



**CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS**

**REQUEST FOR PROPOSALS:
ASIAN PACIFIC ISLANDER
COMMUNITY NEEDS ASSESSMENT GRANT**

INFORMATION PACKET #2014-01

Date Issued:	February 18, 2014
Proposals Due:	February 25, 2014

ASIAN PACIFIC ISLANDER COMMUNITY NEEDS ASSESSMENT GRANT

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I. OVERVIEW

This overview is intended to assist applicants with the Request for Proposal (RFP) process and the focus of the Asian Pacific Islander Community Needs Assessment Grant. Please read this section carefully, along with the RFP, to determine whether your organization and your proposed project align with the strategic goals and priorities of the program as outlined in this document. These goals and priorities, as well as the applicant's demonstrated expertise to achieve outcomes will be the basis upon which all funding decisions are made.

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is seeking proposals from non-profit, community-based organizations in San Francisco to assist in assessing the economic, employment, health and social service needs of Asian Americans and Native Hawaiian/Pacific Islanders (AA/NHPIs) residing or working in San Francisco City and County. This project will involve analyzing all available information, studies and U.S. Census Bureau data, conducting surveys, and producing a baseline study on community needs specific to the AA/HNPI population in San Francisco City and County. The purpose of this project is to determine community needs and priorities, particularly for underserved, vulnerable, low-income, linguistically isolated or Hard-to-Reach (HTR) segments of the Asian and Pacific Islander community in San Francisco.

Selected applicants must demonstrate the cultural and linguistic competence, credibility and capacity to reach and analyze the needs of targeted populations and communities.

All questions submitted by 5:00 p.m. on Thursday, February 20, 2014, will be posted on OCEIA's website www.sfgov.org/oceia, by 5:00 p.m. on Friday, February 21, 2014.

OCEIA will not respond to questions submitted after the above deadline. **To ensure that all applicants have access to same information, OCEIA staff are not permitted to answer RFP content questions via telephone or in person.**

All proposals must be submitted electronically in MSWORD or PDF format to civic.engagement@sfgov.org and received by OCEIA no later than **5:00 p.m. on Tuesday, February 25, 2014**. An email response will be sent within 24 hours to confirm receipt of completed proposals submitted on time.

Applicants to this program bear the sole responsibility for ensuring that all submitted proposals, including attachments and application forms, are complete, accurate and received on time. Incomplete proposals or proposals sent after 5:00 p.m. on the due date or thereafter will not be accepted — no exceptions. Costs incurred by applicants in responding to this RFP are entirely the responsibility of the applicants and will not be reimbursed.

II. NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS
Edwin M. Lee, Mayor
Naomi Kelly, City Administrator
Adrienne Pon, Executive Director

NOTICE OF AVAILABILITY OF REQUEST FOR PROPOSALS: ASIAN PACIFIC ISLANDER COMMUNITY NEEDS ASSESSMENT

RFP#2014-01

Date Issued: February 18, 2014
Proposals Due: February 25, 2014 by 5:00 p.m.

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is pleased to announce the availability of a Request for Proposals (RFP) under the following general fund program: Asian Pacific Islander Community Needs Assessment Grant. The RFP will be available electronically on OCEIA's website at www.sfgov.org/oceia on Tuesday, February 18, 2014 by 3:00 p.m. Alternative formats for persons with disabilities will be available upon request to Danielle Lam, at (415) 581.2357 or email civic.engagement@sfgov.org. All proposals must be submitted electronically and received by 5:00 p.m. on Tuesday, February 25, 2014.

API COMMUNITY NEEDS ASSESSMENT PRIORITIES

The Office of Civic Engagement & Immigrant Affairs (OCEIA) is seeking proposals from non-profit, community-based organizations based in San Francisco to assist in assessing the economic, employment, health and social service needs of Asian Americans and Native Hawaiian/Pacific Islanders (AA/NHPIs) residing or working in San Francisco City and County. This project will involve analyzing all available information, studies and U.S. Census Bureau data, conducting surveys, and producing a baseline study on community needs specific to the AA/HNPI population in San Francisco City and County. The purpose of this project is to determine community needs and priorities, particularly for underserved, low-income, linguistically isolated or Hard-to-Reach (HTR) segments of the Asian and Pacific Islander community in San Francisco. All research activities must be conducted in San Francisco and will be focused on, but not be limited to, areas of the city with the highest concentration of AA/NHPI immigrant, LEP, low income or monolingual individuals.

How to contact OCEIA

If you have any questions regarding the RFP, please send an email to civic.engagement@sfgov.org with the subject line: **API Community Needs Assessment Grant**, or call the OCEIA main number at 581.2360 and your call will be directed to the appropriate staff person.

III. SCHEDULE

REQUEST FOR PROPOSALS FOR SAN FRANCISCO ASIAN PACIFIC ISLANDER COMMUNITY NEEDS ASSESSMENT GRANT RFP# 2014-01

Contact: Office of Civic Engagement & Immigrant Affairs
Email: civic.engagement@sfgov.org, telephone: 415.581.2360

SCHEDULE*		CITY-APPLICANT COMMUNICATIONS The Office of Civic Engagement & Immigrant Affairs (OCEIA), under Executive Director Adrienne Pon, is the authorized Department overseeing this grant program. Applicants are directed not to contact officials of the city or any other employees outside of OCEIA regarding this grant program. Unauthorized contact may be cause for rejection of proposals at the city's sole and absolute discretion.
Notice of Availability of Funds	February 18, 2014	
RFP Available Online	February 18, 2014 3:00 p.m.	
Answers to RFP Questions Posted Online	February 21, 2014 5:00 p.m.	
Proposal Due Date	February 25, 2014 5:00 p.m.	
Proposal Review Period	February 26-27, 2014	
Contract Award Intent Notification	February 28, 2014	
Final Contracts/Workplans Due	March 3, 2014	
Service Implementation Begins	March 10, 2014	

*All dates are subject to change at the discretion of OCEIA. Please check the OCEIA website for the latest schedule.

IV. GRANT BACKGROUND AND INFORMATION

General terms used in this RFP:

“Applicant” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). “Grantee” refers to the applicant awarded an agreement for services under this RFP. “City” refers to the City and County of San Francisco. The Office of Civic Engagement & Immigrant Affairs (“OCEIA”), a division of the City Administrator’s Office/General Services Agency (“CAO/GSA”), is the authorized city department responsible for overseeing this grant program.

A. BACKGROUND AND PURPOSE OF GRANT

Results from the 2010 Census revealed that Asian American and Native Hawaiian/Pacific Islanders (AA/NHPIs) are the fastest growing racial groups in the nation and in California. In San Francisco, AA/NHPIs represent over a third of the City’s total population. Often stereotyped as a monolithic “model minority,” the needs of these groups are extremely diverse, complex and frequently overlooked or misunderstood by policymakers.

According to a recent study by the Asian American Center for Advancing Justice, there is considerable social and economic diversity among AA/NHPIs. While some segments of the population have achieved economic success, others still struggle to make ends meet, with the needs of the most disadvantaged often overlooked. AA/NHPIs in California continue to face language barriers, have diverse educational needs, are experiencing rising unemployment and poverty, and are disproportionately impacted by disease, with many lacking health insurance.¹

In order to prepare to better understand and meet social service priorities, the City is seeking proposals to assess the economic, employment, health and social service needs of Asian Americans and Native Hawaiian/Pacific Islanders (AA/NHPIs) residing or working in San Francisco City and County. This project will involve analyzing all available information, studies and U.S. Census Bureau data, conducting surveys, and producing a baseline study on community needs specific to the AA/HNPI population in San Francisco City and County.

The purpose of this project is to determine community needs and priorities, particularly for underserved, vulnerable, low-income, linguistically isolated or Hard-to-Reach (HTR) segments of the Asian and Pacific Islander community in San Francisco. For the purposes of this grant, Hard-to-Reach (HTR) populations refers to populations for whom English is not a first language and that are historically difficult to reach, or least likely to respond to English-language communications and media. All research activities must be conducted in San Francisco and will

¹ Asian American Center for Advancing Justice (2013). *A Community of Contrasts: Asian American, Native Hawaiians and Pacific Islanders in California*. Retrieved from http://advancingjustice-la.org/system/files/Communities_of_Contrast_California_2013.pdf

be focused on, but not be limited to, areas of the city with the highest concentration of immigrant, LEP, low income or monolingual individuals of Asian or Pacific Islander descent:

- Bayview/Hunters Point
- Chinatown
- Excelsior
- Mission
- South of Market
- Tenderloin
- Visitacion Valley
- Western Addition

Organizations must be ready to begin implementing their activities by early March 2014, after notification of grant approval. Grantees are expected to coordinate their efforts with OCEIA, city departments, and other identified partners to leverage resources and address service or policy gaps.

B. FUNDING PERIOD

A single grant will be awarded for work performed over a period not to exceed a ten (10) month period between March 1, 2014 and December 31, 2014.

C. FUNDING AVAILABILITY

A total of \$50,000 in city funding is available for one grant.

The City reserves the right to:

1. Not allocate the full amount of available funding, combine, or make adjustments in the number and amount of grants for this program if insufficient qualified proposals are received;
2. Modify applicant goals and deliverables as appropriate; and to,
3. Reject any and all proposals.

D. ELIGIBILITY AND USE OF FUNDS

The 2014 Asian and Pacific Islander Community Needs Assessment Grant RFP process is open to all San Francisco-based non-profit 501(c)(3) organizations that wish to implement the project outlined in this RFP.

All applicants for this grant must demonstrate prior experience and expertise in assessing the social service needs of the targeted population. Documented evidence in the form of published reports or studies, surveys and/or focus group sessions will be accepted.

Applicants representing a collaborative must have an existing written agreement or evidence of a prior coalition relationship with collaborative members, in addition to demonstrating a successful track record of organizing a broad-base, diverse citywide coalition, and experience implementing a major policy or citywide outreach effort, such as the decennial census. A single application from the lead agency or fiscal sponsor must be submitted. OCEIA may require additional documentation and forms from each of the collaborative members at a later time. The lead agency or fiscal sponsor will be responsible for collecting and providing any and all documents as requested by OCEIA.

All applicants must be compliant City Vendors prior to submitting proposals to be eligible for funding. All proposals will be screened before the review process begins, and non-compliant organizations will not be considered. Applicants can obtain the necessary forms from the Office of Contract Administration, Room 430 or online: <http://sfgov.org/oca>. To determine if an applicant organization or fiscal sponsor is compliant, contact the Controller's Office at (415) 554-6702.

To be eligible for this grant, proposed projects must:

- Be located in San Francisco with all major activities taking place in San Francisco.
- Serve the targeted populations living or working in San Francisco.
- Demonstrate a long-term benefit to the identified population.
- Provide a time bound schedule of when activities will occur.
- Be within the demonstrated capacity of the applying organization.

All proposed activities must be directly related to the issues outlined in this RFP. Detailed guidelines as well as terms and conditions will be outlined in the final grant agreement. No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Code.

City departments are not eligible for funds. Funds may be used for printing, equipment or software costs related to the delivery or implementation of language services as outlined in this RFP but may not constitute the majority of the proposed budget.

V. APPLICATION FORM

Applicants must use the attached form (Attachment A) which has been prepared to streamline the process and make the application process as easy as possible. Applicants are encouraged to be concise and include only essential and specific information as requested.

Applicants are directed not to alter, delete or otherwise change any section in the form. All sections in the form must be completed with the required information. Additional information related to the proposal may be included in an attachment. OCEIA reserves the right to request additional information or documents after the due date if needed.

Completed applicants forms should be scanned and prepared as either a single file in MSWORD or PDF (or in a ZIP file) and emailed to civic.engagement@sfgov.org with the subject line: **RFP#2014-01 API Community Needs Assessment. All proposals must be received by 5:00 p.m. on Tuesday, February 25, 2014 to be considered.**

A confirmation and Grant Applicant Identification number will be sent via email within 24 hours of receipt of the proposal by OCEIA.

OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS COMMUNITY GRANTS PROPOSAL COVER SHEET

Date:

Applicant

Registration No:

Agency:

Phone:

Address:

Fax:

Email:

Web:

Project

Title:

Contact:

GRANT REQUEST

- ☐ Citywide Language Access Collaborative
- ☐ Emerging or Underserved Communities
- ☐ Crisis, Emergency & Public Safety Language Services
- ☒ Other-please provide short description:

API Community Needs Assessment Project

**Amount Being
Requested: \$**

RFP CHECKLIST

Use the following checklist to ensure that all papers and forms necessary to respond to this RFP have been included. Submit a copy of this checklist as the second page of your application as indicated in the required format. All documents, unless otherwise specified, are required for a proposal to be considered complete. Incomplete proposals will not be accepted.

1. **Cover Sheet**
2. **RFP Checklist** (this page)
3. **Application Form**
4. **Proposal Narrative**
With all sections accurately and fully completed.
5. **Budget & Budget Narrative**
6. **Financial Statement**
Each applicant must submit a scanned copy of the most recent and complete audited annual financial statement (within past 12 months).
7. **Insurance Certificate and Endorsement Letters**
Applicants must provide proof of insurance and liability limits that meet the City and County of San Francisco's insurance requirements, including:
 - Certificate of Liability Insurance listing OCEIA as the certificate holder
 - Endorsement Letters that provide general, professional and automobile liability coverage. The name of the additional insured on the endorsement should read: "City and County of San Francisco, its officers, agents and employees"
8. **Proof of 501(c)(3) Status**
9. **Proof of Legal Business Status from the California Secretary of State**
10. **Articles of Incorporation & Bylaws**
11. **List of Current Board Members**
12. **Organizational Capability**
Each application must include the following information about the organization:
 - Description of the organization
 - Number of years the agency has been in business under present or prior names
 - Number of years of experience the agency has in working and/or performing outreach in defined target community
 - Description of experience and qualifications of proposed project team
 - Reference information for at least three (3) institutions or agencies other than the City & County of San Francisco for which the applicant provides or has provided comparable services

OFFICE OF CIVIC ENGAGEMENT & IMMIGRANT AFFAIRS COMMUNITY GRANTS PROPOSAL

APPLICATION FORM

Date:	_____	Application Registration No:	_____
Applicant:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
	_____	Web:	_____
Project Contact:	_____	Title:	_____

	IRS Code:	Year Incorporated:	Date of Last Annual Audit:
Chapter 1 F ed EIN:	_____	_____	_____
	[501(c)(3) or 501(c)(4)]		

Chapter 2

Chapter 3 A nnual

Operating Budget: \$	Total Project Budget: \$	Amount Being Requested: \$	Duration of Grant:	Mo.
_____	_____	_____	_____	

GRANT CATEGORY	TARGET POPULATIONS: LANGUAGE	CHARACTERISTICS	NEIGHBORHOODS
<input type="checkbox"/> Citywide Language Access Collaborative	Primary Languages: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese (Cantonese & Mandarin) <input type="checkbox"/> Russian, Polish <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____	<input type="checkbox"/> Children(K-8) <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Immigrants/Refugees <input type="checkbox"/> Low Income <input type="checkbox"/> Public Housing Residents <input type="checkbox"/> Seniors <input type="checkbox"/> Young Adults (18-25) <input type="checkbox"/> Youth (13-17) <input type="checkbox"/> Other _____	<input type="checkbox"/> Bayview/HP <input type="checkbox"/> Chinatown <input type="checkbox"/> Excelsior <input type="checkbox"/> Mission <input type="checkbox"/> SOMA <input type="checkbox"/> Tenderloin <input type="checkbox"/> Western Addition <input type="checkbox"/> Visitation Valley <input type="checkbox"/> Other _____
<input type="checkbox"/> Emerging or Underserved Communities	Secondary Languages: <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese (Cantonese & Mandarin) <input type="checkbox"/> Russian, Polish <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other _____		
<input type="checkbox"/> Crisis, Emergency & Public Safety Language Services			
<input checked="" type="checkbox"/> Other-please provide short description: API Community Needs Assessment Project			

Project Summary (one paragraph - not to exceed four sentences):

Project Outcomes (List up to three measureable & attainable outcomes):

If you are not independently incorporated, who will be the Payee (Fiscal Sponsor)?

Agency:	_____	Phone:	_____
Address:	_____	Fax:	_____
	_____	Email:	_____
	_____		_____
Contact:	_____	Fed EIN:	_____
Title:	_____	IRS Code:	_____

Is any member of the Board of Supervisors, Mayor’s Office, City Administrator, or Office of Civic Engagement & Immigrant Affairs affiliated with your organization or project? If so, list name and affiliation:

Any applicant with an annual operating budget over \$250,000 is required to have an independent financial audit to be eligible for funding. Government agencies are exempt from audit requirements.

In response to the Annual Budget question, government agencies, colleges and universities may state their annual program, department or division budget instead of the entire budget of the organization.

All grant applications or materials submitted to the city shall not be returned to the applicant, but shall remain a permanent part of the city’s files.

Proposal Narrative

- A. Please provide a one-page description of the entire project being proposed. Indicate how this will achieve the overall outcomes outlined in the RFP.**

B. Services and Activities - Describe the specific services and activities to be conducted in the proposed program to demonstrate how these will achieve the primary intent of the RFP. Also designate one contact person to communicate with the City.

SERVICES:

ACTIVITIES:

KEY PROJECT CONTACT (name, email, telephone number, address)

- C. Target Population** - Clearly describe the community that will be served in the proposed program. Describe how the program will serve this population and its proximity and relation to the target community. What are the issues facing this population and what are their critical needs to be addressed.

- D. Cultural Competency and Proficiency** - Describe how the proposed program will be designed to meet the needs of the target community. Describe how the agency will ensure that elements of culture, such as language, values, and traditions will be incorporated into the services provided. Describe staff skills and language ability that will be required in order to provide culturally specific services and information.

E. Program Collaboration - Describe how the proposed program will collaborate with other non-profit organizations in developing and delivering these services. Describe your agency's previous experience with collaboration.

F. Timeline - Outline the timeline for proposed project implementation.

BUDGET WORKSHEET

Applicant:

Organizational Budget:

Fiscal Year Ends:

Application Registration Number:

(For OCEIA Office Use Only)

Date:

Amount Being Requested:

Project Contact:

	Agency Budget Last Year	Agency Budget This Year	Total Project Budget
INCOME			
Previous Year Carry Over	\$	\$	\$
Committed Revenue – Other Foundations			
Committed Revenue – Government			
Committed Revenue – Individual Donors			
Committed Revenue – Fees/Earnings			
Committed Revenue – Endowment			
Projected Revenue – Other Foundations			
Projected Revenue – Government			
Projected Revenue – Individual Donors			
Projected Revenue – Fees/Earnings			
Amount Requested from OCEIA			
TOTAL INCOME	\$ 0	\$ 0	\$ 0
EXPENSE			
Total Salaries	\$	\$	\$
Total Benefits			
Consultant & Professional Fees			
Occupancy Expenses			
Supplies/Equipment/Maintenance			
Employee Expenses Including Travel			
Conferences, Conventions, and Meetings			
Outreach and Promotion			
Printing and Publications			
Other (specify)			
TOTAL EXPENSE	\$ 0	\$ 0	\$ 0
NET INCOME/EXPENSE (budget gain/loss)	\$ 0	\$ 0	\$ 0

BUDGET NARRATIVE

Please provide a budget narrative that includes:

1. The total cost of the project and how much you are requesting from the City.
2. A description of how grant funds will be used and a line-item explanation of how the amounts were arrived at or why they are justified. This should correlate with the line-items on the Budget Form.
3. For salaried positions, please indicate the full-time equivalent in relation to percentage of time which that person will actually devote to the requested grant budget. (For example, .25 FTE x \$40,000 = \$10,000)

A. Total Salaries: List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Describe the duties and supervision of each position:

--

TOTAL SALARIES COSTS: \$

B. Total Benefits: Benefits should be based on actual known costs or an established formula. Benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

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TOTAL BENEFITS: \$

TOTAL SALARY AND BENEFITS COSTS (A & B): \$

C. Consultant & Professional Fees

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TOTAL CONSULTANT & PROFESSIONAL FEES: \$ _____

D. Occupancy Expenses: Provide a detailed description of an occupancy expenses you may incur. List the location, time and duration of any occupancy.

TOTAL OCCUPANCY COST: \$ _____

E. Supplies/Equipment/Maintenance: List all items that will be purchased. Explain how the equipment is necessary for the success of the project.

TOTAL SUPPLIES/EQUIPMENT COST: \$ _____

F. Employee Expenses Including Travel: Itemize employee expenses of project personnel by purpose (e.g., staff to training, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence).

TOTAL EMPLOYEE EXPENSES: \$ _____

G. Conferences, Conventions, and Meetings: Itemize meeting costs and describe specific costs incurred.

TOTAL CONFERENCES AND MEETINGS COSTS: \$\$ _____

H. Outreach and Promotion: Please list specific promotion activities and related costs:

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TOTAL OUTREACH AND PROMOTION COSTS: \$ _____

I. Printing and Publications: Please list and describe printing and publication costs associated with

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the project.

TOTAL PRINTING AND PUBLICATION COSTS: \$ _____

J. Other (specify): Please describe and itemize other costs that have not been mentioned in previous

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categories:

TOTAL OTHER COSTS: \$ _____

GRAND TOTAL: \$ _____