

**Department of Human Services (DHS)**  
**FY2021 American Rescue Plan Act (ARPA)**  
**Homeless Services – Round 2**  
**Request for Proposals (RFP)**  
**Questions and Answers**

1. **UTILITY EXPENSES: On the ARPA 2 RFP under Supplemental Support for PSH-Utility Expenses; Since our agency pays all the utilities for all our housing programs would we be able to apply for utility expenses based on increased utility expenses?**
  - a. Agency utility expenses for client residences are a qualified expense under this category.
  
2. **RAPID REHOUSING: I have a question about the Rapid Rehousing eligibility. Our shelter receives referrals from the Coordinated Entry System but additionally receives referrals from people who call in to the shelter itself. These residents are then entered into the Coordinated Entry System.**
  - a. Generally, for an emergency shelter, they can also operate a rapid rehousing program, however, the shelter cannot directly refer their clients to their rapid rehousing program. All housing referrals must come through coordinated entry. So, when you enter your clients onto the Prioritization List, they are entered for all housing resources. At the time their name is pulled, they will get referred to the agency with an opening that most matches their needs. In some occasions this could be your program, and in other cases they may be referred to a different agency's rapid rehousing program.
  
3. **PROPOSAL SUBMISSION: if we are applying for more than one what is your guidance for consolidating the standardized information? Would we submit one packet with 5 copies of the attachments and then 5 copies of each of our 4 applications with the individual narratives/budgets?**
  - a. Here's an example to illustrate what would be required for your submission. Let's say you want to apply for 3 types of projects, Safe Haven, Rapid Rehousing & Mobile Shower. For the 5 paper copies required to turn into our office, your proposal would contain the following items, in this order:
    - Proposal Cover Sheet (marking each of the three projects on page 2)
    - Narrative for Safe Haven
    - Budget for Safe Haven
    - Narrative for Rapid Rehousing
    - Budget for Rapid Rehousing
    - Narrative for Mobile Shower
    - Budget for Mobile Shower
    - 1 copy of all the required attachments, which should be "Agency" documents and thus the same for each project. Where there is a difference, such as Job Descriptions, you would have 3 sections for Job Descriptions.

- b. The above list makes up 1 full packet. This one complete packet is what you would make 4 additional copies of to submit as the 5 copies required to be submitted in paper.
  - c. For the emailed document, it can be emailed as one full document, or you may break the attachments section off into a second attachment.
  
- 4. **SAMS REPORT: Due to the recent transition from the DUNS number assigned by Dun & Bradstreet to the Unique Entity ID (SAM) in SAMS.gov, we've experienced a longer than usual turnaround time for our profile to be updated, which will make it difficult for us to provide our SAMS report by June 1. Can you provide any guidance on this? If awarded, could we provide the SAMS report some after June 1?**
  - a. If you have a SAMS report that is under the Dun & Bradstreet, you may submit that and include this exact reason as to why the updated SAM report is not yet in your possession. If you have no prior Dun & Bradstreet report, just include this exact reason as to why it's not included. YES, if your agency is funded, we will have to have that before moving forward in the contracting phase, but it can be submitted later.
  
- 5. **FEDERAL 990: As a newly established nonprofit, we currently don't have a 990 on file for our past fiscal year. We are currently under an extension for filing until August 2022, so we won't be able to include our Federal 990 by June 1 as well. Could we include our extension letter in place of the filed 990 form?**
  - a. Absolutely, yes, please include the extension letter.
  
- 6. **FINANCIAL STATEMENTS: I've spoken with our CPA, and they wanted to clarify if the following financials statements (Balance Sheet/Statement of Cash Flows/Income Statement) can be either Compilation Statements, Reviewed Statements, or Audited Statements?**
  - a. (response coming soon)
  
- 7. **SAFE HAVEN: What does semi-private mean? Are Temporary curtains acceptable? We are trying to determine if construction will be needed.**
  - a. Curtains, partitions, room dividers, etc. are all acceptable methods of providing semi-private places for people to be when it's needed for privacy, seclusion, etc.
  
- 8. **MOBILE SHOWERS: Would the city no longer provide driver and trucks?**
  - a. The City has had to rely on the Streets Department staff for the driving of the trailers and this has been a heavy lift for an understaffed department with other demands, assignments and goals. The City is seeking a provider which could manage the driving and set up of the trailers. The City may consider the possibility of some support for this project, but the number of days would have to be cut back from the former requirement which was 5 days per week.
  
- 9. **MOBILE SHOWERS: Would we be able to access the fire hydrants?**

- a. The City Streets Department will work access to fire hydrants out with the Water department to allow the use of the hydrants for the shower detail. The Streets Department has a backflow preventer which can be used. The Water Department may want a meter which the Streets Department Staff will negotiate directly with the Water Department.

**10. MOBILE SHOWERS: If we need a truck to tow the showers, what size is needed – i.e. how much do the shower's weigh?**

- a. The Mobile Shower trailers can be pulled by a heavy duty style pickup truck similar to a Ford F350 or Chevy 3500, or by a small style dump truck.

**11. MOBILE SHOWERS: Will the city provide mobile shower cleaning supplies and hygiene products (e.g. disposable towels, washcloths, shampoo, bodywash)?**

- a. For shower cleaning supplies, the City can assist with supplying some products, but ordering projects is subject to supply contracts currently held by the Supply Division in the City and are limited. Lemonex is the current available project. The applicant may build supplies into the Budget if they so desire, and thereby could make product selections on their own.
- b. The City would likely need to put out a bid for a supplier of personal hygiene products and the disposable towels/wash cloths. This will be a cumbersome process and result in delays, so it is advised that the applicant include these items as a part of the budget being submitted.

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