



ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

**Responses to Questions in Reference to the Governor's Office of Storm Recovery
Request for Proposals for Tenant Relocation Services for CDBG-DR Programs
RFP# 201707_061**

September 21, 2017

1. Approximately how many temporary tenant relocation cases require immediate processing?
 - a. **Approximately 100 cases require immediate processing.**

2. How many additional temporary tenant relocation cases are anticipated over the 12-month contract term?
 - a. **150-200 cases are anticipated.**

3. How many temporary tenant relocation cases may be likely to convert to permanent relocations?
 - a. **This is unknown.**

4. Section 3.2. (Key Deliverables) mentions "Verification of Benefits" and "Loan and Closing Documents." Does this relate to situations where the tenant may choose to utilize their URA award as a down payment for the purchase of a home? If so, what is the volume of interest for the home purchase option among tenants in the current GOSR URA pipeline?
 - a. **"Verification of Benefits" refers to procedures used to ensure that Tenants receive the appropriate payment assistance compliant under the Uniform Relocation Act. "Loan and Closing Documents" refer to required documents needed for permanently displaced Tenants that choose to use their funds to purchase a home. GOSR cannot predict the level of interest for tenants that want to use their permanent relocation benefits for home purchases. Respondents will be required to present the option to applicable permanently displaced tenants.**

5. Please clarify the anticipated difference between an "Hourly" rate and the "Extended Rate" in the Price Proposal Form (Attachment 1).
 - a. **The extended rate represents the hourly rate multiplied by the estimated number of hours.**

6. Please clarify how the current program processes monthly payments and what level of benefit award calculation is provided by IntelliGrants.
 - a. **Tenants do not receive awards, but rather compensation benefits to offset the costs of their temporary relocation. These benefits are calculated by taking into account a multitude of factors using HUD URA guidelines. The selected vendor will be responsible for determining these benefits and submitting monthly requests compliant with HUD standards.**

7. What is the current estimated number of case manager hours spent per temporary relocation household and what is the average period of temporary relocation?
 - a. **See Attachment 1 on page 27 of the RFP for the estimated number of case manager hours. The average time for temporary relocations has been 9 months based on a small sample size.**

8. Please confirm financial statements and the required forms/information listed in Attachment 4 are excluded from the 40 page limit for the Technical Proposal.
 - a. **That is correct.**

9. Please confirm that references to “applicant” and “application” in the Key Deliverables listed in section 3.2 are interchangeable with “tenant”.
 - a. **“Applicant” and “application” are not interchangeable with “Tenant”. “Applicant” refers to the NY Rising Homeowner. “Tenant” refers to the individual that is being involuntarily displaced by NY Rising funded construction projects. “Application” may refer to either and is dependent on the context.**

10. Please confirm the following Key Deliverables listed in section 3.2 are not applicable to the Scope of Services identified in section 3.1:
 1. A signed award agreement stating the grant amount received by the applicant, and the agency providing home rehabilitation or reconstruction
 - a. **Not applicable to Scope of Services**
 2. Notice to proceed
 - a. **Not applicable to Scope of Services**
 3. Loan and Closing documents
 - a. **Applicable when Permanently Displaced Tenants use benefits to purchase a home**
 4. Filing of all required papers with Clerks
 - a. **Not applicable to Scope of Services**

11. Are financial statements and insurance documentation required from all proposed subcontractors in addition to the prime respondent?
 - a. **Financial statements and insurance documentation are required from only the Respondent at this time. Insurance documentation for subcontractors may be required at a later time.**