



ADDENDUM #1
YOUTH SHELTER SERVICES-FEDERALLY FUNDED
RFP #22/23-019
PROPOSALS DUE NO LATER THAN: 4:00 PM ON JANUARY 4, 2023

This addendum is to notify all potential proposers of clarifications made to the RFP document as stated below.

CLARIFICATIONS FROM REQUESTS FOR INFORMATION:

QUESTION 1: Page 29 states: *Funds may be used to pay for operations to maintain the facility in which the public services are located, including lease of facility, equipment, and other property needed for public services.*

I wanted to clarify what would be an allowable operations expense under the restrictions of CBDG.

Specifically:

Utilities

Laundry Services

Professional Cleaning services

Repairs and maintenance

ANSWER 1: Guidance from HUD includes the following:

- May use funds for salaries of program staff, professional service fees, the purchase of supplies, materials, goods, and services directly related to the implementation of the project.
- CBDG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.

Based on the above information, the City expects that Utilities, Laundry Services and Professional Cleaning services would be eligible as long as they are directly related to administering the program. Repairs and maintenance would be allowable under labor, salaries, and materials, again, as long as it directly related to the facility in which the program is operated out of.

QUESTION 2: Given that this project period is July 1, 2022-June 2023, are we able to submit expenses incurred from the last 5 months?

ANSWER 2: No. Funds will be available once the City Council approves award of the contract based on staff recommendation and the subrecipient agreement is finalized.

Please note and adjust your proposal according to the revisions, additions, deletions, clarifications or modifications as presented on this Addendum #1, which are made a part of this RFP.

Dan Marran, C.P.M., CPPO
Contracts and Risk Manager
December 19, 2022