



**RFP #HSH2018-116 – Transition Age Youth (TAY) Rapid Rehousing  
RFP Questions and Answers  
RFP Issued November 15, 2018 & Amended November 26, 2018**

**MINIMUM QUALIFICATIONS**

- 1. Question Regarding Minimum Qualifications, would experience providing post-incarceration support with transitional housing, mental health services or employment count towards this requirement?**

Answer Please see section 4. C. 2. on page 18 of the Amended RFP dated November 26, 2018. Experience providing housing support or other services to Transition Age Youth (TAY) who have experienced homelessness, counts towards this requirement.

- 2. Question If a Proposer does not intend to provide any case management services and only intends to provide housing locator assistance and rental assistance, must the Proposer still meet the Minimum Qualification of having at least three years of experience providing housing or services to TAY experiencing homelessness within the past five years?**

Answer Yes. Per section 4. C. 2. on page 18 of the Amended RFP dated November 26, 2018, all Proposers must meet the Minimum Requirement.

**PROPOSAL SUBMISSION REQUIREMENTS**

- 3. Question Subcontractor relationships take time to solidify prior to the anticipated launched date. Is HSH willing to be flexible with potential awardees continuing to flush out these relationships through the first few months of the award? In that same vein would HSH waive the requirement to have signed Memorandum of Understandings, as noted at the Pre-Proposal Conference, as part of a completed RFP submission? This does not mean MOUs would never be sign rather they would be required at some point post-award.**

Answer Proposers will be required to submit a Letter of Intent in for any proposed subcontractors, if an MOU is not ready at the time of proposal submission. Letters of Intent should include the name of the subcontractor; subcontractor address; the value of the subcontractor; a brief outline of roles and responsibilities between Proposer and subcontractor; and a statement of intent to enter an MOU. The Department expects MOUs to be in place by the time services begin. Please note that if any Awarded Grantee is unable to execute an MOU with the initially proposed subcontractor, and is not able to move forward with the partnership, their award may be re-negotiated, or cancelled and reallocated.

- 4. Question Must an organization have attended the November 19, 2018 Pre-Proposal Conference in order to apply for funds?**

Answer Please see page 16, section 3. A. of the Amended RFP dated November 26, 2018. Attendance is recommended, but not required.

## **FUNDING & PROPOSED BUDGET**

**5. Question What is the source of the language stating that Proposer budgets cannot include indirect costs? Is this HEAP language?**

Answer This is language came from California State Health and Safety Code Sec. 50214(b) that relates to the Homeless Emergency Aid Program (HEAP). However, after further conversation with the Department of Housing and Community Development, the Department of Homelessness and Supportive Housing has received notification that indirect costs may be included under this funding. Please see the Amended version of the RFP, dated November 26, 2018 and the Amended Appendix 2: Budget Template Workbook, which reflect this update.

**6. Question Is the City/HSH willing to commit General Fund dollars to cover the costs that the State HEAP funds cannot cover, including indirect costs essential to the healthy operations of an agency?**

Answer Please see the answer to Question #5 in this document.

**7. Question This is a lot of funding – how will Proposers ensure that the program is sustainable and that participants will retain housing?**

Answer The Housing Focused Case Managers of awarded Grantees will be tasked with helping participants retain their housing. Please see section 2. C. 1. on page 10 of the Amended RFP dated November 26, 2018.

**8. Question Does the Operating tab of the Appendix 2: Budget Template Workbook have a place to enter administrative costs?**

Answer Please note that the line items included in the Appendix 2: Budget Template Workbook's Operating tab may be modified to suit the Proposer's line items.

**9. Question What types of costs can be categorized as direct costs?**

Answer Please see answer to Question #5 in this document. Indirect costs are allowable per the Amended RFP dated November 26, 2018 and Amended Appendix 2: Budget Template Workbook.

**10. Question Are Proposers required to include the names of staff in the Appendix 2: Budget Template Workbook?**

Answer Proposers are not required to include the names in their proposal if the positions have yet to be filled. However, Awarded Providers will need to provide this information in their final budgets and upon invoice submission. Any Awarded Provider must update HSH as staff change.

**11. Question Why is a spend down plan required?**

Answer Please section 1. G. on page 7 of the Amended RFP date November 26, 2018. The funding source for this RFP requires full spend down by HSH no later than June 30, 2021. The plan for how Awarded Providers will spend their budgets (and submit invoices for these incurred costs) before June 30, 2021 assure that all dollars available will go towards ending TAY homelessness in San Francisco.

**SCOPE OF WORK**

**12. Question Who are HSH'S collaborative partners for the Rising Up Initiative?**

Answer Current partners include the following agencies:  
San Francisco Human Services Agency Workforce  
San Francisco Department of Children, Youth and Families  
San Francisco Department of Public Health  
San Francisco Unified School District  
San Francisco Airport  
San Francisco Adult Probation  
Office of Economic and Workforce Development  
San Francisco Human Services Agency Family Children Services  
Larkin Street Youth Services  
Huckleberry Youth Programs  
First Place for Youth  
3<sup>rd</sup> Street Youth Center and Clinic  
SF LGBT Center  
New Door Ventures  
LYRIC  
Youth Community Developers  
Young Women's Freedom Center

**13. Question Where are the housing units in which providers would place program participants? Who will be building the 500 units?**

Answer Please refer to section 2. C. 2. Beginning on page 10 of the Amended RFP dated November 26, 2018. Participants will be placed into existing housing.

**14. Question How should Proposers deal with the problem of many landlords who are unwilling to accept housing vouchers?**

Answer HSH is aware of this challenge and this is why these service include a strong Housing Locator Assistance component. Please refer to section 2. C. 2. beginning on page 10 of the Amended RFP dated November 26, 2018.

**15. Question Is the housing stock managed by the City/HSH or someone else?**

Answer Please see the answer to Question #13 in this document.

**16. Question** Is there a pre-determined number of providers the City/HSH is seeking?

Answer The number of awards will depend on the submitted proposals and scoring.

**17. Question** Does the City/HSH intend to award one or multiple contracts for each service type?

Answer Please see the answer to Question #16 in this document.

**18. Question** Who is the target population? What are the eligibility requirements for program participants?

Answer Please see page 8, section 2. A. of the Amended RFP dated November 26, 2018.

**19. Question** What are the transportation expectations of providers? Are Awarded Providers expected to have a vehicle?

Answer The only requirement is that transportation is provided. Proposers may propose using public transportation to take program participants to housing sites, for example.

**20. Question** What is the cap on the rental assistance amount? Is this cap set in stone or can it exceed the cap? Would changes in market rental rates and/or unplanned life hardships (e.g. medical hospitalization, unexpected layoff) permit a participant to receive a larger than usually allowed monthly assistance?

Answer HSH anticipates a monthly rental assistance cap of \$750.00. This may change based upon available funding and programmatic updates. Historically HSH has been able to provide additional assistance when participants have experienced a change in income.

**21. Question** How will participants be screened and prioritized for program participation?

Answer Please see section 2. A. on page 8 of the Amended RFP dated November 26, 2018.

**22. Question** Is the Coordinated Entry eligibility screening and prioritization process included in the 90-day figure cited for average amount of time between a participant's entry into the program and exit into permanent housing?

Answer The project start date is the date that the participant was admitted into the program. Prior to the implementation of Coordinated Entry for Youth, the project

start date shall refer to the date of the appointment with the participant in which they are determined to be eligible for and agree to participate in the program. After the implementation of Coordinated Entry for Youth, the project start date shall refer to the date of the first appointment among the participant and Rising Up case management provider after being referred by a Coordinated Entry Access Point. The project start date is the first date of housing search period.

**23. Question What is the anticipated total of number of youth served? Proposers recognize at least 500 is articulated in the RFP but want to inquire further if there is a pre-determined amount for Year 1, Year 2, & Year 3.**

**Answer** Please note that the 500 figure refers to the goal for the entire Rising Up Initiative, not just the services included in this RFP. HSH expects that a minimum of 180 youth will be served with the \$3,600,000 allocation for rental assistance included in this RFP. HSH anticipates that the rental assistance funding source for the 180 youth will initially be HEAP and will transition to private-philanthropy funds as HEAP funds must be fully expended by June 30, 2021.

Through use of HEAP funds in FY 18-19, HSH expects that 100 youth will be housed through the Rising Up Campaign. Through use of the HEAP funds in FY 19-20, an additional minimum of 80 youth shall be housed. HSH anticipates that there will not be sufficient funds to place additional youth through these funds in FY 20-21, except to fill slots that have been vacated by youth who exit the program.

Rising Up Campaign - Placement Targets with HEAP funds - \$3,600,000 (excluding <i>The First 50</i> )													
FY 18-19													
Rising Up Campaign	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
New Participants							16	16	17	17	17	17	100
Total Subsidy Months							16	32	49	66	83	100	346
FY 19-20													
Rising Up Campaign	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
New Participants	117	17	17	17	12								180
Total Subsidy Months	117	134	151	168	180	180	180	180	180	180	180	180	2010
FY 20-21													
Rising Up Campaign	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
New Participants													
Total Subsidy Months	180	180	180	180	180	180	180	180	180	180	180	180	2160