

Eviction Prevention Program RFP Questions
June 25, 2020

Q1. The RFP for the ESG money for homeless prevention says it's intended to help those facing homelessness due to COVID related issues. Does this include the tenants who are already in court and were facing eviction before the COVID crisis? Or is the program limited only to those who lost jobs/income due to a COVID reason?

Many tenants now in court are facing eviction stemming from non-COVID related reasons, but their physical eviction and resulting homelessness would certainly become COVID-related if it happens during the pandemic. Is this program intended to prevent evictions for the tenants with pre-pandemic court cases?

A1. Eligible participants are: An individual or family at risk of eviction and homelessness who: 1. Has an annual household income below 50 percent of median family income for the area, as determined by HUD; 2. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless; and 3. Has been notified in writing that their right to occupy their current rental housing will be terminated within 21 days after the date of application for assistance. An eviction notice prepared by the landlord or a demand notice must effectively terminate a household's right to occupy the unit within 21 days. ESG-CV resources are to prevent, prepare for and respond to COVID-19. Therefore as long as households meet ESG prevention requirements outlined above they would be eligible for this resource even if the eviction notice came before the onset of the pandemic in Connecticut. Keeping a household housed and preventing it from entering homelessness assists in preventing the spread of COVID-19 across the state.

Q2. Is there any requirement regarding how much of the award amount needs to be allocated towards financial assistance?

A2. There is not a requirement about how much of the award needs to be allocated toward financial assistance.

Q3. Are there any performance objective or outcome measure targets associated with these program services?

A3. DOH is currently working to create outcome measures and targets associated with these program services. Those outcomes measures will be shared once developed.

Q4. Are applicants required to name the subcontractors?

A4. Subcontractors do not need to be named at the time of the application, but will need to be named if an organization is awarded a contract.

Q5. What information must be included for any identified subcontractors?

A5. If subcontractors are identified in the application, the subcontractors role in the project needs to be stated.

Q6. Are there any page limitations for the proposal response?

A6. The limit will be 20 consecutively numbered pages excluding all required Appendices and Forms.

Q7. Are there any requirements regarding font size or other formatting related to the proposal response?

A7. Arial or Tahoma font with a minimum of 11 point font size.

Q8. Are the eligible program participants only those who meet the criteria on Page 19 of the RFP? This appears to be in conflict with what is listed on Page 4.

A8. Participants for the program are eligible if they meet the criteria listed on page 19 of the RFP. Page 4 of the RFP is a definitions section that defines homelessness from a HUD/ESG perspective.

Q9. Does the staffing plan presented need to only relate to the lead entity or should the staffing plan for subcontractors also be presented?

A9. The staffing plan needs to only relate to the lead entity and not the subcontractors.

Q10. Is there any limit on the financial assistance that can be received per household?

A10. The maximum financial assistance that any household can receive is the equivalent of three months rent.

Q11. Has this funding already been received by DOH and will therefore be disbursed upon award notification for the July to September quarter?

A12. DOH has received funding for the first round of ESG for this program, so funding will be disbursed upon contract execution for the July to September quarter.

Q13. What is the reason for the APPENDICES labeled A,B,E,F,G, and H as copied below and not in sequential order in line with the Table of Contents? It is assumed that this the preferred order, then, of the appendices? From the RFP, it would seem like the Cover Sheet would fall after the Audited Financial Statements, instead of at the front of the proposal? Please confirm. Also, why is there no C or D?

- Proof of Non-Profit Status A
- b. Organizational Chart B
- c. Audited Financial Statements E
- d. Cover Sheet F
- e. Line Item Budget and Narrative G
- f. Written financial management procedures H

A13. The appendices should be labeled as follows:

- a. Proof on Non-Profit Status
- b. Organizational Chart
- c. Audited Financial Statements
- d. Line Item Budget and Narrative
- e. Written Financial Management Procedures

The cover sheet should be the first page of the proposal.

Q14. Can applicants use funding to partially fund program evaluation?

A14. Yes applicants can use funding to partially fund program evaluation, but the proposal shall detail the costs associated with program evaluation.

Q15. Can applicants use funding towards HMIS costs?

A15. Yes applicants can use funding toward HMIS costs.

Q16. Levels of subcontracting. Can the lead applicant/entity subcontract with the fiduciaries for the CANs who then subcontract with specific providers within their regions?

A16. Yes the lead applicants can subcontract with the fiduciaries of the CANs who in turn can subcontract with providers within the CAN.

Q17. What information actually has to be submitted for the subcontractors? What level of detail regarding the subcontractors needs to be included in the RFP response?

A17. If subcontractors are identified in the application, the subcontractors role in the project needs to be stated.

Q18. Can the lead entity subcontract with the CANs who then engage in a procurement process post award to identify the regional subcontractors for services? The CANs expressed today that the turnaround time for the RFP does not allow for them the engage in the appropriate process locally in time to have that level of specificity for the due date and would need to engage in that post award.

A18. Yes, the lead entity can subcontract with the CANs who can then engage in a procurement process post award for the regional subcontractors.

Q19. Are there any services requirements with re: to staff credentials, training, level of experience?

A19. As this is a new program type for DOH, there does not need to be any requirements for staff credentials, training or level of experience.

Q20. Does there need to be proof provided of leveraged funding (since this funding may not be sufficient to fully fund the needed elements)?

A20. There does not need to be leveraged funds. If an application does bring leveraged funds as part of the application, there will need to be evidence of those leveraged funds.

Q21. We are seeking clarification of who would be eligible for Homeless Prevention Program services, specifically: Would the services provided through this RFP be limited to households at risk of homelessness due to financial loss related to COVID-19?

A21. Eligible participants are: An individual or family at risk of eviction and homelessness who: 1.Has an annual household income below 50 percent of median family income for the area, as determined by HUD; 2. Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from becoming literally homeless; and 3.

Has been notified in writing that their right to occupy their current rental housing will be terminated within 21 days after the date of application for assistance. An eviction notice prepared by the landlord or a demand notice must effectively terminate a household's right to occupy the unit within 21 days. ESG-CV resources are to prevent, prepare for and respond to COVID-19. Therefore as long as households meet ESG prevention requirements outlined above they would be eligible for this resource even if the eviction notice came before the onset of the pandemic in Connecticut. Keeping a household housed and preventing it from entering homelessness assists in preventing the spread of COVID-19 across the state.

Q22. Will an audit be required to be completed for this program? If so, is the cost of the audit and allowable expense?

A22. Yes, an audit will be required to be completed for this program and yes the cost of the audit will be an allowable expense.