

DISTRESSED LIMITED EQUITY CO-OPERATIVE HOUSING SUPPORT REQUEST FOR PROPOSALS FY2023-24 (#2023-02d)
Questions and Answers

This document contains MOHCD response to the questions submitted regarding MOHCD Distressed Limited Equity Co-Operative Housing Support RFP from February 23 through March 1, 2024. The questions were collected during the webinar as well as those submitted via email. MOHCD may have modified or adjusted the questions for clarity.

Questions Submitted	MOHCD Response
How does an organization demonstrate its an approved City supplier, as required on page 3 of the RFP?	If you are a current approved City supplier, please attest that you are an approved city supplier in your response to the narrative portion of the Minimum Qualifications and include supplier ID# if it is available to you. To find out whether your organization has a City Supplier ID, please reach out to user support at sfcitypartnersupport@sfgov.org or call 415-944-2442.
Would our vendor number/supplier ID be on or in a prior grant agreement?	No. To find out whether your organization has a City Supplier ID, please reach out to user support at sfcitypartnersupport@sfgov.org or call 415-944-2442.
We have an audit for 2022, 2023 is in process but will not be done by end of quarter. Will 2022 (calendar year) suffice?	Yes. 2022 will be considered sufficient prior to September 30, 2024.
Q: re size of email packet. Is there a document size limit (to be able to send scanned doc via email)?	The file size limit is 20 MB for email attachment. Please contact us at commdevRFP@sfgov.org if you need alternative forms of submitting your proposal.
Q: regarding the board template, will it accomodate more than 7 directors / officers?	Yes, rows can be added in the fillable file.
Re: Project Budget, our accounting GLs and groups are more spcific than the format of your form. Can we (alternatively) send the entire budget consolidated by group? do you want to see the entire budget (GL) or just the items relative to your form?	Please submit your project budget using the form provided. The budget form should include specific costs of operating the coop property for which you are seeking funding. If for example staff work in multiple properties, show only the FTE allocated to the coop property and not the full FTE.
Re: Past Experience: I assume that we will be providing details about the third party, professional management company.	On page 9 of the RFP, it describes what to include in your response in regards to "Past Experience" shown below. Please provide a narrative in direct response to these prompts as a property manager. "Describe your experience in operating a COOP property in San Francisco in service of low-income shareholders and in providing property management services. Please be sure to highlight your experience, and familiarity with COOP operations, working with shareholders, and performing income certification. Describe how you have met or planning to meet MOHCD grant requirements, including but not limited to income certification and reporting."
Can the applicant be a 501(c)(4) rather than a 501(c)(3)?	Under this RFP, proposals from a 501(c)(4) organizations will be considered for award as long as it is a public benefit corporation that complies with the limited equity coop requirements under California law.

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<p>the RFP provides: "This limited grant aims to provide short term funding to cover eligible property operating expenses due to higher than average costs based on deterioration of the residential improvements and are serving low income <u>senior</u> households." Is an applicant still eligible if it serves other types of households in addition to low income seniors?</p>	<p>Yes, the households to be served through this RFP may include other types of households.</p>
<p>Where can I find the City supplier ID/vendor number?</p>	<p>To find out whether your organization has a City Supplier ID, please reach out to user support at sfcitypartnersupport@sfgov.org or call 415-944-2442.</p>