

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

This document contains MOHCD response to the questions submitted regarding MOHCD Community Development RFP FY25-30. The questions below were collected during one of MOHCD hosted informational webinars. Our response to the questions submitted via email are shown in Pages 24 - 56. MOHCD may have modified or adjusted the questions for clarity.

#	Question Submitted	MOHCD Response	Webinar	Question Type
1	When will all the slides be posted to the website?	Slides and recording have been posted on MOHCD website.	Comm Srv & Comm Building	Webinar
2	Who has the final say as far as funding, once your recommendations have been made?	We will follow the two-step review process as described in the RFP. The outcome of that two-step process will be final scores. MOHCD leadership will then finalize funding awards based on overall funding availability, and funding allocation by program area.	Comm Srv & Comm Building	Funding
3	When I clicked on the RFP yesterday for Community Services the deadline date is Monday Nov 4.	The deadline is Nov 1, 2024.	Comm Srv & Comm Building	RFP System
4	Does each Program under Community Services have a discrete pot of funding, or will funding decisions be responsive across programs, depending on proposals received?	The total funding amount available is being determined and not yet available. MOHCD expects to know our departmental general fund allocation for FY25-26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	Comm Srv & Comm Building	Funding
5	We are currently getting an audit, but are not sure that it will be completed by Nov 1st. We have an MOU and contract to demonstrate that we are currently undergoing an audit. Is that sufficient? And we will submit audit when it is available?	As part of your proposal, please submit your most recently completed audit. For instance, If your FY23 audit is being completed and not yet ready, please submit your FY22 audit. If your audit is not completed within 9 months of the end of your fiscal year, you will be asked to provide a response explaining the circumstances and what steps your organization has taken to complete the audit within the 9 months period.	Comm Srv & Comm Building	Proposal

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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6	What is the amount of money that you will granting for communities services , specifically civil access to justice?	The total funding amount available is being determined and not yet available. MOHCD expects to know our departmental general fund allocation for FY25-26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	Comm Srv & Comm Building	Funding
7	How will MOHCD decide funding amount per program?	The total funding amount available is being determined and not yet available. MOHCD expects to know our departmental general fund allocation for FY25-26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	Comm Srv & Comm Building	Funding
8	Do we use the questions on the online system or the RFP documents?	The online system has been updated and questions listed in both places are final.	Comm Srv & Comm Building	RFP Document
9	If an org already has an account, should they set one up for the sole purpose of submission, or use the existing account?	Please set up a new account for the RFP using a unique user name and password. Please do not use the same user name and password as the ones you use for GMS.	Comm Srv & Comm Building	RFP System
10	I hear Pierre shared that there are multiple version of the online RFP. Thank you for flagging that! With that in mind, can you please link to the correct one here in the Q&A, so I can double check the URL of the one I've saved?	The most up to date RFP can be found on MOHCD website. We posted an accompanying document to show what changes were made to the RFP and on what page(s).	Comm Srv & Comm Building	RFP Document

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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11	Could you please create a syllabus of the changes made to RFP? We have already reviewed the whole document last week so with a syllabus it would be easier to identify the changes. Thank you	We created a list of changes made to the RFP and posted on MOHCD website near the RFP document.	Comm Srv & Comm Building	RFP Document
12	Is there a place we can go to see what has historically been funded under these different program areas?	You can see a list of current projects (including program area and strategy) and their 2024-25 funding amounts in our draft 2024-25 Action Plan: https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf	Comm Srv & Comm Building	Funding
13	Is there any penalty for applying for both Community Services + Community Building? And if no, can you apply for both under the same account?	There is no penalty for submitting multiple proposals in different program areas, as long as the proposals are not duplicative (i.e., same services, same budgets, etc.). Yes, you should submit all proposals for your agency from the same account.	Comm Srv & Comm Building	Proposal
14	what if we project certain neighborhoods and later the clients come from other neighborhoods (if awarded). Will that impact awards?	We understand that clients from other neighborhoods may seek services and should not be turned away. We ask that you do prioritize outreach efforts for the neighborhoods you stated in your application. If awarded and things shift, please let your assigned grant coordinator know.	Comm Srv & Comm Building	Program Design
15	If the budget is only for one year, what about COLA increases and adjusting for programmatic differences from year to year?	Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025. If you expect significant budgetary needs in the subsequent years not captured in Year 1, please describe them in the narrative response to Project Budget question.	Comm Srv & Comm Building	Program Design
16	Can you unlock previously submitted forms in the Program Information area? Entering the Request Amount before we enter the Budget may require us to revise the Request Amount after that page of the application has been submitted.	There should be a unlock button in each proposal page/sheet. If you need technical support, please contact CitySpan's helpdesk at 866-469-6884.	Comm Srv & Comm Building	RFP System
17	on the topic of submitting multiple proposals, can an agency submit multiple proposals under the same strategy (different proposals with different budgets)?	Yes - if you have multiple programs under the same strategy, you are welcome to submit more than one proposal. If your proposals receive a high score, it is possible that more than one proposals will be selected for funding. However, MOHCD will not fund duplicate proposals (with the same budget and scope of work).	Comm Srv & Comm Building	Proposal

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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18	Under the Community-Based Services guidelines, do applicants have to: “prepare{e} residents to enter and graduate from City-funded job training and apprenticeship programs” specifically, or are they asked to do that or the similar or previously established partnerships/pathways? Thank you!	To "prepare{e} residents to enter and graduate from City-funded job training and apprenticeship programs" is one Outcome for the Activity Client Participates in Workplace Skills Training (group or individual). You may choose the outcomes that best align with your program model.	Comm Srv & Comm Building	Program Design
19	What's the difference between Community Services and Community Building	They are two distinct program areas in the RFP. With Community Services more direct client services and Community Building is more of a collaborative community effort.	Comm Srv & Comm Building	Strategies
20	Is there a maximum/minimum allowable grant amount?	When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	Comm Srv & Comm Building	Program Design
21	Can someone confirm that the answer to my above question about the audit is that we will be disqualified for funding if the audit is not completed by November 1st?	Re: audits, you will be asked to submit the audit prior to entering into a grant agreement. Your proposal will not be disqualified on the basis of not completing your audit within 9 months of the end of fiscal year. However, you will be asked to provide a response in the proposal if you have not completed an audit within the 9 months period and explain the circumstances and what steps your organization has taken to complete the audit within the timeframe and it will be used to evaluate your fiscal health/readiness.	Comm Srv & Comm Building	Proposal
22	We, Gum Moon, currently have 2 grants, MOHCD SRO and DOSW for housing. Do we submit one or two proposals?	If they are two distinct strategies and services, you should submit one for each.	Comm Srv & Comm Building	Proposal
23	For the Financial Capability and Digital Equity & Literacy programs, is it correct that agencies must have a track record of offering these specific services in recent years including having area specialists offering these services?	Kindly refer to the Applicant Qualifications for each area to see if experience (and years of) is required.	Comm Srv & Comm Building	Applicant Eligibility
24	To confirm, does separate proposals equal separate applications? For example if we are submitting two different proposals for two different program areas, that needs to be on separate applications?	Yes, if it is two different program areas, two proposals will need to be submitted (i.e. Civil Legal Services and Immigrant Services).	Comm Srv & Comm Building	Proposal

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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25	Our agency currently has separate MOHCD contracts for Civil Legal Services that focus on Benefits Advocacy, Family, and non-eviction Housing — should we submit 3 separate proposals for each of those areas or 1 consolidated Civil Legal Services proposal?	We are asking for 1 consolidated proposal under Civil Legal services	Comm Srv & Comm Building	Proposal
26	If you are a part of a smaller collaborative, does that qualify? or is there a qualifying list of collaboratives that you must belong to (Otherwise you have to apply as a single entity)	Collaborative proposals to effectively deliver services are fine, but there should be one lead agency in application. There is no qualifying list of collaboratives.	Comm Srv & Comm Building	Proposal
27	For Community-based Services - Our agency provides all three areas: General C-B Services, Financial Capabilities, Digital Equity & Literacy. Do we need to submit 3 separate applications?	Yes, please do so as they are distinct strategies with different services and activities and outcomes.	Comm Srv & Comm Building	Proposal
28	In the past, there has been a Civil Legal Services strategy for Community Legal Navigator services. Has that strategy been eliminated or is it now located beneath on of the five listed strategies?	There is not a separate category any longer. We believe that the posted strategies are broad enough for agencies to find ways to submit their proposals.	Comm Srv & Comm Building	Strategies
29	Are legal services a required component of General Community Services? Or is this just a possible component?	Legal Services are only required under Civil and Immigration Legal Programs.	Comm Srv & Comm Building	Strategies
30	Would a project that prevents eviction lawsuits from being filed in the first place by providing legal advocacy for tenants who are in conflict with their landlords (pre-eviction) be categorized as Civil Legal Services Housing, Tenant Right to Counsel, or another strategy?	This project should fall into the Eviction Prevention and Housing Stabilization program area.	Comm Srv & Comm Building	Strategies
31	Our organization received a Newcomer grant in a previous MOHCD cycle. Should we reapply for Newcomer support in the current grant cycle under Community Services or will MOHCD be releasing additional funds this year for Newcomer Services? The name of the opportunity was: "Specialized Wraparound Services for Recent Latinx Immigrants" (in reference to my question above)	Yes - if you are proposing to provide services to recent immigrants (or "Newcomer Services"), please submit a proposal through this RFP. MOHCD does not foresee having additional funds for newcomer services outside of this RFP. We would recommend that you decide what the primary emphasis of the work will be (e.g. legal or case management) and then incorporate the other work into the activities.	Comm Srv & Comm Building	Program Design
32	For the qualification "Be a rental housing agency with a Housing Counseling Plan in place" what is meant by "in place?" In place currently, at the time of application or, at the time of contract negotiation?	The housing counseling plan should be in place now and we will need to receive a copy of it as part of grant negotiations for projects awarded.	Comm Srv & Comm Building	Program Design
33	Is being a HUD approved agency not a requirement for the Rental Housing Counseling category?	Correct, Rental Housing Counseling agencies are not required to be an HUD-approved agency.	Comm Srv & Comm Building	Applicant Eligibility

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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34	The updated Experience question in the Narrative Questions reads "Experience: Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided. Please address any Additional Qualifications listed under the respective program area." Should we answer this by speaking to the general experience our agency has in providing services, or speak to the experience of individuals on our team. You no longer ask for "successes" we would like to lift up, but should we mention some as they relate to our experience, or no? Thank you for doing this presentation and Q&A	The question related Experience can be found in the RFP document and should read "Describe your agency's experience providing the types of activities described in this RFP, including how long the activities have been provided, and any specific successes and challenges that you have experienced. Please address any Additional Qualifications listed under the respective program area." In your response, please address your agency's experience providing services and include your staff's qualifications under Staffing.	Comm Srv & Comm Building	Proposal
35	So, separate proposals for different GBV strategies but one consolidated proposal for different Civil Legal Services strategies? Consolidating our Civil Legal Services contracts into one proposal will be complicated and confusing, since they serve different populations from different locations. Thank you.	Throughout the RFP we have defined strategies under all Program areas. We have asked that agencies submit a separate proposal under each strategy. The different types of Civil Legal services are not their own strategy.	Comm Srv & Comm Building	Strategies
36	I'm not seeing where in the RFP the amount available for Community Building is listed.	There is not a specific amount earmarked for Community Building proposals.	Comm Srv & Comm Building	Funding
37	It looks like past Community Building grantees are primarily Cultural Districts, but now that is its own program area. Did this used to be called something else or is it a new strategy?	We have had a Community Building portfolio for over a decade. The focus of our funding, particularly since the pandemic, has been on direct services and so the amount of funding available for community building has diminished. The largest cohort of Community Building grantees are currently the Cultural Districts, but we do fund some Community Building projects outside of those.	Comm Srv & Comm Building	Strategies
38	For the GBV areas, especially with respect to Intervention, Prevention, Advocacy, & Education, would we be able to submit 3 proposals under that area? Historically, when we submitted RFPs with DOSW, we were able to submit a proposal for Youth SA Prevention Education, Adult SA Prevention Education, and SA Intervention & Advocacy. We would like to do that again, if it is possible. Thank you so much for your guidance.	We will kindly be looking for one proposal to serve the multiple populations for this one program area.	Comm Srv & Comm Building	Program Design

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Community Development Request for Proposals FY2025-2030

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39	How many proposals to do anticipate funding?	That is hard to anticipate. You can see a list of current projects (including program area and strategy) and their 2024-25 funding amounts in our draft 2024-25 Action Plan: https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf	Comm Srv & Comm Building	Funding
40	1) What will MOHCD not fund? For example, Wellness workshops, retreats, etc? 2) Can multiple programs from the same fiscal sponsor apply?	1) Please review the strategies closely and pick the strategy that fit closely with the proposed services when working on your proposal. As part of the review process, we will look at strategy alignment and assign points based on how the proposed program align with the services and activities listed in the RFP. and 2) Yes - this RFP does not limit how many proposals can be submitted under the same fiscal sponsor. Please note fiscal sponsors' fiscal health and readiness to manage multiple fiscal sponsorships may be part of our review process under Fiscal Readiness.	Comm Srv & Comm Building	Program Design
41	Does that mean that "Specialized Wraparound Services for Recent Latinx Immigrants" is NOT an MOHCD strategy this year or is that still pending?	No, that specific strategy is not listed. We made the strategies broad enough to include those services.	Comm Srv & Comm Building	Strategies
42	It sounds like Gender Based DV work around prevention can support teens and students we work with to do case management, in schools, is that correct?	Correct, Prevention, Intervention, Advocacy and Education can serve youth (regardless of setting).	Comm Srv & Comm Building	Program Design
43	How do you define financial policies and procedures?	Financial policies and procedures typically contain policies and procedures related to the following topics: -Internal controls -Financial reporting -Accounts payable -Accounts receivable -Payroll -Procurement of goods and services -Conflict of Interest -Subcontracts and Monitoring -Record Retention The document should address all items in the list with sufficient detail to be actionable, and should be specific to the agency, not generic.	Comm Srv & Comm Building	Proposal

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Community Development Request for Proposals FY2025-2030

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44	If our target population can benefit for all three strategies under Community-Based Services and we want to offer these to clients as a holistic approach in our proposal, do we still need to submit 3 applications?	If you are looking to provide General Community Services, Financial Capability and Digital Literacy we ask that you submit three proposals as they are three distinct strategies with different services and activities and outcomes.	Comm Srv & Comm Building	Program Design
45	Can an organization submit one proposal as a single applicant and another program proposal as a collaborative?	Yes.	Comm Srv & Comm Building	Proposal
46	Janan mentioned case management and wrap-around support is required under each GBV strategy. Would that be the case with respect to the Prevention Education strategy?	Yes we are requesting some form of case management for each program area, including Prevention and Education.	Comm Srv & Comm Building	Program Design
47	Gum Moon receives funding under Transitional Housing under the Gender Based Services. We also have a contract with MOHCD under SRO housing services. So do we have to submit separate proposals?	Unfortunately we cannot advise on what areas providers should apply for. As this is a new procurement that involves both Housing and GBV, please feel free to review those areas to see what best aligns with your program areas.	Comm Srv & Comm Building	Proposal
48	If we submit multiple proposals in different program areas, shall our fiscal sponsor organization have qualification in all those? Or, if it does not have qualifications in a certain area, shall we also have more than one fiscal sponsor?	Fiscal sponsors should be knowledgeable in supporting compliance with City grantee requirements such as laws and regulations.	Comm Srv & Comm Building	Program Eligibility
49	HUD's Federal CDBG CFR Guidelines allow for-profit organizations to apply for CDBG funding when providing Special Economic Development programming. I noticed in the slides, there is only reference to non-profit organizations. Are for-profit organizations prohibited from applying by the City/County? Was a resolution passed by the elected body to this prohibition effect? HUD outlines for-profit eligibility under Basic Eligible Activities Guideline 24 CFR § 570.201(o) (1) (ii) & (iii), happy to provide a helpful one-page summary if needed.	It is MOHCD's policy decision to target non-profit organizations through this RFP and it is not based on funding requirements by HUD. For-profit organizations may be eligible for funding through this RFP if proposals are submitted under fiscal sponsorship of an eligible non-profit organization.	Comm Srv & Comm Building	Applicant Eligibility
50	If a legal services org acts as a lead agency in a collaborative application, with a subgrantee providing case management, does that meet the requirement?	Yes.	Comm Srv & Comm Building	Program Design

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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51	I wonder if it might be best for SFWAR to submit 2 proposals under GBD Intervention, Prevention, Advocacy, & Education...? One proposal would be for Youth and Adult SA Prevention Education and the other would be for Intervention & Advocacy direct services for survivors of SA? Each of those proposals would have different staff and very different programmatic activities. I think it may be less confusing for reviewer that way. Or at least I would hope!	Unfortunately no, For GBV we would request one proposal as directed in the RFP.	Comm Srv & Comm Building	Program Design
52	Our projects cross different program areas? What penalties if we choose the wrong program area?	Proposers are allowed to submit multiple proposals for different program areas. Please do not submit duplicate proposals to different program areas. Proposals should have different focus, services, budget and staffing.	Comm Srv & Comm Building	Program Design
53	What if we submit a really good proposal to a wrong program area? Or if our proposal is a good potential fit for different program areas?	Each program area does not have a set amount of funds. We cannot move application to different strategies after they have been submitted received. Th proposer must decide what program area/strategy they believe best fits their program design, and apply to that strategy.	Comm Srv & Comm Building	Program Eligibility
54	Our fiscal sponsor has extensive history in one program area, but not another. We want to apply to both program areas. What is your recommendation?	Fiscal sponsors are not expected to have subject-matter expertise but rather to support partnering organizations with fiscal infrastructure. Program staff should have experience or expertise in the proposed strategy area and elated service provision. Again, proposers can be submit to different program areas.	Comm Srv & Comm Building	Program Eligibility
55	Can we schedule a meeting with management on eligibility criteria?	We are unable to meet with individual organizations to discuss parts of open solicitation to maintain the integrity of the competitive solicitation.	Comm Srv & Comm Building	Applicant Eligibility
56	Do you get extra points for already existing programs?	While proposals are not given extra points for existing programs. We do encourage proposers support integrated city approach. Explain they why in your pathway and program	Comm Srv & Comm Building	Program Eligibility
57	In the RFP – it talks about baseline funding. Deliverable seems to align with the baseline funding – can you confirm if this RFP will provide additional funding to the baseline funding?	This RFP provides baseline operational funding for Cultural Districts.	Cultural Districts	Funding

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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58	what is the evaluation process for cultural districts and how are the funding amount determined?	Proposals will be scored by a panel of subject matter experts. We anticipate up to \$330,000 in local funds for each Cultural District in FY2025-2026 and up to \$230,000 for each Cultural District in subsequent years over the period of this procurement.	Cultural Districts	Funding
59	Which business tax ID should I use – fiscal sponsor or fiscally sponsored organization?	To set up your account on the online RFP system, please use your own organization's tax ID.	Cultural Districts	Proposal
60	What do you mean by multiple applications can be submitted?	There are multiple funding areas included in this RFP. Your organization might be interested in applying for those funding opportunities beyond operational support for Cultural Districts. If this is the case, you are more than welcome to submit proposals using our online RFP system.	Cultural Districts	Proposal
61	Can another organization apply to different cultural districts if they are not the current grantee?	This is an open and competitive RFP, and any organization that meets the minimum eligibility requirements may submit an application.	Cultural Districts	Applicant Eligibility
62	Can you clarify if multiple cultural districts are eligible to receive the grant or if you prioritize a certain number?	Our intention is to fund one grant per each of the ten legislated cultural districts - 10 grants overall.	Cultural Districts	Applicant Eligibility
63	Good am. are we expected to do work in all these areas? a. Cultural and Historic Preservation b. Housing and Tenant Protections c. Arts and Culture d. Economic and Workforce Development e. Land Use and Zoning f. Cultural Competency	Yes, each grantee will be expected to engage in community stabilization work in the six legislated policy areas.	Cultural Districts	Program Design
64	If we are in process of establishing a cultural district, will funds be available through this RFP?	No, these funds are only for established 10 Cultural Districts.	Cultural Districts	Applicant Eligibility
65	If you are a non profit who works with a Cultural District are these funds available to you?	These funds are intended to provide baseline operational support for organizations overseeing a legislated cultural district.	Cultural Districts	Applicant Eligibility
66	I must have missed something - where are the 10 districts listed?	The established Cultural Districts can be found here: https://www.sf.gov/san-francisco-cultural-districts-program	Cultural Districts	Program Design
67	If I have a question specific to the Japantown Cultural District fiscal sponsorship relationship, should I email that in or ask Grace and Imani directly?	If your question is in regards to this procurement, please ask via email or through the chat during the webinar.	Cultural Districts	MISC
68	The New Year Festival is counted as a Cultural District?	No.	Cultural Districts	Program Design

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Community Development Request for Proposals FY2025-2030

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69	Is this funding in addition to the baseline grant (330k?)	This RFP will provide baseline funding to provide Cultural Districts operational support.	Cultural Districts	Funding
70	If we do not get the funding this year, will this opportunity be available next year?	This procurement is intended to fund cultural districts for the next five years. We do not intend to issue another RFP next year for this baseline funding.	Cultural Districts	Funding
71	Re-asking. Japantown Cultural District has a fiscal sponsor (JCYC), but the community organization applying (JTF) also has its own 501c3 status. How does this impact how I set up the grant portal? Should I enter in the fiscal sponsor's tax ID or JTF's? Should I enter in the fiscal sponsor's tax ID or JTF's?	To create an account, please use your own organization's tax ID. Under Agency Information page, you may enter your fiscal sponsor information including tax ID.	Cultural Districts	Proposal
72	Our agency wants to host the Vietnamese New Year Festival in Little Saigon, which is included in the Cultural District.	The RFP is meant to provide baseline funding to support operations of Cultural Districts. The funding may be used for events and other cultural district needs as described in the RFP. However, MOHCD will not fund specific events through this RFP.	Cultural Districts	Applicant Eligibility
73	Just to confirm: The chart you shared Grace was regarding Impact and Evaluation right? We don't have to address each area?	Correct, please only select and describe the activities that are applicable to your district.	Cultural Districts	Program Design
74	Are we able to apply to other categories of funding like community building, etc.?	Yes.	Cultural Districts	Strategies
75	I don't think I saw a range amount for community building? is there a range?	We do not have a range of funding earmarked for proposals submitted under community building strategy.	Cultural Districts	Funding
76	Is it correct that there will be \$330,000 available per cultural district/grantee in year 1 and there will be \$230,000 for year 2 and on?	Yes, however, the available funding will be depending on the hotel tax revenue and is subject to change.	Cultural Districts	Funding
77	I am a little confused. Are you saying that different entities can apply for cultural district funding? For instance, Calle 24 can apply for Latino Cultural District and other organization can also apply to run Latino Cultural District and MOHCD will decided which of those proposals to fund? Or are you saying that the same fiscal sponsor can sponsor multiple cultural districts?	This is a competitive, open solicitation process, which means multiple entities may apply for operational support for each cultural district. Among the proposals submitted, the highest scoring proposal will be selected for award. Also, there is no limit to the number of cultural districts an organization may fiscally sponsor.	Cultural Districts	Applicant Eligibility
78	Are there any more anticipated changes to the online RFP system? Or should we begin work with the questions online now?	All anticipated changes to the online system have been made. Please work with the questions that you see online now.	HIV Supportive Housing	RFP System
79	Will new programs or expansions be considered for the RFP?	Yes	HIV Supportive Housing	Program Design

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Community Development Request for Proposals FY2025-2030

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80	If the RFP is denied, is there an appeal process?	The appeal process is listed in the RFP and was covered in this webinar.	HIV Supportive Housing	RFP Document
81	Can an organization submit more than one proposal. Is there an option to have multiple applications on the submission platform?	Yes - there should be an option to add new proposals on Agency Home page.	Housing Services	RFP System
82	What is the Unique Entity ID (UEI). is that the same as our Tax ID or our City Vendor number?	A Unique Entity Identifier (UEI) is a 12-character alphanumeric code that identifies entities doing business with the U.S. federal government. The UEI is generated by the System for Award Management (SAM.gov) and is required for all firms that receive federal funds. If you do not have UEI, please leave the field blank.	Housing Services	RFP System
83	How likely is it that you work with new organization?	Every proposal will be evaluated through the listed review process. We provide ways for new programs to provide information to show their ability to perform their work. Current grantees must also apply and enter the competitive pool.	Housing Services	Applicant Eligibility
84	Are proposed subgrantees considered "fiscally sponsored organizations"?	No, these are two different things. The primary difference between fiscally sponsored organizations and subgrantees is that fiscally sponsored organizations are solely responsible for programmatic performance and service delivery and their fiscal sponsor assumes the fiscal and legal responsibilities. Subgrantees on the other hand usually provide a subset of services within a scope of work in coordination with the mail grantee/lead agency who is responsible for coordinating and executing the services described in the work plan. Fiscally sponsored organizations are also responsible for submitting their proposal in coordination with their fiscal sponsor whereas lead agencies submit one proposal on behalf of its subgrantee(s).	Housing Services	Applicant Eligibility
85	For Eviction Defense, we currently have 2 separate contracts doing similar activities, but funded from different sources, one by OCOH and the other by general funds. For this RFP, should we combine the 2 projects into one? Would this RFP utilized both OCOH and general funds? Or should the OCOH funded project stay separate from the general funded project?	RFP will include OCOH & general funds so your proposal should include the total budget needed to operate your program. Should be a single proposal for the project	Housing Services	Proposal

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

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86	Are there any budget amount ranges per strategy?	The total funding amount available is being determined and not yet available. MOHCD expects our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	Housing Services	Project Budget
87	Do we need to create a new account if we have an existing GMS account?	Yes - setting up a unique account is required to log into the RFP system.	Housing Services	RFP System
88	Staffing - brief job descriptions, does all this need to fit in the 1400 characters. what if you have too many staff to fit into the 1400 characters. can we attach any info not fitting in the character count.	The character limit is fixed. Please summarize information in order to fit into the template. Example use job titles and not individual staff, create categories for operating costs.	Housing Services	Proposal
89	Is Capacity Building in another RFP?	Capacity Building as a strategy/program area is not included in the RFP. Agencies may check with MOHCD later in the fiscal year to inquire about any potential capacity building funds to be issued in a subsequent RFP.	Housing Services	Strategies
90	For "Financial Policies and Procedures" are you looking for an accounting manual?	Financial policies and procedures typically contain policies and procedures related to the following topics: <ul style="list-style-type: none"> -Internal controls -Financial reporting -Accounts payable -Accounts receivable -Payroll -Procurement of goods and services -Conflict of Interest -Subcontracts and Monitoring -Record Retention The document should address all items in the list with sufficient detail to be actionable, and should be specific to the agency, not generic.	Housing Services	RFP System

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
91	Data tables for the social & racial equity - where do we find these - in the appendix?	Yes.	Housing Services	RFP Document
92	When proposing our budget, does MOHCD want to see a three-year plan or a five-year budget?	Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025. If you expect significant budgetary needs in the subsequent years not captured in Year 1, please describe them in the narrative response to Project Budget question.	Housing Services	Project Budget
93	On the Proposal Information Page, there doesn't appear to be a field for entering the request amount. Is this one of the things being updated?	Yes - the online system has been updated and you should see the field to enter your funding amount request.	Housing Services	RFP System
94	For outcome measures, can we add non-client activities as measures, even if they are not in the Activities & Outcome metrics?	You may include non client activities as well as client activities.	Housing Services	Program Design
95	I noted an email stating the narrative questions are not final - are the narrative questions in the PDF final? If not, when does MOHCD plan to release the final narrative questions?	Yes - the questions on the online RFP system are being finalized this week. Please refer to the questions on the RFP when crafting your response. We will let you know once all the changes are made.	Housing Services	RFP System
96	In the RFP, certain programs articulate specific requirements establishing a track record of offering the services within the last three years. Other programs don't seem to require experience with the specific program services. Is there any general guidance on this or does it just depend on the program?	It does depends on the program. It is always helpful to know if you have experience providing this program or similar services.	Housing Services	Proposal
97	What is the list of documents that need to be uploaded?	7 documents include board roster, articles of incorporation, nonprofit by laws, tax exemption letter, current agency global budget, most recent audit, and financial policies and procedures	Housing Services	Proposal
98	Is it possible to answer the questions at the end [of the webinar]? I am hoping to hear about the community needs and strategy descriptions.	Yes, have a Q & A section at the end of the slide presentation.	Housing Services	Webinar
99	Echoing Wai Ching, the Eligible Activities in the RFP for Tenant Counseling and Education include outreach and education activities that are not reflected in the Activities & Outcome Metrics. Should we include these non-client activities?	You may include non client activities in your proposal if you choose.	Housing Services	Proposal
100	Where does the funding for these programs originate? To what extent will funding depend on the city budget and the outcome of the mayoral election?	MOHCD Housing Services programs utilize a range of funding sources including (but not limited to) federal (e.g. CDBG), local general funds, Our City Our Home (OCOH) funds, and funding from other city departments. Departmental budget instructions for FY26 will be given to departments in December of this year.	Housing Services	Funding

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
101	The budget narrative space is also quite limited. Do you have an example or template, to give us an idea of how much detail to provide?	Please summarize information as appropriate in order to fit it in the template. For example, you can use job titles and not individual staff, create categories for operating costs, etc.	Housing Services	Proposal
102	If we accidentally submit a certain part of the proposal before we are ready, who can we contact to open up the proposal?	Yes - you are able to unlock submitted pages and make changes until you submit the proposal signoff page. Once proposal is submitted, you will need to contact CitySpan for technical support.	Housing Services	RFP System
103	To what extent will funding depend on the city budget and the outcome of the mayoral election?	Addressed in the RFP. Departmental budget instructions for FY26 will be given to departments in December of this year.	Housing Services	Funding
104	Will Tenant Emergency Rental Assistance provide new funds for distribution if we currently offer this through other streams (e.g., Seasons of Sharing, Catholic Charities, and others)	Organizations that offer rental assistance currently through Season of Sharing or Problem Solving can apply to be an SF ERAP Provider through MOHCD. This would be funded separately from SOS or PS programs. It is not a new funding source anticipated specifically for SF ERAP at this time.	Housing Services	Program Design
105	Can you share more about the ombudsperson component for ADR services?	The Ombudsperson component is described on page 70. It is an independent person who communicates with conflicted parties, gathers information/ facts and supports the process with the desired outcome of a shared understanding and mutually agreed upon solutions.	Housing Services	Program Design
106	We are planning on applying for previously DOSW now MOHCD grant for transitional housing for survivors of abuse. Our housing also has a small number of affordable housing that's occupied by seniors. If we also sought support for the affordable housing, that would be its own application, correct?	Yes you can apply to separate strategies with the appropriate programs.	Housing Services	Program Design
107	Is Rental Housing Counseling the same as Tenant Counseling?	No, that will be covered at a future webinar as part of Community Services. Rental housing counseling is for applying for affordable housing (via DAHLIA).	Housing Services	Strategies
108	Does the tenant emergency rental assistance also include capacity building for season of sharing applications or only SFERAP?	Capacity building as a strategy/program area is not included in the RFP.	Housing Services	Strategies
109	I don't see an unlock button when I submitted the initial project application profile section. Can you double check?	For technical issues, please contact the CitySpan help desk at (866) 469-6884.	Housing Services	RFP System
110	Can the shared housing component be two clients entering a lease (with each having their own individual leases) and the organization provide the services related to shared housing?	The intent of a shared housing program is to pair a homeowner with a renter to share their home. It is not for 2 individual renters to find an unit in order to be roommates.	Housing Services	Program Design

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
111	Will the shared housing program participants need to come from Coordinated Entry?	There is no requirement that referrals come through Coordinated Entry.	Housing Services	Program Design
112	I'd like to clarify what Helen said about submitting separate applications/avoiding multiple strategies in the same proposal. If we cover multiple areas within Eviction Prevention and Housing Stabilization, that would just be one proposal correct? But if we also wanted to apply for funding through Community Building, that would be a separate proposal?	If you are applying to the Eviction Prevention and Housing Stabilization program area under Housing Services there are 6 strategies which should all receive a separate proposal. For example you should not combine your Tenant Counseling and Education and Tenant Based Rental Subsidies programs into 1 proposal. You could also have 2 separate programs under one strategy and would mean 2 separate proposals. Community Building would be a different proposal since it is a different program area.	Housing Services	Program Design
113	Can you submit more than one proposal within a single strategy or would these proposals be competing against each other even though we currently have 2 proposals under a single strategy?	Yes, you can and you should if the programs are different. Each proposal is reviewed and scored on its own merit.	Housing Services	Strategies
114	if it's for different buildings, then ok to do different proposals per building?	It could make sense to do different proposals based on the building. If the services is roving among buildings then it might be 1 proposal with description of roving work.	Housing Services	Program Design
115	If activities could apply to two different strategies/ program areas, should we include the same activities in both proposals in case only one is funded?	Please don't submit the same proposal under multiple strategies. Please decide which strategy is the best fit and then write your proposal meeting the criteria as described in the RFP.	Housing Services	Program Design
116	Will proposals for current ongoing projects be prioritized for funding?	No priority will be given to current/ongoing projects.	Housing Services	Funding
117	Will a recording of this be available? How about the slide deck?	Yes - the recording from the webinar and the slide deck will be posted after the webinar.	Housing Services	MISC
118	If the service site is located in San Francisco but the housing site/unit is in an adjacent county (such as temporary housing for people experiencing domestic violence), is that something that would be considered for an award?	Services must be delivered in San Francisco.	Housing Services	Program Design
119	Can we have multiple logins for the same organization?	There is only one login per account.	RFP Online Submission	RFP System
120	Our organization applied in FY2018, do we need to re-register for FY 2025-2030?	Yes - please set up a new account by following the steps described in the RFP	RFP Online Submission	RFP System

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
121	Hello, are there any specifics in a online submission process for fiscally sponsored organizations? Thank you	Please follow the guidelines specified in the RFP. You can also reference our step by step guide, which provide relevant information for fiscally sponsored organizations. https://scribehov.com/shared/How_To_Submit_A_Proposal_Step_by_Step_Instructions__StSc1B0yT_O9bEPSbtIcdQ	RFP Online Submission	RFP System
122	Is this portal for RFP login the same as the GMS login?	Yes.	RFP Online Submission	RFP System
123	Should we create a different login account for our fiscal sponsor?	Please set up only one account per agency. If you are fiscally sponsored organization, please set up your own agency account (separate from your fiscal sponsor).	RFP Online Submission	RFP System
124	If we already use GMS, is our UEI the same as our Agency ID?	A Unique Entity Identifier (UEI) is a 12-character alphanumeric code that identifies entities doing business with the U.S. federal government. The UEI is generated by the System for Award Management (SAM.gov) and is required for all firms that receive federal funds. If you do not have UEI, please leave the field blank.	RFP Online Submission	Proposal
125	Is there a place to submit answers that don't fit in the text box?	All narrative responses need to be provided in the text box. Information provided outside of the RFP system will not be considered.	RFP Online Submission	RFP System
126	Please repeat the information on the fiscal sponsor access	To create an account, please use your own organization's tax ID. Under Agency Information page, you may enter your fiscal sponsor information including tax ID.	RFP Online Submission	RFP System
127	When we create a new account "Agency Name" = fiscal sponsor or should it be the name of the org who is fiscally sponsored ?	Agency Name should reflect your agency's name. If you are fiscally sponsored, please add your fiscal sponsor's name by adding "fiscally sponsored by" and insert your fiscal sponsor's agency name.	RFP Online Submission	RFP System
128	Since it only accepts one tax ID, what about fiscally sponsored projects who use their fiscal sponsor tax ID?	Our suggestion would be to add a letter or number to your tax ID when creating an account so that each branch has an unique tax ID associated with the account.	RFP Online Submission	RFP System
129	We need to add both tax id for both agency and fiscal sponsor?	No, please enter one.	RFP Online Submission	RFP System
130	I already created an account without adding a suffix. Can I still that do that?	No need to change - please coordinate with your fiscal sponsor if they need to create their own account.	RFP Online Submission	RFP System

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
131	For the purposes of this RFP submission, do both need to create an account? (both fiscally sponsored org AND fiscal sponsor?)	Fiscally sponsored organizations should create their own account separate from their fiscal sponsor. Fiscal sponsor may create their own account only if they intend to submit their own proposal.	RFP Online Submission	RFP System
132	If we have our own tax id and our project is only one of the projects of our fiscal sponsor do we still have to have the fiscal sponsor create their own account?	Fiscal sponsor is not required to create their own account. They are required to set up an account if they are submitting proposals of their own.	RFP Online Submission	RFP System
133	I'm still confused. My organization has a fiscal sponsor, but we also have our own tax ID now. It seems like you're saying we should use our fiscal sponsors name, but use my organization's tax ID in the "tax ID" box?	To create an account, please use your own organization's tax ID. Under Agency Information page, enter your fiscal sponsor information including their tax ID. Please indicate that your organization is being fiscally sponsored by typing in your agency name as "Your Agency Name", Fiscally Sponsored by "Your Fiscal Sponsor's Name".	RFP Online Submission	RFP System
134	And if the fiscal sponsor IS going to need to set up their own account, are you saying that once the fiscally sponsored project used their fiscal sponsor's tax ID, will the fiscal sponsor not be able to set up their own account?	There can be only one account set up using the same tax ID. The fiscal sponsor is able to set up an account but must use a different ID.	RFP Online Submission	RFP System
135	If we as a fiscally sponsored organization and we don't have our own tax ID, we shall use fiscal sponsor's tax ID. And our fiscal sponsor will create their own account as well, using of course their tax ID. What then? As a follow up, just confirming the rest of the information after the dropdown box should be the fiscal sponsor's organization information?	Our suggestion would be to add a letter or number to your tax ID when creating an account so that each branch has an unique tax ID associated with the account.	RFP Online Submission	RFP System
136	If our Board of Director has co-chairs, how would we input both into the app?	Please select one and enter their information.	RFP Online Submission	RFP System
137	If the agency info sections have been completed and we are able to advance to the narrative questions, can we go back and change any info in the agency profile?	You are able to work on your proposal(s) prior to completing the Agency Information page. Also, you are able to unlock the Agency Information page as long as there is a proposal in progress.	RFP Online Submission	RFP System
138	What kind of answer are you look for in the question I am submitting proposal as a...?	With this question, we are trying to gauge how your organization satisfy the minimum eligibility requirements and whether your organization will be fiscally sponsored.	RFP Online Submission	RFP System
139	If I am submitting the proposal as a "Fiscally sponsored project of a 501c3 community-based nonprofit", do I put my organization's name in the Agency Name box above or my fiscal sponsor's name?	Please indicate that your organization is being fiscally sponsored by typing in your agency name as "Your Agency Name", Fiscally Sponsored by "Your Fiscal Sponsor's Name".	RFP Online Submission	RFP System

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
140	If I am submitting the proposal as a "Fiscally sponsored project of a 501c3 community-based nonprofit", do I put my organization's name in the Agency Name box above or my fiscal sponsor's name?	If you are fiscally sponsored organization, please first note your agency name and add "fiscally sponsored by" and your fiscal sponsor's agency name.	RFP Online Submission	RFP System
141	What is our city supplier number then? I might have missed that.	For existing MOHCD Grantees, supplier number (or supplier ID) can be found in GMS under Agency Information page. If you are unsure, please visit the San Francisco City Supplier Portal at https://sfcitypartner.sfgov.org/ for more information.	RFP Online Submission	Proposal
142	If an organization is going to apply as a subcontractor as a part of another org's application, does the organization still need to create a log-in and fill in agency information?	The lead agency must submit one proposal on behalf of all subcontractors/subgrantees. If you are subcontractor/subgrantee, please do not submit a proposal.	RFP Online Submission	RFP System
143	Does a "City Bidder" number suffice?	City Bidder number does not constitute City supplier ID. If your organization does not have City Supplier ID, please answer no to the question related to City Supplier #.	RFP Online Submission	RFP System
144	So it is not necessarily our Vendor or Supplier ID on GMS?	For City Supplier #, please use your supplier ID. Supplier ID can be found on GMS if you are MOHCD's current grantee or by visiting the San Francisco City Supplier Portal at https://sfcitypartner.sfgov.org/ .	RFP Online Submission	Proposal
145	If an agency is been a funded agency with own TID # but for this specific grant application, it will be having a fiscal sponsor. What should be done?	Please follow the instructions specific to fiscally sponsored organizations.	RFP Online Submission	RFP System
146	Do we need a UEI number in order to accept funds?	A Unique Entity Identifier (UEI) is a 12-character alphanumeric code that identifies entities doing business with the U.S. federal government. The UEI is generated by the System for Award Management (SAM.gov) and is required for all firms that receive federal funds. If you do not have UEI, please leave the field blank.	RFP Online Submission	Proposal
147	If UEI has replaced a DUNS (and we previously had a DUNS), is it recommended to obtain a UEI number.	You will be required to obtain a UEI number prior to receiving federal funds.	RFP Online Submission	Proposal
148	If you had issues in the monitoring but they were addressed and the monitoring closed, do we describe those?	Please describe the findings and issues that are unresolved at the end of the monitoring cycle (i.e. the findings not yet in conformance in the final monitoring letter).	RFP Online Submission	MISC

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
149	I have a question about the Activities and Outcomes in the RFP. Are these examples, or are these (or a selection of these) the exact activities and outcomes you'd like to see in the narrative.	Please review the specific area for instructions. These activities and outcomes are required, for most areas, you have the ability to select which of those best align with your program. There may be some program areas that require that you implement all of the Activities and Outcomes.	RFP Online Submission	RFP System
150	Since you said to create a single login per agency, can multiple users be in the portal at the same time?	Yes - please note you will not be able to work on the proposal at the same time.	RFP Online Submission	RFP System
151	I have the same question: For Narrative question #2 below: is it recommended to submit our proposed Activities and Outcomes in a table format as an attachment? Answering this question in a narrative form will take up most of the 2500-character limit, especially since there are other questions included in the overall Narrative questions #2.	We unfortunately will not be accepting additional attachments for this narrative question. Please include the Activities & Outcomes in the narrative itself.	RFP Online Submission	Proposal
152	Does the character count against spaces?	Yes.	RFP Online Submission	RFP System
153	What day next week will the answers to the Q&A be sent out?	The Q and A document will be posted on 10/17/24	RFP Online Submission	MISC
154	When you hit submit for each section, can you still unlock and edit it?	Yes.	RFP Online Submission	RFP System
155	What day next week will the answers to the Q&A be sent out?	The Q and A document will be posted on 10/17/24	RFP Online Submission	MISC
156	Can we go back and change the funding request amount on the proposal information page before we submit the final version?	Yes.	RFP Online Submission	RFP System
157	On the Budget page, will an additional 12-month budget form open for subsequent years after we hit Submit or Save?	No. Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025. If you expect significant budgetary needs in the subsequent years not captured in Year 1, please describe them in the narrative response to Project Budget question.	RFP Online Submission	Proposal
158	Under Annual Project Budget section: Do we need to add every staff person under salary and fringe or can we just provide an aggregate total?	You may add staff person individually or may add an aggregate total for the same position as long as it is clear what positions are being included in your proposal and what their responsibilities are.	RFP Online Submission	Proposal
159	When will the recording be made available to attendees?	The recordings are posted on our website - https://www.sf.gov/information/community-development-request-proposals-fy2025-2030	RFP Online Submission	Webinar

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
160	I believe at one point there were multiple updates to the RFP itself and an email that went out stating the questions in the online system were not updated. Are the online questions fully updated now?	Yes.	RFP Online Submission	RFP System
161	When will the recording be made available?	The recordings are posted on our website - https://www.sf.gov/information/community-development-request-proposals-fy2025-2030	RFP Online Submission	Webinar
162	Can we get a printable version of the application questions ?	You can find those questions in the RFP document and print questions once you complete the Proposal Information page on the RFP system.	RFP Online Submission	RFP System
163	Can we get a list of the questions before submitting proposal information?	The list of questions can be found in the RFP document under Scoring and Evaluation.	RFP Online Submission	Proposal
164	Where will the recording be posted? (can you please share a URL?)	The recordings are posted on our website - https://www.sf.gov/information/community-development-request-proposals-fy2025-2030	RFP Online Submission	Webinar
165	Who do we contact if we have technical difficulties with the submission. Say we are getting an inexplicable error message when we go to submit.	Please contact CitySpan's help desk - For assistance, 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time.	RFP Online Submission	RFP System
166	Project budget should be based on FY25-26 budget or FY24-25?	Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025.	RFP Online Submission	Proposal
167	Just to confirm since I am not sure this question was answered from above. We only need to submit ONE budget that shows the upcoming fiscal year, even though the grant application is for more than one year?	Yes - Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025.	RFP Online Submission	Proposal
168	Is there an amount of funding that is to be distributed? Is it more or less than current funding?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	RFP Online Submission	Funding

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
169	Understood the PROJECT budget is for FY25-26 but the Org budget in the Agency section would be for FY24-25?	That is correct - Organizational budget should cover the FY24-25 or Calendar Year 2024.	RFP Online Submission	Proposal
170	The budget submission total needs to match the Proposal amount budget.	That is correct.	RFP Online Submission	Proposal
171	What if your fiscal year is based on the calendar year?	Organizational budget should cover the FY24-25 or Calendar Year 2024.	RFP Online Submission	Proposal
172	Our FY24-25 agency budget is not officially approved until late NOV. What to do?	If you do not have an approved FY24-25 budget, please submit your FY23-24 budget.	RFP Online Submission	Proposal
173	Is it still the case that funding request amounts are unknown? Is there a range that MOHCD expects to fund each agency for this RFP?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	RFP Online Submission	Funding
174	If our current contract client edibility is specific to federal funding source requirements should we assume same requirements and limitations for applications?	Yes.	RFP Online Submission	Program Design
175	Can 2 people be logged in to the portal at the same time working on different proposals?	No.	RFP Online Submission	RFP System
176	Regarding the Activities, can we submit an attachment with the number of clients served as a workaround to the character count?	We unfortunately will not be accepting additional attachments for this narrative question. Please include the Activities & Outcomes in the narrative itself.	RFP Online Submission	Proposal
177	Is our City Supplier number the same as our Supplier ID? Or would that be our Vendor ID?	For City Supplier #, please use your supplier ID. Supplier ID can be found on GMS if you are MOHCD's current grantee or by visiting the San Francisco City Supplier Portal at https://sfcitypartner.sfgov.org .	RFP Online Submission	Proposal

Questions and Answers Document - Webinars
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Webinar	Question Type
178	<p>It was my understanding that fiscally sponsored Cultural Districts were supposed to create their own MOHCD account to submit our RFP's. We do have our own FEIN despite being fiscally sponsored so, I created an account using our FEIN. After doing this the initial questions about being a city supplier, audits, etc. lead me to believe that we could be rejected as ineligible since the questions in the proposal about our fiscal sponsor are far less robust. Can you tell me if SOMArts receives MOHCD funds in such a way that we would both need to use the same RFP account if I create an account with their information? Please let me know what the safest course of action would be in regards to the RFP account.</p>	<p>A separate account should be created for fiscally sponsored organizations. However, the agency information should reflect your fiscal sponsorship including uploading documents of your fiscal sponsor including its most recently completed audit and financial policies and procedures instead of the fiscally sponsored organization. In your response to fiscal health/readiness questions (those found in the Agency Information page), please coordinate with your fiscal sponsor when crafting a response to these questions. Your response should address how your organization will work with your fiscal sponsor to ensure proper financial management and oversight. In response to the questions related to findings from a recent audit and/or fiscal monitoring, you should craft a narrative response addressing any issues that have been identified in the last three years for both your fiscal sponsor as well as your organization, as applicable.</p>	RFP Online Submission	Proposal
179	<p>In the proposal section it asks for budget information, since the amounts will be different in year 1 and subsequent years, do we just enter the information for year 1? Is there someplace we're supposed to enter the second or later years? Do we note the change in amounts in the narrative section on the budget?</p>	<p>Yes, that is correct. The request amount found in the Proposal Information page should be based on the request amount for FY25-26 starting July 1, 2025. Similarly, the annual project budget should details the expected costs of operating the program for the same year (FY25-26). Please do not use the cost estimates for multiple years in any part of your proposal. If you expect drastically different budget needs in the subsequent years, please provide an explanation in a narrative response under Project Budget in the Narrative page (e.g. explain which costs in year 1 are one time only and which costs are ongoing).</p>	RFP Online Submission	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

This document contains MOHCD response to the questions submitted regarding MOHCD Community Development RFP FY25-30. The questions below were submitted via email from September 30 through October 11, 2024. Our response to the questions submitted during MOHCD hosted informational webinars are shown in Pages 1 to 23. MOHCD may have modified or adjusted the questions for clarity.

#	Question Submitted	MOHCD Response	Submitted by	Question Type
1	Gum Moon does have a separate contract with the Department of Status of Women (DSOW) for our housing services. As we are aware, DSOW has transferred the grants to MOHCD. Does that mean that we have to submit 2 proposals for the housing or we can combine it into one? Any thoughts??	MOHCD cannot advise on what program areas or strategies an organization should apply for. The organization should instead thoroughly review the RFP, and apply for the program area and strategy that best aligns with their proposed program. MOHCD will not fund duplicative programs in different program areas.”	awrcgloria@pacbell.net	Proposal
2	In the area of Eligible Expenses, if a nonprofit has no paid staff, are we allowed to cost be used for contractors and/or Board members to pay registration or attendance fees to attend workshops or trainings aimed to build capacity for the program?	In general, the costs must be directly tied to program expenses. Unless these costs specifically disallowed by MOHCD policy, most reasonable program costs are allowable provided that the proposal includes a justification for those.	ridwana_bentley@sbcglobal.net	Eligible Expenses
3	Can you define transportation and travel costs. Does this include airfare and lodging - GSA standards?	If airfare and lodging are directly related to the implementation of a program such as participation in a conference then these costs could be eligible. It would need to be listed as a budget line item. Please note all costs are subject to negotiation/approval. We will typically only reimburse for hotel/lodging and meals/incidentals up to the Federal GSA per diem rates.	ridwana_bentley@sbcglobal.net	Eligible Expenses
4	For transportation costs, can this include Uber/Lyft options for program participants?	Generally speaking, client transportation costs is an eligible program expense and can include Uber/Lyft if necessary. Please be sure to list them as a line item in your project budget.	ridwana_bentley@sbcglobal.net	Eligible Expenses
5	Under the funding/program category of Community Building. May this type of funding include a collaboration between Black Women to create a Black Women's Mental Health conference/event?	The Community Building description of eligibility would include a collaboration between community members that led to the development of an event/conference.	ridwana_bentley@sbcglobal.net	Program Eligibility

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
6	<p>How do we know the amount to request for each strategy addressed in the MOHCD 2025-2028 RFP?</p> <p>While some indicate the grant amount baseline (i.e. \$200,000 for 350 clients served), the other strategies do not indicate a funding amount.</p>	<p>The total funding amount available is being determined and not yet available. MOHCD expects our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.</p>	scollins@medasf.org	Project Budget
7	<p>We are interested in applying for the Community Development RFP due on 11/1/2024. We have services that fit into multiple programs. Can you let me know if it is possible to submit multiple applications, or if it would be possible to apply for funding under multiple programs within a single application?</p>	<p>Agencies should submit a separate proposal for each strategy area and for each program so they can be reviewed and scored individually.</p>	ashaffer@openho usesf.org	Strategies
8	<p>Are there application funding limits or guidelines about the funding available in each program area?</p>	<p>The total funding amount available is being determined and not yet available. MOHCD expects our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.</p>	ashaffer@openho usesf.org	Project Budget
9	<p>Can you share us the questions on RFP without creating an account?</p>	<p>There are a number of questions included in the RFP. The questions you will be asked to answer will depend on which program area you are interested in. Applicants are able to look at questions on RFP under Scoring and Deliberation (Page 17).</p>	raquel@somapilip inas.org	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
10	I was hoping for some technical assistance regarding the GMS system. We just registered for the 25-30 community development RFP. Is it possible to change our GMS user name?	If you have technical issues, please feel free to call Cityspan's helpdesk at 866-469-6884.	ayelam@nativehealth.org	RFP System
11	Could you please provide the budget template for this RFP?	For this RFP, all applications must be submitted online using our RFP system. The budget will also be filled out on our online system with the rest of your application.	leaht@jfcs.org	Project Budget
12	I'm creating the proposal but I could not find in the RFP document what's the proposal name. What should I write in under Proposal Name in Proposal Information page? Please advise.	Proposal name is the title of your project. It is usually the name of the program you are seeking funds for. An example may be "Legal Services for Individuals with Mental Health Issues"	irmaa@asianlawcaucus.org	RFP System
13	I would like to inquire whether this call for applications is exclusive to San Francisco. Our organization is a non-profit based in Baldwin Park, California, and we are keen to understand if we are eligible to participate.	To be eligible for grants through this RFP, you must have a site or significant programmatic presence within San Francisco City limit and must serve low to moderate income San Franciscans.	fernandagarcia@californiamhc.org	Applicant Eligibility
14	We are currently in the process of getting an audit for FY23-24, but we are not sure if it will be completed by the Nov 1st deadline. We have an MOU and Contract Letter to demonstrate that the audit is underway. We were fiscally sponsored until 1 year ago, so we do not have any previous audits to submit. Is it sufficient to submit proof that the audit is underway, and then send it in ASAP, even if it is after the Nov 1 deadline?	If you do not have any previous audits to submit, please submit a letter instead explaining why you did not (or were not required to) perform an audit in the previous years. If your organization is selected for an award and required to submit an audit prior to entering into a contract with MOHCD (see the audit requirements detailed in the RFP) you will be asked to provide your FY23-24 audit during the contract negotiation.	taylor@hrscsf.org	Proposal
15	To understand the process correctly, when we apply for this, are we able to rent a building to administer a housing program?	Yes, space rental is typically an eligible program cost.	tanquiesha@mein.org	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
16	Would you accept a nonprofit's bylaws which includes "financial policies and procedures language"?	<p>Financial policies and procedures typically contain policies and procedures related to the following topics:</p> <ul style="list-style-type: none"> -Internal controls -Financial reporting -Accounts payable -Accounts receivable -Payroll -Procurement of goods and services -Conflict of Interest -Subcontracts and Monitoring -Record Retention <p>The document should address all items in the list with sufficient detail to be actionable, and should be specific to the agency, not generic.</p>	ridwana_bentley@sbcglobal.net	Proposal
17	Unfortunately due to schedule conflicts, we missed today's webinar. Will there be a recording or presentation that can be shared with us?	Yes - recording and slide decks are available on MOHCD website.	Jjenli@wahmei.org	Webinar
18	What is the total amount of funding available through this RFP? Will funding allocations be provided for each service strategy?	The total funding amount available is being determined and not yet available. MOHCD expects to know our departmental general fund allocation for FY25-26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	cl@christinelauren.com	Funding
19	What is the global agency budget? What information is it required to contain?	The most recent agency-wide budget must be submitted and is a part of your proposal. The budget should be detailed (not roll-up) and reflect the total revenue and expense for all of your agency's programs.	cl@christinelauren.com	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
20	Is there a project budget template or attachment? ²	You may use our Project Budget Worksheet (Excel) to draft your project budget - https://www.sf.gov/sites/default/files/2024-05/MOHCD%20Proposal%20Budget%20Worksheet-%20FINAL.xlsx . However, the project budget must be entered into Annual Project Budget page in the online RFP system.	cl@christinelauren.com	Proposal
21	The RFP says to create one user account per organization. However, do we need to create a separate user account to apply for the Tenant Emergency Rental Assistance Program?	We ask that you create one account per organization. You are able to submit multiple proposals using one user account. Please do not create a separate user account.	cl@christinelauren.com	RFP System
22	For ERAP, we need to submit different proposals for each population served. What is the definition of “population served”?	There are no directions specifying that a separate SF ERAP proposal is needed for different populations. You should simply define the population you intend to serve if you decide to apply to be an SF ERAP provider.	cl@christinelauren.com	Program Design

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
23	<p>Our agency currently operates three separate contracts with MOHCD to provide three separate types of civil legal services that address different issue areas among different populations, provided from different agency offices. These projects span pre-eviction housing legal advocacy, benefits advocacy for chronically homeless persons, and general family law services.</p> <p>At the webinar on 10/1, MOHCD staff advised that these projects should be combined and proposed as one Civil Legal Services application. However, doing so would create a number of complications, disadvantages, and confusion points throughout the application, contracting, and reporting processes.</p> <p>For instance, we will have to describe three separate legal services projects in the same application space that MOHCD designed for one project description.</p> <p>Is there any way that MOHCD would allow us to submit three Civil Legal Services applications?</p> <p>If not, would MOHCD consider splitting up the proposed projects into three separate contracts in GMS?</p> <p>Thank you for any flexibility you can provide.</p>	<p>As stated in the RFP, applicants should submit a single proposal for all areas of General Civil Legal Services. Immigration Legal Services, which is a separate strategy, and thus requires a submission of a separate proposal.</p>	<p>wryland@sfbar.org</p>	<p>Proposal</p>

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
24	<p>For applications with a lead agency and subgrantees, how do we attach/upload an MOU? Note that there are a couple of places in the RFP that mention MOUs as part of collaborative proposals:</p> <p>Page 55, paragraph 2: "To effectively meet the needs of target population and create a seamless process to access services, formally collaborative proposals with MOUs between service providers will be prioritized for funding for this program area."</p> <p>Page 59, paragraph 3: "We encourage collaborative proposals, and for applicants to include as part of their proposal Memorandums of Understanding (MOUs) or similar agreements with property management, on-site service providers, and/or other partners..."</p>	<p>At the RFP stage, MOUs with subgrantees are not required to be submitted with the proposal.</p>	<p>mweger@baylegal.org</p>	<p>Proposal</p>
25	<p>Can we submit "proposal info" the annual funding requested \$1.00 and go back to it later? So we can move forward to the next section of the RFP; narrative, client and neighborhood, and so on.</p>	<p>Yes, you will be able to unlock the page after you submit the Proposal Information page.</p>	<p>irmaa@asianlawcaucus.org</p>	<p>RFP System</p>

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
26	<p>I don't see the following question for Program Past Performance in the Application Portal. Can you confirm that this question (which was in the RFP) is no longer necessary:</p> <p>Program Past Performance: If applicants provide the services described in their proposal: Please describe how you met service goals in the last three years. In your response, please include relevant information such as the project title, a brief description, the period of performance, details such as key performance metrics and data and contact information of the funder(s) who can verify the information provided (if the project is funded by non-MOHCD grant). If applicants do not currently provide the services described in their proposal: Please describe how you plan on meeting the goals for services being proposed. Please provide evidence of successfully delivering similar services in the last three years. When describing similar services you have provided, please include relevant information such as the project title, a brief description, the period of performance, details such as key performance metrics and data and contact information of the funder(s) who can verify the information provided. 1400 characters)</p>	<p>Re: question 1 - Some questions on the RFP system won't show until you answer the previous question. For example. If you choose yes to the question - Program Past Performance: Do you currently provide the services described in the proposal?, it will trigger the RFP system to show you the question "Please describe how you met service goals in the last three years. In your response, please include relevant information such as the project title, a brief description, the period of performance, details such as key performance metrics and data and contact information of the funder(s) who can verify the information provided (if the project is funded by non-MOHCD grant)."</p> <p>If you answer no, you will be prompted to respond to "Please describe how you plan on meeting the goals for services being proposed. Please provide evidence of successfully delivering similar services in the last three years. When describing similar services you have provided, please include relevant information such as the project title, a brief description, the period of performance, details such as key performance metrics and data and contact information of the funder(s) who can verify the information provided."</p>	waiching.kwan@cinatowncdc.org	RFP System
27	<p>Also, for the Impact and Evaluation question, the Portal has 1400 character limit, whereas the RFP has 2500 characters. Are we limited to 1400 characters for the Impact and Evaluation?</p>	<p>The limit has been corrected to 2500 to match the information provided in the RFP.</p>	waiching.kwan@cinatowncdc.org	RFP System
28	<p>I'm attempting to login to review the RFP questions for the upcoming Community Development Request for Proposals FY2025-2030. However my MOHCD login just takes me to our GMS homepage and not anything that appears to be directed to the RFP. Can you please advise if I'm missing a step in login in any capacity?</p>	<p>You will not be able to access the RFP system using the GMS login credentials. You will be redirected to GMS.</p> <p>Please follow the steps shown below to set up your account described in the RFP. In doing so, please choose a unique login information and do not use the same username and password as GMS.</p>	ljones@childrenscouncil.org>	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
29	Our Bilingual Program combines the ESL and Computer classes. Do you think I can combine them in the Community Services program?	If the two elements (ESL classes and computer classes) are separate and essential, you should submit separate proposals in the Community Based Services and Digital Literacy strategies. If one of them is only secondary or supportive to the other, you could submit a combined proposal in the appropriate strategy for the activity that is primary.	dv94606@yahoo.com	Program Design
30	I'd love to watch the recording, but it requires a passcode. Is that something you can share?	Passcode has been posted along with the link to the recordings.	mnunez@newdoo.org	Webinar
31	We were able to access the GMS proposal submission portal and create the proposals by service area. It looks like the narrative questions are the same for all service areas. Can you confirm that is correct?	All direct services related strategies (that is to say non-Community Building and Cultural Districts) have the same narrative question set.	Britt.Hayse@prcsf.org	Proposal
32	I have been working on MUA's Gender-Based Violence Prevention and Intervention Program proposal for MOHCD under the Intervention, Prevention, Advocacy and Education strategy. The following questions came up for me: <ul style="list-style-type: none"> • For deliverables under the Community Outreach Event category, do we need to report both the number of events and the number of attendees? Or can we choose to just report the number of events? How would this apply to a conference or Facebook Lives? • We currently work with an independent contractor to provide a very specific service. She is thinking of retiring in 2-3 years. We are going to look for a replacement, but we cannot guarantee that we will be able to provide this service through 2030. Should we note this in the proposal? If so, where? 	For deliverables under the Community Outreach Event category, in order to evaluate impact, we are requesting that you record and report both the number of events and the number of attendees, this would apply for both virtual and in-person sessions. In regards to staffing, please feel free to make note of current staffing and anticipated staffing changes in the	valentina@mujeresunidas.net	Program Design
33	Is our UEI the same as our Agency ID?	A Unique Entity Identifier (UEI) is a 12-character alphanumeric code that identifies entities doing business with the U.S. federal government. The UEI is generated by the System for Award Management (SAM.gov) and is required for all firms that receive federal funds. If you do not have UEI, please leave the field blank.	valentina@mujeresunidas.net	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
34	Is our City Supplier number the same as our Supplier ID? Or would that be our Vendor ID?	Yes - for existing MOHCD Grantees, supplier number (or supplier ID) can be found in GMS under Agency Information page. Please note organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal in order to avoid lengthy and avoidable delays. More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at https://sfcitypartner.sfgov.org/ .	valentina@mujeresunidas.net	RFP System
35	Can we edit our founding year? MUA was founded in 1990, but GMS says 1970.	Yes.	valentina@mujeresunidas.net	RFP System
36	We have a small TRC program within our Housing Stability and Eviction Defense Program at Mission Economic Development Agency. We have two clarifying questions for the RFP: 1) If we have a small staff, can we apply as a TRC partner to partner with others for the RFP? 2) As a TRC partner, can staff the program by the start of the grant period or do we need to have the staff at the time of application? 3) Are the years of prior experience for the organization or the staff? How many years of service completed and number of licensed attorneys is the minimum requirement? 4) Is 1 FTE staff attorney eligible as a TRC partner?	If you have experience administrating a TRC program you can apply as a TRC partner. You can seek funding on your own or as a part of a collaborative proposal. Your program can have current staff and/or seek funding to hire new staff. You may interpret years of experience either way although if the agency must be able to deliver the work if there is staff turnover. We do not specify a minimum requirement for years of experience in the RFP. Similarly we don't specify eligibility based on the number of staff attorneys. Your program though should be designed around capacity of your staff.	scollins@medasf.org	Program Design
37	Just confirming that we should be applying for this grant again under Cultural Districts.	Please review the RFP for eligibility requirements. We are unable to advise you on how to craft your proposals. We encourage you to review the RFP document and submit your proposal under a strategy that most closely align with your proposed program.	development@treaticouncil.org	Program Eligibility
38	We noticed that we'll need to list employee names. How do we manage that for new roles or employees that are yet to be hired? What are the reporting requirements, if any, for employee turnover during the grant term?	Please list their name as TBD in the Annual Project Budget and explain under Staffing Narrative Question that those positions are new roles/to be filled.	lessamanotti@haysegroup.com	Proposal
39	For Indirect Cost Rate, do you want it to be broken down into line items or can we write, for example, "15% indirect costs for oversight"?	Line item for indirect rate might be one line item. Please be sure to include more information on what costs are included in your indirect rate when responding to Project Budget Narrative Question.	lessamanotti@haysegroup.com	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
40	Bayview Y, Chinatown Y, Mission Y, and Urban Services Y are each considered separate agencies by MOHCD and each have our own GMS account. However, we are unable to set up separate RFP accounts since we all operate under the same EIN. Can you please help us set up the accounts? Thank you.	My suggestion would be to add a letter or number to your tax ID when creating an account so that each branch has an unique tax ID associated with the account.	ceggers@ymcasf.org	RFP System
41	May we request the notes or recording if you have of the session on Community Building held last week please?	The recordings are posted on our website - https://www.sf.gov/information/community-development-request-proposals-fy2025-2030	raquel@somapilipinas.org	Webinar
42	Also, can you confirm if cultural districts can apply separately for this category (community building) and what is the range of amount that we can apply for?	Any organizations that meet eligibility requirements are welcome to submit proposals under the Community Building Strategy. We do not have a range of funding earmarked for proposals submitted under the community building strategy.	raquel@somapilipinas.org	Proposal
43	Could you please tell me what the funding minimum - maximum amount is for this proposal?	The total funding amount available for this RFP is being determined and not yet available. MOHCD expects our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	mary@nclfinc.org	Funding

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
44	<p>We know there are a lot of service providers in San Francisco competing for public support. We also know that the local childcare sector has seen very little of that support over the years and can no longer be ignored. The National Association for the Education of Young Children just published results from a recent study among families and Early Childhood Educators who, not surprisingly, are exhausted and asking for help. The study highlights the clear benefits of public funding and the need for additional government support, it is quickly becoming a National Emergency.</p> <p>Would really appreciate the opportunity to chat with you and explain the impacts and outcomes of our program at the local level, so you can better understand how supporting childcare reduces generational poverty and homelessness, improves workforce participation and job stability, and helps families stay employed and housed!</p>	<p>Support for childcare services and childcare providers falls outside of the priorities of MOHCD's current strategies. Historically support for childcare falls under San Francisco Department of Early Childhood (sfdec.org). Because of limited resources, our department has strived not to duplicate programs if another City department holds leadership and expertise in that area. We would encourage you to contact DEC with your interest in this area. Additionally, specific CDBG support through microenterprise assistance has the past been supported by the Office of Economic and Workforce Development, which oversees the CDBG funds that fall within the economic development sphere.</p>	kat@upwards.com	Strategies
45	<p>We have a question regarding the Cultural District application. Do you have to be a registered Cultural District to apply for the grant funding?</p>	<p>Yes, only legislated Cultural Districts are eligible for this grant funding. The ten formally recognized districts can be found here: https://www.sf.gov/san-francisco-cultural-districts-program.</p>	valerie@portolasf.org	Strategies
46	<p>Are existing providers already providing the solicited services for the community service area, such as workforce, economic development, financial capability, digital equity, and literacy? Who is the incumbent for these services?</p>	<p>Please see the list of our current projects - https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf</p>	ellenc@selfhelpelderly.org	Strategies
47	<p>What areas of the RFP are for new services that MOHCD providers currently do not offer?</p>	<p>Please see the list of our current projects - https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf</p>	ellenc@selfhelpelderly.org	Strategies
48	<p>I am completing the Proposal Information for my application in the portal. I have a question regarding the Annual Funding Requested section. Since the Cultural Districts RFP has two different annual funding amounts, \$330,000 for FY25-26 and \$220,000 for the subsequent FYs in the contract, how should I complete this section and also complete the Annual Project Budget? I have different budgets for each funding amount.</p>	<p>The expected award amount for FY25-26, as you mentioned is \$330,000 and you are welcome to use that figure as the request amount under Project Information Sheet.</p>	mbnihei@japantowntaskforce.org	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
49	I have a question regarding the RFP Budget for the online RFP portal. For the Indirect Expenses we are including indirect expenses including salaries, payroll taxes, WC and benefits for indirect staff. Should these be entered in the Salaries Section or in the Indirect Expenses portion of the budget.	Our recommendation would be to include one line item for indirect costs under Annual Project Budget and then, enter your overall indirect costs, the amount you are requesting through RFP and the amount you are expecting from other fund sources. And include the breakdown of what costs are included in the indirect rates in your response to the narrative question on project budget.	blase@womaninc.org	RFP System
50	Regarding the ERAP proposals, can the 15% indirect costs be calculated based on the total request for funding (including the financial assistance to be provided to tenants) or should the financial assistance to tenants be excluded from the program costs to come up with that indirect cost amount?	15% indirect costs should be calculated based on the administrative/program costs and should not be based on the total request for funding. Moreover, some costs such as expenses of each subcontract beyond \$25,000 or pass-through funds (such as rental subsidies) may be excluded from the indirect rate calculation. For more information, please reference Guidelines for Cost Categorization in Nonprofit Contracts and Grants - https://www.sf.gov/sites/default/files/2022-05/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf	elaineqbeale@gmail.com	Proposal
51	The drop down menu only permitted selecting one strategy --- my inclination is to choose Digital Literacy and include the support services with that training program. Appreciate your advice. Do we submit 2 proposals if activities are both Digital Literacy and Community Services?	Yes, as Digital Literacy and General Community Based Services are two distinct strategy areas with their own performance measures, you would need to submit a proposal for each if you are proposing to provide services under both strategies.	jreeve@sfgoodwill.org	Program Design
52	My only question is that as IITC is a current grantee if we can apply for this round of granting or not under our usual RFP (we ran into some issues before with other grantors by being "too early" - so I am just double-checking to make sure we are eligible for this specific application round. If you could just let us know if we are or are not eligible at this time? Otherwise we are good with proceeding and do not need support crafting our proposals.	We are not able to provide any specific information re: your organization's eligibility. Having said that, this is an open and competitive procurement and any organization that meets eligibility requirements detailed in the RFP are welcome to submit a proposal including MOHCD's current grantees.	development@treaticouncil.org	Applicant Eligibility

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
53	<p>Our current grant and grant reporting status does not eliminate us from applying?</p>	<p>The RFP specifies eligibility requirements. Your proposal will be considered if it demonstrates that your organization meets the minimum eligibility requirements detailed in the RFP. Proposals submitted by organizations that failed to demonstrate that they satisfy the eligibility requirements will be considered non-responsive and will not be considered for award.</p> <p>Re: past performance, as part of your proposal, you will be asked to provide a response to narrative questions related to your program’s Past Performance. Your response to those questions will be evaluated along with other criteria and will inform our funding recommendations. Past performance alone will not be used to determine whether your proposal is responsive.</p>	development@tre atycouncil.org	Applicant Eligibility
54	<p>On Page 46 of the RFP, there is a requirement that the grantee must accept assignments from the Rental Housing Counselling Coordination Agency. How does this work if there are specific eligibility requirements for our programming? For example, we serve families only and target pregnant families and children zero-5, so we would not be able to accept referrals from single adults.</p> <p>Also, can we refer internally to the program or do all referrals need to come through the Rental Housing Counselling Coordination?</p>	<p>Your agency would work with the Rental Housing Coordination Agency to ensure that referrals are appropriate for your program. You can refer internally (not all referrals have to come from the Coordinating Agency).</p>	lillimilton@homel essprenatal.org	Program Design
55	<p>On page 12, under Eligible Expenses - 12. Capital costs for real property necessary for the delivery of programs (including mortgage interest fees) -</p> <p>if we own the building that our program staff's offices are at, can we budget in a prorata portion of our mortgage payments for the office space that are used by the Project's direct staff to be covered by MOHCD?</p>	<p>It depends. Some capital costs such as capital improvements, and mortgage interests can be categorized as allowable direct costs. Those costs may be included in your project budget based on your cost allocation plan if they are necessary for the delivery of proposed services. Mortgage principal is an unallowable cost and may not be included. For more information, please review the Guidance for Cost Categorization in Nonprofit Contracts and Grants - https://www.sf.gov/sites/default/files/2022-05/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf</p>	waiching.kwan@c hinatowncdc.org	Eligible Expenses

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
56	If we had a subcontractor, do we need to have a MOU or subcontract with the contractor before we apply? Or only if awarded a grant, that we need a signed agreement from each partner in case of collaborative.	You are required to submit a MOU only after an award has been made.	waiching.kwan@cinatowncdc.org	Proposal
57	What is the difference between the above eligible cost vs the ineligible costs below? Is the one below is ineligible because facility "not used primarily and directly by the program": Ineligible uses: 3. Facilities or occupancy costs, such as property taxes, loans against own property, security deposits, and acquisitions or improvements of real property; maintenance, utilities or similar operating costs of a facility not used primarily and directly by the program; and mortgage interest attributable to fully depreciated assets.	Yes. Facility costs not directly associated with the program use may not be billed as a direct cost.	waiching.kwan@cinatowncdc.org	Eligible Expenses
58	Can you please make the narrative questions available without 10 steps preceding this portion of the application? There are multiple people working on these important submissions and we need to get a sense of what is being asked to conceptualize before writing. Something simple would be really helpful. Thank you.	Narrative questions are available on the section on Scoring and Deliberation starting Page 17 of the RFP document.	anne_mawds@sbglobal.net	RFP Document
59	We noticed that we'll need to list employee names. How do we manage that for new roles or employees that are yet to be hired? What are the reporting requirements, if any, for employee turnover during the grant term?	If you have unfilled or new positions to be filled, please note TBD in place of employee names and explain that those positions are to be filled in your response to the narrative question Project Budget or Staffing. You are expected to contact your assigned program officer when there is staff turnover during the grant term.	lessamanotti@haysegroup.com	Proposal
60	For Indirect Cost Rate, do you want it to be broken down into line items or can we write, for example, "15% indirect costs for oversight"?	You may choose to show your indirect cost in one line item. Please be sure to describe your indirect costs and how costs are included in your calculations in your response to the narrative question Project Budget.	lessamanotti@haysegroup.com	Eligible Expenses
61	Should the budget narrative focus on the Total Project Budget or more on the expenses covered by the MOHCD request portion given the character limitations? What's more important and be prioritized?	In your response to the narrative question on Project Budget, please focus primarily on expenses covered by the MOHCD request portion if you must prioritize due to character limits.	waiching.kwan@cinatowncdc.org	Proposal

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
62	Uploads for the agency profile include a "Financial Policies and Procedures" document. Can you specify exactly what you want covered in this document?	<p>Financial policies and procedures typically contain policies and procedures related to the following topics:</p> <ul style="list-style-type: none"> -Internal controls -Financial reporting -Accounts payable -Accounts receivable -Payroll -Procurement of goods and services -Conflict of Interest -Subcontracts and Monitoring -Record Retention <p>The document should address all items in the list with sufficient detail to be actionable, and should be specific to the agency, not generic.</p>	ceggers@ymcasf.org	Proposal
63	Do you have a PDF copy of the application for the RFP?	The application for that RFP is available online and all applications must be submitted using our online system. Once logged in, you will be able to download a PDF version of each proposal component such as agency information page, proposal information, budget worksheet, etc. depending on what program/service area you are interested in.	cally.wong@apicouncil.org	Proposal
64	Could you please provide the budget template for this RFP?	You may use our Project Budget Worksheet (Excel) to draft your project budget - https://www.sf.gov/sites/default/files/2024-05/MOHCD%20Proposal%20Budget%20Worksheet-%20FINAL.xlsx . However, the project budget must be entered into Annual Project Budget page in the online RFP system.	leah@jfc.org	Proposal
65	We're trying to gain access to create a new proposal for the MOHCD 2025-30 RFP, and we're having difficulty accessing it. When we log in with our old login credentials, we are taken to our org profile, but after the profile is submitted, we do not see a button to create a new proposal. We tried creating a new login account for this specific RFP, but the system will not allow us to register one because an account already exists with our tax ID number. Can you please let us know what steps we should take to get to the new proposal process?	It seems that you logged in with your existing GMS credentials. You must create a new account for our online RFP modules (which I see that an account was already created for Legal Services for Children). I am wondering if the same username and password were used. Our suggestion is to contact CitySpan to retrieve your username and password for the online RFP system or have them change so that you have a unique set of login credential separate from GMS system. You can contact their helpdesk at 866-469-6884.	lisa@lsc-sf.org	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
66	I'm attempting to login to review the RFP questions for the upcoming Community Development Request for Proposals FY2025-2030. However my MOHCD login just takes me to our GMS homepage and not anything that appears to be directed to the RFP. Can you please advise if I'm missing a step in login in any capacity?	You will not be able to access the RFP system using your existing GMS login credentials as you will be redirected to GMS. Please follow the steps described in the RFP to set up a new account.	ljones@childrenscouncil.org	RFP System
67	Regarding Cultural Districts: One of the outcomes listed under the Cultural Competency activity is "projects that promote culturally competent services and policies". This is fairly vague- do you have any examples of what types of projects you're looking for?	Projects under this activity area include those that support the wellbeing and sustainability of the community in a manner appropriate for the specific cultural or ethnic group and projects that promote and strengthen collaboration between the City and communities to ensure culturally appropriate City services, e.g. language access, specific skills and knowledge trainings.	lessamanotti@haysgroup.com	Program Design
68	<p>Although this was addressed in the Community Based webinar, I would like to make sure that we are totally clear as we decide how to proceed with how many applications to submit.</p> <p>We currently receive funding for two programs that fit under the Community Based Services (Program and Strategy Area); one for district wide service connection, one city-wide. Should we submit one application for renewal of both of these programs? And if we propose expanding to a new district/neighborhood, should that be in the same application?</p> <p>We are also considering expanding our Housing Place-Based Services to an additional HOPE SF site. Both our current and new should be included in one application, correct?</p>	In both cases, one proposal should be submitted, since they are for similar and overlapping services. Separate proposals should not be submitted for similar services in the same Strategy that focus on different communities.	ceggers@ymcasf.org	Program Design

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
69	<p>We are considering applying for a Community Development/ Community Based Services/ Digital Equity and Literacy grant and are trying to determine the appropriate grant/ask amount. Our questions:</p> <p>What is the total amount available for funding for this RFP? Are there specific amounts earmarked for each of the strategic areas, and if so, how much? What will the average grant amount be per project?</p>	<p>The total funding amount available is being determined and not yet available. MOHCD expects our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.</p>	amy@techexchange.org	Funding
70	<p>Are we allowed to put in links in our responses to provide reader more info if they want? Would they be able to access the links through the proposal?</p>	<p>Please limit your response to the character limit provided. Any additional documentation and/or information provided outside of the online RFP system will not be considered.</p>	waiching.kwan@chinatowncdc.org	Proposal
71	<p>This question is in reference to Community Based Services: Can you please describe what documentation/information is required to report on the following activities/outcomes?</p> <ol style="list-style-type: none"> 1. Enhanced Information and Referral: Client used information and/or successfully connected to appropriate services 2. Service Connection: Short-term goals identified through needs assessment are successfully addressed 3. Case Coordination Plan Developed: Client able to engage in coordinated services <p>How would agencies be expected to demonstrate that these outcomes were met?</p>	<p>MOHCD would expect these three outcomes would be verified and described in more detail in a client's file (electronic or paper) kept by the agency.</p>	joannamiller@haysegroup.com	Program Design
72	<p>Do we need to ascertain income status for each caller/client? Are there any income restrictions under the Community Services program?</p>	<p>MOHCD requires client income information for each client served. CDBG funds require that the majority of clients served fall within the low-moderate income category as defined on the client intake form. In order to be able to utilize CDBG funds most flexibly, MOHCD asks that all proposed projects serve a majority of low-moderate income clients.</p>	ggiannini@uwba.org	Program Design

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
73	How much are you planning to award for the Community Services program? How much do you plan to award under the Community-Based Services and Financial Capability strategies?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	ggiannini@uwba.org	Funding
74	What are the rules or regulations for subcontractors? For example, are there wage/salary requirements for subcontractors?	Many of the requirements that our grantees must abide by apply to their subcontractors. For labor requirements for business, please visit https://www.sf.gov/information/labor-requirements-business	lbogachik@gmail.com	Proposal
75	To what extent do you think you will be giving similar types of awards out to your round of funding from MOHCD's 2020-2025 Community Development RFP (released in Fall 2019) and FY21-22 Community Development RFP (released in Spring 2021)? Can you please tell us where to find a list of awardees from those 2 rounds of funding?	That is hard to anticipate. You can see a list of current projects (including program area and strategy) and their 2023-24 funding amounts starting on Page 45 of the 2023-24 Action Plan on our MOHCD website. This will give a sense of how many projects we currently fund: https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf	ahoman@childrenscouncil.org	Funding
76	Can you provide guidance as to how many awards you anticipate giving for the Tenant Emergency Rental Assistance, Tenant Counseling and Education, and Tenant-Based Rental Subsidies programs?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	gflagg@compass-sf.org	Funding

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
77	Regarding the proposal portal, are we able to work on separate proposals (using the same login) simultaneously?	No.	gflagg@compass-sf.org	RFP System
78	Tenant-Based Rental Subsidies: <ul style="list-style-type: none"> • Which subpopulations are the priorities? • Can we address just one subpopulation (e.g. families)? • Can we serve families who are experiencing or at risk of homelessness? • Can we make internal/self-referrals? • Is there any guidance on the length of these subsidies? 	Our Target populations are identified on page 25. You are free to submit a proposal for any of these as long as you make the case for how your program will address their needs and reduce their risk for homelessness. We didn't specify type of referral or length of subsidies as that is to be incorporated in your design of the program.	gflagg@compass-sf.org	Program Design
79	For Tenant Emergency Rental Assistance (SF ERAP), will disbursement of rental funds be done through a third-party vendor (e.g. Abode, etc.)? Or is the expectation for the contracted agency to disburse the funds directly?	SF ERAP grantees are expected to disperse funds. You can disperse the rental assistance yourselves or you can propose a subcontractor as a vendor to cut the checks whose role is to disperse the rental assistance. Your award would include paying for the subcontractor.	LMark@glide.org	Program Design
80	Are there specific benchmarks for the outcomes for Tenant Emergency Rental Assistance (SF ERAP) such as number of unduplicated clients successfully receiving SF ERAP annually?	No, but please follow guidelines in this section. # of clients served would depend on the range of rental assistance provided in your program.	LMark@glide.org	Program Design
81	In follow-up to today's presentation regarding the limited characters for some of the narratives, specifically for the Budget narrative (2500) - Should the Budget Narrative include only the budgeted line items for the requested MOHCD amounts or include total program cost descriptions (including Other Funding). Also, if staff positions are included in the Staffing Narrative (1400 character limit) do we also need to delineate in the Budget Narrative (2500 character limit).	Your response to the Project Budget question should focus primarily on costs and funding that you are requesting from MOHCD and how these costs will help deliver the proposed program. Re: your staffing plan, describe your staffing plan including job titles/brief descriptions in your response to the Staffing question and you may focus on other line items in your response to the Project Budget question.	blase@womaninc.org	Proposal
82	I am concerned that access to view the question and all sections in the online application are not accessible until after the submission of the cover page that locks after submitting. We are still developing the budgets so a final number is yet to be determined but we have most of the other elements ready to go ahead of budget. Is there a PDF or Word document that allows us to preview every page as it unfolds in the grants portal ? (Community Services and Digital Literacy)	You can put a tentative number and submit the coversheet. You will be able to unlock the page to update the request amount once you have the final number. You can also look at the questions in the RFP document.	jreeve@sfgoodwill.org	RFP System
83	Can we 'retract' submission to add final edits, or if we accidentally submitted prematurely?	Yes – each page can be unlocked after submission. Once you submit the proposal signoff page (thus submitting the whole proposal), you can unlock the proposal by reaching out to Cityspan's helpdesk.	ethena@larazacrc.org	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
84	How many awards does MOHCD expect to give out for each Program Area and for the subcategories/strategies within each program area?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	ljones@childrenscouncil.org	Funding
85	What are the expected funding amounts per Program Area/per subcategory?	The total funding amount available is being determined and not yet available. MOHCD expects to be informed of our departmental general fund allocation for FY26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	ljones@childrenscouncil.org	Funding
86	Under the “Community-Based Services” program area, under the “Financial Capability” strategy, could we include in our budget request funding for some of our staff to be certified in accreditations from institutions such as HUD and National Association of Certified Credit Counselors, for example? To what extent do you think you will be giving similar types of awards out to your 2018(?) round of funding in this space? Can you please tell us where to find a list of awardees from that round of funding?	Staff training that is relevant to effective service delivery can be included as part of budgets for services grants. We cannot predict or compare previous awards to those that will result from the current RFP. For projects we currently fund, please reference our draft 24-25 Action Plan: https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf	ljones@childrenscouncil.org	Program Design

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
87	Regarding Community Building programs. In part, our program trains community members to do advocacy work. As part of this training, trainees accompany our staff on advocacy trips to City Hall and Sacramento. It's my understanding that travel and other costs of advocacy activities are not eligible for funding. Is this still the case if these activities are an integral part of the training for community leaders?	That is correct. These funds cannot be used to fund political activities such as advocacy.	aberger@glide.org	Program Design
88	Does a text-based crisis line count as 24 hours/7 days a week if it is being monitored by an on-call staff person at all times?	A text-based crisis line could be provided, but only in addition to a phone-based crisis line, as not everyone has access to texting and services need to be inclusive.	deidre@allwriteconsulting.com	Program Design
89	How do you add the new proposal if you already have GMS Access?	Please create a new account by following the instructions provided in the RFP document as it requires a new account to submit proposals.	deidre@allwriteconsulting.com	RFP System
90	Is 15% of the total grant the maximum for all of the administrative costs combined? For example, the fiscal sponsor fee, percentage of rent, utilities, and so on should total no more than 15 percent?	Indirect costs shall be no more than 15% of MOHCD funded portion of your project budget and some costs such as expenses of each subcontract beyond \$25,000 or pass-through funds (such as rental subsidies) may be excluded from the indirect rate calculation. For more information, please reference Guidelines for Cost Categorization in Nonprofit Contracts and Grants - https://www.sf.gov/sites/default/files/2022-05/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf	deidre@allwriteconsulting.com	Eligible Expenses
91	To clarify, if we want to provide crisis line and legal services Under Gender Based Violence, we should submit two separate proposals? Each of the service areas (prevention, shelter, housing, etc.) requires its own proposal, correct?	Yes, as Crisis Lines and Legal Services are two distinct strategies, a separate proposal is required for each (or others).	deidre@allwriteconsulting.com	Program Design
92	The RFP says "Fiscally sponsored organization should create an account and submit their own proposal(s)." On the first registration screen in GMS, should we enter our fiscal sponsor's tax ID number or use our state of California tax ID number?	Please enter your own tax ID number to create your RFP account.	deidre@allwriteconsulting.com	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
93	In the RFP for Community Development and Community Services, there is a program area for Immigration Legal Services. Since we currently have a grant with CARECEN that covers Immigration, I'm wondering about the coalition that Immigration Legal Services under the Community Development grant has and if it is the same collaborative as the CARECEN grant?	Please reach out to CARECEN to inquire about both current and future collaborations.	aarmen@apilegaloutreach.org	Program Design
94	Can you provide a budget template?	You may use our Project Budget Worksheet (Excel) to draft your project budget - https://www.sf.gov/sites/default/files/2024-05/MOHCD%20Proposal%20Budget%20Worksheet-%20FINAL.xlsx . However, the project budget must be entered into Annual Project Budget page in the online RFP system.	lane@lyric.org	Proposal
95	Definitions of funding categories of contractual services categories?	Any definitions available are provided in the RFP document.	lane@lyric.org	MISC
96	Under community building, portfolio is automatically selected as "community services," If this is adjusted, will it change any of the questions or dependencies for the submission?	No - Conditions for narrative questions and whether you are asked to fill out the Clients and Neighborhoods page are set at strategy level.	lane@lyric.org	RFP System
97	For GBV Intervention prevention, etc. the portfolio is automatically selected as "GBV" instead of "Community services." If this is adjusted, will it change any of the questions or dependences for the submission?	No - Conditions for narrative questions and whether you are asked to fill out the Clients and Neighborhoods page are set at strategy level.	lane@lyric.org	RFP System
98	I have a question about the Activities and Outcomes in the RFP. Are these examples, or are they (or a selection of these) the exact activities and outcomes you'd like to see in the narrative?	These are the exact Activities and Outcomes you will need to include in the narrative. Please review language in the program area before the table to see if that program requires all or for you to select.	mrogers@glide.org	Program Design
99	Can you provide any guidance on budget request amounts?	When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	mrogers@glide.org	Funding

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
100	For the Community-Based Services Strategy: - Can services take place at school? - What is the defined age range for TAY? We presume 16-24 given that attaining a high school diploma is one of the stated outcomes.	Yes, services can take place at a school. TAY is not specifically defined by age in the RFP.	michelle@richmondsf.org	Program Design
101	For Community Building: The narrative questions in the actual online portal are the same as the other strategies. They do not match with the unique narrative questions for the strategy in the RFP on page 19.	The narrative questions have been updated as of 10/15/24.	michelle@richmondsf.org	RFP System
102	Is it possible to get a current list of funded organizations and their amounts? The data we found appears to be updated in 2024, but is labeled as being from 2018-19. Could you please confirm this is updated or share of list of 24-25 funded orgs/amounts.	For projects we currently fund, please reference our draft 24-25 Action Plan https://www.sf.gov/sites/default/files/2024-02/Full%20Draft%202024-2025%20Action%20Plan%20for%20Public%20Review%20and%20Comment.pdf	michelle@richmondsf.org	Funding
103	For all strategies: The question related to program past performance appears different in the actual online portal and allots 2500 characters for a response vs. the 1400 character limit indicated the RFP on page 20.	The character limit for program past performance is 2500. The RFP document has been updated.	michelle@richmondsf.org	RFP System
104	For Tenant Emergency Assistance, one of the qualifications is that an organization has provided emergency rental assistance before. We have provided individuals directly with stipends that they can then use to pay their rent and have also assisted clients with accessing emergency rental assistance (ERAP and RAD) through a subcontract with another organization. Does this meet the qualification?	This depends on how the stipends are used by clients. If clients apply for stipends and they then use them for 1 time rental assistance then you do administer a rental assistance program. If they apply for an ongoing stipend for rent then it is really more of a subsidy program.	Falarcio@goodsamfrc.org	Program Eligibility
105	Is there a place outside of the Program Design questions for us to enter in our proposed activities and outcomes in the online portal? The character count limit does not seem to allow for all activities and outcomes to be listed in addition to the other components of the question.	No, we are requesting that all Activities & Outcomes are addressed in the Program Design narrative question.	Falarcio@goodsamfrc.org	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
106	Our team is interested in submitting a proposal for the Community Building track, but want to make sure we understand the scope accurately: can you clarify the range of the dollar amounts available for Community Building proposals?	The total funding amount available is being determined and not yet available. MOHCD expects to know our departmental general fund allocation for FY25-26 in December of this year, subsequent to proposal submissions. There is no specific amount earmarked for each strategy. We do not have an expected average grant amount. When crafting your proposal, please follow the guidelines specified in the RFP re: funding amount if provided. If there is no guidance then we expect you to provide a detailed description of the program (staffing and costs) that will be required to execute the goals and outcomes of it. In it you should justify all aspects of the program and how they relate to requested amount of funds.	mlevy@sfccc.org	Funding
107	Are there specific monetary amounts for the grants available in each category?	Outside of Cultural Districts, there is no specific amounts allocated to each strategy/funding category. For Cultural Districts, we anticipate up to \$330,000 in local funds for each Cultural District in FY2025-2026 and up to \$230,000 for each Cultural District in subsequent years.	ali@ellaparatransl atinas.org	Funding
108	In the Agency Information section, if we are a fiscally sponsored project: Which sections do we fill out using our fiscal sponsor's information, and which sections do we fill out using our own project's information?	The agency information should reflect your fiscal sponsorship including uploading documents of your fiscal sponsor including its most recently completed audit and financial policies and procedures instead of the fiscally sponsored organization. If you are fiscally sponsored organization, please note your agency name and add "fiscally sponsored by" and your fiscal sponsor's agency name. In your response to fiscal health/readiness questions (those found in the Agency Information page), please coordinate with your fiscal sponsor when crafting a response to these questions. Your response should address how your organization will work with your fiscal sponsor to ensure proper financial management and oversight. In response to the questions related to findings from a recent audit and/or fiscal monitoring, you should craft a narrative response addressing any issues that have been identified in the last three years for both your fiscal sponsor as well as your organization, as applicable.	ali@ellaparatransl atinas.org	RFP

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
109	On page 12 of RFP under ineligible expenses, it says "events, field trip and food costs for events that only benefit staff members, such as staff recognitions/celebrations and events attended by staff only." What about staff working meetings or retreats to plan and evaluate the program - would we allowed to provide food esp. for full or half day working meetings as an eligible expense? For Projects where the "target population/consumer" is also a paid staff (i.e., paid youth or TAY interns, paid grassroots leadership trainees with the goal of promoting job training, job readiness, etc.), can we provide food during their training and community building activities as eligible expenses?	Events and field trip costs related to the program are generally considered allowable costs and may include vehicle rentals for participants, transportation for participants, food/meals for participants, and costs of permits needed for events. We do not typically approve costs for those events if it only benefit staff members. Having said that, if some of your paid staff are considered clients based on your service delivery model, those costs may be allowable. Also, allowable costs may differ based on fund sources. For example, CDBG funds may not be used for food or entertainment for participants. For more information, please review the Guidance for Cost Categorization in Nonprofit Contracts and Grants - https://www.sf.gov/sites/default/files/2022-05/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf	waiching.kwan@c hinatowncdc.org	Eligible Expenses
110	I am working on my agency's application and I'm running out of space in the text boxes to properly answer the questions in the narrative section. Is there any way to submit additional responses outside of the website? Any guidance will be greatly appreciated, thank you.	No, unfortunately we cannot accept additional narrative attachments.	talal@lacasa.org	Proposal
111	Strategy: Financial Capability: Can you clarify if organizations currently developing financial capability programs, but without full certification yet enrolled in certification courses to be completed before the grant starts, are eligible to apply for funding under this strategy?	Yes, they would be eligible to apply, but should clearly state what certifications they are currently working towards and when the expected completion dates are.	malmendral@ycdj obs.org	Applicant Eligibility
112	Strategy: Financial Capability: What specific qualifications or experiences do you consider to meet the requirement for "demonstrated expertise" in financial counseling especially for those of us in the process of building our financial coaching services?	In your proposal, please address how your agency has demonstrated expertise and experience in providing these specialized services, as well as in effectively improving the financial capability of low- and moderate-income families (or other groups that the applicant can demonstrate have high needs based on relevant indicators). Additionally, staff providing services must be accredited to provide these services, including accreditations from institutions such as HUD and the National Association of Certified Credit Counselors. Accreditations should match services being offered.	malmendral@ycdj obs.org	Applicant Eligibility
113	Strategy: Rental Housing Counseling - Can you clarify if there is a required time frame for having a Housing Counseling Plan in place before applying for the grant?	The housing counseling plan should be in place now and we will need to receive a copy of it as part of grant negotiations for projects awarded.	malmendral@ycdj obs.org	Program Design

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

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114	Strategy: Rental Housing Counseling - What support or resources does MOHCD provide to agencies that are new to housing navigation and seeking to meet the 100-client annual requirement, especially concerning staff funding, training, and burnout prevention?	Ongoing professional development trainings are provided through both MOHCD and the rental housing coordination agency, to augment staff's existing expertise in this area. There are not additional resources specific to this strategy regarding funding or burnout prevention.	malmendral@ycdj obs.org	Program Design
115	Strategy: Tenant Emergency Rental Assistance - Is the Tenant Emergency Rental Assistance strategy solely under MOHCD, or does it also include HSH with the understanding that contracts for both (MOHCD and HSH ERAP) end June 30, 2025?	Your proposal will be for the MOHCD funded rental assistance program. This RFP is not seeking proposals for HSH funded programs.	malmendral@ycdj obs.org	Program Design
116	Strategy: Tenant-Based Rental Subsidies: After submitting our proposed budget for the Tenant-Based Rental Subsidies, is there an opportunity for negotiation with the city if we need to adjust figures based on feedback or funding availability?	Budget negotiations is always a part of the grantee award and contracting process. If you receive an award we will work with the program staff to set a budget that works.	malmendral@ycdj obs.org	Program Design
117	Strategy: Tenant-Based Rental Subsidies - Are there specific guidelines or expectations for what should be included in the budget proposal, especially regarding the allocation of funds between subsidies and operational costs?	Please follow the guidance in the RFP. If there is no breakdown then you simply should ensure that your budget matches your program design.	malmendral@ycdj obs.org	Program Design
118	Strategy: Tenant-Based Rental Subsidies - Can we offer rental subsidies strictly for the justice-involved population?	Our target populations are on page 25 and any program can be designed to serve one or more of them. Simply be sure to provide justification as to needs of this population.	malmendral@ycdj obs.org	Program Design
119	Can you define the difference between Case Management and Intensive Case management?	Intensive case management is intended for higher-barriered participants that need more intensive and long-term case management services. Intensive Case Management is also a lower ratio of clients to staff in order to meet the needs of the higher barrier client.	CMccarthy@catho liccharitiessf.org	Program Design
120	Which programs or strategies require Intensive Case Management?	Please refer to RFP for any references of intensive case management.	CMccarthy@catho liccharitiessf.org	Program Design
121	We want to apply for our actual funding needs which is an increase from our current program funding. Will applications be selected based upon scoring and then if awarded there will be a negotiation on funding amount and not eliminated from competition because of increased funding?	Yes, MOHCD will negotiate the work plan and project budget if your organization is selected for an award.	CMccarthy@catho liccharitiessf.org	Funding

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

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122	Budget: RFP asks for a 12-month budget. How will we account for and project our expenses across 5 years so that the award amount is sufficient to cover annual cost increases? Should we build the 12-month budget at the cost level that we will be at in year 5? (annual increases such as COLA, rent, EE benefits 10-12% increase per year)	Please submit a project budget based on the expected costs and revenues for the 12 months period starting July 1, 2025. If you expect significant budgetary needs in the subsequent years not captured in Year 1, please describe them in the narrative response to Project Budget question.	kristaa@evictiondefense.org	Proposal
123	Does an application for Lead Partner and TRC partner require separate applications? (RFP p. 64 bottom left column, option #3, "fulfill both the Lead Partner and TRC Partner roles together")	If your agency intends to be a Lead Partner as well as a TRC partner than you could submit 1 application fulfilling all aspects of the work if that is how your agency has designed the program. You must designate what role (s) you are applying for.	kristaa@evictiondefense.org	Proposal
124	Is client data needed for the Lead partner application? Or is client level data only required for the TRC Partner component.	You should include all aspects of the lead partner role in your application which should include review and use of data in your support and oversight of TRC partner agencies.	kristaa@evictiondefense.org	Program Design
125	In a TRC lead partner application, should the data reflect the combined data of the lead partner including their subrecipients, or should the data be broken out separately?	You are free to decide how best to provide the data in support of your application.	kristaa@evictiondefense.org	Proposal
126	Please explain the difference between a subcontractor and a subgrantee.	While those terms might be used interchangeably in some context, in general, a subcontractor performs work that benefit the grantee's operations directly (accounting, graphic design, etc.) while a subgrantee performs work in collaboration with the grantee to meet the service and outcome goals set by the grant agreement.	kristaa@evictiondefense.org	MISC
127	For Narrative question #2 below: is it recommended to submit our proposed Activities and Outcomes in a table format as an attachment? Answering this question in a narrative form, having to list out each activity and outcome that apply especially, will take up most of the 2500-character limit, especially since there are other questions included in the overall Narrative question #2. "Program Design: Clearly describe your proposed program, including the following: Overall program model, including services provided; Estimated unduplicated annual client numbers for each activity and outcome (per Performance Metrics table in each RFP program area); Information on how they these services will be provided;	No, we are requesting that all Activities & Outcomes are addressed in the Program Design narrative question.	kristaa@evictiondefense.org	RFP System

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
128	In question #8, Project Budget, the character limitations seem too restrictive to provide a sufficient description of each budget line item. Can you provide more guidance on the level of detail MOHCD wishes to see in the budget line item descriptions?	Your response to the Project Budget question should focus primarily on costs and funding that you are requesting from MOHCD and how these costs will help deliver the proposed program. Re: your staffing plan, describe your staffing plan including job titles/brief descriptions in your response to the Staffing question and you may focus on other line items in your response to the Project Budget question.	kristaa@evictiondefense.org	RFP System
129	In the RFP webinar slide 31, titled “Tenant Right to Counsel”, it states: “Applicants who currently receive TRC grant funding should describe their current MOHCD-funded program budget, including staffing (for both filled and vacant positions) and subcontractors. Indicate whether you are seeking less, continued or increased funding.” Here applicants are directed to describe their current MOHCD program budget. However, the RFP narrative questions #4 and #8, ask for a description of the proposed budget and the proposed staffing plan. Can you please provide guidance on where to include a description of our current MOHCD program budget and staffing, given that space is very limited.	You are free to decide if continuation of your current programmatic design and budget is your plan going forward or if you want to make changes by altering the program and creating a revised program design and budget. Both options would be acceptable. It needs to fit in the allocated space.	kristaa@evictiondefense.org	Proposal
130	Administrative costs and Fiscal Sponsor fee: Administrative costs up to 15% of the total grant amount – could the percentage be raised for fiscally sponsored organizations, because if such an organization pays 10% fiscal sponsor fee which is also included into administrative costs, the remaining is only 5%?	Fiscal sponsor fee should be included within the 15% indirect rate. Please note some costs such as expenses of each subcontract beyond \$25,000 or pass-through funds (such as rental subsidies) may be excluded from the indirect rate calculation. For more information, please reference Guidelines for Cost Categorization in Nonprofit Contracts and Grants - https://www.sf.gov/sites/default/files/2022-05/Guidelines%20for%20Cost%20Categorization%20in%20Nonprofit%20Contracts%20and%20Grants%20Version%201.2.pdf	lbogachik@gmail.com	Eligible Expenses

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

#	Question Submitted	MOHCD Response	Submitted by	Question Type
131	<p>Separation of projects</p> <p>I participated in a webinar for Community Services (thank you for the opportunity), and learnt that projects shall be submitted for different services areas separately. The question is: if a general project for the Community Based Services includes elements that also fit other areas (immigration and civil legal, rental housing counseling, gender-based violation and prevention – advocacy and education), but those elements are tiny (like 2 hours of immigrant attorney weekly or a variety of workshops on human trafficking, tenant’s rights, etc.), is it necessary to single out those parts into a separate projects? Given that we serve a population that otherwise has no access to services through other providers due to language barrier, we need to build a comprehensive strategy and include it into our Community Based Services, and it’s difficult to separate them through multiple proposals. Is separation (a) mandatory or (b) desirable?</p>	<p>No, you would only need to submit one proposal under General Community Based Services, Reasoning is what you described are only small elements of other areas integrated, to make it more comprehensive. As you are not providing those other elements as stand-alone services, one proposal should suffice.</p>	<p>lbogachik@gmail.com</p>	<p>Program Design</p>
132	<p>Activities and Outcomes Metrics</p> <p>RFP p.30. “In your proposal, when addressing Program Design (Narrative Question 2: Program Design), identify the following activities and outcomes and brief description related to your program with projected numbers served for each.” Could you please explain what “numbers served for each” refer to: is it number of activities for each client, or number of clients, or activities during a year in general?</p>	<p>This refers to the anticipated number of unduplicated clients served annually.</p>	<p>lbogachik@gmail.com</p>	<p>Program Design</p>

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

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133	<p>Additional Qualifications and Experience questions</p> <p>A. RFP p.30 “Applicants must have the ability to provide culturally competent and humble services in appropriate languages for the communities being served, and history of effectively serving those communities.”</p> <p>The question: E.g., if we are a fiscally sponsored organization and our fiscal sponsor does not have an experience to serve precisely our community, and we serve our community so far only on a volunteering basis, would we qualify? Otherwise, who would then qualify if there is almost no services in the City for our community? (E.g., if this is a specific population that appeared here in a short period of time as war refugees from a specific region, no history of serving this community can be shown by any organization, with rare exception of services that we do not overlap in our project.)</p> <p>B. RFP p. 35 “Applicants must have demonstrated expertise and experience in providing these specialized services,” and Cultural Competency requirements. As an agency, we cannot show such an experience, only through the experience of our contractors and staffers. Again, if there is no City service provider who’d serve our target population we, no one would be capable to prove both “cultural competency” and “experience in providing these specialized services.” Would we fail to prove eligibility criteria if this is service for a new population whose needs occurred in the past two years? I believe, in some specific cases as ours, the combination of these additional qualifications may be addressed as a discrepancy. Sorry if it’s confusing, I am trying to do my best not to be specific, but these questions arise because of specific situations for some communities.</p> <p>C. RTF p. 17 – experience of the agency. If it’s a relatively new agency serving needs of a community which arose recently, could we list relevant experience of our potential staffers for the project, including experience in their country of origin, if this is a project by immigrants for immigrants?</p>	<p>The relevant experience (cultural competency, language, etc.) must reside in those actually providing the services, not the fiscal sponsor. So that would include staff, contractors and/or volunteers that are providing the services.</p>	<p>lbogachik@gmail.com</p>	<p>Proposal</p>

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

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134	Community Building Strategy RFP p. 80: activities/outcome “Grants Awarded” listed as one of activities, and on p. 12, Eligible/ineligible uses of grant funds, fundraising expenses are listed as ineligible. Is it a discrepancy, or if not, could you please clarify what “Grants Awarded” – “Number of grants awarded through community grantmaking process” (p.80) mean other than fundraising.	Allowable activities under Community Building strategy include community grantmaking, in which you are using the funds to support community led projects through grants. This is not meant to be an fundraising activity for the organization, which as you pointed out is an ineligible expense.	lbogachik@gmail.com	Eligible Expenses
135	I’m writing because we’re in the process of putting together our various proposals that are due in a few weeks. We noticed that there is an RFP for a Tenant-Based Rental Subsidy, and we’d like to make sure that the mixed-status families subsidy does not fall within this strategy. Am I correct in assuming that our existing RAD-funded subsidy contract is separate from this specific RFP and that presumably, it will come up at a later date? We didn’t see RAD-specific language (much less HOPE SF) but again, we’d like to make doubly sure.	Any current rental based subsidy program should respond to our RFP if they would like to be considered for funding beginning July 1, 2025. We do not intend to put out a separate RFP for the Mixed Status tenant based subsidy program. You see that it falls under Housing Services section.	saul.hidalgo@missionaction.org	Program Design
136	Is the \$50K cap on Pre-Purchase Coordination a mistake? Is the \$50K cap on Post-Purchase Coordination a mistake? Why don't I see a maximum funding grant amount for Rental Housing Counseling Coordination?	The sentence “The maximum grant amount for this activity is \$50,000” was stricken from both the homeownership pre-purchase coordination section on page 49, and the homeownership post-purchase coordination section on page 52. This would remove specific funding cap guidance for this section, and organizations could propose the amount they so choose, which will be parallel to the rental coordination program area for which there is currently no maximum grant amount stated.	shannon@homeownershipsf.org	Funding

Questions and Answers Document - Email Submissions
Community Development Request for Proposals FY2025-2030

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137	<p>It was my understanding that fiscally sponsored Cultural Districts were supposed to create their own MOHCD account to submit our RFP's. We do have our own FEIN despite being fiscally sponsored so, I created an account using our FEIN. After doing this the initial questions about being a city supplier, audits, etc. lead me to believe that we could be rejected as ineligible since the questions in the proposal about our fiscal sponsor are far less robust. Can you tell me if SOMArts receives MOHCD funds in such a way that we would both need to use the same RFP account if I create an account with their information? Please let me know what the safest course of action would be in regards to the RFP account.</p>	<p>A separate account should be created for fiscally sponsored organizations. However, the agency information should reflect your fiscal sponsorship including uploading documents of your fiscal sponsor including its most recently completed audit and financial policies and procedures instead of the fiscally sponsored organization. In your response to fiscal health/readiness questions (those found in the Agency Information page), please coordinate with your fiscal sponsor when crafting a response to these questions. Your response should address how your organization will work with your fiscal sponsor to ensure proper financial management and oversight. In response to the questions related to findings from a recent audit and/or fiscal monitoring, you should craft a narrative response addressing any issues that have been identified in the last three years for both your fiscal sponsor as well as your organization, as applicable.</p>	Bob@hellobob.net	Proposal
138	<p>In the proposal section it asks for budget information, since the amounts will be different in year 1 and subsequent years, do we just enter the information for year 1? Is there someplace we're supposed to enter the second or later years? Do we note the change in amounts in the narrative section on the budget?</p>	<p>Yes, that is correct. The request amount found in the Proposal Information page should be based on the request amount for FY25-26 starting July 1, 2025. Similarly, the annual project budget should details the expected costs of operating the program for the same year (FY25-26). Please do not use the cost estimates for multiple years in any part of your proposal. If you expect drastically different budget needs in the subsequent years, please provide an explanation in a narrative response under Project Budget in the Narrative page (e.g. explain which costs in year 1 are one time only and which costs are ongoing).</p>	Bob@hellobob.net	Proposal
139	<p>We have a question regarding the client demographic information requested by MOHCD in its grant portal as a part of this RFP process. For Domestic Violence Crisis Line programs, age and racial demographics are requested along with neighborhoods served. Does MOHCD have any guidance for crisis line programs specifically, which by their nature receive anonymous calls - often from individuals who are precariously housed and not located in one neighborhood - and thus are not always able to accurately gather this type of information from clients? Is an estimation based on available data sufficient, or can you provide further guidance for completing this requirement?</p>	<p>Given the nature of crisis lines, an estimation based on available data is sufficient when entering demographic data.</p>	emma@ekgrants.com	Program Design