

ADDENDUM 6

FY27 COMMUNITY CHALLENGE GRANT

October 16, 2026

FY27 Community Challenge Grant Guidebook and Appendices are amended in accordance with the following revisions:

- Updated the cure process to only address minimum qualification items.

~~Red~~ copy with strikethrough text is deleted text;

Green copy is revised or added text

5.1 Minimum Qualifications Screening Initial Screening Review

After the application deadline, CCG staff will conduct an initial screening review to determine whether applications are complete and meet all of the minimum qualifications and eligibility requirements described in Section 3.

NEW! Cure Process and Final Screening Determination

Following the initial screening review, CCG will notify applicants of the screening results. Applicants that do not pass the initial screening may be given up to **four calendar days** to address deficiencies identified by CCG staff related to minimum qualifications, ~~eligibility, or application documentation~~.

Applicants may only submit materials necessary to cure the identified deficiencies. Applicants may not revise narrative responses, budgets, or work plans after the application deadline.

Applications that do not satisfy the minimum qualifications or eligibility requirements after the cure period will be considered ineligible and will not proceed to evaluation.

Property Owner Review Process

Projects will undergo a Property Owner Review Process as part of the Minimum Qualifications and Eligibility Screening process. Applicants **are not** required to obtain project approval before submitting an application.

NEW! For projects on property not owned by the City and County of San Francisco, applicants must submit a signed Appendix C: Property Owner Information Form identifying the project location, property owner, and authorized contact person. CCG will use the form after the application deadline to determine whether the property owner authorizes the proposed project to move forward for evaluation.

For projects on City and County of San Francisco property, applicants must provide the project location and the City department with jurisdiction over the site. A signed Appendix C: Property Owner Information Form is not required. CCG will use the information provided to coordinate post-submission review with the appropriate City department as part of the Minimum Qualifications and Eligibility Screening process.

To determine which department has jurisdiction over a location, [visit the Property Information Map](#) or contact the CCG Grants Steward.

Applicants are encouraged to begin conversations with relevant property owners, City departments, or agency staff before submitting an application. Early coordination helps property owners and jurisdictional agencies become familiar with the proposed project, identify information or technical details that may be needed outside of the RFP process, and inform applicants if the project is unlikely to be feasible or may face significant permitting, operational, maintenance, or timeline challenges. Early consultation may also help applicants better understand potential project costs, permit requirements, and implementation considerations before investing substantial time in the application process.

After the application deadline, CCG will provide the submitted project information to the identified property owners or jurisdictional agency contacts and request a response by a specified deadline. Property owners will be asked whether they authorize the proposed project to move forward in the CCG review process based on the information submitted in the application.

If a property owner or jurisdictional agency declines authorization, or fails to respond by the stated deadline, CCG may deem the application ineligible and remove it from further consideration.

CCG may facilitate clarification between the applicant and property owner when necessary to understand the proposal or determine whether the owner is willing to authorize the project to move forward.

Authorization to move forward for evaluation does not replace a property owner's, agency's, or department's formal approval process and does not guarantee that any future permits, agreements, licenses, leases, or other authorizations will be issued.

Clarification Requests

Clarification requests are limited to explaining or confirming information already included in the submitted application. Applicants may not use this process to revise, expand, or materially change the proposal after the application deadline. This includes, but is not limited to:

- Changing the project scope;
- Adding new project elements or locations;
- Changing the budget or timeline; or
- Submitting new proposal materials not requested for clarification purposes.

Failure to respond to clarification requests in a timely manner may affect the City's ability to determine project feasibility or eligibility.

Review during this phase is intended to help confirm that:

- The correct property owner or jurisdictional agency has been identified;
- The property owner understands the proposed project;
- The property owner authorizes the project to move forward for evaluation;
- The property owner or jurisdictional agency has not identified issues that would make the proposal clearly infeasible within the proposed grant term or funding amount; and
- The applicant is aware of likely permitting, operational, maintenance, or site considerations.