Emergency Microgrant for Licensed Family Child are and Group Family Child Care Providers Administrator RFP – The Mayor's Fund and the Mayor's Office of Child Care and Early Childhood Education

Q&A

Application Requirements & Proposal Submission

1. **The required documents list includes an Application Cover Sheet. Will we be provided a template for this document or should applicants create their own cover sheet?**

   Answer: No, please prepare your own cover sheet utilizing best practices and professional style.

2. **The RFP requests "references or examples of similar work." Would MOCCECE prefer project summaries, organizational references with contact information, or a combination of both?**

   Answer: Please submit samples that the review panel can refer to when they are reviewing your application. We are not going to reach out to references at this time.

Program Scale, Awards & Grant Structure

1. **Can you provide additional guidance regarding the anticipated scale of the program, including expected numbers of applications, awards, and providers served during the contract period?**

   Answer: There is not a fixed target number of grantees. The final number will depend on the size of each grant, which will vary based on the severity and circumstances of the emergency, within the total $3 million grant pool. Grants are expected to range from $1,000 to $10,000. The selected Administrator will propose guidelines around repeat grant requests. MOCCECE will approve all guidelines and tools used to determine eligibility and grant amounts.

2. **How many grants are expected to be made with the $3M?**

   Answer: There is not a fixed target number of grantees. The final number will depend on the size of each grant, which will vary based on the severity and circumstances of the emergency, within the total $3 million grant pool. Grants are expected to range from $1,000 to $10,000. The selected Administrator will propose guidelines around repeat grant requests. MOCCECE will approve all guidelines and tools used to determine eligibility and grant amounts.

3. **Is there flexibility with the amount awarded to grantees?**

   Answer: Grants are expected to range from $1,000 to $10,000. However, if there is a compelling reason to recommend a different range, the Administrator may do so, subject to approval from MOCCECE.

4. **Will grant reconciliation be required to account for each dollar spent by the grantee?**

   Answer: The Grant Administrator will be expected to establish appropriate grant monitoring and reconciliation processes. Specific requirements for grantee documentation, reporting, and reconciliation will be developed during the planning period in consultation with and subject to approval by MOCCECE.

Program Priorities, Eligibility & Award Criteria

1. **What are the specific emergency situations or highest priority areas for the overall program design?**
   Answer: Eligibility will be determined based on whether the expense arises from an unexpected, time-sensitive event that creates an immediate risk to a provider's ability to operate. Microgrants are not intended to address ongoing operational challenges or recurring budget shortfalls. The Administrator will propose specific emergency types subject to MOCCECE's approval.

2. **Are there priority areas/program types or specific priority needs, or is this a citywide initiative?**

   Answer: All licensed FCC and GFCC providers are eligible to apply for emergency grants.

3. **Will there be targeted areas/ZIP codes that would be prioritized for awards? What would that criteria be? How do we make this equitable?**

   Answer: All licensed FCC and GFCC providers are eligible to apply for emergency grants. The Administrator may propose priority criteria for eligibility subject to feedback from providers and approval from MOCCECE.

4. **Will there be a difference in either criteria or award amount if a program is enrolled in an FCC network versus being private?**

Answer: Same as above.

5. **What about FCCs that have 3-K contracts?**

   Answer: Same as above.

6. **Would any of the awardees potentially be opening a 2K program where these funds could help with modifications needed to serve this population?**

   Answer: Same as above.

<u>Program Administration, Operations & Timelines</u>

1. **The RFP emphasizes rapid turnaround on decisions and payments. Can you provide additional guidance regarding timing expectations for application review, award decisions, and payment disbursement timelines so applicants can appropriately structure staffing, workflows, and provider support?**

   Answer: The RFP states an expectation of "days" as opposed to "weeks" for turnaround.

2. **Will technical assistance be made available to all participating providers, or is technical assistance expected to be targeted based on provider need and grant-related circumstances?**

   Answer: The Grant Administrator should anticipate providing technical assistance to participating providers based on provider needs and grant-related circumstances. The specific approach, including the scope and delivery model for technical assistance, will be developed during the initial planning period in consultation with and subject to approval by MOCCECE.

3. **Will there be a requirement to provide trainings (virtual or in-person) on certain topics, or a certain number of trainings?**

   Answer: The RFP does not prescribe a specific number, format, or set of topics for provider trainings. Applicants should describe how they would assess provider needs and, as appropriate, develop and deliver relevant training or other capacity-building opportunities. The specific training approach will be determined during the initial planning period in consultation with MOCCECE.

4. **Will there be a requirement to do site visits?**

Answer: The RFP does not prescribe a specific number or frequency of site visits. Applicants should describe how they would assess and respond to provider needs, including whether and when in-person engagement or site visits may be appropriate. The specific approach will be determined during the initial planning period in consultation with MOCCECE.

Outreach & Provider Engagement

1. **Will the selected Administrator have access to provider lists, directories, or other outreach resources maintained by MOCCECE or partner agencies?**

   Answer: Yes. Current lists of GFCC and FCC providers are maintained by the State, as the licensing body for these providers. MOCCECE has a data-sharing agreement with the State and can share data with the selected Administrator.

Facilities, Permitting & Interagency Coordination

1. **Is there a process in place to troubleshoot issues and/or expedite required documents like permits with the appropriate city agencies, such as DECE, DOB, FDNY, etc.?**
   Answer: FCCs and GFCCs are licensed by the state. Therefore, this is not relevant.

2. **What would be the process to support a facilities project in a NYCHA facility?**

   Answer: This would be something MOCCECE would guide and advise on if the circumstance presented itself.

Payment Administration & Financial Management

1. **Will the City administer the payments or will the Administrator issue the payments? If managed by the Administrator, will an advance be available?**

   Answer: The Administrator will issue the payments and an advance will be provided upon execution of the grant agreement.

2. **Will grant reconciliation be required to account for each dollar spent by the grantee?**

   Answer: The Grant Administrator will be expected to establish appropriate grant monitoring and reconciliation processes. Specific requirements for grantee documentation, reporting, and reconciliation will be developed during the planning period in consultation with and subject to approval by MOCCECE.

Questions submitted from applicants / attendees of the Q+A Session

Questions Submitted By: Hallie Wells - Public Consulting Group

1. **Will the $3 million grant pool be advanced to the Administrator for direct disbursement, reimbursed, or held by the Mayor's Fund with payments processed through another mechanism?**

   Answer: The selected Administrator will manage and directly disburse the $3 million grant pool to eligible providers through approved, provider-friendly payment methods, such as direct deposit or debit cards. The Administrator will also track payments, maintain fiscal controls, document the use of funds, and provide detailed financial reporting to MOCCECE.

   An initial funding advance will be provided to the Administrator to support the timely disbursement of microgrants to eligible providers. Subsequent funding will be released in accordance with a mutually agreed-upon process to be established by the Administrator and the Mayor's Fund, including appropriate financial controls, reporting requirements, and reconciliation procedures. The separate $350,000 contract budget is designated for the Administrator's staffing and program-administration expenses and will be disbursed through an invoicing process outlined by the Mayor's Fund.

2. **What level of due diligence is expected from the Administrator when verifying emergency circumstances?**

   Answer: The Administrator will be responsible for developing processes to assess and verify emergency circumstances, calculate grant amounts, confirm eligibility and grant requirements, and apply consistently documented award criteria and fiscal controls. MOCCECE will review and approve the proposed procedures and tools.

3. **Is there an expected target number of grantees?**

   Answer: There is not a fixed target number of grantees. The final number will depend on the size of each grant, which will vary based on the severity and circumstances of the emergency, within the total $3 million grant pool. Grants are expected to range from $1,000 to $10,000.

4. **Does MOCCECE have current provider lists that will be made available to the Administrator?**

   Answer: Current lists of GFCC and FCC providers are maintained by the State, as the licensing body for these providers. MOCCECE has a data-sharing agreement with the State and can share data with the selected Administrator.

5. **Will MOCCECE facilitate introductions to community partners and trusted messengers?**

Answer: Yes. MOCCECE can facilitate introductions to community partners and trusted messengers. The Administrator should also demonstrate capacity to engage directly with providers and leverage trusted community partners as part of its outreach approach.

6. **How will FCC and GFCC licensing status be verified?**

   Answer: This is available in public, searchable databases and MOCCECE can share what data it has from the State with the selected administrator.

7. **The RFP (pg. 4) indicates the awarded vendor should "Deliver clear and accessible outreach materials available at a minimum in English, Spanish, Russian, and Chinese (written) and Mandarin or Cantonese (spoken)." To ensure appropriate scoping, can you please clarify if a communications effort or campaign is being requested, or, if the awarded vendor should just expect to create informational outreach flyers or 1 pagers that are distributed through collaboration with existing community-based organizations recommended by MOCCECE?**

   Answer: The Administrator should propose an outreach and communications approach that effectively reaches eligible providers, including the development of clear and accessible outreach materials and a strategy for distributing them through appropriate channels and community partners. MOCCECE will review and approve the proposed approach and materials.

8. **Page 10 of the RFP references a requirement for "integration capacity with MOCCECE systems." Could MOCCECE provide additional information regarding the systems currently in use, as well as any specific integration requirements the selected Administrator should anticipate?**

   Answer: Data should be maintained in a manner that allows for easy integration into other systems, though there are no specific systems beyond basic datasets contemplated at this time.

9. **Does MOCCECE anticipate accepting paper-based applications in addition to digital submissions, or may the Administrator propose a fully digital application and intake process?**

   Answer: The RFP requires streamlined, user-friendly digital applications and intake processes and asks applicants to describe strategies for providers with limited digital access.

Questions Submitted By: Jessica Hopkins – RYE Consulting [8/13]

1. **The Emergency Microgrant Program sits within the Child Care Action Fund. Does the fund have any existing rules or regulations that will apply to microgrants? For example, requirements around how a grantee has to document spending the funds, rules around how payments can be made – up front lump sum, or reimbursement only, etc.?**

Answer: The general requirements that will apply to the Emergency Microgrant Program include appropriate fiscal controls, documented award criteria, secure data practices, and financial reporting protocols approved by MOCCECE. Microgrants must support eligible, one-time emergency business or operational needs; may not be used for recurring expenses; and must be structured as grants that do not require repayment.

2. **Do you have a sense of how many grants the fund may disperse and the range in dollar amount? For example, administering 60 grants in average size of $50K is different than 600 grants in average size of $5,000. Even a ballpark estimate will be helpful to construct a strong application.**

   Answer: There is not a fixed target number of grantees. The final number will depend on the size of each grant, which will vary based on the severity and circumstances of the emergency, within the total $3 million grant pool. Grants are expected to range from $1,000 to $10,000.

3. **Does MOCCECE have a minimum or max dollar amount in mind for the dollar amount of each grant?**

   Answer: Grants are expected to range from $1,000 to $10,000, but the final amount will depend on the severity and circumstances of the emergency.

4. **Under Scope of Work Requirements, the RFP states that the Administrator will need to "help providers access technical assistance and training to support business sustainability, including payroll, taxes, employee benefits, adoption and use of childcare management systems, data systems, and other business topics." What business sustainability technical assistance currently exists for FCC and GFCC providers outside of this initiative and who are the entities that provide it?**

   Answer: FCC and GFCCs access a range of supports and resources, ranging from coaching provided by Family Child Care Networks, to technical assistance and support provided by local community-based organizations with expertise in home-based child care and business administration.

5. **Later in the application under proposal requirements number 8, the RFP states: "Technical assistance plan: Describe how the administrator will provide or help connect to technical assistance and business coaching support after grant disbursement." Does MOCCECE expect this administrator to provide business coaching support, or just make referrals to outside existing support?**

Answer: The Administrator must ensure that grant applicants are given the resources and supports they need to access appropriate technical assistance and business coaching. The Administrator should propose an approach for assessing provider needs and determining whether to provide support directly or connect providers to existing resources and partners. MOCCECE will review and approve the proposed approach.

6. **Contract – What payment and financial reporting requirements will the administrator be required to follow for their own administrator contract? Can you please share a sample copy of the contract terms the administrator will need to sign and follow?**

   Answer: For the Administrator's separate contract of up to $350,000, payment and financial reporting requirements will be established in the final agreement with the Mayor's Fund. At a minimum, the Administrator will be expected to:

   - Submit a detailed contract budget covering staffing, outreach, materials, application development, subcontractors, and other approved administrative costs.
   - Document staff roles, hourly rates, and levels of effort.
   - Submit invoices and supporting documentation in the form and frequency required by the Mayor's Fund.
   - Track expenditures against the approved contract budget and separately from the $3 million microgrant pool.
   - Explain and obtain prior approval for any material budget modifications.
   - Maintain appropriate financial records and supporting documentation for audit and monitoring purposes.
   - Provide periodic expenditure reports and a final financial reconciliation.

   The specific payment schedule—such as advance, milestone-based, or reimbursement payments—and the required reporting cadence will be determined during contracting. The Administrator's $350,000 operating contract and the $3 million microgrant pool must be maintained, tracked, and reported as separate funding streams.

Questions Submitted By: Laurie Shaked – Almond Tree NY [Email 8/12]

1. **Indirect Costs: Since the entire $350,000 award funds the administrative function of this program directly not overhead sitting behind some other funded service how should we categorize and present indirect costs in the budget narrative? Should core administrative costs (staff time, systems, outreach, monitoring) be treated as direct costs of this contract, with "indirect" limited strictly to true overhead like rent, insurance, or org-wide IT? Is there a preferred format for showing that breakdown?**

   Answer: There is no preferred budget format, but each proposal should include a four-page maximum budget and narrative that distinguishes direct from indirect costs, identifies major cost assumptions and subcontractor costs, and justifies all costs.

2. **Emergency Category Definition: Is the Administrator expected to build out the emergency eligibility categories and rubric from scratch, or is there a starting**

framework reflecting what providers are already flagging as urgent (e.g., utility shutoffs, staffing gaps, food/supply shortages, minor facility issues) that we would be refining and operationalizing?

Answer: The Administrator will have example rubrics and resources to reference as they develop tools for determining eligibility. All tools will need to be approved by MOCCECE.

3. **Steering Committee Cadence: What is the expected cadence for check-ins with the Steering Committee once the contract starts, and what is the anticipated timeline for getting the eligibility rubric approved so applications can open to providers without unnecessary delay?**

   Answer: The exact cadence for check-ins with the Steering Committee will be determined once the project launches. However, the Administrator should anticipate regular check-ins that allow the Steering Committee to provide timely feedback throughout the active grant period, including at midpoint evaluations between phases. Monthly progress reports, recurrent data-review meetings, and midpoint evaluations around months three and six are required. Because initial grant disbursements must begin within eight weeks of project launch, the eligibility rubric and application materials will need to be reviewed and approved early enough to allow applications to open, providers to apply, and awards to be processed within that timeframe.

4. **Data-Sharing Specifics: What specific data does MOCCECE expect access to provider-level application data, disbursement records, a live dashboard and is there a required format or an existing City system we would need to integrate with?**

   Answer: MOCCECE must have record-level access to all relevant program data, including application, award, payment, and technical-assistance data; enrollment, eligibility, subsidy-utilization, and outcomes data; and granular financial data on grant calculations and provider expenditures. Data must be maintained securely and shared under agreed privacy protocols. The RFP does not require a live dashboard, specify a file format, name an existing City system, or mandate a particular integration. It does evaluate applicants on secure automated sharing, systems more sophisticated than basic spreadsheets, and capacity to be flexible to integrate with any existing MOCCECE systems.

5. **Reporting Cadence: Is there a set reporting cadence and format already established (monthly, quarterly), or will that be finalized during contract negotiation with the awarded Administrator?**

   Answer: Yes. The RFP requires a monthly progress report during the active grant period. It also requires two midpoint evaluations, approximately in Months 3 and 6 of the active grant period, and a final report during the last month of the contract. It calls for regular check-ins, and outreach updates on a mutually agreed cadence. It does not provide a required report template or set the exact cadence for meetings; final dates will be confirmed during contract negotiation.

6. **Staffing Expectations: For a program moving $3 million in microgrants to providers across all five boroughs, does MOCCECE have a benchmark FTE count in mind from comparable programs, or is staffing level left fully to the Administrator's proposed plan?**

Answer: Staffing is to be proposed by the applicant. The proposal must identify key staff, roles, qualifications, and anticipated level of effort. The budget must show current staff roles, hourly rates, estimated effort, existing capacity versus hiring needs, and resources required for key deliverables. Evaluation will consider whether the staffing, infrastructure, and partnerships are defined and whether the applicant has the capacity and qualified staff to perform the full scope.

7. **Subcontractor Consent Threshold: If we bring on subcontractors a fiscal sponsor, a CDFI, a local community partner, is there a dollar threshold above which we would need MOCCECE's written sign-off before executing, versus notification during the contract term?**

   Answer: There is no specific dollar threshold for subcontractors that would trigger MOCCECE's written approval; However, Applicants are required to identify proposed subcontractors, describe their roles, and include the associated costs in the submitted budget.

   Any subcontractor included in the approved proposal and contract budget may proceed in accordance with the final contract terms. The addition of a new subcontractor, a material change in a subcontractor's scope, or a significant reallocation of the approved budget should receive prior written approval from MOCCECE and the Mayor's Fund before execution, regardless of dollar amount. Any specific monetary threshold or notification procedure will be established during contracting and reflected in the final agreement.

8. **Evaluation Matrix / Scoring Mechanism: Because only one Administrator will be selected to run this program for all of New York City, understanding how proposals will be scored is critical to how we prioritize our response. Can MOCCECE share the evaluation matrix or scoring rubric ? Knowing which factors carry the most weight will help us ensure our proposal addresses what matters most in the selection decision.**

   Answer: The RFP provides the evaluation matrix. Relevant qualifications and experience are worth 35 points; implementation readiness, capacity, and approach, 30 points; data and technology systems, 15 points; equity and community engagement, 10 points; and budget quality and feasibility, 10 points, for a total of 100 points. Points are assigned by evaluation criterion, not by individual application question.

9. Program Launch Timing: Given the anticipated September 15, 2026 award announcement, is that the date the Administrator is selected, or the date providers can actually begin submitting applications? If there is a gap between award and go-live, roughly how long should we plan for?

   Answer: September 15, 2026 is the anticipated award announcement date. The RFP anticipates approximately two months for project launch and preparation: Month 1 for the implementation plan and Month 2 for application materials, the review rubric, provider guidance, translations, technical-assistance protocols, payment processes, and launch of outreach. Initial grant disbursements must begin within eight weeks of project launch. The RFP does not give a specific provider application-opening date, final dates will be confirmed during contract negotiation.

Questions Submitted By: Sarah Breen – Community Development Institute

1. **We understand that MOCCECE has a planned $3 million grant pool to distribute during the 12-month period and that awards will be allocated in different amounts to match the severity of the emergency. Has MOCCECE considered minimum or maximum award values, or has MOCCECE considered a target number of FCC and GFCC providers to serve with the emergency funds? Will providers be able to make more than one grant request during the program period?**

   Does the MOCCECE steering committee work in person or virtually? Is there an expectation of the MOCCECE steering committee to meet in person with the grant administration team? If so, at what frequency?

   Answer: The exact cadence and mode of meeting for check-ins with the Steering Committee will be determined once the project launches. However, the Administrator should anticipate regular check-ins that allow the Steering Committee to provide timely feedback throughout the active grant period, including at midpoint evaluations between phases. Monthly progress reports, recurrent data-review meetings, and midpoint evaluations around months three and six are required. Because initial grant disbursements must begin within eight weeks of project launch, the eligibility rubric and application materials will need to be reviewed and approved early enough to allow applications to open, providers to apply, and awards to be processed within that timeframe.

2. **Does MOCCECE have expectations for providers to meet certain procurement requirements when requesting grant funds? For example, would MOCCECE expect a provider to obtain multiple bids or quotes before requesting funds?**

   Answer: This will be determined once the project launches. The selected Administrator will propose guidelines for grant eligibility and required evidence for receiving a grant subject to MOCCECE approval.

3. **Does MOCCECE expect the Administrator to provide technical assistance and/or business coaching for every applicant or grantee, or only when a provider requests support or is identified as needing additional assistance? If technical assistance is expected, does MOCCECE have expectations regarding the intensity, duration, or content of these services?**

   Answer: The Administrator will propose an approach for assessing provider needs and determining the appropriate level and type of technical assistance and/or business coaching, including whether support should be provided directly or through referrals to existing resources. The approach may recognize that not all providers will require technical assistance. MOCCECE will review and approve the proposed approach, including the scope and delivery model for these services.

4. **Does MOCCECE have existing policies, procedures, or documentation requirements that recipients must follow to demonstrate funds were used for approved purposes? Alternatively, does MOCCECE expect the Administrator to propose monitoring, verification, and compliance procedures?**

   Answer: The selected Administrator will propose monitoring, verification, and compliance procedures for ensuring that grant funds are used for approved purposes. MOCCECE will review and approve the proposed procedures and documentation requirements.

5. **Does MOCCECE anticipate requiring any repayment, recovery, or other legal mechanisms if funds are determined to have been used for unapproved purposes?**

   Answer: The selected Administrator should propose procedures for addressing situations in which grant funds are determined to have been used for unapproved purposes, including any appropriate recovery or repayment mechanisms. MOCCECE will review and approve the proposed procedures.

6. **Does MOCCECE have a list of "provider-friendly" payment methods, as well as unapproved payment methods, or do they expect the Administrator to put forward recommendations of payment mechanisms?**

   Answer: The Administrator should expect to propose a simple payment mechanism, such as direct deposit, debit cards, or other approved provider-friendly methods.

7. **Does MOCCECE have target turnaround times for application review, award determination, and grant disbursement that applicants should incorporate into their staffing and operational plans? For example, are there expected service-level targets for the number of days from application submission to funding decision and payment?**

   Answer: The RFP specifics fast turnaround, with decisions and payments moving in days rather than weeks whenever possible. The Administrator should expect to design and propose a process flow from application, eligibility determination, to grant disbursement subject to MOCCECE approval.

Budget / Payment Questions

8. **If a "provider-friendly" payment method has fees or additional expenses to execute, can these expenses come from the $3 million grant fund pool as a grant-related expense?**

Answer: Reasonable and necessary transaction fees or expenses directly associated with distributing microgrants may be charged to the $3 million grant pool, subject to prior approval by MOCCECE and the Mayor's Fund. The Administrator should clearly identify and separately track these costs to ensure transparency and confirm that they are distinct from the administrative activities covered by the separate $350,000 Administrator contract.

9. **How does MOCCECE anticipate transferring the $3 million grant pool to the selected administrator for distribution to FCC providers? Will the full grant pool be provided to the administrator at the beginning of the grant period, or will funds be transferred in installments or tranches over the course of the grant period?**

   Answer: An initial funding advance will be provided to the Administrator to support the timely disbursement of microgrants to eligible providers. Subsequent funding will be released in accordance with a mutually agreed-upon process to be established by the Administrator and the Mayor's Fund, including appropriate financial controls, reporting requirements, and reconciliation procedures. The separate $350,000 contract budget is designated for the Administrator's staffing and program-administration expenses and will be disbursed through an invoicing process outlined by the Mayor's Fund. For the Administrator's separate contract of up to $350,000, payment and financial reporting requirements will be established in the final agreement with the Mayor's Fund. At a minimum, the Administrator will be expected to:

   - Submit a detailed contract budget covering staffing, outreach, materials, application development, subcontractors, and other approved administrative costs.
   - Document staff roles, hourly rates, and levels of effort.

10. **How will the selected administrator invoice MOCCECE and receive payment for administrative services? Does MOCCECE anticipate that administrative fees will be invoiced on a monthly basis, or will another payment schedule or reimbursement structure be used?**

    Answer: The administrator will submit invoices and supporting documentation in the form and frequency required by the Mayor's Fund. The administrator will also track expenditures against the approved contract budget and separately from the $3 million microgrant pool. For any material budget modifications, the administrator will have to request and obtain prior approvals. Other responsibilities include: maintaining appropriate financial records and supporting documentation for audit and monitoring purposes, and providing periodic reports and a final financial reconciliation.

    The specific payment schedule—such as advance, milestone-based, or reimbursement payments—and the required reporting cadence will be determined during contracting. The Administrator's $350,000 operating contract and the $3 million microgrant pool must be maintained, tracked, and reported as separate funding streams.

11. **How does the disbursement of grant funds work?**

    Answer: The Mayor's Fund will provide an initial advance to the Administrator to support the timely disbursement of microgrants to eligible providers. The Administrator will manage the grant pool separately from its administrative contract funds and will distribute grants through approved, provider-friendly payment methods, such as direct deposit, debit cards, or other agreed-upon mechanisms.

    Before disbursement, the Administrator will confirm each provider's eligibility, determine the award amount using the approved criteria and rubric, document the award decision, and obtain any required approvals. Grants will support eligible, one-time emergency business or operational needs and will not require repayment.

    The Administrator will maintain appropriate fiscal controls and detailed records of all awards and payments, including the recipient, award calculation, payment date and method, approved use, and supporting documentation. Regular financial reports and reconciliations will be provided to MOCCECE and the Mayor's Fund. Subsequent funding will be released according to a mutually agreed-upon process based on expenditures, available balances, projected disbursement needs, and satisfactory reporting and reconciliation of prior advances.

Questions Submitted By: Ceilo Joseph – Low Income Investment Fund

Budget, Funding & Contract Terms

1. **The RFP notes an anticipated administrative budget of $350K. If our admin costs exceed the $350k, would it be acceptable to illustrate the total admin costs or should we only show the $350k?**

   Answer: Please prepare a budget for $350K.

2. **Can you clarify how the $3M grant pool will be funded and managed, including when funds will be available for grant disbursement?**

   Answer: The Mayor's Fund will provide a separate grant agreement for the $3M that will outline when funding will be available. We will provide an advance upon execution to ensure timely start of the program.

3. **Possibility of extending past the 12 months: If the option to extend is determined to be needed, would additional administrative dollars be added to the contract?**

   Answer: We would prefer to keep the project within the set timeline and if we consider an extension then it would need to be a no-cost extension.

4. **Will the City administer the payments or will the Administrator issue the payments? If managed by the Administrator, will an advance be available?**

   Answer: The Administrator will issue the payments and an advance will be provided upon execution of the grant agreement.