



**Oregon Housing and Community  
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**Date:** January 23, 2023  
**To:** RFA 7344 Applicants  
**From:** Lisa Cimino, Senior Procurement Specialist  
**Re:** RFA 7344 FAQ No. 2  
Homeownership Language Access and Targeted Outreach

**This document is not an Addendum to the subject RFA and does not change the requirements of the RFA. Answers given to the below questions that were submitted by prospective Applicants are for clarification purposes only.**

**Questions Received:**

1. Q: Will OHCS review the translated documents from grantees and give approval of the translated documents for grantees to use?

A: Response

No, OHCS will not provide approval for the translated documents.

2. Q: Hacienda CDC hosts an annual Latino Home Fair with workshops, presenters, and resource tables. Is this funding eligible to be used to promote the Fair, create marketing materials, and for event costs? It seems that it fits under #4 under Targeted Outreach and Community Engagement. Will you confirm if this is an eligible expense?

A: Response:

Yes, this would be an allowable expense. The funds can be used for their annual Homebuyer Fair.

3. Q: Can you apply for 1, 2, or both funding sources?

A: Response:

i. Yes, you can apply for 1 funding source

1. Language Access or Targeted Outreach and Engagement

ii. Yes, you can apply for both funding sources

1. Language Access or Targeted Outreach and Engagement

4. Q: Two questions around use of funds under Targeted Outreach and Community Engagement

A: Response:

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- i. #2 Can these funds be used on-demand for translation services? Yes, this would be an allowable expense
- ii. #4 Can the funds be used for their annual Homebuyer Fair? Yes, this would be an allowable expense

5. Q: Is there a minimum amount or percent of the award that needs to be spent before June 30<sup>th</sup>, 2023 to ensure that the funds can be amended to roll over to the next biennium?

A: Response:

No. While the intent is for the awarded funds to be utilized by June 30<sup>th</sup>, 2023, there is no minimum expenditure requirement for the unutilized funds to roll over to the next biennium.

6. Q: In section 2.3.3, the Allowable Activities “Language Access” section, it states that “all translation services must be provided by a certified translator”. Is there any flexibility on this? Could we use a professional (but not certified) translator? \*see explanation below

A: Response:

“This section of the RFA has been amended to provide clarification regarding the qualification of translation service providers contracted through this RFA funds. Please note that translation services must be provided by external professional translators with verifiable training and experience in translation. It is recommended that the translation of materials with specialized content such as legal or medical, be provided by translators with experience appropriate to the complexity of the text being translated. In cases where the availability of professional translators is limited or non-existent due to the geographical location of the organization receiving funds, or the language needed, the Homeownership Division may approve the use of non-professional or certified providers on a case-by-case basis.”

7. Q: Out of the total funding, are there set amounts designated for “Language Access” vs. “Targeted Outreach and Community Engagement”?

A: Response:

No. Applicants can apply for funding for activities under either or both categories. The maximum amount of funding per awardee is \$76,000.

8. Q: In the Notice for the RFA, it says Exhibit C, Application will be posted on the OHCS procurement website, but I don’t see it there. I only see Attachments, not Exhibits. Is it there, and I am just missing it?

A: Response:

Exhibit C is part of Attachment C, the Sample Grant Agreement. Exhibit C is a placeholder if the Agency decides to insert the Applicant’s application. This is something that is done after the Grants have been awarded. There is no action required from the Applicant for this Exhibit.

9. Q: For those that get awarded, is a minimum award amount that will be granted?

A: Response:

Agency has not set a minimum amount for this RFA.

10. Q: Can you cover the type of expenses that are allowable with this RFA? and can some of the dollars be used to contract part of the work out?

A: Response:

Please refer to the scope of work section for details about the activities and expenses allowed through this RFA. About contracting part of the work out, yes, it is possible as long as the expenses are incurred during the expenditure time frame (grant agreement time frame), and the expenditures are within the scope of the work.

11. Q: What is the timeframe for the expenses? I saw it finishes June 30th but when can expenses start?

A: Response:

This Agreement covers the period from the date it has been fully executed by the parties (the Effective Date”) through June 30, 2023, or as deemed necessary by Agency. (this is from the grant agreement)

12. Q: Sounds like we can cover expenses for existing initiatives that we are trying to do already, is that correct?

A: Response:

Yes, as long as the existing initiatives are part of the scope of work in the RFA.

13. Q: Kim, can you repeat that? If funding isn't utilized by June 30, it may be able to be extended?

A: Response:

This is from the grant agreement: OHCS will disperse funds to Grantees that must be expended by June 30, 2023. Any funds not expended by June 30, 2023, will be returned to the Agency. The OHCS 23-25 biennium may provide an opportunity to distribute additional funding via an amendment. Grantees will not lose any funding; we will accommodate this through an amendment to the grant agreement.

14. Q: Can the documents that we translate be done by staff that is proficient in the language that is being translated into and utilize the funding to pay for wages and benefits of the time spent doing translations, even if the person is not a certified translator, or not?

A: Response:

“Not at this time. However, we can consider this option for the future.