

COVID-19 LOI
Questions & Answers
as of 05.08.2020

- We have recently acquired a property that we'd like to use for affordable housing development. We are wondering if funds can be used for site prep, soft and other related development costs. We would aim to have all this done by the end of the 2020 and be ready to move on development shortly thereafter. **This wouldn't qualify under the currently approved COVID-19 funding, as the completion date is too far out to be effective against current COVID-19 efforts.**
- We would like to purchase a duplex or two condos to use as permanent affordable housing for extremely low income/homeless families who would pay no more than 30% of their income for rent. We are wondering if these funds could be used for the down payment expense. **We do not have money or approval to acquire property at this time.**
- We are interested in adding office space and 3 additional private shelter units for families creating an addition on to our building. **This wouldn't qualify under the currently approved COVID-19 funding, as the completion date is too far out to be effective against current COVID-19 efforts.**
- Are there any opportunities for additional existing Wake County housing agencies to join in with assisting with #2 of the seven components for housing more of our homeless neighbors? We currently provide a number of services to our clients which we feel would be beneficial. **Yes- Wake is seeking assistance with all types of case management and related services, please feel free to submit your proposals. All submitted proposals will be reviewed and retained; those not selected for immediate implementation may be considered in the near future.**
- **Please describe what case management services are to be provided. What does case management mean to WCHS?**

Case management services are the provision of individual housing stabilization and/or case management services to program participants at least monthly, preferably at the participant's address.

Case management services include developing with the participant an individualized housing and service plan to include assessing, arranging, coordinating, and monitoring the delivery of individualized services to support housing stability. Case Management services may also include housing search and placement services and activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling, assisting individuals and families to understand leases, securing utilities; making moving arrangements, representative payee services concerning rent and utilities, and outreach and negotiation with property owners related to locating or retaining housing. Case Managers assist client in connecting to mainstream and community supports as well as connecting them to other federal, state, local, and private benefits and services for which they may be eligible. This includes, but is not limited to, Medicaid, SNAP, WIC, unemployment insurance, SSI/SSDI, services for veterans, and TANF. Transportation is arranged

or provided to all participants for any appointments or activities that are part of their housing stabilization plan.

Case managers must consider the needs of the household in terms of location, cost, number of bedrooms, handicap access, and other pertinent information when moving a household into housing and assess potential housing for compliance with federal standards for habitability, lead-based paint, and rent reasonableness prior to the individual or family signing a lease or the agency signing a rental assistance agreement with the landlord.

Case managers must explain the services they offer and encourage each adult household member to participate, but service providers cannot require the participant to make use of the service or have a program requirement that denial of services is a reason for disqualification or eviction.

- **I have question concerning Costs Matrix** with regards to “Quantity” and “Unit Price” columns. Please expand on these in regards salary, staff time, compensation.

The Cost Matrix is a basic document to assist in putting together a budget for your proposal. The “Quantity” and “Unit Price” columns are to provide info on costs, in this case staffing needs, ie. “2” housing counselors at \$25/hr, You may make edits to the matrix to clarify your proposal in order to provide enough detail to assess those costs and compare with any other similar proposals.