

RFP# 25103 - AHTF  
Questions and Answers

	Questions	Answers	RFP Section	RFP PG #
1	I have previously applied through Munis, Do we need to create a new Vendor to submit the RFP, or should we link to our existing vendor information?	please link your existing account to prevent duplicate profiles		
2	In the past years we have applied and received funding to support rental assistance to allow formerly homeless and now housed residents with little or no income to maintain their housing. But this year's application form attached to the RFP seems to focus solely on new construction.	Our apologies if the examples gave the impression our office has shifted its focus; it has NOT.  We look forward to seeing your proposal regarding rental support and other wonderful work you are currently doing.  We are very much still entertaining applications for rental assistance, and you may use the same application for your proposal; there is no separate application for your scope of work.		
3	Should the value-added total equal the amount that we are seeking from AHTF?	No. Your value-added is additional to project scope and includes things above and beyond your scope of work, therefore not included in your Total Cost for your proposal.	Attachment G (2)	16
4	In your below email you state: "you will need to upload all items on Page 14 to "Technical Proposal"	Correct. Create ONE PDF for all attachments to submit into Technical Proposal, <u>excluded</u> Attachment F  ONLY Attachment F goes into "Cost Proposal"		14
5	When you say, "Confidential Technical Proposal", what are you meaning by "confidential"? In other words, what would be the reason someone would include confidential information within the attachments we are to use?	As our pool of candidates have varied levels of confidentially, this is up to your own discretion. If you do not have confidential information, you do NOT need to add anything there.		
6	Are you anticipating other attachments not listed on page 14?	NO		14
7	If the milestone table on Attachment F is to include Total Development Costs of the project	NO. Value-Added items are not included in your 'total development cost'.	Attachment F	14

	less contingencies and value-added.			
8	how do you want us to fit these costs into the Project Area table? In other words, does labor include non-construction labor; does construction interest go in overhead; does required operating reserves go into overhead; do materials only include hard construction materials, etc.?	All costs should be broken out in the project area three sections. Labor includes all labor activities. Materials includes all materials used. Overhead is all admin expenses that wouldn't be covered in the other two.	Attachment F	14
9	What is the purpose of the Value-Added Section?	The "value-added" section is only to illustrate if you have additional projects/items that support your primary project that add value to the city.  This section is NOT the appropriate place to itemize your project expenses.  Make sure you can execute your proposed project WITHOUT the value-added items, as this section is optional.	Attachment G (2)	16
10	How to upload your documents appropriately	You will need to upload all items on Page 14 to "Technical Proposal".  Excluding Attachment F: All anticipated program costs (Attachment F), to "Cost Proposal"  Any confidential information mentioned in your "Technical Proposal" needs to be submitted to "Confidential Technical Proposal".		14
11	What information goes onto Attachment H?	Your references pertaining to the value-added section and level of expertise (Attachment H) can be any individual/entity that can verify your ability to execute items listed in value-added as well as level of expertise.	Attachment H	18
12	I am a little confused about the AHTF Proposal. On Page 14, there is a listing of items needed for the proposal, but according to the procurement presentation yesterday, the only items needed are the scope, cost, and value added?	See answer to question #10 in the sheet.		14
13	Where Does each attachment go:	See answer to question #10 in the sheet.		14

	<p>Attachment A, Proposal Cover Page, Declaration &amp; Checklist  Attachment B, Campaign Contribution Disclosure Form  Attachment C, Conflict of Interest  Attachment D, Non-Collusion Affidavit  Attachment E, Key Personnel Proposal Form  Attachment F, Project Cost Proposal Form  Attachment G, Project Capability Submittal (SC/LE, VA) Checklist and Format  Attachment G1, Scope/Level of Expertise Plan (SC/LE)  Attachment G2, Value Added Plan (VA)  Attachment H, Reference List</p> <p>Attachments I-L:  To submit the RFP, do we need to upload Attachments I, J, K, L? Do we need to fill out Attachments J: Weekly Risk Reporting and Attachment L: Draft Agreement?</p>	<p>Attachments I-L do not need to be submitted but are for your own reference.</p>		
14	<p>Last year we submitted two proposals with different scopes. Does this mean we can only do one?</p>	<p>We will receive only one proposal per grant type.</p> <p>With the exception of including “Value-Added” items if you choose.</p> <p>If you have supporting projects in your pipeline that may “add-value” to your proposal, you may include those items for consideration.</p> <p>If any of your value-added items are selected for review, you will be given 15min additional time in your presentation to discuss the item/s.</p> <p>Furthermore:</p> <p>If you are only applying for CDBG: only submit one proposal</p>		17

		<p>If you are only applying for AHTF: only submit one proposal</p> <p>If you have an interest in both CDBG &amp; AHTF, you may submit one proposal for each.</p>		
15	<p>Attachment F:</p> <p>In what terms should Milestones be described? Should every step of the process be detailed?</p> <p>In the Project Area, can Overhead be salary/admin expenses?</p> <p>What information goes into each section:</p> <ul style="list-style-type: none"> <li>• Labor (#hours)</li> <li>• Materials</li> <li>• Overhead</li> </ul>	<p>Milestones should be up to your own discretion, as your scope of work goes into detail of your project.</p> <p>Salary should be included in labor. Salary can NOT be included in overhead.</p> <p>Overhead can include admin expenses.</p> <p>The total cost should be broken out into the three categories of labor, materials and overhead.</p>	Attachment F	14
16	<p>If AHTF funds were to be applied to housing rental vouchers/utility assistance (no construction), would those funds best be reflected in the Overhead section or Materials Section?</p>	<p>You could include that in the materials section.</p>	Attachment F	
17	<p><u>In Attachment G (1):</u></p> <p>The average budget line- does this mean the entire organizational budget or budget for AHTF projects?</p> <p>If it is only for AHTF projects does this include match funding amounts that are contributed to the project total?</p>	<p>In Attachment G (1) we are looking for you to put your past performance on projects.</p> <p>For the average budget line this would mean average budget for previous projects.</p> <p>Your organization may be using multiple funding sources, but we do not request your itemized budget makeup. You should include the total project budget as a Sum amount.</p>	Attachment G (1)	16

	<p>The average sources of funding line: does this mean per year? per project?</p> <p>Average sources of funding for project line: Does this include in-kind contributions to match the direct project funding?</p>	<p>Average sources of funding line should be per project.</p> <p>Average sources of funding can include in-kind donations if it was a major part of the project funding. Example: you have 1 project with have 5 funding sources, so average funding sources would be 5.</p>		
18	<p><u>The Attachment H:</u></p> <p>Reference Chart- should there be only one CLIENT Name per line and reference contact?</p> <p>If there are more than one project per reference contact, should additional Client Names be on separate lines? IF so, may we add lines to include more references than 10? Or should we just list one project per reference.</p>	<p>There can be more than one client name per line and reference contact.</p> <p>You can list multiple projects in one line if they are the same reference contact.</p> <p>If there are multiple client names for one project then they can be added in the same line.</p> <p>There can be more than 10 more references.</p>		