

ASSET

Analysis of Social Services Evaluation Team
<https://www.storycountyasset.org/>
Ames, IA 50010

ASSET FUNDERS

(City of Ames, Story County, United Way of Story County)

REQUEST FOR PROPOSALS (RFP) FOR EMERGENCY SHELTER SERVICES
FOR ADULTS AND FAMILIES FOR FY24

QUESTIONS & ANSWERS

May 10, 2023

These are responses to questions that have been received regarding the RFP for Emergency Shelter Services for Adults and Families. The responses do not change the requirements outlined in the RFP. The answers are to help clarify the instructions laid out in the RFP and should be considered along with the instructions in the RFP.

QUESTION #1: The ASSET definition of Emergency Shelter Services states a length of stay “up to 30 consecutive days” but does not state whether ASSET funding can be used to pay for more than one period of shelter for up to 30 consecutive days for the same adult/family. Can it?

Answer: *It is the ASSET Funders’ expectation that emergency shelter services are used on a short-term basis as other housing solutions are coordinated. If the need to return to shelter is warranted, the expectation would be to immediately work with the individual/family on other housing solutions. The intent of emergency shelter services is to be brief and to provide the necessary support to coordinate long-term housing. It is the ASSET Funders’ intent that the organization have funding from multiple sources to provide emergency shelter services.*

QUESTION # 2: If so, what is the minimum length of time that must pass between the end of one period and the beginning of another?

Answer: *This should be covered in the agency’s emergency shelter services policy.*

QUESTION # 3: Will ASSET pay for an extra day of shelter for an adult/family if the weather conditions on the 31st consecutive day present a great risk to the health and safety of humans without access to shelter?

Answer: *It is the ASSET Funders’ intent that the organization have funding from multiple sources to provide emergency shelter services. If other funding is not available during severe weather conditions, then ASSET Funding may be used to cover the additional expense.*

QUESTION #4: The ASSET definition of Emergency Shelter Services says “... while more permanent solutions are determined.” What is ASSET’s baseline definition of “more permanent solutions?”

Answer: *Permanent solutions would be a safe and stable location where the individual or family could live for longer term based on their needs (examples could include, but not be limited to, rental home or apartment, licensed group home, family/friend, and similar housing solutions).*

QUESTION # 5: What is ASSET’s expectation of the Shelter & Food Provider’s role in aiding adults/families in identifying and acquiring “more permanent solutions?”

Answer: *In the definition of emergency shelter services the ASSET Funders do not specifically define a shelter and food provider role. The RFP applicant would need to define this role if multiple service providers are included in the proposal to provide emergency shelter services.*

QUESTION #6: Does each provider in a Partnership need to have been providing services for at least one year at the time of application or just one of them?

Answer: *If multiple organizations apply as a team, a lead applicant/fiscal agent must be identified. The lead applicant/fiscal agency must have been providing services for at least one year at the time of application. The contract/agreement would be between the lead provider and each individual ASSET Funder. Prior to submitting a proposal, the Provider should review the ASSET eligibility requirements and include a statement indicating the Provider meets all requirements. These requirements can be found on page six of the RFP.*

QUESTION #7: Can the lead agency have less than one year experience providing shelter & food services?

Answer: *No, the lead applicant/fiscal agency must have been providing services for at least one year at the time of application.*

QUESTION #8: Comment – I believe all of the agencies/non-profits that provide short-term and/or emergency shelter housing to Story County residents and are interested in working with ASSET already receive ASSET funding of some kind, if not for this particular subset of services. If new entities and partnerships inexperienced in this narrow service niche are not eligible, why bother issuing a new RFP?

Answer: *Because of the demand for emergency shelter services and the complexity of situations and needs of unhoused individuals and families, experienced providers of this service are preferred in order to best serve this population and the overall community.*

QUESTION #9: The requirements state “all personnel shall be employees of the Provider and or partner organizations, and not be employees or agents of an ASSET funder.” The first part of this sentence could be interpreted to eliminate the organization(s)’ unpaid Board of Directors and volunteers from performing any tasks associated with sheltering and feeding the guests.

Answer: *All paid personnel shall be employees of the Provider and or partner organizations, and not be employees or agents of an ASSET Funder.*

QUESTION #10: Please clarify if “employee” means only a paid staff member or if trained, but unpaid, individuals covered by the organization’s liability insurance supervised by a senior staff member, or an officer of the Board are acceptable.

Answer: *The definition of employee for this RFP is a paid individual. A provider or partner agency’s volunteers can also assist in an organization’s delivery of services.*

QUESTION #11: Please clarify ASSET’s differentiation between a contract service provider and a vendor related to the needs being met with this RFP.

Answer: *A succinct way to respond to this question is by using a hypothetical example. If an agency proposes to provide emergency shelter services as “Other Shelter” (page 11 of the RFP) they would contract with a vendor for housing units and that cost should be calculated into the unit rate for one 24-hour period of shelter and food per individual. Agencies may not operate as vendors.*

QUESTION #12: Specifically, are you saying that a non-profit owned or operated motel that rents a portion of its rooms to members of the public for the purpose of subsidizing some of the costs associated with offering community members safe, temporary housing is not eligible?

Answer: *This question is not clear, so we are unable to address it as stated.*

QUESTION #13: ABF 3 – Is this to include all staff members in the organization or just shelter staff?

Answer: *This form should include all paid staff members in an organization or team of organizations.*

QUESTION #14: ABF 4 – Is this to include all services the organization provides or just services connected to shelter?

Answer: *This form should include all services an organization provides or team of organizations.*

Page Four – RFP Questions and Answers

QUESTION #15: Budget dollars – Is this to include the budget for the entire organization or just for emergency shelter?

Answer: *This form should include the budget for an entire organization or team of organizations.*

QUESTION #16: May Form 990 provided, have the donor identification redacted?

Answer: *Yes, Form 990 may have the donor identification redacted.*