



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: March 20, 2024

TO: RFP # 2434-845 Bidders

FROM: Cindy J Carroll, Solicitation Coordinator
DSHS Central Contracts and Legal Services

SUBJECT: Amendment No. 01 – Bidder's Q & A

DSHS amends the RFP # 2434-845 procurement document to include:

- Bidder's Questions and Answers

Bidder's Questions and Answers
RFP# 2434-845

Question #1: Are there any by & for requirements?

A: This funding opportunity does not have explicit by and for requirements. A Contractor Inclusion Plan is included as part of this application.

Question #2: Do residents need a lease in order to qualify for grant funds?

A: To meet the requirements for this funding opportunity, clients will need a fully executed 12 month lease with full landlord/tenant rights and protections.

Question #3: When you say applicants are primary leasing agents what exactly does that mean?

A: The goal of this funding opportunity is to contract for housing units that will be immediately available to ALTSA referred clients who have high housing barriers. Applicants must be the leasing agent, either for owned or leased/subleased properties who are authorized to sign a legally executed lease agreement with ALTSA referred clients.

Question #4: Is it ok to lease single family homes (master lease) and rent out SRO's to applicants who may want to live in a smaller community, home like setting?

A: We are looking for one bedroom or studio apartments. If you are considering utilizing single family homes for a shared living situation, please explain in detail in your application how this would be managed. In exceptional circumstances, a client may choose to live in a shared housing situation, such as an SRO. Any shared housing opportunity must be driven by client choice and is not typically an arrangement we offer to our clients. Single room occupancy (SRO) is different than shared housing; if you are considering this housing type you will also need to make clear in your application what type of property you are considering making available through this opportunity.

Question #5: We are United Hub, a nonprofit organization with a focus on low income housing issues. Can we apply as a NGO?

A: Any organization that meets the minimum qualifications for this funding opportunity is eligible to apply

Question #6: Are you looking for furnished or unfurnished homes?

A: Contracted units for this funding opportunity may be furnished or unfurnished. We do not anticipate paying more for furnished units.

Question #7: The RFP funding then covers the monthly rental payment? Or is that separate funding the residents would access?

A: Funding for rental assistance for ALTSA referred clients is provided through a separate contract with Spokane Housing Authority which administers our rental subsidies statewide. This rental assistance is provided in the form of a Housing Assistance Payment (HAP) contract and does not come out of this funding opportunity. Vacancy payments for when an ALTSA referred tenant has not been identified or during a unit flip are allowable.

Question #8: Spokane County has a partner who has a lot of properties which specifically serve low-income individuals with disabilities. They have a large cash flow problem due to charging either \$0 or very low rent. Would they be eligible for funding?

A: Any organizations that meet the minimum qualifications for this funding opportunity are eligible to apply. We welcome discussions with any housing partners who wish to explore the other opportunities available through the ALTSA Housing Team.

Question #9: Does this funding only cover the Spokane area or statewide?

A: This is a statewide funding opportunity.

Question #10: Will DSHS be providing the supportive services for the clients, or will that need to be provided by the awardee?

A: All referred clients will have access to case management and other support services through ALTSA and provided by state staff or contracted providers. There are additional services that a client may be eligible for through their managed care organization (MCO) plan or local resources. The intention of these funds is not to duplicate services provided by other funding streams. Examples of specific services ALTSA may provide include: personal care, caregiver management training, skills acquisition training, Personal Emergency Response Systems (PERS), and assistive technologies. ALTSA services may also include community transition items such as basic household items and furniture, transition services/supports from contracted Community Choice Guides, environmental modifications, specialized medical equipment/supplies, Supportive Housing contractual services, Home Delivered Meals, Nursing Services, Behavioral Support Services, Professional Support Services, and Technical Assistance to providers.

Question #11: If the units we have available are full, would we be able to do community outreach to other properties?

A: Yes, organizations can provide community outreach to properties not owned by the applicant organization, including market rate apartments. Please indicate your outreach plan in the narrative section of the RFP. Contractors should be the primary leasing agent for any contracted units.

Question #12: Are grant funds paid out per individual/lease or in a prepayment lump sum?

A: There will not be a lump sum payment. Payments will be a mix of reimbursement for expenses and delivery-based payments. Examples of delivery-based payments include: completion of ALTSA on-boarding upon contracting, submitting reports of activities, contracted units, acceptance of tenant referrals. Examples of reimbursements include: cost of the unit, cost of general liability insurance, staff time, vacancy related payments, maintenance for unit turnover, mileage for contracting units and supporting units.

Question #13: Could you please provide your email address so I can share it with our partner?

A: Address questions and proposals to the solicitation coordinator Cindy Carroll at Cindy.Carroll@dshs.wa.gov

Question #14: Will we receive specific client referrals for housing from ALTSA or can anyone apply?

A: Yes, clients will only be referred by ALTSA for global leasing. Any individuals wishing to know if they are eligible for ALTSA services may reach out for an assessment. Please see the ALTSA Long Term Care Services and Information webpage: [Long-Term Care Services & Information | DSHS \(wa.gov\)](#), or they can call their local Home and Community Services office: [Find Local Services, Information, and Resources | DSHS \(wa.gov\)](#). For local information, please see: [How to apply for DSHS Long Term Services and Supports \(LTSS\)](#). Please note, eligibility for ALTSA services is broader than eligibility for the ALTSA Subsidy. For more information regarding the ALTSA Subsidy see this [brochure](#).

Question #15: Are there priority counties or locations where funding is more likely to be awarded?

A: There are no prioritized counties or locations for this funding opportunity.

Question #16: How many units can one organization lease?

A: There is not a maximum number of units in the RFP. We ask that applicants be realistic in the number of units that can be contracted for use/tenancy during the contracting period.

Question #17: If these funds are for ALTSA referred clients, is there a pathway for an agency acting as the leasing agency – who may also provide supportive services in the community – to refer potential tenants to ALTSA to determine eligibility?

A: Please see Q14. For more information about the ALTSA Housing Subsidy, please see: [Housing Resources supports to help you live successfully in your own home \(wa.gov\)](#)

Question #18: What are some examples of things the RFP funding can be spent on if the individual will have a subsidy?

A: Examples of types of expenses Global Leasing funds can be used to pay include: vacancy payments, administrative costs, Property management, maintenance, repairs, and on-site management.

Question #19: Can the funds also be spent on move in costs or only rental payments?

A: Please see Q7.

Question #20: How many contracts do you anticipate awarding?

A: There is not a maximum or minimum number of contracts anticipated to be awarded in this funding opportunity. We are interested in using the new funding to give several contractors the opportunity to explore how this might help provide more independent housing for vulnerable clients in the future, even if initial contracts are relatively small.

Question #21: Are the folks who are eligible being referred from long term care facilities to live independently in the community or can referrals come from folks who are enrolled in ALTSA who are looking for housing in their own community?

A: ALTSA enrolled clients we refer may come from long term care facilities or the community.

Question #22: Will transitional housing be accepted that are 5+ bedrooms with single and shared rooms?

A: The goal of the RFP is to contract for independent permanent housing for AL TSA referred clients. Transitional Housing would not be an appropriate fit for this funding opportunity. For a discussion of shared housing please see Q4.

Question #23: Does the home have to be altered to satisfy ADA requirements?

A: Not necessarily. AL TSA clients require different levels of accessibility. If a unit is not ADA or ADA adaptable and the client needs alterations to the unit, the AL TSA assigned case manager may authorize environmental modifications to the unit through the client's Long-Term Services and Supports benefit package based on the needs of the client.

Question #24: So when you say the criteria for AL TSA housing may change in the future, are you talking about clients having a higher level of acuity and/or being released from institutions?

A: The AL TSA clients we will refer have varying levels of physical and behavioral health needs, and may come from Nursing Facilities, the State Hospitals, and other institutional settings as well as community settings. We are requesting additional funding to expand the number of clients who will be able to benefit from global leasing.

Question #25: If an organization is doing FCS supportive housing, could they use this grant to support the referred clients from AL TSA?

A: FCS is a separate funding stream outside of this funding opportunity. FCS services can be used to support those referred through this RFP. RFP funding cannot be used for FCS services, or other forms of supportive housing services.

Question #26: Can you talk more about "intent to do risk mitigation" as your thought about how these funds might be used?

A: Housing providers have indicated that conventional master leasing does not take into account the total cost of providing housing for clients with higher needs. This funding opportunity allows contractors to identify what resources they need to cover additional costs not traditionally allowed, hence lowering the risk to the housing provider associated with providing housing to vulnerable individuals. Please see A12 and A18.

Question #27: If the subsidy that ALTSA clients come with is not enough to cover actual costs of leasing (are below market rate), is it acceptable to basically top off the rent with these funds?

A: Yes, but the intention of this RFP is to pay as much of the rent as possible with the ALTSA housing subsidy, which is a separate funding stream. ALTSA rental subsidies can use up to 120% of Fair Market Rent in all areas of Washington State. If needed, funds from this RFP can be used to supplement rent that the subsidy cannot cover.

Question #28: Will this be a continuous funding opportunity?

A: This contract ends June 30th, 2025. We anticipate releasing a new RFP for the next contracting period. Contract extensions may be a possibility.

Question #29: What are the total funds allocated to this program statewide?

A: The total amount for the is RFP opportunity is \$800,000.00. The total sum of all awarded contracts must fall within the total amount available. We anticipate that if this proves to be a successful model more funding will be awarded.

Question #30: Is this contract for reimbursement monthly? And if so, is there any upfront funding that can be provided at start up?

A: Payments will be made within 30 days of receipt of the invoice. If your organization has a preference for timing of payments, please indicate your preference in your application.

Question #31: Does the \$800k include rental payments for clients and outreach?

A: Outreach to find rental units are allowable expenses for this contract. Rental assistance payments for ALTSA referred clients are provided through a separate contract and are not included in this contract.

Question #32: If you do not expect this to be a reimbursement contract, what do you expect it to be?

A: Please see Q12.

Question #33: Is \$800k for one organization for all awardees?

A: The total amount for the is RFP opportunity is \$800,000.00. The total sum of all awarded contracts must fall within the total amount available.

Question #34: Are there habitability standards the units need to comply with?

A: Housing Quality Standard (HQS) regulations and requirements are set by the U.S. Department of Housing and Urban Development (HUD). HQS forms and checklists can be found on the HUD website: [Housing Quality Standards - HCV | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/program_offices/commpl/hqs/).

Question #35: Once the clients move in permanently, if our company is master leasing and wants to drop the master lease, would the client be allowed to rent directly from the landlord?

A: Once the clients move in permanently, if our company is master leasing and wants to drop the master lease, would the client be allowed to rent directly from the landlord?

A35. Clients can transition in place from a master/global leasing contract to leasing individually from a landlord. Costs associated with such a transition can be used from the funds in this RFP. If a client does transition in place, an additional unit will need to be identified to bring to the total number of contracted units up to the agreed upon amount.

Question #36: Can you make the HQS matrix available for review please?

A: Housing Quality Standard (HQS) regulations and requirements are set by the U.S. Department of Housing and Urban Development (HUD). HQS forms and checklists can be found on the HUD website: [Housing Quality Standards - HCV | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](https://www.hud.gov/program_offices/commpl/hqs/).

Question #37: Could we utilize the funds to move to another unit?

A: Funds are available for costs that are not allowable or accessible through other means. Funding for Long Term Services and Supports, Foundational Community Supports, or other community programs may assist the cost of moving clients. Client transition to another housing unit to promote housing stability and permanency is possible. Client moves should be client driven. Please contact the Housing Program Manager assigned to the client to inquire if transition funds are available. Uncovered costs associated with the move can be covered with this funding opportunity.

Question #38: Can an organization provide caregiving services too?

A: Funds should not be utilized for personal care. It is the intention that personal care services will be provided through LTSS. It would be unlikely that caregiving services such as personal care would be provided outside of the parameters of the existing services. If you see a need to support residents outside of available services, please include a description of this in your proposal.

Question #39: Could housing units include efficiency units at a property converted from a hotel. Each unit would have private bathroom, cooking facilities, as well as living space. Mostly single room efficiencies, but also a few units with 2 bedrooms, so one could serve as a separate living room.

A: Efficiency units would be eligible for the funding opportunity, if the unit is able to pass an HQS inspection, it would be eligible to be contracted in this opportunity.

Question #40: How many potential ALTSA client referrals would you expect in a year in Grays Harbor County?

A: All client referrals are dependent on client choice. Referrals for specific counties are driven by client's desire to live in specific communities in Washington State

Question #41: Is there a particular format you wish to be used for the budget? I am not finding a budget attachment, just the one question on costs in the response form. Is that the only budget information required?

A: Yes, a proposal for this RFP requires a budget narrative, also known as a budget justification.

All other terms and conditions in this Solicitation remain the same.