Share Place Shared Housing Pilot

Please note the submission date has been extended to January 6th at 5:00 p.m.

Questions Regarding the Request for Proposals to Operate Share Place, A New Shared Housing Pilot

Request for Proposal Briefing 12/5/19 and Questions submitted via Email

1. Who will do inspections? Philadelphia Housing Authority.
3. What is the exact number of units for this project, and what is the breakdown by populations?
   a. 2 multi family buildings for young adults with foster care history attending Community College of Philadelphia (CCP) – each building has 3 units; one building has 3-3 bedroom apartments; 1 building has 2-3 bedroom apartments and 1-1 bedroom unit, housing 16 young adults total
   b. 15 scattered site houses/housing units, 3-4 bedrooms, for adults
   c. 10 scattered site houses, 4-5-6 bedrooms, for families
4. Is this transitional or permanent housing? This is intended to be permanent housing for the adults and families. For the young adults attending CCP, this is a transitional housing opportunity.
5. Will people be referred through the CEABHRS process? They will be referred through the Clearinghouse, from DBHIDS homeless programs, and from CCP.
6. Are families sharing units? No.
7. What are the expected family sizes? 4-5-6 bedrooms, following PHA Occupancy Guidelines effective 4/1/19.
8. Can people in TIP programs or other permanent supportive housing programs be referred to this program? Not at this point.
9. Tell more about the 3 CCP units. They consist of two houses, comprising 6 units, for a total of 16 beds, with potential to add more units in the future. CCP will identify the youth in Philadelphia’s foster care system who will be able to attend college tuition free starting the fall 2020 semester through the Fostering Independence through Education Act.
10. The characteristics of people are really broad. The unit sizes are driving some of the variation in household types. The key characteristics are: must have income, must have supports.
11. Will the units change? Possibly, at PHA’s discretion.
12. What kind of income do people have to have? Income can be from employment or SSI (except for the young adult component).
13. Is it a voucher? This is a project-based subsidy that stays with the unit.
14. Is this a Housing First model? Yes, in the sense that if offers permanent housing for people with barriers and behavioral health issues as a platform. However, participants will not select their units – instead, they will be offered an appropriate unit size. They may not be actively using
upon entry in the program. They are expected to work with some form of case management or services for the first year.

15. Describe how you see the services working, and the role of the service coordination team if there is a crisis, e.g. overdose. Each person in a shared unit will agree to accept some form of individualized case management for the first year, not to be provided by the Operator. However, the Operator will be a support to the participant if there are concerns or problems with the services, or if additional linkages and services are to be made. In the event of a crisis that comes to the attention of the Operator, the Operator would be expected to provide support in the moment and bring in the client supports as needed. In the event of conflicts between roommates, the Operator would broker the mediation, including service supports as needed, to address the problem.

16. Is the goal of this project for people to move on? Do they have to move on if they gain more income? What are the max income standards? People are not required to move on, but may if they wish to. Below are the maximum income limits applicable to this project.

<table>
<thead>
<tr>
<th>Persons in Family</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low (80%) Income Limits ($)</td>
<td>50,500</td>
<td>57,700</td>
<td>64,900</td>
<td>72,100</td>
<td>77,900</td>
<td>83,650</td>
<td>89,450</td>
<td>95,200</td>
<td>100,950</td>
<td>106,750</td>
</tr>
</tbody>
</table>

17. Who is “it” when there is a gap in services? The Operator would be the primary point of contact in reconnecting an individual to services, with the support and guidance of DBHIDS.

18. Who can apply and does there have to be a lead provider? We are looking for non profit organizations to apply. If two agencies are partnering, we are asking for one to be the “lead agency” and hold the contract with the Office of Homeless Services.

19. Can a for profit be a partner to a non profit lead? Yes.

20. Will there be a need to do outreach to the community or the neighborhood if there are problems with tenants? That responsibility will belong to PHA and the City.

21. What about if there are zoning issues? We will not place a household in a property that was not properly zoned.


23. Can you share more details about what the master lease between OHS and the provider will look like? We are still working on this.

24. What does the provider do with the rent payments from tenants? The Operator will keep the rent payments and reinvest them in the program. This may reduce the contract amount.

25. Could a provider propose only to do the service coordination for one of the target populations? Youth, adult, families? Yes, we are open to proposals to serve only one of the 3 target populations from a service perspective. However, we will only select one Property Management entity.

26. What are the locations of the units? The units currently under consideration for this project are in West Philadelphia, South Philadelphia, Southwest Philadelphia, West Oak Lane, West Kensington, and North Philadelphia.
27. Is there office space included? No.
28. How will furniture be handled? In cases where an individual has a DBHiDs case manager, furniture will be covered by DBHIDS. We recommend including some funds in the budget for furniture as a contingency or as leverage.
29. What is the budget term and amount? The contract term is anticipated to be February 1, 2020 through December 31, 2020. The intent to get people leased up under this project is to operate from February 1, 2020 through June 30, 2021. As stated in the RFP, funding is not to exceed $200,000 for the 12 month period. CLARIFICATION: Please provide a budget for the term 2/1/20 through 12/31/20 within the $200,000 budget amount.
30. How fast does the City expect us to lease people up? The City has identified and is continuing to identify families now, and would like to move quickly to house families while the referral and matching process gets underway for singles. We are targeting the first Shared Housing move in to be in April 2020.
31. Would you share the draft Policies and Procedures that have been developed? Yes.
32. Are these going to be required to follow, or can the provider have some input? We would like to begin with these, but would anticipate ongoing input from the Operator who is doing the day to day work.
33. For the CCP youth, what if one of the young adults drops out of school? Can they stay in the unit? What about when they graduate? No, youth in the CCP project must be attending school and 21 or under.
34. Can providers bring their own housing units to the table? Not under this RFP.
35. What about the utilities? The utility costs will be covered by PHA.
36. What if we have properties we could make available? That is outside the scope of this RFP. Potential funding sources for that type of work may be the Home4Good or PHARE programs.
37. Can you provide an estimated master lease up schedule for the 28 units so we can budget accordingly? For estimating purposes, 2 move-ins per month through June 30, 2021.
38. The RFP mentions master leasing. Can you please confirm that PHA owns these units, and will be responsible for all routine and emergency maintenance? PHA owns the units and is making them available for this project through an MOU with the City. The City will have a master lease agreement with the selected Operator.
39. While eviction would only occur as a matter of last resort, how would this be handled? Would the provider incur the costs associated? If all other options have been pursued but the lease is not being followed, the provider could evict an individual tenant using the process established by law. Funds may be requested in your budget for this purpose.