

Rapid Re-Housing Request for Proposal (RFP) #HOST-80-2024 Questions and Answers Addendum #1

7/18/2024

Q1. To clarify, is the intention for programs to ensure households obtain cash/non-cash benefits (and maintain them) to meet the 70% or do households who enter with these benefits and thus only maintain them throughout enrollment also count toward the 70%?

A: Both would qualify those maintaining and also those increasing, or obtaining benefits or income.

Q2. What is the allowed indirect rate for this grant?

A: This is City Funded. City Funds fall in alignment with uniform guidance which states 15% indirect cost rate starts October 1st. The contract term for these awards start January 1st so we would use the 15%.

Direct financial assistance is not eligible for indirect costs. If paying rental assistance or financial assistance such as rental assistance, deposits, application fees, or utility assistance. Those will not factor into the indirect cost rate.

Q3. How Rapid is Rapid and Permanent is Permanent?

A: Rapid is as quickly as possible. Would like referrals housed in 30 days. The idea is that rapid housing is permanent, and that we are working with households to obtain a housing resource and for them to be able to stay in that housing resource, ongoing. We're looking to figure out how they need to move to something that has a more permanent subsidy during their time in rapid housing. It is intended to. Get them to a place where they're not just returning to homelessness afterward. It's not a temporary housing placement.

Q4. What is the max we can ask for? What is the total pool of money to be awarded?

A: We've asked for two budgets around 50 households and around 100 households to understand how an agency would scale. Rather than asking for a specific monetary amount that helps us understand what an agency is paying

their staff. Staff ratio of supervisors to staff, supervised and households supported.

Q5. You mentioned that grants will start on January 2025, what is the expected term/timeline for the grant?

A: The expected term, and timeline for the grant, as listed in the grant application is 3 years. That is also pending appropriations that we get annually. The city appropriates funds annually.

Q6. Is the idea that the 50 or 100 households be served over the course of the 3 years?

A: We're looking for an annual budget for 50 or 100 households. The way we write our contracts and track our strategic plan goals and annual strategies is on an annual basis. Thus, our contracts would specify that you serve a certain number of households annually. Additionally, we could include a clause specifying the total number of households to be served over the contract term of three years, with those two numbers potentially differing.

We understand that new agencies or programs would require a startup period, whereas existing programs continuing would not. There are many factors for us to consider, such as the presence of existing rapid housing programs and how they interact with households already in these programs versus new ones. This can get complex, so we may not have a clear idea of what this would look like annually versus over the contract period until we know who might be awarded the contract and can do the necessary calculations to determine how best to support households or transfer them if needed.

Q7. Can we ask for support of less than 50 households if that makes more sense for our agency?

A: You're welcome to do that. Just keep in mind that we are considering a 1 to 15 case management ratio when you think about your request and what that would look like.

Q8. Are staff salaries & benefits eligible expenses for us to include in our budget when responding to this RFP? Specifically, we are wondering if salaries & benefits for the positions of Housing Navigator and Housing Stability Case Manager are eligible expenses?

A: Yes, Housing Navigators and Housing Stability Case Managers are essential elements of a RRH program and would be eligible expenses.

Q9. Is there a full list of eligible expenses for this RFP? I see eligible activities listed in the RFP, but not a list of eligible expenses.

A:

ALLOWABLE COSTS BUDGET NARRATIVE GUIDELINES	
EXPENSE TYPE	Budget Narrative Guidelines
DIRECT STAFF SALARIES	[Full-time/ Part-time] [Salary/Hourly wages] will be reimbursed at cost for work on this contract. HOST will not pay for bonuses, severances, or payouts of leave when an employee separates from their job. Please refer to the scope of work section Financial Administration-Payroll and Fringe Benefits. Short Description of position(s). Identify if position(s) are full-time or part-time and/or if salary or hourly rate.
FRINGE & PAYROLL TAXES	Fringe benefits and payroll taxes (Fringe) will be reimbursed at cost or at the Federally Approved Fringe Rate. To receive a Fringe percentage, a contractor must provide a Federally Approved Fringe Rate letter or flat rate percentage for contracted staff. Please refer to the scope of work section Financial Administration-Fringe Benefits.
PROGRAM EXPENSES & SUPPLIES	Program-related expenses and supplies that are not given directly to a client. HOST or the funding agency may request the return of these items. PO/CA should customize for each contractor and items should all within scope or work.
CLIENT SUPPORT & INCENTIVES	These costs must be necessary to perform project's scope of work and must be identifiable to a high degree. Be sure that these expenses are allowable by program/grant rules. Items provided to clients including food, transportation (shared ride services and public transportation), clothing, phones, cell phones and data plans, training expenses, background checks, training materials, educational expenses, work clothing and tools, etc. PO/CA should customize for each contractor and items should all within scope or work.
MINOR EQUIPMENT	Minor office equipment should directly relate to the service provided in the contract and be readily identifiable. Equipment must be used exclusively for program/project. Minor office equipment should be less than \$500.00 per item with a maximum expense to be determined by the program requirements. Scanners, cell phones, laptops, printers can be charged directly if essential to the scope of work. Leased copiers can be charged directly. All purchases more than \$5,000/item with a useful life greater than one year SEE CAPITAL ASSETS.



CAPITAL ASSETS	All purchases more than \$5,000/item with a useful life greater than one year will be considered an asset and must be properly procured, documented, and tracked by the contractor. If the contractor's internal policy is to capitalize assets of lesser value, then lesser amounts should be capitalized in accordance with the policy. Controlled assets, assets and surplus equipment/supplies may be requested to be returned at the end of the contract term.
MILEAGE (STAFF LOCAL TRANSPORTATION)	Reimbursement of personal vehicle mileage (not to exceed the standard IRS rate at the time of travel), public transportation and ride share services for work purposes not commuting to/from work. This includes parking and toll costs associated with program-related travel. Parking costs associated with operations at main job site is not allowable. Transportation must be associated with the scope of work. There will be no reimbursements for costs associated with legal infractions (tickets, fines, penalties, etc.). Mileage must be tracked in a mileage log approved by employee's supervisor that is subject to monitoring.
STAFF TRAINING (LOCAL OR ON-SITE)	Directly program-related training materials and registration fees. Transportation costs will be reimbursable for approved off-site training.
DIRECT FACILITIES	Specific office space dedicated for use for the program only and not a shared space. Associated expenses can be allocated proportionately based on actual size or percentage of the building space. Associated expenses can include rent, lease, utilities, and maintenance & repair costs. Shared space costs should be part of Indirect Costs.
SUBCONTRACTED SERVICES	All subcontractors' entities should have contracts. A description of program-related services (case management, housing counseling, meal delivery, etc.) should be included. Contractors and subcontractors are responsible to adhere to all applicable rules/regulations and performance standards of City and County of Denver. For Federal funds, the contractor must check Sam.gov to verify that the subcontracted servicer is not an excluded party.
PROFESSIONAL SERVICES	Program-related expenses for services that require specialized or advanced knowledge or experience such as consulting, evaluations, specialized software or build outs, report preparation, security, pest control, etc. This is not for general IT expenses. Professional Services must be applicable to the scope of work.
Rental Assistance	May be program specific-Eligible Costs may include Short-Term rent, Medium-term rent, and Rental Arrears. Rent to be paid directly to the owner of the housing unit.



Financial Assistance	May be program specific-Eligible Costs may include Rental application fees, security deposits, last month's rent, utility deposits, utility payments and moving costs.
Service Costs	May be program specific-Eligible Costs may include Housing search & placement, Housing Stability Case Management, mediation, legal services, credit repair.
Down Payment Assistance Loans	Loans to eligible first-time homebuyers purchasing in Denver to assist with down payment, closing costs, and prepaids
Permanent Housing Placement	Assistance dollars provided to support deposit and/or move-in expenses to eligible participants.
Utility Assistance	Gas, electric, and water assistance for client. Payment to be made directly to utility provider.
Stop Payment Fees	Fees for lost checks in the mail. Fees will be reimbursed to stop payment and reissue the check.
FOOD EXPENSE:	The general rule is that HOST will not pay food costs for employees. Food for program related trainings for clients is allowable. The contractor will need to supply documentation to support these expenses such as meeting purpose, agenda including date and time, list of attendees, and receipts of all expenses. Food expenses for grants must be approved as a budget line item and be allowable by the grant/awarding agency.
OFFICE SUPPLIES	If included as budget line item remove and roll into Indirect Cost Rate.
OFFICE FURNITURE	If included as budget line item remove and roll into Indirect Cost Rate.
CONTRACTOR & STAFF TRAVEL (NON-LOCAL OR OVERNIGHT)	If included as budget line item remove and roll into Indirect Cost Rate.
CONFERENCES (STAFF TRAVEL REQUIRED)	If included as budget line item remove and roll into Indirect Cost Rate.



INDIRECT COST RATE
(FACILITIES AND
ADMINISTRATION)

Local Funding:

Indirect costs (Facilities and Administration F&A) are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect costs are expenses that cannot be easily tracked to a specific program or project and would generally be incurred by the business regardless of whether they had a contract or not. General administration staff, general office supplies, utilities, general internet, phone lines, postage, facilities, and utilities that are not used exclusively by the program and other administration costs are usually included as part of the Indirect Cost Rate.

Federal Funding:

Indirect costs (Facilities and Administration F&A) are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Indirect costs are expenses that cannot be easily tracked to a specific program or project and would generally be incurred by the business regardless of whether they had a contract or not. General administration staff, general office supplies, utilities, general internet, phone lines, postage, facilities, and utilities that are not used exclusively by the program and other administration costs are usually included as part of the Indirect Cost Rate. For Federally Negotiated Indirect Rates, the contractor must provide the appropriate current Federal indirect letter, or the rate will be limited by statute or regulation. Contractor must formally request a negotiated rate and provide the necessary documentation for HOST review and approval. For more information review Federal Uniform Guidance.



NOTES ON DIRECT
EXPENSES VS INDIRECT
EXPENSES:

For DIRECT EXPENSES it must be determined that these associated expenses/items are highly trackable. If it is negotiated to apply a percentage for DIRECT EXPENSES, the expenses must be broken out by percentage of use (e.g. utilities, landlines, insurance, or professional services), the determination of whether to use the overall number of clients versus the square footage should be justifiable and reasonable and generally determined by what will cause the expense to increase or decrease. EXAMPLES-Utilities, heating bills, landlines, rental insurance, and other expenses are more likely to be determined by the overall size of the building being occupied and not by the number of clients. Professional services (e.g. counseling, management, training, cleaning, etc.) expenses will more likely be impacted by the overall number of clients in a program.

For INDIRECT EXPENSES a very good rule is that if this expense will be a shared use, it must be part of indirect costs. EXAMPLES-Shared furniture for waiting areas or for multiple program use, shared equipment such as copiers used by general staff, coffee machine in shared area, phone in a waiting room, etc., food that is shared with multiple clients from different programs, shared office space (waiting rooms, counselor's office, etc.). Items such as snow removal, landscaping, and trash removal are not considered direct expenses because it would be nearly impossible to track these expenses directly to clients or programs, the services are not necessary to perform client services or program goals and these expenses would be incurred as part of normal business operations.

Q 10: Are "All In Mile High" rapid rehousing programs considered a part of this RFP?

A:Yes, HOST will be procuring for Rapid Rehousing programs under Shelter & Stability and All In Mile High that are locally funded or were historically funded by COVID era funds. ESG and State funded THR RRH programs will not be included in this RFP and need not apply.

Q 11: Are we allowed to submit requests for multiple programs/locations for the same organization?

A: Yes, agencies are able to submit multiple applications for this RFP for different programs. RRH programs that would be considered "different" would likely serve different populations. For example, Agency Acme could submit one application for RRH for youth and one for families. Because RRH is a tenant-based intervention the location may not be considered as a differentiation for another application submission.

Q12: Is there a primary contact at HOST for this RFP?

A: The primary contact for any questions related to this RFP is, Ebony Santucci-HOSTProcurements@denvergov.org until awards are provided.

Q13: Under question D.1.a. “Explain the total amount of your RRH program proposal...” would you like the total amount and explanation for 100 households, 50 households, or the total number of households over the three-year contract?

A: One budget should be an annual (12-month) budget for 50 households and one budget should be an annual (12-month) budget for 100 households. Start-up costs may be included for agencies that do not have existing RRH programs.

Q14: Is an agency's response to individual questions in the application form limited to a specific length? Is there a limit on the total length of the application?

A: The response fields nor the total length of the application are limited to a specific length,

Q15: Can the RFP application be worked on and saved from multiple work sessions, or must all answers be submitted together during one work session?

A: Yes, once you create your profile you have the capability to save work in progress.

Q16: Must a RRH lease agreement be one-year in length? Can it be a month-to-month lease, so that the client is not bound to the current lease? Is a model lease under RRH available? Is a model subsidy agreement available?

A: Best practice is for households to obtain a one-year lease; however, HOST is amenable to an initial six-month lease. Original leases can roll over to month-to-month after the initial lease has expired, but is not recommended. The intention of RRH is to connect a household to *permanent* housing, meaning that they should be working towards self-sufficiency (increase in income/benefits) to take over the lease once RRH support ends. Households that need an ongoing subsidy or higher level of support should be receiving case management support to locate an affordable unit and/or utilize the [OneHome Alternate process](#) to maintain housing.

Q17: Must the housing be in the City and County of Denver?

A: No, housing is not required to be within the City and County of Denver, but should be within the Metro Denver area to ensure that households can be accessed and supported by case management. Because referrals for RRH programs would be sourced through OneHome Coordinated Entry, the household may be residing in another city at the time of referral. Households should have choice in where they choose to reside in order to access appropriate supports (i.e., health care) and community (i.e., a specific church).

Q18: Who are the current agencies providing RRH services to families within the City and County of Denver?

A: HOST cannot speak to agencies funded outside of HOST. Current agencies providing RRH that are funded through HOST include:

- **HOST (CoC BackHome RRH; Encampment Resolution)**
- **Jewish Family Service**
- **St. Francis Center**
- **Colorado Coalition for the Homeless**
- **The Salvation Army**
- **Urban Peak**
- **Volunteers of America**

Q19: What has been the average monthly family payout of RRH funds, including monthly housing assistance, case management, and collateral support?

A: In 2023 HOST saw an average all in per household annual cost of \$20,000.

Q20: Is an agency receiving RRH contract able to specify the homeless sub-population (e.g., families with children) to whom they will provide services?

A: Yes. Please be aware that HOST intends to ensure that all sub-populations are served with RRH funds so that RRH is an available option to all populations.

Q21: As an incentive for landlords to house higher-risk RRH clients (multiple evictions, felony convictions, history of unpaid rent, job instability, domestic violence, and severe untreated mental health concerns) is it possible to offer landlords financial assistance/protections should a RRH eviction become necessary due to a gross lease violation, e.g. which effects the client's, other tenants', or employees' life, health and safety.

A: Yes, landlord incentives can be considered. Housing Connector also exists as a resource in our community and mitigates housing barriers for people experiencing homelessness. HOST will encourage partnership with Housing Connector to source units because it can decrease some of the workload of the program. Housing Connector provides ample benefits to landlords who offer units through their platform including financial benefits.