

**RFP #18-1 for SAMHSA Homeless Services Initiative**  
**Frequently Asked Questions (FAQ)**

2/22/2018

**1. When will UNITY receive notification from SAMHSA if selected.**

UNITY expects that SAMHSA will notify successful applicants in September 2018 with a project start date of September 30, 2018.

**2. What source of funding will be used for rental assistance subsidies?**

The source of funding for the rental subsidies is not yet determined.

**3. Will UNITY be paying rent directly to landlords? If yes, will rents be submitted/mailed to landlords directly from UNITY and on time or will provider hand deliver?**

This will be determined once the commitment has been obtained for the source of rental assistance funding. UNITY would prefer not to pay the rents. Respondents may include in their response to the RFP whether they have the cash flow to administer rental assistance directly or if they would require UNITY to be the subsidy administrator for clients in the project.

**4. What is Housing Choice voucher and what is process to assist client to obtain one?**

Housing Choice Vouchers are administered through a local housing authority.

**5. What % FTE is the minimum requirement for peer support specialist?**

Your proposal should indicate your proposed staffing pattern including the % FTE for the peer support specialist and other support staff. You may cite evidence based practices to support the staffing pattern indicated in your budget.

**6. In order to become a certified peer support specialist, an individual has to complete a 2 week training program that costs \$500 plus accommodations. Can we use the grant to cover these costs?**

If you do not currently have a certified peer support specialist, you may include the training cost in your proposal.

**7. Will gift cards be provided by UNITY to clients upon completion of GPRA's?**

UNITY will provide gift cards as client incentives for completion of the GPRA.

**8. How much time will it take for provider to be paid once an invoice is submitted?**

Providers should expect reimbursement within 30 days provided that the invoice is submitted by the 15<sup>th</sup> of the month with all appropriate back-up documentation.

**9. Will service delivery be expected to begin before a signed contract is received?**

An agency is not expected to begin service delivery before receipt of the contract. Your proposal may describe how quickly the agency can begin services assuming that UNITY will provide a contract within 30 days of the notification of award from SAMHSA.

**10. Once at capacity, do we maintain the same 50 clients?**

The SAMHSA funds are expected to serve at least 50 clients at any moment in time. There is expected to be client turnover during the five years of the project with 10 new clients each year (or more) depending on the success rate in transitioning clients completely to Medicaid funded services.

**11. Are rental deposits included? If yes and a client needs to be rehoused, can a second rental deposit be covered?**

The availability of second deposits will depend on the source of the housing subsidy that is committed to the project.

**12. In the RFP budget is the indirect cost like admin costs?**

Indirect costs can be similar to administrative costs. If you don't have a federally approved indirect cost rate, you can use the amount in the RFP. Indirect costs usually cover accounting and audit costs among other things.

**13. Is there a separate cost in the budget for peer supports in the budget that we should submit?**

For the RFP, you can include peer supports in your staffing pattern.