

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

**Questions and Answers Addendum #3
Posted by Friday, 11/21/14**

Questions received by email between Thursday, 11/13/14 and Monday, 11/17/14 (Final day to accept RFP Questions)

1. We have a question about the placement of the Job Descriptions/Resumes in the Balance of State ESG/ESS grant application. The "Staffing Requirements" section on Page 20 of the RFP states that they should go in Section IV.H, Appendices; however, the "Proposal Outline" section on page 24 contains no space in the Appendices for Job Descriptions/Resumes.
 - A. You can include job descriptions/resumes in section F.3 Staffing plan as listed in the proposal outline

2. Could you please clarify where in our grant application we should place the Job Descriptions/Resumes?
 - A. You can include job descriptions/resumes in section F.3 Staffing plan as listed in the proposal outline

3. On page 19 4th item I am having difficulty getting into the regulations at the supplied e-dress can you help?
 - A. These are HUD regulations. You can look up Title 24 Part 574 on the HUD website for regulations.

4. Reg: "Audited Financial Statements"- Do we have an option to choose "reviewed " vs. "audited". Our CPA will charge \$3,000 for a "review" or\$7,000 for an audit. Obviously this is a financial burden to a non profit agency. **Please Note:** for the past twenty years we were told we did not need an audit per se as our contract total did not exceed \$50,000. Is this correct?
 - A. Audited Financial Statements are required for this RFP since these statements give a perspective on the entire agency and not just a current contract that does not exceed \$50,000 for which an audit may not have been required.

5. What is meant by "High Level" summary?
 - A. A "High Level" summary is a short description of the proposal that describes the main aspects of the proposed plan.

6. Did you not require a letter of intent and was the bidder's conference voluntary or mandatory? Is there such a list available?
 - A. Per RFP Section I.C.6 Procurement Schedule, there was not letter of intent requirement and the bidder's conference was voluntary. There is no attendance list.

7. The RFP asks for resumes/job descriptions (p 20), but there is no appendix listed for them. Just use the former Appendix E?
 - A. You can include job descriptions/resumes in section F.3 Staffing plan as listed in the proposal outline

8. The RFP asks current grantees to submit Shelter Utilization Report to demonstrate ability to use the IS system. If we are not a shelter, can/should we submit the first pages of the APR for a Case Management program?
 - A. Although not required, you may submit a copy of an APR generated out of HMIS to show your ability to use the system.

9. If we are requesting ESG funds for emergency shelter services (essential services and shelter operations) do we only complete section 5 of the budget form?
 - A. Yes, ESG funds go in section 5 of the budget

10. As a provider not currently using HMIS, can you clarify the costs associated with becoming a new HMIS user? By virtue of being a HUD funded agency are we exempt from any HMIS fees?
 - A. The ability to enter data into HMIS is a requirement of this RPF. How an agency meets this requirement, including the costs associated with maintaining the database is an agency decision.

11. In the Annual Budget Form section 5 (for example 5b) appears to duplicate costs that have been entered in Budget Sections 1-4. If we are in BOS are we expected to complete only Section 5 or should we reenter costs in 5b that we have included on prior budget sections?
 - A. If you are in BOS, you can enter costs in to any section but do not duplicate. Sections 1-4 utilize state funding and section 5 utilizes Federal funds. Refer to the Budget Instructions posted on the DOH and DAS websites.

12. Steve, for the ESG reference you said we could list you as a reference. The second addendum with questions said it was a conflict - which answer is correct?
 - A. You can list your DOH, DMHAS representatives but since Steve DiLella is the RFP contact, he can't be a reference.

13. Is the Cost Proposal component meant to be part of the 20 pages allowed for the narrative?
 - A. Yes except for the audited financial statements, which are in the appendices

14. Is it necessary to follow the 2, 2A, 2B convention for page numbering that is in the sample?
 - A. No

15. I need clarification on the Proposal Format/Style Requirements. The instructions indicate that "A tab sheet...must separate each subsection..." However, in Questions and Answers Addendum #1, under Technical Clarifications and Updates, it states "6. Tabs are not needed. Must stick to 20 pages."

I am assuming that the Addendum statement indicating that no Dividers or Tabs are needed overrides the original instructions but I just wanted to clarify before proceeding.

- A. Yes, that is correct. The Addendum overrides the RFP
16. What housing does Sec. 2 (f) refer to— rapid rehousing eligibility or eligibility for other housing programs?
 - A. Rapid rehousing eligibility
 17. Subcontractors/partners under Sec. 2(i) does not include members of your CAN if you are submitting separate applications, correct?
 - A. correct
 18. For Sec. 4(c)(iii) do you want information only as it relates to the applied for program/services, or other agency contracts?
 - A. Any agency contracts that may have contractual compliance/legal deficiencies.
 19. Given that legal services is an eligible service but a different service than will be proposed by other social services agencies under this RFP, would the DOH accept an application if the three legal services agencies applied together putting forth one statewide legal services proposal? In essence, the three agencies would be submitting one application that will describe the proposed legal services to impact homelessness for all CANs.
 - A. It is up to each applicant to determine how it wants to create its program. If the response proposes to serve an eligible service then the proposal will be reviewed and ranked based on the quality of the response.
 20. If a statewide legal services application is accepted, could one or more of the legal services agencies also be a part of another social services agency's application in an individual CAN.
 - A. Yes. It is up to each applicant to determine how it wants to create its program. If the response proposes to serve an eligible service then the proposal will be reviewed and ranked based on the quality of the response.
 21. Legal services currently does not use HMIS and is restricted in what information it can share due to the Judicial Branch confidentiality regulations. Is legal services required to input information into HMIS given the professional limitations in our ability to share information about our clients?
 - a. Homelessness data must be entered in to HMIS but it can be done by subcontracted or partner agencies with case management
 22. What if we have an HMIS comparable data collection system? Can we use that instead of HMIS?
 - A. No, homelessness data must be entered in to HMIS
 23. In a prior question (#20 dated 10/30/14), it was stated that all information must be included in HMIS but not if a client does not sign a release of information. If a client does not sign a release, can the client still receive the services funded by this RFP, or are their services dependent upon them signing the release?

- A. A client will still be eligible to receive services provided under this RFP even if the individual does not sign the release.
24. What are the client identifying fields required to be entered into HMIS (e.g. name, DOB, SSN, address)?
- A. The Universal Data Elements, as required by HUD will also be required by this RFP. In addition, the data required may at any point be changed by the Department.
25. Can we code client identifying information, maintain internal tracking of the client codes, and input those codes into HMIS? For example, if a client's name is Jane Doe, can we code the information as JaDo (or something to that effect).
- A. All data must be entered into HMIS according to the HMIS data standards.
26. Are there costs to implement HMIS (subscription to the service, training, etc)? To the extent known, what are those costs?
- A. The ability to enter data into HMIS is a requirement of this RPF. How an agency meets this requirement, including the costs associated with maintaining the database is an agency decision.
27. Can we include those costs associated with HMIS be included as part of the budget for this RFP?
- A. No
28. Can we use funds from this RFP to pay for staffing/staff time dedicated to input information into HMIS?
- A. Yes you can
29. Is there a limit to the amount or percentage of grant funds that can be spent to comply with the HMIS requirement?
- A. No there is not