



CITY OF HOUSTON

Housing & Community Development Department

CLARIFICATION 1 SOLICITATION NO. T24049

Annise D. Parker
Mayor

Neal Rackleff
Director
Housing & Community
Development Department
601 Sawyer
Houston, Texas 77007

October 30, 2013

SUBJECT: Letter of Clarification No. 1

Housing & Community Development Homeless Services and Job
Training/Education Services (RFP-T24049)

REFERENCE: RFP No.: T24049

TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **To revise the above referenced solicitation as follows:**

Questions and Answers

1. Do we have to have page numbers on the application?

Answer:

It is not a requirement in an RFP; however, one should make their application as organized as possible.

2. We are currently receiving CDBG funding to pay for an outreach case manager. Can we request continued funding for this position or do we have to request funding specifically for an expansion of our outreach program?

Can Job training and education services be provided to homeless persons?

What do transportation costs cover? Is it just for bus passes or can we request funding to operate a van – gas, insurance, maintenance?

Answer:

Funding may be requested for the entire outreach program.

Yes

Transportation costs cover the method of transporting homeless persons to essential services. This could include, but not limited to: bus passes, gas, insurance, and maintenance.

3. Do you need physical address on just the executive board or the entire board?

Is the tax check on the executive board or entire board?

Can we submit a 3 minute video on the program to which we are seeking funding?

Answer:

Physical addresses on the entire board.

The tax check is conducted on the Executive Board and the President/Executive Director of the organization.

No

4. Can CDBG (Public Services) funds be used by an Offeror for a budgeted yet unfilled Offeror's staff position?

Can the same Offeror apply for separate funding under both Homeless Services and Job Training/Education Services?

Can CDBG (Public Services) funds be used by an Offeror for a budgeted and filled Offeror's staff position currently working in the area of either Homeless Services or Job Training/Education Services?

Answer:

Yes

Yes, two applications must be made.

Yes

5.

In the grant it requires a "Certificate of Registration" -Is this the same as a Certificate of Fact from the office of the Secretary of State?

As part of the budget, can we request funding from cost related to Supplies and also capital expenditures such as computers?

If yes - In the budget, should we detail out all the supplies that we will need to purchase? For example for the voed training, they would like to put together training stations (with supplies that you would see in an office such as paper, pens or items from a grocery store to teach how to sack groceries). Would I need to detail out each of those, or can I just have general categories that says "voed supplies for office work training". How detailed does the budget on those lines need to be?

If yes - In the budget, should we detail out the equipment that we would like to purchase for the program.

1. Computers XXX
2. Desks XXX
3. Shredder XXX
4. Fax Machine XX
5. Voed Assessment software

Answer:

The Certificate of Registration is now named the Certificate of Filing or the Certificate of Fact. You may use this link to obtain a copy: <http://www.sos.state.tx.us/corp/copies.shtml>

Please refer to the OMB Circular A-122, Cost Principles for Non-Profit Organizations (http://www.whitehouse.gov/omb/circulars_default). Funding may be requested for supplies. Acquisition of a building or land is unallowable. According to 24 CFR 570.207, The purchase of equipment with CDBG funds is generally ineligible.

In this example, you will give as much detail as possible. Remember to look at the CDBG-Public Service regulations to determine allowable costs. Food is not an allowable cost

Please refer to 24 CFR 570 for the CDBG regulations. When developing one's budget, as much detail as possible should be included.

6. Can you please provide me with a definition of "day shelter", according to your agency?

Answer:

A Day Shelter means any facility, the primary purpose of which is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not

require occupants to sign leases or occupancy agreements. The primary purpose must be evident in the shelter's features; at a minimum, homeless people must be able to stay in the facility for as many hours as it is open. Activities in the day shelter should be targeted to people who are sleeping on the streets or in emergency shelter.

7. Can you similarly define "outreach expansion" as defined by the agency? Just want to be sure we are proposing for the best fit components for our program.

Answer:

Outreach expansion are for agencies currently doing outreach and will utilize the CDBG-PS to expand their current program.

8. I'm wondering what costs are outlined under "case management" in the budget other and if emergency shelter stay is covered while we are identifying appropriate housing for literally homeless clients.

Answer:

Under CDBG-PS, the RFP is requesting Day Shelter services. Housing costs are not covered under CDBG-PS. When identifying eligible costs please refer to the OMB circulars.

9. Do you need physical address on just the executive board or the entire board?

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No.

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a qualifications packet on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their qualifications packet.

If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Derrick McClendon

Derrick McClendon
Sr. Procurement Specialist
City of Houston, Housing and Community Development Purchasing Division
713-868-8369

