

**Addendum No. 1 to RFP 20-PS1 CD**

To: All Parties responding to RFP # 20-PS1 CD Community Development Block Grant Funding For Public Services

From: Office of Strategic Planning and Community Development - Nalani Brown, Program Compliance Officer

Date: February 25, 2020

Re: Correction and Responses to Question Received Addendum No. 1 to RFP 20-PS1 CD

**Correction:**

Description of Change: The deadline for submitting questions regarding RFP has been changed to: Friday, February 21, 2020.

Timeline

RFP Issued	Monday, January 27, 2020
Deadline for Submitting Questions to RFP	<b>Friday, February 21, 2020</b>
Proposals Due	Thursday, February 27, 2020 - 11:00 A.M.
Anticipated Contract Award	Thursday, June 4, 2020
Services Commence	Wednesday, July 1, 2020
Contract Completion Date	Wednesday, June 30, 2021

**Question and Response:**

The following questions and inquiries were submitted, and receive a response from City of Somerville - Office of Strategic Planning and Community Development:

1. Question: Are hard copies of the RFP available for pick up?

Answer: Yes, hard copies are available for pick up at City of Somerville - Office of Strategic Planning and Community Development, 93 Highland Avenue – Floor 3, Somerville, MA 02143

2. Question: Are agencies required to be an agencies have to be 501(c)(3) organization in order to respond to the RFP?

Answer: No, proposers are not required to be classified an a 501(c)(3) organization.

3. Question: Any special documentation or additional documentation needed beyond what is requested in the RFP?

Answer: Documentation beyond what is requested within the RFP (as applicable) is not required.

4. Question: Please clarify what the following sections are requesting within the Program Impact Form (Section I (C)): Program Impact and Short-term Outcome/Long-term Outcome.

Answer: Impact focuses on the effects the program created for the populations served. For example: Enrolled 125 participants in exercise class. Short-term and Long-term outcomes focus on the immediate and longer term effects of the program. For example: Short-term Outcome increased client physical activity. Long-term Outcome: Clients reporting improved health and chronic pain reduction.

5. Question: In reference to the: Program Impact Form (Section I (C)): What time period is FY2018 referring to?

Answer: FY2018 is referring to HUD grant year: July 01, 2018 – June 30, 2019. As of February 2020, the current HUD grant year is FY2019: July 01, 2019 – June 30, 2020.

6. Question: Is there a maximum amount or “cap” an agency can request?

Answer: There is no defined limit regarding the amount a proposer can request. Funding amount requests should be clearly detailed and justified.

7. Question: Is there any guidance on how much we can apply for this year?

Answer: Funding requests should be based on need with a clear justification of requested amount.

8. Question: Would you please clarify where to put updated goals/objectives/target numbers for our program on the Impact Form?

Answer: Goals/Objectives/Target numbers can be included under the Program Goals section. For information regarding the actual number of client assisted that may be included under the Numbers Assisted and HUD FY18 Program Impact sections.