

**FAQ Addendum to Notice of Funding Opportunity:
Warming Center & Winter Shelter Services To Un-Housed Individuals In Clackamas County
During Periods Of Extreme Cold In 2017–2018 & 2018–2019**

Question 1: There is a church that has agreed to be a warming shelter site if our organization can manage the warming shelter services. Since part of the contract relates to facilities, how will this affect County requirements if we are operating at a site that is not our building?

Answer 1: The County would require proof of an agreement to operate a warming center between your organization and the church site, to be submitted prior to contract issuance. The applicant must still meet all eligibility requirements listed in the NOFO. The agreement would be between the applicant and the County. If applying as a Warming Center, the applicant would be eligible for start-up costs of \$200 per bed based on permitted capacity (including, but not limited to, cots, sleeping mats, fire and life safety materials, equipment or testing, pillows, bedding, staff or volunteer training, and hardware or software for data collection/reporting), and the \$25.00 per person per night rate.

Question 2: One of the requirements in the NOFO is that funds are applied for based on the total capacity of the Warming Center. To me this means that if we are approved by the Fire Department for a capacity of say 25. If we end up shelter-sharing what number should I use to project start-up and operating costs?

Answer 2: Programs can apply for less than their full capacity if they choose to, but not for more.

Question 3: Where can I register for this database in Section 3.7: “3.7 Organizations must provide proof of registry on the Federal System for Award Management (SAM) database (SAM.gov) and provide a DUNS Number”?

Answer 3: Proof of registration on the federal System for Award Management (SAM) and submittal of a DUNS number, as specified in Section 3. Eligibility, 3.7 of the NOFO, will be accepted after the application period closes, to allow the evaluation process to be completed and a determination by the County to be made on which applicant or applicants would receive federal funds, requiring SAM registration.

Applicants can register at the federal site ‘sam.gov’, the federal System for Award Management. Organizations should complete the simple and free registration process online. A user account needs to be created, and then the organization can log in to register the entity (business). To register in SAM, applicants must already have a DUNS number, which can be obtained for free: <https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number>. Applicants use their DUNS number to register their organization in SAM. The complete link to register in the SAM database is: <https://www.sam.gov/>

Question 4: The startup/operating support indicates “Intended” but not limited to...does the funding require receipts?

Answer 4: Yes and other items not on the list may be proposed and should be approved by county staff (specific) prior to expenditure.

Question 5: There is funding at \$25 per individual for Day Center for severe weather...may winter shelters and warming centers contract for those funds?

Answer 5: Yes

Question 6: Has County qualified the number of individuals that will be eligible for every night shelter use?

Answer 6: Number of individuals are dependent on fire marshal approval. However, for winter shelter, shelter guests will be referred through Coordinated Housing Access system. However, a system may be developed in partnership with shelter provider to enable access up to capacity for days when Coordinated Housing Access system is not operational (ie weekends and holidays).

Question 7: On weather where temperature requires all warming centers are open...are referred shelter guests to take priority for winter shelter over other shelter guests?

Answer 7: For winter shelter, all shelter guests will be referred through Coordinated Housing Access system. Providers may propose a reasonable time that shelter guests need to check in by in order to reserve a bed for the night. However should additional capacity exist after check in time on a given night providers may choose to shelter additional guests up to fire marshal approved bed capacity.

Question 8: Has County identified ability to house guests once we reach capacity?

Answer 8: Overflow capacity is still being worked on.

Question 9: Has County identified ability to transport guests to other shelters?

Answer 9: Ability to transport guests from shelters that are full to shelters with capacity is still being worked on.

Question 10: Has County secured the ability to provide clean blankets for shelters?

Answer 10: Ability to provide clean blankets for shelter is still being worked on.

Question 11: Is there any identified volunteer programs through County as being open every night intensifies the need?

Answer 11: Volunteer recruitment and training is still being worked on.

Question 12: Requirement of 2 staff or volunteer per 30 clients...from 12 midnight to 7 AM...can this be reviewed as to requirement?

Answer 12: Providers may propose an alternate arrangement or ratio but must include safety considerations/plan for guests and staff/volunteers.

Question 13: If we have another severe winter is money being held for Shelter service payments or is there chance the funding may be used up before end of service dates?

Answer 13: It is not possible to answer this at the moment because we do not know what providers and capacity are being proposed for either warming centers or winter shelter. The County will be fully transparent regarding funds available and contingency plans as soon as possible.

Question 14: Are budget values limited to "expected" values entered or is this estimation i.e. Some Facility and Client Assistance costs must be estimations? Can we go over Budget?

Answer 14: Contracted overall budget total would not be flexible. Some variance from individual line items would be expected but any category total that is expected to go above 10% of budgeted amount must be pre-approved. Note that underspending in another category would be necessary in this situation because the contracted budget total would not be flexible.

Question 15: Is there any thought to closing winter shelter 1 or possibly 2 days a week if weather is mild? Set criteria? Worried that every day may strain staff and operations.

Answer 15: Clackamas County is interested in a winter long shelter that is open every night from November 15-March 15. The most competitive respondent will be open 7 days a week. However, applicants may propose mild weather closure criteria and/or alternate locations for consideration.

Question 16: Can a portion of the funding go towards rent for the facility providing warming center and winter shelter services?

Answer 16: Yes, and other items may be proposed and should be approved by county staff (specific) prior to expenditure. However, maximum start-up costs must still be calculated based on permitted facility capacity.

Question 17: Can Triple Net Costs (that help cover costs on building improvements, facilities, equipment that are common when leasing property) be added to the Base Rent Expense? Or can those costs be added to Startup costs?

Answer 17: If the triple net costs are included in the existing rental agreement or lease then they could be included as rent expense. Otherwise those would be considered occupancy or facilities charges which could either be paid for with start-up costs (maximum start-up costs must still be calculated based on permitted facility capacity) or included as a separate line item. However if a contract was awarded, third party documentation of the charges and/or expenses would be necessary prior to reimbursement.

Question 18: We have mentally ill clients or clients severely altered by drugs/alcohol that are not able to reside in shelter and need a place for them to be referred to...has County reviewed this need?

Answer 18: While all warming centers/shelters are expected to be low barrier, each provider can still set their own guidelines or code of conduct. The County would not support broad exclusions of groups of people such as people with mental health challenges, but understands that specific behaviors may create an unworkable environment in a shelter or warming center setting. Those specific behaviors should be named in an easily understandable and widely communicated code of conduct or facility guidelines.

The County is working on a closer partnership with mental health services for the upcoming winter and it is anticipated that this partnership will help address the needs of shelter/warming center guests who may be unable to comply with basic guidelines as well as the needs of shelter/warming center providers who must maintain a safe and welcoming environment for all guests.

Question 19: I see the budget does allow for rent of the facility, but for purposes of applying for winter shelter, can a portion of that money pay for rent outside the Nov 15 - March 15 service dates in order to maintain use/ownership of the building, or do we need to find supplemental funds?

Answer 19: Rental costs for winter shelter would only be eligible during the winter shelter period, not outside of that period.