



**Housing Trust Fund
FY27-28 Capacity Building
Request for Proposals
Questions and Answers**

March 23, 2026

- Q. Is there any guidance as to what kind of project should be considered for the application?**
- A.** Project that includes acquisition, renovation/rehabilitation and development, or management of properties affordable to households with an average of 80% area median income or below. For details, please see Program Development under Evaluation Criteria in Exhibit B of the RFP.
- Q. Should the project included in the application be a project that the Applicant and the City are already partnered on?**
- B.** The project does not have to be but can be. The project that the applicant is requesting the capacity building funds for is not required to be in partnership with the City. However, the project is required to be in Berkeley.
- Q. Does a project that already has City support/partnership score higher than a new project being proposed to the City by the Applicant?**
- A.** Not necessarily. However, an applicant / organization with experience in partnering with the City contract process and related requirements will be considered as part of the evaluation (refer to Additional Considerations under Evaluation Criteria in Exhibit B of the RFP).
- Q. Under Applicant Experience / Relevant Project Experience, there are two lines that ask for Address. Can you clarify if one of those should say something else?**
- A.** The application is intended to have only one row for the address. Please delete row 9 (which is the additional row for Address) of the Tab 2. Applicant Experience in the application or leave that row blank when submitting.

Q. In that same section, what is meant by 'Role(s) in Project'? Does that refer to roles that current staff played on those projects? Or does it refer to the staff at the time the project was being developed??

A. The 'Role(s) in Project' refers to staff at the time the project was being developed.

Q. In that same section, does %AMI refer to the deed-restricted AMI levels, or the actual (median) AMI of current rents, or the actual (median) AMI of current households?

A. % AMI noted refers to the deed-restricted AMI levels that apply to the project.

Q. For the Property Management Experience, do we fill this section out only for properties where our organization is doing the property management? Or is this section intended for applicants who are solely property managers?

A. This section is for listing any property management experience within the organization of the applicant or the property manager that applicants intend to use for their proposed or future projects. If not applicable, please leave it blank.

Q. Under Organizational Budget: when listing staff, are you looking for staff names or titles?

A. Please include staff names and titles.