



Contra Costa Health, Housing, and Homeless Services Division
**Contra Costa CalWORKs Housing Support Program –
Rapid Rehousing**

Bidders' Teleconference April 18, 2019
Questions & Answers

Q1. Is there a location to find the current County CalWORKs HSP program: what services it offers, demographics of who it serves, how it intersects with the WTW program.

A: Here is the State of California Department of Social Services (CDSS) web link to the Housing Support Program (HSP) Fact Sheet that provides a general overview of HSP: [Housing Support Program Fact Sheet](#). Each HSP county determines their program design/operational structure. Services offered are described in the RFP on page 6. Homeless CalWORKs recipients throughout Contra Costa County are the targeted HSP population, consisting mostly of single parent households with minor children (48% of children age 6-12). English is the primary language for 85% of our CalWORKs households and 14% are Spanish speaking. Both WTW and non-WTW CalWORKs participants can be referred for HSP services.

Q2. Is there a required or desired split in the TFA between Prevention and Rapid rehousing dollars?

A: CalWORKs HSP is a stand-alone Housing Support Program called HousingWORKS!, and is modeled after Rapid Rehousing. The financial assistance offered through this RFP does not include resources for housing prevention activity.

Q3. Does Contra Costa County use a Prevention threshold score to give Prevention assistance?

A: Not applicable. The financial assistance offered through this RFP does not include resources for housing prevention activity.

Q4. Are there any specific requirements in order to use motel vouchers?

A: Interim housing assistance such as motel vouchers is available to eligible HSP participants. The specific criteria for use of interim housing will be provided to the agency(ies) that is awarded the HSP contract.

Q5. Is there a maximum amount of rent that can be paid per family? Is there a maximum number of months of rent that can be paid? Is there a desired number of months that can be paid?

A: The goal is to assist participants in finding affordable housing that is in line with fair market rates. The number of months in which a participant receives a rental subsidy can vary, and in most instances will not exceed 12 months. The current process involves a subsidy step-down

period whereby participants transition into paying their full rent amount. The specific criteria for rental subsidies and time limits will be provided to the agency(ies) that is awarded the HSP contract.

Q6. Does Contra Costa County have a desired/required caseload number per staff member?

A: Health, Housing and Homeless Services is not prescriptive in the number of clients for standard case-load; the applicant should demonstrate in their response the anticipated number of case managers needed, and the assigned case-loads, to adequately address the minimum number of families to be served in the contract year.

Q7. Can an applicant use other county contracts as leverage?

A: This is possible, but it depends on the origin of the contracted funding. For instance, federal dollars may not be used as leverage for other federal dollars. Applicants that choose to include leverage to bolster their submission should clearly state the origin of the funding source they would use for leverage. This can be done on the budget forms provided.

Q8. For the participants that are referred by the CalWORKs program, do you expect that all or most will be enrolled in the WTW compliant or will any be exempt.

A: The referrals will consist of WTW and CalWORKs participants as well as those that are receiving an exemption from WTW participation. Yes, there will be referral from both WTW and CalWORKs program.

Q9. Ms. Hernandez, you talked about being able to be in touch with EHSD about supplying further reports for HSP and providers. Can say a little more about that and how to reach EHSD?

A: Maria: The HSP14 form is online, that is the report that we will need from the agency. It's part of the intake process and it will be expected at the end of each month. The EHSD contact information will be provided at the time the contract is signed.

Eric: The provider will need to hold a license with HMIS with the county and all the data entry for this form goes into our HMIS system. We have set up this form in HMIS that the provider inputs. The data collected in this form is used to populate the HSP-14 report provided to the state funders. This is required by the state funder each month. It is the expectation in administration of this program that the data for this report are collected as accurately as possible ongoing. There is a link in the proposal that show the data elements.

Q10. You refer to 100 participants, is that 100 households?

A: Yes, it's 100 households per year.

Q11. I want to clarify, in rent collection, we are not held to the HUD standard of having residents pay 30% of their income. Is that correct?

A: The assessment of subsidy assistance is dependent upon the need of the family. That is determined at the time of the intake and when the housing unit, hopefully a permanent housing unit is found for the client. In some instances, subsidies are higher for some than others depending on their housing needs and the size of the household. The main goal is that housing is found that the client will be able to maintain once the subsidy ends. We don't want to create an unsustainable housing situation. We want them to be able to independently maintain their housing beyond program participation.

Q12. Who is homeless as defined for this population? Are we using the HUD definition of homelessness?

A: They don't have to be chronically homeless. The homelessness definition being used is on page 5 of the RFP.

Q13. On Page 7 IV. B. Program Description, there are no points or page numbers, it asked for a program description but there are no points or guidelines.

A: That would be included in the four-page Characteristics and Qualifications. It should have been included in C, that's a typo. Thanks for catching it.

Q14. For the budget section, the three-page limit, does that include the template or is that just for the budget section or is that just for the narrative justification. That's on page 9.

A: It does include the budget template although on the budget template provided you may create an additional column to include justifications for brief line items.

Q15. In the RFP on page 5 it states, "In receipt of a judgement for eviction, as ordered by the court." Would this require some prevention dollars in these circumstances?

A: Prevention service is not the primary purpose of the funds and would need to be assessed on a case by case basis. We anticipate that this would be a rare use of these funds. The primary focus of CalWORKs HSP funding for rapid rehousing of already homeless CalWORKs families.

Q16. Question about the timeline. At the beginning of the call you referenced one but I'm not seeing any reference to that in the RFP.

A: The timeline on page 1, the timeline is for implementation of operations. We would anticipate if this is a new provider, we would ask for you to work with us on a transition plan. If new hiring needed to happen for this, we would ask that you to submit an implementation plan for operations. This timeline may be submitted as an appendix if including it in the program description will cause the applicant to exceed the page numbering limit.