**Q&A for RFP No. CLT07152022**

**Below are the answers to the questions raised during the Pre-Proposal Conference held on June 22, 2022:**

**Q1**: If there is a cost to an organization for the attendance of a trainee (travel, time/pay, etc.) could this be included as an expense on a training budget in the form of reimbursement? In other words, are there eligible costs that would qualify an organization attending trainings for some kind of scholarship? Or is this considered a not-allowable cost?

**Answer**:

This would be considered a non-reimbursable cost and not an eligible expense. These trainings will be recorded and posted so there should not be a need for reimbursement, as any member of the public will be able to access the content virtually.

Q2: Can there be allowable expenses that would be eligible for reimbursement (at the risk of the contractor) without a fully executed contract, or that pre-date the execution date of a contract?

**Answer**:

No, the expenses would have to be within the date of the contract. Expenses incurred before the start date of the contract cannot be reimbursed.

**Q3**: Concerning the last 2 items under Deliverables, specifically about the future application rounds, should more money become available in a potential secondary RFP, will there be an extension of the first round of funding?

**Answer**: The current RFP may be considered Phase 1 of 2 phases but Phase 2 is just a possibility and may not materialize. This is to get a sense of how an organization may expand upon this program if future funding becomes available.

**Q4**: Does the RFP apply to both start up and established CLTs when it comes to folks who will be assisted?

**Answer**: Yes. This is intended to build capacity for existing CLTs as well as assist any community or organization that may be considering starting a CLT.

**Q5**: Under the Minimum Qualifications, does the 15-year experience apply to all staff or just the lead team members?

**Answer**: This applies to each lead team member. Experience cannot be added together to equal 15 years (i.e. one lead has 7 years, the other has 8 years). This experience needs to be specifically with the CLT structure as defined in the RFP.

**Q6**: From the first sentence of the provision cited in the RFP, does the RFP cover only Community Land Trusts and not other organizations working in similarly affordable homeownership models?

Answer: The focus of the RFP is mainly on CLTs as defined by NWCLT Coalition and does not include similarly focused models of permanently affordable homeownership.

**Q7**: How do you define Community Land Trust (CLT)?

**Answer**: A community land trust (CLT) is a private, non‐profit, community‐governed and/or membership corporation whose mission is to acquire, hold, develop, lease, and steward land for making uses such as homes, farmland, gardens, businesses, and other community assets permanently affordable for current and future generations. A CLT’s bylaws prescribe that the governing board is comprised of individuals who reside in the CLT’s service area, one‐third of whom are currently, or could be CLT leaseholders. This definition is included in the Amended RFP.

**Q8**: Will Commerce share a list of interested parties such as potential bidders prior to the submission deadline?

**Answer**: No.

**Q9**: Has it happened before where Commerce accepted 2 applications (where there is more than 1 apparent successful contractor). If so, how does it work?

**Answer**: Yes. This RFP is open to more than 1 apparent successful contractor. The awardees would work together so as to not duplicate efforts and have coordination to cover the entirety of the State, including rural and underserved areas in need of training and capacity building.

**Q10**: If there are changes in the staffing during the contract period, will the change impact the contract/contractor’s compliance?

**Answer**: No, provided the changes are limited to staff and not to leads. If there is a change in the project lead at an organization, Commerce would need notification, in writing.

**Q11**: Is the Training Budget form attached to the sample Contract to be strictly followed or is it just an example?

**Answer**: It is just a sample and cost proposal does not have to be exactly patterned after it.