

Frequently Asked Questions (1)



Q1.) How do I apply? Which proposal do I submit?

Depending on the criteria below, you will submit either a “Supplemental Proposal” or a “Full Proposal”.

Two (2) Proposal Types:

1. For currently funded projects, as well as unfunded proposals submitted to MOHCD since August 2019- MOHCD is requesting a concise, supplemental response to update previously submitted proposals.
2. For entirely new projects, never previously proposed, MOHCD is requesting a complete proposal using a slightly modified version of our 2019 RFP format.

If the answer is Yes to any of the statements below, you should submit a **SUPPLEMENTAL PROPOSAL**

If the answer is Yes to all of the statements below, you should submit a **FULL PROPOSAL**

You are currently funded for a MOHCD project; or	You are proposing a new project, not currently funded by MOHCD, and
Your project was proposed through “MOHCD’s 2020 –2025 Community Development Services RFP” in October 2019 but was not awarded funding; or	Your project was not proposed through MOHCD’s 2020 –2025 Community Development Services RFP in October 2019; and
Your project was proposed through the “MOHCD Board & Mayor Discretionary Grants RFP” in September 2019 but was not awarded funding	Your project was not proposed through the “MOHCD Board & Mayor Discretionary Grants RFP” in September 2019
Proposal Requirements	Proposal Requirements
Two (2) narrative responses, updated project budget and agency-wide budget.	A full proposal using the October 2019 RFP format, including project budget and agency-wide budget.

- Please submit proposals using the Program Areas and Strategies found on page 6 of the RFP where each Strategy is linked to a detailed description on the MOHCD website. You must submit a separate proposal for each strategy.
- This FAQ and the “Supplemental Proposal” and the “Full Proposal” can be found on our website at [here](#) or by going to www.sfmohcd.org and clicking on the purple box on far left.

Q2.) What is the timeline?

- RFP Released: March 8, 2021
- Proposals Due, via Email, to CommDevRFP@sfgov.org by Friday, March 26th at 5:00p.m. (no late proposals accepted)

Q3.) Where do I find the proposal documents?

- All required proposal, both Supplemental and Full, docs can be found at www.mohcdsf.org and are in fillable PDF Excel format. Please fill each out and email to CommDevRFP@sfgov.org:



Supplemental RFP Elements (Once completed, will attach all docs to one email and email)

1. [The Supplemental Proposal Application Form](#) (Includes Narrative Questions) (Format- Fillable PDF)
2. [Updated Project Budget](#) (Format- Excel provided)
3. Agency-Wide Budget (Any format)





Full Proposal Elements: (Once completed, will attach all docs to one email and email)

1. [The Full Proposal Application Form](#) (Includes Narrative Questions) (Format- Fillable PDF)
2. [Project Budget](#) (Format- Excel provided)
3. Agency-Wide Budget (Any format)



Q4) How do I submit my proposals?

- The following instructions apply to both a **Supplemental Proposal** and a **Full Proposal**.
- Agencies must submit one proposal per program using program areas listed on Page 6.
- Each proposal will be attached to one email and sent to CommDevRFP@sfgov.org

Proposal Forms



1. Open the Fillable PDF document, save onto your desktop or computer.
2. Begin working on your proposal responses, saving frequently.
3. Please be aware of character limits for each response section.
4. When PDF proposal is completed, save final version.
5. Attach this saved PDF Proposal form to your final submission email along with the Project Budget Spreadsheet and the Agency-Wide Budget.

Project Budget Spreadsheet



1. Open budget spreadsheet and save onto your desktop or computer.
2. Begin working on budget, saving frequently.
3. Project Budget must include budget items for the first 12 months of the grant, starting July 1, 2021. The budget should include not only your MOHCD grant request, but your full project costs, including any other funding sources.
4. When budget is completed, save final version.
5. Attach this saved Excel Project Budget Spreadsheet to your final submission email along with your final Proposal Form and your Agency-Wide Budget. Please note that your Agency-Wide Budget can be in any format.

Submitting Final Proposals



1. Attach **all** documents to **one email for each proposal**. Subject Line should state "Final Proposal" and include your agency name (and current GMS Project # if project is currently funded.)
2. Send to CommDevRFP@sfgov.org before 5pm on Friday, March 26th. Proposals received after 5 pm on March 26th will not be considered.
3. **Please send proposals early to have to address any unforeseen technical difficulties.**
4. **Please alert us immediately if you are experiencing any technical difficulties.**



Q5.) I have questions. What technical assistance will be provided?

MOHCD staff will be available to answer questions and provide information throughout this RFP application process.

RFP Issued	Monday, March 8, 2021
Daily one-on-one support available: - Email CommDevRFP@sfgov.org - Phone (415) 701-4228	March 8 th - March 26 th
MOHCD Pre-Submission Webinar #1 Click the link to register and receive Zoom info	Wednesday, March 10, 2021 3:00-5:00 p.m.
MOHCD Pre-Submission Webinar #2 Click the link to register and receive Zoom info	Thursday, March 11, 2021 3:00-5:00 p.m.

BDO FMA Proposal Budget Webinar Click the link to register and receive Zoom info	Friday, March 12, 2021 9:30-11:00 a.m.
MOHCD Pre-Submission Webinar #3 Click the link to register and receive Zoom info	Wednesday, March 17, 2021 3:00-5:00 p.m.
Daily virtual office hours - Zoom link here :	March 15 th - March 26 th 4:00 -5:00pm

Q6.) What is the timeline after we submit our proposals on March 26th?

RFP Issued	Monday, March 8, 2021
Proposals Due	Friday, March 26, 2021 at 5:00 p.m.
Non-Responsive Proposals Notified	Friday, April 9, 2021
Grant Award Letters Sent	Wednesday, June 2, 2021
Appeals Period Ends	Thursday, June 10, 2021
Grant Negotiations Begin	Monday, June 14, 2021
Grant Term Begins	Thursday, July 1, 2021

Q7.) What is the RFP focused on? Why is MOHCD doing another one if we applied in 2019?



- COVID has substantially impacted San Francisco's residents. The RFP will be grounded in the City's recovery strategies and build upon MOHCD's Con-Plan investment framework.
- Given the unprecedented budget crisis the City is facing, MOHCD will also be using indicators of need to inform distribution of resources and will guide the development of goals and priorities.
- MOHCD's Equity Goal: Advance opportunities and improve programmatic outcomes for the most vulnerable residents utilizing population-level indicators and community-level indicators.
- This RFP will further focus MOHCD's investments in our highest priority areas of housing stability, anti-displacement, and increased housing opportunities, framed and informed by community responses to COVID.

Q8.) What is the Consolidated Plan and where can I find it?

- The Consolidated Plan, (Con Plan) is a five-year strategic plan for San Francisco's community development and affordable housing activities. It also serves as a tool for assessing performance and tracking results. An application for federal funds under HUD's formula grant programs.
- The creation of the 2020-2024 Consolidated Plan was a two-year planning and engagement process.
- Link to Con Plan here - <https://sfmohcd.org/plans-progress-reports>