

United Way of San Diego County
Project 25
Request for Proposal
Addendum 1: Program Requirements

Program Requirements

Waiting Lists: Sponsors will create and maintain site-based waiting lists. In creating these waiting lists, sponsors will receive input from SDHC on rating and ranking of the applicants to ensure compliance with Fair Housing laws. In addition, SBV participants will be required to apply for and remain on SDHC's tenant based waiting list in order to transfer to the tenant based voucher program.

Inspections: SDHC will conduct Housing Quality Inspections (HQS) for each unit leased by an SBV program participant.

Administration: Sponsors will provide program administration, including all eligibility and income determinations, rent calculations, interim and annual certifications. SDHC will train sponsors on SBV program requirements. The SBV program will mirror the Housing Choice Voucher rules for income eligibility and rent calculations. The sponsors will be required to have a program plan that will define eligibility factors, leasing requirements, and termination policies and procedures. Sponsors will develop written service protocols and define how they will conduct client management. A written service plan will be maintained for each participant in the SBV program.

Monitoring: SDHC will provide program oversight and evaluation and monitor the sponsor for compliance with program requirements. The sponsor will utilize their own software to manage the clients' case management. Each sponsor will be required to submit semi-annual written reports on their program. SDHC will collect client data from the sponsors and transmit data to PIC program reporting system. The amount of SBV housing subsidies paid will also be tracked by SDHC.