



County of Fairfax, Virginia

ADDENDUM

DATE: November 10, 2009

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP10-138648-31
FOR: Consolidated Community Funding Pool
DATE/TIME OF CLOSING: December 1, 2009 at 2:00 P.M.

The referenced Request for Proposal (RFP) is amended as follows:

1. The following are corrections to the above referenced Request for Proposal:
 - a. Funding Application Package, Forms 2, 3 and 4a have been revised. The revised forms are located on the Department of Purchasing and Supply Management (DPSM) website at the following address:
<http://www.fairfaxcounty.gov/dpsm/solic.htm>
 - b. Reference Resource Manual, Page 22, Section 29: Add the following paragraph:

“29.9 Ineligibility for Federal Funding:
The Contractor shall not provide Federal Funds to ACORN or its affiliates as subgrantees, subcontractors or other subrecipients using Federal Fiscal Year 2010 funds consistent with the prohibitions contained in section 163 of the Continuing Appropriations Resolution, 2010, Division B of Pub. L. No. 111-68 (CR), which states:

SEC. 163. None of the funds made available by this joint resolution or any prior Act may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations.

By submission of a proposal in response to this RFP, the contractor certifies compliance with the prohibition contained in section 163 and that it is not rendered ineligible by the prohibition.”
 - c. Reference Resource Manual, Page 60-61, Section 5, Department of Housing and Community Development Requirements: Change language to read as follows:

“All Affordable Housing Capital (AHC) Projects that have been recommended for award will be awarded federal Community Development Block Grant (CDBG) funding. Recommended AHC Projects will be presented to the Fairfax County Redevelopment and Housing Authority for approval and are subject to the underwriting policies and procedures of the Department of Housing and Community Development (DHCD), DHCD staff will serve as contract manager and will guide contractors through compliance with DHCD policies and procedures. It is the responsibility of the contractor to inform all settlement and other agents of the DHCD procedures and policies.

The Loan Underwriting Committee (LUC) will review the feasibility of each project and the contractor's financial status prior to approving disbursement of CDBG funds. The contractor should be prepared to submit documentation for each capital project, including but not limited to the following:

Department of Purchasing & Supply Management
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/dpsm
Phone 703-324-3201, **TTY:** 1-800-828-1140, **Fax:** 703-324-3228

- An appraisal of the subject property by certified appraiser
- A copy of the ratified sales contract
- A project description, including the name of the seller, scope of rehabilitation (if applicable), funding sources and uses statement, funding commitments, intended beneficiaries, rents and affordability data, development and management composition, risks and concerns, project time line from start to occupancy, relocation plan, if applicable, evidence that the property meets local zoning and building codes, and an operating pro forma;
- Interim financial reports, including current long-term debt, of the contractor;
- A Project Abstract for an environmental review;
- A Voluntary Acquisition Notice executed by the seller;
- Certified lead-based paint and radon tests reports, when applicable; and
- For construction projects, procurement and bidding procedures.

DHCD may modify the Affordable Housing Capital Projects policies and procedures of Fairfax County affordable housing goals or to accommodate the characteristics of a project, as appropriate. Therefore, contractors should be prepared to provide additional information related to the particular characteristics of each project.

Federal regulations prohibit the obligation of CDBG funds until DHCD has determined that the project is compliant with all applicable federal guidelines and policies, including but not limited to the National Environmental Policy Act of 1970, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the Fair Housing Amendments Act of 1988, and the Americans with Disabilities Act. All contracts will be required to comply with applicable labor laws, including the Davis Bacon Act of 1937.

Refer to Page 22, Section 29.9, Ineligibility for Federal Funding, which prohibits providing Federal funds to the Association of Community Organizations for Reform Now (ACORN) in accordance with section 163 of the Continuing Resolution”

2. The following are answers to questions received at the pre-proposal conference held on November 2, 2009:

- Q1. Can collaborations include public and private organizations?
A1. Both organizations must be eligible for funding; public organizations are not eligible, unless they are under the Community Development Block Grant (CDBG) for Affordable Housing—for example the Towns and the City of Fairfax are eligible to apply for funding. Otherwise, organizations must be listed as a 501(c)3 nonprofit organization. County public agencies are not eligible for funding.
- Q2. It is referenced in the RFP that a measurement tool be submitted with our proposals, can we use a database which contains confidential information as our measurement tool?
A2. Provide a detailed description of your measurement tool. Describe what you're measuring and how you're measuring it.
- Q3. In terms of collaborative proposals, is there a limit to the number of organizations that can apply as partners? For example, we have plans to collaborate with two organizations to submit a proposal, is this acceptable? Additionally, we would like to submit a separate proposal on our own, is this acceptable?
A3. You can collaborate with as many partners as you'd like as long as they meet the eligibility requirements as being listed as a 501(c) 3 nonprofit organizations. There will need to be a written agreement between your organization and your partner organization(s). You may also submit as many proposals as you would like; therefore it is acceptable to submit a separate proposal in addition to a collaborative proposal. Each proposal will be considered separately.

- Q4. Our organization already has a logic model in place, may we submit our own logic model or would you prefer that we use the sample logic model format that you provide in the RFP?
- A4. You may submit your own logic model; be sure that it includes the components listed in the CCFP sample logic model.
- Q5. In the organizational capacity section of the RFP, it states that we need to provide a mission statement and a strategic plan; however, in the proposal checklist section of the application, it states that we need to provide a mission statement and/or strategic plan, which direction do you prefer?
- A5. This was intended to be an "and/or" instruction. In other words, you may submit a mission statement and/or strategic plan. One of these documents shall suffice.
- Q6. Our organization has been exploring the option of doing mobile food pantries. In order to do that we would need to enlist some of our member agencies. Would the County accept our agency agreement or do you want a specific type of agreement written specifically relating to the mobile partners?
- A6. Collaborative proposals are referred to more than one organization submitting an application for a specific project. All of the organizations that are being listed as submitting the proposal are collaborative partner agencies; therefore a written agreement should be in place with each of the agencies for the specific proposed project. Not having seen your agency agreement proposal, we cannot determine if it would be acceptable or not.
- Q7. During the last funding cycle we had a difficult time submitting the numbers of clients and households served because we rely on our partner agencies for this information. Each partner agency collects the information differently; would you recommend a way to collect this information or can I email someone to help me develop a way to collect data that makes sense?
- A7. Present the best case that you can in your proposal based on the best historical data that you have. We are not able to work with you ahead of time. However, if you are awarded funding and during the course of the year you encounter difficulties, a contract analyst will be assigned to your organization and will be able to provide technical assistance. We suggest that you work with the agencies that you will partner with to develop a uniform format by which you will collect the information and include that in your proposal.
- Q8. Regarding Form #5, under the Total Program Revenue section, does that include the approximate value of the volunteer hours or just the cash and non-cash revenues?
- A8. This would only include the cash and non-cash revenues, not the volunteer hours.
- Q9. In terms of collaboration, are you looking for one agency to serve as the primary agency, particularly in terms of financial reporting? Or do we decide that amongst ourselves?
- A9. You must designate one primary organization that would be the official representative for the collaborative proposal. The designee would be the agency that would receive the actual funding. Therefore, you do need to designate which agency would be the official "spokesperson" for the collaborative proposal. We also would like to clarify the distinction between collaboration and cooperation- in terms of collaboration, each organization will share the budget.
- A10. Can a collaborative organization include a Fairfax County Government Agency?
- A10. No.

- Q11. The proposal states that we are supposed to estimate the number of people that we serve that fall within the poverty guidelines. Our agency is not privy to this information as our clients are referred to us by the court system. We never receive any demographics other than race, ethnicity, age etc... what do you suggest?
- A11. Put a zero in this section. Funding sources such as Community Development Block Grant (CDBG) and Community Service Block Grant (CSBG) require supporting documentation to verify that organizations are serving the number of clients presented in the proposal. Should you be awarded funding, you would most likely receive funding through county general funds and not CDBG or CSBG funding.
- Q12. Regarding Form 4a, do you expect specific names of personnel or specific job titles? If we have multiple personnel, do you want us to list the full time equivalent or to break it out in the line items?
- A12. For the purposes of this RFP, submitting the job title is fine. However, if the contract is awarded, organizations will be required to submit the names of persons who will be working on the funded project. Only list those staff that will be working on the project in some capacity.
- Q13. On page 6 of the proposal instructions, section C states that the proposal narrative should not exceed ten (10) single sided, 8½ x 11 inch pages and should be in a standard 12 point font or larger preferably Times New Roman. Budget narrative, proposal forms, attachments and Table of Contents are exempt from the page limitation count. Hasn't it always been ten pages of narrative and the forms were separate?
- A13. The budget narrative should NOT be included within the ten pages of the proposal narrative. The budget narrative and the forms should be separate.
- Q14. In addition to the written copy of the proposal, are we to provide a CD as well?
- A14. Applicants must provide 3 hard copies of the proposals and 2 CD's. The CD's should have one file which includes all of the required documents.
- Q15. We have a capital project that we will collaborate with a service provider. How would you suggest that we handle the budget in terms of the capital project budget versus the service provider budget?
- A15. One option would be to submit your capital project proposal separately. It would probably strengthen your proposal to include the agreement and detailed information for the supportive part of your project. The organization would need to make the decision whether to keep two distinct functions or not. For example, you may or may not ask for the cost of those supportive services through the Consolidated Community Funding Pool (CCFP) so it is important to think about what you are proposing. On one hand, it may be beneficial if your collaborative partner was seeking funding through the CCFP, then a collaborative proposal would be an option. On the other hand, if they were not seeking funding through the CCFP, one option would be to submit the proposal separately. If you are working together to provide a product to a certain population it is important to provide detailed information as this gives you the strongest opportunity to be considered.
- Q16. Form #8 instructs applicants to choose whether the project produces new affordable units in an area with a moderate number of affordable units or few existing affordable units. How are you defining moderate versus few?
- A16. We will defer to the applicant as this is relatively subjective. The purpose of this question is to ensure that the applicant is familiar with the community where they are proposing the service.

- Q17. Our particular organization collaborates within our agency in terms of providing services in the homes that we own. For example, the housing department collaborates with the social services department to serve the target population. What kind of supportive documentation will be needed to verify that this service would be provided through funds from the capital project?
- A17. You can describe in your proposal how other programs within your agency will be engaged in delivering the final product. Internal program's will only need to provide a description of how they work together to provide services.
- Q18. On pg. 8 of the funding application, item 2 states that "the Applicant must include a logic model for each outcome that graphically illustrates how the performance measures are related to the program's needs, approach, activities, and outcome(s)." This statement is confusing, given that the sample logic models provided in the Resource Manual include many outcomes – short-, medium-, and long-term. Would it not be more accurate to state that each PROGRAM (not OUTCOME) should have a logic model, and each significant outcome from the logic model should be documented on Form 3, Outcome Worksheet? This would seem to be the message from the information provided in item 3 on pg. 8, but the language in item 2 leaves one pondering its meaning.
- A18. There should be one logic model per program that includes the outcomes for the proposed program.
- Q19. Our organization will be submitting a response to the RFP. We have a few materials, such as success stories and supplemental reports that are not called for in the RFP but that we believe, would strengthen our application. Are we permitted to submit additional documents?
- A19. Yes you may submit them.
- Q20. Do we have to complete the Form 2 for each outcome or just once per contract? If so how can we save the outcome separately from form 2?
- A20. Form 2 is the proposal summary sheet. One sheet is completed for each proposal submitted. Regarding Form 3, the County recently made revisions to this form by separating it from Form 2 on our Department of Purchasing and Supply Management (DPSM) website.
- Q21. We have limited our program assistance requests to the areas of housing and utility assistance. While we have always had a robust food distribution program here, we have not asked for help in that part of our ongoing activity. I am exploring the possibility of making a change this year and adding help for our food pantry as well as help with our housing and utility assistance efforts. Are there any specific guidelines or requirements for food distribution (e.g., storage, composition of food packages, etc.) that we would have to weigh before making such a request?
- A21. Food distribution procedures will be up to you as you restructure your program. There are no set rules for distribution, but it does depend on your pantry set up. Some organizations have the clients' shop, while others prepare the bags of groceries.
- Q22. In reviewing the attachment list requested for FY2011-2012, there are two items listed that are new: timeline and logic model? Are those forms in the proposal?
- A22. There are no specific forms for either the timeline or logic model, but samples of both are available in the Resource Manual as referenced in the RFP.
- Q23. Do we need a timeline and logic model per outcome?
- A23. The timeline and logic model is for the overall program. Please refer to the samples in the Resource Manual.

- Q24. May we submit a proposal even though we are not yet a 501(c)3?
A24. Apply for your 501(c)3 with the IRS and submit a copy of the acknowledgement that they are in receipt of your application. Your organization must be recognized with a 501(c)3 status by July 1, 2010 in order to be awarded a contract.
- Q25. Are you seeking Letters of Support or Letters of Recommendation for our proposals?
A25. If you choose, you may submit Letters of Support with your application. However, it is not a requirement.
- Q26. Can the lines for the ten pages be single spaced?
A26. There are no requirements for margins and spacing. The only requirement is that the paper should be "8 1/2 x 11", preferably Times New Roman, 12 point font and the proposal should be legible.
- Q27. We plan to use a small part of our proposed budget to give a stipend to two other non-profit agencies to fund part-time positions needed for our program. Would this require a Memorandum Of Understanding or could we handle this in a Letter of Commitment from each of these organizations which we would add to our application? Each organization would use the money to pay one of their personnel to perform a specific job function for us - but part time.
A27. In this case, we encourage you to include a Cooperative Agreement with your application.
- Q28. Can you provide the website that will give the names and amounts of contracts awarded under the last CCFP cycle?
Q28. You can obtain that information at the DPSM website at the address listed below:
<http://www.fairfaxcounty.gov/cregister/>.
Once you are at the Contract Register, you must put "CCFP" in the Description of Contract field and then press Enter. This will bring you a listing of the contractors that have been awarded for the current funding cycle. Or you can obtain the same information at <http://www.fairfaxcounty.gov/ccfp/funded/awardsfy10.htm>.
- Q29. I didn't see anything about endorsement letters. Are they allowed? If so where do they go?
A29. You may include endorsement letters in your proposal as an additional attachment.
- Q30. Where is the revised budget form located? I understand from the pre-proposal conference that it had been revised to better reflect a cell format problem.
A30. The revised budget form is located on the Department of Purchasing & Supply Management's (DPSM) website at the following address:
<http://www.fairfaxcounty.gov/dpsm/solic.htm>
- Q31. Will points be given for Letters of Support or not given for not providing Letters of Support? Will this effect the scoring of the proposals?
A31. You may submit Letters of Support, however it is not a requirement. Points will not be given for providing Letters of Support.
- Q32. One required attachment is the Form 990. Our organization's auditor prepared the Form 990-EZ for CORE this year. Is this sufficient?
A32. Yes, this is sufficient.

All questions must be submitted to dpsmteam3@fairfaxcounty.gov by noon, November 20, 2009 to be incorporated in the final addendum.

All other terms and conditions remain unchanged.



George Bright, CPPB
Purchasing Supervisor

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.