

**AIDS Residential Program
Request for Proposals**

**Questions and Answers
Final posting by Tuesday, 10/27/15**

Questions received by email between 9/24/15 and 10/14/15 – Posted on Thursday, 10/15/15

1. Can the AIDS housing dollars be used to purchase a building with apartments so that: We will have available housing, also that we will not have to constantly refund the pot to pay these rents but it would be a onetime charge and after that we would not have to get state money again. As a nonprofit we would pay no taxes and the only cost would be maintenance. We would only need ongoing funding for the case management which should be below \$80,000 per year.
 - a. Please refer to the RFP, Section III.C.2 for eligible activities
2. If the agency is proposing to contract for case management connected to subsidies which are not part of the DOH RFP (for instance HOPWA rental assistance) should that proposal be submitted under Scattered Site housing (as that is the entire program) or Supportive Services Only (as DOH is only being requested to pay service dollars)
 - a. It would be supportive services only but a responsive proposal should include details on where the subsidies are coming from.
3. Are there project types (scattered site, congregate, RRH, and SSO) that are more desirable than others in this process? Also, is an all PSH congregate model more desirable than one that is a combination of transitional program and PSH (both types offered in same building)?
 - a. Please refer to the RFP, Section III.C.2 for eligible activities. The cost effectiveness and service quality of the plan is what is most desirable to DOH
4. On page 8 of the RFP, under dividers, please clarify what is meant by each sub-section. If we are to divide each and every sub-section the proposal would far exceed the maximum 10 pages double sided.
 - a. Please refer to the RFP, Section IV. Proposal outline. You can divide the Main proposal from the Cost proposal
5. The Proposal Outline on page 28 does not match the Main Proposal Components. Given the requirement that the proposal conform exactly please clarify the following: under Organizational Requirements there is no "f" for Collaboration, and "references" is duplicate. There is no Appendices section for Resumes, under Service Requirements, "D" is Service Capacity..., not Culturally Competent Services, which throws off the subsequent sections. Housing First, with its own sub-sections, and Harm Reduction, Determine Vulnerability and Funding Contingency Plan aren't even listed in the Proposal Outline. And also under Service Capacity, there are Roman numerals "i to x" that don't appear in the outline.
 - a. Under Organizational Requirements, you can include F. Collaboration in your proposal. References should be in Organizational Requirements, section d only. Job descriptions and resumes should be attached in section, H, appendices.
 - b. Updated proposal outline for Section 2: Services Requirements:
 - a. Eligible Activities

- b. Service/Catchment area (s)
- c. Service Populations
- d. Service Capacity/Delivery Plan/Systems/Processes/Protocols – It is understood that all roman numerals in this section will be in your completed proposal
- e. Culturally Competent Services
- f. Client Eligibility
- g. Goals
- h. Housing First
- i. Harm Reduction
- j. Determine Vulnerability
- k. Funding Contingency Plan

6. As it relates to congregate housing – is there any guidance with regard to it being time-limited, i.e., can congregate housing be time-limited or is it permanent (or can it be both)? If it can be time limited, what is the time limit as identified by DOH?
 - a. DOH does not identify what the time limit is for congregate housing

7. Under Eligible Activities, Congregate Living with Support Services includes community residences and single-room occupancy dwellings. Can you explain the difference between community residences and single-room occupancy dwellings?
 - a. Congregate living is a type of housing in which each individual or family may have a private bedroom but shares common living areas, dining room and bathrooms with other residents. Single room occupancy is a type of housing in which one or two people are housed in individual rooms with sleeping and living quarters and a bathroom within a multiple tenant building

8. RFP 2015_18335, d. References, page 19, notes 'If the organization has been a State of Connecticut contractor within the past five years, the organization must include a State of Connecticut reference. Does this mean that the State of Connecticut reference should be included along with three other references, or be included as one of the three references total? Also, can the State of Connecticut reference be an employee of DMHAS, DOC, DCF, or other state agencies?
 - a. The State of Connecticut reference should be included as one of the three references and the reference can be an employee of any state agency.

9. Regarding Section II B 3 – Competitors: another organization applying for this grant wants to subcontract certain types of programmatic and back office services with us. Is this permissible without violating the “Competitors” section or other RFP conditions?
 - a. It is not permissible

10. Would you please clarify what you mean by “key personnel” and indicate for what type of staff position resumes are necessary? Does this refer only to management staff, or does it include important program staff like case managers?
 - a. As stated in the RFP, Section III.C.3: a responsive proposal shall include the listed information in this section regarding the number and qualifications of staff that the respondent intends to employ to deliver the services required by this RFP.

11. With regard to the Budget: Line 4 Supportive Services Direct Program Staff and Line 5 Supportive Services Other – We understand that the total of these cannot exceed \$7,500 per household. Are we correct in understanding: (a) Line 3 Administration Costs is not part of the \$7,500 per household cap (b) The limit for Administrative Costs is 18%?
 - a. That is correct, administrative costs cannot exceed 18% and supportive services are \$7500 per household
12. Regarding the “Congregate Living Program with Support Services” activity option: We’re assuming “support services” means case management and related services as described on page 19. Separate from the allowable \$7,500/unit support services cost, can we add facility operating costs, including 24/7 facility monitoring staff?
 - a. That is correct, support services include case management at \$7500 per household. Other support services would include facility operating costs and this is broken out on the budget under facility based housing.
13. The Rapid Rehousing description on page 17 doesn’t have a support services dollar amount listed, as the other activity descriptions do. How much is allowable for support services under Rapid Rehousing?
 - a. There is not a standard support service amount for rapid rehousing.
14. Regarding Rapid Rehousing: since transitional housing residents are considered homeless, is someone from transitional housing eligible for the Rapid Rehousing activity under this grant?
 - a. As stated in the RFP, Section III.C.2.A: Rapid Rehousing with support services for literally homeless clients. Transitional living program participants are not literally homeless per the HUD homeless definition, category 4.
15. Are we able to increase the number of people to be served after the first year of the grant, thus increasing the amount of the grant, or does the grant amount have to stay the same for each of the three years of the contract?
 - a. Yes you are able to increase the number of people to be served but that does not mean the amount of the grant will increase. The grant amount will stay the same for each of the three years.
16. Since this is a 3-year award, do you want a budget for one year or three years? If the latter, should we prepare three separate budget sheets or combine the years into one sheet?
 - a. A responsive proposal should include a budget for each year
17. Regarding the 20-page proposal limit (excluding appendices and forms) and the Section IV Proposal Outline: “Section F Main Proposal” appears to be numbered as pages 1-14, with “Section G Cost Proposal” numbered as pages 15 – 20. Does that mean the cover sheet, table of contents, Declaration of Confidential Information, Conflict of Interest statement, and Executive Summary don’t count as part of the 20-page limit? On page 7, the instructions say to number the cover sheet as page 1. Could you please clarify?
 - a. A responsive proposal will only include the main proposal and the cost proposal in the 20 page limit.