



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: January 24th 2013

HSS 12 064

Emergency /Transitional Housing Shelter Operations Grant

FOR

Division of State Service Centers

Date Due: February 22nd 2013
11:00AM

ADDENDUM # 2

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART
OF THE ABOVE MENTIONED BID. questions and
answers.

Kieran Mohammed
PROCUREMENT ADMINISTRATOR
(302)255-9291

Karen Records
(302) 255-9742

Question: Appendices forms within RFP are read only.

Answer: Appendices A-F are available on-line at www.bids.delaware.gov under the link for the RFP Emergency/Transitional Housing Operations Grant. The information was uploaded on-line in their respective word/excel formats so that all would be able to see.

Question: How much is OCS currently funding emergency and transitional housing, including the \$129,000?

Answer: In FY13, DSSC/OCS is funding emergency and transitional housing in the amount of \$1,787,973.

For those unaware of the meaning of the \$129,000, the Community Services Block Grant has historically provided that amount to DSSC/OCS to supplement the state appropriation for Emergency and Transitional Housing. In addition, in FY13, a one-time funding from CSBG Discretionary Funds in the amount of \$16,793 was provided.

Beginning in State Fiscal Year 2014, the DSSC will transfer the administration of the CSBG Emergency and Transitional Shelter funds in the amount of \$129,000 to First State Community Action Agency. This will ensure that One hundred percent (100%) of the 90% of funds designated by the CSBG Act for eligible entities is contracted to and administered by First State Community Action Agency. This will also make for more effective distribution, monitoring and coordination of shelter funds at the State as well as at the eligible entity level.

The FFY 2013 State Plan documented that First State will take over the distribution of the \$129,000 in Community Services Block Grant (CSBG) funds and use these funds to support the operation of emergency and transitional housing programs, as mandated by the Joint Finance Committee (JFC) of the Delaware General Assembly.

Therefore, the total amount of funds distributed by DSSC/OCS in FY14 will be lowered from \$1,787,973 to \$1,642,200.

Question: Must an organization/agency have a formal contract with an outside agency in order to get funded?

Answer: As regards any shared service funded by this grant, there must be either a memorandum of understanding or a contract to show exactly how the services will be shared. In effect, the sharing of services funded by this grant is the same as sharing funds and all funds must be formally obligated.

Question: Is there a checklist?

Answer: Mr. Mohammad answered that a formal checklist is not provided but that all requirements are clearly delineated in the RFP.

Question: Can an organization/agency be awarded funds for a Rapid Rehousing position if they don't have established memorandums of understanding?

Answer: If your proposal presumes the sharing of a worker through a strategic partnership, there must be a clear letter of intent to collaborate which reflects your program intent. It is essential that the agency show the capacity to fully employ the worker (either alone or through a partnership arrangement) within the proposal.

Question: Are funds available for startup cost?

Answer: No startup funds were allocated.

Question: What agencies provide Rapid Rehousing funding assistance?

Answer: The following agencies were awarded the contracts for Rapid Rehousing funding. The agencies and the respective funding jurisdictions are identified below.

Connections

- ESG (Emergency Solutions Grant)Funding: City of Wilmington
- ESG Funding: New Castle County
- ESG Funding: Kent/Sussex Counties
- SSVF (Supportive Services for Veteran Families) Funding: Statewide; Veterans Only*

YWCA

- ESG Funding: New Castle County

Family Promise of Northern New Castle County

- ESG Funding: New Castle County

***For SSVF, clients are referred to case managers through Connections (New Castle County) or Peoples Place (Kent/Sussex Counties). The outreach workers through Connections and Peoples Place can only that can determine eligibility for the program.**

Question: What Rapid Rehousing services may we apply for ? Financial assistance is mentioned as a Rapid Rehousing service but then there is a statement that says "FUNDS MAY NOT BE USED FOR RENTAL ASSISTANCE, PAYMENT OF PAST OR FUTURE BILLS, SECURITY DEPOSITS OR ANY FORM OF FINANCIAL ASSISTANCE NORMALLY ASSOCIATED WITH RAPID-REHOUSING"

Answer: As stated in the RFP scope of services for Rapid Rehousing: Funds awarded for rapid rehousing through the Department may only be used to provide housing relocation and stabilization services to assist in rapidly re-housing homeless individuals or families into permanent housing. Housing relocation and stabilization services are defined under Key Elements within the Scope of Services definition of Rapid Rehousing.

Question: I am writing a proposal for NO. HSS 12-064 and would like to research best practices. It is it okay to ask programming questions to State employees, for example Kids department?

Answer: Yes, you may reach out to other Agencies that are not affiliated with or non-influential on the procurement of this proposal to do whatever research you may need to do.

Question: We will likely submit seven funding requests from different programs in the ministry. We will submit different budget narratives and summaries for each, obviously. But some

requirements will be common for all the programs, such as tax exempt status, the organizational chart, annual report and agency audit and certificate of incorporation and insurance.

Is it possible to submit all these common elements in one place on the CDs or should they be placed on the CD near the documentation for each of the specific programs.

In other words, if we file seven requests should there be seven copies of the common documents?

Answer: There should be one proposal that is broken up into seven distinct programmatic parts. Therefore, all of the “agency wide requirements” need only to be presented only once. The key is that, outside of the agency wide information, be sure to answer all programmatic and budgetary questions for **each** program.