1. **Question: There is mention of needing three years of audited financial statements. We incorporated in 2008 and ran a small program with almost all volunteer resources. We are going to have our first audit in late May. This may or may not be completed in time to meet the proposal deadline. Will this exclude our organization?**

Answer:

You will not be excluded from the process. We will expect the audit before a contract is signed, should your organization be selected to receive funds.

2. **Question: We have more than one shelter. May we provide one proposal?**

Answer:

Yes, you may choose to do this, understanding that a single proposal must have the different facilities clearly separated in both the technical and budget components of the proposal.

3. **Question**

   Is there a Word version of the RFP (rather than a pdf version)?

Answer:

The RFP is available in PDF only to ensure document integrity. However, pages requiring input are now available on the web in Word.

4. **Question:**

   On the administration questionnaire, are the requested budget and staff questions for the Shelter or the entire Wilmington office? What about number of computers? Related question: Request for an organizational chart. Do you want it for the shelter or for our Wilmington regional office?

Answer:

Any organization that is national or which has multiple departments or programs in the state would not be expected to provide national personnel or workers for other Delaware services not related to Emergency and Transitional Shelters. We need to see the *organizational chart, budget, staff and computers* for those people and offices who directly or indirectly serve that shelter. That should include every person who works at the shelter.

Related question to # 4.

5. **Question: The Request for budget dollars. Is this for the Shelter or our whole region?**

Answer:

For the shelter, and those aspects of the overall agency for which you might request indirect costs for.

6. **Question:**

Budget form has a column described as "% requested from OCS". Is that % of total budget or for that line item?

Answer:

It is percentage of that line item.

7. **Question:**

If we are only requesting reimbursement for salaries do we need to fill out budget information for the other line items? – Related question:

On the budget worksheet do we only fill out line items for what we are seeking reimbursement?

Answer:

We are looking for the entire budget.

8. Question:

What is the difference between staff and fiscal staff?

Answer:

Staff means everyone who works for the agency, as defined in answer #10. . Fiscal staff are those staff members who specifically work in the fiscal, finance or accounting department.

9. Question

Are start-up costs accepted? If so, can there be capital expenditures?

Answer:

No. RFP page 9, section I, B. See the reference to operating costs. Also see Appendix D.

10. Question: Are program costs fundable?

Answer:

Yes. RFP page 9, section I, B. See the reference to operating costs.

11. Question: Is the grant money going to one provider or several?

Answer:

That will be determined by the review committee, but historically it has been distributed across the state and currently to 14 agencies.

12. Question: Can we serve 16-18 year olds?

Answer:

Yes.

13. Question:

Are admin fees allowed?

Answer:

Yes. RFP page 9, section I, B. See the reference to operating costs.

14. Question:

Is the grant money for existing programs or new ones?

Answer:

The program must already be established. RFP page 9, section I, B. See the reference to operating costs. Also see Appendix D.

15. Question:

What is the basis for admission, first come first serve or is it criteria based?

Answer:

Criteria based.

16. Question:
Can we file 2 applications?
Answer:
If the applications are for two separate Emergencies and Transitional Housing   locations, yes.

17. Question:
What is the ceiling for funding amount?
Answer:
The amounts and number of grants will be determined by the Evaluation Committee.

18. Question:
Can a vendor provide housing/shelter for adults only or does it need to be both adults and children?
Answer:
Either is acceptable.

19. Question:
Concerning data collection, what exactly do you mean by the "programs used by our staff"?
Answer:
Whatever software program(s) you use to track data, please identify it (them). It may be one or multiple programs.

20. On Page 28 – under "Other support" do you want the monetary amount or do you want the name of the source?
Answer:
We are requesting the monetary amount.

21.Can such support be "in kind"?
Answer:
No.

22. Should we budget the same amount as we budgeted last year for HMIS ?
Answer:
Do not budget HMIS funds.

23. Under amount requested, what is meant by projected expenses? Must we fill it out?
Answer:
Yes, the information is required. We need your projected 9 month budget through June 30, 2012 and your projected 12 month budget from 7/1/12 – 6/30/13.

24. Do you know how much money will be forthcoming? Could you tell me how much has been in the current years' budget?
Answer:
The amount of funding is communicated to our office after the General Assembly votes on the FY12 budget.

25. Regarding Appendix A and B, are we required to provide the information for the entire budget or only for that area we are requesting assistance with?
Answer:
Provide information for the entire budget.

26. Are partnerships and cooperative applications given a more favorable evaluation?
Answer:
As such a preference is not specifically referenced in the RFP, such an initiative can only be said to be acceptable.