



Solicitation of Information (SOI)
Flexible Housing Subsidy Pool for Families
Flexible Housing Subsidy Pool for Transitional Age Youth (TAY)
Housing Ladder for Families
Questions and Answers
June 17, 2022

GENERAL

- 1. Question** **Where one can access the "Appendix 1: Application Template" that's referenced in the SOI?**

Answer The Appendix 1: The application Template will be posted on the HSH website on Friday, June 17, 2022.

- 2. Question** **How many contracts does HSH intend to award for this SOI?**

Answer HSH does not have a projected number of contracts that will be awarded through this SOI. This depends on the total collaborations that it takes to fulfill the program scope of services and the total funding available.

- 3. Question** **Will HSH consider contracting with multiple agencies to provide the services described in one programmatic area?**

Answer HSH will consider this type of partnership, and responses must describe how all the partnering agencies will collaborate to provide the services described. The applicant must describe the service coordination plan for each partnering agency. All service components described in the SOI are required.

- 4. Question** **Can families be housed outside of SF?**

Answer Yes. Families may be housed outside of San Francisco. Households who would like to move outside of San Francisco shall be housed within the Bay Area near accessible transportation lines, such as BART. The households would need to reside in an area where they can still receive supportive services from the selected agencies(s).

- 5. Question** **How will the monthly rent maximum be calculated for each family?**

Answer A household contributes 30% of the income towards the monthly rent. The maximum unit rent is based on the household composition and rent reasonableness.

- 6. Question** **P.6/ #3 refers to the coordination between the housing coordination provider and the landlord liaison services provider- can these be the same staff or staff team or is the vision that these are distinct services provided by separate teams?**

SOLICITATION OF INTEREST HOUSING SUBSIDY PROGRAMS: ANSWERS & CLARIFICATIONS

Answer Providers have the ability to structure the staff however they feel will meet the needs of the clients and service scope. The same staff could provide all services however, research indicates that a delineation of housing location services and case management is a best practice for the scattered site housing model.

7. Question Could you explain why the staffing requirement caseload is so different for housing ladder versus FHSP programs? It seems to us that the main difference is the eligibility for each component, but the services don't seem significantly different, and each family served would need support with housing location, housing coordination, case management, etc.

Answer Housing Ladder and the Flexible Housing Subsidy Pool programs will serve households through different referral processes. To qualify for the [Housing Ladder program](#) a household must meet the eligibility criteria; 1. Live in Permanent Supportive Housing for at least 24 months within a qualified PSH program, 2. Be in good standing, 3. Ready to move on into more independent living. Housing Ladder referrals are households that have been identified as no longer needing intensive supportive services, but instead a lighter touch housing-focused case management. The Flexible Housing Subsidy Pool program will receive referrals through the Coordinated Entry System.

8. Question The year 1 and year 2 budget amounts differ very significantly – is this just because of the ramp-up period for both staffing and subsidy enrollment? The Flex Pool serves 88 new clients in the first year and 77 new clients in the second year but has a similar ratio for budgeted amounts for year 1 to year 2 as Housing Ladder, which serves 58 new clients in the first year and 12 new clients in year 2. Can you explain the thinking behind these budgeted amounts?

Answer Yes. The Year 1 and Year 2 budgets differ due to the expected referrals, placements, and staffing ramp-up. For example, a provider will not have all 77 new clients placed in housing and all staff hired when the grant agreement begins. In an effort to avoid underspending, HSH used a ramp-up approach to budgeting for these new scattered site housing programs.

The annual budget includes expenses to place households into housing. These direct client expense (security deposit, first month's rent, furniture, etc.) is higher than maintaining the monthly base subsidy. In Year 1, The Flexible Housing Subsidy Pool program is expected to place 88 clients, and the Housing Ladder program will place 58. Then in year 2, Housing Ladder places a lower number of households and maintains the subsidies. The Flexible Housing Subsidy Pool will continue placing the remaining 77 households, and the providers' number of staff will continue to grow with the program.

- 9. Question** **Are there any formatting requirements for the narrative sections (Appendix 1), such as font, font size, line spacing, and page limits?**
- Answer The Appendix 1 notes the maximum number of words for each question. Font, font size, line spacing, and page limits requirements are not specified.
- 10. Question** **On page 1, the # of slots in FY 23-24 for the TAY program is indicated as 0, whereas it's 50 for FY 22-23. Can you explain why it's 0 in the 2nd year?**
- Answer This is based on the funding available and the allocation of TAY slots. HSH is funding 50 TAY FHSP for FY22-23. No additional TAY FHSP slots have been approved for FY23-24. However, that does not mean more will not be added in future years.
- 11. Question** **There is no mention of attaching resumes, job descriptions, org charts or other organizational material. Would you like us to submit any of this?**
- Answer No.
- 12. Question** **There is no Appendix 1 – Application Template on the website, but there is an Appendix 2 (budget). Are we to create Appendix 1 ourselves based on the SOI instructions starting on page 10?**
- Answer The Appendix 1: The application Template will be posted on the HSH website on Friday, June 17, 2022.
- 13. Question** **Can applicants propose services for a sub-population of TAY in which they specialize, such as foster youth, or should applicants ensure the program they propose can serve all TAY?**
- Answer It is encouraged but not required for providers to describe their respective service experience, including delivering services using a Housing First approach and focusing on housing stability to fulfill the services outlined in the Solicitation. Providers should also include a description of their respective experience, including delivering services for any specific subpopulations or programming such as but not limited to undocumented households or asylum seekers, parenting TAY, individuals with contact with the criminal justice system, and shared housing programming or conflict resolution.