

Attachment 5: RFGA Forms Overview

There are eight attachments for this RFGA. All attachments can be downloaded from the DEC website (<https://www.sf.gov/funding-opportunities-with-dec>).

Each email submission must include **three (3)** attachments: two **(2) PDF files** and one **(1) Excel document**.

- The email subject line should read as follows: **DEC26-01 Community Liaison**
- **First Combined PDF:** Labeled “**Applicant name_Proposal**”
 - Listed in order – Attachment 2 and Attachment 3 in a single combined pdf format.
- **Second Combined PDF:** Labeled “**Applicant name_Documentation**”
 - Evidence that Proposer is compliant or likely to become compliant within 30 calendar days of the Proposal Due Date with San Francisco Labor and Employment Code Articles 131 and 132.
 - Health Care Accountability Ordinance & Minimum Compensation Ordinance (Attachment 6), and the First Source Hiring Agreement (Attachment 7).
 - A copy of the IRS determination letter of your organization type status.
 - A copy of the most recent audited financial statement/report.
 - Non-profit entity declarations:
 - A statement describing Applicant’s efforts to comply with the Chapter 12L provisions regarding public access to Applicant’s meetings and records.
 - A summary and disposition of all complaints concerning the Applicant’s compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. If no such complaints were filed, the Proposer shall include a statement to that effect.
 - A copy of the organization’s global budget.
 - Minimum Qualification Documentation.
- **One Excel Attachment:** Labeled “**Applicant name_Budget**”
 - Attachment 4 in Excel Format.

Please utilize the following naming conventions for the email subject line and its corresponding documents.

- DEC26-01 Community Liaison - Applicant name
 - Applicant name_Proposal
 - Applicant name_Documentation
 - Applicant name_Budget

Attachments

1. Attachment 1: City's Grant Terms

Do not attach this with your application.

2. Attachment 2: Application Cover Page and Minimum Qualifications

Submit Attachment 2 to demonstrate if the submitting Applicant meets each of the Minimum Qualifications. Any proposals failing to meet these qualifications will be considered non-responsive and will not be eligible for proposal review or award of grant.

Complete and include with Attachment 3 Written Proposal.

3. Attachment 3: Written Proposal - Maximum of 29 pages

Complete and include with Attachment 2.

4. Attachment 4: Budget Proposal

Complete and include in Excel format.

5. Attachment 5: RFGA Forms Overview

Do not attach this with your application.

6. Attachment 6: Health Care Accountability and Minimum Compensation Ordinance

Complete and include with the other supporting documentation.

7. Attachment 7: First Source Hiring Agreement

Complete and include with other attachments.

8. Attachment 8: DEC Guidelines for Cost Categorization

Do not attach this with your application.

9. Supporting Documentation

Submit any required documentation as described and listed under Section VII Supporting Documentation Required prior to Grant Execution of the RFGA.