

Mayor's Office Of Community Development

City & County Of San Francisco



Gavin Newsom
Mayor

Mélange Matthews
Acting Director

NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS (RFP)

The Mayor's Office of Community Development (MOCD) and Mayor's Office of Housing (MOH) are pleased to announce the availability of the Request for Proposals (RFP) for the 2008-2009 Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs. To increase the amount of time that you have to review the format and key priorities, draft elements of the RFP, including question sets, will be posted on MOCD's website at www.sfgov.org/mocd beginning Wednesday, November 7, 2007. The official RFP will be available electronically on MOCD's website on **Wednesday, November 28, 2007**. Alternative formats for persons with disabilities will be available upon request to MOCD's ADA Coordinator, Eugene Flannery at 415-701-5598 or eugene.flannery@sfgov.org. **All proposals must be submitted electronically by 5:00 p.m. on Thursday, December 20, 2007.** Supporting documentation for Capital and Public Space Improvement proposals must be received by MOCD by 5:00 p.m. on Friday, January 4, 2008.

The priorities of the CDBG and ESG programs are:

- Promote economic self-sufficiency for low- and moderate-income families;
- Strengthen neighborhood vitality;
- Increase the provision of timely, relevant and effective social services;
- Promote equity-based public policy strategies;
- Create housing opportunities for the homeless;
- Create affordable rental housing opportunities for individuals and families with incomes up to 60% of area median income; and
- Create homeownership opportunities for individuals and families up to 120% of area median income.

Please note that for the Emergency Shelter Grant (ESG) program only, applicants will be applying for two-year grants that cover the period of July 1, 2008 through June 30, 2010. Funding for the second year will be based on performance and availability of resources.

Access to On-line RFP

The on-line RFP system will be available beginning Wednesday, November 28, 2007.

Technical assistance workshops

MOCD and MOH will conduct two technical assistance workshops to assist interested applicants in assessing the eligibility and scope of proposed projects, and in completing the required elements of proposals using the online system. These workshops will be identical in content and will discuss all program areas, including capital projects. They are scheduled as follows:

- Thursday, November 29, 2007, 10:00 a.m. – 12:00 noon
1 South Van Ness Avenue, 2nd Floor Atrium Conference Room
- Thursday, December 6, 2007, 2:00 p.m. – 4:00 p.m.
1 South Van Ness Avenue, 2nd Floor Atrium Conference Room

How to contact MOCD/MOH

If you have any questions regarding the RFP, please call the MOCD/MOH main number at 415-701-5500 and your call will be directed to the appropriate staff person.

1 South Van Ness Avenue – Fifth Floor, San Francisco, CA 94103
Phone: (415) 701-5500 Fax: (415) 701-5501 TDD: (415) 701-5503 • www.sfgov.org/mocd

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

Instructions for Access to Agency Information Registration and RFP Application

The following are steps to access the online RFP system (including Agency Information Registration) beginning November 28, 2007.

The deadline for submitting an RFP is **Thursday, December 20, 2007, 5:00pm** (this is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time -- the online 'Submit' button will be disabled once the deadline arrives).

You must access "Agency Registration" to get to the online RFP form (this is so you can either enter new agency information or review/update existing agency information so records are correct prior to submitting a proposal).

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Mayor's Office of Community Development
Mayor's Office of Housing
Agency Info ●●● RFP ●●● Green Light ●●● 7c2

AGENCY REGISTRATION / RFP

There are 2 ways you may enter the Agency Information / RFP site:

Use this side if:

- > You know your user ID and password (must have Organization Admin or Data Entry level access)

User ID

Password

Enter

OR

Use this side if:

- > Your agency is new to MOCD/MOH, or you are not sure
- > You forgot/lost your login information

Agency Name **Go >>>**

1 step Type your agency name and check the list for a match; if you find your agency name, click on it, then click 'Go' (ignore step 2)

2 step If you cannot find your agency in step 1, click the 'Not on List' button

Not on the above list? **Not on List**

You are accessing this site from Computer IP Address 172.31.2.175
Access permitted to authorized users only.

== USEFUL TIPS ==

TO HELP YOU PREPARE
Information you need to complete the Agency Info Registration process:

- Agency Federal Tax ID
- Agency contact info (address, phone, e-mail)
- Exec. Dir. contact info (mail, phone, e-mail)
- Organization Size (full time & volunteer)
- Mission Statement
- Types of Services desc.
- ADA information
- List of users of MOCD/MOH online systems
- List of Board of Directors
- Annual budget and sources

HINT FOR AGENCY NAME
If typing your Agency name to check if it is on the list, try different variations (example:
"Children's Council of SF"
"SF Children's Council"
"Council for Children, SF")

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SF MOCD/MOH Agency Registration - RFP Access Screen

(Instructions start on the next page)

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

If you have Organization Admin or Data Entry login information (User ID / Password) for your agency:
(note: an Organization Admin is usually an Executive Director or other high level staff member who has full access rights to online MOCD/MOH systems)

1. Go to www.sfgov.org/mocd and click on the 'online Agency Info/RFP' button
2. Enter your Organization Admin or Data Entry level user ID and password (left side of the Agency Registration/RFP login screen), then click the 'Enter' button

3. On the next screen, confirm that all the posted Agency Information is correct/up-to-date, then submit the data by clicking the 'Submit' button at the top or bottom of the screen

4. After clicking the 'Submit' button, a confirmation message regarding saved data will appear at the top of the screen (unless any fields are missing data, in which case, an error message will appear)

Remember: When you click 'Submit' on any online MOCD/MOH application, you are electronically signing the submission. Your electronic signature, which is based on your login information, acts exactly the same as your ink signature on paper documents.

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AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

- Once you successfully submit your agency information, click the 'Launch RFP' button at the top or bottom of the screen to get to the online RFP application (you will have to login again as a security precaution)

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AGENCY REGISTRATION

Click to save agency information: [Submit](#)

Click for online RFP application: [Launch RFP](#)

ADMINISTRATIVE ADDRESS
25 Van Ness Av
San Francisco, CA 94102

MAILING ADDRESS
ADDRESS LINE 1: 123 Jupiter Drive
ADDRESS LINE 2:
CITY: San Francisco STATE: CA

USEFUL TIPS
INSTRUCTIONS:
Complete the requested information, and when finished, click the 'Submit' button at the bottom or top of the screen.
If you are intending to submit an RFP, after submitting updated agency information, click the 'Launch RFP' button. You will be taken to the RFP application site.
SUGGESTION:
If longer answers, as with the ADA section, it is a good idea to type your responses in a word processing program, then copy/paste into the appropriate boxes.
REMEMBER:
Items with an asterisk (*) are required fields. You will not be able to submit your information with these fields left blank.

- Complete and electronically submit your online proposal by **5:00 p.m., Thursday, December 20, 2007** (though those with Data Entry level access may enter information on the online RFP, only Organization Admin-level users may click the final 'Submit' button at the end of the process)

IMPORTANT DEADLINE INFORMATION: 5:00 p.m., Thursday, December 20, 2007 is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time – late applications, including those with saved, but non-submitted data cannot be accepted). The online RFP 'Submit' button will become disabled **5:00 p.m., Thursday, December 20, 2007**

AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

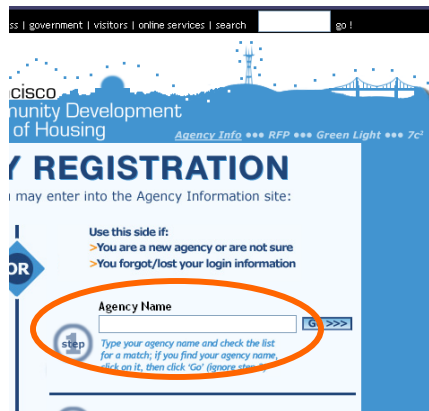
If you do not have the Organization Admin or Data Entry login info (User ID / Password) for your agency:
(note: an Organization Admin is usually an Executive Director or other high level staff member who has full access rights to online MOCD/MOH systems)

1. Go to www.sfgov.org/mocd and click on the 'online Agency Info/RFP' button
2. Type your agency's name in the "Agency Name" field (right side of the Agency Registration login screen, Step 1) until you find it in the list

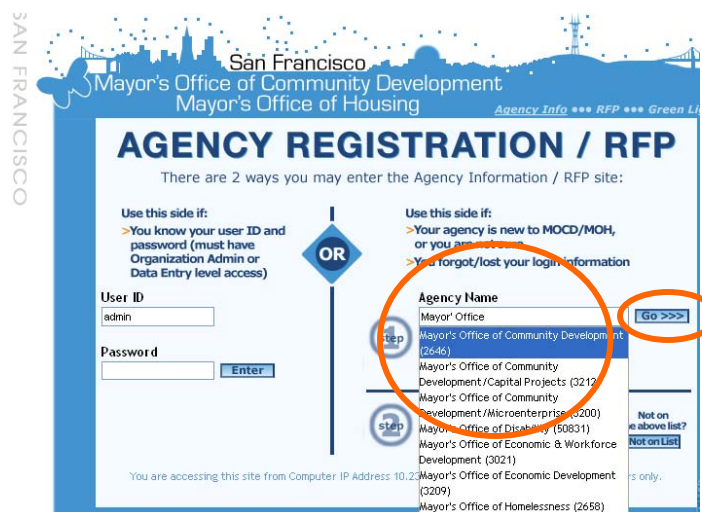
Tip: Since there can be a number of ways to enter an agency name, if you do not find yours on the list at first, try variations. This will help ensure that you do not create a duplicate entry.

For example:

"Vietnamese Community Ctr of SF"
"Vietnamese Community Center of San Francisco"
"SF Vietnamese Community Center"
"SF Vietnamese Comm Ctr"
"San Francisco Vietnamese Comm Ctr"



3. Once you find your agency's name, choose it by clicking on it, then click the 'Go>>>' button



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AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

4. A message will appear saying that an e-mail will be sent to the secure e-mail address(es) of the Organization Admin(s) on record for your agency; this e-mail will contain the recipient's login information: User ID and password (note: depending on system usage, this e-mail can sometimes take up to 24-48 hours to be sent)
5. Once the e-mail with login information is received, an Organization Admin at your agency can follow the login procedure under the *"If you have Organization Admin or Data Entry login information (User ID / Password) for your agency"* section of this document

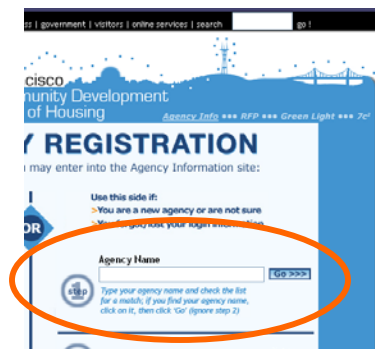
For all other applicants (agencies that never had MOCD/MOH online accounts):

1. Go to www.sfgov.org/mocd and click on the 'online Agency Info/RFP' button
2. Confirm your agency is **not** in the MOCD/MOH database by typing your agency's name in the "Agency Name" field (right side of the Agency Registration login screen, Step 1) and look for it on the list

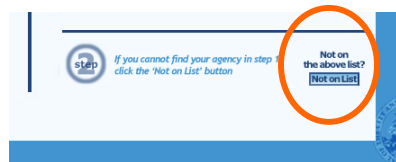
Tip: Since there can be a number of ways to enter an agency name, if you do not find yours on the list at first, try variations. This will help ensure that you do not create a duplicate entry.

For example:

"Vietnamese Community Ctr of SF"
"Vietnamese Community Center of San Francisco"
"SF Vietnamese Community Center"
"SF Vietnamese Comm Ctr"
"San Francisco Vietnamese Comm Ctr"



3. If you find your agency's name in the list, then please follow the directions in the *"If you do not have the Organization Admin or Data Entry login info (User ID / Password) for your agency"* section (above) – do not continue with the steps in this section; if you do **not** find your agency's name in the list, then click the 'Not on List' button (right side of the Agency Registration login screen, Step 2)

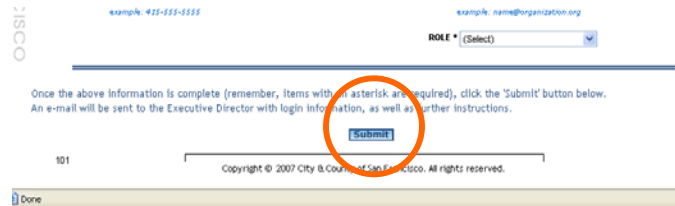


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AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

4. After clicking the 'Not on List' button, a short version of the online Agency Registration form will appear; complete the form, then click the 'Submit' button at the bottom of the page (if you are acting as a Fiscal Agent for a grantee, please switch to the Fiscal Agent Registration form,

by clicking the  – 'Switch to Fiscal Agent Form'– button near the top of the page)



Example: #123-456-7890 Example: name@organization.org

ROLE * (Select) ▼

Once the above information is complete (remember, items with an asterisk are required), click the 'Submit' button below. An e-mail will be sent to the Executive Director with login information, as well as further instructions.

Submit

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Done

5. Organization Admin level login information (User ID and password) will be e-mailed to the Executive Director's e-mail address provided on the Agency Information form shortly after the submission (note: depending on system usage, this e-mail can sometimes take up to 24-48 hours to be sent)
6. Once you receive the e-mail with login information, go back to www.sfgov.org/mocd and click on the 'online Agency Info/RFP' button
7. Enter the Organization Admin level login information sent by email, then click the 'Enter' button (left side of the Agency Registration login screen)



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San Francisco Mayor's Office of Community Development
Mayor's Office of Housing and Community Development

AGENCY R

There are 2 ways you may e

Use this if:

- You know your User name and Password (must be Organization Admin)

User ID

Must be Organization Admin

Password

Enter

OR

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AGENCY REGISTRATION - ONLINE RFP ACCESS INSTRUCTIONS

8. An extended Agency Information form will appear; complete this form, then click the 'Submit' button at the top or bottom of the screen (note: this form is a more detailed Agency Information form than the initial one mentioned in step #4; please scroll to view/complete all requested information)

Remember: When you click 'Submit' on any online MOCD/MOH application, you are electronically signing the submission. Your electronic signature, which is based on your login information, acts exactly the same as your ink signature on paper documents.

The screenshot shows the 'AGENCY REGISTRATION' form for the San Francisco Mayor's Office of Community Development. The form includes fields for 'ADMINISTRATIVE ADDRESS' (25 Van Ness Av, San Francisco, CA 94102) and 'MAILING ADDRESS' (ADDRESS LINE 1: 123 Jupiter, Drive, ADDRESS LINE 2, CITY: San Francisco, STATE: CA). A 'Submit' button is circled in orange. To the right, there are 'USEFUL TIPS' including instructions, suggestions, and reminders.

9. Once you successfully submit your extended agency information, click the 'Launch RFP' button at the top or bottom of the screen to get to the online RFP application

This screenshot is identical to the previous one, showing the 'AGENCY REGISTRATION' form. In this instance, the 'Launch RFP' button is circled in orange, indicating the next step in the process.

10. Complete and electronically submit your online proposal by **5:00 p.m., Thursday, December 20, 2007** (though those with Data Entry level access may enter information on the online RFP, only Organization Admin-level users may click the final 'Submit' button at the end of the process)

IMPORTANT DEADLINE INFORMATION: 5:00 p.m., Thursday, December 20, 2007 is a strict deadline; the 'Submit' button on the final page of the online RFP must be clicked by an Organization Admin-level user by this time – late applications, including those with saved, but non-submitted data cannot be accepted). The online RFP 'Submit' button will become disabled **5:00 p.m., Thursday, December 20, 2007**