

RFP #213 Question and Answer Log					
Date Received	Name	Organization	Question:	Response:	Program Area(s)
10/1/2019	Fatima Sequeira	Kai Ming Head Start	Is this funding availability for non profit agencies? If so, can we still apply?	<p>Yes, the funding in RFP 213 is in fact only available for nonprofit agencies. You can review all information pertaining to the RFP on our website here: https://oewd.org/bid-opportunities/rfp-213</p> <p>The application deadline is October 31.</p> <p>If you are interested in finding out more about whether your proposed projects are a fit, I would recommend that you attend this Friday's RFP 213 Bidders Conference. While not required, the Bidders Conference is a great way to learn more about the programs being solicited, as well as the process for submitting a complete proposal packet. The Bidders Conference will take place:</p> <p>Date: Friday, October 4, 2019 Time: 2:00 PM - 3:30 PM Location: San Francisco Main Library 100 Larkin Street (at Grove) Latino/Hispanic Community Room A/B (lower level) San Francisco, CA 94102</p> <p>Please feel free to let us know if you should have any additional questions about this funding opportunity. The deadline for submitting clarifying questions about this RFP is next Thursday, October 10 at 5:00PM.</p> <p>We also have another open RFP ("RFP 212") which you may be interested in; visit https://oewd.org/bid-opportunities for more information on our active solicitations.</p>	Administrative
10/2/2019	Tyler Shanley	North Beach Citizens	For 212 and 213 are they the correct grants for us to write for the continuation of assistance for the 5 Big Belly's installed in February, as well as the proposed five more Big Belly's we have identified for the North Beach area? As well as continued assistance with our expanded Street Beautification team.	<p>10/2 Response: Please note that RFP 212 and RFP 213 are on separate timetables and have different deadlines. RFP 212 applications are due by 5 p.m. on Friday, October 11 and are for the program areas identified in the Table on pages 7 and 8 of RFP 212. Q&A related to RFP 212 is now closed, however, checking the Table on Pages 7 and 8 shows that with regard to Big Belly, two Program Areas in RFP 212 specifically mention Big Belly (Areas H and U). Eligible neighborhoods for Program Area H are District 6 neighborhoods. Eligible Neighborhoods for Area U are City-wide. RFP 213 applications are due by 5 p.m. on Thursday, October 31 and we are having a Bidders Conference for RFP213 this Friday, Oct 4 from 2-4 pm at the SF Main Library, in the Latino/Hispanic Rooms A/B on the lower level. There are four Program Areas in RFP 213 as noted in the Table on page 9 of RFP213. Since the Q&A period is still open for RFP213, I will get back to you in the next day or two on your question as to whether RFP213 relates to Big Belly and Street Beautification team. Please review RFP213 Program Area 4 "Commercial Corridor Improvements and Beautification" for a description of the focus for this Program Area in RFP213.</p> <p>10/3 Response: On review of your question, I would like to clarify that the program areas solicited through RFP 213 are not for activities related to Big Belly installation or maintenance, nor are we seeking proposals for general street beautification (such as street cleanup projects). Instead, RFP 213 solicits proposals for projects that focus on providing direct technical assistance to businesses, attracting customers to the corridor, or improving the physical infrastructure of businesses. You are welcome to review RFP 213 (and attend the Bidders Conference tomorrow) to see if your proposed project(s) would be a fit, but it does not sound as though your current project is aligned with the funding priorities of RFP 213. As Denise mentioned, we are not able to answer any additional clarifying questions related to RFP 212 as the Q&A deadline has passed, but you are encouraged to review the posted RFP 212 Q&A log to see if anyone else asked similar questions. You can find the Q&A log under "Document Downloads" at the following site: https://oewd.org/bid-opportunities/rfp-212</p>	Administrative
10/3/2019	Sharon Miller	Renaissance Entrepreneurship Center	Are applications, narratives and budgets to be submitted through TGS or by email?	Complete proposal packets are to be submitted to this email address (oewd.procurement@sfgov.org). We also accept proposal packets in hard copy. Each RFP details the submission requirements in a section called "Proposal Submission Requirements".	Administrative
10/4/2019	Crystall L.	Lawyers' Committee for Civil Rights	The RFP notes that suppliers should have at least 3 board members who reflect the economic and racial diversity of the communities we serve. What will the verification process look like / what documentation will suppliers be expected to provide? How will it be enforced?	This information is self-disclosed. Generally speaking, we want you documenting your Board makeup in Appendix F, which is the Staffing and Board Chart, describing the demographics of your Board members and how it ties back to the proposed folks that you're serving. It also will be something you can talk about in the Proposal Narrative, Question 5, where it asks you about the makeup of your project team, and anything related to your Board oversight is generally answered within that section. If your proposal is funded, you will be asked to provide additional Board-related information in order to execute your grant agreement, to include information on other Boards your members serve on, as well as a list of board meetings that are to take place within the initial grant term. At this time, we do not require anything beyond a Supplier's confirmation that they meet this minimum requirement.	Administrative

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10/4/2019	Hannah Stapp	Start Small Think Big	Can you explain the requirements for the board of the organization applying? Specifically, what does the representation look like. Does the board need to represent who we're trying to help with this grant or can the board represent who we've helped in the past? We plan to have the board become more representative of this new population in the next year.	We generally expect that Boards are going to be representative of the clients served at the time of application. If you are actively recruiting Board members that are going to be more representative of the proposed service population, you will want to detail these efforts in your proposal to strengthen your proposal and demonstrate that you are making concrete efforts towards meeting those goals. Please consult the program area you are applying to, as each of the sections has more detail around how your board makeup and oversight will be weighted within the total point value of your proposal.	Administrative
10/4/2019	Emily Gasner	Renaissance Entrepreneurship Center	Will we get an auto-reply when we email the app. to know/confirm our app. has been received by the deadline?	Yes. If you are submitting multiple emails back to back, you might only get the notification the first time due to restrictions in Outlook. Our office will also confirm receipt of all timely proposals in an email. Please note that the 5:00PM deadline is based on the City's server -- applicants are advised to submit their proposals in advance of the 5:00PM deadline to ensure they are received.	Administrative
10/4/2019	Unknown	Unknown	When creating a bidder profile, how do we answer question 4 if one of our non-profit's Board members is a City Commissioner?	Question 4 on the Bidder Registration Application asks you "Is any owner, partner, contractor, employee, or employee's family member of your business also a current City and County of San Francisco employee (including Commissioners, Board Members, Committee Members, and/or Safety officers)?" Please answer truthfully, and list the name and Commission position that person holds under question 4a. These questions are not intended to prohibit you from entering into a grant agreement with the City; rather, they intend to control for possible conflicts of interest. Generally, a conflict would occur if the Commissioner/Board Member would have the ability to exercise control over funding decisions that they stand to receive some form of benefit from, whether direct or indirect (e.g. if your Board member is also a current or recent OEWD staff member). If you have any question about whether your Board member's participation on a City Commission will preclude you from participation in this RFP, please review the ethics rules -- which apply to City staff, elected officials, and commissioners -- found here: https://sfethics.org/compliance/city-officers/incompatible-activities-city-officers	Administrative
10/4/2019	Emily Gasner	Renaissance Entrepreneurship Center	On the appendices you posted, you posted a sample grant agreement. Within the grant agreement, there was a conflict of interest statement. And within the conflict of interest statement, the third conflict of interest, it said basically if you have an active lease or something like that with the City, would that constitute a conflict and make you ineligible to apply?	Holding a lease (or other contractual agreement) with the City would not necessarily preclude you from applying. Please review the official provisions on conflict of interest (found at Section 15.103 of the City's Charter, Article III, Chapter 2 of the 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) to ensure you would not be in violation of basic ethics rules. You will need to be prepared to disclose information on any existing grants/contracts with the City during the negotiation phase. The City Administrative Code also includes explicit provisions regarding campaign contribution limits by grantees and contractors, which are outlined in section 1.126 of the City's Campaign and Governmental Conduct Code. If your proposed project is for a City-owned space, please be advised that activities will only be eligible under Program Area 4 (public property improvements are eligible under HUD Code 14E -- please review the document found at https://files.hudexchange.info/resources/documents/Basically-CDBG-Chapter-8-Section-108.pdf for more information on the public benefit standards requirements). OEWD intends to support commercial rehabilitation under Program Area 4. These are activities that are designed to bring commercial structures up to code, improve their facades and improve the interior of an existing building.	Administrative
10/4/2019	Desi Danganan	Kultivate Labs	Is there any possibility of posting past awardees in any of these program areas, and what their action plans or programs look like, as an example? Just an example of what was awarded in the past.	Please review the document called "List of currently funded projects", posted under "Document Downloads" on the RFP 213 website (https://oewd.org/bid-opportunities/rfp-213)	Administrative
10/4/2019	Desi Danganan	Kultivate Labs	If I have a current grant with OEWD that is similar in program activity with these grants -- would I be disqualified or marked with a lower score?	No.	All Areas
10/4/2019	Lorraine Cawili	Mission Asset Fund	Will the grant be only for one year? (Would we be eligible to apply for multi-year? Contingent on performance and City funding?)	The \$1.25 million anticipated for funding through this RFP is for the first year of services, that is expected to be the annual amount. For proposals that are funded through this round, we are expecting a three-year initial term, with options to renew for up to an additional three years. While the amount that we've indicated here is for one year, and you can only apply to the limits as set forth in each program area, successful programming over the first year will likely lead to renewal. Renewals will be for at least two additional years, and then possibly up to an additional three years, depending on how well you do and depending on funding availability.	Area 1 - Small Business and Micro-Enterprise Technical Assistance
10/10/2019	Conny Zhu	Wu Yee Children's Services	Can you provide a definition for micro-enterprises and small businesses and help clarify the difference between these two?	A micro-enterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. (Page 8-2) A small business has more than five employees.	Area 1 - Small Business and Micro-Enterprise Technical Assistance

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10/10/2019	Conny Zhu	Wu Yee Children's Services	Some of our family child care providers are looking into expanding their current family child care business. These providers are having stabilized income from their business and their income is probably not falling under the low-moderate income level. And if our program serves only micro-enterprises which requires 100% of clients served under this grant to be low to moderate income micro-enterprises according to the RFP, can we still serve our existing family child care providers who need help with their business expansion but who are over the low to moderate income with this funding?	CDBG funds granted under the HUD code 18C Microenterprise Technical Assistance are for low to moderate income (LMI) business owners only . If your organization plans to assist FCC providers who will have more than 5 employees, the organization should apply as a 18B Small Business Technical Assistance provider. Under the 18B code, the jobs created by the business client will be income certified and 51% of those jobs should be held by or available to LMI people. A business owner served by an 18B grant does not have to be LMI.	Area 1 - Small Business and Microenterprise Technical Assistance
10/10/2019	Conny Zhu	Wu Yee Children's Services	If we serve providers who are over the low to moderate income, does that mean that our program will be out of compliance?	Yes, in order to serve as an 18C Microenterprise Technical Assistance provider, you must serve low to moderate income (LMI) clients. Please serve clients who are not LMI with other sources of funding (not 18C funds). If you are awarded a grant as an 18B Small Business Technical Assistance provider, you can serve a business owner above LMI, but at least 51% of the jobs created by the business needs to be for LMI individuals.	Area 1 - Small Business and Microenterprise Technical Assistance
10/10/2019	Conny Zhu	Wu Yee Children's Services	Is there a possibility that the income level to be adjusted to meet the needs of the population in San Francisco who also need help with their business retention and expansion?	Income levels adjust annually in March. Please review page 7 of the RFP for information on income eligibility.	Area 1 - Small Business and Microenterprise Technical Assistance
10/10/2019	Conny Zhu	Wu Yee Children's Services	Can the letter of support from a state or city department, or does it have to be from a community organization?	We will accept a letter of support from a public entity that can speak to the need and value of your services.	Area 1 - Small Business and Microenterprise Technical Assistance
10/4/2019	Victor His	SFACC	Programs 1-2 require responses to a case study. If we bid on more than 1 of these RFPs, do we need to do a separate case analysis for each, or can we use the same one?	You may submit the same case study and IDP (Individual Development Plan) in support of more than one proposal, as long as it ties to each proposed program. You would not want to submit the same answer twice if in fact it is not in line with the program is that you proposed. We are happy to clarify that further if need be.	Area 1 - Small Business and Microenterprise Technical Assistance; Area 2 - Technical Assistance for Corridor Businesses
10/4/2019	Ernesto	MEDA	Is there a specific definition for what constitutes a commercial corridor?	For the City we do have formal definitions of a neighborhood commercial district. Most of the ones you saw that would qualify today are formally adopted from the Planning Department and the way they constitute a commercial district. So there is a formal definition and commercial activities do occur within that neighborhood district. We can go into more detail about what that is, but it's a legal zoning matter, and there's a definition of that.	Area 2 - Technical Assistance for Corridor Businesses
10/4/2019	Desi Danganan	Kultivate Labs	Is there a minimum amount of businesses that need to be served? For example, 4 intensive projects vs. 14 shallow help... What is preferred?	There is no preference. The most important thing is that jobs are created for low to moderate income individuals, and the minimum percentage is 51% of those jobs.	Area 2 - Technical Assistance for Corridor Businesses
10/4/2019	Emily Gasner	Renaissance Entrepreneurship Center	Can we find corridor maps on the website to see the boundaries/streets/blocks?	We will post information on the boundaries of each target district on the RFP #213 website (https://oewd.org/bid-opportunities/rfp-213) under "Key Links and Resources" as soon as possible.	Area 2 - Technical Assistance for Corridor Businesses
10/4/2019	Helen Bean	Tenderloin Economic Development Program	We currently receive CDCG funding for operations and small business grants. Does the \$100,000 limit just apply to the operating portion?	No. The \$100,000 limit includes operations and small grants. We have small grants for Tenderloin Economic Development Program to do tenant improvements. The small grants are included in their total grant fund. If you are not doing small grants, you do not need to include that, if that is not what you are doing.	Area 3 - Neighborhood Commercial Corridor Revitalization
10/4/2019	Unknown	Self-Help for the Elderly	Is there an expected number of the number of commercial corridor we can propose to serve with the maximum of \$100,000?	No. You can support one, or a number of them, or more.	Area 3 - Neighborhood Commercial Corridor Revitalization; Area 4 - Commercial Corridor Improvements and Beautification
10/3/2019	Megan Braddock	Seneca Family of Agencies	In accordance with Request for Proposals #213 (Technical Assistance and Commercial Corridor Improvement Grants), could the City and County of San Francisco clarify if the Program Area 4 (Commercial Corridor Improvements and Beautification) can be used by a single non-profit entity to provide improvements to its own facility, with the scope of enhancement limited to one facility.	No, OEWD will not consider proposals for an organization's own facility improvements.	Area 4 - Commercial Corridor Improvements and Beautification
10/3/2019	Sophie Constantinou	College Hill Neighborhood Association	It looks like the OEWD RFP has a Mission / Bernal commercial corridor beautification section. Do you have the sense that this might be applicable to the Bernal Cut greening, cleaning or lighting improvements?	The program areas solicited through RFP 213 are not for activities related to beautification or greening projects, nor are we seeking proposals for general street or pathway beautification, clean up or lighting. Instead, RFP 213 solicits proposals for projects that focus on providing direct technical assistance to businesses, attracting customers to the corridor, or improving the physical infrastructure of businesses. You are encouraged to review RFP 212 to see whether any of the programs would be a better fit: https://oewd.org/bid-opportunities The deadline for applying to RFP 212 is coming up Friday, October 11 at 5:00PM. While we cannot answer clarifying questions regarding the eligibility of proposed projects under RFP 212 at this time, OEWD would be happy to provide general technical assistance regarding the application process. Please contact oewd.procurement@sfgov.org for technical assistance.	Area 4 - Commercial Corridor Improvements and Beautification

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10/4/2019	Desi Danganan	Kultivate Labs	Do sites for beautification or T.I. have to be determined for the RFP. Is having sites determined an advantage?	Yes, it is very specific. We are looking for the proposer to identify the need and think about the sites that will be receiving the improvement or the beautification. And just a reminder these are commercial spaces, so they are buildings that need support with tenant improvements, facade, and so forth. So you should think about the package and what is required for submission of what needs to be submitted as part of that proposal.	Area 4 - Commercial Corridor Improvements and Beautification
10/4/2019	Desi Danganan	Kultivate Labs	If I have a site in mind that are city-owned properties, does that give my proposal a better score?	No. We appreciate you trying to beautify our sites, but it does not give you a better score. While public property is eligible under HUD Code 14E, OEWD intends to support commercial rehabilitation under Program Area 4. These are activities that are designed to bring commercial structures up to code, improve their facades and improve the interior of an existing building.	Area 4 - Commercial Corridor Improvements and Beautification
10/4/2019	Unknown	Kai Ming Head Start	8 centers and 1 admin office do we qualify for beautification of hallways (within the facility)? We serve low-income children their families in SF.	None of the program areas within this RFP are designed for applicants to be able to rehabilitate their own physical space. It is intended for you to support businesses or corridors in general revitalization activities and improvements in target commercial corridors and businesses, not your own facilities. If you can make a case that your proposed site meets the criteria under Program Area 4 (e.g. the business is located in a target economic corridor, the business creates jobs for at least 51% low to moderate income individuals, and the enhancements will effect measurable positive change in the corridor), your proposal may be considered. Proposals that best contribute to the economic vitality of the corridor will be considered most favorably.	Area 4 - Commercial Corridor Improvements and Beautification
10/4/2019	Ernesto	MEDA	Is it required for only existing commercial spaces, or soon to be created commercial spaces (in development) are also qualified?	For existing commercial spaces. If they are in the process of getting entitled to be built, then no, they do not qualify. If they have already been built and zoned commercial and you want to make improvements to those spaces, then yes, they are considered "existing." If they are entitled in the process to be built, that does not qualify, because they are not "existing." If you have a cold shell for a business to move in, that would qualify.	Area 4 - Commercial Corridor Improvements and Beautification