

State of Hawaii  
Department of Health  
Adult Mental Health Division

## **Addendum 1**

**July 16, 2013**

**To**

**Request for Proposals**

**RFP No. HTH 420-5-13  
Supported Housing Services  
Statewide**

**Proposal Deadline  
July 26, 2013**

July 16, 2013

**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
Supported Housing Program  
Statewide  
RFP No. HTH 420-5-13**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-5-13, Supported Housing Program, statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of July 1, 2013 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Ms. Enid Kagesa  
Telephone: (808) 586-8282  
Facsimile: (808) 586-4745

**Responses to Questions Raised by Applicants  
For RFP No. HTH 420-5-13,  
Supported Housing Program  
Statewide**

**1. Question:**

On page 2-18, What is the current bed capacity for the island of Oahu?

**Answer:**

The minimum bed capacity for the island of Oahu shall be 132 consumers.

**2. Question:**

What is the consumer to staff ratio for the Supported Housing Program?

**Answer:**

The DIVISION has not established a consumer to staff ratio for this service to provide the applicant with the opportunity to be creative in how they propose to deliver the services required in this RFP. The applicant will be required to justify the consumer to staff ratio that they will utilize to provide supportive housing services to our consumers.

**3. Question:**

What subsidy options are available to the consumer after the two (2) year or two and one-half (2 ½) year subsidy period is reached if no other permanent housing subsidy e.g., Section 8, is available?

**Answer:**

In extenuating circumstances, the Provider shall submit a request to the DIVISION, requesting an extension of the consumer's length of stay, documenting the situation and the efforts the Provider has taken on behalf of the consumer, and what actions the Provider shall take during the extension period to assist the consumer to obtain a permanent housing subsidy, for DIVISION approval.

**4. Question:**

Will the Supported Housing Program continue to provide Supported Housing Specialists for AMHD's two hundred twenty-five (225) Shelter Plus Care recipients, statewide, who have rental subsidies funded by HUD?

**Answer:**

The goal of the Bridge Subsidy Program is for each consumer to receive a

permanent subsidy, such as Section 8, or a Shelter-Plus Care rental subsidy. If a consumer received a Shelter-Plus Care rental subsidy, they reached a major goal of the Bridge Subsidy program, and the services that may be required to assist the consumer to remain in the permanent housing should be quite limited. The U.S. Department of Housing and Urban Development (HUD) allows operating costs for operations staff, maintenance and repair, utilities, equipment, supplies, insurance, relocation, and furnishing. Operating costs include costs associated with the day-to-day physical operation of the supporting housing program. They also include the actual expense that a HUD recipient incurs for conducting on-going assessments of the supportive services needed by the residents and the availability of these services.

However, for these HUD homes and for HUD funded rental subsidies for consumers living in non-applicant operated houses, if an applicant does not have the funds in their organization to provide these supportive services to consumers who have obtained permanent housing, they may submit costs for Housing Specialists in this RFP for Supportive Housing. The applicant will be required to submit financial audit documentation, for the applicant's organization and for the HUD housing accounts, indicating the organization's lack of resources to cover the costs for the Housing Specialists. No funds will be allocated from this RFP for Supportive Housing to cover the administrative costs, maintenance and repair, utilities, equipment, supplies, insurance, relocation, and furnishing for the federally funded HUD home.

RFP No. HTH 420-5-13, Supported Housing Program Statewide is amended as follows:

*Page*

**Section 1, Administrative Overview**

No Changes

**Section 2, Service Specifications**

2.4 Scope of Work, B. 2-21 Management Requirements. Paragraph f. has been revised to read as follows:

“f. The provider shall ensure and document that all staff receive appropriate and regular supervision at least once a month. Supervision should include a combination of regular meetings with individual staff to review their work with consumers and assess performance and individual field mentoring.”

**Section 3, Proposal Application Instructions**

No Changes

**Section 4, Proposal Evaluation**

No Changes

**Section 5, Attachments**

No Changes