

**RFP #DPARC-564A**  
**Questions and Answers**

	<b>QUESTION</b>	<b>ANSWER</b>
<b>1</b>	How do we know which source funding we will be applying/selected for?	Qualified proposals will be funded either through CESH or HEAP, whichever funding source has funding availability and is most appropriate based on the project scope. Projects selected for funding will receive a notification of the award that includes details of the funding source that will fund the project.
<b>2</b>	Can you define what high need is versus underserved?	Bidders can provide and utilize relevant data sets that help define high needs and underserved in their local community and in their project proposal.
<b>3</b>	How much is estimated in Round 2 of HEAP and CESH?	This amount is not known. State of California will announce HEAP Round 2 and CESH Round 2 funding early next year.
<b>4</b>	Is timeline posted on website?	Yes, at the DPSS website. It can found at the following locations: <ul style="list-style-type: none"> <li>• Page 25 of the Bidder’s Conference presentation at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/hasp-bidders-presentation.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/hasp-bidders-presentation.pdf</a></li> <li>• Section 1.0 of the RFP Terms and Conditions at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-hasp-rfp-tc-11-15-18-final-12-5-2018.docx">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-hasp-rfp-tc-11-15-18-final-12-5-2018.docx</a></li> </ul>
<b>5</b>	Can we get copies of PowerPoint?	Yes, you can obtain an electronic copy on the DPSS website: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/hasp-bidders-presentation.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/hasp-bidders-presentation.pdf</a>
<b>6</b>	Letter of support: If you are not applying for a capital improvement project, do you still need a letter of support?	No. A letter of support is only needed for capital projects.
<b>7</b>	Can you clarify who the letter of support needs to come from? (City Manager’s office)	An authorized representative from the Shelter Crisis city. Examples include: City manager’s office, Director of Community Development, etc.
<b>8</b>	Can you define “start the activity within 60 days”?	Per page 10 of RFP DPARC-564A’s Attachment A, Item VI, Implementation Timeliness, this is defined as the ability to deliver services or start capital improvement activities within 60 days of contract award.
<b>9</b>	If we are submitting 3 scopes of service, do we do 3 of those budgets?	Yes, this is clarified on the Summary of Changes to the RFP can be found on page 2 of RFP DPARC-564A, Notification of the Housing Assistance and Support Program, on the DPSS website at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf</a>
<b>10</b>	Is navigation a scope or is homeless prevention a scope, is housing prevention, a scope of service, rapid rehousing a scope of service?	Yes. All of these are considered a “service” under the RFP if you are providing the service as a stand-alone. Or if you are proposing a program that provides

		prevention and rapid rehousing services, depending on presenting client needs, that program would be a scope that includes multiple services.
<b>11</b>	What pieces of this need to be clarified so that organization can meet the deadline?	This is clarified on the Summary of Changes to the RFP can be found on page 2 of RFP DPARC-564A, Notification of the Housing Assistance and Support Program, on the DPSS website at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf</a>
<b>12</b>	Is acquisition eligible under this type of project, such as buying a hotel and turning it into PSH?	Yes
<b>13</b>	Is there a restrictive covenant?	Yes, a 15 year restrictive covenant. Per page 9 of RFP DPARC-564A's Attachment A, item B, Description for Capital Projects, projects must ensure a minimum of 15 years useful life to serve the homeless population.
<b>14</b>	Some of us cities that are smaller, but the planning stage is expensive. We can't pump money into what we are talking about without having some investment to do just that. How do we do that within 60 days without the funds to get this started?	HEAP and CESH funding are not designed to be the sole source of funding for projects. CESH and HEAP funding needs to be expended within a specific timeframe. Capital projects need to be ready to go and not in the conceptual or planning phase. There may be other funding sources that are more suitable which can be discussed further outside of this process.
<b>15</b>	Scope of service for each project, is there a budget needed for each check box?	A single project must have a single budget. However, a single project may have more than one scope of service, depending on how you choose to organize your service offerings.
<b>16</b>	Do I submit a different proposal and budget for each project?	Yes, see question 15 above.
<b>17</b>	Is this [funding] for operations and staffing too?	Yes. Include the project costs for operations and staffing on the Budget and include a narrative for the calculations on the Budget narrative.
<b>18</b>	Do you want these questions in the narrative, or the narrative to address these questions?	The Bidder's narrative is to address all of the questions.  The Review Panel will appreciate an easy to read, clearly organized proposal. It will help the evaluator if you first answer all the questions in your narrative, and if you have additional information, add that at the end of the section. For example, follow the Program Design questions in section A, and if you have more to say related to program design, add that after your response to the last bullet in that section. Ensure your narrative is clear and thorough.
<b>19</b>	How many copies are needed and how do you want it packaged?	General Proposal Submission guidelines are found on Section 5.0 of RFP DPARC-564A's Terms and Conditions, under item 5.9: <ul style="list-style-type: none"> <li>Contractors shall submit one (1) original with all required signatures and pdf format on a virus free thumb drive in the format specified (Microsoft Word or PDF document). Binder capacity should be a</li> </ul>

		<p>minimum of 2" (two inches) to allow for ease of referencing various sections.</p> <p>Section 5.0 of the RFP Terms and Conditions at:  <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-hasp-rfp-tc-11-15-18-final-12-5-2018.docx">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-hasp-rfp-tc-11-15-18-final-12-5-2018.docx</a></p>
<b>20</b>	Do we need the financials sealed into an envelope?	The bidder is not required to seal its financial statements unless it is its agency's policy to do so. If the bidder's agency requires confidential financial statements, then the bidder shall place financials in a separate envelope and mark "Financial Statement - Confidential".
<b>21</b>	If someone is submitting for planning dollars do they submit is for CESH and HEAP, or submit them separately?	Planning is not eligible for this round of CESH and HEAP funding. The CoC Board of Governance has approved DPSS applying for planning dollars which will be used to support capacity development of the Riverside Continuum of Care.
<b>22</b>	Who needs to complete the proposal?	Any organization that has attended the mandatory bidder's conference can submit a proposal. The cost of preparing the proposal will not be reimbursed by these funds.
<b>23</b>	Do we need to identify who our subcontractors will be?	Yes, per page 9 of RFP DPARC-564A Attachment A.
<b>24</b>	Top of page 8, Scope of Service, needs to be clarified.	A clarification has been added on the Summary of Changes to the RFP, page 2 of RFP DPARC-564A, Notification of the Housing Assistance and Support Program, on the DPSS website at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf</a>
<b>25</b>	Since this was mandatory when round 2 money opens up, will there be another meeting or will it be limited to just those in attendance today?	For the second round, DPSS will pull proposals from the pool of qualified bidders generated through the first round, DPARC-564A. If there is more funding than eligible proposals, DPSS will reopen the bidding process.
<b>26</b>	Do we need to include a Board Approval letter as we do with State ESG which is signed by Board Member authorizing our Executive Director to sign proposal on behalf of CVRM?	No. This is not a requirement under CESH and HEAP.
<b>27</b>	Do you want the budgets for each Scope of Service to be included as separate files on the thumb drive?	No. The budget for each Scope of Service does not need to be on the flash drive.
<b>28</b>	Do you want the Financial Statement on the thumb drive?	DPSS does not require the Financials on a thumb drive.
<b>29</b>	Should budgets for each Scope of Service bid be placed in a separate sealed envelope or should all budgets be submitted in the same sealed envelope?	See question 20. Instructions for packaging the Bidder's Financial Statements can be found on page 15 of RFP DPARC-564A's Attachment A.

<b>30</b>	Could CVAG have a contract with DHCD to administer the funds from the program? Or would it be best for DHCD/F to be the lead on this grant? Can there be co-authors to an RFP?	There needs to be a single lead bidder to contract for use of these funds. The best arrangement is the lead that can meet the administrative requirements for subcontracting these funds.
<b>31</b>	With regard to an organization requesting HEAP funds for Acquisition, would a city or organization have to buy the property and be reimbursed or upon approval could the funds for acquisition be available to purchase?	Yes, HEAP funds can be used for acquisition. However, the process on how to disburse HEAP funding has not been decided. Please provide as much detail as possible in your application about the acquisition for the Review Panel to consider. Remember, HEAP funds are meant for immediate and emergency needs.
<b>32</b>	If our agency is intending to submit an application for HEAP dollars to conduct an activity or rental assistance/ housing vouchers in a portion of the unincorporated area of Riverside County do we need a letter of support? If so, who would we request that from?	No. Letter of Support is required ONLY for capital improvement projects. This clarification can be found on the Summary of Changes to the RFP on page 2 of RFP DPARC-564A, Notification of the Housing Assistance and Support Program, on the DPSS website at: <a href="http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf">http://dpss.co.riverside.ca.us/files/pdf/homeless/heap/dparc-564a-notification-12-5-2018.pdf</a>
<b>33</b>	Please help me on C1 ask continue analysis of current programs, resources, and funding sources to: - Identify ongoing needs and gaps - Avoid duplication - Determine where funding maybe used more effectively. Since this is a new project, should I answer these questions?	Yes. Per page 8 of RFP DPARC 564A's Attachment A, Bidders shall <u>address all sections listed in the Scope of Services</u> , providing a complete and concise response within a maximum of 10 pages of narrative.
<b>34</b>	For scattered site housing and support services, are we only allowed to apply to serve the areas that submitted Shelter Crisis Declarations? Or are we allowed to apply to serve all areas?	Service projects can service individuals across jurisdictional lines; however, please note the following when combining a service with rental assistance or master leasing etc. under one scope: Per page 5, RFP DPARC 564A's Application Description, HEAP funds cannot be used for rental assistance, rental subsidies or capital projects in jurisdictions that have not declared a shelter crisis.
<b>35</b>	Can we include 10% overhead in our budget proposal?	Yes. Include the project costs for operations and staffing on the Budget and include a narrative for the calculations on the Budget narrative.
<b>36</b>	Attachment DPSS 2076A shows we select the payment type. Does this mean we can choose between the cost reimbursement or the Unit of service payment?	DPSS 2076A is a sample contract only. The process on how to disburse HEAP and CESH funding has not been decided.
<b>37</b>	Is this a cost reimbursement? If so are receipts that support our expense required monthly with the invoice submittal?	The process on how to disburse HEAP and CESH funding has not been decided.