Request for Qualifications RRH: Questions and Answers

1. Is the agency responsible for the posting of the job description and hiring of the case manager?
   a. Yes, the agency is responsible for posting for the positions to be filled.

2. Is the agency responsible for including benefits (vacation, medical, etc.) for the case manager or is this covered under the PFH monies?
   a. Depends on if the agency decides to hire the case manager as an independent contractor or employee of that agency. If your agency provides benefits to that FTE then that would be an allowable expense per the guidelines described in the RFP.

3. Have the housing units already been identified?
   a. Units are being located currently.

4. PFH will have a coordinator for all of the case managers, right? But, the agency would also be supervising the person?
   a. Cathryn will have to answer this question as it related to PfH. Yes, the agency will need to provide direct supervision of the case manager they hire in some form or fashion. Agency will supervise. PFH will provide overall program coordination and planning.

5. Are we able to apply for both Housing Navigation and Case Management?
   a. Yes, you can but we are hoping to procure one provider to handle all of the housing acquisition component in order to systematize the work.

6. What is the length of time of the contract?
   a. This contract will only be 4-5 months since funds must be spent by 12-31-2020 but the City ESG contract will be 1 year with possibility of a second year.

7. Is there a path to PSH for the chronic members?
   a. Yes, through attrition of current portfolio.

8. The funds for hold fees and housing get sent directly from PFH to the apartment complex? In our application, I don’t need to put these costs as PFH is handling that portion of the initiative?
   a. Yes, that is correct.

9. It appears there can be up to 24 months of utility payments but only a max of 2 months of rental payments in terms of financial assistance for the families ... is this correct?
   a. No, rental payments will be for 12-24 months depending on the population.

10. Is ongoing rental payments assumed in the next round of ESG-CV2 for the families enrolled in this initial effort?
    a. Yes

11. Is the ongoing ESG-CV2 funding near automatic if we get these initial funds to continue the case management ... basically, how long can I commit employment to a new case manager being brought on for this effort? 1 year, 2 years? etc.
    a. Yes CRF funded agencies will get strong preference for ESG-CV2 funds. You can commit to 15-24 months (15 for non chronic pops and 24 for chronic pops)

12. Can funding be included for case management supervision? I am open to bringing on a much larger number of case managers but would need a supervisor to manage them and the project ... otherwise I would only be able to add a much smaller number due to supervision capacity.
    a. Yes, it does.

13. Can we specify working with families only or will every agency need to take individuals and families?
a. Priority is for singles but you can specify.

14. Do we have to send a budget and budget narrative for each program we mentioned in our narrative? We will attach our 2018 and 2019 990EZ and two year bank statements, will those documents be sufficient or will we need to provide internal financial statements as well?
   a. Please do NOT submit bank statements or 990’s. As outlined in the RFQ, please do submit:
      i. Budget and financial information:
         1. Program budget and organizational budget
         2. Two years of audited financials or, if you do not have two years of audited financials, please explain why and provide internal financial statements (to include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Profit & Loss) (not included in page limit)

15. The last I heard, indirect expenses and even things like mileage, computers, etc. are not eligible expenses for this category. Can you confirm whether or not this is still the case?
   a. An admin percent can be budgeted. Additionally, mileage, and supplies, including computers, can also be budgeted.

16. Is this grant solely about the applicants providing case managers? Some of our co-harts are saying that we don’t need to do a complete budget. It will be done by PFH and that the nonprofits will simply provide the requisite number of case managers.
   a. Yes, a program budget is required. Please see the RFQ Application section, which outlines what must be submitted:
      i. Budget and financial information:
         1. Program budget and organizational budget
         2. Two years of audited financials or, if you do not have two years of audited financials, please explain why and provide internal financial statements (to include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Profit & Loss) (not included in page limit)
         3. Financial policies and procedures
         4. Financial Capacity: Describe the organization’s financial capacity to properly isolate the grants related income and expenditures.

17. I had the impression that a provider could request funds in only 1 of the 3 activity types. Is that correct or could we respond with a budget proposal for both?
   a. Yes, that is correct.

18. Is there a matching requirement needed for this RFQ?
   a. No

19. When will the award determinations be announced?
   a. Next week