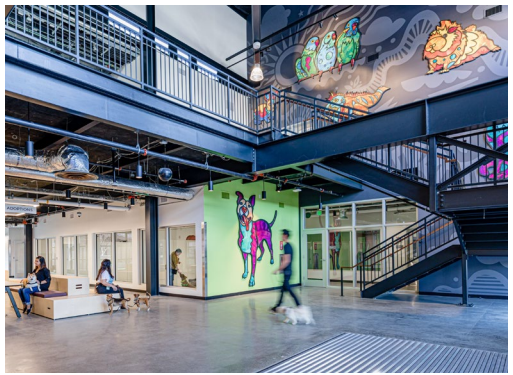




August 18, 2023

Overview of Grant Agreements

Bruce Robertson
Deputy Director of Finance and Administration



Grant Solicitation – Governing Rules

Prior To August 4, 2021 – Consensus Agreements

- No existing laws regarding the awarding of grant agreements
- Consensus Agreements with City Attorney, Controller’s Office, Contract Administration, and Human Resources
- Process Before 1997
- Updated Consensus in July 1997
- Revised Consensus in September 2018

Administrative Code Chapter 21G – Grants

- Chapter 21G governs Grants awarded by Granting Agencies
- Goal is to codify a fair, transparent and open process for awarding funds for public purpose
- Introduced by Supervisor Catherine Stefani with 10 co-sponsors
- Passed by Board of Supervisors on July 27, 2021
- Signed by Mayor Breed on August 4, 2021, effective September 4, 2021

Key Provisions of Administrative Code 21G

- Competitive Solicitation
- Advertising Solicitation
- Invitations for Competitive Grant Proposals, Grant Agreements
- Cancellation, Rejection, Readvertising, and Amendments
- Grant Terms

Grant Solicitation – Outreach, Payment & Review

Nonprofit Outreach

- Advertise RFP to nonprofits signed up on our grant webpage
- Other City Departments share our opportunities to nonprofits
 - Office of Economic and Workforce Development (OWED)
 - Controller’s Office – Citywide Nonprofit Monitoring and Capacity Building Program
 - Other Departments issuing grants

Payments

- All nonprofit agreements are paid on a reimbursement basis
- Reimbursement must comply with the contract and city requirements
- Two layers of review
 - Program Manager
 - Accounting
- Ineligible items are not reimbursed
- Extensive onboarding to discuss the contract provisions

Nonprofit Review

- Program Manager and Contract Administration review nonprofit organizations for minimum qualifications in the RFP
- Selection Panel only reviews responses to RFP
- Selection committee made up of people with expertise in the service areas identified in the RFP
- Citywide Nonprofit Monitoring and Capacity Building Program

Grant Solicitation Process

Evaluation Criteria

- Modeled after Chapter 21– Professional Services contracts and other departments' workforce development RFPs
- **For these Grants – 100 Point Evaluation Scores**
 - **Program Approach – 45 Points**
 - a) Approach to deliver services – Description of service delivery (25 points)
 - b) Workforce development – Outreach and recruitment plan (10 points)
 - c) Service and outcome objectives – Measurables and quantifiable measures for services, data collection and program efficiency and effectiveness (10 points)
 - **Organizational Capacity – 30 Points**
 - a) History of Services related to scope of work – History of providing services for targeted population (15 points)
 - b) Organizational Structure to execute scop of work – Demonstrates management and supervisory structure to deliver proposed services (5 points)
 - c) Job Descriptions and Resumes – Demonstrating that program is sufficiently staffed with qualified staff; staff training plan sufficient and staff workload is reasonable (10 points)
 - **Fiscal Capacity – 25 Points**
 - a) Project Budget – Complete a budget template and expenses are reasonable and justified (15 points)
 - b) Organizational Financial Structure – Demonstrate fiscal controls, accounting procedures, etc. (10 points)

Workforce Development

Measurement

- Minimum Service Units
 - RFP contains requirements
 - RFP responses are used as a baseline and incorporated into the grant agreement
 - Example:
 - Number of targeted outreach events conducted annually to identify participants for the program
 - Number of unduplicated workforce development participants to be served
 - Number of work hours of workforce development training to be provided to individual workforce development participants

Pit Stop Program

Multiple Providers

- Public Works decided on the number of Grantees to work with due to the size of the program
- Provide opportunities for multiple non-profit organizations
- Onboarding meeting, contract provisions, program requirements, trainings

Mission Hiring Hall

- New nonprofit organization for Public Works
- Met minimum qualification for this program
 - At least two years' experience providing workforce development to the target population and
 - At least two years' experience placing participants in unsubsidized, long-term employment AND
 - At least one year of experience delivering programming at a similar size and scale of the project proposed
- Comply with Admin Code 21G
 - A fair, transparent and open process for awarding funds for public purpose

Contract Duration

- RFP advertised for 12-month term, proceeding with 10-month term
- “City may extend the term for a maximum of 24 additional months at the City’s sole, absolute discretion.”
- Generally added in one-year increments

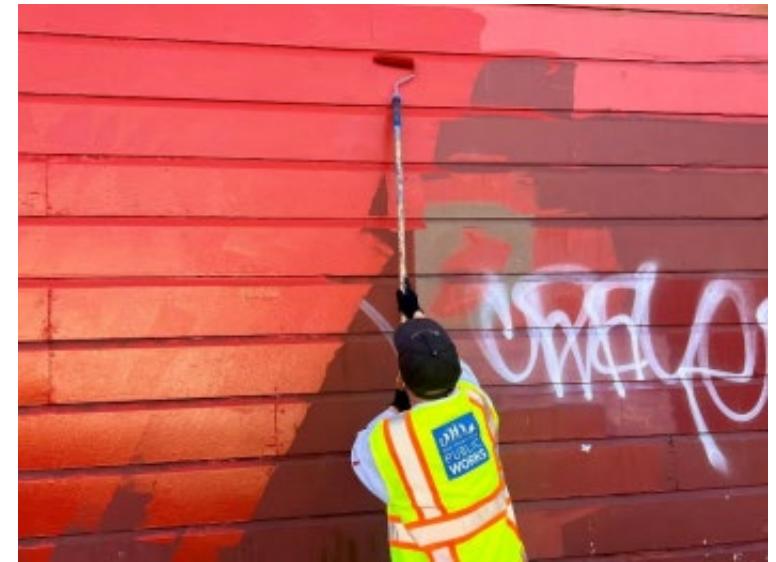
Tree Watering

Selected Vendor – SF Conservation Corps

- Met the RFP minimum qualifications
 - Established nonprofit 501(c)(3) entity based in San Francisco eligible to do business with the City and County of San Francisco.
 - At least two years' experience providing workforce development to the target population
 - At least two years' experience placing participants in unsubsidized, long-term employment
 - At least one year of experience delivering programming at a similar size and scale of the project proposed
 - Minimum Qualifications were advertised in the RFP and reviewed by staff for responsiveness and responsibility.
 - All of the proposers were deemed responsive and responsible
 - These grants will be paid out on a reimbursement basis, so organizations must demonstrate financial capacity to cover costs for at least 30 days

Scoring

- RFP outlines the Evaluation and Selection Process
- Selection and evaluation process was not based on Project Approach, but rather “the highest average total score from all panel members.”
- Comply with Admin Code 21G
 - A fair, transparent and open and competitive process for awarding funds for public purpose



Thank you