

**Unsheltered Coordinating Agency
Request for Proposals (RFP)
Addendum # 2
January 17, 2020**

All information contained in this amendment dated January 17, 2020 shall become part of the Unsheltered Coordinating Agency RFP located at <https://zoomgrants.com/gprop.asp?donorid=2251>

- 1. When using client financial assistance to support a permanent housing exit for a client on the Primary Caseload, can funds be used to pay for security deposits and rent?**

Financial assistance to support Permanent Housing Exits for clients on the Primary Caseload may NOT be used for payment of security deposits or rent. This is in contrast to financial assistance used to support permanent diversion plans for clients in pre-case management, for which payment of security deposits or rent is allowed.

- 2. When submitting the proposed budget with narrative under required attachments, what timeframe should the budget request reflect? Annual?**

Applicants should be sure to complete both the first and second tab of the template. While it is recommended to complete the budget for the contract term, applicants may either complete an annual budget or a budget for the entire contract term (2.5 years). In Zoomgrants the total request for funds will be the full amount needed to complete the 2.5-year project.

- 3. We need clarification on the item requesting two references – one from a completed publicly-funded contract and the other from a current publicly-funded contract. Can the City of Durham Community Development Department write those references if we have both completed and current contracts with your office?**

Applicants do not need to submit written letters of reference. Applicants should submit contact information for the two references. The City of Durham Community Development Department (CDD) should not be used as a reference. Should the applicant not have held two publicly funded contracts with an entity other than CDD, the applicant may substitute contact information for private funders to meet the requirement for two funder references.

- 4. What are the case management standards?**

Draft Case Management Standards are included in the RFP library. For the Response to Draft Case Management Standards included in the list of required attachments, applicants should use the document from the library with track changes and comments to provide suggested revisions to the standards. The final Case Management Standards for the Unsheltered

Coordinating Agency contract will be developed through collaboration between CDD and the award recipient(s) before contract execution.

5. What types of training certifications are required and how far back do the certifications qualify?

Staff training requirements are listed in the RFP. The award recipient(s) may meet these requirements either by demonstrating that staff have existing training/certification or by securing new training for project staff. Certification is only required where the word certification is listed in the requirements. Any training plan will need to be reviewed and approved by the project manager, who will determine whether training meets requirements. If a project staff member has existing training but significant time has elapsed, the project manager will work with the recipient to determine whether the staff member has retained the skills from the training such that they are able to apply them for Project Activities.

6. Since CDD is a public entity subject to FOIA requests, if there are agency-specific confidential documents being submitted as part of the RFP, such as Board Minutes with confidential discussions, can they be marked to ensure they aren't publicly disclosed?

Yes, documents that are confidential to the agency or relate to other proprietary information should be marked on the attachment as "proprietary".

As instructed in the RFP, applicants should acknowledge receipt of this addendum and any subsequent addendums in their cover letters, by including the following statement: "The undersigned candidate has read all the addendums issued by the City for this RFP, through and including Addendum No. ____."