

RFP Questions  
Issue date 5/16/08

**Question**

Is the funding available strictly service dollars?

**Answer**

Funding is available to cover the agency's cost for providing supports and services to the individuals. It does not include housing costs with the exception of individuals under the age of 18. DDS would then pay the Room and Board rate established by DSS. However, Room and board costs should not be included in your service budget.

**Question**

How are housing costs to be handled (for example rental, insurance, utilities, repairs/replacements, every day maintenance expenses)?

**Answer**

Housing costs are handled by the DSS room and board rate. If an individual is under the age of 18, DDS will provide the room and board rate until the person turns 18 and is eligible for Title XIX. Any major repairs or improvements to the house would be done through a Capital Improvement request and an adjusted room and board rate.

**Question**

The RFP states that the home is currently leased from CIL (please clarify what this stands for) and that it is anticipated that the new agency will take over the lease. Is the lease assignable? Are the payments to be included in the budget?

**Answer**

CIL is the Corporation for Independent Living. This company provides the capital, for a fee, to agencies that can't afford to purchase a home. CIL then leases the home to the provider agency. In this case, as the home purchase and established room and board rate have already been approved by DSS, any new agency would take over the lease. The cost of the lease should not be included in the budget as this comes from another funding source.

**Question**

Assuming that the lease is not assignable, and that the agency will need to begin to look for appropriate housing, how is this handled? Does DDS pay for the purchase of the home? If not, how are rental expenses handled? What is the process to be followed in locating suitable housing and assistance will be provided to the agency?

**Answer**

As indicated in the answer above, the agency awarded the RFP will be expected to take over the current home. Therefore, a more specific answer on housing issues will not be addressed here.

It should be noted however, that DDS does not provide funding for the purchase of a home. An agency themselves or a company such as CIL purchases the home. A Capital Development Agreement is completed and DSS established a room and board rate. It is this funding that is provided for housing costs. Individuals in the home must have Title XIX in order for the agency to receive room and board funding.

Should housing need to be located, DSS South Region would provide direction and support to the agency awarded the RFP.

**Question**

In reference to question 3 and 4 above, when are housing issues addressed?

**Answer**

Housing issues will be addressed with the agency that is awarded the RFP.

**Question**

Are day programs required and if not, where is each individual attending?

**Answer**

Information regarding individuals' day/school programs should be available in the information packets. Further information can be obtained from the Case Manager.

**Question**

Since this will be a new CLA for the agency selected, can the budget include cash advances, if any, and identified start-up expenses?

**Answer**

The budget does not need to include cash advance and start-up costs. The Cash advance will automatically be transferred to the new provider. As this is an established home, start-up funding is not automatic but can be negotiated based on specific needs.

Neither of these should be included in the service budget.