

HRC RFP 101 - Empowerment and Capacity Building e-Question Summary

16-Mar-26

| Submission Date | Received Via | Time | Category | Question | Answer | Response Publication Date |
|-----------------|----------------------|---------|--------------------|--|---|---------------------------|
| 3/9/2026 | Information Sessions | N/A | Required Documents | Is the \$10M in grantmaking each year over the past 3 years? Or 10 in total | The solicitation's minimum qualifications require the lead applicant/foundation partner to demonstrate financial capacity and stability, including a documented annual operating budget of at least \$10 million, supported by audited financial statements and Form 990s for the three most recent fiscal years. This requirement applies to the lead applicant/foundation partner and is intended to ensure adequate fiscal and administrative capacity to implement the program and manage grantmaking. | 3/16/2026 |
| 3/9/2026 | Email | 11:35AM | Required Documents | Thank you for the overview of the HRC RRP 101 - Empowerment Grant requirement questions, sorry I missed the last questions, someone mentioned about the requirement for the last three year operation from organization. Is there a requirement operation amount for the non profit organization in order to apply? You mentioned minimum at least \$10 M from the last three year in order to apply? Please clarify that? | The solicitation's minimum qualifications require the lead applicant/foundation partner to demonstrate financial capacity and stability, including a documented annual operating budget of at least \$10 million, supported by audited financial statements and Form 990s for the three most recent fiscal years. This requirement applies to the lead applicant/foundation partner and is intended to ensure adequate fiscal and administrative capacity to implement the program and manage grantmaking. | 3/16/2026 |
| 3/11/2026 | Email | 2:27PM | Required Documents | Question 1: 990 requirement In July 2025, our organization became an independent 501(c)(3). Prior to that, we operated as a fund within a community foundation. Because of this structure, our fund's name does not appear explicitly on the foundation's Form 990 filings. To document our financial history, we plan to submit the foundation's Form 990s along with documentation confirming our organization's status as a fund within the foundation, as well as our financial statements for the past three fiscal years. Is this documentation sufficient to meet the eligibility requirements, or are there any additional materials you would recommend including? | If your organization became an independent 501(c)(3) in July 2025 and previously operated as a fund within a community foundation, you should submit the most responsive equivalent documentation available for the required period. That may include the community foundation's Form 990s for the relevant years, documentation confirming your organization's status as a fund within that foundation during that time, and your organization's financial statements for the past three fiscal years. To support review, you should also include a brief explanatory memo describing the prior structure, how your fund's activity is reflected in the submitted materials, and the relationship between those records and the current applicant entity. HRC may request clarification or additional documentation during its review. | 3/16/2026 |
| 3/12/2026 | Email | 2:27PM | Proposal | Question 2: Total Number of Full Time Equivalent (FTE) Employees -If applying as a collaborative, should this number include FTE count for both entities? -Should this number include existing plus proposed total FTE count? | Report the organization's current existing FTE employees at the time of application. If applying as a collaborative, applicants may provide the combined current FTE total across participating entities, but should include a clear breakout by organization and identify the lead agency. New or proposed positions should not be included in the current FTE count and should instead be described separately in the Staffing Plan and any related narrative. Contracted staff should not be included in the FTE total unless they are treated as employees; contractors may be described separately where relevant to staffing capacity. | 3/16/2026 |
| 3/13/2026 | Email | 2:27PM | Proposal | Question 3: Total Number of Contracted Staff -Should this number include existing plus proposed total contracted staff count? -Should this number include organization wide contracted staff, or only contracted staff related to this initiative? | Applicants should distinguish between existing contracted staff and new/proposed contracted staff that would support the ECB engagement. The response should focus on staff relevant to this initiative, not an organization-wide contractor count alone. Applicants should identify the contracted staff positions/roles that would support the work and clearly indicate whether each is existing or proposed. Applicants should also describe how those contracted positions support program design, grant administration, fiscal management, capacity building, technical assistance, evaluation, reporting, or other relevant components of the proposed engagement. This is consistent with the RFP's emphasis on operational capacity, staffing plan, and readiness to deliver the required scope of work. | 3/16/2026 |
| 3/14/2026 | Email | 2:27PM | Award Amount | Question 4: Anticipated mini-grant award amount -What is the anticipated mini-grant award amount range that will be allowable? | The RFP does not establish a fixed mini-grant award range at this stage. Applicants should describe their proposed approach to structuring mini-grants as part of their overall program design and grantmaking model. Final funding structure, award sizing, and related budget details will be discussed during the negotiation period with the selected applicant as part of scope and budget negotiations. | 3/16/2026 |

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| 3/15/2026 | Email | 2:27PM | Required Documents | Question 5: Allowable IDC range -What is an allowable IDC range? -Where in the application is the best place to disclose the anticipated IDC? | The RFP does not request or establish an indirect cost rate proposal as part of the application. Applicants should focus on the narrative sections and overall program design described in the Proposal Template. Detailed budget development, including any treatment of administrative or indirect costs, will occur during contract negotiations with the selected applicant. | 3/16/2026 |