



ADDENDUM NO. 1

March 11, 2021

**REQUEST FOR PROPOSALS
DURHAM EMERGENCY RENTAL ASSISTANCE PROGRAM
APPLICATION SUPPORT**

Notice to: Prospective Submitters

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposals and does hereby become part of the original Request for Proposal and documents and supersedes the original Request for Proposals and documents in case of conflict. Acknowledgement of this addendum will be included on your Request for Proposals Cover Sheet submitted with your proposal.

Please see the questions received pertaining to the above RFP and responses provided by City staff during the RFP Workshop Presentation on March 8, 2021 and/or submitted prior to the posting of this Addendum No. 1 on March 11, 2021:

1. *Is the project federally or City-funded? Will the project be administered federally or locally?*

Answer: Funding is from the federal government through the U.S. Department of the Treasury and has been passed through to the City of Durham to be administered locally.

2. *Where can I find details about the federal award?*

Answer: Details about the federal award can be found on the U.S. Department of the Treasury's web site: <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

3. *Where can we access the Request for Proposals (RFP)?*

Answer: The RFP can be accessed either through the City of Durham's Bid Postings web page at <https://durhamnc.gov/bids.aspx?bidID=1178> or on the Community Development Department's web page: <https://durhamnc.gov/CivicAlerts.aspx?AID=2748>

4. Can we get a list of attendees at the March 8 application workshop?

Answer: A list has been included in the March 8 workshop presentation that has been uploaded to both the City's bid web page and the Community Development Department's website.

5. What type of organizations are eligible to apply? Are churches eligible?

Answer: In order to be eligible to submit a proposal, organizations must meet the following requirements:

- Must be a nonprofit 501(c)(3) organization, as certified by the Internal Revenue Service.
- Must currently provide outreach and services to low income households in the City of Durham.

Churches are eligible to apply if they have a 501(c)(3) designation.

6. Do organizations have to be based in Durham to qualify? Do they have to be providing services in Durham?

Answer: Applicants do not have to be based in Durham or have an office in Durham in order to qualify for funding under this RFP. However, applicants must currently be providing outreach and services to low income households in the City of Durham in order to be eligible to apply.

7. If nonprofits form a partnership for this project, is the maximum award still \$45,000 per contract?

Answer: Yes. The maximum award size of \$45,000 applies to all awards, regardless of whether the applicant is a single organization or a partnership or consortium.

8. How many groups can receive funding?

Answer: The City anticipates making at least one, and as many as four, awards.

9. What can this money be used for? Is it for rental assistance or application facilitation?

Answer: The funding included in this RFP is not for rental assistance. The funds are to be used to provide outreach and support low income households to successfully apply for rent and utility assistance.

10. Can funds be used for obtaining office space and supplies to accommodate the services to provided?

Answer: Funds may be used to pay for office space or supplies. The City does not allow for Indirect Cost rates as defined in 2 CFR 200.414 and funds for office space must correlate to the program's use of office space. This can be determined by a ratio of contract hours to

total office hours or a ratio of contract amount to agency budget. All reimbursement requests must be accompanied by acceptable documentation as outlined in the CDD Cost Allocation and Documentation Policy included in Appendix D of the RFP.

11. Can organizations purchase tablets or laptops to assist applicants?

Answer: Funds may also be used to purchase equipment such as tablets or computers. Purchases of equipment must comply with 2 CFR 200.439 - Equipment and Other Capital Expenditures.

12. Should we front-load our labor hours, given that it seems that most applications will be received at the beginning?

Answer: Yes. The City anticipates that the bulk of application support work will occur in the first three-four months of the contract.

13. Are administrative funds in addition to the maximum contract value of \$45,000, or are they included within this amount?

Answer: Administrative funds are included within the maximum contract amount of \$45,000.

14. Can you explain how the administrative rate referenced in Appendix D. "City-Funded Services Contracts Cost Allocation and Documentation Policy?"

Answer: For the purposes of this RFP, applicants should ensure that administrative funds do not represent more than 10% of project value. Once award decisions are made, the City will work with the grantees to calculate the organization's administrative rate and determine how administrative costs will be documented.

15. Should employees be listed individually on the 'Employee Breakdown' Form that is required to be submitted as part of the requirements of the City's Equal Business Opportunity Program?

Answer: Employees do not have to be listed individually. Employees should be grouped by category following the categories shown on the form (Project Manager, Professional etc.).

16. Given that there are only options for 'Males' and 'Females' on the 'Employee Breakdown' Form, how should trans and nonbinary employees be reflected?

Answer: The City's Equity & Inclusion Department will provide a copy of the Employee Breakdown Form in Word format upon request so that applicants may add additional columns as needed to reflect trans or nonbinary employees. Please E-mail Eric Miller, Contract & Compliance Manager, at eric.miller@durhamnc.gov to obtain a copy of the MSWord version.

17. Can an applicant submit a 990 form in lieu of an audit or financial statements?

Answer: Yes.

18. Does an applicant need to have a DUNS number and be registered to do work with the federal government by the day the application is due, or can these be pending at the time of application submission?

Answer: Applicants do not need have a DUNS number of be registered to do work with the federal government at the time of application, but must have both in place before they can start work on any City-funded activities. Applicants are strongly encouraged to request a DUNS number and complete the federal registration process as soon as possible to avoid problems at the contract stage. To request a DUNS number, please visit: <https://www.dnb.com/duns-number/get-a-duns.html> and to register with the federal government please visit <https://sam.gov/SAM/>.

19. Is there a required goal or number or applicants expected to be served during this period of time?

Answer: This will be discussed and negotiated with successful applicants at the contract preparation stage.

20. When will you publish which groups receive the contract publicly?

Answer: At the time when a conditional award is made to the selected vendor(s), the Notice of Intent to Award will be posted on the City of Durham bid posting site here: <https://durhamnc.gov/bids.aspx>

21. Will this program use NC Care 360 web program to receive applications? If not, what is the web platform that will be used to upload applications?

Answer: The program will not use NC Care 360. Durham County is in the process of standing up a web based platform specifically for this program. Nonprofit partners will receive training on the use of this portal.

22. Will nonprofits be required to determine whether applicants for rent and utility assistance have received assistance from prior pandemic related rental assistance programs (the State HOPE program and the County-run CDBG-CV program)?

Answer: No. This determination will be made by Durham County Department of Social Services.

23. Which parts of 2 CFR 200 apply, and which other federal regulations will apply?

Answer: The U.S. Department of the Treasury has issued Grantee Award Terms and Statutory Provisions on the Emergency Rental Assistance Program website

<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>). The Grantee Award terms and Statutory Provisions will be included in vendor contracts with the City. Section 8 (b) on page 3 of the Grantee Award Terms outline the Federal regulations applicable to the award.

The City does anticipate that Treasury will provide additional regulatory guidance for the program. In the case of new guidance that does not impact contract scope or budget, the contract between the City and the nonprofit will require that nonprofits comply with new guidance from Treasury within 30 days of notice by the City. Changes and additional guidance that require scope or funding changes will be addressed through a contract amendment.

24. Are individuals in public housing eligible for the funds?

Answer: Yes, so long as they meet all of the specific eligibility requirements of the Emergency Rental Assistance Program.