

1. **May an organization with only one fiscal year of audited financial statements serve as the submitting organization and assume responsibility for the management of projected funds?**

Yes, an organization may apply with only one fiscal year of audited financial statements, but DMHAS has the right to ask the agency for an explanation to why only one year of statements exists.

2. **Many of the chronically homeless individuals we propose to serve have avoided or even refused treatment and engagement with mental health and substance abuse recovery programs. What documentation will be required to substantiate that a particular individual meets the proposal criteria on page 17? In particular, who can attest to signs and symptoms of severe mental illness (Appendix 1.1.a.4) and/or chronic dependence (Appendix 1.1.b)? What types of documentation will be expected?**

Barbara answered this question during the conference and should be in the transcript.

3. **The RFP (p. 24) asks for a budget breakdown between DSS and DMHAS. On what basis are costs in the proposed budget to be allocated between them?**

For individuals, DMHAS will give \$9500 per person to be served, DSS will give \$13,000 per family to be served and DSS will subsidize the apartment through the RAP program. The RAP subsidy is dependent upon the size of the unit needed and the portion of rent the person or family is responsible to pay.

4. **The RFP (p. 10) indicates each individual served must have his/her own apartment. At the participant's option, may couples be housed together? May related adult individuals be housed together if they choose?**

Applications should be clear on the population they plan on serving. Individuals or families are defined in the RFP. Dependent children are allowed to live in the unit, if it is large enough. Couples are allowed to live together in a unit. Any other individual, besides couples or dependent children will not be allowed to live in that unit unless approved by DMHAS/DSS.

5. **May security deposits, furniture and/or apartment repairs due to tenant negligence be funded under this grant?**

It is strongly suggested that agencies use alternate resources for security deposits (particularly the DSS Promissory Program), furniture and/or apartment repairs. However, there can be a case by case request to use funds for these services.

6. **Must the project narrative follow exactly the order of the detailed questions provided in the RFP? For example, in B.2 on page 27 should our response provide answers to items "a" to "f" individually or would a different order of presentation which provided all the information requested be acceptable?**

Answers to question need not be in specific order, but all sub-categorical questions need to be answered.

- 7. Please clarify what would happen if someone moves out of our service area in terms of the subsidy and service dollars. For what period of time would you envision service responsibility remaining with an agency related to a tenant who has moved from the area?**

We cannot deny tenants in good standing, the right to move. If we have available RAP certificates, we will make every effort to replace them. We would expect that the agency that the tenant is moving from make every effort to connect this tenant to a similar agency in the new area. Once the tenant moves, the original agency may maintain contact on a timeline agreed upon with the tenant.

- 8. What standards are being used for determining the maximum allowable rent? Is it the FMR, the Payment Standard, or the Maximum Gross Rent?**  
The RAP Maximum Allowable Rent Standards.

- 9. If a client gets pregnant, can we then request a family subsidy on a case by case basis to be able to provide services to the entire family?**

The services and rent subsidies are awarded based on the organization's original proposal. If a client should become pregnant or be reunited with her children, we would allow for a larger unit in accordance with DSS administrative policy but services funding would not change.

- 10. If the landlord terminates the lease due to illegal activities, can the client take the rap voucher to another apartment, or is it returned to the organization for use with another client?**

If the tenant is at fault they lose the rent subsidy and the certificate goes back to the organization for use by another client. If the landlord is not in compliance with the RAP Contract, it would be terminated and the tenant would be issued a certificate to move.

- 11. Regarding the potential security deposit responsibility assumed by agencies, should agencies that have been granted an allotment of DMHAS funding, available for use in assisting those with mental illness pay for expenditures, such as security deposits, be allowed to allocate a portion of those funds towards Next Step eligible clients if chosen as a grantee?**

An agency may access the DMHAS funded Housing Assistance Fund on a case by case basis.

- 12. Should the applicant state outcomes in the proposal, or will outcomes be determined by the monitor if applicant procures a contract from this RFP?**

**(Language in the RFP seems to indicate that outcomes are/will be pre-determined by DMHAS and/or the monitor)**

DMHAS, DSS, and DCF will determine the outcomes.

**13. We have a working relationship with a number of local organizations . Do we need letters of support or something more to document this working relationship?**

Letters of support will suffice. These letters, however, need to be as specific as possible in documenting the relationship between agencies.

**14. In order to reflect the work we do with community organizations which helps our clients maintain their housing, is there a limit to the number of letters of support we can submit?**

There is no limit on the number of letters of support that can be submitted.

**15. If we initially request a certain number of slots and find out that we have more clients than we initially thought, can we apply for funding to cover the additional clients?**

No. Funding is dictated by specific legislation. We will award all service funding granted by the legislation, leaving no additional funds to be accessed.

**16. Could you clarify as to the minimum number of consumers for whom we could request service dollars and RAPS under this RFP?**

There is no minimum of services or subsidies that may be requested. All services and subsidies must be given, however, to the target population of this RFP; currently homeless with a mental health, substance abuse, or HIV/AIDS disorder.

**17. We currently have a HUD application that is ranked #1 in our continuum. Could the DMHAS Next Step funds be delayed until our reception of the HUD grant, thereby matching service dollars with subsidies? Or could DMHAS service dollars be awarded in advance of our reception of the HUD funds if appropriate documentation were submitted with our Next Step RFP?**

Service funding will not be distributed without absolute certainty that an award has been granted. We may conditionally approve an application, but funding will not be transmitted until proof of a HUD executed contract is presented. We will give priority to projects that will be able to house homeless individuals within 90-120 days after award notification. If the proposed HUD award is an SHP grant, an agency must demonstrate how subsidies will be maintained upon HUD renewal if HUD maintains the FMR of the original application.

