

Addendum to the RFP

The addendum to the PERMANENT SUPPORTIVE HOUSING SERVICES: HOUSING SUPPORT FOR FAMILIES IN TRANSITION (FIT) RFP is located here:

<https://www.cityofchicago.org/city/en/depts/fss/provdrs/emerg/alerts/2017/july/permanent-supportive-housing-services-for-families-in-transition.html>

SECTION I: Clarification of Funding Amount:

The total annual cost budgeted for PSH FIT services is \$750,000 per year. From August –December, 2017 DFSS has allocated \$437,500. (The total allocated funds for August –December, 2017 is incorrect in on slide 12 of the webinar. The correct amount is \$437,500. The PowerPoint PDF shows the correct amount)

The Chicago Low Income Housing Trust Fund (CLIHTF) will provide housing subsidies for a maximum of 100 homeless families through this initiative, provided all CLIHTF requirements are met. DFSS will fund services to families at a fixed rate of \$7,500 per family per year for a maximum of 100 families. DFSS proposes to contract with multiple agencies for these services.

SECTION II: Replacement of Performance Measures:

The performance measures listed in the RFP on page 8 (B. Performance Measures) have been replaced with the following updated performance measures:

- 85% of participants will remain permanently housed for 12 months
- 80% of participants who exit program to enter Permanent Housing
- 85% of participants without a source of reportable income at program entry will obtain cash benefits
- 85% of participants without a source of reportable income at program entry will obtain non-cash benefits
- 85% of participants will maintain/increase benefits, employment or a combination of both
- 50% of households served will move into housing within 30 days of CES referral to agency
- The remaining 50% of households served will move into housing within 60 days of CES referral to agency

Questions from Webinar

Question: Just to confirm housing costs will not be covered under this RFP?

Answer: This RFP is for case management and intensive support services only.

Question: At a rate of \$7500 per family, it doesn't seem like there is enough money allotted to this RFP to fully fund.

Answer: The \$7,500 per family per year, funds services only. The Chicago Low Income Housing Trust Fund (CLIHTF) will provide the housing subsidies.

The annual funding amount for this contract is \$750,000. The amount listed in the RFP is the 2017, pro-rated funding amount. Please see RFP addendum for more information.

Question: Are these families being required to be chronically homeless? Are these families with permanent disabled head of household? Is it possible to prioritize a population group, i.e. single mothers, prioritize by age, etc.?

Answer: No, there is no requirement for families to be chronically homeless or have a permanently disabled head of household, although, these families may be prioritized through the assessment process.

Permanent supportive housing services contracted through this RFP will prioritize referrals from the Housing Support for CPS Families in Transition program (FIT). Housing eligibility will be determined through the Coordinated Entry System's (CES) Standardized Housing Assessment and the prioritization standards set for this project. Additional targeting for special populations will not be permitted.

Question: Are the selected programs helping families find a qualified Chicago Low Income Housing Trust unit or is that being done by someone else?

Answer: Yes, staff or case managers from selected organization will work with the CLIHTF and the families to locate housing. This may include taking families to view housing units. A limited number of housing navigators will be available to help families gather documentation and view units.

Question: Which Ward Elementary School.. James or Laura ?

Answer: Laura S. Ward Elementary at 646 Lawndale Ave.

Question: There is a case management ratio of 1:15 required for this RFP. How many members in a family are required for each household? Or is this based on servicing 15 students (and their households)?

Answer: One case manager maybe responsible for up to 15 households. This is not based on the number of people or students in the household. For this project the smallest household is 2, a parent/guardian and a student. There is no upper limit on household size.

Question: Are administrative costs allowed under this RFP? What is the maximum percentage, if so?

Answer: Under this RFP, administrative costs are allowed and there is no cap. Be sure to clearly justify your administrative costs in the budget you submit.

Question: Will grantees work with the schools directly or only through CES? Will schools provide support with outreach or contacting families?

Answer: Families will be paired with PSH service providers through the Coordinated Entry System (CES). Service providers may need to coordinate with CES and CPS. School staff may provide limited support to help with reach out to families.

Question: Will you provide a form for the ADA facility assessment?

Answer: The facility assessment is posted here:

<https://www.cityofchicago.org/city/en/depts/fss/provdrs/emerg/alerts/2017/july/permanent-supportive-housing-services-for-families-in-transition.html>

ADA compliance is one aspect of the facility assessment.

Question: What happens to families after their initial one year lease is up? Will they remain in housing or be moved to other locations?

Answer: The goal of the project is to provide permanent supportive housing to families and after their initial one year lease is up they will not be required to move to another location and they can remain in their housing. For agencies awarded the contracts, the term of the contract executed under this RFP will be from August 1, 2017 – December 31, 2018. Based on need, availability of funds, design, and contractor performance, DFSS may extend this term for the agencies for up to two additional periods, each period not to exceed one year.

Question: Will you send a copy of the PowerPoint?

Answer: Yes, the PowerPoint is located here:

<https://www.cityofchicago.org/city/en/depts/fss/provdrs/emerg/alerts/2017/july/permanent-supportive-housing-services-for-families-in-transition.html>

The recorded webinar is located here: https://youtu.be/Z-n_BubgdJY

Question: What are the match requirements, if any?

Answer: Proposals that clearly demonstrate a cash or in-kind match of at least 15% of total program costs will be preferred over other proposals of equal qualifications.

Questions regarding CLIHTF funding and requirements

Question: Will this be following the typical CLIHTF model where the subsidy of the units stay with the units or do we have to locate the units? Also, will the subsidy follow the client or remain with unit?

Answer: We will follow the standard Trust Fund procedure. You will have to locate the unit and the subsidy will remain with the property. The subsidy does not follow the client.

Question: Are the Client Families required to meet CLIHTF rental co-payment guidelines... especially zero income to 15% of AMI being required to pay \$200 plus electricity for 2 bedroom and \$220 plus electricity for 3 bedroom?

Answer: Families with income will be required to meet the CLIHTF rental and co-payment guidelines. Regarding Zero income to very low income families, Trust Fund waiver guidelines will apply, which will allow for hardship waivers as needed. Please see response below regarding utilities.

Question: Will utilities be included in the rent, especially for zero income families?

Answer: At a minimum, heat is required. All other utilities you will have to be negotiated with the Landlord, but not a requirement.