

**CT Homeless Services Program
Request for Proposals**

Questions received by email after 11/10/16– Posted on Tuesday, 11/29/16

- 1) An additional question: Page 21 of the RFP (Main Proposal section 3(b) says: “Attach job descriptions....in Section IV.H, Appendices.” The Proposal Outline section of the RFP (pages 24-25) does not list “Job Descriptions” as an appendix in Section H. Where should the Job Descriptions be placed in the Appendices?
 - a. Job descriptions can be included as appendices in section H of the Proposal outline. The job descriptions do not count towards the allowed 20 pages of the proposal
- 2) Will the designated **Screening Committee** be composed of internal DOH evaluators or evaluators from outside the agency?
 - a. The screening committee can be made up of both internal and external evaluators with experience in the areas listed for eligible activities but are not competing as an RFP respondent.
- 3) Are programs offering extended stay shelter up to 90 days eligible for funding under this RFP?
 - a. Refer to the RFP, Section III.C.2 for the eligible activities available for proposals.
- 4) What are the maximum length of stay requirements for Youth Transitional Living Programs?
 - a. Maximum length of stay is up to 24 months
- 5) Follow up question to Q&A 11)b. posted on Monday, 11/14/16: On RFP page 8 #C12. Conflict of Interest - Disclosure Statement, it is stated “*In the absence of any conflict of interest, a respondent must affirm such in the disclosure statement*”. Fine! It is standard to include such a statement in State RFP’s. However, in section C11 Declaration of Confidential Information beginning bottom of page7, it is not stated whether/whether not a respondent must include a statement affirming that there is an absence of Confidential Information. Please clarify if such a statement need be included on page 2.C of proposal.
 - a. All applicants should respond whether there is confidential information or not. If there is confidential information, please follow instructions as listed in the RFP. If there is not confidential information, please include a statement affirming that this information does not exist for this response.
- 6) Please clarify whether/whether not dollars to provide Client Rental Assistance such as security deposits, rental subsidies, arrearages, etc are eligible program costs that can be requested by a respondent and funded directly through a potential contract under this RFP; and, thus, be includable in a respondent’s budget request.
 - a. Per the RFP conference, it was stated that financial assistance is only available in this RFP to cover diversion services and that should be outlined in the budget. Long term rental assistance is not an eligible activity as stated in the RFP, Section III.C.2
- 7) Given the Department’s stated intention through this RFP that Homeless Services be provided throughout the State and given the capped annual total funding available through this RFP, will the Department consider and have the financial capacity under this RFP to procure more than one contract in any given CAN territory?
 - a. DOH intends to fund responses that score highest in the rating and ranking process. Since it is unclear how many applications will be submitted, DOH cannot anticipate if more than one proposal will be funded in each individual CAN.

- 8) On page 7 #10 of the RFP, you state that an organization may only submit one proposal. May this one proposal involve the provision of eligible activities in two different CANs?
 - a. A respondent may submit one proposal outlining eligible activities in different CAN's but there must be a CAN leadership reference for each CAN to account for the proposal being a needed service in each CAN they are applying for.
- 9) May we include client-related funding in the program budget, such as security deposits for diversion activities?
 - a. Yes
- 10) If we desire to support some client needs with dollars through an existing subcontract with another nonprofit organization, do we need to list that organization as a collaborating organization- even though this is not a new contract or related directly to this RFP? Do we need to include a copy of this existing subcontract?
 - a. If funds from this RFP are going to a subcontractor to support client needs, then information about that subcontractor needs to be included in this response, and they need to be included as a collaborating organization. If a response leverages resources from other organizations not related to this RFP, information about that organization does not need to be included in this response, but it would be helpful if a description of the services provided is included as it will give a better sense of the scope of the response.
- 11) The RFP references collaborative proposals (page 7, #10). Does this mean each agency in a collaboration completes its own unique proposal and each references the other organization with which it is collaborating?
 - a. For collaborative proposals, DOH expects that there is one lead agency that submits the proposal and describes the collaboration and any potential subcontractors, and what work those subcontractors will complete.
- 12) Regarding the Six (6) conforming electronic copies. Should each copy be on a separate compact disk or flash drive or can all six can be on one disk or flash drive.
 - a. Each flash drive or cd must be separate and each must be labeled
- 13) After some of our CoC members attended the Q&A for this RFP, they brought back some uncertainty about the criteria related to a "reference" from a CAN Leadership Committee member found on page 18 of the RFP. The RFP language is "the respondent must include one reference on the CAN leadership committee for each CAN they participate in". Is there a requirement that the CAN formally endorse applications for them to be considered by DOH? Or can any member of the CAN Leadership Committee endorse any project without any consensus or discussion amongst the CAN Leadership?
 - a. As referenced above, p 18 of the RFP does state, "the respondent must include one reference on the CAN leadership committee for each CAN they participate in." The posted RFP rating sheet states, "one reference is on the CAN leadership committee for the CAN they are proposing services in and will support the proposed activities as needed in the CAN." The CAN leadership reference should be able to state why the CAN is endorsing the proposal as needed services.
- 14) The budget justification instructions seem to require 3 annual budgets and the fiscal years are listed out. However, the budget form is actually called "Annual Budget". Should we submit 3 versions of the budget form (1 for each year) or submit one annual version and know that the annual amount will apply to each of the 3 funded years?

- a. You should submit 3 annual budgets, 1 for each year to support the services you are proposing for each year.

15) Is a cash match required?

- a. No

16) Social Service Block Grant (SSBG) funding is a part of the allocation in this RFP. Upon RFP award and contract negotiation, the following will apply if your award includes any SSBG funds:

- a. Funding Identification. Federal funding has been provided for this Contract as follows:
Catalog of Federal Domestic Assistance (CFDA) Title: Social Services Block Grant (SSBG)

CFDA Number: 93.667

Award Name: Social Services Block Grant (SSBG)

Award Year: 2016, 2017, 2018 or 2019

Research and Design: No

Name of Federal Agency Awarding: Administration for Children and Families, Department of Health and Human Services

b. SSBG Service Code:

Housing Services (Category 15) - Housing services are those services or activities designed to assist individuals or families in locating, obtaining, or retaining suitable housing. Component services or activities may include tenant counseling; helping individuals and families to identify and correct substandard housing conditions on behalf of individuals and families who are unable to protect their own interests; and assisting individuals and families to understand leases, secure utilities, make moving arrangements and minor renovations. Per the allocation plan DOH, shall utilize the SSBG-TANF funds for rent bank, mediation services, security deposit and special projects.

Independent / Transitional Living Services (Category 16) – Independent and transitional living services are those services and activities designed to help older youth in foster care or homeless youth make the transition to independent living, or to help adults make the transition from an institution, or from homelessness, to independent living. Component services or activities may include educational and employment assistance, training in daily living skills, and housing assistance. Specific component services and activities may include supervised practice living and post-foster care services. Per the allocation plan, DOH shall utilize SSBG-TANF funds for transitional living programs.

Protective Services – Children (Category 22) – Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care. Component services or activities may include immediate investigation and intervention; emergency medical services; emergency shelter; developing case plans; initiation of legal action (if needed); counseling for the child

and the family; assessment/evaluation of family circumstances; arranging alternative living arrangement; preparing for foster placement, if needed; and case management and referral to service providers.— Per the allocation plan, DOH shall utilize SSBG-TANF funds for emergency shelter services.

After each SSBG service code, you can identify DOH's specific service type.

- 1) The Contractor shall not seek reimbursement from the Federal Government for any of the services offered by the Program.
- 2) Unless otherwise notified by the Department, the Contractor shall not exceed the default 10% cap on administrative costs for Federal funding allocated under this Contract. All administrative costs in excess of 10% of the total Federal funding amount will be disallowed.
- 3) **Nondiscrimination.**
 - i. In accordance with § 1557 of the Patient Protection and Affordable Care Act, the Contractor shall provide services that do not discriminate on the basis of age, disability, sex, race color, national origin, or religion.
 - ii. In accordance with 45 C.F.R. § 80.3(b)(2), the Contractor shall take reasonable steps to provide meaningful access to the Program by persons with limited English proficiency.
- 4) **Federal Office of Management and Budget Requirements.**
 - i. This Contract includes Federal Financial Assistance, and therefore such funds shall be subject to the Federal Office of Management and Budget Cost Principles codified in the OMB Super Circular as set forth in 2 C.F.R. Part 200 as amended from time to time.
 - ii. Federal funding shall be released by the Department contingent upon receipt of federal monies by the Department in compliance with the Federal Cash Management Improvement Act (CMIA), 31 U.S.C. § 6501 et. seq. of (1990).
- 5) **Federal Funding Accountability and Transparency Act (FFATA):**
 - i. The Contractor shall register with the Federal System for Award Management (SAM) at <https://www.sam.gov> to assist the Department with meeting its

obligation to comply with the Federal Funding Accountability and Transparency Act (FFATA).

- ii. The Contractor shall ensure that it shall remain active in SAM by updating its SAM profile at least every 12 months. Upon notification by the Department that its SAM status is not active, the Contractor shall update its SAM profile within five business days of such notification. The Contractor's failure to comply may impact future issuance of payments by the Department.

h. Trafficking Victims Protection Act of 2000.

- i. Pursuant to §106(g) of the Trafficking Victims Protection Act of 2000 as amended (22 U.S.C 7104), the Agency shall terminate this Contract immediately and report such termination to HRSA if it determines that the any of the employees or volunteers of the Contractor, or any of its subcontractors or vendors, has performed any of the following actions:
 - (a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (b) Procure a commercial sex act during the period of time that the award is in effect; or
 - (c) Use forced labor in the performance of the services under this Contract.

- ii. Guidance on this act is available at http://www.acl.gov/Funding_Opportunities/Grantee_Info/Victims.aspx

Income eligibility

1. The Contractor shall ensure and maintain documentation that program eligibility for programs funded by SSBG funds is limited to persons whose income is equal to or less than 150% of the official federal poverty guidelines. This requirement must be included in any subrecipient agreement funded under this Agreement.
2. The Contractor shall ensure and maintain documentation that program eligibility for programs funded by SSBG-TANF funds are services is limited to families with at least one minor child under the age of 18 whose income is equal to or less than 200% of the official federal poverty guidelines. This requirement must be included in any subrecipient agreement funded under this Agreement.