

**CT Homeless Services Program
Request for Proposals**

Questions and Answers

Questions received by email between 10/26/16 and 11/10/16 – Posted on Monday, 11/14/16

- 1) Does the CHSP funding include Capital improvements or is it just services and operations?
 - a. Capital improvements are not an eligible cost for this RFP

- 2) Steve, can you please tell me if the "Total Funding of \$903,372 per year" is for the entire State of Connecticut or for the region.
 - a. Total funding covers the entire state of CT

- 3) Must subcontractors be named in the response to the RFP? For example, would it be allowable for a CAN to collaboratively identify how to use the funds (meaning identifying services, outcomes, and allocating dollars) for the proposal, but have the specific sub-contractors (service providers) identified upon award of the grant based on dollars available, etc. through a community process?
 - a. A CAN will be allowed to identify the subcontractors upon award of the grant and not in the RFP process. DOH, however, must approve all subcontractors prior to execution of the grant with the proposed grantee.

- 4) Is the funding for this RFP allocated/committed for this purpose? There is concern in the community that the funds may not be available, in light of the budget constraints. Can you clarify?
 - a. The funding is committed to this process. DOH currently has this funding available, however, all DOH funding, including this funding, is subject to annual appropriations.

- 5) This question feels a bit timelier, in that narrative for the Procurement Notice several times references that youth transitional housing is an eligible service, but this is not included in the Eligible Activities section on page 18.
 - a. Youth transitional housing is an eligible service in this procurement

- 6) We are looking at this RFP from DOH and wondering if the City is eligible to apply?
 - a. Connecticut municipalities are eligible to apply for this funding.

- 7) Would you please address how many grants you might award (or a range of how many you might award)? We are unsure of how much might be available per grantee—and therefore of how big to build our proposal.
 - a. The funding is annual and it is statewide. Funding will be allocated based on quality of proposals based on the rating and review process.

- 8) Is this a multi-year grant? If yes, would you please explain how that will work? If not, would you please explain whether funded programs would be eligible to apply for renewal grants?
- a. Refer to the RFP, Section I.C.3 for Contract awards information
- 9) Please confirm that the RFP conference ends at 11:00 am rather than 11:00 pm (page 6 of RFP)
- a. The RFP conference is 9AM to 11AM
- 10) Are the following documents included in the 20-page limit?
- a. Cover Sheet
 - b. Table of Contents
 - c. Declaration of Confidential Information
 - d. Conflict of Interest – Disclosure Statement
 - e. Executive Summary
 - a. Answer for all is to refer to the RFP Section IV, Proposal Outline to see what is included in the 20 pages
- 11) Should the page numbers conform exactly to the page numbers on the Proposal Outline on p. 24? If so, the following bullets provide comments and clarifying questions.
- a. The Table of Contents is 2 pages, but the Proposal Outline appears to allocate only 1 page for the Table of Contents.
 - a. The table of contents is one page.
 - b. The Proposal Outline says the Declaration of Confidential Information should be on page 2.C and the Conflict of Interest – Disclosure Statement should be on page 2.D. Should these be separate pages with these exact page numbers?
 - a. Yes
 - c. The Executive Summary may be 2 pages (per page 8 of the RFP), but the Proposal Outline appears to allocate only 1 page for the Executive Summary.
 - a. The Executive summary can be page 3 or pages 3 and 4.
 - d. Must the appendices in section G be numbered? If so, how? (e.g., Should the Audited Financial Statements be numbered “Appendice – 1.a.##”?)
 - a. The appendices are lettered as stated in the RFP, Section IV, Proposal outline.H
 - e. Must the appendices in section H be numbered? If so, how? (e.g., Should the Proof of Non-Profit Status be numbered “A-##”?)
 - a. See answer to letter d above

12) The following links lead me online to a screen that says “Your file was not found. It may have been moved or deleted. ERR_FILE_NOT_FOUND.” I just found these documents on the DOH website, but I still wanted to alert you that the links in the RFP are broken.

- a. Cover Sheet CT Homeless Services Program (p. 8)
- b. Annual BUDGET Form (p. 22)
- c. BUDGET INSTRUCTIONS-narrative (p. 23)
 - a. All three of these attachments are saved with the RFP on the DAS and DOH websites