THE COMMUNITY AND ECONOMIC DEVELOPMENT
ASSOCIATION OF COOK COUNTY, INC.

Acknowledgement Receipt

ADDENDUM II
Request for Qualifications
Specification No. RFQ01252017

for

Rental Assistance Program for FSACE

Company:
Contact Name:
Phone #:
Addendum Received by:
Date Addendum Received:
Signature:

Request for Qualifications
Specification No. RFQ01252017
Rental Assistance Program
Addendum II

CHANGE

SUBMITTAL DEADLINE

Monday, March 13, 2017 by 3:00 p.m., CST

DELIVERY BY HAND OR MAIL

CEDA-Receptionist

567 W. Lake Street, Suite 1200

Chicago, IL 60661

Specification No. RFQ01252017

Attn: Procurement

In a **sealed** envelope one (1) unbound original and one (1) electronic copy

QUESTIONS AND ANSWERS

1. Question: Can we combine funds from other agencies?
Answer: **Yes, funds can be combined from other agencies to assist with the client's remaining balance.**

2. Question: Is there a cap on the maximum you would pay towards rent?
Answer: **You may only pay up to one month's delinquent rent. It is suggested the maximum rent payment not exceed $1,000**

3. Question: How many agencies are you anticipating on awarding to?
Answer: **It is anticipated we will grant an award to one agency per region.**

4. Question: Have you ever awarded a subcontract agreement? Can we subcontract out?
Answer: **No, we have not awarded a sub-contract agreement to any agency. Due to the complexity of the program and funder's requirements sub-contracting the award out by the sub-recipient will not be allowed.**

5. Question: What does the reimbursement period look like?
Answer: CEDA's intent is to reimburse all invoices within 30-45 days of receipt. Achieving this timeframe is contingent on CEDA receiving timely reimbursement from its government funders.

6. Question: How is the staffing budget handled?
Answer: Budget for staffing should be included in your budget based on the percentage of time spent on the grant.

7. Question: Are we sending staff to the CEDA locations to provide services?
Answer: Services can be provided at the CEDA location, the sub-recipient's location if location is within the designated region, or both

8. Question: Is there a particular way that the household calculates income?
Answer: Income is calculated based on all household income received the previous 3 months prior to the intake date.

9. Question: Do you have to have a business license or a 50lC3 license to do business?
Answer: Unless you are municipality (ex. township) a business license and a 501(c)3 is required for this project.

10. Question: What does indirect rate mean when calculating the budget?
Answer: Some nonprofit organizations are required to negotiate an "indirect cost rate" with the federal or state government. If your organization has a negotiated indirect cost rate please indicate this fact and tell us the rate. If you do not have a negotiated indirect cost rate, please indicate that.

11. Question: How does the evaluation process work?
Answer: An Evaluation Committee is selected to review the submitted proposals.

12. Question: Can we propose more than the $1000/for the monthly cap? What fees are excluded?
Answer: We prefer the cap not exceed $1,000 per month. Late fees, legal fees, application fees cannot be paid by the program

13. Question: What constitutes hardship?
Answer: Loss of income or employment, funeral expenses of immediate family, car or home repairs, medical bills, homelessness, evictions (due to non-occupancy, foreclosures), documented illegal activity by landlord, documented natural disasters, these are examples and is not all-inclusive.

14. Question: If a client is awarded monies on this program, can they be eligible for this program next year?

Answer: **No, if a client received rental assistance, they cannot receive assistance again for at least 2 years.**

15. Question: Is it mandatory that you have a referral for child support?

Answer: **Yes, this is a mandated requirement**

16. Question: Should the cover letter be on company letterhead?

Answer: **Yes, the cover letter should be on the organizations letterhead.**

17. Question: Will there be any additional materials required in the monthly reports beyond invoices? What material will be required for reporting?

Answer: **Documentation of any expenses invoiced must be included with the invoice. Any additional requirements will be discussed at training.**

18. Question: If we have an approved indirect cost rate of 10%. Can we include this indirect cost rate in our budget?

Answer: **CEDA prefers the sub-recipient includes the actual administrative costs in the budget. The total of these costs cannot exceed the approved indirect cost rate of 10%.**

19. Question: How will clients be referred to this rental assistance program by CEDA? Will there be any pre-screening done by CEDA? Can clients referred by CEDA be directed to the Coordinated Entry Call Center or Walk-In Center?

Answer: **1. CEDA will provide client being referred to the housing rental program a referral form.**

2. No, all outreach, and pre-screening will be completed by sub-recipient.

3. CEDA will refer client directly to the sub-recipient. The Coordinated Entry Call Center or Walk-In Center can be an additional resource for referrals.