

**ADDENDUM #1**  
**Issued: 2022-11-25**

**SOLICITATION #:** RFP 1070-2223-142  
**TITLE:** Participating in Supported Rent Supplement Program  
**LOCATION:** Various Locations BC  
**SUBMISSION DEADLINE:** December 16, 2022

**All addenda are to be acknowledged on the Submission Form**

**Description of Addendum**

The purpose of this Addendum is to provide answers to the questions.

**1. FOR QUESTIONS AND ANSWERS:**

<b>Questions</b>	<b>Answers</b>
<p>1. I'm enquiring about Appendix 10-Identified Communities. Are the communities limited to those that are listed at 2</p>	<p>The listed communities are the priority communities. Other communities may be considered dependent the response to this RFP and the identified needs in those communities.</p> <p>If you provide services in other communities, you may wish to respond to this RFP understanding that we are giving priority to the named communities. You may also wish to consider responding to the RFPQ for CBCHB.</p>
<p>2. I understand how the rent supplement amounts are to be calculated for each renter.</p> <p>What I don't understand is how much I can apply for in the application.</p> <p>I think for the CBCHB program, a minimum of 10 supplements can be applied for.</p> <p>As with the SRSP, I don't know what the value of one supplement is as it will vary depending on each renter's calculations.</p>	<p>When responding to the RFP for SRSP, proponents can specify the number of rent supplements requested and for the Housing Benefit portion use \$655 x the number requested (600 + 55). This amount will be adjusted based on actuals once benefits activated.</p> <p>For the supports funding required, complete the budget template provided with the SRSP RFP including estimates on the funding required to deliver the support services to the number of allocations being requested.</p>

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>3. What is the SRSP (Supported Rent Supplement Program) is this the same as HPP or is this another program altogether?</p>	<p>This is a different program. Please read the program information available on the RFP for the SRSP. Link <a href="#">here</a>.</p>
<p>4. Could you please provide more information on the SRSP? How is client eligibility for the SRSP determined? What will the SRSP infrastructure regarding clinical and non-clinical supports look like? Specifically, what are the outlines when referring clients to clinical supports and how that will work?</p>	<p>Please review Appendix 9 <a href="#">here</a> which identifies eligibility.</p> <p>Selected proponents under this RFP will be awarded CBCHB housing benefits to administer in conjunction with support services funding for an equivalent number of clients under the SRSP program. Supports may be provided to individuals in their home, in group settings or through referrals to other providers.</p> <p>Final processes are still being developed, it is expected that successful proponents will work in partnership with BC Housing, MoH, MHA, SDPR, Indigenous partners, First Nation Health Authority, and other service providers to develop integrated coordinated access and eligibility criteria, and support different pathways into the program. Eligibility for and referrals to the SRSP would be determined with health and other partners given the integral role of health supports in this program.</p>

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>5. As asked in the Q&amp;A for the SRSP program today, CMHA Kelowna operates a scattered site housing program as well as a housing program for youth where CMHA is the leaseholder of these markets units and the tenants - many of whom receive rental supplements through HPP and CHB and would fit with the identified populations under the SRSP - are the subletters of the units. The tenancy agreement is between the private market owner of the property and CMHA. Non-clinical support is provided to some of these tenants by CMHA such as case management, systems navigation, etc. The question I am hoping to clarify is that under the SRSP program, would these units be ineligible for SRSP benefits because CMHA technically is the leaseholder of these properties.</p>	<p>When co-designing the program with CMHC, they were clear that the Housing Benefit could not be tied to a unit; eligible households need to be able to choose where to live in the private market in unsubsidized community housing.</p> <p>You are correct that these units would be ineligible for SRSP benefits as CMHA is the lease holder of the units.</p>
---	--

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>6. In our Seniors Temporary Housing Program (THP), SSSBC leases 15 suites from BC Housing. We sublet these units with wraparound services to homeless/at-risk seniors. We charge up to 45% of income as rent, a.k.a. program participation fees. SSSBC incurs additional expenses for each client, such as housing navigation services, outreach, digital literacy, light housekeeping services, utilities, replacement appliances, etc. at a cost of \$735 per client. Our questions:</p> <ul style="list-style-type: none"> <li>a. Can the \$735 be considered a “wraparound support” and funded through SRSP at a BCH site?</li> <li>b. Can any portion of the 45% rent charged to the client be supported by SRSP, so clients can save some money for security deposit/moving out costs when they leave THP and move to permanent housing?</li> </ul>	<p>No, the CBCHB Housing Benefit funding comes through CMHC and cannot be used in BC Housing funded building or any unit where the administrator of the Housing Benefit is also collecting the rent.</p> <p>The Housing Benefit cannot be tied to a unit and is to be provided to eligible households who live in the private market in unsubsidized community housing.</p> <p>In co- designing the program with CMHC, CMHC was clear that the purpose of the benefit was to provide the Housing Benefit to vulnerable households whose needs were not being served by existing programs and housing while reducing housing need by making renting in the private market more affordable.</p> <p>Rent Benefits are to offset the cost of rent in the private market only and cannot be used for security deposits, moving costs.</p>
<p>7. SSSBC is currently providing Seniors Integrated Services Program to a 100 unit BCH building (Ross Tower in New Westminster)</p> <ul style="list-style-type: none"> <li>a. Can we use SRSP funding for this building for the administration of wraparound supports at a BCH site?</li> </ul>	<p>No, SRSP is made up of two components, the Housing Benefit, which is designed to make rents more affordable in private market housing units and Support funding to provide the supports required for the recipient to successful maintain their housing in the private market.</p> <p>The funding cannot be used in a BC Housing building, or any other rental unit owned and managed by successful proponents administering the SRSP.</p>

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>8. Identified Gap. We have HPP at \$450 per client per month which is insufficient in light of the current Greater Vancouver housing market.</p> <p>a. Can the rent supplement money be used to top up HPP? Seniors are on fixed pension income, limited ability to get an employment income to afford the current rent and require specific apartments (with elevators) to meet their mobility needs.</p>	<p>No, the SRSP cannot be used to top up HPP, however if an HPP client is identified as a candidate for the supports provided through SRSP program and is subsequently referred and selected for an SRSP allocation, they could be transitioned off HPP to the SRSP, freeing up the HPP benefit for another individual.</p>
<p>9. In regard to the SRSP budget, does this budget support applying for an additional support worker to assist with administering the funds from the SRSP program? For example, with HPP and AHOP programs each have a housing support worker to support those programs with the subsidy supports, administration, data entry and securing housing etc etc. Is this the same idea? This budget just looks vastly different from the one I fill out each year with AHMA for continuation of the HPP and AHOP budgets with BC Housing, as well this format looks quite different than the BC Housing Shelter budget information, so I am starting to second guess myself this is not what I think it is for.</p>	<p>Yes, the SRSP budget does support applying for additional support worker to administer the SRSP. The Staffing Schedule of the budget template includes space for identifying the positions being requested for the SRSP program.</p>

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>10. In regards to the support services being provided (The Support Services are intended to enhance system navigation on Appendix 9), can individual i.e. 1-on-1 supports with referrals out to appropriate community support such as food or culture services suffice?</p> <ul style="list-style-type: none"> <li>• We already offer these supports and we do it from a trauma informed, person-centered, and case-by-case level through our housing follow-up process. I.e., someone is looking for food, we help navigate the system to get food. We would likely not be able to create new programming that offer those supports through our organization, but we would be able to provide the linkage/facilitation of other support services.</li> </ul>	<p>We support partnerships and if your society will be doing referrals to other agencies for services, please note this in your proposal and if possible add a letter of commitment from your partnering agency.</p> <p>If you are going to be directly providing the support, please complete the staffing schedule and budget.</p>
<p>11. Does the subsidies need to be publicly accessible, i.e., can we offer them to people exclusively accessing our shelter services/UGM transitional housing in our target audience for people who are currently unhoused/in precarious housing?</p>	<p>Final processes are still being developed, it is expected that successful proponents will work in partnership with BC Housing, MoH, MHA, SDPR, Indigenous partners, First Nation Health Authority, and other service providers to develop integrated coordinated access and eligibility criteria, to support different pathways into the program.</p> <p>Eligibility for and referrals to the SRSP would be determined with health and other partners given the integral role of health supports in this program.</p> <p>Key to the SRSP program is recipients must have the need for additional supports. UGM may wish to review the RFPQ for CBCHB for Housing Benefits without supports. If successful for CBCHB without supports, those Housing Benefits could be made available by UGM for people currently accessing your services regardless of meeting the support need criteria.</p>

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>12. What tracking needs to happen on the program delivery side of this, i.e. any hours dedicated to the project and administration of the subsidy? We would be looking to utilize current staff and capacities and the subsidy to enhance our care here.</p>	<p>For the Housing Benefit portion of the program:</p> <ul style="list-style-type: none"> <li>- successful proponents will need to obtain proof of income and tenant/rent amounts from recipients and enter the information into BC Housing’s database to calculate the monthly benefit.</li> <li>- Provider is then responsible for making the monthly benefit payment and updating the database if client moves, receives a rent increase, or leaves the program. Annually provider must send the recipient an annual reapplication form (generated by the database), confirm income and residency and update the database recalculating benefit.</li> <li>- Providers must also issue a T5007 Statement of Benefits by the end of February each year for each recipient that receives more than \$500 in the year.</li> <li>- For the Housing Benefit there is a flat admin fee of \$55 per unit per month provided to offset the administration costs.</li> </ul> <p>For the Supports provided under the program BC Housing will not be tracking hours, however, providers will need to complete case planning to support clients under the SRSP. Please take this into consideration when completing the budget template taking into account if your organization plans to provide direct service delivery or will be connecting with other community agencies.</p>
---	--

**ADDENDUM #1**  
**Issued: 2022-11-25**

<p>13. Sample Agreement SRSPSS Agreement - Schedule B – Financial - G.1. – “where the Provider provides services in addition .... the audited financial statement will include a separate Schedule of Revenue and Expenditure for each service provided in a format approved by BC Housing from time to time;”</p> <ul style="list-style-type: none"> <li>• Can you define or give examples of what is meant by “each service”?</li> <li>• Can you provide a sample copy of the requisite Schedule of Revenue and Expenditure?</li> </ul>	<p>A separate schedule of revenue and expense will be provided for the SRSP program. In other words, all revenue and expenditures under the SRSP program will be reported separately and not combined with any other revenue and expense schedule for other funding programs with BC Housing. By service we mean the SRSP program vs an affordable housing building, etc.</p> <p>Providers as part of their reporting will receive prior to fiscal year end a financial statement framework for this program.</p>
---	---

**All other terms and conditions of the RFP remain unchanged.**

**End of Addendum #1**