

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

RFP for U.S. Department of Housing and Urban Development (HUD) 2018 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs

June 1, 2018

1. As referenced on Page 11, paragraph 4, “No more than 3.5% of HUD funds may be used for admin expenses.” However as referenced in RFP response Form, page 18 Line 8 – it is stated, “Admin costs up to 7%.” Can you please clarify this discrepancy?

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.

2. On page 11, paragraph 3, it states, “match is required to be documented for all line items except leasing.” Can you please clarify what is included in “leasing?”

Scattered-site programs lease units from landlords across Allegheny County. If a program has a leasing line, then all leases with the landlords must be in the agency’s name and rents must stay at or below the fair market rate (FMR). If a program has a rental assistance line item, then all leases are in the client’s name and rents (although the budget is based off FMR) can exceed FMR if the rent is reasonable for the area.

3. Are we responsible for submitting billing to HUD?

No, Successful Proposers contract with DHS and submit monthly invoices to DHS for payment. Then, DHS draws money from HUD for reimbursement.

4. Will there be a stipulation in the contract for paying lease and staff obligations if the grant is not renewed?

No. However, funding for programs will not begin until 2019 and you would know a year in advance before the grant ends.

5. Referring to page 14, section 8 in RFP Response Form, does there need to be a formal contractual agreement in order to consider an outside agency as a partner?

It depends on the nature of the partnership. Some partnerships may need only an MOU.

June 6, 2018

6. Item 15 under definitions states, “PSH: Permanent Supportive Housing, which is long-term housing with supportive services for homeless individuals with disabilities.” What is the definition of disabilities?

Disabilities must be documented and can be physical or mental, including drug and alcohol use. A parent or a child in the household can have the documented disability. According to the HEARTH ACT:

“The term ‘homeless individual with a disability’ means an individual who is homeless, as defined in section 103, and has a disability that— (i)(I) is expected to be long-continuing or of indefinite duration; (II) substantially impedes the individual's ability to live independently; (III) could be improved by the provision of more suitable housing conditions; and (IV) is a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post traumatic stress disorder, or brain injury; (ii) is a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or (iii) is the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agency for acquired immunodeficiency syndrome.”

7. Our experience enables us to provide Permanent Supportive Housing to adults (single and family) ages 18 to 24. Can our response be specific to this population?

Yes, please describe the specific population you propose to serve in the Response Form.

8. My organization is pending PA-UCP certification. My interview for PA-UCP certification is on June 11. If I do not have my PA-UCP certification number by the deadline of June 14, will I be able to submit my certification number at a later time?

You do not have to be certified in order to submit a Proposal in response to this RFP. Please note your current status in your MWDBE documentation. For specific questions regarding MWDBE requirements, please contact Allegheny County’s MWDBE department directly at 412-350-4309 or <http://www.alleghenycounty.us/mwdbe/contact/index.aspx>.

9. The MWDBE documentation asks for an RFP number. What is the number for this RFP?

You can leave the RFP number blank on the MWDBE documentation.

June 8, 2018

10. In section B. 4. b. are duplications permitted? I.e. if we are assuming that some clients will have dual diagnoses, should they be entered twice, or just counted under one category?

Duplication is permitted.