



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 26-11786-C
FOR
Food Assistance: HOME-ARP Supportive Services
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
05/06/2026

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Thursday, May 28, 2026. All responses should be sent via email to Solicitations@berkeleyca.gov and have **"Food Assistance: HOME-ARP Supportive Services "** and **Specification No. 26-11786-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Henry Oyekanmi
Finance Director

Addendum “A”

Questions and Answers for Specification No. 26-11786-C PROJECT NAME **Food Assistance: HOME-ARP Supportive Services**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 26-11786-C, Food Assistance: HOME-ARP Supportive Services**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1. Q. The RFP references “community-based organizations” in Section I. Does this designation require nonprofit status, or include for-profit organizations with relevant experience and community partnerships?

1. A. Community-based organizations applying for this funding must be a registered non-profit organization.

2. Q. Are there minimum or target service levels (e.g., meals per day/week or individuals served) expected under this contract?

2. A. Awarded contractors will work with City staff to set target service levels for the contract period.

3. Q. Does the City have specific nutritional guidelines or standards that must be followed?

3. A. No.

4. Q. Should services be designed for short-term emergency support, ongoing meal provision, or both?

4. A. The contract period will run for two fiscal years (FY) - FY2027 and FY2028. Future funding is not guaranteed. Contractors should plan services using this timeframe.

5. Q. What level of outreach and referral support will the City provide to awarded contractors?

5. A. Contractors are responsible for outreach and referrals to program participants. However, the City may make information available to residents through the Website, group emails, and directly to residents.

6. Q. Will the City facilitate introductions or partnerships with local service providers (e.g., shelters, outreach teams, domestic violence agencies) or should proposers develop their own referral networks, or will a coordinated system be in place?

6. A. The City can make connections with other community-based organizations. Contractors are responsible for developing their own strategies for coordination and referral that do not rely on City support.

7. Q. How does the City recommend providers ensure compliance with HOME-ARP requirements related to avoiding duplication of services or will contractors have access to data systems (e.g., HMIS) or other tools to support coordination and eligibility verification?

7. A. The City will help create a procedures with the contractor based on service delivery methods to avoid duplication. See question below regarding eligibility verification.

8. Q. What documentation is required to verify participant eligibility for each HOME-ARP qualifying population category?

8. A. Documentation of eligibility must be recorded and saved for every program participant. Contractor must document eligibility for every individual served that demonstrates the client meets the qualifying population (QP), which may include income verification and collect demographic data. It may be appropriate for self-certification depending on the QP. Verbal attestation may be allowable provided that the contractor documents the eligibility for the individual/household. The City will assist in developing a tool for documentation and ensure the contractor has the appropriate documentation standards.

9. Q. Are there limits on the duration or frequency of services provided to each participant?

9. A. There are no duration or frequency limits provided to each participant. However, services should not exceed the actual need for any individual participant. Contractors will be required to serve new clients each quarter.

10. Q. Does the City have a target or benchmark for cost per meal or cost per participant?

10. A. No, however, all costs spent must be eligible per the HOME-ARP regulations and federal cost principles.

11. Q. What key performance indicators (e.g., meals served, individuals served, housing stability outcomes) will evaluate contractor success?

11. A. Contractor must submit quarterly reports detailing the number of new and returning households served and associated demographic data – race, household size, veteran status, and household type. Quarterly reports should also be accompanied by a narrative description of services provided during that quarter.

12. Q. Does the City have a preferred service delivery model (e.g., centralized distribution, site-based service, home delivery)?

12. A. No, however, services provided by the contractor must ensure that all Qualifying Populations (QPs) have access. Delivery methods cannot be designed where certain QPs may be excluded from accessing services. A variety of service delivery methods may be used to

ensure all QPs are able to receive services under this grant.

13. Q. Will any City-owned facilities or distribution sites be available for contractor use?

13. A. No, the contractor should be prepared to use their own facilities, partner facilities, or distribution sites. The City may consider an ad hoc request for a point in time distribution site.

14. Q. Does the City anticipate awarding a single contract or multiple contracts under this RFP?

14. A. The City reserves the right to review all submissions before making a determination on the number of contracts that will be awarded.

15. Q. Is verification required for proof of need, or is self-attestation allowed? What forms of self-attestation are acceptable (such as Written or verbal)? If not, what formal documentation is required?

15. A. Documentation of eligibility must be recorded and saved for every program participant. Contractor must document eligibility for every individual served that demonstrates the client meets the qualifying population (QP), which may include income verification. It may be appropriate for self-certification depending on the QP. Verbal attestation may be allowable provided that the contractor documents the eligibility for the individual/household. The City will assist in developing a tool for documentation and ensure the contractor has the appropriate documentation standards.

16. Q. What percentage of people served need to live in Berkeley to qualify for this funding?

16. A. All participants served must live in Berkeley to qualify for this funding.

17. Q. Do WIC/CalFresh count as a financial service for “other populations”?

17. A. No, WIC/CalFresh participation alone does not automatically qualify an individual or household eligible for HOME-ARP supportive services. The contractor will be responsible for verifying and documenting eligibility with one of the qualifying populations, which may include income verification, for every client served.

18. Q. Does showing up to a food pantry qualify as a support service for “other population”?

18. A. No, showing up at a food pantry does not automatically qualify an individual or household eligible for HOME-ARP supportive services. The contractor will be responsible for verifying and documenting eligibility with one of the qualifying populations, which may include income verification, for every client served.

19. Q. With this funding, can we only serve the population that meets these requirements, or can we also serve community members who don't qualify?

19. A. Only individuals who meet eligibility as described in the CPD 21-10 Notice and under the HOME-ARP regulations may receive services funded by this grant. Funding cannot be spent on community members that do not meet the minimum eligibility.

20. Q. Are referrals from partner agencies sufficient for eligibility?

20. A. Contractors may partner with other agencies for referrals. It is the responsibility of the contractor to ensure that the referred individual meets the eligibility requirements and that documentation is saved with the program files.

Please also note that services must be made available to all Qualifying Populations (QPs) under this contract. Contractors can receive referrals provided that all services provided under the contract are accessible to all QPs. A variety of service delivery methods may be used to ensure all QPs are able to receive services under this grant.

21. Q. Community member eligibility, as defined by the parameters of the target population, may change over time. Are we required to report on changes in eligibility status?

21. A. No, program participants can be served at the time of service if they meet eligibility. If eligibility later changes, they would not be able to continue receiving services. It would be the contractor responsibility to document the change in eligibility, stop services under HOME-ARP contract, and keep that on record.

22. Q. Should this funding be used to support individuals directly through service (i.e. food pantries) or can it be used to support other organizations serving a similar community (i.e. food banking)?

22. A. The awarded contractor cannot subgrant the funds to another organization. Partnerships with other organizations may be allowed to serve qualifying populations. The awarded contractor is responsible for ensuring that all costs and services meet the criteria of the HOME-ARP regulations and federal cost principles.

23. Q. If allowed to extend to other organizations, how would we track their information?

23. A. If a contractor partners with other organizations, they are responsible for developing a system to track, record, and document data for all services provided under this contract.

24. Q. Our organization serves community members that meet these criteria, those that may qualify, and those that do not qualify but still meet the definition of food insecure. Are we required to allocate funding and resources proportional to the community we serve?

24. A. HOME-ARP funds may only be used to support individuals who meet the eligibility criteria. Eligibility must be documented. If certain costs apply to both qualifying and non-qualifying participants, the contractor must only invoice the proportion of funds equal to the qualifying individuals served under HOME-ARP. Costs expended on non-qualifying participants are not eligible.

25. Q. Can aggregate or proxy data be used for reporting?

25. A. Contractor must submit quarterly reports detailing the number of new and returning households served and associated demographic data – race, household size, veteran status, and household type. Quarterly reports should also be accompanied by a narrative description of services provided during that quarter.

26. Q. What percentage of our pantry community will need to provide this level of information? If, for example, this funding makes up 20% of our budget, and 20% of our pantry members meet these qualifications, does that meet the grant requirements?

26. A. Any individual or household served under the HOME-ARP grant that meets eligibility will need to provide information to confirm they meet a Qualifying Population and provide demographic data as described above and in this FAQ.

In response to the specific example, the answer is yes, provided that 1) the 20% are documented to be qualifying; 2) all qualifying populations have access to services; and 3) all costs are determined to be eligible costs under the regulations.

The city reserves the right to review all costs charged to the program to determine eligibility before releasing payment.

27. Q. What percentage of people served need to live in Berkeley to qualify for this funding?

27. A. 100%. This funding is limited to Berkeley residents only.

28. Q. Does the agency receiving the funding get audited, or does the city get audited?

28. A. Contractor will be required to submit quarterly program reports and expense reports that will be reviewed by City monitors. At minimum, the City will conduct at least one on-site monitoring visit during the contract period which will include both programmatic and financial review.

Pursuant to Section 61 of the Berkeley City Charter, the City Auditor's Office may also conduct an audit of a Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under any contract awarded.

Further, the US Housing and Urban Development Department (HUD) may conduct a

monitoring of City programs or financials during or after this grant period of the contract which may include monitoring of grant recipients. The contractor is responsible for maintaining records consistent with the HUD and City requirements and be available to provide any requested financials or program documents requested by HUD.

Except as provided herein all other terms and conditions remain unchanged.