

**2010 Request for Proposal  
Question and Answers  
HOPWA RFP**

- 1. The RFP calls for a copy of our policies and procedures. Can we provide a link so they can be viewed by computer or do we need to actually provide them in printed form? (Our policies and procedures are about 4 – 5 inches thick)**

*A: At a minimum, the agency's policies and procedures must be included in the original proposal. The other 2 copies of the proposal are not required to have them, but such copies must indicate that the policies and procedures manual was submitted and included in the original proposal.*

- 2. The RFP calls for a copy of all of our contracts. Can we provide our Audit which has a list of contracts?**

*A: No, an audit is not an acceptable document. Instead, you can attach a copy of the award letters or a short version of the contract(s) where you can show the contractual dates, the parties involved, the amount of the contract and the signature page (to ensure that the contract was executed.)*

- 3. The agency still does not have the award letters because the new fiscal year has not started and we cannot demonstrate or certify that the funding is yet in place.**

*A: Project your funding and submit proper documentation (award letters or copies of current contracts) to substantiate the fact that it is part of your current sources of revenue and that you expect them to carry over to the next program year. Please note that if there is a substantial deviation between the projected sources of revenue versus what the agency will actually receive, the City has the right to cancel the contract.*

- 4. Is it possible to find out where current HOPWA clients are living by zipcode?**

*A: A map has been placed in the city website.*

- 5. How is payment made for this contract? Is it pro-rated, per-client amount divided by 12 months?**

*A: Payments are done in a reimbursement basis.*

- 6. Is there a maximum number of clients an agency can apply for under the Long Term Rental Assistance portion of the RFP?**

*A: No, there is not. However, your agency must demonstrate capacity and ability to serve the number of clients being requested.*

- 7. Is there a page limit on the RFP submission?**

*A: No, there is no page limit.*