

TECHNICAL ASSISTANCE OFFERINGS

MOHCD RFP Pre-Submission Webinar

Three (3) live webinars will take place. Staff will provide an overview of the entire RFP process, including eligibility criteria, MOHCD funding priorities, and how to apply. Each pre-submission webinar provides the same information and guidance. You only need to attend one session. Each webinar will be recorded and made available on the MOHCD website here: <https://sfmohcd.org/community-development-funding-opportunities>

To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.

- To register for the March 10th pre-submission webinar, click [this link](#).
- To register for the March 11th pre-submission webinar, click [this link](#).
- To register for the March 17th pre-submission webinar, click [this link](#).

MOHCD One-on-One Technical Assistance

We are committed to providing as much clarity as possible during this RFP process. Submit your questions about the RFP in writing to CommDevRFP@sfgov.org or leave a voicemail message at (415) 701-4228. We will return all email and phone messages within 24 hours - Monday through Friday.

MOHCD Virtual Office Hours

MOHCD staff are available to answer your questions and provide additional RFP guidance through virtual office hours each weekday from 4:00 to 5:00 p.m. from March 15, 2021 through March 26, 2021. All RFP questions are welcome at these virtual office hours. Come to as many office hours as you need.

To join us at these virtual office hours, please click on the Zoom link [here](#):

Zoom Meeting ID: 982 8202 1310

Passcode: ZP55fn

Dial-In Number: 1 (669) 900-6833, **Passcode:** 98282021310#

Proposal Budget Webinar

Scheduled for Friday, March 12, 2021 from 9:30 to 11:00 a.m., this free, live webinar from nonprofit consultants BDO FMA provides planning tools and best practices for submitting a true cost budget for your proposed program or project. MOHCD staff will also be on-hand to provide additional guidance on how the department typically assesses proposal budgets and to offer insights into what reviewers will be

looking for when reviewing your budget. As with all of our live technical assistance offerings, questions from participants are highly encouraged.

For your convenience the webinar will be recorded and made available on the MOHCD website [here](#). To attend the live webinar, please register [here](#). After registering, you will receive the webinar login information.

Budget Coaching

Due to limited coaching hours available, this proposal budget coaching is only available to applicants with current annual operating budgets less than \$1 million.

Skilled coaches from nonprofit consultants BDO FMA will provide one-on-one, virtual coaching to your staff to help plan and present a strong true cost proposal budget.

If you are interested in this coaching, please email Dolly Sithounnolat at dolly.sithounnolat@sfgov.org as soon as possible. Dolly will connect a BDO FMA coach to all eligible applicants.

MOHCD and BDO FMA cannot guarantee coaching hours if requested after Monday, March 22, 2021.

Self-Paced Intro to Proposal Writing

This free, online class from Candid will provide you and your team with an overview of how to write a standard project proposal to a grant funder. It will include:

- The basic elements of a proposal
- The "do's" and "don'ts" of writing and submitting a proposal
- How to follow up whether the answer is yes or no

This course is offered in English and Spanish. You will need to create an account with Candid to enroll.

Access this self-paced course at any time by visiting the Candid website [here](#).

Guide to Proposal Writing Audiobook

This free 9-hour audiobook from Candid provides insights into what makes for a winning grant proposal. In the fifth edition of this essential guide, author Jane C. Geever provides detailed instructions based on her 35 years of experience preparing successful grant proposals.

For your convenience the audiobook is divided into tracks corresponding to chapters in the original book. You can listen to just the chapters that interest you or download the book as a single mp3 file. You do not need to create an account with Candid to listen to all or any portion of the audiobook.

Access this audiobook at any time by visiting the Candid website [here](#).