



**Grant Funding Opportunity and
Request for Proposals (RFP)**

**Hepatitis C–Related Service Enhancements and
Frontline Staff Development and Training**

Key Dates:

RFP Issue Date:	April 4, 2025
E-Question Period:	April 7 – April 11, 2025
Proposals Due Date:	April 22, 2025
Award Decisions Announced:	April 26, 2025
Project Period:	May 10, 2025 – July 30, 2025

I. INTRODUCTION

End Hep C SF is a multi-sector collective impact initiative. We envision a San Francisco where hepatitis C (HCV) is no longer a public health threat, and HCV-related health inequities have been eliminated.

End Hep C SF has based our work on our beliefs that:

- All people living with HCV deserve access to the most effective HCV treatment.
- Everyone living with or at risk for HCV should have equal access to prevention and care regardless of individual characteristics, including but not limited to race/ethnicity, insurance status, housing status, appearance, gender identity, sexual orientation, age, mental health status, and substance use.
- Our work is most effective when people who have lived experience with HCV are involved in all aspects of planning and implementation.
- It is imperative to draw on the wisdom of service providers, activists, people who use drugs, and others in the community who have been most impacted and most engaged in the fight against HCV over many years.

We are committed to working together to:

- Provide interventions that are evidence-based, and continuously review our progress to determine areas where we need to improve, through the regular collection and use of local data related to HCV.
- End stigma about HCV and against people living with HCV.
- Maximize the health and wellness of people who use drugs by treating them with respect, ensuring access to appropriate services, and empowering them to reduce harm and make choices to improve individual and community health.
- Continue to invest in populations that have frequently been characterized as “difficult to engage”, as we realize that these groups often have the greatest unmet need for services and support.

II. FUNDING OPPORTUNITY

Throughout shifting priorities, persistent stressors, and a complex sociopolitical landscape, San Francisco’s public health sector has navigated staff burnout, transitions, and related challenges. In the spirit of partnership and recognition of the demands imposed on frontline workers, End Hep C SF is issuing a grant opportunity for our community partners. San Francisco-based community-based organizations providing HCV services are encouraged to apply for the following opportunity:

Funding of up to **\$15,000** is available to support HCV program activities, including workforce development, training, and self-care efforts that benefit either program participants or frontline HCV staff. Up to two grants will be awarded.

End Hep C SF understands that our offering is a small piece of the puzzle that is caring for frontline workers and reenergizing local programming. We aim to support progress toward HCV elimination while recognizing and sustaining the vital work of frontline providers navigating a complex public health environment.

III. APPLICATION TIMELINE

April 4, 2025	This RFP is available online at endhepcsf.org as of April 4, 2025.
April 7 – April 11, 2025	E-Question Period The e-question period is an opportunity to submit questions via email to jakerley@endhepcsf.org . All e-questions must be received by 5:00pm PDT on April 11, 2025. Responses to all e-questions will be published at endhepcsf.org no later than April 12, 2025.
April 22, 2025	Proposals Due Completed proposals must be received via email to jakerley@endhepcsf.org by 5:00pm on April 22, 2025. Late applications will not be accepted. After the date proposals are due, an External Review Panel will be convened to review all completed applications and make an award recommendation based on the evaluation criteria outlined in this RFP.
April 26, 2025	Award Decisions Announced Letters will be emailed to applicants regarding award decisions no later than April 26, 2025. End Hep C SF will conduct contract negotiations with the applicant selected for funding between April 27 – May 9, 2025.
May 10, 2025	Grant Period Begins
July 30, 2025	Grant Period Ends

IV. APPLICATION REQUIREMENTS

A. ELIGIBILITY CRITERIA AND PROJECT REQUIREMENTS

These funds are intended to support:

- Active End Hep C SF partner agencies (defined as having agency representation in at least one End Hep C SF meeting in the prior 6 months) with a non-profit status.
- Program enhancements for partner agency frontline staff development, training, or self-care.
- Activities that are aligned with End Hep C SF's priority populations and values.

Our priority populations include those who are most affected by the HCV epidemic. To learn more about our values, please read the [About Us](#) page on the End Hep C SF website.

B. APPLICATION FORMAT

Please read all instructions carefully and ensure your application includes all required information. Incomplete applications may not be reviewed. It is the applicant's responsibility to clearly demonstrate qualifications and funding needs. End Hep C SF reserves the right to reject any or all applications.

- The narrative must not exceed two pages, using single spacing, in Arial or Times New Roman font no less than 11 point and 1" margins.
- Submit one electronic version of your application via email to jakerley@endhepcsf.org, as a single PDF document.
- Agencies may submit only one application.
- Applications are due Monday, April 22, 2025.

C. PAGE LIMITS

Proposals must include:

Document	Page limit
Cover letter	1
Proposal Narrative	2
Budget	1

No attachments or supplemental material beyond the 4 pages above will be accepted.

D. PROPOSAL NARRATIVE REQUIREMENTS

In a proposal narrative of up to two single-spaced pages, address the following:

If requesting funds for **programmatic enhancements**, please address the following in your proposal narrative:

- Amount of funds requested (max of \$15,000)
- How have policy or funding challenges impacted your program and program participants?
- How would this grant be used to strengthen existing HCV-related programming?
- How are these activities aligned with [End Hep C SF values](#) and in service of the initiative's priority populations?
- How would successful use of this grant be measured? List any relevant metrics and/or targets.

If requesting funds for **frontline staff development, training, or self-care**, please address the following in your proposal narrative:

- Amount of funds requested (max of \$15,000)
- How has the public health environment impacted your program staff?
- How would this grant support frontline staff?
- How does supporting frontline staff also support broader programming efforts?
- How are these activities aligned with [End Hep C SF values](#) and in service of the initiative's priority populations?
- What specific activities will be provided to frontline staff with these funds?

E. BUDGET REQUIREMENTS

Proposals should contain a one-page high-level budget breakdown of spending for the requested funds, including a brief justification for each line item. Any indirects, should you wish to include them, would need to be included within the maximum total amount available.

V. TERMS AND CONDITIONS

A. ERRORS AND OMISSIONS IN RFP

Applicants are responsible for reviewing all portions of this RFP. Applicants are requested to promptly notify End Hep C SF, in writing, if the applicant discovers any

ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to End Hep C SF promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. INQUIRIES REGARDING RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP must be directed to: Jordan Akerley, Strategic Director, End Hep C SF; jakerley@endhepcsf.org.

C. CHANGE NOTICES

End Hep C SF may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted at endhepcsf.org. The applicant shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by End Hep C SF prior to the proposal due date, regardless of when the proposal is submitted. Therefore, End Hep C SF recommends that the applicant consult the website frequently, including shortly before the proposal due date, to determine if the applicant has downloaded all Change Notices.

D. REVISION OF PROPOSAL

An applicant may revise their proposal at any time before the deadline for submission of proposals. The applicant must submit the revised proposal in the same manner as the original, and it must clearly be marked as "REVISED" in the footer of the proposal package itself. A revised proposal must be received on or before the proposal due date. No revisions will be accepted after the due date for proposals.

At any time during the proposal evaluation process, End Hep C SF may contact the applicant for clarification or correction of minor errors or deficiencies in their proposals prior to deeming a proposal to be non-responsive. Clarifications are "limited exchanges" between End Hep C SF and a proposer for the purpose of clarifying certain aspects of the proposal, and do not give a proposer the opportunity to revise or modify its proposal in any way other than the requested clarification. Minor errors or deficiencies are defined as those that do not materially impact End Hep C SF's evaluation of the proposal; for example, failing to label a "revised" proposal as "revised."

E. ERRORS AND OMISSIONS IN PROPOSAL

Failure by End Hep C SF to identify an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

F. FINANCIAL RESPONSIBILITY

End Hep C SF accepts no financial responsibility for any costs incurred by an agency in responding to this RFP.

VI. GRANT AWARD PROCESS

A. APPLICATION SCREENING

End Hep C SF staff or members will screen applications to ensure that they meet the minimum eligibility requirements and are eligible for review before being forwarded to the Review Panel. Three basic requirements must be met for applications to merit further review. This preliminary staff screening is not a qualitative review. All applications that meet the following eligibility criteria are forwarded to the Review Panel for evaluation:

1. Received by 5:00pm PDT on April 22, 2025 (late applications will not be accepted)
2. Completeness (incomplete applications will not be reviewed)
3. Address the RFP eligibility criteria. Applications that do not meet the criteria are disqualified from further consideration.

B. REVIEW PANEL

The proposals will be evaluated by a Review Panel composed of members of End Hep C SF's Coordinating Committee. The Panel is established to review, discuss, and make an award recommendation regarding applications based on the evaluation criteria outlined herein. Reviewers will evaluate only the application materials submitted and base their scoring strictly on the requirements of the RFP and the contents of the application. End Hep C SF will review award recommendations and make all final decisions.

C. EVALUATION CRITERIA

The Review Panel will assess and score applications according to the following matrix:

Category	Scoring Considerations	Max Pts
Applicant Capacity	<ul style="list-style-type: none">• How well does the applicant demonstrate relevant experience, infrastructure, and ability to carry out the proposed project.	20
Population of Focus	Project aligns with: <ul style="list-style-type: none">• Development, training, or self-care for partner agency frontline staff• End Hep C SF's priority populations and values	20
Design and Feasibility	<ul style="list-style-type: none">• Clear, actionable plan with realistic timeline, roles, and goals.• The project is achievable within the funding period.	40
Funding Need	<ul style="list-style-type: none">• Demonstrates a clear need for funding and appropriate use of requested resources	20
MAXIMUM POSSIBLE POINTS		100

D. FINAL DETERMINATION

Final decisions regarding proposal awards will be made by the Coordinating Committee of End Hep C SF, after recommendations have been received by the Review Panel. No appeals will be permitted. Coordinating Committee members deemed to have any real or perceived conflict of interest with any proposing organization will be excluded from the process for determination of awards. Recommendation by the Review Panel of any proposal for funding shall not imply acceptance by End Hep C SF of all terms of the proposal, which may be subject to further negotiations and approvals before contracts are finalized. Members of the End Hep C SF Coordinating Committee will initiate the process for formalizing grant agreements. Funding may be contingent upon the submission of additional information, budget revisions, and/or program design changes. If a satisfactory contract cannot be negotiated in a reasonable amount of time, End Hep C SF, in its sole discretion, may terminate negotiations with the applicant and begin contract negotiations with another applicant.