SDDT Healthy Communities Grant #04-2019

Questions & Answers

Informational Session Recording from 6/24/2019
https://zoom.us/recording/share/qF9zuvSEcY0LCOrRM5n81_mv1U-ev2WCiY5JE3Y1csSwlumekTziMw

Updated 7/15/2019

QUESTION 1: What is the RFP’s definition of “less than a $1 Million organizational budget”? Does this refer to our organization’s current annual budget? Past budgets? On what the organizational budget would be if we were awarded this grant? If the latter, is it for Year 1, or for Year 1 and all subsequent years? Here are some examples: ANSWER: Generally, the $1 Million organizational budget refers to the organization’s current budget, as expected in FY 19/20 with information known by the agency at time of proposal submission.

1a: Organization A has an annual budget for Fiscal Year 18-19 of $1.2 million. They will be losing a $300k annual grant as it sunsets June 30th, so their FY19-20 budget is projected to be $900k. Are they eligible? ANSWER: Provided the agency can demonstrate that the 300K annual grant sunsets and there are no other replacement grants, this agency may be eligible.

1b: Organization B has an annual budget for Fiscal Year 18-19 of $950k, and their planned budget for next year is also $950k. If they win this grant, however, that will push their budget above $1M. Are they eligible? ANSWER: The budget assessment is based on the agency’s budget before receiving a Healthy Communities Grant

1c: Organization C has an annual budget for Fiscal Year 18-19 of $750k. If they are awarded this grant, their Year 1 budget will remain below $1M. But they are rapidly growing. Say that in Y2 they win other grants from other funders and their budget goes above $1M. Do they still qualify? Will this grant money be withdrawn? ANSWER: If agency budget increases, the Healthy Communities Grant will not be withdrawn

QUESTION 2: As we look at the list of planned RFPs under the SDDT process, we are trying to make informed decisions about how this RFP relates to the other four, and how applying under this RFP might affect our ability to apply under the others. We assume that we would not be able to receive two SDDT grants for the same essential work, but we recognize that our plans could fit into several of these RFP categories (at least as they are briefly described here).

2a) What can you tell us about the eligibility criteria for the other grants? Are they also based on agency budget size? ANSWER: We are currently answering questions for RFPs that have been released. RFP04-2019 (Healthy Communities Grant) has organizational budget limitations; RFP 07-2019 (Healthy Communities SUPPORT Grant) does not. The SFDPH RFP is not expected to include a budget limitation.

2b) If we apply for this grant, would there be any prohibition on or barrier to applying under the forthcoming SFDPH-issued RFP #5 (as listed on p. 3)? ANSWER: there would not be a prohibition on applying, but SFDPH and/or SFPHF reserve the right to ensure the collective set of grants reach the priority populations with a range of interventions.

(2c) If we apply for this, would there be any prohibition from also applying for the Public Schools Support RFP, since we specifically deliver programming in the schools, and part of our plans would include delivering SDDT programming in that context? ANSWER: there would not be a prohibition on applying, but SFDPH and/or PHF reserve the right to ensure the collective set of grants reach the priority populations with a range of interventions.

QUESTION 3: The proposal questions include discussions about neighborhood and the park or facility where programs would be held. We are not a neighborhood-based organization. We provide programming in multiple SF neighborhoods, at both schools and community centers, with a strong track record of success.
Do you have guidance on how we should address this section of the proposal? **ANSWER:** Describe the neighborhoods and specific locations your work would take place in, and your success in reaching the priority populations.

**QUESTION 4:** Each agency could potentially receive up to $500,000 total over 3 years // each receiving up to $200,000 in a single year (not $500,000 collectively for up to 12 applicants), correct? **ANSWER:** The maximum award per grant in a single year is $200,000 with a maximum cumulative grant total over 3 years not to exceed $500,000. This is assuming available funding in subsequent years. Assuming stable funding, and the agency performs satisfactorily, the below are possible scenarios:

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<thead>
<tr>
<th>Possible Budget Scenarios</th>
<th>Agency A</th>
<th>Agency B</th>
<th>Agency C</th>
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<tr>
<td>Year 1</td>
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<tr>
<td>Year 2</td>
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<tr>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$450,000</strong></td>
<td><strong>$475,000</strong></td>
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**QUESTION 5:** Our organization’s core operating budget is just under $1M, but because we sponsor the San Diego Food System Alliance, our total operating budget is $1.5M. They are filing for separate 501c3 status this year, and we expect them to be off our books by 2020. Are we eligible to apply for this funding even though our 990 and approved budget shows a higher than $1M budget? We are happy to provide financials that show the breakout between our fiscally sponsored projects and our core ops. **ANSWER:** Serving as a fiscal sponsor to another agency shouldn’t disqualify an otherwise eligible agency. The agency must demonstrate, in a manner that is satisfactory to the PHF and SFDPH, the agency funds are separate from the fiscal agency sponsor-related funds.

**QUESTION 6:** I am writing with a question regarding the budget limitations for the Healthy Community Grants applicants. The Y of San Francisco’s budget is well beyond the $1M limitation but there are local branches, programs, and off-site locations whose budgets are below the $1M mark. While all under the same 501c3, would these local branches / programs be eligible to apply? Any clarity that you can provide would be much appreciated. **ANSWER:** If the branches are under the same 501c3 they are not eligible for RFP 04-2019 (Healthy Communities Grant).

**QUESTION 7:** We serve 1,600 students in low-income communities throughout the Bay Area—including San Francisco, Oakland, Hayward, San Rafael and Daly City. The budget for our San Francisco program is less than $500,000. However, the entire organizational Budget (to support the programs across all of our regions) exceeds $1,000,000. Our focus for the Health Community Grant would be for our San Francisco program, which falls within your budget guidelines. Are we eligible to apply given that we would only be applying for our San Francisco program? **ANSWER:** The agency’s overall organizational budget will be considered; given the above scenario your agency would not be eligible for RFP 04-2019 (Healthy Communities Grant).

**QUESTION 8:** I received the SDDT RFP and noticed that it was only for organizations with a budget of more than $1 million. Will there be a separate RFP for organizations with budgets above $1 million? **ANSWER:** There are several other RFPs that will be forthcoming. The SFDPH RFP is not expected to include a budget limitation.

**QUESTION 9:** First, off the bat, the $1 million budget cap on applicants eliminates all of our Latinx-led, Latinx-serving agencies. It takes a lot of capacity to serve asylum seekers doing dental and health work. So my first question is, what was the intent of this cap and how can we amend this so members of the San Francisco Latino Parity and Equity Coalition can be eligible to serve our population? This RFP composition is not what SFLPEC advocated for. I am wondering how the needs of the Latinx community were assessed with these RFP parameters? **ANSWER:** There was much discussion - within SFDPH, SDDTAC and in the community - about ensuring smaller organizations having access to the SDDT funds. SFDPH contracted with a project.
management agency, the SFPHF, to put out the RFP for smaller organizations. One of their roles will be to help build capacity of these smaller organizations so they can eventually contract directly with SFDPH. SFDPH will also be issuing an RFP, that RFP is not expected to include a budget limitation.

**QUESTION 10:** Is the available funding just for this fiscal year? Does it include the other current and upcoming RFPs? **ANSWER:** The funding is based on the assumption of steady funding over the course of 3 years and the other RFPs have been accounted for in this budget. The expected $3 Million for this RFP is just for this year; it is combined funding from FY18-19 and FY19-20.

**QUESTION 11:** For organizations with a fiscal sponsor, does the fiscal sponsor’s budget have to be under $1 million? **ANSWER:** The fiscal sponsor’s operating budget does not need to be under $1 million.

**QUESTION 12:** At the end of the first fiscal year, will grantees be asked for another budget for years 2 and 3? **ANSWER:** Yes, and we will ask for a preliminary draft of the budget for years 2 and 3 during negotiations for the first year.

**QUESTION 13:** Who will applicants be presenting to for the oral interview? How long will they be? **ANSWER:** It will be a mix of DPH and PHF staff. The length of time has not been decided yet.

**QUESTION 14:** How soon should applicants expect the proposal confirmation email? Will it be automated or from a person? **ANSWER:** PHF staff will be replying back, most likely within an hour.

**QUESTION 15:** Should the equity statement be agency-wide? **ANSWER:** It doesn’t need to be. We are only asking for an equity statement for the funded program.

**QUESTION 16:** How are you defining equity? **ANSWER:** To help ensure that people who are paying the tax and are targeted by the industry, and disproportionately suffer from chronic diseases etc., are benefitting from SDDT revenues.

**QUESTION 17:** What if the mission statement already aligns with equity? **ANSWER:** We will be able to work with awarded grantees one-on-one on the equity statement.

**QUESTION 18:** Is it okay to include the cost of insurance in the application budget? **ANSWER:** Yes— it would be considered a direct cost.

**QUESTION 19:** Will awarded contracts be considered city contracts in terms of minimum salary and benefits for employees etc.? **ANSWER:** These will be sub-contracts of the City, and do not follow the same requirements. The details will be determined during negotiations. Funded organizations do not need to go through the City vendor process.

**QUESTION 20:** For a program that is volunteer-based but planning on hiring, is it okay to wait to get insurance until after getting notified of funding? **ANSWER:** Yes.

**QUESTION 21:** Can an organization apply for both the Healthy Communities #04 and Healthy Communities Support #07 grants? **ANSWER:** Yes.

**QUESTION 22:** What is the due date for the Healthy Communities Support #07 grant? **ANSWER:** It’s due Monday July 29, one week after the Healthy Communities #04 RFP is due.
QUESTION 23: Is an organization with only consultants and volunteers eligible to apply? ANSWER: Yes.

QUESTION 24: Is the number for grantees hard and fast? ANSWER: It’s possible to fund more than 12 if some ask for less than the maximum amount per organization. The same goes for the support grants.

QUESTION 25: Is it okay to include the names of partners/schools in the application even though we cannot confirm their participation as those staff will not be able to respond to anything until the school year begins? ANSWER: Yes. Document your history working with them, what you plan to do. We recognize it’s summer and that it may not be feasible to get a response for the application. If your application moves forward, those confirmations may be requested during contract negotiations.

QUESTION 26: What is more important – where the project will be located, or where those being served are coming from? ANSWER: What’s most important is that those being served are from a priority population. Priority neighborhoods are not specified or required to work within because members of the priority populations don’t all necessarily live in specific neighborhoods.

QUESTION 27: Do graphs or images in the program narrative section count as part of the 10-page maximum count? ANSWER: Yes.

QUESTION 28: Is there potential for the amount of funding available to be increased next year? ANSWER: That will be determined by the Mayor’s office, and Board of Supervisors.

QUESTION 29: For the other SDDT RFP process that is forthcoming through DPH is it possible for organizations with a budget under $1 million to apply in that category? ANSWER: We don’t expect to put a budget minimum for that RFP.

QUESTION 30: For organizations working with schools and after school organizations – would you want letters of support from them? ANSWER: There are no requirements for this. Page 16 of RFP04-2019 states: “Additional pages beyond any limits specified will be eliminated before the proposal is reviewed. Only submit items that are listed above. For example, do not submit curricula or policies and procedures manuals. Anything submitted that is not on the list above will be discarded.” If letters of support, curricula or MOUs are desired, those may be requested as part of the interviews or during contract negotiations.

QUESTION 31: How will funding be disbursed? ANSWER: Through monthly invoicing.

QUESTION 32: We have two different ideas for programs we would be qualified to run which meet the requirements of the grant. The programs are aimed at different age groups and focus on different aspects of HEAL. Are we allowed to submit two different applications, one for each program? We understand that the maximum award limitation means that we would only be able to receive one of the two, but we would still like to present both options, if that is allowed. ANSWER: Per page 2 of the RFP, "Organizations implementing programs may only submit one application. Fiscal sponsors may submit multiple applications as long as the applications represent different organizations." There are two Program Service Categories (also on page 2) in which proposed programs may fall under including the option to submit a proposal that includes both Category A and B to work across the Spectrum of Prevention – delivering programs/services and making long-term changes in the community.

QUESTION 33: If our priority population are Southeast Asians living in the Tenderloin, would that mean that we must prioritize pregnant women, children/youth/young adults between the ages of 0-24 years over the low-income adults and seniors in the community? ANSWER: Low income is a priority population; whereas it
can be paired with other priority population demographics, it is not required. Each of the listed priority populations can be used singularly.

**QUESTION 34:** The provision of staff resumes is stipulated for RFPHC04-2019. Must resumes be part of the 10-page proposal narrative or may resumes be submitted in addition to the 10-page proposal narrative?

**ANSWER:** The description of staff should be included in the 10 pages, however, if resumes are included those can be outside of the 10-page limit. See page 11 of the RFP, 2B. Organizational Capacity, which is part of the Proposal Narrative “2. Describe professional background, experience and qualifications of the current program staff that will be assigned to the proposed projects. If they are not yet hired, please indicate so and describe the desired experience and skills for the position. If available, please provide resumes of staff expected to work on the grant activities.”

**QUESTION 35:** What is the process for continued funding (years 2 and 3?) Any additional details we can get to clarify that part of the application would be much appreciated. **ANSWER:** Grantees should write the grant under the assumption that it is a three-year grant. However, continued funding is based on meeting grant deliverables.