

**Rapid Rehousing Program
Request for Proposals**

**Questions and Answers
Final posting**

- Q. Will DOH be following the “strict” traditional CTI model – in terms of qualifications for staff and 9-month intervention or will variants be offered/allowed?
- A. DOH will be collaborating with the National Alliance to End Homelessness (NAEH) and the Connecticut Coalition to End Homelessness (CCEH) to develop a CTI model that best meets the needs of individuals and families that receive rapid rehousing. This model may be a variation of the traditional 9-month intervention
- Q. What will the training entail in terms of hours, areas covered, etc?
- A. DOH, CCEH and NAEH are still in the process of developing the training series, so the number of hours offered is not known at this time. The material that will be covered is a CTI model that best meets the needs of individuals and families that receive rapid rehousing.
- Q. In terms of the formatting of the response to the RFP, we note that there are page limits; tabs are required; and the proposal must be double-sided. This combination of these three specifications, can mean that applicants can lose nearly a page in allowable space. Does DOH have thoughts on how an applicant can “get the allowed space returned?”
- A. The Main Proposal has the page limit and is only required to be double sided on the one original hard copy. The Main proposal does not need to be broken up by tabs. The table of contents does not break out tabs in the Main and Cost proposals
- Q. Is the total funding available (\$1,066,618) per year through this RFP the same amount, a decrease, or increase from the current contractual year?
- A. As stated in Section I.C.3 – DOH anticipates the total funding to be \$1,066,618 annually, which is the same amount as contracted in this fiscal year.
- Q. Is DOH looking to expand or condense the number of contracts for this program?
- A. As stated in Section I.C.3 – DOH anticipates up to 8 contracts
- Q. Page 8 states that the outline in *Section IV. Proposal Outline* (Pages 25 and 26) must be followed. However, the outline does not follow the required items listed in *C. Main Proposal* on Pages 19 to 23. To make it easy for reviewers to find the information required by *C. Main Proposal*, do you want relevant subheaders added to the main proposal? Please advise on how to best address this.
- A. Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. On Page 8, *Section 6. Style Requirements*, what is included in the 10 double-sided pages? Main Proposal and Cost Proposal?
- A. Yes the 10 double sided pages only include the main proposal and cost proposal. Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. Given the page numbers prescribed in *Section IV. Proposal Outline* on Pages 25 and 26, do you want the main proposal to be 14 pages long and the cost proposal to be 6 pages long?
- A. The Main proposal and cost proposal can be no more than 20 pages combined.
- Q. Under *H. Appendices* on Page 26, for *c. Client Satisfaction Survey*, do you want a sample of a blank survey that we currently use or are you looking for recent client satisfaction results of agency programs?
- A. Sample of the survey your agency uses for related programs

- Q. Under *H. Appendices* on Page 26, it reads *g. CAN Letters of Support*. Does this mean you want more than one letter from the CAN? Please advise.
- A. Per Section III.C.2.f – Include letter or letters of support from agencies attending the CAN meetings to show support for your agency submitting a CT Rapid Rehousing proposal
- Q. Will you allow Letters of Support from other community entities?
- A. See answer above for #7, letters are from agencies attending the CAN meetings.
- Q. In *Section 2. Service Requirements* on Pages 20 and 21, *subsection b* is not listed. If there is a *subsection b*, what is in it?
- A. There is no subsection b.
- Q. Please provide a list of current providers (contractors) of the Rapid Re-housing Program including CANs, Regions, or towns & cities covered by provider; funding allocation per provider for current contractual year; and number of households stably housed per year for the past 3 years by provider.
- A. The current contractors for DOH are Community Health Resources, which covers the Hartford, Central CT CANS, TVCCA which covers the Southeast and Northeast CANs, New Reach, which covers the New Haven and Middlesex/Meriden CAN, Supportive Housing Works which covers the Fairfield County CAN and New Opportunities which covers the Waterbury/Litchfield CAN and the City of Danbury. All contractors have an annual contract of \$213,828. The data for number of households served is not available at this time
- Q. Please provide a list of current providers and their expected contract capacity and outcome measures in current contracts.
- A. Please see the answer to the question above.
- Q. Beyond the outcomes listed on Page 23 Under *4. Data Technology Requirements, b. Program Outcome Requirements*, what other outcomes are expected to be achieved?
- A. This section of the RFP is asking how your proposal will respond to meeting the listed HEARTH outcomes.
- Q. How much financial assistance is available through the ESG program total per year and by Region per year?
- A. The current ESG annual allocation is \$864,624.00 and that began on 10/1/15. The funds are broken out by the number of homeless in each CAN. This number changes.
- Q. Can an agency apply for 2 separate regions? If so, are two separate proposals required?
- A. Section I.C.10- Multiple Proposals states that a respondent may submit proposals for more than one CAN
- Q. Can an agency be a lead in one region and a sub for another region?
- A. Yes.
- Q. What documents need to be submitted when a proposal includes a subcontractor?
- A. There is no specific form to complete for a subcontractor. The role of the subcontractor should be explained in both the Main proposal and Cost proposal.
- Q. The proposal questions and outline is not consistent with the provided table of contents (example: Organization requirement on page 19-20 do not coincide with the outline on page 25). Will there be an updated version of this outline?
- Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. Should our proposal include two 12 month budgets or one 24 month budget?
- A. Section III.D.2.a states that proposers must prepare an annual line item budget

- Q. Based on our review of our data we expect the number of individuals with VI Scores between 5-10 to exceed the number of people we will be able to serve with funding under this RFP and available financial assistance. Will the Department accept a service prioritization process that results in serving less than "all" (Section III.B.1) of those in this range of scores?
- A. Yes, the Department understands the demand for rapid rehousing exceeds our funding levels, so an applicant can propose a prioritization process for serving less than all of the individuals or families within a target range.
- Q. We are anxious to scale our service proposal to be consistent with the amount of funding that will be available for rental assistance. Can the Department provide an estimate of the financial assistance per CAN that will be available through DOH's ESG Program Rapid Re-housing Financial Assistance Fund?
- A. The current ESG annual allocation is \$864,624.00 and that began on 10/1/15. The funds are broken out by the number of homeless in each CAN. This number changes.
- Q. We expect that many individuals targeted by the RFP will have no income complicating the process of finding rental units. Would the use of master leases be an acceptable strategy?
- A. Yes, a master lease is acceptable. If using this strategy, the applicant must attach a copy of the master lease that will be used in the appendices section of the RFP.
- Q. If a master lease is acceptable, can the agency utilize a shared housing approach and offer sub-leases to unrelated occupants in the same unit if all applicable zoning requirements are met?
- A. No, a shared housing approach will not be allowed in any lease situation in this RFP.
- Q. Can you provide any guidance on what kind and level of documentation the Department will want for services provided under the RFP? We note the requirement to create a housing stabilization plan. Will additional documentation such as assessments, progress notes, referral tracking or other records of service provision be expected?
- A. DOH anticipates that a quality housing stabilization plan will include description of the services provided which may include such documentation as assessment, progress notes, referral tracking etc.
- Q. Do all participants have to be "literally homeless" at the time they receive CT RRP services? In alignment with the HEARTH Act, many start out as literally homeless, but through CAN intervention are diverted. Would these literally homeless people who were diverted be eligible for CTRRP?
- A. Households served with CT RRP must be literally homeless as defined in the RFP, Section I.B – definitions
- Q. If there is competition for this grant within a CAN region, how is an organization expected to represent full support of the CAN?
- A. It is a CAN decision on how many and which agencies to support for this RFP.
- Q. The Proposal Outline does not align with the Main Proposal requirements on pages 19-24 of the RFP. Which format should be followed in preparing an application?
- Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. In requiring Client Satisfaction Survey as an appendix, is this asking for completed client surveys or the format that is used?
- A. The Client Satisfaction Survey requested in the appendix is a template of the format used
- Q. Are appendices required from both the proposer and partners or just the proposer?
- A. Appendices are required for the proposer

- Q. If an agency is well established in a Coordinated Access Network, Do you need a letter of support from the CAN To apply for the DOH RRH RFP?
- A. Section III.C.2.f states that the proposal should include letter(s) of support from agencies attending the CAN meetings to show support for our agency submitting a CT Rapid Rehousing proposal
- Q. Does DOH have a preferred level of education for staff – i.e., case manager or clinician?
- A. No.
- Q. Is the maximum length of the program still 12 months?
- A. Yes
- Q. Is there an expected timeframe from referral to housing?
- A. Your proposal should include how quickly your agency anticipates participants in the program will move from the rapid rehousing program to independent housing.
- Q. In Section IV Proposal outline on page 25, the list of Organizational Requirements does not match what is requested in the RFP on page 20. Can you clarify which list of Organizational Requirements is correct?
- Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. In Section IV Proposal outline on page 25, the list of Service Requirements does not match what is requested in the RFP on page 20. Can you clarify which list of Service Requirements is correct?
- A. Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. In Section IV Proposal outline on page 25, the list of Data and Technology documents does not match what is requested in the RFP on page 23. Can you clarify which list of Data and Technology documents is correct?
- A. Follow the headers and page numbers in Section IV. Proposal Outline – updated on 2/2/16 and posted with this Q/A
- Q. In Section IV Proposal outline on page 26, there is not a space for the 501(c)(3). Should this be included with the appendices?
- A. Yes.
- Q. Will the funding be split equally among the 8 CANs?
- A. That has yet to be determined.