

STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
QUESTION AND ANSWER RESPONSES
RFP NO. 463P0210-01

Italicized responses starting on page 3 were added 10/1/18

Q: How is this different than the Commerce HARPS (Housing and Recovery Through Peer Services) Subsidy?

A: That is a separate contract with the State Health Care Authority that provides long-term rent assistance connected to individuals who qualify for HARPS through behavioral health organizations. This contract uses Medicaid Foundational Community Supports Supportive Housing to qualify households for rent assistance.

Q: Do I have to be a licensed behavioral health provider?

A: No. The minimum requirements are in section 1.3 on page 5 of the RFP.

Q: Where is a link to the bidder's webinar registration?

A: The webinar link is imbedded in section 2.3 of the RFP under Pre-proposal conference on page 8:

A pre-proposal webinar is scheduled to be broadcast to interested stakeholders on Monday September 24, 2018 at 4:00 p.m., Pacific Daylight Time. All prospective applicants are encouraged to attend; however, attendance is not mandatory. It is in section 2.3 of the RFP under Pre-proposal conference.

<https://register.gotowebinar.com/register/8765027814050035203>

Q: Where is a link to a recording of the webinar?

A: On the Commerce website and on WEBS within this document here:

<https://attendee.gotowebinar.com/recording/6774070641726258435>

Q: If we are not currently set up to provide Medicaid FCS services, are we ineligible to apply or is there a timeline that we must get set up?

A: You must document a formal relationship with a Medicaid Foundational Community Supports Supportive Housing provider at the time of contract execution. Section 1.3 page 5.

Q: Are there page or word count restrictions for the various questions?

A: No. I trust you will provide full and succinct responses.

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Q: Is a formal project budget required or just the narrative of the types of costs that are included in the proposal?

A: All requirements for the cost proposal are in section 3.4 on page 15.

Q: How do I get assistance with WEBS?

A: Email Department of Enterprise Services at webscustomerservice@des.wa.gov.

However: you can complete and submit an application through the RFP on the Commerce website, you don't have to go through WEBS: <https://www.commerce.wa.gov/contracting-with-commerce/request-for-proposal-commerce-seeking-proposals-to-provide-rent-assistance-linked-to-medicaid/>

Q: Regarding qualifications: if we provide services through HUD Shelter Plus Care, the DSHS Aging and Long Term Care GOSH program, or HARPS would that qualify us as a recipient of federal or state housing assistance (page 5 section 1.3).

A: Yes.

Q: Where do I find more information on what qualifies a person for Medicaid Foundational Community Supports Supportive Housing?

A: Details on qualifications for Foundational Community Supports Supportive Housing can be found on the Health Care Authority website on the Foundational Community Supports Quick Reference Guide: <https://www.hca.wa.gov/assets/program/fcs-referral-quick-reference-guide.pdf>

Q: There appears to be an error in the math on page 16 in section 4.2.

A: Thank you for bringing that to our attention. That error was corrected in the amended RFP and an amended document was posted on WEBS and the Commerce website.

Q: This is supposed to be for permanent supportive housing, but it only provides rent assistance for one year.

A: This is funded by a state general fund proviso, funding beyond the biennium has not been budgeted yet. Commerce has requested funds to support this pilot and for expanded resources for other communities in future years (page 5 section 1.4).

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Q: Do we count as a small business (we have less than 50 employees)?

A: Per RCW 39.26.010 "Small business" means an in-state business, including a sole proprietorship, corporation, partnership, or other legal entity, that:

(a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either:

(i) Fifty or fewer employees; or

(ii) A gross revenue of less than seven million dollars annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or

(b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW.

Q: I am not sure what integration with Coordinated entry is – is it a specific program/organization?

A: The purpose of a Coordinated Entry System (CES) is to provide the quickest access to the most appropriate housing to every household experiencing or at-risk of homelessness through a standardized assessment and referral process. The [Washington State Coordinated Entry Guidelines](#) are available on the [Commerce Website](#). Coordinated Entry Providers by community and by population are also listed on Commerce's website.

Q: Who provides Coordinated Entry in my area?

A: Information on [Coordinated Entry providers by county](#) is on the Commerce Website.

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Q: I don't see any provision that payment of utilities is allowable. Will that be part of the allowed use of funds? What about tenant relocation, if required?

A: Both would be payable. We are assuming we will look to the Consolidated Homeless Grant Guidelines to address many details like that.

Q: Is the intent that a successful bidder will issue RRH assistance for multiple counties, given the small number of vendors being targeted? Given the average amount of \$250K, that might be difficult to accomplish, given costs per person. Given the bonus points offered, will there be any awards to counties that are not in the list of non-HARPS counties?

A: We don't have any assumptions about what counties will be awarded – or even how many applications we will receive. We only plan on awarding 3-5 communities funds as a pilot (and we hope to secure more funds for this effort in state fiscal year 2020).

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Q: Are the costs of administering the rental assistance allowable? Under administration, I see things like office rent. Under services, I see behavioral health services (although I thought these were billable under Medicaid). So is it allowable to use funds to support a portion of a person's FTE who is simply reviewing and processing payment requests?

A: Yes, some of those costs (which are capped) are allowable. Costs billable to Medicaid are not allowable – the specific example mentioned is related to FCS Supportive Housing services. On-site and other services that are not billable but are costs related to supportive services are billable here under the contract cap. (page 5 section 1.4).

Q: Do you need proof of insurance prior to contract execution?

A: The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date. (page 11 section 2.18)

Q: Do we use "Exhibit C" as a template to answer Management proposal B.3?

A: No, exhibit C (the boilerplate contract) was included as a courtesy. You are not expected to fill it out as part of your application. Application requirements are listed in section 3 page 12 of the RFP. B.3 page 14 requires a list of contracts you've had in the past.

Q: In the management proposal it asks for references (3 business references for the Applicant – and 3 business references for the lead staff person...). We're not sure what exactly is meant by the request for 3 references for the lead staff person.

A: We require three references for the primary organization applying for funding. References would likely be leadership in other organizations, partners in this project, or leaders at other agencies that have funded your work. The second list would be references for the lead staffer for the primary organization submitting this application. Section 3.3 D page 14.

This Q&A was published by:

Cary Retlin

Washington State Department of Commerce

Cary.retlin@commerce.wa.gov