

**2017-18 Emergency Solutions Grants Program
City of Rochester and Monroe County Request for Proposals**

**Bidders Informational Meeting
February 6, 2017 2:00 p.m. City Hall 208-A**

Questions & Answers Post

1. Q: If awarded, do we serve both city and county?
A: City of Rochester service agreements (contracts) will not permit service delivery to/in communities outside of city borders. Monroe County does include the City as part of its county-wide service area.
2. Q: Why there is a different start day (one starting July 1, 2017 and the other August 1, 2017?)
A: The City's fiscal year starts July 1 and ends June 30. Monroe County's fiscal year starts on August 1 and ends July 31.
3. Q: What agencies are holding this contract now?
A: A variety of private not-for-profit homeless services providers.
4. Q: Is the duration of this contract only one year, or is there a continuing funding application submitted for 2018?
A: Contracts are for one year.
5. Q: Is there a maximum amount an agency can request?
A: There is no maximum request amount.
6. Q: If the agency is not currently using HMIS, is there technical assistance to put this in place?
A: Yes. The Rochester Monroe County Homeless Continuum of Care will be enlisted to provide HMIS TA.
7. Q: Are the requirements for this RFP similar to the HOPWA requirements when submitting billing?
A: Yes.
8. Q: Is there a separate section of the RFP where we are to complete the Proposed Service Evaluation Plan? It seems like a separate section in the description on page 8, but there is no separate area to complete in the RFP.
A: Please chose one of the following options to communicate your Proposed Service Evaluation Plan. Clearly mark either a separate (blank) page (or section of a page) as your Proposed Service Evaluation Plan. There will be no word limit, but as always, clarity and brevity are appreciated. Another option is to include your Proposed Service Evaluation Plan in your Proposed Service Specific Narrative (RFP pg. 17: Attachment B-4) statement, in which there is a limit of 600 words. The Proposed Service Evaluation Plan would have to fit within this word limit on your Proposed Service Specific Narrative.
9. Q: The Service Profile and Staffing Plan Attachment (RFP pg. 18) seems like it should be labeled as Attachment B-5. Is this correct?
A: Yes.
10. Q: #6 on the Required Documentation list (RFP pg. 15) asks for a list of the Board of Directors identifying

(any) compensated members; #9 (RFP pg.15) asks for a 2017-18 list of Board Members. Can we just provide one list?

A: Yes; please do provide just one list with all the requested information denoted.

11. Q: Where do Essential Services fit in the budget(s) forms provided in the RFP? For example, if applying for Emergency Shelter and Shelter Diversion, should Essential Services be included in that proposed program and budget, or is that a separate proposal and budget?

A: Please consult the table below to select the appropriate budget form to use for your proposed ESG program:

Goals and Objectives (RFP pg. 5) and Priority Service Categories (RFP pgs. 5-6):	Correspond To:	RFP Budget Forms Labeled As: (RFP pgs. 26-29, Attachments F-1through 4)
Coordinated Access System Development		F.1. Coordinated Access
Emergency Shelter and Shelter Diversion		F.2. Emergency Shelter and Shelter Diversion (includes Essential Services)
Essential Services		F.2. Emergency Shelter and Shelter Diversion (includes Essential Services)
Homelessness Prevention		F.3. Homeless Prevention
Rapid -Re-Housing		F.4. Rapid -Re-Housing

Additional points of interest from the 2/06/2017 Bidders Information Meeting

1. Q: **What is the FY 2017-18 HUD ESG allocation for City of Rochester and Monroe County?**

A: At this writing, we have not yet received notice of our HUD ESG allocation. For the 2016-17 fiscal year, Monroe County received \$149,730 and the City of Rochester was awarded \$701,419, for a total available funding pool of \$851,149. Note this award amount included funding retained by the City and County for annual ESG administration.

2. Q: Are specific dollar amounts of the aforementioned total (City/County) allocation targeted or tied to the priority service categories named in the RFP?

A: No predetermined amounts have been assigned to the service categories in the RFP. Category limits articulated in the HUD regulations will be considered in making awards.

3. Q: **Once an ESG grant is awarded by the City and or the County, how should budget modifications be made?**

A: Grantees are encouraged to closely monitor monthly and quarterly expenditures to ensure expense of the grant in a timely manner and to be ready for close-out at the end of the grant period (June or July 2018, depending on grant source). City of Rochester grantees will be encouraged to contact the ESG project manager, Julie Beckley, who will coordinate with the City of Rochester NBD Bureau of Administration and Finance to consider and approve budget changes within the major categories of staffing and operations. Should a need arise to transfer

costs from the staffing to operations, or vice versa, a formal agreement amendment process will be necessary. This formal process is to be initiated by contacting the project manager, Julie Beckley. Budget modifications during the final quarter of the program period are discouraged.

4. Q. How should an organization develop its financial request/budget for hospitality nights within the Essential Services category?
- A. The closest approximation of the cost of a hospitality night should be formulated, and that number should be applied to the number of hospitality nights anticipated over the agreement period. The method of formulation should be explained in the proposal's budget narrative. Upon award of City of Rochester grants, the NBD Bureau of Administration and Finance will provide technical assistance regarding invoicing for hospitality nights and assist awardees with final budget submission.
5. Q. For subcontracts proposed, does an organization need to submit the subcontracted budget?
- A. Yes.

Reminder regarding Liability Insurance documentation:

- a. The insurance must be current at the time of proposal submission. If it is to expire on or near July 1, 2017, then please make a note to submit the new form ASAP. Thank you in advance for your attention to this important and often overlooked detail. In addition please ensure the certificate form is properly and fully completed:
- i. The City of Rochester must be named as Additional Insured for General Liability insurance.
 - ii. In the general liability section of the insurance certificate there is a column that is titled **ADDL INSD**. This box should be check-marked.
 - iii. In the section titled "Description of Operations/Locations/Vehicles" it should state that the City of Rochester is listed as additional insured on the general liability policy.
 - iv. Finally, the City of Rochester should be the Certificate Holder. This is the box at the bottom of the insurance certificate.

Should you be notified at the conclusion of the competitive grant process that your grant source is to be Monroe County, the same steps will need to be taken in providing the correct Liability Insurance Certificate to the County.