

## Q and A Document

	<b>Question</b>	<b>MOHCD Response</b>
1	What are the anticipated funding levels for this RFP?	For both grants It is anticipated that a typical proposal would request funds in the range of \$100,000 to \$250,000 (Federal Cares Act Digital Equity Funding ) and \$50,000- \$75,000 (Community Media Grant), <b><u>although agencies may request more or less than this range</u></b>
2	Would paying participants a stipend to attend digital literacy classes be considered an appropriate expenditure?	After doing more thorough research, "stipends" as an "incentive" to attend training is <b>not an eligible budget item</b> , for the <u>two grants</u> . Although, there may be more flexibility if participants are contributing to the learning of other participants or function as a support person for the program in which this grant funds.
3	Would it be considered an appropriate expenditure to gift participants of digital literacy classes a computer and hotspot at the conclusion of a digital literacy course?	Giving a participant a "device" i.e. hotspot, laptop, tablet etc.; at the end of a training is permissible for BOTH grants. However, please reference <b>page 6</b> of the RFP to understand the distinct requirements for each grant in terms of "device distribution."
4	Can the RFP cover a staff position that handles media?	For the <b>Community Media Grant</b> , the funds <u>may not</u> fund staff salary(s). Although, the <b>Federal Cares Act Digital Equity Funding</b> , may support staff salaries.
5	Is this intended to be a multi year funding opportunity?	This grant is considered <b>one time funds</b> . We must reassess our budget near the beginning of the new Fiscal Year 2022-2023 for new funding amounts for our Digital Equity initiatives
6	I understand the total pot but how many grant will be given out under each funding RFP	There isn't a definitive amount each grantee will receive. Essentially, the number of grants issued will be based on the varying funding amounts requested with each proposal, which grantees are selected by our review panel, and the final negotiations between MOHCD and final grantees.
7	Do the funds have to be spent within that one grant year?	We understand that this is an "off cycle" grant and are willing to have a dialogue with the grantee about what that exactly looks like.
8	So the numbers on page 2 (\$200K and \$500K) are the total available for the program, for all awardees?	Yes, this is correct. The total number for the <b>Community Media Grant is \$200K</b> and the total funding for the <b>Federal Cares Act Digital Equity funding is \$500K</b>
9	Can we use the federal digital literacy funds to pay for computer certification training? like Microsoft certification for clients?	Absolutely, digital literacy funding can be for basic or advanced digital literacy skill development.

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10	Regarding criteria stating: "Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission." - Could you describe how we can get set up to meet this criteria?	The supplier status is not a pre-requisite for this RFP. However, MOHCD will not be able to go into contract with an organization until it obtains an approval as City supplier or become fiscally sponsored by an organization with an approved supplier status. Instructions on how to become city approved suppliers can be found on San Francisco City Partner website ( <a href="https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx">https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx</a> .) Please note that the process of becoming city approved supplier is managed by another City department and may take several weeks.
11	Can we use the funds to pay for a digital literacy instructor staff position	For the <b>Community Media Grant</b> , the funds <u>may not</u> fund staff salary(s). Although, the <b>Federal Cares Act Digital Equity Funding</b> , <u>may</u> support staff salaries.
12	Can we use these funds to install resident internet in buildings we own? How about to upgrade equipment for that internet service?	We are happy to consider proposals that include this strategy to "bridge the Digital Divide." Competitive proposal would include servicing MOHCD's Target Populations; which you can find in the Appendix section of the RFP
13	Why is Potrero Hill public housing not included unless you put us under Bay-View	The Potrero Hill community is one of our targeted communities in terms of bridging the digital divide. For all intents and purposes, Potrero Hill was included in the Bay-View Hunters Point designation
14	Can we use the funds to pay a stipend to participants as well as to instructors. ( Consultant specifically in the field of digital instructing)	For the <b>Community Media Grant</b> , the funds <u>may not fund</u> staff salary(s). Although, the <b>Federal Cares Act Digital Equity Funding</b> , <u>may</u> support staff salaries. After performing more thorough research, "stipends" as an "incentive" to attend training is <u>not an eligible budget item</u> , for the two grants. Although, there may be more flexibility if participants are contributing to the learning of other participants or function as a support person for the program in which this grant funds.
15	Can we submit one proposal with both funding opportunities? do we need 2 budgets if applying for both funding opportunities?	Yes, you may submit one proposal for both funding opportunities. Please be sure to mark both opportunities on the cover sheet, and include separate narrative response and project budgets so they can be considered separately.
16	Can the Federal cares act digital equity funding cover staffing time?	Yes, the <b>Federal Act Digital Equity Funding</b> may be used to cover staffing time.
17	Does applying for the first grant preclude organization to apply for second one?	No, your agency may apply for both grants if you wish.
18	Are match funds required?	No, match funds are not required.

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19	Can funds be allotted to programs already underway with goals clearly aligned with the goals of the RFP?	Yes, Giving a participant a "device" i.e. hotspot, laptop, tablet etc.; at the end of a training is permissible for BOTH grants. However, please reference <b>page 6</b> of the RFP to understand the distinct requirements for each grant in terms of "device distribution."
20	Can funds be used to purchase cell phones for homeless clients?	I would say yes, although we would love to see a strategy for coordinating with social services basic need benefits
21	Can you confirm that we can use funds to purchase cell phones/mobile plans for clients?	mobile phones would qualify as "devices." We would like to know more about how you plan to purchase the mobile plans, maybe they could be subsidized through the ACP program or coordinated with social service benefits.
22	Can you estimate the number of applicants to the digital device distribution program?	At this time we cannot determine the number of applicants to the digital device distribution program.
23	How many grants will be given, and in roughly what amount?	There isn't a definitive amount each grantee will receive. Essentially, the number of grants issued will be based on the varying funding amounts requested with each proposal, which grantees are selected by our review panel, and the final negotiations between MOHCD and final grantees.
24	What is the range for the Federal Cares Act Funding?	It is anticipated that a typical proposal for Federal Cares Act Digital Equity Funding would request funds in the range of \$100,000 to \$250,000, <b>although agencies may request more or less than this range.</b>
25	Can devices we purchase with this funding be permanently given to participants who attend/ graduate our training classes?	Yes, the Federal Act Digital Equity Funding may be used to cover staffing time.
26	Is this RFP for existing, expanded, or new services?	This funding is not limited to existing or expanded services. You can submit a proposal with new services.
27	As we are currently assessing our residence hall/SRO's needs for high-speed internet access, does this fall under this Fed Cares Digital Equity fund or the Fiber-to-Housing program?	We would definitely like to learn more about your SRO's needs for the FTH program. Although, we have huge demand for the FTH program, and are not exactly sure how soon our FTH team can get to your site to do an assessment and in turn, fiber installation (if needed). If there's connectivity issues you are experiencing that deserve a strong sense of urgency, one option is to submit a proposal for Federal Cares Act Digital Equity Funding as a contingency plan.
28	Can funds be used to pay clients to attend digital literacy classes?	After doing more thorough research, "stipends" as an "incentive" to attend training is not an eligible budget item, for the two grants. Although, there may be more flexibility if participants are contributing to the learning of other participants or function as a support person for the program in which this grant funds

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29	Can clients be gifted a computer and hotspot device at the end of a digital literacy course?	Giving a participant a "device" i.e. hotspot, laptop, tablet etc.; at the end of a training is permissible for BOTH grants. However, please reference page 6 of the RFP to understand the distinct requirements for each grant in terms of "device distribution."
30	Can we use funds to pay for a digital literacy instructor staff position?	For the <b>Community Media Grant</b> , the funds <b>may not fund staff salary(s)</b> . Although, the Federal Cares Act Digital Equity Funding, <b>may support staff salary(s)</b>
31	Can we use funds to set up Wi-Fi at one/multiple housing sites?	Because WIFI falls under the category of connectivity, yes, we would consider a proposal for this type of project.
32	Can funds be used to cover client cell phones/mobile plans/mobile hot spot devices?	Mobile phones would qualify as "devices" and mobile hotspots would qualify as a tool for connectivity We would like to know more about how you plan to purchase the mobile plans, maybe they could be subsidized through the ACP program or coordinated with social service benefits.
33	On page 8, under "Submit your proposal packet," the RFP says "submit one proposal per funding opportunity." In the preconference, MOHCD staff said we can submit one proposal for both funding opportunities. Please clarify.	Please see our response to question 15. You may submit one proposal for both funding opportunities or one proposal for each funding opportunity. However, your proposal will be reviewed and scored separately for each funding opportunity.
34	I am wondering if a project that would install and/or upgrade internet access for residents in affordable housing in partnership with the City of SF Fiber to Housing (FTH) program would be a fit for the "connectivity" portion of this RFP.	Yes, this would fall under the category of "connectivity". We would like to learn more about the coordination plan with FTH in your proposal.