

# RFP 101 Empowerment & Capacity Building (ECB) Informational Session

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Thank you for joining us today. We are going to be recording today's session both on video, so this will be available after the session concludes. We will also be doing a digital recording transcript with a summary document as well. So, thank you very much for your interest in RFP one hundred and one Empowerment and Capacity Building. For the San Francisco Human Rights Commission, We're very excited to be launching this RFP and to have hopefully starting next year, a community partner on board, who can assist with administering grants to smaller community organizations. The purpose of today's presentation, I am just going to go into the agenda is to go over our

RFP overview and program goals. Talk about the RFP schedule and key dates. Talk about the funding available and the period of performance that we're expecting. We're going to go through the application materials and scoring, and talk very briefly about what makes a strong application from our perspective, as well as how to submit, and again, the key deadlines associated with this. This RFP. Okay.

So, I'm going to just pull up the solicitation attachment, real quick. So I have that at my disposal. And excuse me, am I still showing the PowerPoint? No, you're not showing it. No, okay. There we go. Okay. Is it available now? No. Okay, sorry everybody, give me a moment here. Okay, excuse me. Sorry for that. So everybody should now be able to share my screen. So again, here's today's agenda so everybody has it at their disposal. All right so what is the ECB program?

And what that stands for is empowerment and capacity building grants E C D. So H R C is seeking a qualified foundation partner to administer a grant portfolio, that supports emerging community based organizations serving historically marginalized communities, in San Francisco. What the RFP contemplates is a foundation partner model. So this would be a single foundation who would be selected to administer A mini grant process for smaller community based organizations here in San Francisco, who may not be yet prepared to go through larger RFP processes that are run by the city, by HRC or other departments directly. The second component is capacity building so technical assistance, mentorship, fiscal guidance and organizational development to help.

Organizations to grow and get their footing. Third, Community impact :. We want to make sure that funding reaches grassroots organizations serving communities inclusive of but not exclusive to Black community, LGBTQI community, immigrant and low income communities. And it should be stated that the ECB RFP. Is a part of the Dreamkeeper Initiative portfolio here at the Human Rights Commission. What are the program goals and guiding

principles? First, equity and access. Second, community centered programming, sustainability and growth, collaboration and impact, and transition readiness. So really.

What, we're contemplating here is a partner who can help to get organizations to the next level, to help them grow, To help them build the administrative and programmatic capacity to make an impact into the community. And then at the close of the funding period, Those organizations are prepared to transition to other funding sources and seeking out other opportunities that may be available at that time.

So, our RFP schedule is running from now through the period when we expect the grant would be executed. July 1st. The key points for this solicitation are that it was issued on the 3rd. We have an e-question period where you can submit questions by email, basically from now until the 11th. All of those questions will be posted publicly on our website at the closure of that period, so everyone is receiving the same information and our process is being administered fairly. Today, obviously, we're having our informational session where we are going over the RFP, our timelines and walking through the application materials and how you can submit them.

We expect that the scoring period will take place from, or excuse me, I skipped over a really important point there. Applications are due on March twenty third at twelve noon. So please be sure to mark that in your calendars. We will not be accepting submissions after that time. At the conclusion of that period, We will receive the applications, we will review and score them. So as stated in the RFP, If there are any errors that are non-material that have to do with potentially items like your supplier ID, fully filled out forms, Items such as that, we may follow up to clarify so that you do have a complete application.

Once we have those complete applications in hand, We will have a scoring panel who is evaluating the proposals and then scoring them. Based on those scores, we will generate a notice of intent to award. We expect that that would go out April 30th, At which point, we would enter the negotiation period where we would negotiate the details of the grant agreement. We would expect that negotiation period to conclude and agreements to be executed on or prior to July. First, which is when the grant would start and when programming would commence. This next slide goes into our funding available and period of performance. One thing I want to be clear about is that.

The not to exceed amount that is listed in the RFP is ten million. However, what we anticipate funding is roughly seven million dollars. That seven million dollars we expect would be distributed across two years. So year one, which would be starting July first twenty six ending June twenty seven, that would be three point five million in that first year three Five million in the second year. Following that, we may exercise an optional third year with no additional funding available. But, if there is a need to build a greater runway for transitional purposes or provide continued support to certain organizations, that period, year three, may be exercised as an option. And the reason.

Again, Just going back to the funding amount that we have \$ 10 million as the not to exceed. Is in the rare case that additional funds become available, We

may be able to allocate it to the recipient of the contract that is associated with this RFP. That is not a guarantee. It's just providing us flexibility in case we may have it. So right now, the amount that we expect to award is roughly \$7 million.

All right, So on our website, we have posted all of the materials associated with this RFP. If you have not already, please go take a look at that. That is the location where all materials will be available, including the recording of this session and the associated materials, any outputs from the e-question period. Will be posted there, And we will also periodically be posting any updates to the date or schedule that may change from what is currently planned. So please check our website on a weekly basis; I think that's good practice. You will see that we have the actual RFP solicitation document posted there currently. We have our Attachment Two, which is the proposal template.

Attachment one is going to be exercised through a fill-out form. So previously, in prior solicitations, we used a Word document as attachment one, But here we're transitioning to an online form as we believe that's a bit cleaner. You don't need to submit that immediately ;. You can submit that anytime prior to the deadline. You can go through it. To make sure you understand all the fields, one thing you may choose to do is understand all the fields, work on those externally, and then once you are ready to fully submit via that form, you can do so and use the fill-out form to do that. Proposal : The proposal template attachment two is a Word document that includes both directions for how to.

Fill out your application, How to approach your application and the template that we are requiring you to use. Additionally, We are requesting the last three fiscal years of your Form 990 s so that we do have those on file. Those will be considered as a part of your application; however, they will not be used for uh to score for any specific criteria.

All right, so getting into the scoring criteria, That attachment two will be what panelists are looking at and what they are basing their evaluation off of. So please make sure that you read that document thoroughly. There are guiding questions that are contained that will help you to develop your application, and as we'll get into, we also have some guiding principles that you can Work within that we believe will help you to submit a strong application. The attachment two contains our completeness criteria as well as minimum qualifications, instructions for submission, public disclosure, written proposal overview, as well as the scoring criteria that you are viewing here. You will notice that the structure of the application.

Mirrors the scoring criteria so that each section will be scored based on the specific criteria that are listed in the RFP, and that's how your score will be generated. So, for example, Section One in Attachment Two is titled "Community and Cultural Alignment," which is the scoring criterion that will be used. Section Two: Grant Management and Expertise. So on and so on. So, Here, you'll see the one hundred point breakdown and how that is distributed across the five scoring categories. Those five categories are community and cultural alignment, grant management expertise, fiscal health and operational

capacity, capacity building approach, and transition planning. So please read through the RFP; read through attachment two.

This will help you to understand how we will be viewing and scoring as the panel approaches your application. All right, next slide: minimum qualifications. So, Here are the minimum qualifications as delineated in RFP :. You must be a registered five hundred one, c three have an annual operating budget of at least ten million dollars across three fiscal years, have experience administering grants. Grants totaling, you know, In sum, at least five million dollars annually have at least three grant - making rounds in the last five years. Have five plus years of providing capacity - building services to organizations that have under a two point five million dollar budget. Have an operational presence or grant - making history in San Francisco or the Bay Area for four or more years.

Have lead staff with at least three years of technical assistance experience with marginalized communities, and finally, you need to be in current good standing with the City of San Francisco. So that includes not being debarred or suspended, and none of your affiliates being debarred or suspended as well. Right next slide. So, what makes a strong application? So, These are not criteria that will be scored ;. They're more guiding principles for you to think about as you put together your application. From our perspective, what makes a strong application is depth and clarity. So, is your application well reasoned, organized, detailed?

Does it have actionable plans with specific examples and evidence? And, what we think is a good thing to avoid is vague or general statements. Additionally, very important alignment with RFP goals. So, very clearly articulating how you are aligned with the guiding principles of the RFP, how you are aligned with the program goals, the values and objectives of DKI. Potentially HRC's charter mandate. And, this would demonstrate your understanding with the intent of what we are trying to do, feasibility and readiness. So, do you have a realistic approach? Is your organization appropriately resourced? And do you have the experience that will be able to ground the programming? If there are any gaps or potential risks, those are things to certainly think about.

I think what is important? There is we can see that you are potentially thinking about where you would need to improve or where you may need to build out your activities in order to fully execute the grant. Finally, impact and sustainability. How will your activities have a meaningful long-term impact on the community? One thing that is important is that whatever the impact is here, that it outlives the term of the two to three years of this agreement. So, lasting change is something that would be ideal. All right, so finally, key reminders: please use the proposal template attachment two. That is.

What you will be submitting. So, what you can do is basically take everything out on pages one through four. The proposal template starts on page five, and that is what you will be submitting. So, you can literally delete everything before page five; that is just for your guidance. And then submit your filled-out proposal template. We ask that you work within a limit of one thousand words. For sections one through five and section seven, that you limit it to five

hundred words. You can submit in a doc or docx format. Please no handwritten applications, no PDF as well. You know, So docx, we ask you for that because we may need to reformat or do certain things to it, so we don't want to have to necessarily transition to a different file format.

Excuse me, do not submit demographic data about staff. And, you know, any information that we do receive will that composition of your board, your staff, that will not be deciding criteria in whomever we may choose for an award. CBOs funded through the ECB grants must serve all eligible participants. Regardless of race, ethnicity, gender, et cetera. So it should be inclusive. Please as a part of this solicitation, only communicate with our HRC grants handle or myself during the RFP process. So, please do not reach out to any individual Human Rights Commission staff who you may have a relationship with.

Please do not reach out to our executive director or other managers. That could compromise our process, And so all communications should be flowing through the defined channels that are articulated in this RFP. So everybody needs to have the same information, and we are committed to a fair and transparent process. Any collaboratives, if you are collaborative Must have a designated lead agency as the fiscal sponsor, who would be the contract signatory. So, the RFP does contemplate potentially a collaborative structure where multiple organizations may apply, but you'd still need an identified lead who would serve as the contract signatory. And finally, a philanthropic match is strongly encouraged.

We do want to leverage this funding to the extent possible. So, if your organization is able to secure matching funds, that is something that would be beneficial. All right, so how to submit? So first you complete the fill-out form. Again, You don't need to do that right away as long as it's before the deadline. So you can go in, you can poke around. In that form, see what you need to do, complete it outside of the form structure and then submit it at your leisure. Number two, prepare your proposal. So again please use the attachment two template that we've provided. Complete all the sections according to the directions. Please provide your Form nine ninety s for the last three fiscal years if they are available. And then finally three, please submit your.

Packet your submission, so that would be the fill out form and then the attachment two, which you can also send to the HRC grants handle, the address of which is listed here. Again, that deadline is March twenty third at twelve p m. Pacific time. We will not accept late submissions, so please get it to us before then. I always like to advise that folks not wait till the last minute. Just in case you run into technical issues, We would not want to have to disqualify a great application simply because it was a few minutes past the deadline. All right, so with that, we will open it up for any questions. And again, All these questions will be posted following the meeting so that all potential applicants have them at their disposal.

All right. I see we have five. We have a number of attendees. Any questions? If you do, you can enter them into the chat, or I think there may be functionality to raise your hand as well.

AI Generated Transcript—May contain errors

No Questions? Okay.

All right, well, if you do have questions again, The question and answer period, the electronic question and answer period rather is open through the eleventh. So you can send any questions that you may have to our grant handle. Okay, We do have one question : Is the ten million in grant making each year or over the past three years? Or ten million in total? So I think you're referring to be, Excuse me, The minimum qualifications here, : annual operating budget of at least ten million over over three fiscal years. So, The requirement is that your total operating budget be ten at least ten million dollars over the past three fiscal years for which you have Form nine ninety s.

All right.

So it looks like that is all our questions. Again, if you have additional questions following this, please do email us. Thank you very much everyone for your attendance. We're very excited to receive your applications and appreciate your interest. All right, take care. Bye- bye.