant or partnership agreements
- Professional services to redesign the space for space sharing - this can be in the form of direct grants or retaining a designer/architect, engineer, and cost estimator in the program
- Develop real estate program fact sheets, definition and tips, and roadmaps for above listed program components for real estate services;
- Identify agency liaison/program manager to respond to TA partner referrals;
- Provide regular follow-up with small businesses and an estimated 16 hours of real estate consulting and case management per client; and
- Participate in Invest in Neighborhoods’ business attraction strategies in underserved San Francisco commercial corridors (to be identified by OEWD);
  - Work with a community-based groups to obtain and update the community’s desired businesses list and priority vacancy list,
  - Bring businesses to view available spaces in these neighborhoods, serving as their representative where appropriate,
  - Engage property owners and provide business recruitment services,
  - Participate in partner’s business attraction committees,
  - Meet with IIN to revisit efforts and assess attraction strategies

### **D. Peer and Expert Mentorship for Women**

OEWD is seeking proposals from nonprofit organizations or other eligible applicants to support the creation of mentoring programs serving women and supporting economic empowerment.

**Applicants may propose grants of up to \$50,000** for the completion of activities in this program area.

Programming and initiatives should serve middle and low-income women. Women should represent the more vulnerable and less served. This could be categorized as the “every

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woman”, and includes but is not limited to women of color, single parents, etc. who are aspiring to be entrepreneurs, grow a small business, or advance in their current employment.

The scope of work for the grant recipient(s) in this program area should include (but is not limited to) the following:

- Demonstrate the ability to reach and engage previously untapped/under-served populations of women. Please explain your proposed tactics for finding those in need of this service and how they will be not only made aware of the opportunity to encouraged to participate
- Share tactics for provision of services that meet the potential constraints of the populations (e.g., lunchtime meetings for working parents, ability to come to current employers or convenient meetings spots, use of online tools and learning communities, etc.)
- Use of peer and expert learning circles or communities. This could mimic the model of leanin.org circles, but must include action items and tools that bring learning and outputs beyond discussion
- Use of an app or a curated online community, as appropriate to the usability alignment to the population in need.
- Share a measurement plan to demonstrate impact, and promote programmatic continuous learning and improvement

Topic specific mentoring could include supporting those interested in advancement in their careers, aspiring entrepreneurs (e.g., support for accessing investment capital), those interested in growing a small business, helping women build social capital, confidence (negotiating salaries and/or raises) or other relevant topics/needs.

Other program options include:

- Public private partnerships to provide expertise and guidance for potential mentoring pairs or circles
- Technical assistance to find tools, resources or make connections requested by mentoring circle participants

### **E. Small Business Disaster Recovery Grant Program**

OEWD is seeking proposals from nonprofit organizations to assist OEWD in providing immediate mini-grants to qualified small businesses identified as being directly impacted by a natural disaster. The express purpose of this Program is to provide a qualified small business, affected by a natural disaster, with working capital immediately following an event. Additionally, the Program shall provide additional opportunities for grants to a qualified business at later stages of the recovery process in conjunction with receiving business technical support services.

**Applicants may submit a proposal to administer up to \$200,000** for completion of activities in this program area.

A strong proposal shall demonstrate an understanding of the needs and the lack of resources small businesses face after a natural disaster. A strong proposal shall include a well-structured program design with an immediate response protocol and follow-through after referral of resources during the transition period. The budget shall reflect compensation for administration of the program including the development of the program, cost of deployment per business, and grant amount for working capital immediately following an event.

Qualified applicants in this program area must demonstrate the following:

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- Experience and success providing support to small businesses in varying needs
- Ability to support small businesses with varying levels of capacity
- Sufficient level of staffing and high level of experience of staff to be assigned to oversee program
- Organizational support from local merchants and property owners.
- Knowledge of OEWD, Invest in Neighborhoods (IIN) Initiative, IIN Programs, and how your organization's mission fits into the goals and objectives of OEWD and IIN

The scope of work for the grant recipient in this program area is expected to include (but is not limited to) the following

### Program Development

- Work with IIN, Office of Small Business, and the Small Business Development Center to refine the program design and protocols and compile comprehensive resource list (estimated 3 meetings = 6 hours total)
- Develop with IIN, Office of Small Business, and the Small Business Development Center the criteria to determine eligibility of the businesses to receive grant funding
- Develop incentive language to encourage businesses that receive grants to commit to technical assistance after the relaunch and relocation of business in San Francisco
- Determine levels of funding to meet the needs of the businesses
- Develop grant application for the program
- Assign point of contact from the organization to respond to disasters

### Program Implementation

- Within 24 hours of disaster, grantee shall send staff with language capacity to assess damage and provide contact and immediate "What to do" packets to impacted businesses
- Provide an update of disaster including location, building damage, City response teams, assessment of whether the site can be accessed, number of businesses impacted including number with the ability to relocate, disaster impact report, etc.
- Schedule meeting (1-2 days after disaster) for merchants to share resources. Grantee shall invite panelists (e.g., legal, SBA disaster, Office of Small Business, local economic development service providers, etc.) to attend
- Schedule a meeting to include brokers for relocation assistance

### Business Retention Services

- Connect impacted businesses with the Office of Small Business, IIN, and other resources to ensure businesses have assistance to relaunch and relocate in San Francisco
- Monitor progress of grant recipient and provide referrals for additional resources and services as needed

## F. StorefrontSF

OEWD is seeking proposals for a nonprofit organization to maintain and marketing StorefrontSF.com, a commercial vacancy tracking and marketing system. StorefrontSF.com provides a platform to streamline the search of vacant commercial spaces within the City, in particular in commercial spaces within Invest in Neighborhoods commercial districts. The goal under this program is to maintain the database of commercial vacancies and provide information on available commercial spaces to the public and potential businesses, in addition to increasing users and visitors to the site.

**Applicants may propose grants of up to \$40,000** for the completion of activities in this program area.

The scope of work for the grant recipient(s) in this program area may include (but is not limited to) the following:

- Maintain StorefrontSF.com
- Communicate and coordinate with OEWD staff
- Upload vacancy data provided by OEWD, users, and partners in a timely manner
- Monitor site visitor traffic and explore ways to improve user experience
- Attract a variety of system participants (ie. Commercial Brokers, Private Property Owners, Small Businesses, and other entrepreneurs) to utilize and contribute data to the system.
- Develop and implement a marketing plan that increases visitors and users of the site

#### **G. Calle 24<sup>th</sup> (Lower 24<sup>th</sup> Street) Commercial Corridor Manager**

OEWD is seeking proposals from nonprofit organizations to partner with OEWD to enhance and support the Calle 24 (Lower 24<sup>th</sup>) commercial corridor from Bartlett to Potrero Avenue.

The vision for the future of the Calle 24 Commercial Corridor is that it will be an economically vibrant community that is inclusive of diverse income households, businesses and institutions that preserve the cultural and historic integrity of the neighborhood commercial district. OEWD recognizes that in order to realize this vision, the work must be community-led with a strong private-public partnership..

**Applicants may propose a grant of up to \$100,000** for the completion of activities in this program area over the period of 12 months.

A strong proposal shall demonstrate a supportive structure with the capacity to support a full time staff position, compensate, supervise, and report on grant deliverables. It shall also include a detailed description of the proposed supervisory and communication structure that will oversee the overall direction, coordination, implementation, execution, control and completion of specific projects within established deadlines and ensure consistency with the Invest In Neighborhoods commercial corridor strategy, commitments and goals. The budget shall reflect compensation for the position as well as operational and potential project budget for commercial activities.

The scope of work for the grant recipient(s) in this program area may include (but is not limited to) the following:

- Develop a position for a full time corridor manager, expected to work 40 hours a week to implement economic development strategies and activities
- Develop and lead a competitive hiring process for the position.
- Hire a Corridor Manager
- Work with OEWD to implement commercial district programs and services.
- Report to OEWD on commercial corridor strategies and progress.
- Develop and implement a community-driven business attraction and retention strategy for the Calle 24 commercial corridor.
- Implement business strengthening initiatives with existing corridor businesses.

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- Develop and implement a corridor strategy that focuses on preserving cultural assets as an economic development strategy.
- Assist in prioritizing economic development activities in the corridor.
- Lead implementation of economic development strategies informed by the community and corridor data.
- Coordinate and participate in community engagement related to economic revitalization of the district.
- Oversee implementation of assigned projects, facilitate the definition of project scope, goals and deliverables.
- Develop full scale project plans that include the definition of project tasks, timeline and resource requirements, and status.
- Convene and engage partners as needed for each project, document meetings and agreements.
- Monitor and report on progress of the projects to all stakeholders, tracking project deliverables with appropriate data and tools.
- Present reports defining project progress, problems and solutions, risks, and contingency plans.
- Implement and manage project changes and interventions to achieve project outputs.
- Conduct project evaluations and assessment of results.
  - Maintain relationships with City agencies and partners
  - Coordinate and participate in community engagement related to economic strengthening of the district.
  - Business sustainability, prioritize and deliver services to businesses that will strengthen them and increase their longevity in the corridor
  - Conduct door to door business owner outreach
  - Build relationships with business owners and understand needs
  - Build relationships with property owners
  - Connect City services to businesses based on needs
  - Promote City services to business owners
  - Provide businesses with referrals and follow up
  - Track, monitor and document corridor activity, needs and implementation of services
- Follow up on businesses progress regarding services and referrals
- Develop and implement a district marketing campaign to promote neighborhood businesses and encourage customers to visit the business district.
  - Programs to be promoted and delivered to businesses in corridor include:
    - Free ADA CASp Inspections
    - ADA improvements
    - Business Strengthening under BizFit SF Program
    - Legal Strengthening Services

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- Small business grants
- Legacy business registry
- Business Attraction when storefronts become vacant
- Understanding of area zoning regulations

### Latino Cultural District

- Assist in attracting neighborhood serving businesses that promote and strengthen the history and character of the neighborhood

Nonprofit shall retain and supervise a Corridor Manager position with the following desired skills:

- Bilingual English and Spanish
- Exceptional administrative and organizational skills
- Knowledge of basic computer programs: Word, Excel, PowerPoint, Photoshop
- Marketing of services, programs, businesses
- Strong ability to interpret and analyze data
- Public speaking
- Group facilitation
- Community engagement
- Experience developing strategies and programs
- Demonstrates success in development and implementation of services and programs
- Demonstrates effectively working with multiple partners and groups with varying interests
- Grant writing and budget management
- Exceptional critical thinking and problem solving skills
- Ability to plan and organize effectively and reach decisions effectively
- Excellent verbal and written communication skills
- Ability to influence, coordinate and lead others towards project completion
- Ability to negotiate and skillful in conflict management
- Adaptable and able to work on several projects at one time
- Has knowledge of the local community

### H. Fillmore Commercial District Activities

OEWD is seeking proposals for a nonprofit organization to implement programming that contributes to the strength and vitality of the Fillmore District.

**Applicants may propose grants of up to \$100,000** for the completion of activities in this program area. The scope of work for the grant recipient(s) in this program area may include (but are not limited to) one or more of the following:

#### Marketing, Promotions and Events (up to \$65,000)

- Provide marketing and promotions for the district and for specific community events
- Manage and promote the Fillmore District website
- Facilitate business promotions and business-oriented special event activities
- Develop and implement a design and branding campaign for Fillmore in conjunction with the Merchants Association that culminates in the installation of new banners as well as other promotional items

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- Plan and implement a new neighborhood event or event series that reinforces new branding, brings together diverse neighborhood stakeholders, attracts new visitors to the area, and activates underutilized indoor or outdoor space along the corridor

### Business Development (up to \$65,000)

- Provide technical support, logistical coordination, communications, and capacity-building to the Lower Fillmore Merchants Association
- Provide direct assistance to businesses on the corridor, both through specific programs and through other one-on-one assistance
- Facilitate business attraction, leasing and lease assistance activities
- Identify strategies and pursue programming to foster entrepreneurship and community-building opportunities among African Americans in San Francisco
- Engage with property owners
- Engage with other community organizations and City departments

Proposals in this program area should:

- a) Demonstrate a track record of success working in the Fillmore/Western Addition neighborhood
- b) Demonstrate experience partnering with businesses, property owners, residents and the City to implement neighborhood improvement projects and events in the Fillmore
- c) Demonstrate support from the Lower Fillmore Merchants Association

### I. Juneteenth Festival

OEWD is seeking proposals for a nonprofit organization to implement the Juneteenth Festival and contribute to the strength and vitality of the Fillmore District.

**Applicants may propose grants of up to \$50,000** for the San Francisco Juneteenth Festival celebration in 2016. San Francisco Juneteenth is one of the largest African American celebrations in California. Its purpose is to promote historical awareness, build connections among African American community-serving organizations, and to enable African American vendors to market their businesses and showcase their craft. The Juneteenth Festival includes a parade, health fair, recreation and live entertainment options as well as food and crafts vendors and community information booths.

Proposals in this program area should demonstrate the following:

- A track record of success implementing the San Francisco Juneteenth Festival
- A track record of success working in the Fillmore/Western Addition neighborhood
- Support from community and business organizations involved in the festival
- Commitment and plan for putting together a professional team to implement the 2015 festival

### J. Jane Warner Plaza Improvements and Activation



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OEWD is seeking proposals from nonprofit organizations to improve and activate Jane Warner Plaza in the Castro neighborhood.

The goal of Jane Warner Plaza Improvements and Activation is the transformation of the plaza into a destination and noteworthy gateway into the Castro neighborhood. Jane Warner Plaza, established in 2009, sits at the entry to the Castro, making it the neighborhood's first impression for tourists from across the globe. Added to this prominence, the Plaza is the last stop for the historic F-line streetcar, which runs from Fisherman's Wharf to the Castro, bringing hundreds of tourists each day to explore the neighborhood.

**Applicants may propose a grant of up to \$150,000** for one year of service in this program area.

The scope of work for this grant recipient(s) in this program area may include (but is not limited to) the following:

- Install a public art/lighting feature that attracts visitors and provides shade during the day and additional light and interest in the plaza in the evening
- Purchase furniture that reflects the best practices in outdoor plaza design
- Design and construct custom made locked boxes to store furniture
- Provide at least two part-time staffers to ensure Jane Warner Plaza is kept free of trash and maintained at a high standard, help direct tourists when Castro Ambassadors are not available, set up and take down tables and chairs and keep tables and chairs clean
- Assist with set up of any entertainment in the plaza
- Build an innovative information booth that would serve as a shelter for plaza maintenance crew and a visitor information booth
- Activate Jane Warner Plaza with a mix of live entertainment and non-profit events up to 40-52 weeks a year including weekdays and weekends during a variety of times including morning and evening rush hours and lunchtime
- Hire a half-time employee to manage all activities related to Jane Warner Plaza including, but not limited to: scheduling events, coordinating all logistics for concerts/events/non-profits; coordinating promotional strategies, including print and social media; and supervising plaza maintenance crews

Qualified applicants must demonstrate the following:

- Improves physical conditions and increases quality of life within the Castro neighborhood
- Supported by local property owners, merchants, residents and community groups.
- Supported, and permitted as required, by appropriate City departments.
- Anticipated completion within 12 months.

### **K. Castro Cares**

OEWD is seeking proposals from nonprofit organizations to continue the administration of Castro Cares, which began November 1, 2014.

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Castro Cares is a unique, collaborative, community-based initiative with an overall goal of building community capacity to develop long-term, sustainable solutions to improve the quality of life for those living on the street and for those who are housed and live, work and play in the Castro/Upper Market neighborhoods. Castro Cares provides a range of homeless-related services particularly focused on street outreach with the goal of getting people engaged in the social service system and into housing.

**Applicants may propose a grant of up to \$75,000** for one year of service in this program area.

Under the leadership of the grantee, a coalition of neighborhood groups will bring additional, dedicated resources to the Castro/Upper Market area through the Department of Public Health (DPH), the Public Health Foundation Enterprise (PHFE), community-based social service organizations and the San Francisco Patrol Special Police. Improving quality of life improves economic vitality, which is critical to building and maintaining a thriving commercial district.

The scope of work for the grant recipient(s) in this program area may include (but are not limited to) the following:

- Maintain a dedicated Castro Cares website
- Provide 12-16 hours per week of homeless outreach and related services to people at risk on the street in the Castro/Upper Market neighborhoods through a contract with PHFE
- Provide 15-25 hours per week of law enforcement strategies specifically dedicated to the Castro/Upper Market neighborhoods through the use of San Francisco Patrol Special Police
- Provide incentive tools for homeless outreach workers to use during outreach (e.g., socks and/or toiletries)
- Work with DPH to maintain a tracking and monitoring system for HIPAA-compliant data collection and reporting
- Issue a Request For Proposals or job announcement for a monitoring and reporting coordinator independent from the social service provider, and enter into a contract or hire a qualified service provider or employee for monitoring and reporting
- Evaluate the program based on data and anecdotal evidence from contracted service providers and stakeholders

Qualified applicants for this program area must demonstrate a track record in effective partnerships with business owners, property owners, community organizations and City agencies.

### **L. Portola Neighborhood Asset Activation**

OEWD, through its newly established Neighborhood Asset Activation (NAA) program, is specifically interested in supporting the rehabilitation and reactivation of vacant or

## RFP for Invest In Neighborhoods Economic Development Grants

underutilized properties of critical importance to the success of surrounding neighborhoods. The aim of this program is to unlock the tremendous potential of neighborhood assets through strategic investment. In the Portola, OEWD is seeking proposals to administer a program to facilitate short-term improvements that will activate the Avenue Theatre building.

**Applicants may propose grants of up to \$250,000** for completion of activities in this program area. Potential deliverables/tasks for projects funded through this program area may include, but are not limited to:

- Outreach to and negotiation with key property and business owners
- Coordination with City grantees involved in the NAA program, as assigned by OEWD
- Facilitation of the design process
- Selection and management of vendors/contractors
- Coordination of assistance with permits and construction, as appropriate

Proposals in this program area should demonstrate:

- A track record of success working in the Portola neighborhood on neighborhood improvement projects
- Experience partnering with businesses, property owners, residents, and government organizations to complete complex neighborhood projects

### **M. Community Benefit District – Organizational Support Grants**

OEWD is seeking applications from Community Benefit District (CBD) Management Corporations for Capacity Building and Organizational Support projects.

The purpose of this program area is to provide funding to existing CBDs to strengthen the organizational effectiveness of the CBD's management corporation. The grants can assist groups with strategic planning, branding, communications, marketing, business attraction, retailing, volunteer management, and improved fundraising.

OEWD's primary goal is to advance the management corporation's ability to carry out strategic goals and make the management corporations more sustainable. OEWD is offering this matching grant program to assist organizations in defraying costs.

**Applicants may propose grants of up to \$50,000** for completion of activities in this program area.

Projects proposed under this program area should meet each of the following criteria:

- Targets a specific existing Community Benefit District (CBD).
- Spurs economic activities, supports existing businesses, improves physical conditions, increases quality of life, or builds community capacity within the CBD Boundary.
- Completion of proposed project by June 30, 2016.

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- Leverages private resources, including financial commitments, in kind donations, volunteer time, etc.

Eligible projects may include (but are not limited to) the following:

- Strategic Planning and/or implementation of strategic plans
- Economic Development Planning. e.g., merchant survey, retail strategy and/or implementation of economic development plans
- Streetscape Planning and/or implementation of streetscape plans
- Retail attraction/broker services
- Minor Storefront Improvements. e.g., awning replacements, minor painting, graffiti removal, window film placement.
- Branding or Marketing Campaigns. e.g., shop local campaign, banners.
- Commercial District Activation. e.g., art walk, local event series, performances, physical exercise activities, public marketplace, or other activities, occurring in a public plaza or other public space.

### **N. Community Benefit District – Feasibility Analysis Grants**

OEWD is seeking applications from communities, who are considering the formation or renewal of Community Benefit Districts in Commercial Districts, in San Francisco, for a CBD feasibility analysis.

The purpose of this program area is to provide funding to existing organized steering committees that will be undergoing research and analysis to determine the feasibility of a Community Benefit District. The grants can assist steering committees by funding the coordination and staffing of steering committee meetings, creation of property and business databases, execution property owner survey and analysis of findings, and development of initial service plan and budget.

OEWD's primary goal is to ensure that communities who pursue CBD formation have enough property owner support and organizational capacity to lead a complicated campaign process. OEWD is offering this matching grant program to assist organizations in defraying costs.

**Applicants may propose grants of up to \$25,000** for completion of activities in this program area.

Projects proposed under this program area should meet each of the following criteria:

- Targets a specific commercial district in San Francisco.
- Have a steering committee that has at least 50% representation of property owners and at least 20% representation from business owners who do not own property.
- Completion of proposed project by June 30, 2016.

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- Leverages private resources, including financial commitments, in kind donations, volunteer time, etc.

Eligible projects may include (but are not limited to) the following:

- Coordination and staffing of steering committee meetings
- Development of initial boundary map
- Creation of property owner, business owner, and stakeholder databases
- Execution of property owner survey and analysis of findings
- Development of initial service plan and budget
- General Project Management by qualified staff/consultants

### **O. Community Benefit District – Formation Assistance Grants**

OEWD is seeking applications from communities, who are pursuing the formation or renewal of Community Benefit Districts in Commercial Districts in San Francisco, for CBD formation assistance.

The purpose of this program area is to provide funding to existing organized steering committees that have passed all minimum thresholds of CBD Feasibility Analysis. The grants can assist steering committees by funding the coordination and staffing of ongoing steering committee meetings, technical consultants to develop key documents, development of initial assessment methodology, execution of property owner petition process, outreach materials during ballot process, and ongoing project management and meetings with key City Staff. OEWD's primary goal is to ensure that communities who pursue CBD formation are equipped and capitalized to lead a complicated campaign process. OEWD is offering this matching grant program to assist organizations in defraying costs.

**Applicants may propose grants of up to \$50,000** for completion of activities in this program area.

Projects proposed under this program area should meet each of the following criteria:

- Targets a specific commercial district in San Francisco.
- Have a steering committee that has at least 50% representation of property owners and at least 20% representation from business owners who do not own property.
- Completion of proposed project by June 30, 2016.
- Leverages private resources, including financial commitments, in kind donations, volunteer time, etc.

Eligible projects may include (but are not limited to) the following:

- Coordination and staffing of steering committee meetings
- Hiring of technical consultants to develop key documents (ie. Assessment Methodology, Management Plan, Engineer's Report, Boundary Map, Assessment Diagram, etc.)

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- Coordination of community meetings
- Execution of property owner petition process
- Development and distribution of outreach materials
- General Project Management by qualified staff/consultants

### **P. Community Benefit District – Post Formation Assistance Grants**

OEWD is seeking applications from communities, who have recently formed or renewed their Community Benefit Districts in Commercial Districts, for CBD post formation assistance.

The purpose of this program area is to provide funding to support activities after a Community Benefit District has been passed by the Board of Supervisors. The grants can assist recently formed or renewed CBDs by funding the coordination and staffing of CBD Board meetings, securing non-profit status, legal counsel to advise on corporation setup, technical consultants to develop key documents, development of operating procedures, conducting of hiring process for identified CBD Staff, solicitation of program consultants and contractors to deliver services identified in Management Plan, and setting up of all financial accounts.

OEWD's primary goal is to ensure recently formed and renewed CBDs have sufficient systems in place to administer services with the CBD boundary. OEWD is offering this matching grant program to assist organizations in defraying costs.

**Applicants may propose grants of up to \$15,000** for completion of activities in this program area.

Projects proposed under this program area should meet each of the following criteria:

- Targets a recently renewed or formed CBD
- Have an interim board that has at least 50% representation of property owners and at least 20% representation from business owners who do not own property.
- Completion of proposed project by June 30, 2016.
- Leverages private resources, including financial commitments, in kind donations, volunteer time, etc.

Eligible projects may include (but are not limited to) the following:

- Coordination and staffing of CBD Board meetings
- Activities related to the setup of non-profit corporation (i.e. development of operating procedures and bylaws, obtaining of legal counsel, drafting and submittal of federal documents, etc.)
- Conducting of hiring process for identified CBD Staff
- Solicitation of program consultants and contractors to deliver services identified in Management Plan,
- Setting up of all financial accounts (i.e. bank account, city vendor, business registration, etc.)
- Securing of Insurance

- Compiling of photos of existing conditions within the district

### III. Application Process and Guidelines

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#### A. Questions and Inquiries

Any questions or clarifications should be directed to the department's procurement team via email to [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org). Questions should be submitted in writing, no later than 5p December 28, 2015.

Applicants are encouraged to contact OEWD in advance of the deadline with any questions. A summary of all questions, and answers pertaining to this RFP will be posted at OEWD's bid opportunities website, <http://www.owd.org/index.aspx?page=17> by January 5, 2016. The department may make interim postings of Q&As before the deadline; interested parties are encouraged to check the site often for these interim postings.

#### B. Applicant Requirements and Guidelines

The following are the requirements and guidelines for applicants:

- Eligible Applicants
- Organizational Capacity
- Board of Directors/Leadership/Stability
- General City Grant Requirements
- Additional Local Requirements
- Extendibility of Procurement Justification
- Collaborations
- Conditions of Proposal

##### 1. Eligible Applicants

**Eligible applicants include all of the following, unless otherwise noted:**

- 501(c) (3), 501(c) (4), 501 (c) (6) registered non-profit corporations. Applicants should have a Board of Directors with a minimum of 3 members that reflect the diversity of the program(s) and clients being served;
- Governmental entities, including public agencies, commissions or authorities that are independent of the City and County of San Francisco's government. Churches that meet the requirements of IRC section 501(c)(3), regardless of their application and recognition from the IRS;
- Institutes of higher education; and private businesses and other entities properly recognized by the State of California, who are eligible to do business in San Francisco, and meet the vendor requirements set forth below.

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Please note that certain program areas may only seek applications from specific entities (e.g. nonprofit organizations or established Community Benefit Districts). Refer to the language in each program area to clarify eligibility.

### **2. Organizational Capacity**

Qualified applicants must demonstrate the capacity for each program area outlined within the specific program description sections above. All qualifications requested should be addressed in the proposal response.

### **3. Board of Directors/Leadership/Stability**

- a) Board (if applicable) and staff must have broad based experience and skills to satisfactorily manage and guide the organization
- b) The Board of Directors (if applicable) must provide vision, oversight and direction to the organization
- c) The Board of Directors (if applicable) should include San Francisco residents or demonstrate knowledge of the needs of low and moderate income San Franciscans. Representation on the board of low income residents and from the target neighborhood/population is encouraged.

### **4. General City Grant Requirements**

This RFP uses the words grant and contract interchangeably. The actual form of agreement and specific language will be determined by the City during the negotiation process.

All applicants must comply with each of the following:

- a) Applicants must demonstrate a history of meeting outcome requirements for other similar programs.
- b) Successful applicants must comply with all applicable local government regulations.
- c) Successful applicants must comply with all reporting and monitoring requirements to capture the overall efficacy of this funding opportunity and of the specific program(s).
- d) Successful applicants must provide proof of insurance during the grant negotiation process.
- e) Successful applicants must either be an approved City vendor or be able to meet all City vendor requirements and not be on the City Vendor Debarred list. Unless approved by OEWD, all applicants must be able to become an approved City vendor within ten days of notice of award. Sub-grantees are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, Room 430, and 1 Dr. Carlton B. Goodlett Place San Francisco, California 94102 or downloaded from their website at <http://sfgsa.org/index.aspx?page=359>.
- f) Successful applicants must meet all of the following conditions:



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- (i) Are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with Executive Orders 12549 and 12689, "Debarment and Suspension." This list includes the names of parties debarred, suspended, or otherwise excluded by agencies, and the names of contractors declared ineligible under statutory or regulatory authority other than Executive Order 12549;
- (ii) Have not, within the previous three years been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (iii) Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in subsection above; and,
- (iv) Have not, within the previous three years, had one or more public transactions (Federal, State or local) terminated for cause or default; or
- (v) Are otherwise not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

### 5. Additional Local Requirements

Funds are subject to numerous local requirements which are listed below:

- a) **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.
- b) **Non-Discrimination:** Agencies must comply with federal and San Francisco Contract Monitoring Division (CMD) prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Agencies must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the CMD website at <http://sfgsa.org/index.aspx?page=6125>
- c) **Environmental Review:** Agencies must complete this review before funds can be utilized.
- d) **Procurement:** Projects must comply with federal conflict of interest regulations, and regulatory procedures for obtaining and granting for goods and services.
- e) **Ineligible Reimbursements:** Funds for activities occurring prior to the commencement date of the grant agreement cannot be reimbursed.
- f) **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.

- g) **Political Activity:** No federal funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Grantee shall comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. In addition, proposers must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code. Details can be found at: <http://sfgsa.org/index.aspx?page=5199>

## 6. Extendibility of Procurement Justification

This RFP procurement process, and the proposals received as a result of it, may be used to justify grant funding decisions for other similar services and/or other funding that becomes available through OEWD or any other City Department.

## 7. Collaborations

Collaborative consortia, joint ventures or a team of organizations with complementary skills and experience are permitted and highly encouraged to respond to this RFP.

- a) **Lead Applicant:** Proposals from collaborative consortia, joint ventures, or teams must designate a lead agency that will serve as the fiscal agent for the partners. This lead agency or organization will be responsible and accountable for effectively and efficiently planning, managing and delivering the services and activities described in this RFP, while providing excellent customer service and achieving the granted performance outcomes. The lead agency must also demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed and account for the grant funds. The lead applicant may or may not provide services other than oversight (i.e. a fiscal agent).
- b) **Sub-granting:** Applicants may include sub-grant arrangements with other organizations; however, these arrangements must be made prior to submission of the proposal. Confirmation of a memorandum of understanding or other formal agreement between the applicant and sub-grantee may be requested by OEWD during or after the review process.
- c) **Severability of Collaborative Proposals:** OEWD, and/or any other City departments who use this RFP solicitation as a procurement process for other funds, reserve the right, at their own discretion, to fund select activities or partners, (and remove or eliminate others) within a proposal submitted by a collaborative or group of agencies.

## 8. Conditions of Proposal

- a) A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date. In no case will a statement of

## RFP for Invest In Neighborhoods Economic Development Grants

intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

- b) Applicant agrees that submission of a proposal properly completed and signed off by an owner or officer of the proposing firm, agency, or organization who is duly authorized to bind the applicant, shall constitute an agreement to accept all conditions, provisions, requirements, and specifications contained in the City and County of San Francisco Request for Proposals. It is the responsibility of the lead agency to ensure that all named partners are in agreement with the proposal prior to submission. The Proposal shall be binding for no less than one hundred twenty (120) days. The grantee must comply with City and County ordinances and contracting requirements. For more detailed information, see the Office of Contract Administration website at <http://www.sfgov.org/oca> The grant requirements include general liability and auto insurances, compliance with equal benefits ordinance, and current SF business tax certificate, if applicable.
- c) Applicant agrees that all costs incurred in developing this proposal are the Applicant's responsibility and at the Applicant's cost.
- d) Applicant agrees to provide adequate staff to carry out the project and to work with City staff in ensuring that all provisions in the grant agreement are met, including timely reporting using City client tracking reporting systems.
- e) Applicant understands and agrees that any proposal may be rejected if it is conditional, incomplete, and/or deviates from the specifications contained in this City and County of San Francisco Request for Proposals. Applicant further understands and agrees that the City's representatives have the right to reject any or all proposals or to waive deviations, which are immaterial to performance. Applicant understands and agrees that minor defects may be waived at the discretion of the City. The waiver will not excuse an applicant from full performance if Applicant should be awarded the grant. Justification supporting the reason for any type of rejection will be submitted to the Applicant.
- f) In accordance with San Francisco Administrative Code Section 67.24(e), bids, responses to RFPs and all other records of communications between the City and persons or firms seeking grant shall be open to inspection immediately after a grant has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefits until and unless that person or organization is awarded the grant or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

### **IV. Proposal Submission Requirements**

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#### **A. Time and Place for Submission of Proposals**

**Proposals must be received by 5:00 p.m. on January 14, 2016.** Postmarks will not be considered in judging the timeliness of submissions.

### **Submitting**

When you are satisfied with your completed application, save your final version and email it to: [owd.procurement@sfgov.org](mailto:owd.procurement@sfgov.org)

along with any relevant supplemental materials

You will receive an automated response to indicate that your submission was received. You will be responsible for ensuring that all required questions have been addressed and that all supplemental materials have been submitted on or before the deadline. The receive date and time will be established by the date/time assigned by the City email server. Early submission is highly encouraged.

You may alternatively hand-deliver or mail one signed original application and all supplemental materials, along with a CD or USB drive with electronic versions of the application and all supplemental materials, to:

**Office of Economic and Workforce Development (OEWD)  
San Francisco City Hall  
1 Dr. Carlton B. Goodlett Place, Room 448  
San Francisco, CA 94102**

Proposals delivered in person must be left with Myisha Hervey, and proposals delivered by mail must be sent to the attention of Myisha Hervey.

Any submittals delivered by mail or in person must be in a sealed envelope clearly marked **Invest in Neighborhoods Economic Development RFP#201**. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

Proposers may seek funding in more than one area described in this RFP, however, a separate application must be filed for each funding area that the organization wishes to provide services for.

### **B. Proposal Package Checklist**

The following items must be included in the submittal package:

- A project proposal using the application template provided
- A proposed project budget using the application template provided
- A Staffing and Board Composition Chart for the Lead Applicant and Program Lead, if applicable, using the template provided
- A Submission Authorization Form signed by the Lead Applicant's Executive Director or CEO and the Program Lead's Executive Director or CEO, if applicable.
- An overall Organizational Budget for the Lead Applicant and Program Lead, if applicable

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- An organizational chart for the Lead Applicant and Program Lead, if applicable
- Letters of Support (Up to 4)

Only applications submitted using the approved template will be considered for funding. A Word-version form of the application is available for download at <http://www.oewd.org/index.aspx?page=17>

If you need to cancel and resubmit your application, please resubmit an entire package with a replacement application and all supplemental materials. In the body of the email, please reference the original application, including submission date, time, and originating email address. All submissions, original or replacement, must be received by the deadline stated in the RFP. No late submissions will be considered.

**V. Project Proposal Content**

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The proposal submitted must be clear and concise. It must demonstrate an understanding of the IIN objectives and clearly respond to a program area. The written proposal should include the following information, in the order specified below on the template provided for download at <http://www.oewd.org/index.aspx?page=17>. The City reserves the right to deem any proposal nonresponsive if it is not presented in the format required below.

<b><u>PART I. LEAD APPLICANT PROFILE</u></b>	
This section should include information for the Lead Applicant, the entity that will hold the contractual obligation for the proposed project. If you are applying as the fiscal agent for another entity, please include your information here and list information on the Program Lead in the next section. All fields marked by an asterisk (*) are mandatory; enter 0 or N/A if not applicable.	
<b>Lead Applicant Name*</b> (75 characters) <i>e.g. Name as shown on your 501(c)(3), 501(c)(4), or 501(c)(6) letter and to whom contributions are payable</i>	[Lead Applicant Name]
<b>Doing Business As (DBA) or Also Known As (AKA), if applicable</b> (50 characters)	[DBA or AKA - limit 50 characters]
<b>Address*</b> <i>Headquarters Street Address with Suite #, if needed</i>	[Street Address]  [City], [State] [Zip]
<b>Web Address*</b>	[Website]

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<b>Main Phone including area code*</b>	
<b>Executive Director/CEO Name*</b>	[ED/CEO Name]
<b>Executive Director/CEO Title*</b>	[ED/CEO Title]
<b>Executive Director/CEO Direct Phone*</b>	[ED/CEO Phone]
<b>Executive Director/CEO Email*</b>	[ED/CEO Email]

<b>CONTACT &amp; GENERAL INFORMATION: PROGRAM LEAD</b>	
This section only applies if the Lead Applicant is acting solely as the Fiscal Agent.	
<b>Program Lead</b>	[Program Lead Name]
<b>Program Lead Address</b> <i>Local Headquarters Street Address with Suite #, if needed</i>	[Street Address] [City], [State] [Zip]
<b>Web Address</b>	[Website]
<b>Main Phone including area code</b>	[Main Phone]
<b>Program Lead Executive Director/CEO Name*</b>	[ED/CEO Name]
<b>Program Lead Executive Director/CEO Direct Phone*</b>	[ED/CEO Direct Phone]
<b>Program Lead Executive Director/CEO Email*</b>	[ED/CEO Email]

<b>POINT OF CONTACT FOR THIS APPLICATION</b>	
If another individual will serve as the primary point of contact for this application, please list their contact information here. This person should be authorized to clarify programmatic and budgetary questions on behalf of the Lead Applicant.	
<b>Primary Point of Contact Name*</b>	[Contact Name]
<b>Primary Point of Contact Title*</b>	[Contact Title]
<b>Primary Point of Contact Direct Phone*</b>	[Contact Phone]
<b>Primary Point of Contact Email*</b>	[Contact Email]

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**OTHER PROGRAM AGENCIES**

If this application includes other agencies as partners, subgrantees or advisors, please list them below.

[Agency Name]	Suggested Relationship
[Agency Name]	Suggested Relationship
[Agency Name]	Suggested Relationship
[Agency Name]	Suggested Relationship
[Agency Name]	Suggested Relationship

**TOTAL AGENCY BUDGET (7/1/2015-6/30/2016)**

\*Note: Please remember to include detailed budget(s) as supplemental materials.

<b>Lead Applicant Total Budget*</b> \$[Lead Applicant Budget]	<b>Program Lead Total Budget (if applicable)</b> \$[Program Lead Budget]
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**PART II. PROJECT DESCRIPTION**

The project description (proposal) provides information on which the application will be evaluated and ranked in competition with other applications for funds available through this RFP. It should be concise and complete. In preparing the project description, applicants should provide information responsive to pertinent requirements set forth in the scope of work. Project descriptions are evaluated based on clarity, substance and measurable results, not length.

**Overview/Executive Summary** (Character Limit: 1000)

The overview must be clear, accurate and concise. It should clearly identify the program area for which funding is being sought. It should provide a brief description of the proposed project, including the needs to be addressed, the proposed services and the neighborhood(s) that will be served. Refer to Section II of the RFP for details on commercial corridors and program descriptions.

The overview should briefly address the principal objectives of the proposed project, and establish clear connections between the issues/need for assistance and specific objectives that will be implemented. The overview should further note how the proposed project is aligned with and leverages the mission, programs, and expertise of the applicant organization or collaborative partnership. If applicant is a collaborative partnership, discuss the partners' history of working together, with specific attention to providing the services proposed.

**Approach, Activities and Outcomes** (Character Limit: 4000)

This section should outline a plan of action that describes in sufficient detail the specific scope of services applicant(s) propose and how the proposed work will be accomplished. The plan

should address all functions and activities for which applicants seek funds. Cite factors that might accelerate or decelerate work, explain rationales for strategies selected, and describe any unique or unusual features of the proposed project, such as design or technological innovations, cost or time saving strategies, or methods to increase engagement of targeted stakeholders in services.

Specific recommendations:

- Describe the services to be provided. For each service component provide detail on the types of activities, number of hours, frequency, location and methods that will be used to deliver services.
- Address the qualitative and quantitative outcomes your program proposes to achieve. Provide projections of the accomplishments to be achieved for each activity or function proposed, such as the number of activities or steps to be accomplished or number of individuals or businesses to be served. If accomplishments cannot be quantified, list them in chronological order to show a sequence of steps and their projected start and end dates.
- Include and make clear the organizations, cooperating entities, consultants or key individuals who will work on the proposed activities, with a short description of the nature of their contributions and qualifications.
- Address demographic and geographical areas of focus where appropriate, or as required by program section above.
- Provide specific details regarding your past performance as a provider of similar services including any current and/or on-going grants or contracts with the City of San Francisco or other funders.

**Performance Measurement and Reporting** (Character Limit: 1000)

Provide a narrative addressing how data on project activities and outcomes will be collected and reported. Describe measures that will be developed and/or used to determine the extent to which the project has achieved its stated objectives and describe how data will be used to determine whether the needs identified are being met and whether project results are being achieved. Describe any processes and procedures that are or will be in place to determine whether the project is being conducted in a manner consistent with the work plan and how effectiveness and efficiency will be improved. Describe how the outcomes proposed and measured will demonstrate positive neighborhood development impact.

**Financial Management and Budget** (Character Limit: 1000)

Please provide a brief narrative detailing the financial management of the organization  
Specific recommendations:

- Describe the key features of your organization's financial tracking system and confirm it is capable of generating all financial information needed for required reports, including data needed to monitor, evaluate and if necessary, modify program performance.
- Describe in detail any cost allocation plan utilized when costs are chargeable to more than one cost category, or to more than one program and/or funding source.
- If proposing a management fee/fiscal fee identify how the requested percentage was



identified.

- Provide a narrative justification for items in the budget
- Provide details on any matching or leveraged funds including anticipated source, amount, and restrictions. Although encouraged for all requests, matching funds are required by some program areas. Please refer to the program descriptions in Section II of the RFP to determine if a match is required.
- Provide your agency's total budget amount for July 1, 2015-June 30, 2016. (e.g. Agency's budget for FY 2015-16 is \$2M total)
- Provide a proposed budget for the project using the template available on the OEWD bid opportunities website at <http://www.oewd.org/index.aspx?page=17>

## **VI. Evaluation and Selection Criteria**

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Proposals will be reviewed by a Review Committee. The Review Committee may consist of non-City staff and other individuals who have experience in the service areas requested in this RFP. Proposals will be evaluated using the criteria and process outlined below as a framework. Nothing herein shall obligate the City to make any grant, or shall guarantee any proposer the right to any grant money. The City reserves the right not to award grants based upon the ability of the proposer to meet the City's objectives and budgetary priorities.

### **A. Review Process**

The City will verify that the proposals have met all the requirements to be considered responsive. Failure to comply with the proposal requirements contained in this RFP may result in elimination of that proposal from consideration. All responsive proposals will then be submitted to the Review Committee for scoring.

1. The City may contact the applicants to clarify any portion of the proposal. All questions to the applicants will be submitted in writing and the answers, in writing, will be submitted, along with the proposals, to the Review Committee for scoring.
2. Any attempt by an applicant to contact a member of the Review Committee during the proposal review process (other than submitting clarification questions or responding to any City-initiated contact) may result in the elimination of that proposal from consideration.
3. The Review Committee will review and score all responsive proposals.
4. After the Review Committee has concluded its evaluation and scoring of the proposals, the results will be submitted to the Director of OEWD, and the appropriate oversight bodies, if appropriate, for review and determination of the award. The tentative awardees whose proposal(s) are determined to meet the needs of the City will be recommended to negotiate a grant.
5. All applicants will be notified of the results of the evaluation.

## RFP for Invest In Neighborhoods Economic Development Grants

6. The tentative award may be conditioned on inclusion of changes/additional terms. Negotiations over the specific terms and language may be required before submission to the Civil Services Commission for approval, if applicable.
7. If the City is unable to negotiate a satisfactory agreement with the winning applicant(s), the City may terminate negotiations with that applicant and proceed to negotiate with other qualified applicants in the order of their ranking in the evaluation process. This process may be repeated until a satisfactory grant agreement has been reached.
8. Final award of the grant may be subject to approval by the Civil Service Commission, Board of Supervisors, Mayor, or other governing body.

### **A. Minimum Qualifications**

Any proposal that does not demonstrate that the proposer meets the requirements described in Section III by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for funding consideration.

### **C. Selection Criteria**

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. Point values indicate the relative importance placed on each section and points will be allocated based on the extent to which the application addresses the criteria listed. Applicants should prepare their proposals with these criteria in mind. Depending on the number and quality of proposals, applicants may be invited to be interviewed by the committee to make a final selection. Each application will be considered individually and the organization's overall capacity in relation to the number of projects proposed will also be considered when projects and proposals are recommended for funding.

### **Overview (20 points)**

- a. The application demonstrates an understanding of the goals, objectives and outcomes listed in the RFP.
- b. The proposed project will contribute to achieving the goals and objectives stated in the RFP.
- c. The application presents a clear description of the proposed project, including a clear statement of goals and objectives
- d. The application demonstrates a thorough understanding of the economic, social, financial, institutional or other issues that require a solution.
- e. The application suggests compelling, clear and feasible strategies to deliver services in a manner that will achieve strategic goals and updated vision for workforce services presented in the RFP.

### **Approach, Activities, and Outcomes (45 points)**

- a. The application presents a plan of action that describes in sufficient detail the specific scope of services applicant(s) propose and how the proposed work will be accomplished.

## RFP for Invest In Neighborhoods Economic Development Grants

- b. The application presents a reasonable timeline for implementing the proposed project including major milestones and target dates. It addresses factors that might speed or hinder implementation and explains how these factors would be managed.
- c. The design of the project reflects current knowledge on effective practices supported by applicants' experience, research and literature.
- d. The proposed project would involve the collaboration of partner organizations, cooperating entities, consultants or key individuals who would maximize the effectiveness and efficiency of service delivery. If a collaborative application is proposed specific activities and the role, capacity, and contributions each partner will make to the proposed project is detailed.
- e. The proposed project reflects performance targets appropriate for the program
- f. The proposal demonstrates the organization's capacity to carry out the proposed project by connecting current or previous experience with the proposed programming.

### **Performance Measurement and Reporting (20 Points)**

- a. Applicant addresses how data on project activities, outputs and outcomes will be collected and reported.
- b. Applicant demonstrates they have or will develop the capacity to collect and manage data.
- c. The application provides an appropriate and feasible plan describing how data will be used to determine whether the needs identified are being met and whether project results are being achieved.

### **Financial Management and Budget (15 Points)**

- a. A detailed narrative budget justification presenting reasonable costs in view of activities proposed and expected results.
- b. Budget conformed to the template provided and agency's overall budget is of a size to reasonably expect successful delivery of the program.
- c. Applicants' fiscal controls conform to requirements and would ensure the prudent use, proper and timely disbursement and accurate accounting of funds awarded under this RFP.
- d. Additional resources are available to ensure implementation and sustainability of programming.

## **VII. Terms and Conditions for Receipt of Proposals**

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### **A. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify OEWD, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to OEWD promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

**B. Inquiries Regarding RFP**

Inquiries regarding the RFP, and all notifications of intent to request written modification or clarification of the RFP, must be directed by email to the department's procurement team at [oewd.procurement@sfgov.org](mailto:oewd.procurement@sfgov.org) . Substantive responses to any such inquiries will be posted on OEWD's website: <http://www.oewd.org/index.aspx?page=17>

**C. Objections to RFP Terms**

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to OEWD setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

**D. Change Notices**

OEWD may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on OEWD's website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by OEWD prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the OEWD website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

**E. Proposal Clarification**

At any time during the proposal evaluation process, OEWD may require a proposer to provide oral or written clarification of its proposal. OEWD reserves the right to make an award without further clarifications of proposals received.

**F. Errors and Omissions in Proposal**

Failure by OEWD to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the

**G. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

**H. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

"No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a

## RFP for Invest In Neighborhoods Economic Development Grants

City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the grant is approved by the City elective officer or the board on which that City elective officer serves.”

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- The officer’s re-election campaign.
- A candidate for that officer’s office.
- A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.
4. For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

### **I. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors’ bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person’s or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**J. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer’s meetings and records, and (2) a summary of all complaints concerning the proposer’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint.

If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer’s Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

**K. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.
7. Cancel the procurement action in its entirety

**L. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**VIII. Grant Award**

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RFP for Invest In Neighborhoods Economic Development Grants

OEWD anticipates making the following initial awards through this RFP. All awards are contingent upon budget approval and funding availability.

<b>Program Area</b>	<b>Anticipated Number of Awards</b>	<b>Anticipated Total Funding</b>
<b>A</b>	<b>up to 20</b>	<b>\$450,000</b>
<b>B</b>	<b>2</b>	<b>\$150,000</b>
<b>C</b>	<b>1</b>	<b>\$150,000</b>
<b>D</b>	<b>1</b>	<b>\$50,000</b>
<b>E</b>	<b>1</b>	<b>\$200,000</b>
<b>F</b>	<b>1</b>	<b>\$40,000</b>
<b>G</b>	<b>1</b>	<b>\$100,000</b>
<b>H</b>	<b>1</b>	<b>\$130,000</b>
<b>I</b>	<b>1</b>	<b>\$50,000</b>
<b>J</b>	<b>1</b>	<b>\$150,000</b>
<b>K</b>	<b>1</b>	<b>\$75,000</b>
<b>L</b>	<b>1</b>	<b>\$250,000</b>
<b>M</b>	<b>1 – 9</b>	<b>\$190,000</b>
<b>N</b>		
<b>O</b>		
<b>P</b>		

**IX. Grant Requirements**

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**A. Standard Grant Provisions**

The successful proposer will be required to enter into an agreement with the City prior to performing services. It is anticipated that the form to be used will be an agreement substantially in the form of the Grant Agreement, attached hereto as Appendix A (“Agreement”). The actual form of agreement and specific language will be determined by the City during the negotiation process.

Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another organization.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§16.2 in the Agreement);

the Minimum Compensation Ordinance (§16.8 in the Agreement); the First Source Hiring Program (§16.10 in the Agreement); and applicable conflict of interest laws (§8.4 in the Agreement), as set forth in paragraphs B, C, D, and E below.

**B. Nondiscrimination in Contracts and Benefits**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at <http://sfgsa.org/index.aspx?page=6125>.

**C. Minimum Compensation Ordinance (MCO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see Section 16.8.

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

**D. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 701-4848.

**E. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State



of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

## **X. Protest Procedures**

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### **A. Protest of Non-Responsiveness Determination**

Within five calendar days of the City's issuance of a notice of non-responsiveness, any respondent that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth calendar day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the respondent, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Grant Award**

Within five calendar days of the City's issuance of a notice of intent to award the grant, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth calendar day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by 5:00 p.m. of the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or via e-mail will not be considered.

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If the City determines that a meeting with the party submitting the appeal is necessary, such meeting will be scheduled within ten (10) calendar days of the receipt of a protest to review and attempt to resolve the protest.

**Protests must be delivered to:**

Director of Contracts  
Office of Economic & Workforce Development  
1 South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

**Appendix A: Sample Agreement for Grant (Form G-100)**

Note that terms and conditions within the City's standard grant boilerplate may change as new legislation is enacted or to reflect specific regulations and requirements of the moneys funding the grant's programming. The actual form of agreement and specific language will be determined by the City during the negotiation process.

The template available for download at <http://www.oewd.org/index.aspx?page=17> should only be used as a general guide.

**Appendix B: Proposal Budget Template**

Include a budget for your proposed project activities using the Excel template, available for download at <http://www.oewd.org/index.aspx?page=17> No other budget formats will be accepted.

**Appendix C: Proposal Application**

The application is available for download at: <http://www.oewd.org/index.aspx?page=17>

**Appendix D: Staffing and Board Composition Chart**

A template Staffing and Board Composition Chart is available for download at: <http://www.oewd.org/index.aspx?page=17>

**Appendix E: Submission Authorization Form**

A Word version of this form is available for download at: <http://www.oewd.org/index.aspx?page=17>