



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

RFP Q & A

REQUEST FOR PROPOSAL (RFP) # COARC-0017

FY 2023 CONTINUUM OF CARE (CoC) PROGRAM COMPETITION

(FOR NEW AND RENEWAL PROJECTS)

By: Martha Samaniego
Riverside County Department of Housing and Workforce Solutions
3403 Tenth Street, Suite 310
Riverside, CA 92501
Phone: (951) 295-3289
Email: msamanie@rivco.org

This RFP Q&A and any ensuing Addendums are available at the following links:

<https://rivcohhpws.org/continuum-care-division>

<https://purchasing.co.riverside.ca.us/public-purchase-open-bids>

www.publicpurchase.com

Questions from Bidders

1. For a new project and since we would be contracting with the County, is there an opportunity for us to draw down on leasing costs through advance reimbursement requests? For instance, if we have secured master leases and we know what our lease demand is going to be for every month, can we ask for funding prior to the month we would be paying the landlords? This would be really important to our agencies cash flow.

COUNTY'S RESPONSE: *The Riverside County CoC grants are exclusively run on a reimbursement basis. Pursuant to HUD audit recommendations, cash advances in excess of immediate needs puts an impermissible burden on the Federal Treasury. For this reason, drawn funds must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of a grantee in carrying out the purpose of a program.*

2. What is the typical turnaround time on such reimbursement requests?

COUNTY'S RESPONSE: *We reimburse approvable claims (allowable costs with all backup documentation) within 45 days of receipt, however, we make every effort to review and reimburse claims as soon as possible.*

3. With regard to the preliminary threshold review, the questions do not specify what if any documentation is required.

COUNTY'S RESPONSE: *Examples of documents are stated on page 11 of the Request For Proposal as stated below:*

"Part 1: Eligibility Threshold (Pass/Fail)

(Note: Both New Project Applicants and Renewal Project Applicants must complete this part by providing a response in the space provided under each criterion and/or submitting proof such as screenshots of official websites showing valid SAM registration, UEI, active business status with [California Secretary of State](#), non-profit status if applicable, a copy of your organization's accounting policies and procedure manual, a copy of the audited financial statements for the most recent 2 years [single audits if applicable], etc.)"

4. For the questions below, Part 1.c - 1.g. can you elaborate? For instance, is a statement attesting that the bidder does not have outstanding debt sufficient for 1.c?

Part 1.c. No outstanding or delinquent federal debt

Part 1.d. Not barred or suspended from doing business with federal agencies

Part 1.e. Accounting System and financial management system meets 2 CFR200.302 standard

Part 1.f. Disclosure of violations of federal criminal law

Part 1.g. Commitment to serve eligible individuals and families experiencing homelessness countywide available?

Part 1.c. No outstanding or delinquent federal debt

A screenshot showing active business status from [California Secretary of State](#) and [State of California Department of Justice Office of the Attorney General](#) and an applicant statement would be acceptable.

Part 1.d. Not barred or suspended from doing business with federal agencies

A screenshot showing active business status from [California Secretary of State](#) and [State of California Department of Justice Office of the Attorney General](#) and an applicant statement would be acceptable.

Part 1.e. Accounting System and financial management system meets 2 CFR200.302 standard

A copy of your organization's accounting policies and procedure manual and a copy of the audited financial statements for the most recent 2 years [single audits if applicable], etc. would be acceptable.

Part 1.f. Disclosure of violations of federal criminal law

A screenshot showing active business status with [California Secretary of State](#) and an applicant statement would be acceptable.

Part 1.g. Commitment to serve eligible individuals and families experiencing homelessness countywide

An applicant statement would be acceptable. If your organization is already providing services countywide in Riverside County, attaching a program flyer or service description that shows your countywide service area may make your proposal stronger.

5. Is it OK to convert the questions to a Word doc in order to answer them?

COUNTY'S RESPONSE: *If you absolutely cannot complete required sections on the PDF provided, you may convert it to a MS Word document to complete them as a last resort. For your convenience, both the [RFP PDF](#) and [RFP Word](#) versions have been posted on our [FY 2023 CoC Program Competition website](#). (Reminder: The only parts that require responses on the PDF are on pages 11-21 and the top part of page 26. Sections on pages 29-50 are to be completed on [e-snaps](#).)*

6. Are there any length limitations for any of the answers?

COUNTY'S RESPONSE: *Each space provided in the RFP has a limit of 2,500 characters. Anything beyond the first 2,500 characters will not be read. No limit on attachments. Character limits on e-snaps can be found below each space for response.*

7. When the questions say "Attach supporting documents or screenshot as appropriate," do you mean to attach them at the end of the document, or try to insert them into the box under the question? Or anything that works so long as our response is clear?

COUNTY'S RESPONSE: *Attach supporting documents or screenshots as separate document(s) to the email when you email your response to CoC@rivco.org. Do not attempt to insert any documents or pictures inside the fields in the PDF that are meant for your short, written responses only. As long as your submission is clear, we will do our best to accept responses submitted.*

8. Do renewal project applicants have to provide all the information requested under Item 7. Parts I, II and III on pages 11-21? Do we have to provide 1 set of these responses for each project? Or can we provide 1 set of our responses to cover all of our project applications?

COUNTY'S RESPONSE: *Under Item 7. Project Scoring and Bidder's Response on pages 11-21 of the RFP:*

- Part I is required for both new project applicants and renewal project applicants.*
- Part II is required for new project applicants only. Renewal Applicants may skip this part.*
- Part III is optional for both new project applicants and renewal project applicants.*

Project applicants may provide one (1) set of these responses for all of your project applications.

9. Would you explain the 18 months as period of performance under Item 8. Contract Term on page 21 of the RFP?

COUNTY'S RESPONSE: *While HUD allows new projects to have period of performance of up to 18 months, all projects awarded by the FY 2023 CoC Program must end by 12/31/2025. Given that HUD announces the award early 2024 followed by grant agreement process between HUD and the CoC and then the subrecipient agreement process between the CoC and subrecipients, it is unlikely that new projects will enjoy the full 18 months. If all processes go smoothly, it's more likely around 12-14 months.*

10. Can you please provide a direct link to this PDF document?

COUNTY'S RESPONSE: Here are the links to both the [RFP PDF](#) and [RFP Word](#) versions. They have also been posted on our [FY 2023 CoC Program Competition website](#).

11. We are thinking of applying for some new projects. Is there someone we can talk to about our projects?

COUNTY'S RESPONSE: In order to avoid favoritism to any organization, our CoC staff refrains from discussing the RFP individually. Please feel free to ask your questions in the open forum during our Office Hour on 8/15/2023 from 2:30pm to 3:30pm so that information is available to all participating agencies. Information related to this RFP are posted on our [FY 2023 CoC Program Competition website](#) including the recordings of our Office Hours.

12. Is the deadline of August 21, 2023 flexible?

COUNTY'S RESPONSE: It is not flexible. While the deadline for all CoCs to submit all applications to HUD by September 28, 2023, HUD also requires that all project applications must be submitted to local CoCs 30 days before this deadline. Our local deadline of August 21, 2023 is meant to allow one week of contingency.

13. We are reading in the application that renewal projects are not allowed an increase in total ARA. Does this mean we are held to the prior budget cycle to perform for the next period, or have we misunderstood? To ask for more funding must we apply for a new project? What happens to the families we are now assisting if we apply for a new project?

COUNTY'S RESPONSE: It is correct that renewal project applications may not change the Annual Renewal Amount. Subrecipients may renew their current projects and select "Yes" for Expansion on e-snaps. After Section 1 before Section 2 on e-snaps project application, there is a section named "Renewal Grant Consolidation or Renewal Grant Expansion" with the question "Is this renewal project application requesting to consolidate or expand?" Answer "Yes" and continue. Once the renewal project application is completed, create a new project application as your expansion project and name it the same project name adding "... Expansion" at the end of the project name. Once approved and awarded by HUD, HUD will likely combine the two and you will see your renewal project has the added amount and added performance requirements from your new project applications for expansion.

14. Renewal versus new project: when do you recommend starting fresh versus a renewal project?

COUNTY'S RESPONSE: If your organization is a current Riverside County CoC Program subrecipient operating an existing CoC Program funded project and everything is going well and you would like to continue this project, it would be appropriate to renew the project. If the current project is experiencing challenges and your organization does not see this project doing well, below are your options:

- Renew the project and submit a request to our CoC staff for an amendment;
- Request to reduce the project;
- Renew the project and submit a new project as an expansion to this project; or
- Reallocate this project but you need to figure out the project closeout and help your existing clients to transition to other projects/programs.

Regardless of what your organization does with your current project, any organization is welcomed to submit one or more new project applications. There are no restrictions on how many new project applications one organization may submit during the same CoC Program Competition.

15. If we are interested in pursuing the master lease arrangement for bonus points, do we already need the Master Lease signed and active, or this could be a partnership MOU in place? I don't want to take on the liability of a Master Lease and let the units sit empty.

COUNTY'S RESPONSE: *This RFP is a competitive process. The more evidence you provide in your project application, the more competitive your application would become. For the Master Lease bonus points, the minimum is a commitment statement from your organization. If you have any documents such as board/management/staff meeting minutes, emails with partners or MOU to demonstrate your organization's intention to do Master Leasing, will strengthen your commitment. While having a Master Lease in place is probably the strongest proof of your organization's commitment, it is not expected for any of our project applicants to execute a Master Lease purely for the purpose of this application as any project application may be accepted, rejected, or reduced. If your proposed project is selected locally and awarded by HUD, our CoC Programs Team and Monitoring Team will hold your project accountable to all commitments made in the proposal.*

16. Could you share all the Congressional Districts that are currently included in the Riverside County CoC? Since the redistricting?

COUNTY'S RESPONSE: *Riverside County Redistricting maps and information can be found on this website: <https://rivco.org/county-redistricting-efforts#2392643287-349615438> . The second question under Frequently Asked Questions mentions congressional districts.*

17. The responses for the local scorecards in the RFP are to be submitted in addition to the PDF from e-snaps is that correct? If so, the responses are to be inserted into the PDF or can we draft them in a word document and then send as an additional PDF?

COUNTY'S RESPONSE: *The link to the [2023 HUD CoC New Project Scorecards](#) under Item 7. Project Scoring and Bidder's Response on pages 11 of the RFP is provided for reference only as a full disclosure of how projects will be evaluated and scored. While project applicants are not required to complete the scorecards, Parts I, II and III are expected to be completed (see below):*

- *Part I is required for both new project applicants and renewal project applicants.*
- *Part II is required for new project applicants only. Renewal Applicants may skip this part.*

Part III is optional for both new project applicants and renewal project applicants

18. For the bonus point question: "Part 3.a.(iv) Applicant agency is committed to have person(s) with lived experience of homelessness in at least 20% of your Full Time Equivalent (FTE) of staff working under this proposed project (max. 5 Bonus Points) Bidder's response here: (Attach supporting document or screenshot as appropriate)." What sort of information would you like here? Is the number of employees with lived experience and their FTEs sufficient? We would need to request permission from our employees to identify them in our response and check with our HR department to ensure that it does not violate any policies or laws.

COUNTY'S RESPONSE: *This RFP is a competitive process. The more evidence you provide in your project application, the more competitive your application would become. For the 20% of FTE with lived experience of homelessness bonus points, the minimum is a commitment statement from your organization. If you have any documents such as board/management/staff meeting minutes, emails with partners or MOU to demonstrate your organization's intention to have 20% or more of FTE with lived experience of homelessness staffing this proposed project, will strengthen your commitment. To protect privacy, all personally identifiable information (PII) in your support documents may be redacted. Aggregate number or percentage are acceptable. If your proposed project is selected locally and awarded by HUD, our CoC Programs Team and Monitoring Team will hold your project accountable to all commitments made in the proposal.*

19. Please send me the RFP and other info related to the CoC NOFO.

COUNTY'S RESPONSE: *Here are the links to both the [RFP PDF](#) and [RFP Word](#) versions. Information related to this RFP can be found on the following websites: [FY 2023 CoC Program Competition](#), <https://purchasing.co.riverside.ca.us/public-purchase-open-bids> and www.publicpurchase.com.*