

**Balance of State Emergency Solutions Grant (ESG) Program and Statewide
Emergency Shelter Services (ESS) Program**

**Questions and Answers Addendum #2
Posted by Friday, 11/14/14**

Questions received by email between Thursday, 10/30/14 and Wednesday, 11/12/14

1. The electronic copies of the proposal must be compatible with *Microsoft Office Word 2007 except for the Budget, which may be compatible with Microsoft Office Excel 2007*. Can you clarify the above? We do not have computers with Word 2007 and Excel 2007. When we are saving, we cannot save to a 2007 version. Can you modify the RFP to include acceptability of 2010 versions? Or does the above standard mean version 2007 and above?
 - a. Version 2007 and above is acceptable

2. Clarification from Addendum #1: Double sided pages are for the hard copy only. You stated an organization *does not* have do Double Sided Pages but they must adhere to the Twenty (20) Page Maximum Page Limit if they choose to do Single Sided Pages.
 - a. As written in Addendum #1: Double sided pages are for the hard copy only. The hard copy must be double sided. The electronic copies may be formatted as double or single sided but the twenty page maximum page limit still applies to all applications regardless of formatting.

3. For Document(s) of the Appendices, Attachments or Exhibits that are of a large page size I.E., Document(s) over fifty (50) pages that prove Financial Stability. May we E-Mail them?
 - a. Refer to the RFP Section I.C.9 for details of an acceptable submission of application.

4. I have a question about the references:
Does the sentence "If the proposer has been a State contractor within the last five years, the proposer must include a State of Connecticut reference" mean that if you have been a State contractor for 20 years, including the past 5 years, you need to provide a State reference? Or, does it mean that only those who have become State contractors within the past 5 years have to provide a State reference?
 - a. Any agency applying for the RFP that has had a State contract within the past 5 years, must include a State of Connecticut reference

5. I cannot find a hyperlink to the Conflict of Interest – Disclosure Statement referenced in the RFP instructions. Can you direct me to that form? Will it suffice to write a statement on our letterhead without using a specific form?
 - a. There is no hyperlink. Refer to the RFP Section I.C.12 for instructions on submitting the Conflict of Interest

6. *According to the RFP, section C, number 10 (page 7), agencies can only submit one single-agency proposal. Is this also the case for agencies operating different programs in different areas?*

- a. Section I.C.10 states that there can only be one single agency proposal per CAN. If your agency operates in multiple CANS then there can be one single agency proposal in each CAN.
7. Do you want a 3 or a 4 year budget?
 - a. Follow the section, "specific instructions" on the document, Budget Instructions-Narrative that is posted on the DOH and DAS website.
8. Does the Table of Contents count against the page limit?
 - a. No
9. Does the Cover Sheet count against the page limit?
 - a. No
10. Our current DOH grant includes a nurse-practitioner position providing medical services. May we propose to keep this position in our application?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP and the needs in their community
11. Question- of the eligible activities- we are not understanding the difference between the stabilization case management services associated with rapid re-housing services vs. the case management in housing with an emphasis on housing stabilization. The language is similar with overlaps.
 - a. Stabilization case management services associated with rapid re-housing services is while the clients are in in shelter. Case management in housing with emphasis on housing stabilization is once the client is rapidly re-housed into permanent housing.
12. Can allowable costs for rapid re-housing include not only security deposit and shallow rental assistance, but car repairs (there is limited assistance for this and it is a big issue for our existing RRP folks) and childcare costs (before care for kids can kick in) as well?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP and the needs in their community
13. Please clarify Question #32. Our agency has three locations. Should we submit separate applications?
 - a. If the agency has multiple locations in different CANS than one application per CAN is preferable
14. Please clarify if the State of Connecticut reference that is required can be one of our current DOH contract liaisons/field representatives? If so, how do we contact them and not be in violation of C./1. Official Contact?
 - a. DOH contract representatives can be listed as a reference. The RFP contact person can't be used as a reference
15. Is funding an employment counselor an allowable activity?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP and the needs in their community.

16. Can funds be used to pay for a short hotel stay when no shelter beds are available and diversion needs more time?
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP and the needs in their community

17. Are bus passes an allowable expense to transport individuals in areas where there are no shelters (they have to get to a shelter in another area)
 - a. Applicants can propose how they plan to implement their program based on the eligible activities provided in the RFP and the needs in their community

18. For references – are the three required references inclusive of the state of Connecticut reference, or should there be four references in total – 3 programmatic and 1 state?
 - a. There should be 3 references including the State of CT

19. Housing inspections – is this in reference to inspections of permanent housing acquired by clients to be conducted by program staff or is this to be conducted by an external agency?
 - a. Applicants can propose how they plan to implement their rapid rehousing (permanent housing) program. There can be collaboration for eligible activities.

20. For the electronic copies, should we scan in a copy of the signed Cover Sheet, or type the name of the person authorized to sign on the signature line?
 - a. You can scan in a copy of the signed cover sheet.

21. We understand the Appendices and Forms (Sections G & H) may be submitted as a PDF for electronic copies. Is it correct that we **cannot** scan Sections A through F in as a PDF as well— that these must be saved onto each disk/flash drive in Microsoft Office Word format (compatible with the 2007 version)?
 - a. A PDF format for all sections for the electronic copy of the application will be acceptable.

22. If we do not currently use HMIS, then we include nothing for attachment Section IV, Proposal Outline, H.c, correct?
 - a. That is correct; you will not include attachment H.c. Refer to the RFP, Section I.C.5.iv: Have the capacity to collect client level data using the Homeless Management Information System (HMIS) used in CT (CASEWORTHY), or ability to implement such data collection no later than three months after contract start date.

23. We have been advised that the Executive Summary should not have a page number and is not included in the 20 pages. Is it then a separate document from the Proposal?
 - a. Yes, the Executive Summary is a separate document from the proposal and is not included in the 20 pages, but it should have a page number.

24. The Pagination directions (page 8, D.7.) state that all pages, including the Appendices and Forms, must be numbered in the footer. Does this exclude the Executive Summary?
 - a. All pages of the submission must be numbered.

25. May we add a "Job Description" category to the Appendices section?
 - a. Job descriptions can be added to the Appendices section if they are to fund requested activities that are not currently staffed.

26. Our documents (OPM Ethics Forms) are uploaded to the BizNet system on an annual basis. I just want to make sure that as long as they are on the website, that we don't have to prepare new documents for the DOH RFP. Can you please confirm this for me?
 - a. Confirmed, if your documents are uploaded to BizNet, you do not have to prepare new documents, just make a reference that these form are located on BizNet.