

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

RFP for Housing Mobility Services for Families in the Housing Choice Voucher Program

<b>March 30, 2021</b>
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**1. The RFP reads, “When securing funds, DHS assumed fringe benefits at 35% of salaries and indirect costs at 10% of salaries plus fringe.” Are there limitations on what will be accepted as indirect or admin costs? Are we to follow those two percentages in the development of our budget?**

DHS used those benefit and indirect rates when fundraising for the Housing Mobility Program and Proposers can use them as guidelines when creating their proposed budget. However, if those percentages do not reflect what a Proposer thinks it will cost to run the Housing Mobility Program, the Proposer can use alternative percentages that are more accurate for the Proposer’s organization. DHS is open to discussion and will work with the Successful Proposer to finalize the budget.

**2. We understand how an Opportunity Area is defined but will the provider be responsible for researching the census tracts that meet the criteria? Does all of criteria for an Opportunity Area described in the definitions part of the RFP have to be met for it to be considered an OA?**

DHS’s interactive Allegheny County Opportunity Map identifies Opportunity Areas and is available [here](#). If a census tract is identified as an Opportunity Area on that map, then it meets the criteria. The Successful Proposer will NOT be responsible for researching the census tracts that meet the criteria. Please note that DHS is open to working with all Housing Mobility Program partners to further refine the map and the criteria, and that the map may change based on those conversations (or conversations with HUD, if Pittsburgh-Allegheny County is selected as a Housing Choice Voucher Mobility Demonstration site).

**3. Will the \$116,000 for participant financial assistance and landlord incentives be increased for the years that the provider would serve 350 people annually?**

The \$116,000 is budgeted based on funding that DHS and partners have secured at this point, under the plan to serve 100 Participants annually.

The Successful Proposer would serve 350 people annually during the last three years of the Housing Choice Voucher Mobility Demonstration Program *only if* HUD selects Pittsburgh-Allegheny County as a site. The details of that budget and the Successful Proposer’s portion of the budget are still unknown. DHS expects HUD to announce selected sites in April 2021 and will share that news on this Q&A document as soon as possible.

**4. Can we use short-term financial assistance (STFA) to offer incentives?**

Short-term financial assistance can be used to offer incentives to landlords, as described in the RFP: “The Successful Proposer will administer financial incentives and possible assurances to landlords and property owners in Opportunity Areas as part of landlord outreach activities, including money for small repairs to pass inspection, *sign-on bonus payments* or vacancy holds.”

Short-term financial assistance to Participants, however, will not be incentives per se, but rather used to cover expenses incurred by leasing-up in Opportunity Areas, as described in the RFP: “Short-term financial assistance may cover expenses such as application fees, mover costs, renters’ insurance and/or security deposits.”

**5. Funding: is this cost reimbursed, or program funded?**

The Successful Proposer will be program funded to provide the Contract Services. “Program funded” means that we have a contract with a provider for an annual allocation for services with specified performance standards. Providers then invoice us monthly for reimbursement.