

Request for Proposals

2018 Housing Stabilization Program (HSP) – Housing Opportunity Fund

Questions & Answers

The following is an overview of the general questions that have been submitted online and that were asked during the January 30, 2019 pre-proposal meeting.

Is there any exception for required paperwork and income verification during a documented emergency (i.e. tenant is subject to an illegal lockout)?

To receive HOF HSP funds, a recipient needs to have had their income verified and a Housing Habitability Inspection needs to have occurred.

What does “coordinate the Housing Habitability Standards Inspection” consist of?

Coordinating the Housing Habitability Inspection requires that the Program Administrator coordinate with the recipient and HOF Construction Inspector to set up a time for the HOF Construction Inspector to be let in and inspect the unit.

The RFP states that assistance cannot be longer than 4 months. If court schedules, appeal processes, etc. extend beyond 4 months this is there any flexibility for a longer period of assistance?

The URA will establish an Appeals Committee whose purpose is to review HOF HSP Program Guideline(s) waiver requests. The Appeals Committee will recommend approval or disapproval of the request to the Director of the Housing Opportunity Fund. The Director of the Housing Opportunity Fund can choose to accept or reject the recommendation of the Appeals Committee.

The RFP lists a maximum of \$3,000 of assistance per household, yet the program guidelines states a maximum of \$8,000 of assistance per household, please clarify why these numbers don't match up.

The Program Guidelines do allow a maximum of \$8,000 of assistance per household, however after carrying out additional due diligence regarding existing programs it was decided for the 2018 program that a \$3,000 maximum is more reflective of existing housing stabilization efforts.

What is the Housing Habitability Standards Inspection?

This inspection comes from HUD's Homelessness Prevention and Rapid Re-Housing Program and will be used by the HOF Construction inspector to evaluate the recipient's dwelling. A link to the inspection checklist can be found [here](#).

Can HSP funds be coupled with DHS program funds to assist a household?

The goal of the HSP is to cover an area of need not already covered by existing programs. This is a pilot year for a brand-new program - if needed, this requirement may be revisited after the program rolls out.

What is the referral process for HSP?

DHS and United Way are aware of the program and will likely refer potential recipients to Program Administrators. HOF is also doing extensive outreach to ensure that communities throughout the City know about this program. If received at the URA, recipients will be referred to a Program Administrator. Also, once Program Administrators are identified and under contract, it is likely that potential recipients encountered by Program Administrators during their day to day operations will also participate in the program.

The RFP says 2018 Housing Stabilization Program, it's now 2019, what is the timeline for this program?

Because of the way the Housing Opportunity Fund was rolled out, the funds involved in this RFP are 2018 funds and they will be expended as quickly as the program demands. If the program is renewed in the 2019 allocation plan (to be adopted in Spring/Summer 2019), a new 2019 RFP will be released for 2019 HSP funds.

Are Housing Choice Voucher (Section 8) recipients eligible?

Yes. It will be the responsibility of the Program Administrator to convey why HSP funds will stabilize the receiving household.