

WESTSIDE AFFORDABLE HOUSING DEVELOPMENT COMMUNITY PLANNING CAPACITY BUILDING REQUEST FOR PROPOSALS FY2021-22 (#2021-14)

Questions and Answers

	Question	MOHCD Response
1	<p>We're wondering if it's possible for one applicant to submit separate proposals to address each of the three elements fully. For example, 3 separate proposals with 6 pages of narrative for each of the 3 elements, along with their corresponding budgets. We will also reference the other two elements in each proposal to present a comprehensive approach. If three separate proposals are submitted for the three elements, would they be evaluated and scored separately or together as one application for the applicant?</p>	<p>Our suggestion would be for you to prepare one proposal with three separate narrative responses and budget worksheet. Please make sure to note which elements your proposal addresses in the cover sheet as well as in your response to the narrative questions. We agree that the page limit should apply per element.</p>
2	<p>Would MOHCD prefer applicants to submit one narrative proposal that includes all the three elements we're applying for and allow us to increase the page limit to 18 pages, at 6 pages per element? If so, how does MOHCD want the responses to the three elements organized in the proposal narrative for scoring? For example, do we list and organize our responses according to the three elements, using them as headings under each of the 7 narrative questions (see format below)?</p> <p>(1) Target Population: -community connections -outreach & education -strategic planning</p> <p>(2) Program Design: -community connections -outreach & education -strategic planning</p>	<p>The format provided in the question will certainly work. While we do not have specific requirements on how the response should be formatted and in what order, it is helpful to organize your response in a way that it is easy for reviewers to read and score your proposal.</p>
3	<p>If one proposal must be submitted for each applicant interested in applying for all three elements, would the evaluation and scoring of each of the three elements be completed by the same person or different persons?</p>	<p>Your proposals will likely be reviewed and scored per element. The way proposals are assigned to reviewers will depend on the number of submissions. If we receive a small number of proposals, the same panel members will likely review all proposals. We might require assistance of more than one review panel with a large number of responses where review panels will be assigned different elements, etc.</p>
4	<p>The funding amount is different in each year. Which funding amount should we use when developing project budget?</p>	<p>Please provide proposed budget for both years (one budget worksheet per year) and note the changes across the two years.</p>