

Q and A Document

	Question Submitted	MOHCD Response
1	Can a neighborhood Black-led nonprofit who isn't a current MOHCD grantee apply/partner with another nonprofit who is a MOHCD grantee (but not BIPOC-led) to apply for either category?	Yes - your project should be eligible for funding as long as lead applicant is currently a MOHCD grantee.
2	If we want to hire an annual fund development consultant, but don't have one in mind or know of one—would that hinder our eligibility?	No - however, there are procurement requirements for consultants. Please refer to Form H - Subcontracts and Equipment Purchases for more information (https://sfmohcd.org/sites/default/files/Form H - Subcontracts and Equipment Purchases.doc)
3	If my organization is Black-led, but currently has a very small Black membership (which we're trying to build/strengthen), would it be better to apply for the general grant for the African American Stabilization Grant (AASG)?	Black led organizations will be eligible for AASG regardless of the composition or demographics of its membership.
4	Would salaries of bookkeeping/financial and administrative staff be considered an allowable cost?	Yes - if expenses or costs associated with these positions are related to the project being proposed.
5	Re: AASG (Funding Opportunity B), there was a comment about Black-led and Black-serving. If an org is Black-led but has a diverse BIPOC constituency, of which AA population is 30% it's not clear which is the priority for MOHCD, the leadership or the constituency? (To know whether to apply under A or B)	Black led organizations will be eligible for AASG regardless of the composition or demographics of its membership.
6	I heard Asset Management referenced in relationship to Program Development/Operational infrastructure, but is asset management not viewed as financial systems/management for the purpose of this RFP?	Asset Management related costs may be considered eligible for funding. For example, project costs associated with your efforts to development and/or improve asset management system would be an appropriate request.
7	Is the multi-year awarded at the same time or is it spread out? Can you choose which discipline you want to address each budget circle?	We will be awarding one-year awards through this RFP.
8	Can a Black led NON MOHCD 501(c)3 partner with non Black led MOHCD-funded 501(c)3 under African American Community Stabilization Capacity Building?	Yes - You can find more about fiscal sponsorship using the following link - https://www.councilofnonprofits.org/tools-resources/fiscal-sponsorship-nonprofits
9	How many awards are expected for the MOHCD AASG?	The number of awards made for AASG will depend on how many eligible proposals are submitted and the amount of funds requested. We will make awards until we exhaust all the allocated funding.
10	Can a 501(c)3 submit more than one RFP response (like on different topics)? Or should they write a single application to just include multiple topics?	Agencies may submit more than one proposal, each for up to \$75,000, if each proposal was entirely different from the other, with the understanding that the funding of multiple proposals would not be prioritized as we'd like to support a variety of organizations.

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11	If my organization is Black-led, but currently has a very small Black membership (which we're trying to build/strengthen), would it be better to apply for the general grant for the African American Stabilization Grant?	If your organization is Black led, you will be eligible for AASG regardless of the composition of your membership.
12	Is new staff FTE for finance/asset management/compliance allowable expense?	Yes - if expenses and costs associated with these positions are related to the project being proposed.
13	Given that capacity building takes a variety of forms (and the funding is for 1-year), can organizations submit more than one response for distinct aspects of capacity building?	Agencies may submit more than one proposal, each for up to \$75,000, if each proposal was entirely different from the other, with the understanding that the funding of multiple proposals would not be prioritized as we'd like to support a variety of organizations.
14	I noticed a scoring discrepancy. On page 11 it shows 10 pts for staffing plan, 20 pts for budget narrative. On page 13 it says 15 and 15.	Please refer to the points shown in the page 11, instead of page 13.
15	To clarify, is the Lead Applicant the fiscal sponsor (where there is one)?	MOHCD will sign a grant agreement with the lead applicant and lead applicant will act as a fiscal sponsor to the partner organizations. These partner organizations for the purpose of this RFP will be considered sub-grantees.
16	If we wanted to build a computer system to track the development of our clients using a system like Salesforce, would this be an eligible project for this grant?	Yes.
17	2 different questions - 1. For the staffing section of the proposal, during the webinar, did Malik state we should know the bidding process for consultants? 2. For the design section, did Malik say that MOHCD is looking for new plans?	See Response to Q.2. This RFP will fund organizations to complete organizational plans, or implement capacity building projects within a current plan that a nonprofit might already have.
18	Can we use this grant to support staff at all levels or only Executive Leadership/Board of Directors? Under the description of Leadership Development, you write "MOHCD is supporting the development of new and existing executive leadership and board members". However, under the description of how MOHCD has supported organizations in the past, you list "offering training and skill building for staff and leadership".	We have prioritized the training and skill building of executive/board leadership, however we will consider proposals support for staff of all levels.
19	Our organization does not use the terms CFO or COO. We have a person who leads on finance and a person who leads on operations. Should we list these equivalent positions or leave this blank on the cover page?	Yes.
20	Can we have this pay for flights for remote staff to attend in-person organizing training? What about flights for the trainers? Can MOHCD funds be used for any other travel expenses like lodging, per diem, and/or ground transportation	Please note that City has placed restrictions on some interstate travel - we encourage local travel or virtual training whenever it is practicable. Although we see the importance of in-person training and travel/lodging might be required, travel expenses to a training or for a trainer should not be a large expense in the budget proposal.

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21	Can a fiscally sponsored project (i.e. a cultural district) apply for this pool of funding to support capacity building for their project if the organization who fiscally sponsors intends to also apply on their (for a separate capacity building effort) own behalf? Essentially the sponsored project and the sponsoring organization have their own efforts that need to be funded. Will you consider both requests? Do they need to be combined when submitting or can they be submitted separately?	A current MOHCD grantee that serves as a fiscal sponsor can fiscally sponsor more than one organization and may submit more than one proposal including their own. Fiscal sponsor would not have to combine multiple requests into a single proposal. Instead, separate proposals should be submitted. Please be sure to clearly state in the proposal which organizations the funding will benefit.
22	Is this RFP being opened to fund add-backs?	The funding for this RFP comes from MOHCD's general fund and was not part of the board add-back process or related to a mayoral enhancement. Applicants may apply for program support for existing programs, including those funded by current board addback dollars.
23	Are we allowed to apply to both (A) General Capacity Building Grant and (B) African American Community Stabilization Capacity Building Grant?	Yes.
24	Outside of 12 font and Double spaced, is there an expected number pages expected for submission?	The page limit (not to exceed 10 pages) applies to your response to the narrative questions listed in Page 11 of RFP document.
25	Can you provide guidelines for contractual work that will be part of this RFP, meaning is the vetting process required and what are their requirements?	Here is the instructions/guidelines on subcontracting - Form H - Subcontracts and Equipment Purchases - https://sfmohcd.org/sites/default/files/Form H - Subcontracts and Equipment Purchases.doc
26	We received funding from another City and County program for Creative Space through the SF Arts Commission and would like to know if we can still apply for this grant opportunity with MOHCD?	Unfortunately, this RFP is open to the current MOHCD grantees and grantees from other city departments will not be prioritized.
27	We are currently engaging in some capacity building efforts that started in January and will continue throughout the year and into next year. Since the term starts in June, is it possible to include some of those items in the narrative and budget?	You may include descriptions of costs already incurred in your proposal. However, please note MOHCD will not be able to reimburse expenses incurred prior to entering into the contract with your organization.
28	We currently have a grant from MOHCD for the 2021/2022 Fiscal Year. Does that impact our eligibility for this grant?	If you are a current MOHCD grantee, your organization meets the eligibility requirements for this RFP.
29	Though we are our own organization, we operate as a fiscally sponsored project of the San Francisco Lesbian, Gay, Transgender and Bisexual Center. They also receive funding from MOHCD. Will there be a conflict if we both submit a proposal?	No, your proposal would be a separate capacity building project for your organization. See response to Q 22.

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30	When submitting the proposal, should we include both our Advisor Board and the SF LGBT Board's list, or just one of them?	Proposals must include the list of lead applicant/fiscal sponsors board members. Your organization's information (including your Advisory Board) may be included in the narrative portion of the proposal if you so choose.
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