

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

RFP for Rental Assistance and Connections to Supportive Services for Individuals and Families with a History of Unhealthy Substance Use

February 1, 2017

1.) In Section 4 4:1 Submission process asks for audited financial reports for the last three years. My organization is a new agency that does not have 3 years of income; however, we do have our first years financials. Does this disqualify us from applying?

No this does not disqualify you from applying. Please submit the financial statements that you do have.

February 6, 2017

2.) For the purposes of this RFP, are you looking to house homeless individuals and families with a history of unhealthy substance use in group recovery homes? Or are you looking to provide the rental assistance and the continuum of care to homeless people who have the history of unhealthy substance use to live independently on their own instead of the traditional recovery house model which is based on communal living?

We are seeking Scattered Site Housing, which is affordable housing units scattered throughout a region rather than concentrated in one location. We are not looking for group homes or communal living.

February 7, 2017

3.) Is there a word count max for the proposal?

While there is no word count limit, the Response Form specifies that your response should not exceed 3 pages for section A, 12 pages for section B and 12 pages for section C.

February 15, 2017

4.) We have 5 scattered buildings in East Liberty and Homewood combined – would we be eligible to apply for this RFP? We would, of course, work with the participants to find rental units once they are stabilized.

You are eligible to apply for this RFP. Proposers are not required to have existing housing stock to apply to this RFP. Participants should be housed in scattered site units leased in their name that they can assume as a long-term resident/lessee at the end of the Program.

February 22, 2017

5.) There is a reference to the Penn Free Block Grant which seems to be the primary support for this project. The RFP indicates the current # of people served is 56 individuals and 21 families. Is this the expectation with this grant? How many through the CYF and RA portions respectively?

The Penn Free Block Grant will fund the RA program and we expect it to continue to serve at least 56 individuals and 21 families. Both Programs are a time limited service and the need for the service is high. We would like to serve as many individuals and families as possible. Tell us how many you propose to serve in the first question of sections B and C in the Response Form.

6.) Will HUD definitions be followed for homelessness?

The RA Program will serve individuals and families who meet HUD's definition of homelessness. The CWRA Program may serve families who meet HUD's definition of homelessness or any of the other criteria outlined in Section 2.1, Target Population, on page 7 of the RFP.

7.) Will HUD Fair Market Rates (FMR) be utilized for allowable rent expenses?

Yes.

8.) Are there limits or guidelines regarding the percent of the grant expected to go to housing, supports, administration, purchased services, etc?

There are no restrictions on the percentage of the budget to allocate to administration or other parts of the budget. However, cost-effectiveness will be considered during the evaluation. Proposers should develop a budget that allows them to provide the services required while serving as many Participants as possible.

9.) What are the match requirements? Cash? Service? I saw several references to a match but nothing specific.

There are no match requirements. In your budget, please identify any sources of outside support that will be used towards your proposed Program(s). DHS encourages Proposers to identify additional funding supports to provide the most robust services possible.

10.) Is an eligible expense rent collection, rep payee, etc?

No. Rent collection or assisting the Participant to pay rent should be part of case management and is not a billable service. A rep payee service should be an outside referral.

11.) Is it permissible for the plan to leave the program procurement of Section 8 vouchers?

Yes, however, it should not be the only option.

12.) In the CYF program, follow up after rental assistance has ended is expected. Is this also true of the Rental Assistance program?

Yes, but only if needed or requested by the Participant.

13.) Proximity to public transportation is considered a "must." If the tenant determines it is not necessary is this proximity a requirement?

We expect that most Participants will require access to public transportation; however, Participant choice is an important component to locating the rental unit and should be respected.

14.) In the context of this project, what is the definition of “risk management?”

When the Participant and case manager develop a service plan, they should discuss risk management. In other words, they should identify any potential issues they may foresee and a plan to mitigate those issues if they arise.

15.) Is 24/7 availability of support staff required?

No.

16.) School liaison: is this expected to be a discreet position funded by the team or can this need be met via other agency staff?

We do not expect a school liaison to be a discreet position. If either Program serves families with children, the Successful Proposer must adhere to Title VII of the McKinney–Vento Homeless Assistance Act and ensure that school aged children are enrolled in school. The case manager may fulfill this responsibility.

17.) What percentage of grant monies can be assigned to overhead costs associated with a suitable Rental Assistance program?

See question 8.

18.) What is the rent cap?

There is no specified rent cap, but HUD Fair Market Rates should be used for allowable rent expenses. See question 7.

19.) Are you able to estimate the number of individuals that will need to be housed each year under the RA program?

See question 5.