

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

U.S. Department of Housing and Urban Development (HUD) Rapid Re-Housing Programs

August 26, 2015

13.) Exactly when is the RFP due?

Per page 16 of the RFP: "Proposals must be submitted by email to DHSProposals@alleghenycounty.us, no later than 3:00 p.m. EST on August 28, 2015."

12.) Are you permitted to provide an MOU for the COC supportive services match or not?

Yes.

11.) Under item #2 – for the totals, should we include the total amount requested here (# units x FMR of \$730 x 12 months)? Also, if we are providing security deposits equivalent to 1 month's rent, should we include this here as an extra month?

Yes, include the total amount requested. No, do not include the security deposit as an extra month.

10.) The FMR includes utilities correct? Can we include in the operations budget additional funds for either utilities above our FMR amount, or for client's utility arrearages?

Yes, FMR includes utilities. No, all utilities must be billed under the Rental Assistance line item.

9.) In the Performance standards section of Appendix B, there's only a section for Permanent Housing for Persons with Disabilities. Should I include my target and universe numbers for the 3 designated performance measures here?

Yes.

8.) Page 6 of the RFP states, "All Proposers must follow the Rental Assistance regulations for RRH, including having all leases in the name of the RRH Client and rent charged to the RRH Clients in the amount of 30% of the household's adjusted gross income." And "the Successful Proposer must ensure timely and accurate payment to the landlord on behalf of the household."

a. Does the lease have to be co-signed?

No. Leases are only signed by the RRH Client.

b. Do we have the option of providing a sliding scale to determine co-payment amounts?

DHS is currently requiring all RRH programs to charge 30% of adjusted gross income for rent each month for all participants in these programs. However, in accordance with HUD's requirement to develop consistent written standards for service across all RRH programs, DHS will be working with ESG funded RRH programs, the Allegheny County

Department of Economic Development, and the City of Pittsburgh Planning Department to determine the appropriate sliding scale for the entire CoC. This may mean that the 30% of adjusted gross income client contribution may change in the future.

- c. If so, what is the maximum percentage of adjusted gross income on a sliding scale we can assign to the client?**

See above.

- d. Is the client required to pay their portion directly to the landlord?**

No.

- 7.) Is there a template for the budget narrative? Or does Appendix A serve as the budget narrative?**

There is no template for the budget narrative.

- 6.) For Appendix A, Long Term Rental Assistance chart on page 19: Is the “number of months” an average or the actual expected for all the units?**

Actual expected for all units.

- 5.) For the Budget Summary chart on page 20: Is there a specific HUD-preferred format and formula to follow when calculating Short-/Medium Term Rental Assistance?**

No.

August 17, 2015

- 4.) We already have contracts with Allegheny County DHS, where would I find our supplier number for the Vender certification form?**

Your fiscal lead from DHS can provide you with this information.

- 3.) Should I use the headers from page (9) to the top of page (14) as my template for the main proposal?**

The proposing agency can chose the best way to structure their proposal.

- 2.) We are not a M/W/DBE so should I only complete the MWDBE Waiver Statement Form?**

Yes.

- 1.) What are examples of (References) for the program?**

A reference can be any entity that can speak to the qualifications of your organization to provide the services listed in the RFP. This could include, but is not limited to, partner agencies, landlords, clients, funders, etc.