

Question	Response
Will funding be allowed for nonprofit tenants that are in pre-construction?	Funding from this grant will not be allowed for the nonprofit tenants. Funding will be allowed for the nonprofit housing developer who is developing the site.
How do you define a “project” in the RFP/proposal narrative: is it inclusive of the arts/cultural space And/or of the entire development, including tenant housing?	The “project,” is the entire development, including tenant housing
Do we have to submit a project budget (200K predevelopment) as well as the entire development budget?	Submitting the entire project development budget is sufficient, showing the \$200K as part of the predevelopment/constriction administration costs. The predevelopment costs attributed to funding from this grant must be earmarked for the proposed arts and cultural space in the building.
Are administration fees an allowable expense under your definition of pre-development costs for the nonprofit developer? What is the maximum allowable fee?	No. The nonprofit housing developer already receives a project administration fee as part of their funding from MOH.
Can the pre-development costs be used for multiple projects? Can we apply for 3 different projects from two different sites?	No.
If an organization has already expensed some pre-development costs, can others be included?	No. These grant funds are to go toward paying an architect/project administrator who will be brought under contract after this grant is made. The grant will not pay for ongoing expenses or any other expenses incurred under a contract that was made prior to the certification of the grant agreement.
Is there specific procurement rules for pre-development contracting? What level of procurement do proposed expenses qualify?	Yes. See the attached MOHCD Form H.
If the grantee has already contracted a vendor through the MOHCD procurement process (under the guidelines of other MOHCD grant sources), can the grantee apply these funds towards future expenses related to this vendor?	No. MOHCD has not approved the procurement or the contract previously entered into between the nonprofit housing developer and the vendor.
Page 10 of the Mission Nonprofit Space Design RFP PDF states that the Project Budget worksheet is posted in Excel on the MOHCD website (https://sfmohcd.org/community-development-funding-opportunities). We cannot find this on the website though? Where is the Budget worksheet located?	This was included in error. Follow the instructions on P. 8 of the RFP which states: Provide a Sources and Uses budget inclusive of all project costs.

MISSION NONPROFIT SPACE DESIGN PROJECT REQUEST FOR PROPOSALS

Answers to Questions 9/10/21

Who is considered a “grantee”, developer, or arts/cultural organization? As a “grantee” who is required to provide criteria? Can we define the arts and cultural organizations as a subgrantee?

The nonprofit housing developer is the grantee. The nonprofit housing developer required to provide (meet) the criteria stated in the RFP.

Does the nonprofit developer need to be in contract with the vendor that the expense is being applied to? Or can the arts and cultural organization be the entity in contract with the vendor (for example, architect)?

No. The nonprofit developer will need to enter into a contract with a vendor (e.g. architect) after the grant is made, following the required procurement process.

For the Board of Directors and Management Team Roster and Three Year Organizational Operating Budget is this required for the developer and/or the individual arts/cultural organization(s)?

It is required of the nonprofit housing developer who is the grantee.

Is re-granting (sub-recipients) permissible under these funds?

No.

Can you clarify what level of procurement we need to fit in order for our project expenses to be eligible on or after the grant period of October 1, 2021? We conducted a formal bidding process for our construction manager for example, and for the architect, but only have a contract with the architect. Will we be required to go back out and conduct another bidding process to engage the construction manager or can we move forward with the one we have selected but are not in contract with yet for this portion of the project?

Solicitation is required. See MOHCD Form H for those requirements. Solicitation will be required to engage and pay for any professional (architect or construction administrator) paid for with funds from this grant.

What is the source of this cultural space project?

The funding source is City General Fund

what is the location of the project?

The exact location will be determined by the applicant. The applicant must be a nonprofit housing developer with a nonprofit housing development currently under development. The project must be located within the City’s Mission District. The City’s Planning department maintains a map of neighborhood boundaries.