

## 2019/2020 RFP for Homeless Housing & Services Q&A

Updated March 28, 2019

**This is the last update to the Q&A. The deadline for technical assistance was March 27, 2019.**

**Please Note:** There was a numbering error in Section II. Project Narrative. The Application has been corrected and a new version of the Application is available on the website (as distinguished by “rev 3.18.19”)

### **Clarification regarding Rapid Rehousing applications:**

- Applicants applying for Rapid Rehousing must input “Rental Assistance” as a line item in their HH&S Budget Workbook, Exhibit B and enter estimated costs.

### **Clarification regarding page limits:**

- In Q&A issued 3/15/2019 the page limit for the Project Narrative Section of this application was increase to twelve (12) pages.

### **Clarification regarding HEN Essential Needs funding:**

- Only eligible HEN eligible clients are eligible to receive HEN Essential Needs assistance.
- It is the intent of the OCHS to only award one applicant with HEN Essential Needs funding. This is due to requirements regarding inventory control, tracking, and oversight.

### **Questions Submitted to OCHS staff 3/22/19 through 3/27/19:**

#### **Q: Can applicants delete questions that are not applicable to the intervention they are applying for?**

A: No, do not delete any questions from the application, including questions that are not applicable to the intervention for which you are applying.

*Note: Please note in Q&A issued 3/15/2019 the page limit for the Project Narrative Section of this application has been increased to twelve (12) pages.*

#### **Q: How should applicants applying for Rapid Rehousing determine the amount of funding to request for Rental Assistance?**

A: Applicants must determine how many clients they propose to serve and estimate Rental Assistance costs based on move in costs, cost of rent, deposits, length of rental assistance for clients, estimated amount of rent paid by clients and other applicable costs.

Resources that can assist in determining Rental Assistance cost include;

- The [Snohomish County Rapid Rehousing Guide](#).
- HUD Fair Market Rents <https://www.huduser.gov/portal/datasets/fmr.html>
- The Snohomish County [Rapid Rehousing Performance Dashboard](#)

**Q: How should applicants applying for Coordinated Entry (CE) Navigation Services determine the amount of funding to request for Flex Fund assistance?**

A: Currently the ratio is \$20,000/annually in flex funds per Navigator FTE (e.g. .5 FTE Navigator would be \$10,000).

**Q: Is Section II. Question 9 applicable to new projects?**

A: No, this question is only applicable to projects that are already receiving funding from one of the funding sources listed in this RFP and requesting an increase in funding.

**Q: For Section II. Question 10. B. do applicants need to provide three service units to be provided?**

A: Yes, applicants must identify and describe three services units to be provided. If awarded funding, projects will be required to tack one (1) to (3) service units.

**Questions Submitted to OCHS staff since 3/15/19, through 3/22/19:**

**Q: Can applications for Coordinated Entry Navigation Services also submit request for HMIS request forms?**

**Correction** A: No, Coordinated Entry Navigation Services are not eligible for HMIS funding. The staffing costs for the navigation staff to utilize the CE Data Collection Platform should be built into the CE Navigation Project budget. (Corrected due to typo in previous response)

**Q: Do applicants need to complete Section II. Question 11 regarding performance?**

A: Yes, applicants must provide descriptions of their action plans to meet their OCHS contract performance target for the measure listed. For existing HMIS projects, OCHS will include PY2018 data as part of their assessment.

**Q: Can applicants apply for LIHEAP?**

A: No, applications should be submitted without regard to funding source. OCHS will match the appropriate funding source, including LIHEAP, with each project that is recommended for funding.

**Clarification: 11g. Services attached to Permanent Supportive Housing.** The performance measures identified for PSH are also applicable to Other Permanent Housing. Applicants requesting funding for “Services Attached to Other Permanent Housing” should complete question 11g and specify in their response that it will be an OPH project.

**Application Workshop (3/15/19)**

**Q: What is the page limit for the Project Narrative section of the application?**

A: Twelve pages.

*Note: During the Application Workshop on 3/15/19 it was discussed that the page limit would be nine. After review OCHS staff determined that twelve pages is more appropriate. This revision has been incorporated into the new revised Application.*

**Q: Does the page limit include the questions?**

A: Yes, the questions are factored into the page limit. Do not delete any questions.

**Q: Should applicants submit one application per intervention for which they are requesting funding?**

A: Yes, applicants must submit a separate applications for each intervention type for which they are requesting funding. For example, if an applicant is requesting funding for Emergency Shelter and Rapid Rehousing it should submit two separate applications – one for Emergency Shelter and one for Rapid Rehousing.

**Q: Is there a public document outlining how each question in the application will be scored?**

A: No, the scoring rubric is not available to the public.

**Q: Will the Project Review Committee prioritize projects that can be funded in full or will applicants receive a percentage of their funding request?**

A: Projects that can be funded at a level that will allow for meaningful delivery of service will be prioritized. Due to limited availability of resources it is often necessary to fund proposed projects below levels requested. Applicants must state the amount of funding needed to provide meaningful service. Previous funding awards may be considered as part of the rating and ranking process.

**Q: Do applicants need to respond to the appendices?**

A: No, the appendices are for informational purposes.

**Other questions submitted to OCHS staff:**

**Q: Are both men and women eligible to receive HEN Essential Needs?**

A: Yes

**Q: If a project is receiving combined funding from CDBG and a funding source listed in this RFP should the application budget include the CDBG funding?**

A: No, the application budget for this RFP should only include the funding sources listed. CDBG funding will be awarded through a separate process.

**Q: For Section II. Question 10g(2). regarding income progression for Services Attached to Permanent Supportive Housing, will the universe for this outcome be from program entry to exit, or program entry to the last assessment?**

A: Updated 3/25: The Outcome data for this question is calculated from program entry to exit. ~~Please check Q&A updates for the answer to this question.~~

**Q: For Section II. Question 9 regarding expansion of services, should applicants explain any increases in funding requested and previous funding awarded?**

A: Yes, applicants must provide explanation for any increase in funding requested, including the amount of the increase over previous awards.

**Q: Where should applicants explain their efforts to develop alternative future sources of funding?**

A: Section IV. Question 4. A.

**Q: Do we need to submit separate copies of the following Technical Submission Materials with each application?**

- **Agency Certification of Nonprofit Status**
- **Electronic copy of agency's most recent Audited Financial Statements**
- **Current organizational chart**

A: No, the applicant may submit one copy for all applications.