

**Balance of State Emergency Solutions Grant (ESG) Program and Statewide
Emergency Shelter Services (ESS) Program**

**Questions and Answers Addendum #1
Posted Thursday, 10/30/14**

Questions received by email as of Wednesday October 29, 2014

1. My question is "can the St. Vincent DePaul Mission apply for additional Rental Subsidies/ Rapid Re-Housing this year?"
 - a. YES, your request would be included in section 4.i of the RFP budget
2. My question is: "if a shelter is accepting HUD funds whether directly from HUD or indirectly from the State or the City are they allowed to refuse help to a homeless person?"
 - a. No, however if the safety of other guests or staff at the shelter is placed at risk due to an individual's behavior, then a referral to another location or level of care is appropriate.
3. Is staff time devoted to the intake process for our Coordinated Access Network an eligible activity under this RFP?
 - a. As long as the services fall under eligible activities in Section III.C.2.a of the RFP.
4. What assumptions should we make about the availability of direct financial assistance (non-staffing) costs for rapid rehousing? Should funding needed for shallow rental subsidies, security deposits and moving costs be included in our proposed budgets or will these resources be made available from another source?
 - a. Rapid rehousing financial assistance needs will be determined by the communities and local collaboration, as there are these resources available in most communities, but rapid rehousing rental assistance is an eligible cost in this RFP.
5. Can we include non-personnel costs associated with diversion in our proposal?
 - a. Yes
6. In regard to forms and attachments for required appendices, I wanted to confirm whether or not there are specific forms that we should attach to the proposal, or if the required attachments are intended to be generated by the applying organization.
 - a. The budget forms and the cover sheet are posted on the DOH and DAS websites All other appendices should be generated by the applying organization
7. I will not be able to make today's meeting on the RFP but our agency is thinking of applying for our emergency shelter. There doesn't seem to be anywhere in the RFP that indicates how much money an individual shelter can apply for or how much matching money, if any, should be anticipated. Thank you for your help.
 - a. The applicant will determine the funding amount needed to support the proposed plan.
8. As a DV program, we have not been required to participate in the HMIS system – will that still be true or would we have to participate to be funded?
 - a. All information will have to be entered in to HMIS. Currently DOH, The Connecticut Coalition to End Homelessness and The Connecticut Coalition against Domestic

Violence are engaged in discussions to allow DV providers to enter data into HMIS that is compliant with VAWA regulations.

9. Diversion: Will there be funding for case managers who will be taking on this additional task?
 - a. This is an eligible cost and each agency must determine the proposed funding amount and include it in the application

10. As we understand, 211 will not “screen” for substance abuse; as we are currently a “dry” shelter, can we set criteria for admission and/or refuse admission for those clients who are actively using drugs and/or alcohol?
 - a. Refer to section III.C.2.c in the RFP. If your agency does not serve a certain population, your plan should include how that population will be served in your community.

11. How many times can a client refuse the referral/placement from the “Duty Services Coordinator” after the initial interview? Given that we house both singles and families; will we have some flexibility on admission criteria?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP

12. Will we still have the option to establish house rules? If we have to discharge a client for violation of house rules or other relevant behavior issues, what happens to them? Do we then refer them back to 211? If discharged, how soon before they can return?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP

13. Will the case managers be expected to do house/apartment inspections?
 - a. Inspections are an eligible activity in the RFP, section III.C.2.a. It is the choice of the applicant whether to include this activity in the proposal or not

14. We currently develop Action/Service Plans with each client; can we still do this given the goal of housing clients in 30-days?
 - a. Agencies have the ability to decide how to provide case management and other services in this application that best fits both the clients of the homeless system and the overarching goals of the program.

15. How long a period of time will we be expected to track a client who has been successfully housed?
 - a. Your agency can make this determination and reflect it in the application

16. Is there flexibility in the goal of 30 days? Is this a goal or a limitation on stay? What happens to the client(s) on the "31st" day?
 - a. The 30 day goal is one set by HUD through the HEARTH act. Although this is a goal, it is not to be confused with a length of stay for each individual residing in the shelter. The agency will decide on its approach to positive outcomes and goals and reflect that in the application.

17. We are looking forward to submitting a collaborative project but wanted to clarify requirements. Under the Minimum Qualifications of Proposers, does the proposer have to meet all of the criteria themselves or can the collaborative team as a whole meet the criteria (each partner bringing a different piece to the table).
 - a. The proposer or the potential contractor with DOH must meet all of the minimum qualifications. Any partners or subcontractors of the proposer do not have to meet all of the minimum qualifications.

18. I was interested to find out if the Shelter RFP would consider an option for a youth-specific shelter i.e. ages 18-24. Our experience in New Haven is that most youth refuse shelter care at the adults shelters due to safety concerns and the obvious difference in age and mental health/substance abuse issues with most adult shelter users. Any feedback on this issue would be appreciated.
 - a. Yes, the applicant can determine what the population of the proposal will be, but the application must also show how individuals and families that do not fit into the target population will be served in the community.

10/27/14 Bidders Conference

1. Is the amount of funding in the RFP new or the same amount that is currently in ESS contracts?
 - a. It is approximately the same amount of funding that is currently used to fund the ESS and ESG programs

2. Will legal services fit in to eligible activities for eviction prevention services and covering legal fees?
 - a. Yes, it should fit in to the eligible services

3. If ESS and ESG funding is all together, can only Balance of State go for this RFP?
 - a. No, anyone in the state can submit an application. DOH will determine which type of funds are allocated to the successful applicants.

4. Can an application cover all of the eligible activities?
 - a. Yes, the applicant can ultimately determine what activities will be applied for.

5. How will applications with proposed rapid rehousing funds and services complement the existing rapid rehousing system?
 - a. Applications should reflect a continuum of services so they can work with existing programs or propose how they will complement the existing programs

6. How will day shelters fit in?
 - a. Day shelters should collaborate with the local coordinated access network to offer services in the list of eligible activities and not duplicate what is already being done in the community

7. Are the state funded TLP funds counted in this RFP?
 - a. No, state TLP funds are not affected

8. Clarification is needed, is DOH cutting shelter beds?
 - a. No, shelter beds are still needed and very important to the continuum of services. DOH is trying to create a comprehensive system in response to homelessness that ranges from emergency shelter services to permanent housing.

9. Is DOH encouraging joint applications? What type of joint application does DOH want?
 - a. No, joint applications are welcome, but it is up to the CANS to determine which is the best approach to reducing homelessness in its community

10. Will the budget require a bed night formula?
 - a. No, it is a straight line item budget with an admin cap of 18%

11. Will it weaken an application if agencies team up instead of trying to offer everything on their own?
 - a. No, a community based approach is an acceptable model. Applications need to have at least one of the eligible activities. Applications don't need to cover all activities.

12. Is there any collaboration between DOH, DSS and DMHAS to address the mental health and medical needs of the homeless population?
 - a. Yes, DOH is actively engaging with the LMHA's and DSS social workers to meet the service needs of the homeless population as well as to participate in coordinated access.

13. Where do we get the CHRO forms?
 - a. The hyperlink is posted below and it will be posted on the DOH and DAS website
 - b. http://www.ct.gov/dss/lib/dss/cf_sbsp_hos_rfq/Upload_Instructions.pdf

14. How do we reflect partners in our applications?
 - a. Reference partners in the narrative section of the application

15. How should we identify the area that the application will cover? Should we use coordinated access networks, cities or regions?

Applicants are encouraged to work with their communities to decide what is the most effective approach to dealing with homelessness in that community, but ultimately it is up to the applicant to determine what type of services will be provided and what the geographical area will be.

16. What will an ideal application look like?
 - a. There is not an ideal application. DOH is looking to providers to propose the best plan for their communities

17. Can we use our DOH representative as a reference
 - a. Yes

18. How do we break out the client/staff ratios?
 - a. List titles for service and non-service positions and percent of time charged to your proposed plan. Volunteers won't count

19. If our application includes diversion services, can we include security deposits?
 - a. Yes

20. Do all services need to be entered in to HMIS? Legal services can't enter confidential information.
 - a. Yes, all information needs to be entered in to HMIS. There is an HMIS Release of Information that will be signed by the client that will allow for the information to be entered. A client also has the option of not signing a release of information, in which case the data will not be entered into HMIS.

21. Are budget revisions allowed?
 - a. As is the current practice contract revisions can be proposed at any point in the contract term and will be approved on a case by basis by DOH.

22. How much of the RFP amount is ESG funds?
 - a. Approximately \$1.2 million

23. Does DOH know if there are any more rapid rehousing resources coming? This will help with planning.

DOH encourages applicants to collaborate with their local communities to determine what rapid rehousing services are available. DOH is aware of the advocacy efforts to increase rapid rehousing funding statewide, but does not have a funding amount that may be committed in the future.

24. On Page 18, Section C – what does “Describe potential risk” mean?
 - a. Let DOH know if there are any outstanding law suits and/or auditing issues that are outstanding

25. Does DOH know if there will be regional distribution of funding?
 - a. Not at this time

26. Will partial funding be available?
 - a. Yes

27. Does DOH have an idea of the range of award amounts?
- a. No
28. Should we assume we will get the same amount of funding that we currently receive when we are planning our programs and budgets?
- a. No, it is up to the applicant to determine what the appropriate funding level would be to effectively manage the proposed program.
29. Can we use CCEH staff as a reference?
- a. Yes
30. Does DOH plan on serving the same number of families and individuals as it does with current contracts?
- a. We are analyzing that data now to determine the need. Communities know best what the need is and should incorporate that in their applications.
31. Is there a preference for cd or flash drive?
- a. No, either format is acceptable
32. Our agency has three locations. Should we submit separate applications?
- a. If the agency has multiple locations in different CANS than one application is preferable, but if the locations are within the same CAN, then one application would be preferable.
33. Do we need to submit separate budgets for each year stated in the RFP?
- a. Yes, follow the budget instructions outlined in the budget support and justification instructions posted on the DOH and DAS websites.
34. In the program description, it states that we must list the populations we serve and who in the community will serve other populations that we don't. Please clarify
- a. Yes, every subset of the homeless population needs to be covered. Examples given are wet/dry, family/individual, male/female. If your application does not provide services to a given population, please describe how that population will be served in your community

Technical Clarifications and updates

1. Section IV. Proposal Outline- Delete H.e – The cover sheet is not needed twice
2. Section IV. Proposal Outline – H.c – HMIS Shelter utilization report submission only needs to be the first two pages of the report. Client information is not needed
3. Section IV. Proposal Outline – E – Executive Summary should not have a page number. It does not count in the 20 pages
4. Section IV. Proposal Outline - Budget is not included in the 20 pages
5. Double sided pages are for the hard copy only.
6. Tabs are not needed. Must stick to 20 pages

Pagination. The document must be numbered sequentially throughout its entirety and not sequentially by on section