

MOHCD SF Planning Tenderloin Community Action Plan RFP
Questions and Answers

March 8, 2023

	This document contains MOHCD response to the questions submitted regarding Tenderloin Community Action Plan RFP from February 17, 2023 through March 3, 2023. The questions were collected during the webinar as well as those submitted via email. MOHCD may have modified or adjusted the questions for clarity.	
	Question Submitted	MOHCD Response
1	[In reference to funding opportunity 1 - Coordination for Community Action Grants Implementation under TCAP]] Are indirect costs are set at 10%, or can that be increased based on the fiscal partner's need?	Please note while we expect that the administration fee is roughly 10%, it is subject to negotiation. In your proposal, please include your cost basis/rationale for proposed administration fee.
2	Is the Project coordinator expected to be the same person for both 1 and 2 components of the RFP?	Yes - Tenderloin Community Coordinator position (to be hired by the organization that is awarded Community Engagement and Outreach grant) will collaborate with and support the coordinating organization for community action grants as well as Work in collaboration with SF Planning's TCAP Team and engagement consultant to support the community stakeholder group and working group members.
3	Could the organization be the fiscal sponsor of all three?	Yes.
4	MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred. - What needs to be submitted by the organization?	Invoices are submitted on a monthly basis through a grant management system administered by MOHCD/OEWD based on actual incurred costs. Supporting documentation for invoices will be reviewed during the citywide annual fiscal and compliance monitoring visit if selected for review.
5	Will there only be one awarded organization to do both opportunity 1 and opportunity 2?	These grants may be awarded to one or two organizations.
6	Is there admin allowable in funding opportunity 2?	Yes - Indirect cost for the grants funded by local funds is capped at 15%.Your organization must be able to demonstrate your methodology for indirect rate (i.e. what costs are included in the calculation).
7	Are organizations which will receive approved TCAP grants eligible to apply to these funding opportunities as well?	Yes.
8	What documentation is required for submitting those invoices?	Please see the response to the question 4.
9	On the Tenderloin Community Coordinator position: would this position be recruited and hired by the City, or the sponsoring org?	The position will be hired by the organization awarded the Community Engagement and Outreach grant in collaboration with SF Planning.

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10	In the translation portion it mentions Year 1: up to 12 meetings, Year 2: up to 10 meetings. Then it says (4 meetings per month). Can you clarify?	Please note the first number (Year 1: up to 12 meetings, Year 2: up to 10 meetings) applies to Community Stakeholder Group meetings, which is expected to be held every month. Frequency of a separate Working Group is expected to be 4 per month. The number of these meetings are subject to change and scoping of this work.
11	For funding opportunity 1, it mentions other types of support that needs to be provided to the selected orgs like additional project management assistance, outreach support, and special event support. How much of this type of work would you expect the coordinating organization to do? Can you say more about the expectations on this piece?	It varies project by project. Generally, it will be 80% admin services and 20% project management/ oversight and support.
12	How much of funding opportunity 2 is further developing the TCAP vs. implementing what is already planned?	Funding opportunity 2 includes a position and one of the tasks of that position is supporting the Coordinating Organization on implementing the selected projects in addition to further developing the TCAP. The program design can propose more specific breakdown of the position's work program.
13	If we applying for multiple RFPs, are there some parts of the packet that only need to be submitted once? Like board list, etc.?	Please submit one complete proposal per funding area as proposals submitted for each funding area will be evaluated separately.
14	What is the cadence of reporting cycles for all areas? Will there be an initial report + quarterly reports + final report, or just an annual? Thank you	Reporting requirements are subject to negotiation. However, grantees are generally expected to report their activities on a monthly basis. Additional reporting requirements may apply.
15	Is the contracting organization required to collect invoices and documentation from these projects in a, b, and c for funding opportunity 1? Do those need to be reimbursed or can they be paid upfront?	Yes - the organization who is awarded the grant under funding opportunity 1 will collect invoices and documentation for the projects listed under funding opportunity 1. Then, the organization will be submitting an invoice to MOHCD for reimbursement.
16	[In reference to funding opportunity 1 - Coordination for Community Action Grants Implementation under TCAP] So, the project sponsor fronts \$498,500 + \$550,000 + \$270,000 and gets reimbursed for the community projects?	The cost listed in the RFP includes multiple projects. Each subgrantee will submit invoices to the project sponsor as they incur the cost and in turn the sponsoring organization will submit invoices to MOHCD to recoup the cost. As such, we do not expect that the project sponsor will be fronting the total cost of the projects at once.
17	[In reference to funding opportunity 1 - Coordination for Community Action Grants Implementation under TCAP] can the projects be paid upfront or do they have to be reimbursed?	City grants are generally administered on a cost reimbursement basis. This means that the subgrantee will need to invoice the Coordinating Organization each month for expenses, and then the Coordinating Organization will invoice the city. The Coordinating Organization could provide some upfront costs for particular expenses that are detailed by the subgrantee, but those should be real expenses made within a month of the advance, so that the subgrantee can provide documentation via invoice and the Coordinating Organization can then invoice the city for those real expenses.

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18	How long do you anticipate the contracting process taking, once awarded? Will billing be possible within this fiscal year (before July 1st, 2023)?	Under our current timeline for the RFP, which is subject to change, we expect to enter into contract with the awarded organization(s) in June 2023, in which case, an invoice may be submitted for the cost incurred in June. The timeline will change based on a number of factors including timely completion of contract negotiations and whether the awarded organization(s) are existing grantee(s).
19	The Community Action (10 project management) portion of the grant will be contracted through OEWD?	OEWD will be executing agreement/s for Funding Opportunity 3 of the RFP (Ambassadors for Kids and Youth Safety and Cleaning Services for Basic Life Needs)
20	What will the selected organization for Funding Opportunity 1 have to collect from the community action grant organizations to be able to distribute funds? For example, will the selected organization have to collect invoices and supporting documentation? In that same vein, can the selected organization pay these grantees in advance or is it a reimbursement grant?	The selected organization will need to collect detailed invoices from subgrantees. Subgrantees are expected to have documentation for all expenses, which can be provided to the grantee and/or the city upon request. For the third question, please see answer to question 17.
21	What reporting will be required?	Monthly reporting. Format to be set up by the selected organization.
22	Can the staff person mentioned in Funding opportunity 2 be at a subcontractor and not the selected org?	Please see the response to the question 2.
23	Is the RFP due on March 17th or March 24th? On the cover page of the RFP it states March 24th, however, on the timeline of the RFP and submission instructions, it states March 17th. Which is the correct date?	Proposals are due on March 17 at 5PM.