

**CITY AND COUNTY OF SAN FRANCISCO**  
**Department of the Environment Indoor Air Quality Grant**  
**Grant Solicitation**

**Grant Solicitation Issue Date: January 2, 2008**

**Deadline to submit applications: January 23, 2008, 3:00 PM at 11 Grove Street**

The mission of the San Francisco Department of the Environment (SF Environment) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term wellbeing by developing innovative, practical and wide-ranging environmental programs in recycling, toxics reduction, environmental justice, energy efficiency, commute alternatives, and urban forest. SF Environment fosters groundbreaking legislation, and educates the public by providing comprehensive and accessible information on a variety of practices, which serve as models for other cities and countries.

**ABOUT THIS GRANT** – This solicitation is for a two-year grant of \$14,000 to a non-profit organization working on issues related to indoor air quality improvements.

***Background:*** US EPA Region 9 awarded SF Environment a two-year grant to support a training and outreach project that increases the number of people breathing healthier indoor air in San Francisco's Bayview Hunters Point (BVHP) neighborhood. The objective of the project is to train and educate Bayview Hunters Point residents to take actions to reduce their exposure to environmental asthma triggers in the home.

This project will educate BVHP residents about asthma sensitizers and triggers in the home, with particular emphasis on mitigating those risks through safe home cleaning and pest control methods. The project includes three components: a "Train the Trainer" program, in-home visits for BVHP residents suffering from asthma and families at risk, and community workshops.

***Scope of Work:*** The grantee will be responsible for recruiting and employing six community residents to participate in the training program and educate community members on identifying and mitigating indoor asthma triggers found in the home. SFE staff and consultants with expertise in asthma sensitizers, respiratory irritants, and non-toxic cleaning and pest control methods will work with the grantee to develop a training program for six BVHP community outreach workers. The outreach workers will learn how to survey residents and educate them about recognizing asthma sensitizers and irritants in the home and reducing them by using non-toxic cleaning and pest control methods and products. Outreach workers will receive a toolkit, which will include resources for the in-home visits, including: (1) Survey materials (2) Information about asthma irritants in the home, a list of alternative cleaning and pest control products and methods, and samples of products that residents will receive if they trade out their toxic products; (3) An outline that outreach workers will use to make their presentations; and (4) Referral information on additional asthma-related resources, including smoking cessation services. Community outreach workers will also make two presentations to larger audiences in BVHP.

**GRANT PROCEDURES & GUIDELINES**

***Who can Apply*** – Only non-profit 501(c)(3) organizations may apply. Applicants are required to submit proof of non-profit status.

***Grant Types and Sizes*** –SF Environment may award full, partial or no funding to applicants. If no suitable applications are submitted or if there are grant funds remaining upon completion of the grant process, SF Environment retains the right to reallocate the grant funds.

**Geographic Focus** – This project must serve the Bayview Hunters Point neighborhood.

**Application Format** – Proposals should be no more than five (5) pages in length (including front and back), not including attachments. Proposals must be typed or computer generated in 12-point font. Applicants must submit the original and three (3) copies printed double-sided on at least 30% post-consumer recycled paper. No plastic binders, folders, or spiral binding will be accepted. In addition, applicants should submit an electronic copy of the proposal to [sraddha.mehta@sfgov.org](mailto:sraddha.mehta@sfgov.org). The applicant is solely responsible for delivering the application in an acceptable form by the above deadline.

**Application Deadline** Applications will only be accepted by mail or in person at:  
**Department of the Environment,  
11 Grove Street,  
San Francisco, CA 94102  
Attn: Sraddha Mehta**

**ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEPARTMENT BY 3:00 PM ON WEDNESDAY, JANUARY 23, 2008, WITHOUT EXCEPTIONS.**

**Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process –**

Before the City can award any grant funds, the grantee must become an approved city vendor and meet Human Rights Commission (HRC) requirements. This process can be arduous and should be started as early as possible in the application process. Required forms may be downloaded from <http://www.sfgov.org/oca/purchasing/forms.htm>. For more information on the HRC requirements and forms, please contact the HRC at 415-252-2500. For insurance requirements and copies of sample insurance certification forms contact Rachel Buerkle at 415-355-3704 or download at [http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/Insurance\\_Requirements.pdf](http://www.sfgov.org/site/uploadedfiles/oca/purchasing/forms/Insurance_Requirements.pdf)

SF Environment's payment process for grants and contracts is generally cost-reimbursement, but will consider providing an advance in situations where an applicant can demonstrate a legitimate fiscal need. Payments will be withheld pending timely submission of quarterly and final reports.

**For more information**

Contact Sraddha Mehta at 415-355-3723 or [sraddha.mehta@sfgov.org](mailto:sraddha.mehta@sfgov.org) or Cynthia Knowles at 415-355-3760 or [cynthia.knowles@sfgov.org](mailto:cynthia.knowles@sfgov.org)

**Required Elements of Proposal**

- **Application Cover and Checklist** Applicants who do not submit all required documents will lose 10 points.
- **Proposal Narrative (Included in the 5-page limit)** The narrative must include the following sections, and should provide specific details on how the applicant will meet the goals that are outlined in the RFP. **(60 points distributed as follows)**
  - **Project Summary (5 points)**-should be no longer than half a page)  
Briefly summarize the project, the amount being requested, the goals and objectives and project collaborators.
  - **Project Description (35 points)**  
Provide a description of the project, including the goals, objectives and activities to be undertaken and how these are sustainable, realistic and measurable. Describe how the project addresses the needs of

San Francisco's Bayview Hunters Point neighborhood. Describe how the organization will work collaboratively with community groups and residents to complete the proposed projects. As appropriate, identify those portions of the project for which the partnering organization(s) or individual(s) are responsible.

Describe how you will coordinate and partner with SF Environment staff.

○ **Qualifications (10 points)**

Describe your organization's qualifications and past experience with similar projects. Describe your organization's past accomplishments and services, and how your organization has effectively and successfully managed other grants or projects in the Bayview Hunters Point neighborhood. List qualifications of the key members of the project team for this particular project.

○ **Evaluation (10 points)**

Describe how the success of your project will be measured and tangible outcomes you expect to achieve. Identify both quantitative and qualitative results. Include a description of the evaluation methods that will be employed throughout the project.

● **Work Plan (25 points)**

Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Describe how the deliverables and outputs support the projects goals and outcomes. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task.

**Template can be downloaded at**

[http://www.sfenvironment.org/our\\_sfenvironment/employment\\_grants.html#grants](http://www.sfenvironment.org/our_sfenvironment/employment_grants.html#grants). Please specify the dollar amount from your budget that will be allocated to the tasks in each quarter and provide a quarterly total. Include reporting and evaluation in the work plan. Funding may be withheld if work plan outputs and outcomes are not completed according to the approved schedule.

● **Budget Spreadsheet and Budget Narrative (15 points)**

Provide a detailed narrative description of each line item in the budget. Provide a total project budget that includes the amount requested from SF Environment and the project amounts that will be provided in-kind by the applicant and partnering organizations. The grantee will be responsible for recruiting and employing outreach workers. The cost of all tool kit and training materials will be covered by SF Environment and should not be included in the budget.

**The following items will not be counted towards your 5-page limit:**

- **Organizational Chart** - Please include as an organizational chart for your organization, including the project team, and a list of board of directors. If your organization is partnering with other organizations for this project, please include an organizational chart for the project team, illustrating the relationship between the organizations.
- **Letter(s) of Agreement** – Where a partnering, collaborative and/or subcontracting relationship exists, proposals must include a Memorandum of Understanding (MOU), work agreement, or letter from the partnering organization(s), which documents the relationship and delineates tasks for which each party will be responsible.
- **References** – Please submit a list of at least three (3) references with complete contact information.

- Proof of non-profit status verifying tax-exempt status
- Financial Statements and List of Grants Received in Past 3 Years – see attached cover sheet for details

**Selection Process and Scoring**

**Written Proposals (100 points)**

A. Written proposals will be evaluated by a selection committee on the basis of 100 possible points as identified above.

**Sample Work Plan Format** Form may be downloaded at  
[http://www.sfenvironment.org/our\\_sfenvironment/employment\\_grants.html#grants](http://www.sfenvironment.org/our_sfenvironment/employment_grants.html#grants)

<b>(This is very brief. Yours may require more than one page.)</b>			
	<b><u>Outputs or deliverables</u></b>	<b><u>Outcomes</u></b>	<b><u>Budget</u></b>
<b><u>Year</u> <u>1Q1</u></b>	•	•	Personnel:  Subtotal:  Indirect:  TOTAL:
<b><u>Year</u> <u>1Q2</u></b>	•	•	Personnel:  Subtotal:  Indirect:  TOTAL:
<b><u>Year</u> <u>1Q3</u></b>	•	•	Personnel:  Subtotal:  Indirect: TOTAL:
<b><u>Year</u> <u>1Q4</u></b>	▪	•	Personnel:  Subtotal: Indirect: TOTAL: <b>Proj Total</b>

**Department of the Environment**  
**Indoor Air Quality Grant Application Cover and Checklist**

Name of Applicant/Organization: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Person and Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If you have a fiscal sponsor, please provide the following information:

Fiscal Sponsor: \_\_\_\_\_ Fiscal Sponsor's Budget: \$ \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Project:  Indoor Air Quality

Title of Project: \_\_\_\_\_

Total Project Budget: \$ \_\_\_\_\_ Total agency Budget: \$ \_\_\_\_\_ Length of grant in months \_\_\_\_\_

Amount Requested from the City and County of San Francisco: \$ \_\_\_\_\_

Amount Received/Pending from other sources for project: \$ \_\_\_\_\_

<b>Summary of Project (50 words or less):</b>    
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**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:**

<input type="checkbox"/>	A. Signed Application Cover (original and 3 copies)
<input type="checkbox"/>	B. Proposal Narrative, Work plan, and Project Budget (1 original and 3 copies, plus 1 electronic copy of the narrative)
<input type="checkbox"/>	C. Letter(s) of agreement – <i>Where a partnering, collaborative and/or subcontracting relationship exists, a letter or work agreement documenting the relationship must be submitted</i> (1 original and 3 copies)
<input type="checkbox"/>	D. Organization structure and organization chart for project team and list of board of directors <i>Please include as an attachment an organizational chart for your organization. If your organization is partnering with other organizations for this project, please also include an organizational chart for the project team, illustrating the relationship between the organizations</i> (1 original and 3 copies)
<input type="checkbox"/>	E. List of 3 references with contact information (1 copy)
<input type="checkbox"/>	F. Proof of non-profit status verifying tax-exempt status (1 copy)
<input type="checkbox"/>	G. Current year agency budget, previous year agency budget and previous year agency financial statement <i>For annual budget less than \$500,000, applicants must submit a copy of 990 tax form; budgets between \$500,000 and \$1,000,000 must submit an independent auditor's review; and budgets over \$1,000,000 must submit an independent auditor's report</i> (1 original)
<input type="checkbox"/>	H. A list of all grants received within the last 3 years, including the source of funds, the grant amount; grant timeline and a brief description of the projects for which they were used. Include all current and pending funding sources. (1 original)

I certify that the information in this application is true and correct.

\_\_\_\_\_  
**Executive Director (print)**                      **Signature of Executive Director**                      **Date**

I certify that the Board of Directors or other governing body approved the submission of this application.

\_\_\_\_\_  
**Board President (print)**                      **Signature of Board President**                      **Date**