**Appendix 1 to RFP#116: Proposal Template & Instructions**

1. **Proposal Summary**
   1. **Proposer Information**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Name** |  | | | | | **Federal ID#** | |  |
| **Address** |  | | | | | | | |
| **Director Name** |  | | | | | | | |
| **Director Phone** |  | | | | **Director Email** | |  | |
| **Contact Name** |  | | | | **Contact Title** | |  | |
| **Contact Phone** |  | | | | **Contact Email** | |  | |
| **Component Proposing to Serve** | | | | **Proposed Annual Budget** | | | | |
| **Housing-Focused Case Management Only** | | | | **$** | | | | |
| **Housing Locator Assistance Only** | | | | **$** | | | | |
| **Housing-Focused Case Management and Rental Assistance** | | | | **$** | | | | |
| **Housing Locator Assistance and Rental Assistance** | | | | **$** | | | | |
| **Using Subcontractor?** | **Yes**  **No** | **If yes, Name of Subcontractor** |  | | | | | |

* 1. Certifications

I understand that the San Francisco Department of Homelessness and Supportive Housing (HSH) reserves the right to modify grant requirements at the time of funding and/or during the grant agreement negotiations; that a grant may be negotiated for a portion of the amount requested; that funding sources are subject to change; and that there is no grant until a written grant agreement has been signed by both parties and approved by all applicable City agencies.

Submission of a proposal signifies that the proposed services and prices are valid for 180 calendar days from the Proposals Deadline and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

I understand that as a condition of receiving a grant under this RFP, my organization is required to use the ONE System as described in the RFP.

In accordance with Administrative Code Chapter 12X, I certify that my company is headquartered at the following address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I will notify the City if my company's headquarters moves.

The signatory below is a person authorized to obligate the Proposer to perform the commitments contained in the RFP and proposal. Submission of this document will constitute a representation by the organization that it is willing and able to perform the commitments and requirements contained in the RFP and proposal.

Signature of authorized representative(s):

**Name:** **Title:**

**Signature:** **Date:**

1. **Minimum Qualifications**

In no more than five pages, the Proposer must demonstrate that it meets the Minimum Qualifications. If a Subcontractor will be used, the Proposer must identify the subcontractor and how it meets the Minimum Qualifications:

1. **At least three years of experience providing housing or services to TAY experiencing homelessness within the past five years.**

|  |  |
| --- | --- |
| Prior or Current Program Name |  |
| Provided by | Primary Proposer  Subcontractor |
| Funder Name |  |
| Funder Contact Name |  |
| Funder Contact Title |  |
| Funder Contact Email Address |  |
| Start and End Dates of Services |  |
| Describe how Proposer or Subcontractor meet this Minimum Qualification: |  |

1. **Organizational Capability and Experience**

In no more than eight pages, the Proposer must provide responses to the following. Proposers are encouraged to provide concrete and clear examples for the component Proposer is proposing.

1. Describe agency’s experience delivering the services described in the RFP; and the agency’s organizational capability and infrastructure to deliver the services describe in the RFP.
2. Describe the agency’s experience with collaborations and agency’s approach in identifying and mitigating issues.
3. **Describe agency’s experience with positive youth development and inclusion of youth voice in the programming.**
4. **Describe the agency’s experience working with diverse individuals, including Black, Latino and LGBTQ youth and experience providing responsive services. Include the types of training that staff has received around cultural humility, motivational interviewing, active listening, and strengths-based service delivery.**
5. Describe the agency’s experience in using harm reduction and trauma informed care approaches.
6. Describe how the agency uses data in decision making and quality improvement.
7. **Program Plan**

In no more than ten pages, the Proposer must provide responses to the following. Proposers are encouraged to provide concrete and clear responses for the component Proposer is proposing.

1. Describe the agency’s plan to provide the proposed component. Make note of any challenges and barriers that may arise and how the agency plans to mitigate such issues, including how the agency plans to assure expenditure and invoicing of all funds by June 30, 2021
2. **Describe how the agency is aligned with the core principles and goals articulated in the HSH Strategic Framework.**
3. **Describe the proposed program staffing structure, including their responsibilities; how each position contributes to the goal of helping participants to sustain or secure housing; identify whether services will be performed by existing or proposed staff. Identify any subcontractor staff and describe their responsibilities in the delivery of services/space.[[1]](#footnote-1)**
4. **Describe agency’s methods for data collection, documentation, and reporting service and outcome data.**
5. **Describe the role of client input in program design, program operations, service delivery, and oversight.**
6. Describe agency’s plan to integrate racial equity into the program.
7. **Budget and Budget Narrative**

Using Appendix 2: Budget Template Workbookthe Proposer must complete/provide the following:

1. **Using the Appendix 2: Budget Template Workbook, provide direct expenses for all proposed costs to be supported through this grant from January 15, 2019 to June 30, 2021.**
2. **Complete the budget narrative tab, to clearly explain the basis for each expense listed on the Salaries and Benefits Detail and Operating Detail tabs.**
3. **Attach a Cost Allocation Plan.**

1. HSH expects that the persons identified in this proposal will be involved in the implementation and administration of the proposed services. This staff should also match the Budget. [↑](#footnote-ref-1)