

MOHCD Acquisition and Capital Improvements for Organizations Working with API Residents RFP
Questions and Answers

September 27, 2023

	This document contains MOHCD response to the questions submitted regarding Acquisition and Capital Improvements for API Serving Orgs RFP from September 8, 2023 through September 22, 2023. The questions were collected during the webinar as well as those submitted via email. MOHCD may have modified or adjusted the questions for clarity.	
	Question Submitted	MOHCD Response
1	Who received funding in the first round of this RFP?	Three awards were made in the previous rounds to Chinese Culture Foundation of San Francisco, Filipino-American Development Foundation, and Self-Help for the Elderly.
2	Will the selection panel be comprised of the same readers from the 1st round?	The same reviewers are scheduled to review for this round of funding. This is subject to change.
3	Does that mean if several proposals submitted are at same score, then D5, D10 proposals will be at priority for selection?	D5 and D10 proposals will be prioritized in the initial award of their respective funding opportunities. Once those awards have been made all proposals will be considered for remaining funding.
4	Are the districts based on location of the project or where the populations served by the programs live?	The districts are based on the location of the building the funding will support.
5	In the prior RFP, projects were required to "serve" low-income households. Now they're required to "target" low-income households. What motivated that change in word choice?	The change of language from serve and target is used to demonstrate inclusivity, while some programs have a specialized population they provide services to, their services are indeed available for all persons that meet eligibility criteria.
6	If awarding 5m to Funding Opportunity 1 winner, and 5m to Funding Opportunity 2 winner, doesn't that leave more than 1 winner for Funding Opportunity 3?	This is dependent on the amount of funding requested by the funding we received. We intend to award 1 proposal for district 5, 1 proposal for district 10, and 1 city wide proposal (not in 5 or 10). Then all proposals regardless of district will be considered for any remaining funding.
7	What type of providers are being considered for these funds? Can an Early Childhood Provider doing a Capital Improvement project and serving the API community eligible to apply for these funds?	Any type of non profit service provider is eligible for funding, including early childhood providers.
8	do the general pool applicants need to submit a separate proposal for selection of the leftover fund?	Only one proposal is required to submit to be considered for all funding opportunities within this RFP.
9	Can you share how many organizations are at this workshop?	It is unknown how many organizations are present, there were 27 individual registrants.
10	Will all award announcement will be made at the same time?	Yes, all award notifications will be made on the same day.

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11	Can we get more detailed feedback on our score from Round 1 so we can strengthen our application for this last round? The feedback we got was vague and doesn't give us enough guidance to make a better application.	During a time of active procurement we are unable to discuss the merits and improvements of proposals that are intended to be resubmitted.
12	On the Capital Project Proposal Cover Sheet, what is expected to provide for "Total FY 2023 Agency Budget"? Are we looking at net revenue or net income?	Net Income.
13	Do we need to redate LOI's and Letters of Commitments from partners from RND 1 to RND 2? Some things have not changed.	If the content remains correct, updated letters are not required.
14	Since the proposal narrative questions file is limited to 6 total pages, and the questions themselves are already 3 pages, how do we better response each question? should we use appendix as supporting file to include data and etc for the responses?	6 pages is total content from the respondent, it does not include the prompts in that count, so you may think fo it as 9 pages if you wish to leave all of the prompts on the page.
15	is there a margin requirement for the files submitting?	No there is not.
16	Is the RFP document the same as the one previoiusly listed on your website?	The RFP document being reviewed in this meeting is the same as the one listed on our website.
17	When will the questions be posted?	September 27, 2023.
18	MOHCD listed the types of supporting documents for proposals requesting funds for acquisition: #3 Provide evidence of completion of relevant due diligence (e.g. appraisal, environmental reports, physical needs assessment). Can we submit a letter of intent for purchase as part of evidence?	Yes, you can submit a letter of intent for purchase as part of evidence. The letter should be signed by both the potential seller and buyer.
19	Is the Three Year Organizational Operating Budget requested on p.8 the same as the Most Recent Three-Year Organizational Operating Budget that includes Costs by Program listed under Supporting Document #4 on p.15?	Yes, those are the same item.
20	For the Board of Director documents, if we have more than 15 Board of Trustees, do we have to include every member's info, or if just selecting representatives suitable?	Please list all members of your organization's board.
21	Can we submit support letters from community partners/leaders to express support and strengthen our proposal?	You are more than welcome to provide letters of support with your proposal for consideration.
22	Do we have any requirements for the font style, spacing of paragraphs, and page margins?	Font size must be 12 pt and the page must be 8.5X11, but other than that there are no other stylistic requirements regarding style of font, spacing of paragraphs, or page margins.
23	For the remaining funds after the initial awards are allocated, when will the announcements be released for selected eligible projects and grant fund amount if different from requested amount in proposal?	All awards resulting from this RFP will be notified at the same time, award notification will include funding amount.
24	At the Pre-Submission workshop, you mentioned the maximum pages for the proposal narrative shall be 9 pages with 3 pages of original questions and 6 pages of responses.	IF you keep the written proposal prompts in your submission the narrative can be 9 pages, if you write the proposal without our prompts the maximum pages allowed for the narrative is 6 pages. The RFP document has been reflected to represent this.