



To: Real Estate Department Partners
From: Real Estate Department
Date: January 19, 2024
Re: **HOME-ARP Supportive Services for Existing Housing RFP – Deadline Extended and Frequently Asked Questions**

Notice: **RED-24-01**

****Due to the issues with the budget forms, we are extending the deadline for RFP responses by two days to Wednesday January 24, 2024 at 5:00 PM ET.**

Note: The CSH Service Budget Tool linked in the RFP has calculation errors and is outdated. The newest version of the tool is available at <https://www.csh.org/supportive-services-budget-tool/>. We will accept either version of the tool as part of the RFP submission.

Note: There was an error on the HOME-ARP Services Budget Form that was not allowing the checkbox to be clicked to copy the budget across all five program years. That error has been fixed in the version of the form available at <https://www.in.gov/ihcda/files/HOME-ARP-Services-Budget-Formv2.xlsx>.

HOME – ARP Supportive Services for Existing Housing Developments RFP Frequently Asked Questions

- 1) Can these funds pay for Resident Managers and Resident Service Coordinators employed by property management? If so, are the funds able to cover reduced rent/utilities provided to these employees?**

Answer: The program can cover the salary of these employees for their time spent providing the services listed in Appendix B of the RFP. The program cannot cover the costs of rent or utilities for an employee or resident.



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- 2) How would you like the PDFs submitted – separate for each of the items listed in the RFP, compressed into one PDF, or narrative files saved separately in addition to the other items?**

Answer: Any of these formats is acceptable, but please submit all documents in the same email. If the attachment size exceeds the email limit, please clearly indicate this by including “1 of 2” in the subject line or body of the email. All responses should be sent to snelson1@ihcda.in.gov.

- 3) Which budget tool do we need to submit, the CSH Budget Tool or HOME-ARP Services Budget Form?**

Answer: Both forms are required. The CSH Budget Tool will allow us to see what your funding gap is compared to the cost of implementing your ideal supportive services plan. The HOME-ARP Services Budget Form will indicate the amount you are requesting under this RFP and how you intend to spend the funds.

- 4) We are the General Partner on multiple eligible projects, but each project is technically owned by a different L.P., will we have to submit separate applications for each project?**

Answer: Yes, each project will need to have a separate application.