



St. Johns County Board of County Commissioners

Purchasing Division

September 3, 2014

ADDENDUM #2

To: Prospective Bidders
From: St. Johns County Purchasing Department
Subject: RFP #14-90 HHS Funding Availability

This Addendum #2 is issued for clarification on the above titled project, and is hereby incorporated into the subject RFP documents. Each proposer will ascertain before submitting a proposal that he/she has received all Addenda. **Please return the signed Addendum with your proposal.**

1. Page 3 Item D. About this RFP process: It states to submit all proposals to provide services in any funding categories. Do we use one proposal under the funding category Homelessness and Housing to cover our Transitional Housing and a small portion to cover our Affordable Housing or do we have to submit 2 full proposals? **One proposal per funding category applied for is required. In your example, one proposal will suffice.**
2. Page 12- The Homelessness and Housing Current Funding opportunity – it's not very clear whether the service we currently provide (inspections and emergency home repairs for low income homeowners) fits within the specific terms and target population outlined, other than the general term of "affordable housing"? **It is possible that clients benefiting from the current home repair program will have the potential to meet the outlined target population. If a home is uninhabitable, it can possibly be viewed as a housing stability issue and possibly lead to homelessness.**
3. Page 13- Does the RFP limit recipients to only families that earn less than 30% of the AMI? That will eliminate a significant number of low income homeowners. **30% below median income or other specified federal program for the geographic area.**
4. Are homeowners excluded as eligible recipients? Technically they are not "homeless" even if living in substandard housing conditions. I don't think their situation would qualify as "permanent supportive housing" either? **Homeowners are not excluded as eligible recipients. It is possible that homeowners will have the potential to meet the outlined target population. If a home is uninhabitable, it can possibly be viewed as a housing stability issue and possibly lead to homelessness.**
5. In this RFP, it clearly states that signatures must be in other than black ink. However, some forms must be notarized and notaries normally use black ink. Should we request that the person notarizing these documents also use other than black ink? **Black ink will be acceptable for the notary.**

6. We are requesting exemption from the vehicle insurance requirement because our operations do not in any way involve the use of automobiles. Are we safe in assuming that we will not be required to purchase that insurance, or will that be an item of negotiation if we are awarded a grant? [If there is no use of anyone \(employees or subcontracted employees\) using any company/personal vehicles on behalf of the company then the exception would be approved.](#)
7. What if we wanted to work with a county department? Who signs off on the cover page? Can the department head sign a letter of agreement? [Partnership with a County department will be not considered for the purpose of this RFP.](#)
8. When is the workshop for the grant reviewers? [Evaluator training will be held at the September 4th executive meeting at 3:30pm.](#)
9. In Appendix II, page 34, Section E, question 63 – we are instructed to attach the most recent **Semi-Annual Report** a Program Document 3. Under Program Document 3, it states to attach the most recent **Quarterly Outcome Report**. Please clarify. [Please submit the agencies most recent semi-annual reports. Outcome reports were not required quarterly.](#)
10. In Appendix II, page 32, Section C, question 60 **and** In Appendix III, page 48, Section C, question 60 – We are instructed to attach a resume OR job description for each position that will provide direct services. Yet in Appendix II, page 38 under Program Document 1, it requests resumes AND job descriptions. Please clarify. [Please submit resumes AND job descriptions.](#)
11. Do we have to submit another 990 form or will the reviewers be using the 990 submitted in the prequalification process? [Financial statements should have been submitted during the prequalification and do not need to be submitted again.](#)
12. Can any portion of these funds be used for capital expenditures related to development of Homeless One Stop Center? [Please refer to the RFP, page 50-51, for "disallowed expenses" clause. Capital expenditures are not included in the "disallowed expenses".](#)

The due date of [September 11, 2014 @ 4:00 p.m.](#) remains the same.

**Sincerely,
Bridget Mein
Contracts Coordinator**

Acknowledgment

Signature and Date

Printed Name/Title

Printed Company Name

End of Addendum #2