



COUNTY OF DANE
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PURCHASING DIVISION

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DATE: June 19, 2009

TO: All Proposers, Request For Proposals #109080: Homeless Prevention and Rapid Re-Housing Services for Dane County and the City of Madison

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: **ADDENDUM #1**

The following answers are provided in response to questions received:

Question #1: First of all, my understanding of the HPRP program is that the State is looking to grant an award to a collaborative application, with the agency that heads the local CoC as lead applicant, for the full amount (\$1,069,782). Is that correct? If so, could you tell me who is the lead agency at the local CoC?

Answer #1: This RFP is being issued by the City of Madison and Dane County, not the State of Wisconsin. This RFP is for funds that are from two separate allocations. \$817,092 was allocated by HUD to the City of Madison. Dane County is applying for \$284,498 in funds set aside for the balance of the County through the HUD allocation to the State of Wisconsin. The dollars for this RFP would come from these two allocations.

Question #2: If my understanding is incorrect, and the State is looking to make awards to several independent nonprofit agencies, can you tell me the number of awards the State anticipates making and suggest an appropriate budget level (or how much you expect to fund per award).

Answer #2: This RFP is being issued by the City of Madison and Dane County.

Question #3: For each section of the narrative, are we to complete the section for each of the collaborating agencies? For example, section 5.1.5 asks for the number of households we are proposing to serve and the process by which this is done. Are we to separate out each agency and report all numbers separately, or are we to report them in one large figure? This question applies to sections 5.1.4 – 5.1.6. Are you looking for a break down of each participating agency rather than one

large overview?

Answer #3: The RFP only asks for a single narrative. Under section 5.1.2, the proposal requires that any collaborative identify the participating organizations and how each contributes to providing services and financial assistance. Under sections 5.1.5 and 5.1.6, it is expected that the proposal will address the program and participant requirements under 1.3.2 – 1.3.6. Each agency may be identified and numbers reported separately or they may be reported in one large figure.

Question #4: *For Section 5.2 (Outcomes): Are we to report this number broken down and report each outcome by agency, or are we to report this as an average based upon figures provided by all participating agencies?*

Answer #4: This number may be reported by each agency or it may be reported as an aggregate of all participating agencies.

Question #5: *Is each participating agency to complete Attachments A-E, or just the lead agency? If just the lead agency, do you want a line by line breakdown for the project budget (Attachments B + C) for each participating agency?*

Answer #5: Just the lead agency should complete Attachments A-E. The project budget may be submitted in the aggregate for all agencies that are part of the collaborative application. At the time the contract is executed, information on the project budget by participating agency in the collaborative would be needed.

Question #6: *Since many of the providers currently participating in the city application also provide services outside the Madison Metro region, are we able to submit an application with the same partner agencies currently collaborating for the city of Madison HPRP grant? Are we required to include any new partnerships? If we are, can you make some recommendations for organizations that could viably participate in this funding source (i.e. HMIS participants, reporting capabilities, etc.)? With the City portion, before the RFP was issued, we were advised to partner with existing agencies who had the capacity to roll this funding out quickly given the timeline.*

After several meetings, City of Madison providers have reached an agreement about the amount of funding each agency would receive (if funded under the collaborative proposal, with CAC as the lead agency). . We would like to propose the allocation of county funding in the same way as to avoid re-negotiations.

Answer #6: For the HPRP proposal agencies should submit a single application and describe in the narrative the approach that will be taken to serve all of Dane County - both in the City of Madison and the outlying areas. Then complete Attachment C for

the funds available through Dane County and Attachment B for the City of Madison funds.

Agencies are not required to form any new partnerships.

Agencies may propose the same allocations of funds for the County funds as for the City of Madison funds.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.