

HOUSING COUNSELING AND TENANT PROTECTION LEGAL SERVICES

FREQUENTLY ASKED QUESTIONS

Friday, December 6, 2012

1. Must each applicant (for the counseling funds) either already have 10 counselors or commit to hiring a number of new counselors to bring the total number of counselors on their staff up to 10? **Yes, any respondent to the RFP must be proposing to provide, either through existing staff, new hires, or subcontractor agreements with other providers, not less than ten housing counselors to provide services on a statewide basis for a three year period.**
2. If an agency (like NHS) wishes to collaborate with one or two other organizations to bring the total number of counselors up to 10, is that allowable? (This approach could also give us geographic breadth throughout Connecticut.) **Yes, that would be acceptable.**
3. Does DECD consider the possibility of engaging the services of more than one organization for the counseling piece if there are two or more good applications and each organization would have to hire new staff members to be eligible? **At this point in time, no. However, as indicated in the RFP, DECD reserves the right to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.**
4. Can the applicant submit a proposal with the intention of obtaining HUD approval as a certified Housing Counseling Agency (RFP p.2, Section III, Number 1.)? **If an applicant were to submit with such intent, we would consider it so long as they were able to document that they had already initiated the approval process with HUD in advance of their proposal submission.**
5. Can an applicant meet the Experience and Capacity requirement if they have staff who are certified as HUD Housing Counselors but their agency has not been certified (RFP p.2)? **No; having staff who are certified is not sufficient. However, as indicated above, if a Housing Counseling Agency**

had already initiated the approval process with HUD in advance of their proposal submission, then that submission would be considered.

6. For proposals which include subcontractors does all of the backup documentation listed under Exhibit 3.1 to 3.8 need to be provided for each subcontractor or just for the applicant (RFP p.7)? **With regard to Qualifications and Capacity, Items 3.1 and 3.2 should document how any subcontractors support the respondent's ability to perform and complete the Scope of Work, including any past experience. Items 3.3 thru 3.8 need only apply to the respondent organization.**

7. How would a nonprofit corporation that intended to use existing staff to provide the requested services address the Minority/Women/Veteran-owned business section? In the case where an organization has no real "ownership", we would look to board composition to determine if there were any organizations that would benefit from that status. So the section "applies" but is likely to have little or no impact.