

**Addendum & FAQ Addendum to Notice of Funding Opportunity:  
System Diversion, Homelessness Prevention, and Rapid Re-Housing Services 2017–2018 & 2018–2019  
Issued: 12-21-17**

**Clarification to NOFO language:**

**1. AMEND: Section 1. Program Description, paragraph 2, page 3:**

“Clackamas County’s Coordinated Housing Access System will be the only source to assess, identify and refer participants for each service element.”

**TO READ:**

“Each successful applicant will be trained in administering the Coordinated Housing Assessment (CHA).

When people in need of housing services make initial contact directly with a provider:

- The provider will have the flexibility to determine the best type, level and duration of intervention (System Diversion, Homeless Prevention or Rapid Re-Housing) based on each individual situation in order to serve people in crisis rapidly.
- If proposers determine that a particular household’s level of need is more than the capacity available, then a full Coordinated Housing Assessment must be completed so that the household can access the type, level and duration of services that will best meet their needs.
- If the person identifies as part of a special population for which there is a CHA partner who specializes in serving this population, the homeless household must be provided the option to be served by that provider. Examples may include but are not limited to: survivors of domestic violence, unaccompanied homeless youth, and veterans.

All proposers also must accept referrals from Coordinated Housing Access.”

**2. AMEND: Section 4. Applicant Eligibility, 4.2, page 8:**

“4.2 Organizations must provide proof that they have commercial general liability insurance not less than \$1 million per occurrence/\$2 million general aggregate and all additional insurance and endorsements as required in the Non-federal Subrecipient Agreement template, (to be posted on a future date at the webpage listed in Section 6.5).”

**TO READ:**

“Organizations must provide proof that they have commercial general liability insurance not less than \$1 million per occurrence/\$2 million general aggregate and all additional minimum insurance and endorsements as listed on the second page of the Applicant Evaluation Form attachment. Applicant may submit current proof of insurance documents with the proposal, however, there will also be an opportunity to submit prior to contract issuance, if your organization is selected for an award.

**FAQ Addendum to Questions asked at 12-19-17 Applicant Information Meeting:**

**Question 1:** Are funds eligible for client/participant vehicle registration?

**Answer 1:** Yes, if it can be reasonably justified that keeping a vehicle registered as a means to get to work is needed to stay employed, and therefore, housed.

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**Question 2:** Are funds eligible to pay for client/participant identification?

**Answer 2:** Yes, if it can be reasonably justified that having identification will assist in providing documentation required to obtain housing, employment or mainstream benefits to help stabilize housing.

**Question 3:** Are housing vouchers provided through this NOFO?

**Answer 3:** Clackamas County Social Services is seeking providers for system diversion, homeless prevention and rapid re-housing. Within this scope of services, rent subsidies could be provided by proposers for persons who meet the eligibility criteria. However, these are not housing vouchers because are finite in nature and would be issued by each provider as opposed to Clackamas County Social Services. The rental subsidies within this NOFO are also not the same as Housing Choice vouchers issued by Housing Authority of Clackamas County.

**Question 4:** If an agency already has an agreement that funds one of the three elements that is covered by the NOFO, can we ask for more than the maximum limit listed for that category?

**Answer 4:** Generally, proposers should propose services in each of the three elements in the percentages specified (20% System Diversion, 40% Homeless Prevention and 40% Rapid Re-Housing). However, if a proposer already has other funding for one of the three elements, proposer can describe the situation in the NOFO narrative submitted, and include information on the optional table included on the 'Budget and Output' template. The '(Optional) Additional Resources Committed to Project' table would allow the agency to communicate value and sources for existing service elements. The overall proposal should maintain the percentages outlined in the NOFO (20% System Diversion, 40% Homeless Prevention and 40% Rapid Re-Housing).

**For example if a proposer has \$40,000 in Rapid Re-Housing** to contribute towards the project, then they could apply for \$20,000 in System Diversion and \$40,000 in Homelessness Prevention. Alternately they could apply for additional Rapid Re-Housing Funds as well, as long as the total percentages added up to 20-40-40.

**Question 5:** How were the amounts for the System Diversion, Homelessness Prevention, and Rapid Re-Housing selected?

**Answer 5:** The personnel time allowable is larger in the System Diversion element compared to other service element categories as it is anticipated that system diversion will be staff intensive with lower cost outlays since the expenses will often be one time.

**Question 6:** Can a County Department/Agency submit an application?

**Answer 6:** Yes.

**Question 7:** What types of references should be submitted?

**Answer 7:** References submitted should be from community partners outside of your organization. For County or City Government this should be someone outside of your immediate Division or Department. References should be familiar with your work and able to speak to your qualifications to deliver the services you are proposing.

**Question 8:** How should organizations determine parameters on population to serve?

**Answer 8:** Clackamas County Social Services' preference is to keep parameters as broad as possible. The reasons for any parameters being proposed should be clearly explained.

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**FAQ Addendum to Questions Submitted:**

**Question 9:** Can an applicant require families served be at or below 50% AMI? Meaning we would not serve anyone over 50% AMI or must we have the higher limit?

**Answer 9:** Yes, this would be allowable.

**Question 10:** Do all families served have to come through first and only from the CHA? For example, homeless prevention, if not on the CHA and we know a family is facing the streets if no help found, do we first have to have the family call the CHA and then is there an order of who can get served or do we just have to find that person on the CHA and can help them.

**Answer 10:** Please see clarification to NOFO language on page 1 of this Addendum.

**Question 11:** How do staff get chosen and trained to become intake specialists for CHA so that they can help families enter CHA to get served?

**Answer 11:** Each successful proposer will designate up to two staff members to be trained in CHA assessments. Clackamas County will provide this training free of charge, however HMIS licenses are the proposer's responsibility and eligible costs under this NOFO.

**Question 12:** Under Homeless System Diversion can we couple this grant with a COC Grant? For example, CoC grant covers rental assistance and deposits only for a family drawn off the CHA but the grant does not allow for paying for lost or stolen ID's, past debts to Utility Companies or prior landlords (family is often denied service due to past debts), application fees, hotel vouchers while searching, and the sort of extra things needed to help a family successfully find and retain housing with the COC rental assistance. So can this grant funding cover these costs and staff time involved in helping client find stable housing?

**Answer 12:** The activities described would be eligible under Rapid Re-Housing if the family was homeless at the time services were delivered.

**Question 13:** 4.2 "...additional insurance and endorsements as required in the Non-federal Subrecipient Agreement template." Have these requirements been posted yet?

**Answer 13:** The Non-federal Subrecipient Agreement template is still in a draft form, and the County is not able to post as indicated during this NOFO announcement period. If you have questions on insurance and endorsements, please refer to the second page of the Applicant Evaluation Form, where minimum insurance requirements are listed. Please also see clarification to NOFO language on page 1 of this Addendum.

**Question 14:** 4.3 (Vehicle Insurance Requirements) through 4.6 (Non-Discrimination laws and policies) – We meet these requirements, but how would you like us to submit proof?

**Answer 14:** Please include a signed statement that all requirements will be met as listed in Section 6.4. If your organization currently has proof of insurance documents, those may be included with your proposal, however there will also be an opportunity to submit prior to contract issuance, if your organization is selected for an award.

**Question 15:** 4.10 Proof of registry number with the Oregon Secretary of State. In looking at the website provided, it looks like the City of Oregon City is not listed, however; our police union is. Is this a problem?

**Answer 15:** If the Police Union is the NOFO applicant, submit the registry number for the Police Union. If the City of Oregon city is the NOFO applicant, register and submit the registry number for the City of Oregon. The registration is a free online process: [Oregon Secretary of State: Register a Business](http://www.oregon.gov/OS/REGISTRATION/Pages/Register-a-Business.aspx)