



# Request for Proposals for CONTINUUM OF CARE HOMELESS PROGRAMS RFP DBH 12 – 60

## ADDENDUM NO. 4 to RFP DBH 12 – 60

### QUESTIONS AND ANSWERS

1.	<b>Question:</b>	Please define Single Room Occupancy (SRO)?
	<b>Answer:</b>	<b>SRO is defined as one large room with a contained kitchenette or bathroom or a shared kitchenette or bathroom within the building. Please note – SRO is no longer an eligible program under the CoC Homeless Assistance Programs.</b>
2.	<b>Question:</b>	If an agency has a six bedroom facility, can the agency rent out bedrooms?
	<b>Answer:</b>	<b>Yes, agencies may rent out individual rooms. The County of San Bernardino strongly encourages that such rooms be for only one unrelated adult.</b>
3.	<b>Question:</b>	If an agency is a new provider, how does the agency obtain the letters that are needed for leveraging?
	<b>Answer:</b>	<b>The agency is required to contact the entity that has agreed to provide leveraging and obtain the written commitment (See 2012 Continuum of Care Homeless Programs – RFP DBH 12-60, Attachment I, Page A-12).</b>
4.	<b>Question:</b>	If an agency operates a thrift store, can the agency use the thrift store as leveraging since the goods were donated?
	<b>Answer:</b>	<b>Yes. However, only items used for the program that you are applying for can be counted as leverage.</b>
5.	<b>Question:</b>	Are agencies required to own the complexes or property used for permanent housing or can they be leased?
	<b>Answer:</b>	<b>No. Agencies are not required to own the complexes or property that will be used for permanent housing.</b>
6.	<b>Question:</b>	If HUD awards a permanent supportive housing project, is the agency required to enroll all permanent housing clients in the awarded program the day the awards are announced by HUD?
	<b>Answer:</b>	<b>No. HUD allows agencies a reasonable period to begin operating their program after the awards are announced.</b>
7.	<b>Question:</b>	If an agency's Permanent Housing program is awarded funding from HUD, may the agency enroll current housing clients in the newly award program?
	<b>Answer:</b>	<b>No. An agency's housing clients can't be pre-existing within the same building for which you receive CoC funds. Such funds may not be used to replace funding that already exist.</b>
8.	<b>Question:</b>	Once you are funded, can you begin to accept applications for your program?
	<b>Answer:</b>	<b>An agency may begin to accept applications for a program; however, agencies will be assigned a local HUD field representative. The local HUD field representative will provide additional guidance and direction after HUD announces the awards.</b>
9.	<b>Question:</b>	If awarded, can an agency begin to purchase permanent housing units?

	<b>Answer:</b>	<b>Awarded agencies will be assigned a local HUD field representative. The local HUD field representative will provide additional guidance and direction after HUD announces the awards.</b>
10.	<b>Question:</b>	May an agency's permanent supportive housing project have scattered sites.
	<b>Answer:</b>	<b>Yes. Scattered site projects are allowed.</b>
11.	<b>Question:</b>	Are agencies required to provide an overview of their project to the local Grant Review Committee or the Inter-Agency Council on Homelessness?
	<b>Answer:</b>	<b>No. At this time, agencies are not required to present an overview of their program to the local Grant Review Committee or the Inter-Agency Council on Homelessness.</b>
12.	<b>Question:</b>	Would you please clarify who is reading and reviewing the projects?
	<b>Answer:</b>	<b>It is the responsibility of the local Grant Review Committee to review and rate each project submitted through the local RFP. The local Grant Review Committee is comprised of the following; Human Services Grant Coordinator, County of San Bernardino Grants Coordinator, Veteran's Administration representative, Superintendent of Schools representative, and a formerly homeless individual.</b>
13.	<b>Question:</b>	What is the County of San Bernardino Department of Behavioral Health's role in the process?
	<b>Answer:</b>	<b>The Office of Homeless Services (OHS) is a department within the County of San Bernardino, Department of Behavioral Health. In the County of San Bernardino the OHS is recognized by HUD as the lead agency in the San Bernardino County Continuum of Care (CoC) and therefore responsible for administering the HUD CoC homeless programs application process for the San Bernardino County CoC.</b>
14.	<b>Question:</b>	Regarding supportive services, a percentage is usually given for a preferred amount, but it isn't listed in the RFP.
	<b>Answer:</b>	<b>The County strongly encourages supportive services to be at 20% or less of the total budget.</b>
15.	<b>Question:</b>	Are operations included in the supportive services budget?
	<b>Answer:</b>	<b>No. Supportive Services are separate from Operations.</b>
16.	<b>Question:</b>	Does the staff have to be new, or can current staff be assigned to a newly funded HUD project?
	<b>Answer:</b>	<b>You can hire new staff or use existing staff if they have a new position with the new project.</b>
17.	<b>Question:</b>	Are the individuals referred to on the charts in RFP DBH 12-60, Attachment 1, pages A-4 and A-6 adults?
	<b>Answer:</b>	<b>Yes. The individuals referred to in RFP DBH 12-60, Attachment 1, pages A-4 and A-6 are adults.</b>
18.	<b>Question:</b>	In the RFP DBH 12-60, Attachment 1, pages A-4 and A-6, agencies are required to include the number of homeless persons served by the project. Do we include the number served for the year or just a particular date?
	<b>Answer:</b>	<b>RFP DBH 12-60, Attachment 1, pages A-4 and A-6 refers to the number of homeless persons served by the project on a particular date not the entire year.</b>
19.	<b>Question:</b>	RFP DBH 12-60, Attachment 1, pages A-4 and A-6 charts lists disabled individuals. Are the disabled individuals adults?
	<b>Answer:</b>	<b>Yes. The term disabled individual is referring to adults. If an older child is technically an adult, they are considered a separate household.</b>
20.	<b>Question:</b>	If an agency is not successful in enrolling a client into a mainstream training program, can an agency include job training and placement in their program budget?
	<b>Answer:</b>	<b>Yes. Job training and placement are allowable program costs.</b>
21.	<b>Question:</b>	Is RFP DBH 12-60 and Attachments available in a word document form?

	<b>Answer:</b>	Yes. RFP DBH 12-60 is available in word format on the San Bernardino County Homeless Provider website at <a href="http://www.sbcounty.gov/SBCHP/">http://www.sbcounty.gov/SBCHP/</a> , however, we expect revisions to RFP DBH 12-60 when HUD releases the final Notice of Funding Availability for the CoC Homeless Assistance Programs.
22.	<b>Question:</b>	If an agency did not send a representative to the Proposer's Conference are they disqualified from applying?
	<b>Answer:</b>	<b>No. The Proposer's Conference was not mandatory; therefore, agencies that were not in attendance may apply for funding.</b>
23.	<b>Question:</b>	Is there another Proposer's Conference scheduled for this RFP?
	<b>Answer:</b>	<b>No. There will not be an additional Proposer's Conference.</b>
24.	<b>Question:</b>	Are applications available on-line?
	<b>Answer:</b>	<b>Yes, applications are available on-line. (See response to Question 21)</b>
25.	<b>Question:</b>	A proposed permanent supportive housing program provides the following services to a client; rental subsidy to clients for only 3 to 12 months, supportive services, and assists the client in identifying permanent supportive housing <b>but</b> does not provide the permanent housing component, can that be considered a Permanent Supportive Housing program?
	<b>Answer:</b>	<b>HUD currently defines Permanent Supportive Housing (PSH) as follows: PSH units are those that <i>are intended and expected to be their tenants' permanent homes</i>, and that:</b> <ol style="list-style-type: none"> <li>1. Are for persons homeless at move-in, by HUD's definition, and who have one or more qualifying disabilities,</li> <li>2. Have supportive services attached, and</li> <li>3. Have no limit on the length of stay.</li> </ol> <b>Because the proposed program has attached a time limit to the rental subsidy, it would not qualify as a permanent supportive housing project under current HUD regulations.</b>
26.	<b>Question:</b>	If an agency applies for funding to provide permanent supportive housing through leasing, is the agency required to be the lessee or are the participants the lessee?
	<b>Answer:</b>	<b>According to the HUD Supportive Housing Program Desk Guide, grant funds may be used by the grantee or project sponsor to pay the rental cost of an individual unit for a program participant. Grant funds may be used to pay up to 100 percent of the rent charged by a property owner <i>who is not the grantee or project sponsor</i> or their parent, subsidiary or affiliated organization (<a href="#">24 CFR 583.115 (a) (2) 8(b)</a> and <a href="#">84.24</a> and <a href="#">85.25</a>). The rent paid must be an actual cost, must be reasonable in relation to rents being charged for comparable units, may not exceed rents currently charged by the same owner for comparable unassisted units and the amount paid with grant funds may not exceed HUD-determined fair market rents (FMRs). Pursuant to <a href="#">24 CFR 583.320(a)(2)</a>, the grantee/project sponsor may eventually assign the lease for the individual housing unit to the program participant who resides there. Grant funds may also be used to pay the landlord for any damages to the leased units by homeless participants. Up to one month's rent may be used for this purpose.</b>
27.	<b>Question:</b>	Are security deposits for one month's rent an allowable cost under current SHP requirements?
	<b>Answer:</b>	<b>Grantees may use SHP leasing funds in an amount of up to one month's rent to pay a <i>security deposit</i> to a landlord for any damages to the leased units by homeless participants (see <a href="#">24 CFR 583.115</a>).</b>
28.	<b>Question:</b>	When completing the tables on A-4 and A-10 of the local application, can agencies provide estimates of the total number of homeless persons, subpopulations, and percentage of homeless person served by the project?
	<b>Answer:</b>	<b>Agencies must provide their best estimates based upon any local data or</b>

		<b>information.</b>																
29.	<b>Question:</b>	May agencies include the cost of utilities in their Operations Budget or may agencies require clients to pay their utilities?																
	<b>Answer:</b>	<b>The cost of utilities may be included in an agency's Operations Budget. Operating costs are those costs associated with the day-to-day physical operation of supportive housing facilities. They also include the actual expense that a recipient incurs for conducting on-going assessments of the supportive services needed by residents and the availability of these services such as the cost of utilities. Requiring clients to pay their utilities is a program design decision that should be determined by each agency.</b>																
30.	<b>Question:</b>	May an agency assign a monetary value to their Operation Agreements for Project Leveraging and list the monetary value in the Value of Written Commitment <u>or</u> are agencies required to list the Operation Agreements in the Anticipated Leveraging column?																
	<b>Answer:</b>	<b>Agencies should list leveraging appropriately. However, leveraging listed under committed columns will contribute towards a higher application score than anticipated leveraging.</b>																
31.	<b>Question:</b>	Are leveraging commitment documents required when an agency submits the local Program Application – 2012 CoC Homeless Programs Attachment I?																
	<b>Answer:</b>	<b>Leveraging commitment documents will be required by recommended agencies prior to the Mandatory Review and e-snaps Entry on October 3, 2012. Additional direction will be provided to the recommended agencies.</b>																
32.	<b>Question:</b>	What are the match requirements for Supportive Services and HMIS?																
	<b>Answer:</b>	<p>The following lists the current minimum matching funds required for new projects, however, it is highly recommended that the actual match be greater:</p> <table border="0"> <tr> <td><b><u>SHP Eligible Activities</u></b></td> <td><b><u>Match Requirement</u></b></td> </tr> <tr> <td>Acquisition, Rehabilitation, New Construction-----</td> <td>100% cash match</td> </tr> <tr> <td>Leasing and Administration-----</td> <td>No match required</td> </tr> <tr> <td>Supportive Services (only or with Housing)-----</td> <td>20% cash match</td> </tr> <tr> <td>HMIS-----</td> <td>20% cash match</td> </tr> <tr> <td>Operating Costs in Supportive Housing (not----- allowed for support services only projects)</td> <td>25% cash match</td> </tr> <tr> <td><b><u>S+C</u></b></td> <td><b><u>Match Requirement</u></b></td> </tr> <tr> <td>Rental Assistance-----</td> <td>100% services match</td> </tr> </table>	<b><u>SHP Eligible Activities</u></b>	<b><u>Match Requirement</u></b>	Acquisition, Rehabilitation, New Construction-----	100% cash match	Leasing and Administration-----	No match required	Supportive Services (only or with Housing)-----	20% cash match	HMIS-----	20% cash match	Operating Costs in Supportive Housing (not----- allowed for support services only projects)	25% cash match	<b><u>S+C</u></b>	<b><u>Match Requirement</u></b>	Rental Assistance-----	100% services match
<b><u>SHP Eligible Activities</u></b>	<b><u>Match Requirement</u></b>																	
Acquisition, Rehabilitation, New Construction-----	100% cash match																	
Leasing and Administration-----	No match required																	
Supportive Services (only or with Housing)-----	20% cash match																	
HMIS-----	20% cash match																	
Operating Costs in Supportive Housing (not----- allowed for support services only projects)	25% cash match																	
<b><u>S+C</u></b>	<b><u>Match Requirement</u></b>																	
Rental Assistance-----	100% services match																	
33.	<b>Question:</b>	May agencies access HMIS prior to submitting a proposal?																
	<b>Answer:</b>	<b>Community Action Partnership San Bernardino (CAPSB) has been awarded a grant to administer and provide guidance to agencies with HMIS activities throughout the County of San Bernardino. According to CAPSB, if an agency is not currently utilizing HMIS and they are awarded a grant that mandates HMIS participation, CAPSB will provide each agency with information (Policy and Procedure Manual, HMIS Participating Agency Agreement) relating to HMIS. If an agency is providing housing services and is interested in utilizing HMIS to capture data, CAPSB will assist the agency to establish the HMIS for their program. Agencies are also required to comply with all HMIS Policy and Procedures.</b>																
34.	<b>Question:</b>	What percentage of SHP funds may be used for administrative costs?																
	<b>Answer:</b>	<b>The administrative costs must not exceed 5 percent of the total dollar amount of eligible activities (leasing, operating, HMIS, and supportive services costs).</b>																
35.	<b>Question:</b>	Is CalEMA considered indirect federal funding?																
	<b>Answer:</b>	<b>Yes.</b>																

36.	<b>Question:</b>	Can you be specific regarding what can be considered a “cash match”?
	<b>Answer:</b>	<p><b>Cash Match - A Recipient or subrecipient may use funds from any source, including any other federal sources (excluding Continuum of Care program funds), as well as State, local and private sources, provided that funds from the source are not statutorily prohibited to be used as a match. The recipient must ensure that any funds used to satisfy the matching requirements of this section are eligible under the laws governing the funds in order to be used as matching funds for a grant awarded under this program.</b></p> <p><b>In-kind contributions - The recipient or subrecipient may use the value of any real property, equipment, goods, or services contributed to the project as match, provided that if the recipient or subrecipient had to pay for them with grant funds, the cost would have been eligible under the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program, Interim Final Rule, Federal Register Vol. 77, No. 147, 45450, Part 578, Subpart D. (July 31, 2012).</b></p>
37.	<b>Question:</b>	Is Community Action Partnership of San Bernardino County considered an agency of local government?
	<b>Answer:</b>	<b>No. Community Action Partnership of San Bernardino County (CAPSB) is not considered an agency of local government. CAPSBC is a private non-profit public benefit corporation with a 501(c) (3) status.</b>
38.	<b>Question:</b>	Are agencies required to submit a separate proposal for each eligible activity that is listed on page 3 of the RFP?
	<b>Answer:</b>	<b>No. Agencies are not required to submit a separate proposal for each eligible program activity.</b>
39.	<b>Question:</b>	
	<b>Answer:</b>	
40.	<b>Question:</b>	
	<b>Answer:</b>	