|  | **Program Area** | **Question** | **Answer** |
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| 1 | Storage | Can storage be added to existing shelter programs or is it only for new programs? | Yes, storage can be added to existing shelter programs as well as new ones. The application must clearly identify whether the proposed storage is intended to enhance an existing program or intended to be dedicated to newly created shelter beds. Please refer to page 4 of the RFP (Section I, number 2).  |
| 2 | Shelter | If a client is already using shelter and declines the assessment for Coordinated Entry, can they stay or would they have to leave under the program requirements in this RFP? | No, the shelter does not have to ask them to leave immediately. However, the intent of the funding is to support clients in exiting to housing. Please refer to page 7 of the RFP (Section III, Supportive Services, and Section III, Performance Measures.) If clients need more intensive services, the shelter provider needs to work to create those linkages. For more information about CEA please refer to the [CEA Operations Manual](http://www.kingcounty.gov/depts/community-human-services/housing/services/homeless-housing/coordinated-entry/~/media/depts/community-human-services/housing/documents/cea/CEA_Operations_Manual_V2-8%2C-d-%2C31%2C-d-%2C16.ashx?la=en) |
| 3 | Storage/Shelter | Does the 10-page limit on the Narrative response include graphics? | Yes, graphics would be included in the 10-page limit. Please refer to page 13 of the RFP (Section II A. Format Instructions). |
| 4 | Shelter | How does this RFP for additional shelter beds fit with the Navigation Center? | This RFP is to add capacity and dedicated low barrier shelter beds for referral by city-funded outreach. The Navigation Center was its own RFQ. This RFP is in response to the need for additional low barrier shelter beds and both are part of the City’s overarching [Pathway’s Home](http://www.seattle.gov/Documents/Departments/pathwayshome/ActionPlan.pdf) and [Bridging the Gap to Pathways Home](http://murray.seattle.gov/wp-content/uploads/2016/10/Bridging-the-Gap-Interim-Action-Plan.pdf) plans. |
| 5 | Shelter | Will we be able to apply to the Pathways Home funding process if we don’t apply for Shelter and Storage funds? | Yes. |
| 6 | Shelter | Is there a certain population (the beds) would be serving?  | The shelter beds will be used for individuals living unsheltered (outdoors or in a place not meant for human habitation) who are referred from city-funded outreach teams (see section I, 1. on page 3 of the RFP). It is anticipated that individuals will be single and/or coupled adults of all genders, races, and ethnicities. |
| 7 | Services | Are there organizations that faith communities could work with to provide the staffing for these sites? | Applicants with space for beds may reach out to organizations with experience providing case management and other supportive services to homeless individuals and create proposed partnerships and Memorandums of Agreement prior to submission of their applications. Entities with space for beds may also submit applications that indicate the proposal is for space only and request assistance from the City in identifying an agency able to provide services. Please note: In addition to the RFP for Shelter and Storage the City also released a Letter of Intent encouraging community, business, or faith-based entities to donate free or reduced-cost space or services to supplement the proposals coming in under the RFP. More information about the LOI can be found here: [Bridging the Gap LOI](http://www.seattle.gov/Documents/Departments/HumanServices/Funding/Bridging%20the%20Gap/Bridging%20the%20Gap%20-%20Innovative%20Solutions%20to%20Homelessness%20LOI.pdf). Entities seeking funding should follow the RFP process. Entities wishing to donate free or reduced-cost space or services should follow the LOI process. If applicable, at the close of the application review process the City will pair successful/selected RFP and LOI applicants with one another to create a fully functioning service-delivery model. |
| 8 | Shelter | Do you know of any faith communities currently applying that we could partner with? | The City does not know which entities will apply for funding. The list of organizations who attended the RFP information session is on HSD’s funding webpage, however attendance or lack of attendance cannot be taken as intent to apply for funding. Applicants are encouraged to reach out to their professional and community networks to create innovative proposals and partnerships. |
| 9 | Shelter/Storage | Is the funding mainly for operating the shelters and improving the building, or can it also be used for coordinating the shelters and recruiting new congregations to host? | Funding can be requested for operating expenses including staff wages and benefits, capital/facility improvement expenses, and costs associated with storage of client personal belongings (see section I, 1. and section I, 2. on pages 3-4 of the RFP). |
| 10 | Shelter | I’m trying to create an accurate budget proposal. Can you tell me approximately how much sleeping mats cost? | HSD cannot provide applicants with budget costs as prices may vary depending on chosen suppliers. We encourage all applicants to research any potential costs and submit a best estimate. Proposals that are selected for funding will be asked to fine-tune their budgets during the contracting process.  |
| 11 | Storage | Are funded storage solutions required to be open to all, or may the grantee restrict access to its own program clients? | Agencies would designate any storage funded under this RFP for individuals staying in the agency’s emergency shelter beds. See Section I, sub-section 2 on page 4 of the RFP. |
| 12 | Shelter | My agency may have an idea about how to expand our shelter services, unfortunately we are worried that we won’t be able to pull together a proposal by the time the RFP is due. Is it possible to talk with HSD staff prior to the submission deadline? | HSD’s policy restricts staff from communicating with potential applicants during an open RFP outside of the Information Session and the Q&A format. Any agency with a potentially viable idea is encouraged to complete the RFP to the best of their ability.  |