Allegheny County Department of Human Services Q&A for RFP: **One-Time Assistance to Support Veterans and/or their Families (2nd Round)**

Thursday, October 29

1. **Are nonprofits limited to one application? If we have two projects that meet the criteria in the RFP, may we submit two applications (one for each)? Or should we combine them in one application?**

   No, Proposers may submit multiple Proposals. Proposers proposing multiple projects, programs, or activities must submit a separate Proposal for each project, program, or activity that they are proposing.

2. **If your project is selected, would you have to complete the project, save receipts, and then submit receipts for reimbursement, or is the project funded based on proposed submitted budgets?**

   The payments will be made as cost reimbursement. Successful Proposers will need to submit receipts for payment.

3. **Are essential household goods, move-in kits, or other housing-stabilization items allowable under this RFP, or should the proposal be limited to the listed examples and similar direct supports?**

   Yes. The RFP states that project examples 'may include but are not limited to' the listed items (transportation, work support, childcare, etc.), meaning other one-time supports that improve quality of life are also allowable. Please refer to the RFP, page 6

4. **Can transportation assistance be paid directly to a transportation provider or reimbursed to the organization, and what supporting documentation is required?**

   Yes. Transportation is an allowable support activity. All payments follow a cost reimbursement model, meaning you may pay a vendor directly or incur costs and then submit receipts. Documentation required: receipts showing the expense. Please refer to the RFP, page 6

5. **Are there specific documentation or privacy expectations for verifying veteran status, Allegheny County residency, and family-member eligibility?**

   The RFP outlines eligibility requirements but does not specify required documents; providers must verify that the individual is a veteran or qualifying family member and resides in Allegheny County, using appropriate documentation such as a VA ID, DD 214, or proof of residency. Please refer to the RFP, page 6.

6. **Can a new pilot with comparable supportive-housing experience but no established veteran-specific service history be considered, and what evidence of comparable experience is preferred?**

   Yes. The RFP states that proposers are not required to be dedicated, veteran-serving organizations; comparable relevant experience is acceptable. Please refer to the RFP, page 4.

7. **Are there any limits on per-person assistance or on purchasing tools, uniforms, licenses, certifications, or training materials?**

   There is no per-person limit specified. The only restriction is the overall project cap of up to $9,999. Work related items such as tools, uniforms, licenses, and certifications are explicitly permitted. Please refer to the RFP, pages 4 and 6

8. **I had a question about the RFP "One-Time Assistance to Support Veterans and/or their Families. In the RFP, it indicates that a maximum of $9,999 could be awarded to each "project". At Veterans Place, I have 5 different departments providing 5 different services out of the same location. Can each department be considered a project or would the entire agency be considered the project?**

   Under this RFP, funding is based on projects or programs—not limited to one organization. The proposers may submit multiple proposals, and anyone proposing multiple projects, programs, or activities must submit a separate proposal for each one. Therefore, if each Veterans Place department is proposing a distinct project, each one may be submitted separately and consider its own project under the $9,999 cap.

9. **Are the MWDBE and VOSB forms and the 5% VOSB goal required for this one-time funding RFP?**

   No. The RFP's submission requirements include only the Response Form, W-9, and Budget Template. MWDBE and VOSB forms are not listed as required attachments in Section 4.1(c)–(d). The countywide MWDBE/VOSB guidance states that these forms are required only when specified by the solicitation. For this RFP, they do not apply, and the 5% VOSB goal does not apply.

10. **If these forms were required, should an applicant with pending vendor outreach submit a participation statement + waiver? What evidence is expected?**

    If this were an MWDBE/VOSB required solicitation, the FAQ indicates that proposers would need to submit a Participation Statement documenting actual outreach efforts, and a Waiver Request if they were unable to secure participation after a good-faith effort. Supporting documentation would typically include copies of outreach emails, vendor search results, and documented attempts to contact certified vendors.

11. **If veteran discharge documentation is required, what secure method and permitted redactions should vendors use?**

The RFP does not require vendors to upload discharge documents such as DD 214s. It only requires that projects serve veterans and/or their families, leaving eligibility verification to the proposer. The RFP does not specify a method for collecting documentation or guide redaction.

12. **Can direct move in / furniture delivery assistance for eligible veterans be an allowable project expense?**

    Yes. The RFP states that allowable projects 'may include but are not limited to' the examples provided (transportation, work support, education, childcare, etc.). One-time, participant-level move-in support is allowable if it improves quality of life and is not considered organizational overhead. Funds cannot be used to furnish or maintain the organization's own premises, only to benefit eligible veterans and/or their families.

13. **Can Bonfire mark the MWDBE/VOSB forms as optional? As a new for-profit applicant, must the proposer submit them now, or only if selected?**

    Because this RFP does not include MWDBE/VOSB documentation in its required attachments and Bonfire marks these forms as optional, applicants, whether new or existing, are not required to submit them. According to the county FAQ, MWDBE/VOSB materials are only required when explicitly specified in the solicitation.

14. **May a for-profit Program Service Provider apply to this RFP?**

    Yes. The RFP states that "Anyone, including but not limited to non-profit organizations, for-profit organizations, small businesses, and individuals, is eligible to submit a Proposal." Please refer to the RFP, page 4

15. **May a for-profit provider participate as a subcontractor with an eligible organization?**

Yes. The RFP does not place any restrictions on subcontracting or partnerships. The only requirement is that proposals include partner commitment letters when applicable (RFP Section 4.1(c), p. 7). A for-profit entity may participate either as the lead applicant or as a partner/subcontractor.

Thursday, November 5

16. **Can a Pennsylvania nonprofit that has not yet received IRS 501(c)(3) recognition apply?**

    Yes. The RFP states that "anyone, including but not limited to non-profit organizations, for-profit organizations, small businesses and individuals, is eligible to submit a Proposal." It does not require an IRS-approved 501(c)(3) determination. Refer to RFP – **page 4**

17. **Are awards exclusively reimbursement-based, or are advances available?**

    Awards are **reimbursement-based only**. Payment is issued after invoices and documentation of costs are submitted. The Q&A confirms that receipts are required for reimbursement. No advance payments are offered. Refer to RFP – page **4** & Q&A Document – **Question 2** within Bonfire

18. **Are laptop purchases or rentals eligible when necessary for participant training?**

    Yes, if the expense directly benefits participants. The RFP allows one-time educational assistance costs, including technology. Laptops used for participant training or to support quality. Refer to RFP – **page 6**

19. **Are accessibility services and accommodations allowable project costs?**

    Yes. One-time supports that improve quality of life for veterans or their families are allowable, even if not listed explicitly. Accessibility accommodations qualify if they

directly support participants and are not organizational overhead. Refer to the RFP – **page 6** & Q&A Document – **Question 3** within Bonfire

20. **If a veteran-serving organization assists with recruitment or provides space, is a formal agreement required—or is a letter of commitment sufficient?**

    A letter of commitment is sufficient. The RFP requires partner commitment letters when another entity contributes to the project; a formal contract is not required at the proposal stage. Refer to RFP – **Section 4.1(c), page 7**

21. **May an applicant contract with a for-profit AI-training or technology provider, with costs disclosed?**

    Yes. For-profit vendors may participate either as the lead provider or as a subcontractor. The RFP places no restrictions on subcontracting; all costs and roles must be disclosed. Refer to RFP – **page 4** & Q&A Document – **Questions 14- 15** within Bonfire

22. **Are there additional financial documentation requirements for newer organizations without two years of audited statements?**

    No. This RFP does not require audited financial statements. The only financial documentation required is a W-9. Refer to RFP, **Section 4.1(c)–(d), page 7**