Community Challenge Grants Program
FY26 Guidebook

Figure 1: Mural and tile staircase in Glen Park by Burnside Mural+

Deadline: October 9, 2025, at 2:00 p.m.

Grant Administrator: ccg@sfgov.org

COMMUNITY
CHALLENGE
GRANTS

Letter from the Grants Manager

Dear Community Members,

After thoughtful research and meaningful conversations with our community, I'm proud to share the launch of the FY26 Community Challenge Grants (CCG) Request for Proposals!

CCG—formerly the Neighborhood Beautification and Graffiti Clean-Up Fund— was created by voter initiative in 1990 and has since supported neighborhood-led projects that clean, green, and beautify our shared spaces. This year, CCG continues that tradition while aligning more closely with San Francisco's broader priorities around public safety, economic recovery, and a sense of belonging in our communities.

This RFP offers grants for **infrastructure** and **activation** projects (see Section 2: Program Details) that revitalize our business corridors, parks, and gathering places. We aim to strengthen community connections by turning public spaces into vibrant, welcoming hubs of engagement and pride.

Figure 2: Dana Albany's art gate entrance to the Green Between

What's New This Year
Your input has helped shape this RFP. In March 2024, we hosted four community focus groups to identify needs and opportunities. As a result, we've added:

- A clear timeline of key dates
- Expanded technical assistance and workshops (see Section 1.3)
- A user-friendly submission checklist

We've also embedded equity-focused practices to better serve historically disinvested neighborhoods, including:

- Eliminated the match funding requirement and added more flexible budget use
- Prioritized outreach to communities facing environmental, economic, or social challenges
- Recognized community-based resources like volunteer labor and cultural knowledge

To promote transparency and fairness, this year's RFP follows a new **Ethics and Conflict of Interest Policy**. Please review Section 1.1 for important guidance on communications during the RFP process.

A Shared Vision
We believe that meaningful change is built through partnership—with neighbors, community leaders, and City departments working together. We're excited to support your creative, community-rooted ideas and look forward to proposals that bring lasting beauty, connection, and opportunity to San Francisco.

Warmly,

Robynn Takayama

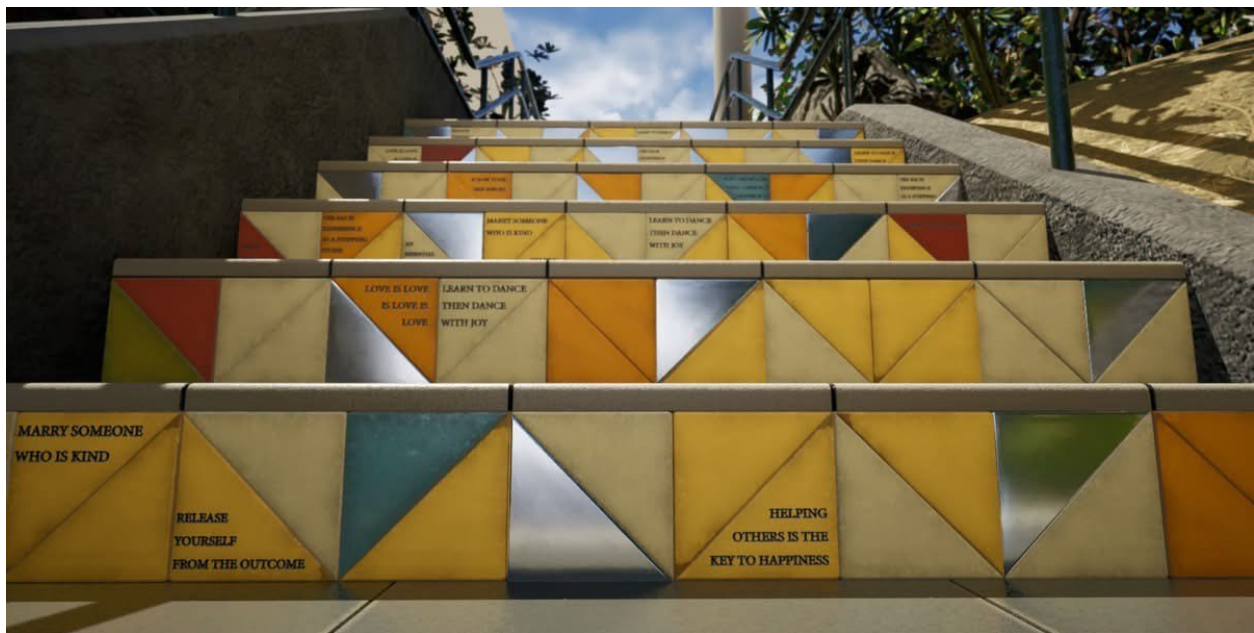Robynn Takayama
Community Challenge Grants Manager

Figure 3: Steps to Wisdom in the Portola district by Goettingen Neighbors. Photo by Phillip Hua.

Table of Contents

Section 1: How to Use This Guidebook

The purpose of this guidebook is to help applicants understand and navigate the Community Challenge Grants (CCG) Program—from determining eligibility, to preparing and submitting an application, to receiving a grant award and meeting compliance requirements. It is important to read the entire guidebook to understand what will be required at each phase of the process.

This guidebook is organized into four main sections for easy reference:

Section 2: Program Details
Covers the types of projects eligible for funding, applicant and project eligibility criteria, program restrictions and requirements, reporting expectations, and fiscal and contract monitoring.

Section 3: Grant Process
Outlines how to prepare your application using required templates, upload supporting documents, navigate the online application system, and revise your submission prior to the deadline, if needed.

Section 4: Application Review and Selection
Describes how applications are screened for minimum qualifications, evaluated by a review panel, selected for funding, and the negotiation process.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures
Details the legal and administrative requirements for grantees, including compliance with local laws, contract execution, and how to submit a protest or objection during the RFP process.

1.1 Ethics and Conflict of Interest

The City Administrator's Office has adopted an Ethics and Conflict of Interest Policy for Grantmaking Divisions to ensure a fair, transparent, and equitable grant process. This policy is designed to give all applicants equal access to information, prevent undue influence, and uphold public trust in the integrity of the City's decision-making.

Applicants must follow the communication guidelines and clarification process described below. This helps ensure that no applicant receives preferential treatment and that all questions and answers are shared publicly for the benefit of all.

Note: Applicants may ask questions during public information sessions or technical assistance workshops. Outside of these forums, all questions must be submitted by email to the Grant Administrator listed on the cover page of this RFP.

Section 1: How to Use This Guidebook

Applicant Questions and Requests for Clarification
Applicants shall submit questions regarding this RFP to the Grant Administrator whose name and contact information appears on the cover page of this RFP. Applicants who fail to submit questions concerning this RFP and its requirements will waive all further rights to protest based on the specifications and conditions herein. Questions must be submitted by email to the Grant Administrator at ccg@sfgov.org no later than the deadline to Submit Written Questions (see Section 1.2 RFP Schedule). A written response addressing each question and answer will be posted publicly. It is the responsibility of the applicant to check for any addenda and other updates that will be posted at https://www.sf.gov/fy26ccg.

Limitation on Communications During Solicitation
From the date this RFP is issued until the date the competitive process of this RFP is completed (either by cancellation or final award), applicants and their subcontractors, vendors, representatives and/or other parties under applicant's control, shall communicate solely with the Grant Administrator whose name appears in this RFP. Any attempt to communicate with any party other than the Grant Administrator whose name appears in this RFP – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the applicant or potential applicant from the competitive process. This protocol does not apply to communications with the City regarding business **not** related to this RFP. **Conversations with City staff regarding project feasibility (permitting and approvals) is allowed.**

1.2 RFP Schedule
Below is the anticipated timeline for the RFP process. Any updates will be posted as addenda on the RFP website: https://www.sf.gov/fy26ccg.

Application Phase	Date
Request for Proposals Issued	**July 2025**
Information Sessions and Application Workshops (see details below)	**Information Sessions** • July 29, 2025, 5:30 – 6:30 p.m. (Excelsior Branch Library / RSVP Link) • July 30, 2025, 5:30 – 6:30 p.m. (Main Library / RSVP Link) • August 19, 2025, 5:30 – 6:30 p.m. (Visitacion Valley Branch Library / RSVP Link) • August 20, 2025, 5:30 – 6:30 p.m. (Chinatown Branch Library / RSVP Link)

Section 1: How to Use This Guidebook

<table>
<tr>
<td rowspan="2"></td>
<td>City Permits and Approvals Workshops
• August 5, 2025, 2 – 4 p.m.
Part 1: SF Arts Commission, SF Municipal Transportation Agency, SF Public Works
(Online / RSVP Link)
• August 7, 2025, 1 – 3 p.m.
Part 2: SF Parks & Recreation Department, SF Port, SF Public Utilities Commission, SF Planning, SF Unified School District
(Online / RSVP Link)

City Requirements Workshop
• August 18, 2025, 10 a.m. – 12 p.m. (Online / RSVP Link)

Check the CCG RFP website for the complete listing of workshops.</td>
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<tr>
<td>Deadline to Submit Written Questions:</td>
<td>September 15, 2025; 11:00 AM
Email questions to the Grant Administrator.</td>
</tr>
<tr>
<td>Anticipated Final Response to Written Questions Posted:</td>
<td>September 23, 2025
Questions will be addressed and published on the CCG RFP website.</td>
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<tr>
<td>Deadline to Submit Applications</td>
<td>October 9, 2025; 2:00 PM
Submissions accepted online only</td>
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<tr>
<td>Panel Review</td>
<td>November 2025</td>
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<td>Grantee Selection and Award Notification</td>
<td>November 2025</td>
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<tr>
<td>Protest Period Ends</td>
<td>Three calendar days following award notification or notice of non-selection</td>
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<tr>
<td>Anticipated Project Start Date</td>
<td>January 1, 2026</td>
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</table>

Questions

Per our Ethics and Conflict of Interest Policy, all questions about the RFP must be submitted by email to the Grant Administrator or may be asked at the optional application workshops. Questions will be addressed and published by the date noted above for everyone's benefit. It is the responsibility of the applicant to check for RFP addenda, question and answer postings, and other updates. Questions will not be

responded to after the deadline to submit RFP questions.

Technical questions regarding how to complete or submit the online application will be answered until the submission deadline. Send an email to the Grant Administrator if you have application needs.

If the RFP is postponed or cancelled, the City accepts no fiscal responsibility for the impact this may have on interested applicants.

Figure 4: Beet bed planting at Alemany Farm

1.3 Technical Assistance
We're committed to supporting applicants throughout the RFP process and ensuring everyone has access to the same information. To help you navigate the application, we offer a range of workshops tailored to different parts of the process.

General Information Sessions
Get an overview of the program, including eligibility and evaluation criteria. These sessions are offered both online and in person.

Section 1: How to Use This Guidebook

City Approvals Workshops
Meet virtually with staff from City departments to understand permit requirements, estimated costs, and approval timelines for common project types.

City Requirements Workshop
Learn how City regulations like Prevailing Wage, Health Care Security Ordinance, First Source Hiring, and insurance may affect your budget and project plan.

Application Submission Workshop
Join us in person for a step-by-step walkthrough of the online application process.

Permit Requirements and City Agency Contacts
Grantees are responsible for securing all necessary City permits and approvals to complete their projects. Permitting requirements vary based on project type, location, and scope, and this area of City policy continues to evolve.

The table in this section outlines common project types and the City agency or program that typically oversee them. However, it is intended as a general reference and may not capture all applicable permit requirements.

For the most up-to-date information on City permitting processes, visit:
www.sf.gov/permitting

Project Type	Agency or Program
Street tree planting and billboard street tree pruning	SF Public Works Street Trees and Plants permit
Replace concrete sidewalk with landscaping to increase green spaces	SF Public Works Sidewalk Landscaping Permit
Transform or beautify public right of way into green open space, gardens, and neighborhood gathering spaces	SF Public Works Street Parks or Love Our Neighborhoods permit
Murals on sidewalk, staircases, retaining walls	SF Public Works Love Our Neighborhoods permit
Murals on Slow Streets	SF Municipal Transit Authority Slow Streets
Safety improvements such as lighting or fencing, street furniture	SF Arts Commission's Civic Design Review and possibly Love Our Neighborhoods permit
Commemorative plaques	SF Arts Commission's Civic Design Review and Love Our Neighborhoods SF Public Works
Light projections, murals, tile art added to existing stairways or public infrastructure	SF Arts Commission's Guidelines for Mural Design Approval and possibly SF

	Public Works Love Our Neighborhoods permit
Light pole banners	SF Public Works Banner permit
Signs and awnings	https://www.sf.gov/guide-to-awnings-signs-for-businesses
Hosting a street or sidewalk event	https://www.sf.gov/guide-hosting-street-and-sidewalk-event
Use of sidewalk, parking lane, roadway, and/or private property for activities, including: outdoor seating and dining; personal services; merchandise display; entertainment, art, performances; or other community-serving activities or events	SF Planning Shared Spaces program
Adding elements like sports field or court, picnic benches to a San Francisco Recreation & Parks location	SF Recreation & Parks Partnerships & Donations
Community gardens and urban agriculture	Community Gardens on SF Recreation & Parks property, Urban Agriculture Resources from SF Recreation & Parks
Outdoor entertainment or amplified sound	Entertainment Commission One Time Outdoor Event permit
Special events on Port property	Port event permit

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Section 2: Program Details

2.1 Grant Program Areas

CCG provides City funding for community-led, neighborhood improvements. We recognize our communities' interdependence and collective strength and fund neighborhood beautification projects that foster resilience, safety, and belonging in San Francisco.

In recent years, our city has weathered immense challenges. We have made it through a global pandemic and continue to recover from the economic impacts of COVID-19. At the same time, San Francisco—like many cities—is navigating increased social division, a growing sense of isolation, and the accelerating impacts of climate crisis.

Yet through these challenges, we've also witnessed the strength of our communities: the rise of mutual aid, creative problem-solving, and renewed efforts to care for one another and our shared spaces. CCG is rooted in this spirit of collective resilience and is designed to support projects that uplift neighborhoods through both physical improvements and meaningful community activation.

Program Area A: Infrastructure: Supports physical improvements to public spaces.

Program Area B: Activation: Supports activities that bring people together and foster community use.
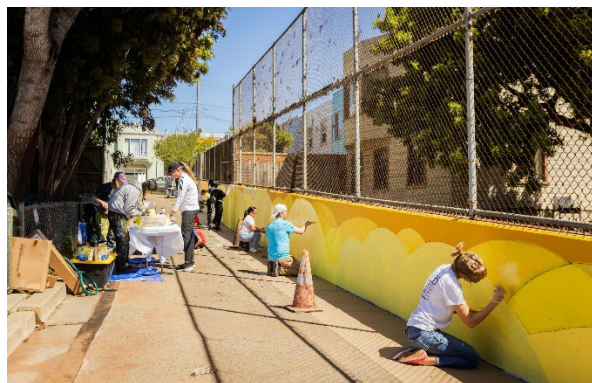
Figure 5: Mural painting at Ledyard Alley

Figure 6: Community gathering at 41 Ross artist residency

Examples:
- Sidewalk gardens and median enhancements
- Participation in the Shared Spaces program
- Public art (e.g., murals, tiled stairways, new media installations, decorative crosswalks)

Examples:
- Street clean-ups and graffiti removal
- Ongoing greening and maintenance, such as gardening, weeding, trail upkeep, and trash removal
- Block parties, night markets, and walking tours
- Youth training or apprenticeships related to beautification.

Section 2: Program Details

- Seating, lighting, or other street amenities
- Outdoor enhancements on accessible private property

Note: Beautification must be a visible component of activation projects. For example, a night market should be paired with clean-up or landscaping prep work.

Choosing the Right Program Area

Projects may include both infrastructure and activation elements. Choose the program area that reflects where more than 50 percent of your proposed budget will be spent.

Example:
If your budget includes $20,000 to build garden beds (Infrastructure) and $30,000 to run a youth gardening program at the site (Activation), your project falls under Program Area B: Activation.

Available Funding

Grant awards must range from $50,000 to $150,000. While applicants should request funding within the stated range, actual awards may be higher or lower depending on available resources. CCG may also adjust grant terms or project scopes before finalizing an award.

Any other City department may use the results of this solicitation to obtain some or all of the services to be provided by proposer under the same terms and conditions of any contract awarded pursuant to this solicitation.

Grant Term

Grants are anticipated to begin **January 1, 2026**.
- Standard term: Up to 18 months
- Extended term: Up to 24 months for projects requiring a <u>Love Our Neighborhoods Tier 2</u> permit or similar scope
- Exceptional delays: May qualify for an extension of up to 36 months, at the City's discretion

2.2 Eligibility

Before applying, review the following eligibility guidelines (detailed criteria table is in Section 4.1: Minimum Qualifications Screening) to determine whether your organization and proposed project qualify for CCG funding.

To be eligible to apply:

- The applicant must be a 501(c)(3) nonprofit or work with a qualifying fiscal sponsor, and have an IRS determination letter issued on or before October 9, 2023.
- If the IRS determination letter was issued AFTER October 9, 2023, the organization must have at least 25 percent of the grant request available as cash assets as

shown in the submitted financial statements. A fiscal sponsor will need to have 25 percent of the total grant requests available for each application they are sponsoring.
- The applicant or key project staff must have successfully completed projects of similar size and scope or work with a qualifying fiscal sponsor.
- The proposed project must be located within the City and County of San Francisco.
- Grant requests must be between $50,000 and $150,000, and projects must begin on or after January 1, 2026.

In addition:

- Projects that require a **Love Our Neighborhoods Tier 3** **permit** (unless comprised of multiple Tier 2 projects) or a **Major Encroachment Permit**, or similar requests that are not in the public right of way, are not eligible.
- If awarded, grantees must be willing and able to comply with City contracting and compliance requirements, including becoming a registered City supplier.

2.3 Restrictions and Requirements
This section outlines important limitations on funding eligibility, responsibilities of awarded grantees, and requirements for fiscal sponsors.

Program Restrictions
To ensure funds are used effectively and equitably, CCG imposes the following restrictions:
- **One Application per Applicant**
  Applicants may submit only one application per cycle.
  Note: Fiscal sponsors may support multiple sponsored projects.
- **Ineligible Permits**
  Projects that require a Love Our Neighborhoods Tier 3 permit or a Major Encroachment Permit are not eligible for CCG funding.
  - Tier 3 includes large-scale or high-impact improvements such as:
    1. New stairways or retaining walls
    2. Sculptures
    3. Fog catchers
    4. Major landscaping (e.g., re-grading hillsides)
    5. String lights that cross commercial corridors
- **Exception for Cohesive Love Our Neighborhoods Tier 3 Projects**
  A project composed of separate Tier 2 elements (e.g., planting native plants and painting a mural) may still be eligible if:
  - Each component qualifies under Tier 2 individually
  - The elements form one cohesive project
- **Funding Restrictions**
  Review the Definition of Line Category tab on Appendix D: Budget Template

Section 2: Program Details

Grantee Requirements

Grantees must be prepared to meet all administrative and legal requirements of the grant. These include:

- **Good Standing with the Attorney General**
  Grantees must maintain good standing with the California Attorney General's Registry of Charities and Fundraisers throughout the grant term.
- **Permit Responsibility**
  Grantees are solely responsible for securing all necessary City permits and approvals before beginning work.
  Note: A signed property owner/tenant letter does not guarantee approval and does not replace the City's formal permitting process.
- **Contract Execution and Compliance**
  If a grant awardee has not met the City's requirements to enter into a grant agreement within **three months** of receiving a Notice of Intent to Award, CCG may rescind the award and move on to the next highest proposer. This includes:
  - Submitting required documents (e.g., insurance certificates)
  - Resolving outstanding issues noted by CCG, including possible permit issues

  Grantees must be able to comply with all City contracting terms, including those outlined in:
  - Section 5.4 Compliance Requirements
  - Appendix F: City's Standard Grant Agreement
  Failure to meet contract readiness requirements may result in revoked intent to award.

Fiscal Sponsors

If using a fiscal sponsor, the following additional requirements apply:

- **Eligibility**
  The fiscal sponsor must meet the Minimum Qualifications Screening in Section 4.1.
- **Memorandum of Understanding** (MOU)
  A signed MOU between the applicant and the fiscal sponsor must be included with the application. It should define roles, responsibilities, and oversight.
- **Role in the Grant Agreement**
  The fiscal sponsor will be the legal grantee and receive funds on behalf of the applicant (subgrantee).
- **Compliance Responsibility**
  While subgrantees do not need to register as City Suppliers, they must still comply with all applicable requirements in the grant agreement.
- **If Sponsorship Changes**
  If a fiscal sponsor withdraws during the grant term, the applicant must secure a new qualified sponsor. CCG reserves the right to:
  - Review the new sponsor for compliance
  - Cancel the award if no qualified replacement is found

2.4 Reporting and Reimbursements

Section 2: Program Details

To ensure responsible use of City funds and track project progress and impact, grantees are required to submit semi-annual progress reports. These reports will include narrative updates, documentation of activities, and performance data aligned with the approved project goals.

CCG payments are made on a reimbursable basis. This means grantees must first pay for eligible project expenses and then submit a request for reimbursement. Reimbursement requests must:

- Be submitted with an approved semi-annual report
- Include documentation aligned with the approved project budget
- Follow CCG's reimbursement procedures and deadlines

Because reimbursements are not issued in advance, **applicants should have sufficient cash reserves to cover up to six months of expenses**. Organizations that may face financial constraints are encouraged to work with a fiscal sponsor or plan project timelines accordingly.

2.5 Fiscal and Contract Monitoring

As a steward of public funds, the City has a responsibility to ensure that grantees are meeting legal, financial, and programmatic requirements. All CCG recipients are subject to **fiscal and contract monitoring** during the grant term.

Monitoring may include:

- Submission of financial reports or documentation
- Review of expenditures and receipts
- Confirmation of compliance with insurance, wage, and other requirements
- Site visits or interviews with project staff

Grantees may also be selected for review under the City's **Nonprofit Fiscal & Compliance Monitoring Program**, which standardizes oversight across departments. Grantees must cooperate fully with all monitoring efforts and respond promptly to any requests for documentation.

For more information, visit:
Citywide Nonprofit Monitoring and Capacity Building Program

Section 3: Grant Process

3.1 Application Templates

To ensure consistency and completeness, **applicants are required to use the templates provided by CCG**. These templates are designed to help you present your proposal clearly and meet submission requirements.

Templates must be completed and uploaded through the online application portal by the deadline. Submissions that do not use the required templates may be deemed ineligible. *All templates are available at: www.sf.gov/fy26ccg*

Template	Description
Appendix A: Check List	REFERENCE: to ensure you have all the items to submit a complete application.
Appendix B: Application Questions	REFERENCE: to prepare your answers. Responses must be submitted through the online form. Character limits apply.
Appendices C1, C2 or C3: Property Owner/Tenant Letters	REQUIRED: Use Appendix C1 for general public or private property. Use Appendix C2 if the property is under San Francisco Public Utilities Commission jurisdiction. Use Appendix C3 if the property is under San Francisco Unified School District jurisdiction. Letters must reflect the project summary and location.
Appendix D: Budget Template (Excel)	REQUIRED: Please leave the formulas intact. If they do not work, email ccg@sfgov.org. Use only the provided template. See the **Definition of Line Categories** tab for guidance.
Appendix E: Work Plan Template (Excel)	REQUIRED: Outlines tasks, timelines, and responsible parties. Ensure your plan fits within the grant term. For Love Our Neighborhood Tier 2 projects (and those with a similar scope), a longer grant term may be requested.
Appendix F: Grant Agreement	REFERENCE: Outlines the City's standard grant terms. Awardees will enter into a grant agreement substantially in this form, though specific terms may be updated. The version in effect at the time of contracting will apply.

Section 3: Grant Process

3.2 How to Apply

Applications must be submitted online using the following form:
https://forms.fillout.com/t/8oGFKBeboaus
Applications submitted by email, mail, or any other format will not be accepted.

The online form does not allow applicants to save their progress. We strongly recommend drafting responses in advance using Appendix B: Application Questions and then copying your final answers into the form. Please budget approximately one hour to enter the information. Be sure to finalize and submit your application before the deadline listed in the RFP Schedule (Section 1.2). No extensions will be granted, and late submissions, supplemental documents, or revisions will not be accepted.

As you prepare your application:
- Respect all character limits to ensure clarity and conciseness.
- Respond thoroughly to all questions and address the evaluation and selection criteria outlined in Section 4.2.
- Double-check the Submitter Contact's email address to ensure you receive submission confirmation and updates.
- Ensure your uploads meet the size limit: i**ndividual file uploads are limited to 20 MB**.

Important: The online form is dynamic:
- You may not be able to proceed to the next page if required fields are incomplete or contain errors.
- Some questions or sections may remain hidden until specific selections are made. For example, the "Submit" button only appears after the authorized individual checks the submission confirmation box.

Only one application may be submitted per applicant. If multiple applications are submitted, only the most recently complete submission received before the deadline will be reviewed. After submitting, you will see a confirmation screen and receive a time-stamped confirmation email.

To assist you, we've included detailed guidance for several sections of the application.

Minimum Qualifications

At the beginning of the online application, you will be asked a series of screening questions to confirm that your organization and the project meet the minimum qualifications. If your responses indicate that your organization or project does not meet the eligibility qualifications, a notification banner will appear explaining the issue. In that case, the applicant **will not** be able to move forward to the complete the application.

Section 3: Grant Process

501(c)(3) Status
If you have your own 501(c)(3) status, you will need to upload the IRS letter of determination

501(c)(3) Established Date
Enter the date on the IRS letter of determination. If the date is **after** October 9, 2023, you will need to respond to the Cash Assets minimum qualification.

Cash Assets
If your IRS determination letter was not issued by October 9, 2023, do you have at least 25% of the grant request in cash assets? UPLOAD your organization's balance sheet and profit and loss statement for the most recently completed year. (If you are on a calendar year, upload January 1, 2024 – December 31, 2024; if you are on a fiscal year, upload July 1, 2024 – June 30, 2025.)

Note: this is an application requirement, but if you upload it here, you will not be asked to upload it again.

Organization and Contacts
Next, we ask about the applicant organization. Respond if the applicant has its own 501(c)(3) status or if it is applying through a fiscal sponsor.

Fiscal Sponsee
If applying through a fiscal sponsor, click on the **+Add** button to find your organization's name from a list in the CCG database. It may take several seconds for the list to appear.

If your organization's name is not in our database, click **+Create new** to enter the name, then click **Submit** to continue.

Fiscal Sponsee Contact
If your organization was in our database, we may already have a contact for the organization. Click on **+Add**. You may select the contact if you see the person associated with your organization, or select **+Create new** and provide their Name, Title, Contact Information, and Contact Type.

501(c)(3) Organization
Click on the **+Add** button to find your organization's or fiscal sponsor's name from a list in the CCG database. It may take several seconds for the list to appear.

If your organization's name is not in our database, click **+Create new** to enter the name, then click **Submit** to continue.

Section 3: Grant Process

Submitter Contact
If your organization was in our database, we may already have a contact for the organization. Click on the **+Add**. Select the contact if you see the person associated with your organization, or select **+Create new** and provide their Name, Title, Contact Information, and Contact Type.
Note: This person will receive the confirmation email after the application is submitted.

Signer Contact
Follow the same process as above.
Note: This person must be authorized to sign legal documents on behalf of the organization.

Chapter 12L Nonprofit Public Access Ordinance
Nonprofit organizations that receive $250,000 in city funds or City-administered funds, must comply with this ordinance. If your organization has received less than $250,000 in City or City-administered funds in the current year, you may respond with "not applicable."

Prevailing Wage
Prevailing wage refers to the minimum hourly wage and benefits that must be paid to workers on certain publicly funded projects. These wage rates are set by the California Department of Industrial Relations (DIR), based on the type of work performed and the location of the project. The goal is to ensure fair labor standards and prevent the underpayment of workers on government-supported projects.

Prevailing wage requirements are triggered when public funds are used to pay for **construction and other covered work activities**. Although CCG projects are typically smaller in scale, certain activities may still trigger this requirement. Examples of covered activities include:
- Buffing a wall before painting a mural
- Removing the sidewalk concrete
- Landscaping and maintenance (e.g., mowing, weeding, pruning, plant replacement, irrigation servicing)
- Pressure washing

If CCG funds will cover these activities, state law requires your organization to be registered with the California Department of Industrial Relations (DIR) as a public works contractor **by the time of submitting your CCG application**. A registration fee is required. Failure to do so may result in a financial penalty.

If awarded a grant, your organization must also submit certified payroll reporting to verify that workers are paid the applicable prevailing wages and benefits. The City uses an online system called **LCPtracker** to manage these submissions. Basic training will be

provided to help grantees navigate the system and fulfill this requirement. Learn more at the [City's prevailing wage website](#).

*Important note: Prevailing wage requirements **do not** apply when:*
- Volunteers perform the work, or
- The work is funded entirely with private (non-public) dollars

Need help? *Attend a City Requirements Workshop (or see the recording) or email* prevailingwage@sfgov.org *with questions about prevailing wage and contractor registration.*

Summary of Request
Program Area
Projects may include both infrastructure and activation elements. Choose the program area that reflects where more than 50 percent of your proposed budget will be spent.

Project Summary
If awarded, your project may not deviate from this description so be thoughtful with your description.

Optional Work Samples
Work samples may help reviewers better understand your project. You may upload **one PDF** (max size 20 MB) that includes:
- Up to 10 images, and/or
- A lin**k to one video** (maximum 3 minutes)

Application Questions
Community Involvement Indicators:
To demonstrate community leadership and participation in the project, provide numbers for the Community Involvement Indicators. In the Comments section, describe how the numbers will be achieved (e.g., quarterly neighborhood updates at the corner coffee shop; or volunteers from a senior center; or weekly, two-hour garden days).

Definition	Indicator	Comments (Limit: 300 characters)
Any public meeting, workshop, or listening session related to the project	Number of community engagement meetings: ___	
Unique individuals contributing unpaid time to the project	Number of volunteers involved: ___	

Total combined time contributed by all volunteers	Number of volunteer hours contributed to the project: ___	

Performance Measures:
The City requires performance measures on nonprofit contracts to assess both service delivery and effectiveness. These are divided into two types:
- **Service Objectives** measure the quantity of service delivered. They answer the question: "How much did the contractor do?"
- **Outcome Measures** assess the quality, effectiveness, or short-term impact of services. They address questions such as: *"How well did the contractor perform?"* or *"What was the result of the contractor's activities?"*

If awarded, performance measure targets will be finalized during contract negotiations.

Applicants must select:
- Two service outputs and
- One outcome measure

You must select **at least one service output from the menus** below and provide a target. For your second service output (and target), you may either:
- Select another option from the menus, or
- Propose your own service output that is specific, measurable, and aligned with your project goals. **Should you choose this option, select "Other," type "see below" in the field," and enter your proposed in service output in the second field highlighted below:**

Note: While outputs and outcomes are organized by program area, applicants may select from either menu (Infrastructure or Activation), regardless of which program area they apply under. Choose the measures that best reflect your planned activities.

Program A: Infrastructure	Program B: Activation
• Number of trees, shrubs, or native plants installed • Square feet of green infrastructure or permeable surfaces added • Number of public art created (murals, tiled stairways, etc.) • Number of intergenerational or culturally representative design elements incorporated into structures • Number of safety features added (lighting, fencing, traffic calming) • Number of inclusive design features added (ADA seating, bilingual signs) • Number of vacant or underutilized parcels reactivated	• Number of community events or activation days hosted • Number of intergenerational activities • Number of hours of service provided (cleanup, trail upkeep, landscaping, etc.) • Pounds of litter collected • Number of cultural or heritage-focused activities or performances held • Number of youth or residents employed, trained, or mentored through the project

Select **one outcome measure** from the menus below:

| Program A: Infrastructure	Program B: Activation
• % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports) • % increase in community-reported satisfaction with the space (via post-project survey or community input) • % of project features still maintained or functional one year after installation • % reduction in impermeable surfaces or increase in green infrastructure (if measurable via baseline data) • % of community members who feel the space is now safer, more accessible, or more welcoming (via brief intercept surveys) • % of surveyed neighbors who believe the space is more welcoming or inclusive than before	• % reduction in blight or graffiti at the project site compared to the previous year (via visual audits or 311 reports) • % of local businesses that saw increased foot traffic or sales during events • % of attendees who reported feeling more connected to their community • % of first-time participants who said they would attend a future community event • % of youth participants who reported increased job readiness or skills confidence • % of participants who felt the project reflected their identity or culture • % of participants who felt motivated to get more involved in their community • % of attendees who felt safe attending/participating in the space

Project Location Details
- Click on **+Create** to enter the project location details; repeat for each project location.
- In Project Location, enter the street address for the project location.

  If the site does not have a clear address, such as a location in a park, applicants must provide the longitude and latitude of the site by following these instructions:
  1. Visit https://www.latlong.net
  2. Type the closest address to your location so that you see the area on the map below
  3. Click the + button to zoom in on the location
  4. Then click your mouse on the location
  5. The highlighted numbers represent the latitude and longitude coordinates for your project site.
  6. Enter those coordinates into the street address field
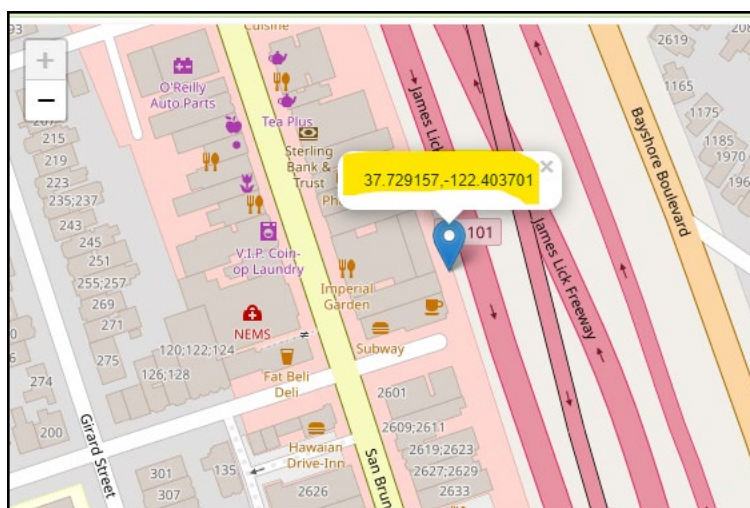
Type of Property
Select either public property or private property. If you do not know, please contact the Grant Administrator.

Property Owner/Tenant Letter
Use the Appendix C1, C2 or C3 template provided to obtain the signature from the property owner, and if relevant, the tenant, for each project location. Contacts for the different City departments are provided. Use Appendix C2 for projects under jurisdiction by the San Francisco Public Utilities Commission and Appendix C3 for projects under jurisdiction by the San Francisco Unified School District.

Section 3: Grant Process

Does the project location have a high score on any of the three maps provided?
For a demonstration on how to identify your project location on the maps listed, visit this page.
- Planning's Environmental Justice Communities map (yes, **score is 21–30**).
- CDC/ATSDR Social Vulnerability Index (yes, is **medium-high or high** social vulnerability).
- New Market Tax Credit eligibility map (**yes, is eligible**).

Optional Letters of Support (maximum 3)
Must come from individuals or organizations with **no financial stake** in the project. Strong letters come from past funders, project collaborators, or local stakeholders who can speak to your impact. If you have multiple letters, combine them into 1 PDF. Max file size is 20 MB.

Project Budget
If awarded funding, this budget will define approved spending in your grant agreement. **Use of the provided budget template is required and will be evaluated** (see Section 3.1: Application Templates and Uploads). Ensure that you:
- Provide budget justification in the space provided that describes necessary costs and how you arrived at these numbers.
- Reference the Definition of Line Category tab for a description of line items including required supporting documents to submit with reimbursement requests, if awarded.
- Do not change formulas. If they do not work, email the Grant Administrator.

Enter all **reasonable and necessary costs** associated with your project into the appropriate line items. Not all categories will apply to every project.

Instructions by category:
- **PROJECT MANAGER**: This position is required. If it will be filled by a volunteer, please indicate this in your budget justification.
- **PERSONNEL**: In the Budget Justification column, list the pay rate and anticipated Full-Time Equivalent (FTE). Enter gross salary and maximum allowable expense for each position in the Proposed Budget column.
- **FRINGE**: In the Budget Justification column, list the expenses included (e.g., health insurance, dental insurance). A percentage of total personnel will be calculated automatically. If awarded, you will be required to provide the basis for fringe calculations.
- **SUBCONTRACTORS**: In the Budget Justification column, list the name of each subcontractor, their scope of work, and pay rate. If they are performing prevailing wage activities, also list the trade classification and applicable wage and benefit rates (updated on August 22, 2025). See current rates under State of California Resources.
- **INDIRECT**: You may request up to 15% of direct expenses.

Section 3: Grant Process

Profit & Loss Statement and Balance Sheet
Payments for this grant are made on a reimbursement basis. To assess your organization's ability to manage expenses between disbursements, CCG will review your most recent financial statements. Organizations using a fiscal sponsor should submit their fiscal sponsor's PnL and Balance Sheet.

Please upload the following:
- Profit & Loss Statement, and
- Balance Sheet

If your organization operates on a calendar year, upload documents for January 1, 2024 – December 31, 2024. If you operate on a fiscal year, upload documents for July 1, 2024 – June 30, 2025.
Combine both documents into a single PDF.
Maximum file size: 20 MB.

Submission
The person identified as the signer on the organization page certifies the following:
- I agree that I am a decision maker of the proposing organization who is duly authorized to bind the applicant.
- I agree to accept all conditions, provisions, requirements, and specifications contained in the CCG Request for Proposals. (It is the responsibility of the applicant to ensure that all named partners are in agreement with the proposal prior to the submission.)
- I agree that the application shall be binding for no less than 120 days.
- I understand that, if selected, my organization must comply with City and County ordinances and contracting requirements including general liability and auto insurances, compliance with Equal Benefits Ordinance, and current SF business tax certificate, if applicable.
- By submitting this application, I attest that my organization is not currently debarred or suspended from participation in local, state, or federal programs.

Section 3: Grant Process

3.3 Application Submission and Revision

When you submit your application, the submitter will receive a confirmation email that includes a link to edit the submission. You may revise your submission any time before the application deadline.

If the link does not work, contact the Grant Administrator immediately for assistance.

It is the applicant's responsibility to complete and resubmit any revisions before the deadline. Please note:

- Your application is only updated if you click "Submit" again after making edits.
- A request to revise your application does not extend the deadline.
- A statement of intent to revise, or beginning the revision process, is not a substitute for submission.
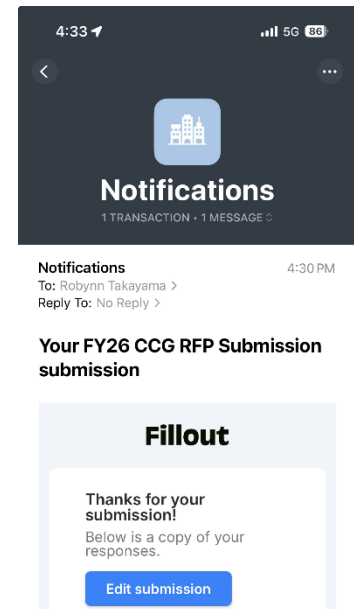

Figure 7: Sutro Stewards volunteer day restoring the Woodland Canyon Creek at the Mount Sutro Open Space Reserve

Section 4: Application Review and Selection

CCG is committed to a transparent and equitable review process. After the application deadline, all submissions that meet the minimum qualifications will be reviewed and scored by a panel of reviewers with relevant expertise.

The evaluation process is designed to ensure that public funds are directed to projects that are responsive to community needs, feasible, and aligned with CCG's goals to foster resilience, safety, and belonging in San Francisco.

To support this process, CCG may request clarifying information from applicants.

At any point during the evaluation process, CCG may request oral or written clarification to better understand an application. These requests are limited in scope and may not be used to revise or supplement the application after the deadline.

Figure 8: Neon "Tenderloin" sign at the Tenderloin Museum

CCG also reserves the right to make funding decisions without requesting clarifications, based solely on the written materials submitted.

4.1 Minimum Qualifications Screening

After the application deadline, CCG will conduct an initial review to verify that each submission meets the minimum qualifications outlined below.

Applications that are incomplete, submitted late, or do not meet the eligibility criteria will be deemed **non-responsive**. Applicants will be notified if their submission is determined to be non-responsive and will not proceed to evaluation.

To be eligible for CCG, applicants must be able to answer **"yes"** to all the following criteria.

Category	Screening Criteria
501c3 Status	• Is the applicant a 501(c)(3) nonprofit organization, or applying with a fiscal sponsor that is a 501(c)(3)? • Was the IRS determination letter issued **on or before October 9, 2023**, or

	• If the IRS determination letter was issued **AFTER October 9, 2023**, does the organization have at least 25 percent of the grant request* available as cash assets as shown in the submitted financial statements? For example, an organization requesting $150,000, would need to demonstrate $75,000 of cash assets in their financial statements. <mark>* A fiscal sponsor will need to have 25 percent of the total grant requests available for each application they are sponsoring.</mark> For example, if an organization is sponsoring three projects that are each requesting $150,000 for a total of $450,000, the fiscal sponsor would need cash assets of $112,500.
Good Standing	Is the applicant (or fiscal sponsor) in good standing with all of the following, or will be by the time of contracting? • **California Franchise Tax Board**. To check or update your status visit: https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status • **California Secretary of State**. To check or update your status visit: https://bizfileonline.sos.ca.gov/search/business • **California Attorney General's Registry of Charities and Fundraisers**. To check or update your status visit: https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y • Not suspended or debarred by the City
Organizational Experience	• Has the applicant (or its project staff) successfully completed projects of similar size and scope? • If not, is the applicant applying with a fiscal sponsor that meets this requirement?
Project Location	Is the proposed project located within the City and County of San Francisco?
Property Owner/Tenant Letter	• Is a signed Property Owner/Tenant letter (Appendix C1, C2, or C3) included with the application? • Does the letter reflect the project summary and location?
Public Benefit and Access	• Does the project provide a clear and substantial public benefit? • If located on private property, is the benefit to the property owner incidental? • For projects with restricted access, will at least 100 hours of public access per quarter be scheduled and posted one week in advance, both online and onsite?

Section 4: Application Review and Selection

Project Time Frame	• Will all grant-funded activities begin on or after January 1, 2026?
	• Will the project be completed within:
	   o 18 months, or
	   o 24 months, if a *Love Our Neighborhoods Tier 2* permit or similar scope applies?

Budget Request	Is the funding request between $50,000 and $150,000?
Project Manager	Has the applicant designated a Project Manager with experience appropriate to the project's scope?
Interpretive Signage	Will the project include signage that: • (Infrastructure Projects only) Describes the project's purpose and community benefit? • (All Projects) Includes the CCG logo and funding acknowledgment?
Maintenance Plan (**Infrastructure Projects** only)	If applying under Program Area A: Infrastructure, does the application include a five-year maintenance plan?
Murals	If the project includes a mural: • Will the mural be finished with anti-graffiti coating? • Will the artist waive rights under the Visual Artists Rights Act and the California Art Preservation Act?

City Compliance	• Is the applicant willing and able to comply with all City, State, and Federal regulations if awarded?
	• If awarded, will the applicant:
	   ☐ Register as a City Supplier within 10 business days?
	   ☐ Meet City insurance and business tax requirements?
	
	For compliance with City contracting requirements, see **Section 5.4 Compliance Requirements** and **Appendix F: City's Standard Grant Agreement**.

4.2 Evaluation and Selection Criteria

Applications that meet the minimum qualifications will be evaluated by a panel of reviewers with relevant expertise. Each eligible application will be scored based on the categories below, with a maximum of **100 points** possible. Applicants should use this section as a guide when preparing their responses to questions in Appendix B.

Scoring reflects how well the proposed project aligns with CCG goals, including community leadership, equity, feasibility, and long-term public benefit.

Section 4: Application Review and Selection

1. Project Purpose and Community Impact (10 points)
Strong CCG proposals begin with a clearly defined community issue. This section evaluates how well the applicant identifies the problem, explains its context, and describes who is most impacted. Reviewers will also assess whether the proposed solution builds on local assets—such as community knowledge, partnerships, or place-based strategies—to create a meaningful and visible improvement in the neighborhood.

Scoring Criteria:	Application Questions:
• Presents a well-researched, compelling solution to a community issue, particularly one affecting historically marginalized communities. (10 points)	Describe the community-driven project addressing an issue in the neighborhood (Limit: 6,000 characters) • What has contributed to the problem and who does it impact? • How will this project leverage community strengths to intervene? • How will the project result in neighborhood beautification that fosters resilience, safety, and belonging?

2. Community Involvement Indicators and Performance Measures (10 points)
CCG supports the Mayor's commitment to government accountability by ensuring that publicly funded programs are transparent and outcome-driven. In line with the City's Contract Monitoring policies, grantees must propose service objectives and an outcome measure that clearly reflect the scale and impact of their work.

Reviewers will evaluate whether the proposed indicators are measurable, achievable within the grant term, and aligned with the project's goals. These measures should demonstrate how the project engages the community and contributes to public benefit.

Scoring Criteria:	Application Questions:
• Indicators and selected performance measures are appropriate, measurable, and demonstrate meaningful community impact. (10 points)	• See table below and provide targets (numbers) for the Community Involvement Indicators. In the comments section, describe how they will be achieved, (e.g., quarterly neighborhood updates at the corner coffee shop; or volunteers from this senior center; or weekly, two-hour garden days.) • Select two service objectives and one outcome measure from the menu in

	Section 2.4 and provide targets for those objectives and measure.

3. Project Location (10 points)

CCG's establishing initiative prioritized projects that benefit areas of San Francisco that are economically disadvantaged. We are using three maps to determine this:

Developed by the San Francisco Planning Department, the **Environmental Justice Communities Map** identifies areas facing high cumulative environmental burdens, such as pollution, proximity to industrial sites, and limited access to open space. These neighborhoods often experience overlapping social and environmental stressors and are prioritized for equitable investment and policy interventions.

The **Social Vulnerability Index** refers to the demographic and socioeconomic factors (such as poverty, lack of access to transportation, and crowded housing) that adversely affect communities that encounter hazards and other community-level stressors. These stressors can include natural or human-caused disasters (such as tornadoes or chemical spills) or disease outbreaks (such as COVID-19).

The **New Market Tax Credit Eligibility Map**, developed by the U.S. Department of the Treasury, identifies census tracts eligible for federal tax incentives designed to stimulate investment in economically distressed communities. CCG uses this map to identify neighborhoods where public investment can help address systemic underinvestment and support equitable economic development.

Scoring Criteria:	Application Questions:

• The project is located in one or more areas of high environmental justice burden, social vulnerability, or economic distress. (10 points)	• Enter the project's street address(es).
	 • Does the location have a high score on any of the following:
	
	   o Planning's Environmental Justice Communities map (**yes, score is 21–30**).
	     Visit this site for an example of checking the Environmental Justice Communities score.
	
	   o CDC/ATSDR Social Vulnerability Index (**yes, site is medium-high or high social vulnerability**).
	     Visit this site for an example of checking the vulnerability of your

	project set.
	o [New Market Tax Credit eligibility](#) map (**yes, is eligible**). [Visit this site](#) for an example of checking if the project location is eligible for New Market Tax Credits.

4. Community Engagement (30 points total)

The founding legislation for Community Challenge Grants prioritizes projects that are neighborhood-generated and include youth participation. This section evaluates how the project was developed with meaningful input from local stakeholders, especially those most impacted by the issue it seeks to address.

Reviewers will assess how inclusive and representative the engagement process was, whether it reflects diverse community voices, and how outreach will continue throughout the project. Projects that involve neighbors, merchants, community groups, and youth are especially encouraged.

Scoring Criteria:	Application Questions:

• A diverse array of stakeholders shape and support the project, including neighbors, merchants, community groups, and youth. *(10 points)*
• Solutions are proposed by those closest to the issue. *(10 points)*
• Outreach plans are robust, realistic, and include strategies to engage underrepresented voices. *(10 points)*
	• Describe the community engagement process that developed this project. (Limit: 3,000 characters)
	  1. What is the connection between the participants and the issue being addressed?
	  2. Include the outreach efforts and project revisions made based on feedback.
	• If awarded, how will you continue to engage a diverse array of stakeholders, including those often unheard? (Limit: 3,000 characters)
	• *(Optional)* UPLOAD up to three letters of support from stakeholders with no financial interest in the project.

5. Project Budget and Resources (15 points total)

A well-planned budget demonstrates readiness and responsible stewardship of public funds. Reviewers will evaluate whether the proposed budget is complete, realistic, and aligned with the project's scope and timeline.

Budgets should include all anticipated costs, including any required permit fees and prevailing wage rates if the project involves trade or construction work subject to labor standards. Applicants are also encouraged to identify additional secured or pending resources—such as grants, donations, in-kind contributions, or community support—that strengthen feasibility.

Scoring Criteria:	Application Question:
• Uses the required budget template. • Budget is reasonable, complete, and reflects an understanding of City requirements. *(10 points)*	o UPLOAD the completed project budget using the required Appendix D: Budget Template.
Scoring Criteria: o Identifies and leverages additional resources that enhance feasibility and demonstrate community investment. *(5 points)*	Application Question: • Describe other resources supporting this project. Not if the resources are committed or pending. (Limit: 1,000 characters): These may include grants, donations, in-kind contributions, volunteer labor, social capital, or unique community knowledge.

6. Capacity and Planning (15 points total)

CCG seeks applicants who are prepared to deliver on their proposal. This section assesses whether the applicant has the organizational experience, staffing, cultural knowledge, and systems in place to successfully implement the project. Reviewers also evaluate the submitted work plan and financial documents to confirm readiness.

Scoring Criteria:	Application Questions:
• Demonstrates the organizational capacity, relevant experience, cultural competence, and financial health needed to complete the project. *(10 points)*	• Demonstrate your organization's ability to plan, implement, and complete the proposed project with cultural competence. Describe similar past projects and outcomes. (Limit: 3,500 characters): • Describe the qualifications and experiences of key staff, including the required Project Manager. (Limit: 4,000 characters): • UPLOAD the most recent Profit & Loss Statement and Balance Sheet. (If you

	are on a calendar year, upload January 1, 2024 – December 31, 2024; if you are on a fiscal year, upload July 1, 2024 – June 30, 2025.)
Scoring Criteria: • Uses the required template. • Work Plan is thorough and includes the necessary activities to implement the project, engage the community, and ensure long-term success. *(5 points)*	**Application Question:** • UPLOAD the completed Work Plan using the required Appendix E: Work Plan Template.

7. Longevity (10 points)

CCG funds are intended to spark a long-term impact. Reviewers look for evidence that the benefits of the project will continue beyond the grant term—whether through ongoing service, community stewardship, or infrastructure maintenance.

Scoring Criteria: • Presents a clear, feasible plan for sustaining the project's value or service. • For infrastructure projects, maintenance responsibilities and funding are well-defined. • For activation projects, applicants show a path to continued service or impact.	**Application Questions:** • How will the project's impact or service be sustained at least five years beyond the grant term? (Limit: 3,000 characters) • During the grant term, how will you build capacity to continue the service or maintain the infrastructure? (Limit: 3,000 characters) • *(Program Area A only)* What is your five-year maintenance plan, including responsible parties and funding sources? (Limit: 3,000 characters)

4.3 Selection Process

Applications will be reviewed in two separate pools, based on the program area:
• Program Area A: Infrastructure
• Program Area B: Activation

Once all scores are finalized, applicants will be ranked based on their average total score within each program area.

In addition to this primary ranking, CCG may apply a secondary categorization based on project continuity:

Section 4: Application Review and Selection

- New projects
- Existing, ongoing, or expansion projects.

This additional layer may inform final funding decisions to ensure a balanced mix of new and continuing efforts.

Notice of Intent to Award

Top-ranked applicants in each pool will be issued a Notice of Intent to Award and invited to begin the negotiation process. All applicants—whether selected or not—will be notified of their application outcome by email.

CCG will consult with property owners to review the feasibility of the project's approval. If the property owner says the project is not feasible within the grant period and funds, we would inform the applicant that we cannot move forward with the grant.

Note: Being selected does not guarantee a grant award. CCG will negotiate final grant terms with the selected applicants, which may include adjustments to scope, budget, or timeline.

If Negotiations Are Unsuccessful

If CCG is unable to finalize a grant agreement with a selected applicant within three months, it may, at its sole discretion:

- Terminate negotiations, and
- Begin negotiations with the next highest-ranked eligible applicant.

Figure 9: Downtown Streets Team Members removing debris from the Mission District

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

This section outlines the responsibilities applicants must meet when responding to this RFP, including compliance with local laws and ordinances, requirements following a notice of award, and procedures for raising formal objections or protests.

5.1 Review of RFP, Notifications and Objections

Applicants are responsible for thoroughly reviewing the entire RFP. If any ambiguity, discrepancy, or error is found, notify the City as soon as possible—and no later than the deadline to submit questions—by emailing ccg@sfgov.org, and no later than the deadline for submitting questions. The City may issue addenda to clarify or revise the RFP as needed.

If an applicant wishes to object to any part of this RFP—such as a specific requirement, term, or legal provision—a written notice must be submitted to ccg@sfgov.org by the deadline for submitting questions listed in the RFP Schedule. The notice must clearly explain the specific grounds for the objection.

Failure to raise an objection by the deadline will be deemed a waiver of the issue, and the City will not consider objections submitted after that time.

5.2 Addenda and Change Notices

The City may modify the RFP before the application due date by issuing addenda, which will be posted to the RFP website. Applicants are responsible for checking the website regularly and ensuring their submission reflects any updates or changes.

5.3 Grant Terms and Contract Execution

By submitting an application, applicants confirm that the proposed services and pricing are valid from the application due date through the start of contract negotiations. Applicants also affirm that the pricing submitted is accurate, made in good faith, and not the result of collusion or other anti-competitive practices.

The selected application will form the basis for contract negotiations between CCG and the awardee and will be incorporated into the final grant agreement. A successful applicant will be required to enter into the City's Standard Grant Agreement, included as Appendix F.

Awardees must enter into a grant agreement within three months of the Notice of Intent to Award as provided in these guidelines, including but not limited to section 4.3**.** Failure to do so may result in the revocation of the award.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

CCG reserves the right to withhold a grant award if the selected nonprofit organization is not eligible to do business with the City. This may include, but is not limited to, failure to comply with the requirements of any regulatory agency or failure to maintain good standing with the California Registry of Charities and Fundraisers.

5.4 Compliance Requirements

Applicants awarded funding must comply with applicable City, State, and Federal laws, including but not limited to:

Becoming a City Supplier

Organizations awarded funding through this RFP must be registered and in good standing as a City-approved supplier within ten (10) business days of receiving a Notice of Intent to Award—unless an extension is approved by CCG.

*Note: You are **not required to register as a City Supplier** at the time of application—only if approved for funding.*

CCG reserves the right to withhold funding from any organization that does not meet this requirement by the deadline.
- Only the lead organization or fiscal sponsor is required to register as a City supplier.
- Sub-grantees are not required to become suppliers, but they must be able to comply with all City grant terms in order to receive funds (see Appendix F).

Important Notes:
- You are not required to register as a City supplier when submitting your application.
- However, if selected for funding, your organization will need to demonstrate business tax and insurance compliance at the time of award.
- If your organization is already a registered supplier and has a Supplier ID, you do not need to register again.

To verify your supplier status in PeopleSoft, contact: sfcitypartnersupport@sfgov.org or (415) 944-2442. To review how to become a City supplier, visit: https://www.sf.gov/step-by-step--become-city-supplier

Insurance Requirements

*Note: You do **not** need to provide proof of insurance when submitting your application. However, if your application is approved for funding, you will be required to provide documentation showing that you meet the City's insurance requirements listed below.*

General Liability:
Coverage must include:
- At least $1,000,000 per occurrence and $2,000,000 general aggregate for bodily injury and property damage.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

- Coverage for contractual liability, personal injury, products and completed operations.
- If your work involves vulnerable populations (minors under 18, seniors over 65, or disabled/dependent adults), the policy must also include abuse and molestation coverage.

Certificate Holder must be listed as:
The City & County of San Francisco, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

Commercial Automobile Liability Insurance (if applicable):
If your organization will use vehicles for grant-related work, you must have:
- At least $1,000,000 per occurrence for bodily injury and property damage (combined single limit).
- Coverage must include owned, non-owned, and hired vehicles.

Worker's Compensation Insurance:
Required for all organizations with employees:
- Coverage must comply with California State law.
- Employers' Liability coverage of at least $1,000,000 per accident, injury, or illness.
- If any grant-funded work takes place on City-owned or managed property, your policy must include a Waiver of Subrogation in favor of the City.

Additional Requirements
For both General Liability and Automobile Liability policies, the following must apply:
- The City and County of San Francisco, its officers, agents, and employees must be named as additional insureds.
- Your policy must state that it provides primary coverage, ahead of any insurance the City may carry.
- Coverage must apply separately to each insured party in any claim or lawsuit, except for policy limits.

Minimum Compensation Ordinance (MCO)
All applicants must agree to comply with the Minimum Compensation Ordinance (MCO), as outlined in San Francisco Administrative Code Chapter 12P. This ordinance requires grantees and contractors to provide certain employees—those working on services funded by this grant—with a minimum level of hourly pay, as well as both paid and unpaid time off.
The current hourly compensation rates required under the MCO are available at:
https://www.sf.gov/information--minimum-compensation-ordinance

Please note:
- MCO rates may increase annually, typically on July 1.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

- Grantees must ensure that any applicable wage increases are passed on to covered employees for the duration of the agreement.

Additional information about the MCO, including compliance guidelines, can be found at the link above.

Health Care Security Ordinance (HCSO)

Employers with 50 or more employees must spend a minimum amount on health care for each covered employee. Grantees must track compliance and maintain records.

More info: https://www.sf.gov/information--health-care-security-ordinance

First Source Hiring Program

The First Source Hiring Program (FSHP) may apply to this grant if the total funding amount exceeds $50,000 and funds will be used on an applicable position. Under San Francisco Administrative Code Chapter 83, this ordinance generally requires grantees and contractors to:
- Notify the FSHP of any available entry-level job openings, and
- Give the City's Workforce Development System the first opportunity to refer qualified candidates for those positions.

Failure to comply with FSHP requirements may result in penalties, including liquidated damages for each entry-level job not properly submitted through the FSHP process.

Steps to Comply with FSHP:
- Contact the Office of Economic and Workforce Development (OEWD) Business Services Team at employer.services@sfgov.org to discuss your hiring needs.
- Register with the San Francisco Workforce Link Portal after connecting with the OEWD team.
- OEWD will assist with recruiting qualified candidates for your open positions through the San Francisco Jobs Portal.

For full program details and compliance requirements, visit: https://sf.gov/comply-first-source-hiring-program

Prevailing Wage Ordinance

If work for your project will involve the performance of work covered by California Labor Code Sections 1720 and 1782, as incorporated within Section 6.22(e) of the San Francisco Administrative Code with CCG funds (collectively, "Covered Services"), then Section 6.22(e) of the San Francisco Administrative Code will be incorporated into the grant as if fully set forth therein and will apply to any Covered Services performed by your organization and your subcontractors.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

Sunshine Ordinance
In accordance with San Francisco Administrative Code Section 67.24(e), all applications, responses to this RFP, and related communications between the City and applicants become public records once a grant agreement is awarded.

Please note: This requirement does not apply to proprietary financial information—such as an individual's or organization's net worth—unless and until the applicant is selected for funding. Once a contract is awarded, any information covered by this provision may be made available to the public upon request.

Nondiscrimination in Contracts and Public Accommodations
All applicants must agree to fully comply with San Francisco Labor and Employment Code Articles 131 and 132.
- Article 131 prohibits the City and County of San Francisco from entering into agreements with organizations that discriminate in the provision of benefits. This includes unequal treatment between employees with domestic partners and those with spouses, or between their respective partners.
- Article 132 requires nondiscrimination in public accommodations related to City contracts.

To learn more about these requirements and how to comply, visit:
https://www.sf.gov/equal-benefits-program

Public Access to Meetings and Records
If your organization is a nonprofit that receives $250,000 or more per year in City or City-administered funds—and qualifies as a nonprofit under Chapter 12L of the San Francisco Administrative Code—you must comply with the requirements of Chapter 12L.

Among other obligations, Chapter 12L requires qualifying nonprofits to hold at least two (2) board meetings per year that are open to the public, with appropriate public notice provided in advance.

For full details on Chapter 12L, visit: https://www.sfgov.org/sunshine/administrative-code-section-12l-nonprofits

Required Application Information
Your application must include:
- A statement describing how your organization complies with Chapter 12L's requirements for public access to meetings and records.
- A summary of any substantiated complaints filed with the City in the past two years regarding your organization's compliance with Chapter 12L, along with the resolution of each complaint.
  - If no such complaints were filed, you must include a statement confirming that.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

Failure to meet these reporting requirements—or providing false or misleading information related to Chapter 12L—may result in your application being rejected or, if awarded, your grant agreement being terminated.

Debarment and Suspension Rules

Applicants must not be currently suspended or debarred from public contracting. Before submitting an application, you will be asked to confirm that your organization is not currently debarred or suspended from doing business with the federal, state, or local government.

If you're unsure of your status, visit SAM.gov to search for your organization by name or entity number.

To meet this requirement, your organization must:
- Not appear on the U.S. General Services Administration's list of parties excluded from federal procurement or non-procurement programs, as outlined in Executive Orders 12549 and 12689.
- Not have been convicted or had a civil judgment entered against it in the past three years for:
  1. Fraud or criminal conduct related to public contracts or transactions
  2. Violations of federal or state antitrust laws
  3. Crimes including embezzlement, theft, bribery, forgery, falsification or destruction of records, making false statements, or receiving stolen property
- Not be currently indicted or otherwise charged (criminally or civilly) by a federal, state, or local government for any of the offenses listed above
- Not have had a public contract or transaction terminated for cause or default in the past three years
- Not be currently debarred, suspended, proposed for debarment, or otherwise excluded from government contracting by any federal department or agency

5.5 Protest of Non-Responsiveness

Applicants who believe their application was wrongly deemed non-responsive must submit a written protest within three (3) calendar days of the City's notice of non-responsibility. The protest must include specific grounds, legal references, and supporting documentation, and must be signed by an authorized representative of your organization.

5.6 Protest of Grant Award Decision

If an applicant believes another applicant was incorrectly selected, they may submit a written protest within three (3) calendar days of the notice of intent to award or notice of non-selection. The protest must follow the same format as outlined above.

Section 5: Applicant Responsibilities, Compliance, and Protest Procedures

5.7 Protest Submission

Protests must be received by 5:00 p.m. on the applicable deadline by mail or email. Protests made orally (e.g., by telephone) will not be considered. Email is preferred. If a protest is mailed, you bear the risk of non-delivery within the deadlines specified herein. All protests must be submitted in PDF format, signed by an authorized representative, and sent to:

Community Challenge Grants Manager
1 Dr. Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Or email: ccg@sfgov.org

The City may choose to meet with the protestor or issue a written response. All decisions made by the CCG Grants Manager are final.

5.8 Other Terms and Disclaimers

The City is not responsible for any costs incurred in the preparation or submission of applications.

Submission of an application does not guarantee funding.

The City may conduct investigations to assess an applicant's capacity to deliver the proposed project. This may include reviewing financial stability, staffing, physical site conditions, or delivery timelines. The City reserves the right to:

- Inspect an applicant's place of business
- Request additional documentation or clarification
- Disqualify any application that is incomplete, misleading, or not submitted within the required timeframe
- Revoke an award if the selected applicant fails to submit required materials (e.g., insurance, financials, permits) in a timely and satisfactory manner

If an applicant fails to meet a requirement of this RFP, the City's decision not to take immediate action does not mean the requirement has been waived. No provision of this RFP is waived unless formally stated in writing by the City.

The City reserves the right to cancel or modify this RFP at any time.

Submission of an application does not entitle the applicant to funding. All awards are subject to City review, budget availability, and successful contract negotiation.