



**Grant Funding Opportunity and Request for Qualifications (RFQ) for
Storytelling and Narrative Shift for the Black Community in San Francisco**

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. **The questions unique to the "Storytelling and Narrative Shift" RFQ are listed last in this document.** 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 regranting 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.

8. 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>.

9. 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.

10. 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>

11. 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.

12. 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.

13. 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.

14. 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.

15. For the Narrative Shift grant, would it be appropriate to apply on behalf of general operating support?

Unfortunately, HRC cannot provide advice on what to apply for or not apply for. That being said, if the organization's general operating budget covers the purpose of this funding opportunity, that is an acceptable budgeting of funds. The purpose of this funding opportunity is to work with San Francisco's diverse Black community to develop storytelling and narrative shift initiatives for the Black community in San Francisco.

16. For the Storytelling and Narrative Shift opportunity, are we expected to apply with a specific program in mind or on behalf of the org itself?

Any 501(c)3 may apply for either grant if they also meet the other minimum qualifications for applying. Partnership with other organizations is not required.

17. I am curious to know why the budget description says, "The budget should also include the grantmaking structure..." Does the project require this? Or, can we simply not respond to this element and still be considered as fully compliant with budget detail requirements?

Thank you for catching that typo! The "grantmaking structure" is irrelevant to the Storytelling and Narrative Shift RFQ. The budget scoring will be based on the other elements listed in that section.

18. Are you looking for agencies with storytelling experience who will then work with non-profits OR can a non-profit with significant community experience apply for the RFQ on its own?

For the RFQ “Storytelling and Narrative Shift for the Black Community in San Francisco,” either approach is acceptable. Organizations who meet the minimum qualifications may apply on behalf of their own programs or choose to partner with other organizations.