HOPWA Connecticut Balance of State RFP Questions and Answers

October 20, 2017

Q. In the Style requirements Section under Dividers, the required Tab sheet that needs to be keyed to the table of contents, does that need to be broken down further than just sub-sections A, B, C etc. in the outline?

A. For the tab sheet in the table of contents it is allowable just to include the sub-section A, B, C etc. and does not need to be broken down any further.

Q. Under Lease Compliance and housing retention section:

As a scattered site program we do not hold leases, therefore, our program rules are not stipulated in the lease. Is it permitted that our program rules are outside of the “lease” agreement?

A. Program rules should never be included in a lease in a housing first model. Please attach a copy of program rules to ensure compliance with a housing first model.

Q. The Main Proposal Components does not follow the Proposal Outline. It is clear that the Proposal Outline must be followed, however, the Proposal Outline is missing the following sections (which will in fact throw off the numbering and lettering of the Proposal Outline).

Section F-1- f. Collaboration Section is missing

Section F-2 “d”- should be Service Capacity/Delivery Plan/Systems/Processes/Protocols

(this then changes all the subsequent lettering in this section, d becomes e, e becomes f etc.)

i. - Housing First Section is missing.

Section F.-4-c Quality Assurance Requirements. missing section ii, iii, iv.

Section H Appendices, section f is cut off, is this where the 990 would be placed?

A. Please see the attached revised program outline

Q. The RFP notes that the geographic areas are divided by Counties. How will the Department align the counties with the footprints of the existing CANs?

A. HUD provides funding for DOH’s HOPWA program on the basis of counties. DOH, in addition, has created Coordinated Access Networks to better serve the homeless population. For each town that a respondent proposes to serve, the proposal must address how the respondent participates in that particular CAN.

Q. The town of Vernon, in particular, is part of the Hartford CAN for referrals but is technically part of Tolland Country. For this proposal, is Vernon considered part of Tolland County?

A. Vernon is in Tolland County. If a respondent proposes to serve clients in Vernon, the respondent must address how it participates in the Hartford CAN.

Q. Is the Department looking for new providers for these services?

A. DOH is looking to fund the respondents with the best response to the criteria set forth in the RFP.

Q. Please clarify if client eligibility is based on income and HIV-status exclusively or if homelessness is a criteria?

A. DOH is working with HUD to include homelessness as a criteria for entry to the HOPWA program, so ultimately HIV status, income and homelessness will be the criteria for entry. If a particular CAN has no homeless households eligible for a HOPWA vacancy then eligibility will revert to HIV status and income.

Q. How are contractors reimbursed? How often and what documentation must be submitted?

A. Contractors will be reimbursed by quarterly payments. Contractors will be required to complete an 8 month and 12 month financial report and other reports as required by the executed contract.

Q. Can you give us a sense of the numbers of eligible clients in each county, those meeting the medical and financial requirements?

A. Currently DOH does not collect data on the number of potentially eligible HOPWA clients by county.

Q. Can you tell us how much the DOH is expecting to spend in each county?

A. DOH is looking to fund the respondents with the best response to the criteria set forth in the RFP regardless of county or amount of funding requested. DOH does not need to fund a project in every county.