

## **CT PROBATION RAPID REHOUSING RFP Q&A**

### **APRIL 7, 2021**

**Q1.** On page 17 of the RFP, under B.1.e., it says the program should access existing financial assistance through DOH's Rapid Re-Housing Financial Assistance Fund administered by Advancing Connecticut Together (ACT).

- How much funding assistance is available through ACT?
- How is it allotted to households?
- Is there a cap about how much assistance each person or household can receive – to include rent and/or security deposit?
- What is the capacity for ACT to provide that much assistance?
- What type of assistance is covered through the ACT fund, such as application fees, background checks, job training, utilities and utility deposits, rent, security deposit, etc.? Please define what would be covered through DOH's Rapid Re-Housing Financial Assistance Fund.

**A1.** There will be \$150,000 of rental assistance available at ACT for the DOH/CSSD Rapid Rehousing RFP. Households will pay 30% of their income toward the rent. The goal is for the assistance to be for 3 months, but extensions can be determined by need and approval from CSSD. ACT has the capacity to provide this level of assistance. The rental assistance funding is for security deposit and rent only.

**Q2.** Can we reject a referral based on certain criteria which we feel would make us unable to house an individual?

- If so, is there a grievance process, and what does that look like?

**A2.** DOH believes in the Housing First principle and it is the goal of the state to house hard to serve households. Therefore the service provider cannot reject a referral. If, however, after receiving a referral and the individual is difficult to engage or not moving toward housing, the case may be closed with the approval of DOH and CSSD.

**Q3.** On page 5 of the RFP under "Minimum Qualifications of Respondents" and Section a, it mentions a minimum of 2 years demonstrated experience providing housing placement. On page 7, D. 4. "Executive Summary", it mentions a minimum of 3 years of demonstrated experience. Which is correct?

**A3.** The provider should have a minimum of 3 years of demonstrated experience.

**Q4.** 1.a on page 17 of the RFP states the program will collaborate with Hartford Probation staff in reviewing referrals, including the Level of Service Inventory (LSI). Is the expectation that the contractor staff assigned to this program will be responsible for administering the LSI or simply trained in the LSI/possess an ability to interpret the results?

**A4.** The expectation is that the contractor will be able, and trained if necessary, to interpret the results of the LSI; there is not any expectation that the contractor will administer the LSI.

Q5. 4.a on page 22 of the RFP asks respondents to adhere to the data quality and performance management standards set by the CT HMIS steering committee using the HMIS used in CT (caseworthy) or a willingness to implement such data collection standards within 3 months of award. Will HMIS be the only database required of this program/will the program be required to enter data/utilize CSSD's Contractor Data Collection System (CDCS)? If the contractor is expected to utilize CDCS, can you please confirm that CDCS has no capacity to accept data imports nor the ability to provide data exports?

A5. The provider will be required to enter data into HMIS from the beginning. Although at the beginning of this program CSSD will not require the selected contractor to enter data into CDCS, CSSD does reserve the right to have the selected contractor to enter data into CDCS in the future. At this point in time CDCS does not accept data imports.

Q6. Under Organizational Requirements, b. Entity Type, it says to provide our 501(c)3 IRS determination letter in the Appendices. I do not see the IRS determination letter listed in the proposal outline on pp. 24-25 of the RFP. Where should this go in our proposal and in the outline?

A6. You should provide the 501(c)3 IRS determination letter in the appendices as appendix H.e

Q7. Is a work plan required? If so, where should it go in the outline and in our narrative?

A7. A work plan should be submitted as part of the Main Proposal in pages 1-14

Q8. Resumes are not listed under the Appendices on pp. 24-25 of the RFP. Should they be included with the Job Description section or elsewhere? Please advise.

A8. Resumes should be included in the Job Descriptions in appendix H.c

Q9. Under Organizational Requirements, c. office location, it says to specify the location of our primary place of business. This is not on the proposal outline on pp. 24-25 of the RFP. Where should this go in our proposal and in the outline?

A9. Organization Requirements, such as office location should be incorporated into Main Proposal in pages 1-14.

Q10. Organizational Requirements, d. range of services/program participants on p. 19 of the RFP is not listed on the proposal outline on pp. 24-25 of the RFP. Where should this go in our proposal and in the outline?

A10. Organization Requirements, such range of services/program participants should be incorporated into Main Proposal in pages 1-14.

Q11. References are listed in the RFP outline on p. 24. I do not see references mentioned in the RFP pp.18-19 for the Organizational Requirements section. What type of references are needed?

A11. References are not required as part of this RFP

Q12. Audit Compliance is listed as a required section on p.19 of the RFP but is not listed on the proposal outline on pp. 24-25 of the RFP. Where should this go in our proposal and in the outline?

A12. Audit Compliance should be incorporated into the Main Proposal in pages 1-14.

Q13. For Section 2 Service Requirements, the items listed on pages 19 - 22 of the RFP – a) Coordinate Referrals, b) Intake Process, etc. – are different than those listed on the proposal outline on pp. 24 of the RFP – a) Eligible Activities, b) Service/Catchment Area(s), etc. If we are to follow the items listed under “Service Requirements” on p. 24 of the outline, please provide information about what you would like addressed for each item. We are not sure how to put the items listed on pp.19-22 of the RFP. Please advise.

A13. Please provide detailed answers for the service requirements on pages 19-22 and not the service requirements on page 24. Service Requirements should be part of the Main Proposal in pages 1-14.

Q14. Item 4c. Quality Assurance Requirements and items i.-iii. on pp. 24-25 of the proposal outline is not mentioned in Section 4 Data and Technology on pp. 22-23 of the RFP. Please let us know what is required to be included for these items in our proposal.

A14. Please provide detailed answers for Section 4 Data and Technology on pages 22-24 and not on the Quality Assurance Requirements items i.-iii. on pp 24-25. Data and Technology should be part of the Main Proposal in pages 1-14.

Q15. If drug testing is required as a part of a referral’s probation terms, will Hartford Adult Probation be responsible for conducting the drug testing or will the agency contracted to manage the CT PRRP services be required to do so?

A15. In this circumstance, Hartford Adult Probation or another entity working with probation would be responsible for substance abuse testing. The contractor for this program will not be responsible for substance use testing.