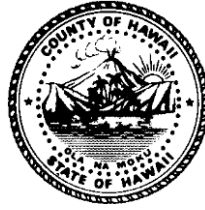


Mitchell D. Roth
Mayor

Deanna Sako
Managing Director

Robert H. Command
Deputy Managing Director



Susan K. Kunz
Housing Administrator

Harry M. Yada
Assistant Housing Administrator

County of Hawai'i
Office of Housing and Community Development

1990 Kino'ole Street, Suite 102 • Hilo, Hawai'i 96720 • (808) 961-8379 • Fax (808) 961-8685
Existing Housing: (808) 959-4642 • Fax (808) 959-9308
Kona: (808) 323-4300 • Fax (808) 323-4301

Homelessness and Housing Fund Support Grants FY 2025

RFP Questions Received and Official OHCD Responses

September 5, 2024

1. If there are people needing service who decline signing consent forms (which is rare, but does happen), are they restricted from being served by HHF-funded programs?
 - *No. In individual cases where a participant chooses not to provide consent, they shall still be eligible to receive services, and their information will be recorded in the data management system. However, to ensure their privacy, participants who decline consent will not be identifiable outside of the Grantee's access. They will be accounted for in number, but their name and information will be inaccessible. The goal is to obtain 100% consent, but it is considered reasonable and acceptable to process a small percentage of participants that decline. However, the submission of a substantial amount of data that is non-identifiable may be considered noncompliant with the terms of the Agreement. This situation will be reviewed on a case-by-case basis and may indicate the need for additional staff training or other necessary adjustments. Failure to adequately address findings and make every effort to implement solutions may result in the suspension or cancellation of payments or the Agreement.*
2. Can you confirm that county funds may be used to care for the homeless irrespective of their consent to participate in the project?
 - *Confirmed. Please see Question 1 and response above.*
3. Will our organization have access to the county database to generate reports on a) its own activities/entries, and b) those of other grantees/partners?
 - *Grantees will only have access to and the ability to run reports on their own database entries and Participants. Grantees will not be able to see, access, or run reports on the data or Participants of other HHF Grantees.*



4. Will clients/partners be required to sign a separate Consent form for each project grantee providing them services?
 - *Yes, Clients will be required to sign a separate consent form for each unique project/program that they receive services from.*
5. If there is to be a single consent form, will all grantee parties have the opportunity to review and approve in advance?
 - *The County will provide the selected awardees with the consent form for review during in-person meetings in late October/early November 2024, before contracts have been executed.*
6. [If an organization] provides medical, clinical, and supportive services to the homeless via its Street Medicine AND at [other] health center sites, will only services provided [via Street Medicine] be entered into the county database? Is Street Medicine defined as “care provided on the street” or “care provided to those who live on the street (unhoused)”?
 - *Yes, only services provided via HHF funding will be entered into the County data management software. HHF funding shall only be used to provide outreach care on the streets to unhoused individuals. Street medicine is included in the Roadmap Priorities, but medical services provided in a brick-and-mortar facility (even to those unhoused) is not.*
7. There may be clients who receive services by [other HHF] grantees and who are receiving care ONLY at [our organization’s non HHF] brick and mortar sites rather than at Street Medicine mobile units. Can you confirm that these [non HHF services at our brick and mortar sites] are NOT included in the project?
 - *Data will only be collected for HHF funded projects and data will not be shared or accessible across organizations.*
8. Does Domestic Violence qualify?
 - *A proposal will qualify if it addresses at least one of the 13 Roadmap Priorities from Section 1.2 of the RFP, and results in reducing the amount, duration, or recurrence of homelessness. Additionally, a proposal needs to score a minimum of 84 points out of a total of 140 to be considered for funding. See the Evaluation Form linked on the HHF website to see how proposals will be scored.*
9. Are primary applicants allowed to have subrecipients? An organization is interested in applying for the funds to support a kauhale project. In their application, they want to include a subrecipient provider who will operate the kauhale units once they are built.
 - *Yes. Subrecipients contracted to execute the awarded project are allowed.*

10. Are we able to provide data from the existing facility as is juxtaposed to the increased capacity after the project is completed?

- *This question isn't clear, but all data reported during the Agreement period will be based on real time data occurring throughout the duration of the Agreement period. The County will not collect data from Grantees after the completion of the Agreement period, with the exception of the final report due 20 days after the end of the contract.*
- *If there is an existing facility that this new project is replicating, that may be helpful information to reference in your proposal.*

11. Please provide clarity around Admin costs. Do they need to be less than 15% or can they be up to 15% exactly?

- *Admin costs must not exceed 15% of total requested amount, so 15% exactly, or less, is acceptable.*

12. Does the request and justification for initial advance payment need to be included in the grant proposal?

- *No. This request is to be submitted after Grantees have been selected and contracts have been executed.*

13. You shared that [only] the full [award] amounts will be granted; however, could that impact the application not being selected if the amount requested is considered too high?

- *No, proposals will not be denied based on the award amount requested. There is a question on the Evaluation Form that asks if the proposed budget is "complete, realistic, thorough, accurate and without significant red flags." Committee members will award 0-5 points towards that question, out of 140 total points. Proposals must score a minimum of 84 points to be considered for funding. View the Evaluation Form on the HHF website to see how proposals will be scored.*

14. On page 22, the RFP states: While salary and wages are eligible uses of grant funds, personnel costs should not be the primary use of grant funds. Can you elaborate on what is meant by "primary use?" Does this mean that personnel costs are no more than half of the grant request amount?

- *The HHF Grant Program does not impose specific limits on personnel costs to allow for flexibility. However, grant funds are intended to support a broader range of activities beyond just paying staff. The expectation is that a significant portion of the grant will be used for direct project expenses or main objectives rather than administrative or personnel expenses. A proposed budget just needs to meet this criteria. Also, a proposal would not be rejected based on the percentage of personnel costs. See response to Question 13 above for related info.*

15. Please clarify what is meant by “program guidelines” in Question C4 of Exhibit C.

- *Program guidelines refer to the rules and standards that govern the implementation and management of the project or program. What are the general parameters, rules, or requirements that help ensure the program is carried out effectively and consistently?*

16. Please clarify “Corporate Resolution” from the required documents in Question B12 of Exhibit B.

- *Corporate Resolution is only required if a Proposer’s by-laws require it. Corporate Resolution refers to a legal document issued by a board of directors that describes and declares major corporate decisions. It can be used to guide actions in various circumstances, address challenges, establish initiatives, or resolve conflicts between a corporation and its shareholders.*

17. Where can we find the specific limits that must be included in the Certificate of Liability Insurance? Does the County have to be named as an additional insured?

- *Proposers must provide a Certificate of Liability Insurance (General Liability coverage of \$1 million and \$50,000 for each occurrence) to the County which expressly states that the County of Hawai’i is an additional insured prior to receiving payment(s).*

18. Can you clarify the language from Pg. 30 of the RFP having to do with Certificate of Vendor Compliance? “The HCE shall be dated no later than 30 days prior to the Proposer’s submission date.”

- *Example: If the proposal is submitted September 16, 2024, 30 days prior to that is August 17th. The HCE must be dated between August 17th - Sept 16th 2024.*

19. How do you define Homelessness?

- *Key terms are defined in Section 1.1 of the RFP. The definition for Homeless is on Page 13.*

20. Are there character count restrictions for responses to the Application questions?

- *Yes, they vary but should be reasonable. Character limits were updated since the informational sessions and can be found written next to each application question. If it doesn’t specify, then there is no limit.*

21. The character limits for questions in Exhibit D Proposal Project Narrative vary from 1,200-1,800 characters, which is ½ to ¾ page. Can the character limit be increased to at least one page per response, around 2,400 characters?

- *Many character limits throughout Exhibits C and D have been updated. However, succinct answers are encouraged. In general, the questions are*

very specific and looking for direct answers. With over 30 questions in Exhibits C and D, there should be opportunity to include most of the project details. With that said, if you encounter a question where the character limit poses a significant issue, please email our office and potential solutions can be explored.

22. Would it be possible to increase the character limit [on question C4 of Exhibit C] since this question asks for a lot of information?

- *The character limit was adjusted to 2,400 for question C4 of Exhibit C. See response to Question 21 above for additional information.*

23. Can we submit two proposals for different programs using the same Neighborly account?

- *Yes, one organization can open and submit multiple proposals, utilizing just one Neighborly user account. Similarly, multiple different users from an organization can log in separately to work on one singular proposal. See the Proposal Guide on the HHF website for more information regarding Neighborly account set up.*

24. Would you please share where to find exhibits?

- *Exhibits can be found when logging into Neighborly or on the HHF website. Click "View Exhibits B-H" on the HHF website to preview all of the application questions.*

25. Is there a place in the RFP where the application questions are listed, or does it follow the evaluation categories?

- *The application questions can be found when logging into Neighborly or on the HHF website - Click "View Exhibits B-H" on the HHF website to preview all of the application questions and forms. Application questions mirror the questions on the Evaluation Form.*

26. How are documents signed in Neighborly?

- *Neighborly will require periodic virtual E-Signatures throughout the application.*

27. If the project is to develop civil construction and site work to build housing options and reduce the number of persons experiencing homelessness, reduce the length of time persons experience homelessness and reduce recidivism - what are acceptable measurements as it pertains to "Metrics that Matter"?

- *For construction projects, the proposal should clearly outline the intended final outcome of the project and how it addresses homelessness, including who the project targets, how tenants will be recruited, how rental costs will be managed, etc. The County may not officially advise you on how to answer application questions but can offer*

some prompting questions that may help. What are the anticipated project milestones? How will you know when you have achieved your project goals? What measurements can you put in place to gauge success? How many units will be available, housing how many individuals? What is the anticipated timeline for units to be completed and for individuals to be housed? How will unsheltered individuals be identified, engaged, and prioritized for the housing units? Once you determine the five success outcomes, please specify their ultimate impact: Will they contribute to reducing the number of people experiencing homelessness, shorten the duration of homelessness, or reduce recidivism rates?

28. Regarding Question D7: "Ensuring that Homelessness is Brief: How does this project reduce the time from initial contact to housing placement? Please explain how you will track the reduction in time spent experiencing homelessness. Refer to Page 7 of RFP." While it is certainly possible to track the time from initial contact to housing placement, tracking the reduction in time spent experiencing homelessness is a bit tricky without a community standard. For example, according to the HMIS the average length of stay in 2023 in an emergency shelter in Hawaii County is 118 days. For BTG as a whole it is 167 days. Would the County like applicants to use the HMIS shelter stay duration or some other data set, to help determine if our programs are reducing length of homelessness?

- *This proposal question was intended to solicit applicant's suggestions on how improvements or reductions to time spent in homelessness can be tracked or measured.*
- *Explain how the specific features of your program contribute to a reduction in homelessness duration. For example, detail any expedited processes, streamlined services, or partnerships that facilitate quicker housing placements. Include any plans for how you will evaluate this data, and how you will use this information to make continuous improvements to your program.*

29. According to the RFP timeline on the OHCD webpage, the contract start date for FY2025 is February 1, 2025. Theoretically this would leave a 1-month gap in funding for programs that receive a 2025 award and are continuing a program from 2024. Does the County have a plan to support seamless program continuation between the end of FY2024 and the beginning of FY2025?

- *Proposers need to make the necessary adjustments to manage their finances based on the proposed timelines put forth. OHCD has been in close contact with 2023-2024 Grantees to review financials and infer whether outstanding funding will stretch to February 2025, avoiding gaps in service delivery. No cost contract extensions may be executed as the County deems necessary.*

30. As our Proposal will be based on the projected permit to begin civil work being completed, if we get our permit later than projected and the work proposed (civil construction, site grading) was not 100% complete by the end of the SRA term (January 2026) would we give back the remaining funds at that point?

- *In certain circumstances, the County can grant a no-cost contract extension, meaning that the Grantee is awarded additional time to execute the scope of work and spend down the original awarded funding. This is determined on a case-by-case basis. Otherwise, all unspent funds are to be returned to the County at the end of the Agreement period.*

31. If we have not received permitting by the execution of the contract date, would we be able to ask for an amendment to the scope and budget? Or would we have to give all funding back and not fully execute the contract?

- *The County doesn't award funding until **after** the contract has commenced, through an optional one-time 20% advanced payment that Grantees request, and then through **reimbursement payments** on actual incurred costs by the Grantee. Depending on the circumstances, Grantees may request modifications for contract execution dates, budgets, or scope of work that would need to be negotiated into the Agreement before contract execution that would begin routing around December 2024. Contract Agreements will commence February 1, 2025.*

32. Is there any possibility of extending the contract term past January 2026 if work is in progress?

- *See response to Question 30.*

33. Is this the last year of funding through the Homelessness and Housing Fund?

- *This is Year 3 of a 5-year fund that is currently set to expire on 6/30/2027.*