

NEW YORK STATE HOUSING FINANCE AGENCY

Request for Proposals (RFP) for Training and Technical Assistance Services to Mitchell-Lama Cooperatives and Rentals

Questions and Answers - Updated April 4, 2025

| Number | Questions | Answers | Posted Round |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 | Can respondents apply to provide TTA services only to co-ops? Or do respondents have to apply to provide services to both rentals and co-ops? | No | 1 |
| 2 | What is the average sizes of the cooperative boards to be trained and supported | Average board size - nine (9) members. | 2 |
| 3 | To Whom are we providing T/TA in the rental units? | Owner entities. | 2 |
| 4 | This project is across NYS, with the need to have several in-person sessions, however, the pricing structure seems only to account for the cost of the direct activities, however, there is no place for administrative costs, was this an oversight, and could we separate administrative costs as part of the services delivery (project management, travel and accommodation, etc.) | We requested an hourly rate that is inclusive of administrative costs. Hourly rates can vary based on in-person and virtual sessions. | 2 |
| 5 | For the Training/TA Sessions are you expecting us to come up with the hours per the individual sessions? Do you have a benchmark for the maximum number of hours you require these sessions to be? | The cost template is meant to be a guide to understand the potential total cost of such a program and for scoring applications. Proposers should include their best estimate for the number of hours required for TTA sessions. | 2 |
| 6 | According to Form B, Just to clarify, for years 1 – 3, the total sessions should be 629 - sessions and 475 sessions per year for the three years, or is the total for the three years? | 629 and 475 are the annual numbers of sessions (for coops and rentals respectively), but that figure may be high as training sessions may be conducted for more than one housing company at a time. | 2 |
| 7 | Is there a budget for the project each year of the project? | The budget has not been determined. | 2 |