

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

*RFP for U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

June 23, 2016

12.) Are match and leverage letters required for the application submission due by July 1 at 3 p.m.?

Although a Proposer must list match and leverage sources and amounts in their Proposal, match and leverage letters are not required with the Proposal. A Successful Proposer must provide match and leverage letters during the HUD application process.

11.) Proposers have the option to include additional performance measures not required by HUD (for both PSH and RRH). Are additional performance measures included on the ranking tool? If so, how do the ranking tool items/questions look?

Any additional performance measures included by a Proposer will be reviewed and scored by the RFP evaluation committee based on how appropriate they are for the Program and how their outcomes can be tracked and achieved.

10.) On the RFP response form, pages 6 (for PSH programs) and 13 (for RRH programs), on the "Characteristics" chart, 2nd row of population types reads "Adults over age 18-24." Should that instead read "Adults age 18-24"?

Yes, that should read "Adults age 18-24."

9.) On page 12, the RFP narrative states, "No more than 3.5% of HUD funds may be used for administrative expenses." On the worksheet it states "Admin up to 7%." Can you please clarify?

No more than 7% of a budget can be used for administrative expenses. The 7% is divided between the Successful Proposer and DHS at 3.5% each.

8.) My company would love to be a part of this but does not currently have any properties. Our goal is to be a developer and we are a real estate company that specializes in construction. Is there an opportunity to have funds to renovate the homes for this program or must the properties already be purchased?

A Successful Proposer must have the ability to provide the services described in *Section 3.1: What we are buying and why* of the RFP, including providing housing and supportive services for Participants. Program funds are not intended for home renovation.

7.) What is the exact time frame the RFP is for? Twelve months? Beginning on what date?

Through this RFP, DHS intends to enter into one or more Agreements with one or more Successful Proposer(s) to provide PSH and RRH Programs for a term of one year. Programs will start sometime in the 2017 calendar year.

6.) Please clarify question 3 in section C, “Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work for the RRH Program.” What time frame is being referred to? The first year of the program?

This RFP is seeking PSH and RRH Programs for a term of one year. This question is asking for Proposers to describe their proposed Program’s implementation plan and when it will reach full capacity during that one-year term.

5.) For the Rapid Re-Housing Model, are there funds available through this NOFA to pay for emergency shelter stays (30 days or less) within one of our facilities before the participants are re-housed?

No, these funds are only for rental costs and services associated with finding and maintaining the housing.

4.) For the PSH Program model, is there information on the types of supportive housing that are in greatest need? Are there more calls for behavioral health issues or for clients with physical disabilities, for example?

DHS does not have an easy data breakdown of Coordinated Intake callers by type of disability; however, the data demonstrates that among current PSH clients (over one year from June 2015 to May 2016):

- Approximately 50% of active clients in PSH had a self-reported mental health issue, and
- Approximately 19% of active clients in PSH had a self-reported physical disability.

In addition, the data on Coordinated Intake callers (over six months, from October 2015 to March 2016), shows:

- 36% (103/290 callers) of single youth (ages 18-24) were eligible for PSH.

3.) For the PSH Program model, can we choose to serve just youth? For instance drug and alcohol clients under the age of 24 only.

Yes, both RRH and PSH Programs can be designed to serve just youth (ages 18-24).

2.) The RFP the mentions of “unaccompanied youth,” a population that my organization isn’t currently serving. If funded, should we anticipate serving this population within our program regardless of the subpopulation we are proposing to serve?

No, a Program is not required to serve unaccompanied youth. To clarify page 9 of the RFP,

- New PSH Programs must serve chronically homeless individuals and/or families and/or unaccompanied youth meeting HUD disability requirements.

- New RRH Programs must serve homeless individuals and/or families and/or unaccompanied youth. All must come directly from the streets or emergency shelter or fleeing domestic violence situations.

1.) If we submit both an RRH and PSH application for a similar target population, should we respond on two different response forms or use one form completing both the RRH and PSH sections? Also, if we are applying for a third program, which is another RRH application for a different target subpopulation, should I complete an entirely separate form?

If a Proposer is submitting a Proposal for both an RRH Program and a PSH Program, they only need to complete one Response Form. Please fill out sections A, B and C completely, even if the Programs are serving a similar target population.

Proposers may only submit a total of 2 Programs. Please be sure to give each proposed Program a unique name. If a Proposer is interested in serving two different target populations in RRH, consider if the populations could be served within one Program.