Date: February 19, 2021

To: All Proposers

Subject: Addendum #1 to RFP #121026: Distribution of Rental Assistance

**The following questions were received and responses are provided:**

1. **Section 3.3 - Please confirm that all services provided by the vendor are considered “Administrative”, therefore, the total contract value is $750,000?**

The County anticipates receiving approximately $10 million from the State of Wisconsin to assist rental households.

The funds that will be distributed through the contract resulting from this RFP will be distributed by the contractor to assist Dane County households outside the City of Madison.

Per the federal guidelines for this funding, at least 90%, or $9,000,000 of the initial funding available must be used for direct assistance to tenants.

The County is limiting administrative costs to no more than 7.5% or $750,000 of the initial funding available for administration and outreach costs related to the program. Examples of administrative costs include staff time spent managing or marketing the program, staff time spent on record keeping or reporting, fiscal management of the program, etc.

Examples of costs related to outreach include staff time spent working with tenants/landlords to apply for the program, community education about the availability of the program and program eligibility and documentation requirements, assisting applicants in collecting documents needed to complete an application, etc.

Costs associated with case management services or other housing stability are not eligible to be reimbursed under administrative costs.

Additional rental assistance funding from the State or Federal Government may be available in the future due to additional federal COVID 19 relief legislation. Administrative ceilings for those funds will be addressed at a later date.

1. **Section 4.4.e states: Please detail specific steps your agency will take to adhere to the reporting and record keeping requirements outlined in this RFP**

**Section 4.4.g states: Detail specific steps your agency will take to adhere to the reporting and record keeping requirements outlined in this RFP, including a description of the database/recordkeeping platforms that will be used for the program**

**Please confirm vendors can combine these requirements in our response.**

4.4 (e) states: Please detail specific steps your agency will take to adhere to the reporting and record keeping requirements outlined in this RFP.

4.4 (g) States Please detail specific steps your agency will take to collect required program documentation to verify the eligibility of applicants.

Dane County is requesting information from interested vendors that are responsive to all of the questions contained in the RFP application.

1. **Section 3 – Project Overview and Scope of Services, 3.4 Program Needs and Expectations, #6**

**Requirement: Develop and implement an application process for funding that is accessible to persons in need of rental assistance**

**Does Dane County have a platform that will be used for processing of applications or is the vendor expected to propose and provide an application processing system?**

Dane County does not have a platform for processing applications. The vendor is expected to develop and implement an application process for funding that is accessible to persons in need of rental assistance.

1. **Section 3 – Project Overview and Scope of Services, 3.4 Program Needs and Expectations, #2**

**Requirement: Make payments directly to landlords and be positioned to issue form 1099’s to all landlords receiving payments**

**If landlord is not willing able to accept electronic bank transfer, will any other options be required?**

Rental assistance payments cannot be given to a tenant, they must be given to a landlord on behalf of the tenant applying. Payment can be electronic transfer of funds or paid by check to the landlord.

1. **Section 3 – Project Overview and Scope of Services, 3.4 Program Needs and Expectations, #3**

**Requirement:**

**Ensure eligible rental arrears are cleared before payment of future rent**

**Does the client need to submit a second application for future rent?**

Per federal regulations, the maximum benefit available to a tenant is 12 months of rental assistance (but no more than three months of future rent payments). The tenant would not have to apply twice for future rent if they requested, for example, three months of rental arrears and two months of future rent, or five months total assistance requested. Eligible rental arrears must be cleared before payment of future rent.

1. **Section 3 – Project Overview and Scope of Services, 3.4 Program Needs and Expectations, #15 Requirement:**

**Develop and implement a system to transfer electronic records to Dane County to meet federal program requirements when benchmarks for funding distribution are met.**

**Can you provide any details around requirements for electronic records?**

Electronic records supplied to Dane County would be those collected in the process of administering the program and could include, but may not be limited to records of household eligibility, regular financial payment detail, and information under section 3.5 “Minimum Federal Reporting Requirements and Record Retention.”

1. **What is the anticipated volume of applications by month and the estimated payment amount per application?**

The anticipated volume of applications by month is unknown. In 2020, the rental assistance program provided by the Tenant Resource Center with federal CARES funds provided assistance to more than 10,000 households. The number of total applications received were higher than that total. Earlier this year, the Tenant Resource Center estimated that Dane County renters owe more than $40 million dollars in rental arrears.

The estimated payment per tenant will vary based on need, rent owed, and cost of the tenant’s monthly rent. Up to 12 months of rental assistance is available per tenant (rental arrears and no more than three months of future rent payments).

1. **I am part of the Wisconsin Account Team at Salesforce supporting State & Local agencies. Regarding the Rental Assistance project - does the County have a preferred Business Process Organization (BPO) that we could partner with on the Software side?**

Dane County does not have a preferred Business Process Organization (BPO).

Please acknowledge receipt of this addendum by checking the “Addendum #1” box in **Section 6 – Required Forms – Attachment A - Vendor Information** of your proposal response. If you have questions regarding this addendum, please contact me via phone or email as listed below.

Sincerely,

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Purchasing Agent

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