Housing Trust Fund Corporation
Questions and Answers (questions received via email)
RFP for Statewide Assessment of Fair Housing for New York State
(RELEASED: Thursday, June 19, 2014)

1. **When does the State anticipate receiving the AFH related data from HUD? If the release of the data is later than anticipated, will the state equitably give additional time to assess and review the data or will the timeline remain the same as originally projected? (June 9, 2014)**

   Quantitative data from HUD are expected to be available in December 2014. Comparable quantitative data from other sources (including sources recommended by the Proposer) are expected to be available at time of contract. Additional time will be made available so long as the extension would be consistent with other HUD deadlines. (June 19, 2014)

2. **With the understanding that the State has been engaged in some litigious actions regarding fair housing, should the successful contractor also take some of the results of this action into account as part of its research and assessment? (June 9, 2014)**

   Yes. The successful Proposer should consider the results of all relevant litigation in its research and assessment. (June 19, 2014)

3. **When will the assessment tool be provided by HUD and will the successful proposer be able to use other metrics in determining its conclusion and potential solutions? (June 9, 2014)**

   The assessment tool from HUD is expected to be available in December 2014. The successful Proposer may use additional and/or alternative metrics in determining its conclusion and potential solutions. (June 19, 2014)

4. **This proposal is more directed toward the "assessment of the available data and any additional analysis" taken into consideration to assess the State's current position in meeting the potential actions coming forth from the final ruling as issued by HUD rather than "solutions" derived from the analysis of the data. True? In other words, the State is looking for an analysis of the current data more so than at solutions that can be derived from the data? Please advise. (June 9, 2014)**

   False. The assessment of data is not given a higher priority than policy solutions. (June 19, 2014)

5. **Are applicable GSA Per Diem rates applicable for all travel related to the proposal across the state of NY for community meetings, public hearings, etc.? (June 9, 2014)**

   Yes. (June 19, 2014)

6. **Does HTFC anticipate that a majority of the work will need to be performed in Albany, NY, or can the proposers utilize office locations in other areas of the State, e.g. New York City? (June 9, 2014)**

   There is no need for the majority of the work to be performed in Albany, NY. Other locations in the State are appropriate. (June 19, 2014)

7. **Do the proposed sub-contractors also have to complete the required forms described in Tab 6: Required Forms and Information? (June 9, 2014)**

   Yes. (June 19, 2014)

8. **If the proposer is a small firm, and does not have audited financial statements from the past two (2) years, but can provide "unaudited" statements, will this be acceptable for submission? (June 9, 2014)**

   In lieu of audited financial statements, the Proposer should submit its federal tax returns for the previous two years. (June 19, 2014)

9. **If an MWBE firm has Authority to Conduct Business in NY State, but the MWBE application is "incomplete", can the bidder submit with the expectation that the application will be completed and submitted? Also can the MWBE firm provide documentation of current MWBE status from another jurisdiction(s) as support or evidence? (June 9, 2014)**

   MWBE firms that are not certified but have applied for certification, must provide evidence of filing, including the filing date. Documentation of current MWBE status from another jurisdiction(s) may be included to assist in fast-tracking the application process for NY State. (June 19, 2014)