

Rochester Housing Stability Fund Activities RFP

Questions and Answers

- 1. Why is violence prevention listed as part of the proposal and reference sections?**
 - a. This was a typo. It is not a required component of this RFP. However, if you want to make a connection between displacement and violence prevention, feel free to do so.
- 2. Please clarify what the 12/31/23 deadline is for obligating the funds.**
 - a. This is a piece of information we have in all of our RFPs related to ARPA - the City of Rochester must demonstrate that all of the ARPA funds are in contracts before 12/31/23. Your contract will begin before that time, so it should not affect your program in any way. The funding in your agreement must be spent within the year of your contract, with some possibility of an extension depending on the situation and timing in 2025.
- 3. Can we add to an existing program, or does it have to be a new program?**
 - a. You do not have to create a new program. However, if you would like to add to an existing program we would prefer that your proposal show how this funding will enhance or fill a gap rather than just fill the exact same pot.
- 4. On the budget form, where is the 10% Indirect cost calculated from?**
 - a. It's 10% of the total direct costs, not the grant. For the table in the RFP, indirect would equal 10% multiplied by (total personnel + total other direct costs).
- 5. What is the timeframe for distributing allocations?**
 - a. The contract will be for one year, so if you assume it begins on July 1, 2024, then you must use all the money by the end of June, 2025.
- 6. Are the funds solely for families living in the city or does it cover Monroe County in its entirety?**
 - a. The funds must assist households within the city limits.
- 7. What are the required documents to process a request?**
 - a. For the households you are assisting, you will need to describe your intake process. We would like to ensure that you can track the income level and household demographics of anyone you assist. Therefore, describe in your proposal what you feel is important documentation to collect to verify the household information. If your program is selected, the City staff will work with you to finalize documentation if there are still questions.
- 8. Could services be provided for units that have violations?**
 - a. If your program is designed to assist households with rent or other unit-specific activities, you will need to clearly explain how it helps them to remain in a unit that has violations.
- 9. Is there a cap on the monthly amount that can be distributed per family?**
 - a. Not directly. You can describe how your program will assist households, and how many, and it will be ranked and reviewed compared with other proposals.

10. Is there an income limit or guideline for families?

- a. Households must be at or below 80% of the Median Family Income for the area based on their household size (see chart below).

	80%
Family Size	
1	\$53,200
2	\$60,800
3	\$68,400
4	\$75,950
5	\$82,050
6	\$88,150
7	\$94,200
8	\$100,300

11. What are the criteria that would disqualify someone from receiving assistance?

- a. Generally that is up to you to determine and describe in your proposal. However, if someone’s household is over-income or the property is not within a Qualified Census Tract, they would be ineligible. Depending on the type of program you are proposing, there may be other areas that would disqualify someone. If your program is selected you will work with City staff to ensure your qualification process is appropriate.

12. If a family owes more than what is allowed per agency, would it be possible to partner with another agency to ensure stability?

- a. Whatever program you design, you must describe how it will assist. If you are specifically providing assistance to pay back rent, and you think it might not be enough to cover the full rent, then yes, we would recommend partnering with another agency to ensure stability.

13. What are the stipulations on how often someone can request assistance?

- a. That is up to you. However, many programs have set up either a per household number of times, or a per household amount of money, to create some limits.

14. Is this a grant where we get reimbursement?

- a. Typically yes, this is a reimbursement program. However, if there is a reason you would need some of the funds up front, you can describe that in your proposal and it will be considered.

15. Is a recording of the bidders conference/webinar held on November 7th available for those of us who could not attend?

- a. No, but the slides are available on this web page.

16. Please provide more detail around the “City’s expectation” for the three funding tiers on page 6-7 of the RFP. For instance, is a quadrant of the city considered “a limited geographic area” or would a quadrant be considered a large portion of the City? In Tier 3 you note “ability to provide complex programs” If your proposal only addresses one of the focus areas can it be

“complex” or does that mean you must be addressing multiple focus areas? Additional information about the “City’s expectation” contained within that grid will be helpful.

- a. A quadrant is a limited geographic area. You can decide what your service area will be, and it will be considered against your capacity and qualifications, and compared with other proposals.
- b. Your project can be considered complex if you are only providing a service for 1 of the focus areas. We do not want you to provide services for several of the areas unless you can adequately explain how you can appropriately do that with your available capacity. Tier 3 is a large amount of money; we expect a solid program with great results to be described and implemented.

17. Non-profit organizations are not “owned” and therefore do not traditionally qualify for MWBE status. Would employment data related to our workforce allow non-profits to qualify for the additional weighting described on pages 9-10?

- a. No, but it can be considered within your proposal as a component of Experience and Staff/Leadership.

18. We are asked to provide references from prior projects. Are we allowed to have references from City employees or departments for previous projects?

- a. Yes, you can request references from departments you have worked with previously/currently.