



**TENNESSEE HOUSING DEVELOPMENT AGENCY
REQUEST FOR PROPOSALS # 31620-00667
FOR
SECTION 8 RENTAL ASSISTANCE SOFTWARE
AMENDMENT FOUR**

DATE: May 25, 2022

RFP# 31620-00667 is amended as follows:

- A. Please see below the Answers to the Questions submitted regarding the RFP's Master Lists on Attachments 6.7 and 6.8.

No.	Questions Regarding Lists	Answer
1	RFP Attachment 6.7, Letters No. 38. RESC. OF LEASE TERMINATION & HAP AMENDMENT. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	RESC. OF LEASE TERMINATION & HAP AMENDMENT – The LL & Tenant can sign a Mutual Lease Termination for the Lease to end without the usual 30 day notice. Example: Today is May 23rd; the tenant has found a unit and wants to move in asap; so they could sign it for the tenant to move out by May 31st; however, something comes up and the deal falls through so the tenant decides to not move. In such cases, they can sign this form, ‘a Rescission’; we would reverse everything, stop the Relocation and HAP would continue, as is. NOTE: This is, if they get the rescission to THDA prior to the effective date of their lease termination.
2	RFP Attachment 6.7, Letters No. 68. NOTICE OF SPECIALIST INTRODUCTION. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	The FSS Notice Of Specialist Introduction Letter is issued to all active FSS participants when a new FSS Specialist has been assigned to them. This letter provides a brief introduction of who the specialist is and their contact information.
3	RFP Attachment 6.7, Letters No. 90. JOB TRAINING PROGRAM PARTICIPATION. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	JOB TRAINING PROGRAM PARTICIPATION – I have never heard of this form; never used it. From the chart below, this appears to be at Intake/Applicant so perhaps India could answer this one. I know there are some Programs (such as Title VI) that we would exclude from counting as income. I don't know if this is similar to that or not.
4	RFP Attachment 6.7, Letters No. 97. NOTICE OF INTENT TO VACATE. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	NOTICE OF INTENT TO VACATE – Tenants first notify their caseworker that they want to move [Request to Relocate]. The Specialist sends this form, Intent to Vacate, to the tenant for, both, the LL & the tenant to complete/return. It has the requested move-out date. There are three questions for the LL to answer about whether or not the tenant owes them money, and/or, if they are in good-standing with them. Both, tenant & LL signs/dates it, thus ensuring everyone is on the same page. [NOTE: If later they change their mind, they can also reverse it by using the above Rescission form.
5	RFP Attachment 6.7, Letters No. 155. I.T. ELITE WORK ORDER TEMPLATE. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	Please disregard this letter, this is an internal letter
6	RFP Attachment 6.7, Letters No. 156. I.T. WORK ORDER PROCESS. Can you describe the contents of this letter, why it will be issued, and to whom it is addressed?	Please disregard this letter, this is an internal letter