

**AIDS Residential Program
Request for Proposals**

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

Questions received by email between 10/15/15 through 10/20/15 – Posted on Tuesday, 10/27/15

1. It is our understanding that under Housing First we become, in effect, a "permanent" housing provider but on page 20 of the RFP, under Section G. Goals, a procedure is required to "monitor the progress of clients from entrance into the program to permanent placement and beyond." I read this as transitional without saying transitional. I also realize that the RFP is written broadly to accommodate a variety of possible provider types, but it seems more applicable to shelters and true homelessness programs. Can you clarify the distinction?
 - a. Housing first is an approach as described in the RFP, Section III.C.2.H. This approach does not stipulate and prerequisites to housing. This approach is not stating that every responsive proposal must offer permanent housing. Responsive proposals must select from the eligible activities and then describe how that activity or activities will be consistent with the Housing first approach.
2. Under the Housing First model can we require the development of a "supportive housing plan, as required to meet ACT's Standards of Care?" Also under Housing First, can we require 2 face-to-face meetings per month as required under the Standards of Care? Both seem contradictory to the premise of Housing First not requiring participation.
 - a. This RFP is for the eligible activities listed in section III.B. This RFP is not for the ACT Standards of Care. Responsive proposals must describe what activities they will request and what the supportive services will look like.
3. Does the respondent pay the security deposit, utilities and monthly rent?
 - a. Yes, if scattered site housing and/or rapid rehousing are part of your proposal's activities.
4. Under Scattered Site Housing and Support Services: what does the \$7,500 include and in what timeframe does that cover?
 - a. Support services cover direct case management for the client. This amount is annual.
5. How should respondents identify service populations?
 - a. Section III.C.2.c states that you should list the populations and gives examples
6. How do we know the number of potential clients in our region?
 - a. This was not a question in the RFP
7. Is this a new program and a new funding source?
 - a. No, this is existing funding that is being competitively re-procured
8. In Section IV of the Proposal Outline, the Table of Contents shown in the RFP (page 28 & 29), does not conform exactly to the proposal requirements. Can the Table of contents be changed to match the proposal requirements?

- a. Yes, sections of the proposal outline was updated in RFP addendum #1 posted to the DOH website
9. Section III,D.1.a. - Audited Financial Statements: is it correct that these do not need to be included in the electronic copies?
- a. Audited Financial Statements must be in the hard copy and the electronic copies
10. Are the Executive Summary and Cost Proposal included in the 20 page limit?
- a. The executive summary is not counted but the cost proposal section is counted in the 20 page limit as shown in Section IV. Proposal outline
11. How would DOH require a Transitional Housing Program to comply with Housing First principles?
- a. All responsive proposals must describe how the activities will be consistent with the Housing First approach. Permanent Housing should be the outcome for all households.
12. Is it permissible for two grantees to share a direct service staff person (2nd, 3rd & weekend shifts) paid for by grant funds with one of the organizations managing the employee and the related grant funds?
- a. Yes as long as both agencies have hired this staff person, a responsive proposal must be very specific in breaking out the hours and mixed funding
13. Our community residence will have round-the-clock services and shared community space, but the living arrangements will be on-site apartments with tenant-held leases. Would this fit under "congregate"?
- a. Yes
14. One of the requirements for the RFP is the submission of HMIS reports from January – September 2015. Since each report is a least ten pages and the reports have been submitted to DOH on a monthly basis as required in our current grant, my question is, do you want the entire report or the front page with the basic information?
- a. The front page with the basic information is acceptable
15. Will DOH entertain a congregate living program that upholds sober living?
- a. No, see section III.C.2.I
16. Will DOH entertain a congregate living program that accepts active substance users and gives them a time frame by which to get sober?
- a. No, see section III.C.2.I
17. Will DOH entertain month to month leases for congregate living programs?
- a. No
18. Will DOH entertain rental agreements for a congregate living program that owns its building?
- a. No
19. Will DOH entertain congregate living program rental agreements that require sober living?
- a. No

20. If a congregate living program receives HOPWA funding for an employment specialist, can the program require residents to utilize the employment specialist's services?
 - a. No
21. Will DOH allow congregate living programs to screen prospective residents for safety and security risks both to the facility and to the neighborhood?
 - a. A responsive proposal will define what the screening entails and what activities would prohibit admission. Example: drug screening to determine admissions to the congregate living program will not be acceptable.
22. In congregate living programs with supportive services, what is the working definition of "household"?
 - a. A household is a single person or a group of persons residing together with or without children.
23. In congregate living programs, would facility expenditures include 24 hour staffing?
 - a. Yes
24. Can congregate living programs be permanent housing?
 - a. Yes.
25. Must congregate living programs be transitional housing?
 - a. No
26. Does the 7500.00 per household in Supportive Services apply to tangible items, staff salaries, or both?
 - a. Support Services include case management and direct support to the client
27. Does the 7500.00 per household in Congregate Living apply to facility maintenance, staff salaries, or both?
 - a. Support Services include case management and direct support to the client
28. Page 6, #9, states an acceptable submission must include ONE original and FIVE electronic copies. Next, it refers to properly formatted copies and THE electronic COPY (singular). Please clarify: is 5 electronic copies and NO hard copies correct?
 - a. One originally signed hard copy and 5 electronic copies