



Grant Funding Opportunity and Request for Qualifications (RFQ) for

Community Innovations: Small Grants for Public Housing, Working with Youth, Advancing Social Justice, and/or Restorative Justice

Questions & Answers

These questions were submitted during this RFQ's "e-question" period, from April 19-23, 2021. Some questions were not specific to one RFQ, so they are posted in the "Questions & Answers" for both RFQs. Questions and answers have been rearranged and edited for clarity and anonymity.

1a. I'm requesting application RFQ.

1b. Where is this RFQ and what is the Number?

1c. Please share a list of which attachments and documents are expected to be in the one pdf file response submission?

1d. Once I've completed attachments 1, 3, 4 and 5, I can submit these via email?

1e. What is the process of listing my organization with HRC?

There are currently two RFQs that were released, one for "Community Innovations: Small Grants for Public Housing, Working with Youth, Advancing Social Justice, and/or Restorative Justice," involving "re-granting" funds to smaller orgs and individuals; and one for "Storytelling and Narrative Shift in the Black Community in San Francisco."

Both RFQs and the documents needed to apply can be found at <https://sf-hrc.org/grant-opportunities>. The two RFQs do not have numbers.

Applicants must complete and return four Word documents, labeled on the HRC website as Attachments I, III, IV, and V, to noah.frigault@sfgov.org.

Submissions must be received via email to noah.frigault@sfgov.org on or before 5:00pm Friday, May 7, 2021.

To get on the Prequalified List, organizations must meet the minimum qualifications, submit an application, and get a score of 70 or above from the review panel. I would think of the RFQ as a set of instructions (especially section 5) and the attachments as the worksheets you or your org will need to fill out. The most substantive attachment is Attachment V.

2a. Does a communication platform such [my organization's] qualify for this type of Grant when working with a nonprofit organization?

2b. Would proposing [my organization's] programs to youth of color be an eligible option for the Community Innovation grant?

2c. Do you have 30 minutes to meet around the RFQ?

HRC cannot comment on the likelihood of one particular type of program meeting the qualifications for either RFQ. That being said, for the Community Innovations RFQ, the funding is intended to be “re-granted” to individuals or smaller organizations.

The applications will be scored by a review panel according to the Evaluation Criteria in section 5 of each RFQ. Unfortunately, HRC cannot provide advice on what to apply for or not apply for.

HRC cannot meet one on one with potential applicants to discuss either of the recently released RFQs. Individuals are welcome to attend our upcoming information session on Tuesday, April 27 from 6-8pm., where there will be an opportunity to ask questions. Registration is available at https://zoom.us/webinar/register/WN_PrjYj10R3KYtEZyNQ9DYA

3a. We aren't a 501C3 but we have a fiscal sponsor who has the 501C3. Can we still qualify?

3b. Are we disqualified because we are fiscally sponsored? If we are disqualified for this reason, can we instead apply as a collaboration with a community organization who is a 501(c) 3 (the collaboration would be based on an MOU)?

Only a 501(c)3 can apply for either grant. If your organization is not a 501(c)3, they can still apply by partnering with a nonprofit. The partnership could involve having a nonprofit be a

“fiscal sponsor” for your organization, or your organization could partner on another nonprofit’s proposal.

4a. The RFQ states, “The City seeks responses from organizations to partner with small nonprofits who have experience working with San Francisco’s diverse Black community to develop storytelling and narrative shift initiatives for the Black community in San Francisco.” Does this mean, in context, that [my organization] must partner with another organization?

4b. Is there an expectation to subcontract?

4c. If awarded this contract, the main purpose is to offer mini-grants to other organizations not considered nonprofits or individuals? The awarded will not be providing the services ourselves?

4d. What is the degree to which HRC values a collaborative approach?

Any 501(c)3 organization that meets the minimum qualifications for this RFQ is welcome to apply. There is no subcontracting requirement.

The main purpose of the “Community Innovations” grant is to have applicants “re-grant” the funds to smaller organizations and individuals.

5. As a contractor, can I submit a salary range to negotiate with the city based on services as needed?

Contractors may apply through a fiscal sponsor or find another nonprofit's application to partner on. With regard to salary information, applicants may submit this through the budget portion of Attachment V and/or negotiate salary information later if they are selected to begin contract negotiations after a Prequalified List has been established.

6a. Are you seeking proposals from organizations who would then create grants for other organizations?

6b. Do we need to be a regrating organization?

HRC has just released two RFQs, “Community Innovations: Small Grants for Public Housing, Working with Youth, Advancing Social Justice, and/or Restorative Justice” and “Storytelling and Narrative Shift for the Black Community in San Francisco.” The main purpose of the “Community Innovations” grant is to have applicants “re-grant” the funds to smaller organizations and individuals. The “Narrative Shift” grant does not have any “re-granting” provisions.

7a. Is there a budget limit for eligible organizations?

7b. How does the HRC define “small” nonprofit, and is there an organizational budget minimum/maximum?

There is no budget limit on organizations applying for these RFQs.

“Small nonprofit” is not defined in either RFQ. Any 501(c)3 organization is welcome to apply.

8a. Could you please share what the grant amounts are? Or do they range between \$25,000 up to \$750,000. What does “Anticipated Contract Budget” mean?

8b. What is the allowable dollar amount range for the “small” grants awarded by the contracted agency? Is \$25,000 the intended amount or would a small grant include a \$100,000 grant for example?

There are no predetermined contract amounts. Future contracts awarded under this RFQ will be in the range between \$25,000 and \$750,000 per 12-month period. This range is the “anticipated contract budget” for each contract resulting from this RFQ.

HRC did not state a limit to the dollar amount that organizations can award back to the community. Organizations can propose one set of awards, or tiered awards, of any dollar amount between \$25,000 and \$750,000 within the purpose of this funding opportunity, which is “to empower nonprofits to give small grants to individuals and organizations so they can create community innovations that solve specific problems in public housing, working with youth, advancing social justice, and/or restorative justice.”

9. Can you share the total funding amount for the Community Innovations program and how many contracts HRC plans to make?

The Community Innovations RFQ is part of a larger allocation of funding HRC received as part of the City's Dream Keeper Initiative. The total funding HRC received for all Dream Keeper Initiative-related projects is about \$6 million. However, significantly less than that will be applied to this RFQ.

There is currently no set number of contracts HRC intends to enter into as a result of this RFQ.

10. If an organization has a model to do substantial work in two of the four service areas, would it be supported to apply for the full \$750,000 funding amount?

Organizations can request any amount of funding between \$25,000 and \$750,000, regardless of the number of service areas they intend to work in.

11. Could the funding from SFHRC be used for direct aid to youth?

Yes. Part of an organization's application would explain the grantmaking structure and that information will be part of what is scored by the review panel. "Working with Youth" is one of the service areas for this RFQ where organizations can show their qualifications.

12. Can a non-profit organization administer, advertise and award mini grants specifically for Black Women?

Generally speaking, applicants may designate funding for specific groups within the service area they intend to work in.

13. Can the small grants be structured as guaranteed income for individuals in the priority population?

The grant making structure described would be an acceptable use of funds under the Community Innovations RFQ.

14. Do programs operating within HUD housing communities by residents qualify?

An organization that works in public housing but is not a 501(c)3 would be able to apply for either RFQ through a fiscal sponsor.

15. I'm curious if HRC is limiting the call to housing governed by the Housing Authority.

“Public Housing” (including housing managed by the San Francisco Housing Authority) is one of four service areas within the Community Innovations grant. An application for this RFQ in this service area would “re-grant” funds to smaller orgs or individuals doing work in that service area, i.e. public housing.

16. Can you outline the process to become a qualified LBE?

More information on the LBE process and how to apply is available here:
<https://sfgov.org/cmd//lbe-certification>.

17. What is the "Notice of Protest?"

A "Notice of Protest" is essentially a method for notifying the City and HRC that the applicant disagrees with a portion of the RFQ or the way it was issued. More information can be found in section 6.1 of either RFQ.

18. Should we know which individuals or non-profits we would like to provide grants to before applying? If yes, should we know how much money we would give them?

It is not required for applicants to know specifically which organizations or individuals they would like to "re-grant" funds to.

19. Is there a way for me to use our vendor number to confirm that we are fully set up as a vendor with SF?

This issue is outside the jurisdiction of HRC. That being said, individuals may create a support ticket in the supplier portal via this link: <https://sfcitypartner.sfgov.org/pages/contact.aspx>

20. I am a fiscally sponsored artist in San Francisco working in collaboration with [two nonprofits]. Who do you recommended to be the lead applicant; fiscal sponsor, collaborating organization or the artist (in this case would be me)?

HRC cannot make recommendations regarding what an applicant should or should not do as part of their application. Any nonprofit that meets the minimum qualifications to apply may serve as fiscal sponsor.

21. Would we be able to use the same letters of recommendation for both submissions?

That would be acceptable. However, the review panel will determine final scoring of the letters.

22. Proposed total program cost – Is this a general estimate of what a program contract might cost?

Yes, the proposed total program cost is an estimate of how much your organization thinks it will need for any resulting scope of work if selected for a contract. It is the same number as the amount of funding your organization is requesting from HRC.

23. Grantmaking structure – Does this refer to the organization re-granting City funds to community members?

For the Community Innovations RFQ, because this involves “re-granting” funds, HRC is asking for information about how your organization will structure this “re-granting.”

24. List of deliverables – Rather than specific project deliverables, does this refer to a general list like the Possible Contract Deliverables on p. 6?

Yes, the list of deliverables is general in nature and not expected to be as thorough or specific as a scope of work.

25. Are organizations not allowed to ask you questions after tomorrow, as the website states tomorrow is the end of "e-questions."

After April 23, 2021, the only opportunity to ask questions directly to the HRC regarding either RFQ will be at the HRC’s upcoming information session on the RFQs, this Tuesday April 27 from 6-8pm. You can register for that event here:

https://zoom.us/webinar/register/WN_PrjYj10R3KYtEzYnQ9DYA.