



# Joint Office of Homeless Services

---

**Q:** I have a question about allowable costs for contract proposals for the shelter expansion RFP issued by JOHS last week. The start up cost of a new shelter location will likely involve extensive remodeling of an existing facility. Costs such as adding a kitchen space, upgrading electrical outlets, etc. Would the capital costs of remodeling a space, such as purchasing kitchen appliances and upgrading electrical wiring be allowable to include in a proposal budget. Is there support available for purchasing a building to use as a shelter facility?

**A:** The proposal guidelines ask "please specify what resource needs, if any, you have for a physical location (e.g. need support locating a motel, need support with obtaining a permit, etc.)"

While that list is not exhaustive, please include any capital expenses needed to operationalize a new or expanding shelter program. We may not be able to fund all requests but please include those costs.

**Q:** Can this shelter be for survivors of domestic and sexual violence? Can this funding be used to place people in existing motels that aren't owned by our organization? And just to confirm – can this funding be used to purchase a motel? If so – what would be the timeframe to finalize the purchase? Can this funding be used for both capital and operating expenses?

**A:** This solicitation is specifically for adult-only shelter that does not have any additional population specificity. There may be more solicitations later this fall for other populations, including for new shelter for DV survivors. This solicitation is seeking to bring new shelter beds for adults through a variety of shelter types, including motels but also for [alternative shelters](#) and congregate settings. We are seeking proposals at this time and funding decisions will be made with consideration for any capital expenditure needs and all real costs should be included in any submitted proposals.



# Joint Office of Homeless Services

**Q:** Is this strictly operational funding or to expand shelter or a mix of needs?

**A:** The Proposal Guidelines asks for an annualized operational budget as well as “what resource needs if any you have for a physical location”. Resource needs can include technical assistance from JOHS or capital expenditures. We may not be able to accommodate every capital request but we will not decline proposals simply based on the inclusion of costs that we are unable to cover.

**Q:** Since this is a two year strategy, is this an opportunity that will be released next year too?

**A:** The [shelter strategy](#) docs linked in the presentation and allocation announcement detail the plans for expansion of shelter beds and services over the two year strategy period.

**Q:** If we were to apply this year and expand shelter beds through something like a purchase of a motel, does this project need to be completed in one year or would we have more time than that to complete the project?

**A:** Flexibility and nimbleness are key parts of this planning effort. We know there are real timelines of construction processes, property acquisition, and ramp-up that all play into this. We want to meet our goals that we’ve set for new shelter beds and the reality is that this may take more time than would be ideal.

**Q:** In this application, you are asking for total cost, operational costs will be ongoing, so is there anticipation there will be ongoing funding past the two year period?

**A:** Yes. We can only budget out as far as we can but the intention is that these programs would be ongoing.

**Q:** We have projects in the pipeline that we will be doing regardless of additional funding from the County. We also have other projects that we might go forward



with if there was funding. How should we present to you, both a project we are doing and would love help with AND a project we could potentially do?

**A:** If you want to submit one proposal with multiple options, within the solicitation framework, page restrictions, etc. you are welcome to do so. You can also submit multiple proposals if that better fits your needs.

**Q:** How much total funding is available, and is there a max amount of money we can apply for?

**A:** The JOHS budget for FY25 can be found online [HERE](#) which shows funding allocated to new and expanding sheltering as well as capital budgeting. There is not a maximum amount of funds that can be applied for in this process however we may not be able to fund every cost.

**Q:** We have a current JOHS-funded project that is partially budgeted, but it is short on capital funding needed. Is this appropriate to fold into this application?

**A:** Funds for existing projects should not be included in this process unless there is a plan to expand the project to add more shelter units/beds. If there is not a plan to add, please connect with your JOHS contract manager.

**Q:** In the Shelter Strategy it talks about staffing ratio, since we are doing microvillages, these ratios don't quite work and our staff is more generalist, is there going to be openness/flexibility based on the model?

**A:** Yes, the [Shelter Strategy](#) was developed through a bit of a broad lens and we know that there is nuance to staffing ratios and safety. If your proposal doesn't clearly align with the shelter staffing ratios in the County's strategy, please explain in your proposal why there's a different staffing model that is more appropriate.

**Q:** Is the total page limit of the proposal 5 pages or 6 pages? Does the operating budget count as one of the pages?



**A:** The Proposal Guidelines states:

- Two (2) pages for a program description;
- One (1) page about the physical location or location needs;
- One (1) page for an annualized budget plan;
- Three (3) pages for responses to the five (5) evaluation questions.

In total, the submission should be no longer than seven (7) pages.

**Q:** Would like to know what the big picture looks like, once everything is submitted and we've laid out what is funded, it would be nice to have a map of what was submitted and what is next. To have a better understanding of what concrete progress is being planned to be made. Would also be helpful to show this to the public.

**A:** Noted. We will share as much information as we can when we can.

**Q:** Proposals are due Sept 15th?

**A:** Correct. Any proposals submitted prior to or on September 15th before and including 11:59 pm will be accepted.

**Q:** We have been working on our proposal for operating two new motel shelter projects at two locations that we've already toured and vetted with Rob Justus and his team. We're wondering if there is a way to see what motel sites have been submitted via the expression of interest process in order to determine if these sites have been submitted. If they have not been submitted, is JOHS open to pursuing those sites anyway?

**A:** The expression of interest process for the motel/hotel initiative is operating in parallel and being led by Multnomah County DCA and CBRE. Please note the complete list of properties is confidential. For further details, please reach out to Kim Stephens.