

RFP Response Form

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

PROPOSER INFORMATION

Proposer Name: Chartiers Center

Authorized Representative Name & Title: Rod Willaman, Chief Operating Officer, Recovery Support Services

Address: 437 Railroad Street, Bridgeville, PA 15017

Telephone: (412) 221-3302

Email: rwillaman@chartierscenter.org

Website: www.chartierscenter.org

Legal Status: For-Profit Corp. Nonprofit Corp. Sole Proprietor Partnership

Date Incorporated: 1968

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Susan Coyle, RN, MPH	(412) 221-3302 x129	scoyle@chartierscenter.org
Contract Processing Contact	Lindsay Bahl, MBA	(412) 221-3302 x146	lbahl@chartierscenter.org
Chief Information Officer	Lindsay Bahl, MBA	(412) 221-3302 x146	lbahl@chartierscenter.org
Chief Financial Officer	Lindsay Bahl, MBA	(412) 221-3302 x146	lbahl@chartierscenter.org
Administrative Contact	Rod Willaman, MA	(412) 221-3302 x147	rwillaman@chartierscenter.org

BOARD INFORMATION

Provide a list of your board members as an attachment or in the space below.

Attached.

Board Chairperson Name & Title: Justine Perhosky, Ph.D., Board President

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

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Board Chairperson Email: [REDACTED]

REFERENCES

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization.

Please do not use employees of the Allegheny County Department of Human Services as references.

Pete Winowich

[REDACTED]

Blue Eagle Market
Sonny and Bank Jani

[REDACTED]

Ms. Tina Ashcraft
Forward Management

[REDACTED]

PROPOSAL INFORMATION

Date Submitted: 03/13/2017

Amount Requested: \$730,000

Proposal Abstract:

Please limit your response to 750 characters

Chartiers Center proposes the development of a Rental Assistance Program, designed for at least sixty (60) individuals and families whose primary risk for homelessness is unhealthy substance use. Chartiers Center has significant experience in working with an almost identical group of participants through the HUD funded Hestia Permanent Supported Housing Program. Like Hestia, Rental Assistance Program would embrace the following evidence based practices, which truly lead to client success: Housing First,

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Harm Reduction, Assertive Outreach & Engagement and Motivational Interviewing. Working with program staff, the participant will work to identify their personal goals and select an apartment or house in the area of their choice. Financial support will be projected for one year at which time we anticipate a successful 'graduation' to stability and independence.

CERTIFICATION

Please check the following before submitting your Proposal, as applicable:

- I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination and HIPAA.
- By submitting this proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at <http://www.alleghenycounty.us/dhs/solicitations>.

- MWDBE documents
- Allegheny County Vendor Creation Form
- 3 years of audited financial reports
- W-9

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REQUIREMENTS

Please respond to the following. The maximum score a Proposal can receive is 100 points for an RA Program and 100 points for the CWRA Program. The RA Program and CWRA Program will be scored and evaluated separately. Please respond to the questions in the following sections:

All Proposers must complete this section once:

A. Organizational Experience (20 points)

Proposers may complete one or both of the following sections:

B. RA Program Design (80 points)

C. CWRA Program Design (80 points)

A. Organizational Experience (20 points). Complete this section only once, even if you are proposing both a RA Program and a CWRA Program. Your response to this section should not exceed 3 pages.

1. Describe your organization's experience providing housing and linkages to supportive services to individuals and/or families experiencing homelessness or unstable housing situations.

Chartiers Center has been a proud member of the Allegheny County Homeless Continuum of Care since 2012, upon being awarded a HUD Permanent Supported Housing grant for the Hestia Program. Permanent Supportive Housing is a service type in which eligible participants receive rental assistance and supportive services in order to transition from homelessness to being successfully, permanently housed. The model of care is designed to target chronically homeless individuals and families who also experience a severe mental health disorder. Most often the people served also experience a significant substance use disorder/addiction. However, because the model of care embraces and features "Housing First", we have been extremely successful in helping those we serve transition from homelessness to being permanently housed, as there are no preconditions in terms of "clean time" or service use. Therefore, the participant is able to attend to their basic, human survival needs by becoming housed, which we believe relieves the person to begin to focus on other life needs such as treatment (if they wish), a job or other activities that they define as worthwhile. In fact, our outcomes or markers for success go beyond the person/families housing status and are also reflected in the number of people who are able to engage in meaningful activities, such as paid employment or completing their education. Not only do our clients exceed HUD expectations in the areas of retained housing and employment, but also household income after one year of residence. Over half of participants in our Hestia Program have increased income, 97% have maintained PSH or have graduated permanent housing, and 96% have maintained or increased non cash benefits.

These achievements are attributable to the high degree of expertise of our Service Coordination team members, who provide the "hands on", intensive and "in -vivo" support that is highly individualized for each program participant. These staff persons are the "support" in Permanent Supported Housing. Our Service Coordinators work closely with individuals to go through all the steps to identify the type of housing they want, need and the neighborhood they choose to live in. All domains of life are addressed, such as health and wellness; mental and physical, finances, family and friend supports, spirituality, leisure time/interests and how to be a good tenant and neighbor.

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Where it is appropriate, the Service Coordinators may assist the participant. For example, it is not unusual for the Service Coordinator to teach and coach on budgeting, reviewing how to pay bills, etc. Referrals are made when indicated to external resources, such as treatment facilities, primary care physicians and community resources, such as Alcoholics or Narcotics Anonymous, tutoring services, employment counseling services, etc. Through the five (5) years of service, Hestia has grown to serve 78 individuals and families at any given moment and about 127 individuals and families in a year. Remarkably, we believe our Hestia model of care mirrors dramatically the requirements for the Rental Assistance Program as described in the Request for Proposal.

Because of the success of the Hestia Program, Chartiers Center was awarded a second HUD grant, to be called the Atlas Program. This program has been designed as a mirror image of Hestia and is scheduled to start in the summer of 2017.

In the autumn of 2016, notification was received that SAMHSA had awarded a grant to a consortium of providers which includes Chartiers Center and is known as the H2O Program. This project is highly innovative and utilizes the talent of three other partner agencies who bring a discreet expertise to the table to serve homeless individuals or families or those who are at risk for becoming homeless. While Allegheny County Department of Human Services is the lead agency, Chartiers Center is the lead agency in the provision of the Service Coordination component. The program began operations in February 2017. A Lead Psychiatric Nurse, Service Coordinator, Certified Addictions Counselor and Peer Specialist will comprise the Chartiers Center team and interface with other partners; Western Psychiatric Institute & Clinic, Operation Safety Net/Pittsburgh Mercy and Community Human Services. The Chartiers Center team will also interface and receive referrals from innumerable community providers including the Allegheny Link, various shelters and other housing provider types.

Chartiers Center has also been a provider of more traditional, community based treatment and supports since 1968, which include an array of behavioral health residential treatment programs, outpatient treatment for behavioral health, substance abuse and co-occurring disorders, which are offered in the Bridgeville location and in multiple schools in the South Hills of Allegheny County. Non treatment services include the aforementioned Service Coordination, training and social rehabilitation and Wellness Nurse Navigation Services as part of the Behavioral Health Home Project.

2. Describe your organization's experience working with individuals or families with a history of unhealthy substance use.

As noted in the earlier section, Chartiers Center has significant experience in working with individuals and families who have an unhealthy pattern of substance use via the Hestia Program. We approximate that almost 100% of that program's participants have a co-occurring substance use disorder in addition to a primary mental health diagnosis. Utilizing a "Housing First" approach directs us to first eliminate the crisis of homelessness and then attend to issues of treatment that include addiction/unhealthy substance use. Evidence based practices such as Motivational Interviewing and Harm Reduction go hand in hand and assists the participant in clarifying their goals and steps through which they can attain them while reducing the negative impact of substance use

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by taking agreed upon incremental steps toward recovery. In the more traditional service offerings, we witness about 80% of people served with co-occurring issues which include the Substance Abuse Outpatient Service, Behavioral Health Outpatient and school based services.

3. Describe your organizational and management structure of your organization. Include evidence of effective internal communication, external coordination with outside partners and an adequate financial accounting system.

Chartiers Center is a mid-sized organization and employs approximately 120 people. Reporting to the CEO is an Executive Management team that consists of the following: Chief Operating Officers and Assistant Chief Operating Officers of the two (2) clinical service lines, Chief Financial/Information Officer, Chief Human Resources and Compliance Officer, Executive Assistant/Facilities Manager and Director of Communications. This team meets bi-monthly with various members attending other meetings with a more limited scope. On a monthly basis, all agency Supervisors, Directors and Executive Staff meet for a broader and more inclusive governance of the agency. Further, each department has a staff meeting that occurs no less than monthly. In all of these venues, information is exchanged both up and down the organizational chain of command. All leadership staff have been trained and mentored around supervisory models that encourage each employee to learn and grow and views him/herself as a stakeholder in the organization.

Services are segregated into two clinical service lines; Recovery Treatment Services (RTS) and Recovery Support Services (RSS). At the helm of each service line is a Chief Operating Officer (COO) who reports to the Chief Executive Officer (CEO), who also has advanced clinical training and executive responsibilities. The services lines are defined by their focus of service. Our objective is to offer a seamless portfolio of services to the participants and community, to be flexible and be ready to address service needs as they arise. Specific to this application, the housing programs, including the Hestia, Atlas, H2O and Service Coordination, resides in the Recovery Support Services line under the leadership of Mr. Rod Willaman, COO. The service line leadership teams convene on a routine basis to address a variety of potential agenda items, such as new projects, service innovations, overlap of services, quality initiatives, sharing of resources, etc. At times, potential problems are identified and discussed in an effort to avert/correct. As Chartiers Center works with a number of partners and external providers, we are accustomed to collaborating with others, in the interest of the client to assure good communication and coordination of services. Service Coordinators, such as those that would be working with this project, have a high degree of knowledge and resourcefulness in identifying the most effective manner of communication, time of day to communicate, to whom, etc. Providing the person served is in agreement, where possible, we convene stakeholder team meetings to assure all interested parties are involved.

Day to day internal communication at all levels of the organization includes traditional means such as email, video conferencing and encrypted messaging via the electronic health record. Mobile staff, including those that would be assigned to this project, would be equipped with cell phones and Surface Pro tablets that are community ready for access to the electronic health record, email, etc. Clinical consultation groups, team meetings and psychiatric staffings are encouraged, with members of the interdisciplinary team required to attend, as is indicated.

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The financial management of Chartiers Center is primarily the responsibility of the Chief Financial and Information Officer. Ms. Lindsay Bahl currently holds this position and holds a masters degree in business administration. Additionally, she was the lead in the implementation of the agency's electronic health record, Qualifacts, which has a role in interfacing with the accounting system and general ledger. Chartiers Center utilizes Great Planes Dynamic as the accounting system with Maher Duessel as the external audit firm.

4. Please attach a copy your organization's financial audits or certified financial statements for the past three years (not counted towards page limits). Audits and other certified financial statements should indicate strong financial health.

Attached.

B. RA Program Design (80 points). If you are proposing a RA Program, fill out the questions below. If you are not proposing a RA Program, leave this section blank and move to section C for the CWRA Program. Your response to this section should not exceed 12 pages.

Target Population (5 points)

1. Describe the population you intend to serve with the funding and provide a justification of how your Program design will best meet the needs of the population. Please describe the households that you will serve at any point in time (by completing the chart below) and list the annualized number you project to serve.

Since the Rental Assistance closely mirrors our current Hestia Program, Chartiers Center proposes to utilize the same model of care as amended to serve sixty (60) individuals and families who are homeless, have an income below 200% of the Federal Poverty Income Guidelines and who have a history of unhealthy substance use or who have been sober for up to two (2) years and who now are at risk for relapse due to their homelessness. Also, we would plan to focus on individuals who are transitioning out of the Department of Human Services funded recovery housing and will now be homeless. As noted earlier, we have no expectations for performance, a commitment to treatment or sobriety. Our only requirement is that the person is willing to work with the Chartiers Center Service Coordinators.

We know our program design will be successful and meet the needs of the program participants because of our five (5) year track record in working with essentially the same population. Our keys to success are and will be:

- Strong engagement early in the relationship. Efforts to develop a relationship with the person served are extensive and are intended to build a trust, instill optimism in the possibility to change and have a life worth living. At this point, the Service Coordinator begins to assess the preferences of the person/family, their values and personal goals. On an ongoing basis the

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Service Coordinator provides education and coaching on what the program can offer and his/her responsibilities.

- Accepting the person as they are. At Chartiers Center, we value decisions that each person makes on their own behalf. Through techniques of Motivational Interviewing, we work to elicit the person's goals and jointly develop steps to achieve them. We recognize and respect that recovery is a difficult process and it must proceed at each person's individual pace.
- Maximize choices. The person/family served will drive the identification of goals and the housing selected. Gaining/retaining control of one's life with the support of the Service Coordinator will allow the person to take the risk to change.
- Recognize accomplishments and "Be there" to support.
- Present reality with honest feedback. While the Service Coordinator is committed to serve and will assist with problematic behavior, no such commitment might exist in the community when it comes to landlords, etc. The Service Coordinator will coach and mentor the person around appropriate life and social responsibilities including external consequences.
- Hiring preference for individuals who are, themselves, in recovery and who possibly have been homeless. It is well known that peer to peer support is very powerful and validating, but also, people in recovery want to "give back" and help others who have similar challenges.
- Use of community for appropriate social and recovery contacts. Participants need "normal" activities that are recovery based but provide opportunities for stress relief, health and wellness, social interaction that can be found in activities such as yoga classes, exercise groups, healthy cooking classes, volunteer opportunities (giving back) and churches.
- In addition to the preference for hiring staff who are peers or who are themselves in recovery, the team leader will be a Registered Nurse who can take a lead role in assisting in monitoring physical health, health teaching and chronic illness management.
- The team will function as a team by borrowing attributes of Community Treatment Teams (CTT). Team members will meet multiple times per week to assure continuity, access the expertise of other team members and facilitate the efficient use of the team members by bringing in the best suited or preferred by the participant.
- All team members will be responsible for the function of Service Coordination despite some members bringing specific talents. While it is obvious that some functions can't be transferred (for example the peer specialist cannot perform nursing functions), efforts will be made to have the lead staff person be the person who is most preferred, has the best rapport with the participant or skill set.

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Size of Units	Number of Units
Single Room Occupancy	Enter #
1 bedroom	58
2 bedroom	2
3 bedroom	Enter #
4 bedroom	Enter #
5 bedroom	Enter #
6 bedroom	Enter #
7 bedroom	Enter #
Total	60

Housing Services (20 points)

2. Describe your plan for locating scattered site units and connecting Participants to the units in a timely way. Include a description your current relationship with landlords (i.e., do you have established relationships with landlords that would house Participants?) and how you would identify enough landlords to meet the capacity of your proposed Program. Also, describe your strategy for working as a liaison between Participants and landlords to mediate issues and help Participants retain housing.

Through the Hestia Program, we have already cultivated a relationship with at least 70 landlords across Allegheny County. Once the person indicates their area/neighborhood of choice, known landlords in the area are considered as options. Additionally, the Service Coordinators are skilled in locating affordable housing using various media outlets. Most often, the initial inquiry is placed to the landlord by the Service Coordinator to assure availability and to facilitate a quick process. Our goal is to intensively work with the person so they can assume occupancy of their new home in the next rental cycle, normally the beginning of the following month. Applications are most often completed jointly with the Service Coordinator coaching on touring and interviewing. The Service Coordinator is present during the tour/interview and conducts an inspection to assure that the unit meets HUD specification, in the event a Section 8 voucher becomes available. Also, the Service Coordinator explains the relationship between them and the person, the advantage of being assured payment of rent and the benefit of having a person to call in the event of a problem or emergency. The Hestia Program landlords rate their support from the program very highly, as evidenced by their repeated rentals to participants and through alerts to the program when vacancies in their properties arise.

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3. Describe your plan for evaluating each Participant's ability to pay rent, for determining what portion of the rent each Participant will pay and for reassessing the portion of rent that the Participant will pay throughout the Participant's stay in the Program.

The team will be unique in hiring a Fiscal Service Coordinator. This team member will take the lead in the financial aspects of the person's participation in the program and in meeting their responsibilities through support, counseling around money matters and budgeting, teaching and monitoring. Beginning at the point of intake/referral, the program will inform the person of their responsibility for financial/rent responsibility:

- Units that can be considered must have rental amounts that fall into the HUD Fair Market Rent guidelines.
 - Efforts will be made to find units where utilities are included.
 - Units selected must match the need of the person/family, for example, a single person cannot consider a four bedroom house.
 - The person must participate in a financial determination consistent with HUD requirements at intake, at the point of any significant income or status change and at least annually thereafter. As the person will be in close contact with the Service Coordinator, it is anticipated that re-evaluations based upon changed status will be easily incorporated.
 - The person will be required to contribute 30% of their gross household income to their rent costs.
4. Please fill out the following charts to indicate if you will follow a Housing First model for the proposed Program(s). (Note: a project is considered Housing First only if "none of the above" is the only selection chosen.) Provide a brief narrative on your organization's use of the Housing First model in the space below.

Chartiers Center has provided, with success, scattered site housing using a Housing First model since 2012, in which securing housing is the priority upon the participant's entry in the program. Once housing is secured, the next step is to assist the participant to address the needs he/she identifies. Evidenced based practices, such as Motivational Interviewing and other flexible engagement strategies, are used to address other hierarchical needs. The Housing First model is utilized until the participant is able to successfully maintain housing independently.

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The Program will screen out Participants based on the following Participant circumstances: (select all that apply)	
Having too little or no income	<input type="checkbox"/>
Active history of substance use	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>
None of the above	<input checked="" type="checkbox"/>

The Program will terminate Participants for the following reasons: (select all that apply)	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area	<input type="checkbox"/>
None of the above	<input checked="" type="checkbox"/>

5. Describe your plan for providing Participants a voice in the housing selection process and Participants' experience in the Program as well as ensuring that units have access to the things people need to meet their basic needs (e.g., transportation, groceries).

As noted earlier, the process of housing selection begins at intake with the Service Coordinator getting to know that person's preferences, needs and goals. The program is designed for the person to have an active role in the selection of their housing; therefore, many of the ensuing activities are scheduled to help that person to be "in charge". In our experience, some participants have never experienced a housing search and don't know the proper steps. In such cases, the Service Coordinator guides them, coaches them on questions to ask, things to look for, how to budget, hidden costs of a particular unit, and access to amenities (i.e. transportation and shopping). The Service Coordinator will always accompany the person for the unit tour and interview by the landlord.

Relapse and Eviction (10 points)

6. Describe your plan for supporting Participants if they relapse.

Relapse: Integral to the role of Service Coordinators is their on-going monitoring and coaching of those they serve. Therefore, we would expect that the Service Coordinator would be the first to detect signs that relapse was at risk. In cases in which the person is in treatment, the Service Coordinator will actively communicate with the treatment team to determine what/if clinical

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intervention is needed. In other words, our main objection is to forestall or avoid relapse through the activity of the Service Coordinator, which will be highly individualized and driven by pre-determined crisis/relapse plans, availability of natural supports and/or other resources and the reconsideration of harm reduction techniques.

Opioid use provides one of the greatest overdose risks today for reasons that include ease of access, low cost and content. As we recognize this risk, each member of the Chartiers Center team will be outfitted with a Naloxone kit to carry with them at all times. Staff will be trained on recognizing signs of overdose, administration and other related emergency interventions. While this level constitutes a medical emergency, we note our plan here to acknowledge our need and desire to incorporate this life saving intervention as part of our program design.

Eviction: Although the participant will be the lease holder, we recognize our responsibility to assist to ameliorate the factors that contributed to the person's history of homelessness. For this reason, we have incorporated a Fiscal Service Coordinator to provide specific expertise around the tasks of rent payment, money management and budgeting. This person will be responsible for directly working with the client on rent payment. Therefore, if the participant begins to defer their payment responsibility to other purchases, such as substance use, the team will know and have an opportunity to intervene.

The Chartiers Center team has built into the operations budget for rental assistance some contingencies in the event the participant does not pay their rent. Although there will be some leeway for individualized circumstances, the program will generally pay full rent on behalf of the participant for three (3) months while in the program.

In the event the participant is at risk for eviction for behavioral matters, the team will work with the participant to improve behavior issues or assist with relocation to another unit. Eviction by the landlord will not constitute a reason to be discharged from the program.

7. Please attach clear and reasonable Program Standards that outline your Program's proposed rules, regulations and grounds for termination by completing the template provided in Appendix D of the RFP (not counted towards page limits).

Attached.

Supportive Services (15 points)

8. Describe your plan for providing case management and linkages to supportive services, especially substance use treatment services and supports. Please identify specific partnerships the Proposer will leverage to ensure that Participants can be connected to each supportive service outlined below and on page 10 of the RFP:

The overarching value of the Chartiers Center Rental Assistance Program is to engage the participant in achieving their goals by acknowledging their preferences, needs and other practical considerations such as location, access, etc. Therefore, each person's access to support services

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outside of those provided by the team will be considered on a highly individualized basis using a “conflict free” philosophy. Resource acquisition is a major component of the team duties that must be accomplished in a timely manner given the time limited nature of the Rental Assistance Program. Therefore team members will be expected to engage in networking and research to identify potential resources for program participants. The team is inherently designed to share information and resources to assure that all possible resources can be offered to the participant as an option. However, below are some specific resources with which Chartiers Center already has a collaborative relationship.

a. Child care

Chartiers Center recognizes the importance of affordable and appropriate child care. Therefore, Chartiers Rental Assistance Staff will work with the family to locate child care near their home/place of employment. Family and other natural supports will also be explored as child care providers.

b. Education services

Chartiers Center works closely with The Greater Literacy Counsel, Goodwill of Western PA who provides assistance with GED preparation. Community College of Allegheny County also offers GED classes as well as other non-credit class’s consumers can attend to further their interests.

c. Employment assistance and job training

The Rental Assistance Team will utilize whatever internal resources that are at their disposal including those within the larger Chartiers Center organization which may include consultation by the Human Resources Officer in teaching classes on “Building a Resume”, “Match your Talents and Interests with Career Goals”, “Successful Interviewing”. To obtain experience relevant to future employment, Chartiers Center can also assist in identifying volunteer opportunities within and outside of the organization. Allegheny County has a significant number of organizations whose specialty is employment assistance, job skills training and supported employment. Chartiers Center Service Coordinators already work with numerous programs in the area that enhance consumers jobs skills so they can become self sufficient in the community. Current partners are OVR, Goodwill of Western PA, Life’s Works of Western PA, Achieva’s Supported Employment, Mon Yough Community services Supported Employment, People’s Oakland, TCV Employment Services

d. Food assistance

Chartiers Center works closely with neighborhood food pantries depending on the location of the participant. Service Coordinators assist them with signing up with their local food pantry such as Greater Pittsburgh Food Bank, Produce to People, and Oakland Food Pantry. For sustained access to affordable food, the Service Coordinators will help participants in accessing public entitlements such as Supplemental Nutrition Assistance Program (SNAP) or

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other resources via Benefits.gov, COMPASS. For older adults, Service Coordinators frequently utilize Meals on Wheels and senior farmers market. For families with children, popular resources are the Summer Kids Lunch Program. Pregnant individuals are often eligible for the Women, Infants and Children (WIC) Program. There are also numerous food pantries embedded in local communities hosted by various churches and non-profits that can be accessed, sometimes in return for the beneficiary donating some service in return.

e. Legal services

Chartiers Center utilizes Neighborhood Legal Services, Community Justice Project, Allegheny County Bar Association and the Bethlehem Haven Legal Clinic, all which offers free services to those who qualify.

f. Life skills training

The Service Coordinators will likely take a lead role in coaching and mentoring around life skills by seeking to provide real life experiences that will be helpful and meaningful to the participant. However, Chartiers Center will refer participants to Goodwill of Western PA, Transitional Services, Achieva, Chartiers Center T&SR program, Life Works, and Career Links.

g. Mental health services

Participation in Mental Health treatment services will not be required in order to be considered eligible for the Program or as criteria to remain in the Program. Nonetheless, the Service Coordinator will utilize their skills in encouraging treatment where indicated to achieve personal goals or as a step to preserve their housing. It is the philosophy of Chartiers Center to offer a variety of treatment/service providers for their consideration. Typical referral options might include but not be limited to: Chartiers Center, Mercy Behavioral Health, Western Psychiatric Institute and Clinic, Mon Yough Community Services, Family Links, Turtle Creek Valley, Milestones, Family Services of Western PA and any other private providers that accept the participants insurance.

h. Substance use treatment services

The philosophy and approach described in access Mental Health treatment also applies to Substance Use treatment services. A variety of options will be presented as an option for determination of the level of care need. Once the appropriate level of care is determined, the Service Coordinator will again assist the participant in making their decision based upon a variety of options. Typically, those options include: Gateway Rehabilitation, Pyramid Healthcare, Drug Detox Centers of Pittsburgh, Greenbrier Treatment Clinic, Bowling Green, Cove Forge and WPIC Out-Patient Detox Program. Outpatient options may include: Chartiers Center's Out Patient Drug and Alcohol Clinic, Mercy Behavioral Dual Diagnosis Program, Mon Young Community Services Dual Diagnosis Program, Pyramid Healthcare WPIC dual Diagnosis Program. Linkages are also made to AA/NA meetings in the participant's area that they can attend for support.

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i. Physical health services

Service Coordinators will assist participants with obtaining a Primary Care Physician (PCP) or other specialist typically through the participant's insurance company or in the area of where they are located. As the Rental Assistance Team will include a Registered Nurse, participants will benefit from "nurse navigation" in monitoring conditions and appropriately accessing treatment. It is expected that in some situations, the RN would accompany the participant to PCP appointments.

j. Peer-Based Recovery Supports

All Program participants will work with a Certified Peer Specialists (CPS) who will be a member of the team. CPSs are powerful supports as they have shared experiences with the participant that allows a unique empathy, understanding and platform for coaching. Participants will be encouraged to become involved with AA/NA, secure a sponsor and attend meetings. Clubs and other clean/dry social opportunities will be explored for appropriate and recovery supporting social outlets. For those participants who also have a mental health challenge there are mental health specific programs such as PSAN, Liberty Clubhouse, Howard Levin Center and Peoples Oakland.

9. Describe your plan for how case managers will work with Participants to ensure that Participants can successfully assume their lease at Program end.

As we all know, discharge planning begins at the point of admission into a service. This will be true for the Rental Assistance Program and particularly important because of the one year limit for participation. In order to achieve that time limit requirement, the Service Coordination will have to act intensively to engage and work with the person throughout the program year. Every step of the program's activities is designed toward a successful transition to independence. As was noted earlier, initial engagement is important to assure that the Service Coordinator and the person are in synergy with the plan (as driven by the person). Any sliding backward or lost progress can be mitigated by the Service Coordinator helping to craft a focused and wanted plan and being there for intervention and support when it is necessary. By doing so, a course of moving forward can be achieved. Helping the person to integrate their goals and choices is imperative to the person realizing the home they chose does not meet his/her needs or wants and therefore, the need is to "start over". Homes will be screened for eligibility for HUD funding via the Section 8 voucher program, which will be applied for early in the course of the person's experience with the Rental Assistance Program. Since waiting lists for vouchers are inconsistent, it will be important for the person to be on the waiting list as soon as possible, assuming ongoing rental assistance may be needed.

Environment (5 points)

10. Describe your plan for creating a sense of supportive recovery community among Participants.

RFP Response Form

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

For over 20 years, Chartiers Center has been providing service to participants in communities, in which they reside, throughout Allegheny County. This history has allowed our staff to become familiar with the many leisure, volunteer and employment opportunities that are available to individuals. In addition, staff have been successful in building relationships with landlords, and identifying community resources such as food banks, farmer's markets, places of worship, resale shops, libraries etc. These individuals and organizations have come to know and appreciated the support Chartiers Center provides for individuals within their communities. Chartiers Rental Assistance staff, in addition our other program staff, will build on these established relationships so that the participants of the Rental Assistance Program will have multiple opportunities to thrive within his/her community.

Chartiers Rental Assistance Program will also encourage participants in the program to develop support networks with one another as they will be sharing many of the same experiences. Chartiers RA Staff will be the catalyst for initiating group activities with the expectation that these activities become participant driven. This support network will have the potential to remain long after the participants have successfully graduated from the RA Program.

Staffing (10 points)

11. Describe your proposed staffing structure (number, functions and level of experience).

As noted earlier in this document, the Chartiers Center team structure and operations will be influenced and include attributes of CTT. Team members will have the skills and expertise relevant to the program's objectives, and must be adaptable and willing to support the participants based on what they need versus their designated talents. The hiring practices will prefer individuals who, themselves, are in recovery and who may have been homeless. Therefore, the team will be comprised of the following direct care staff members:

- **Nurse Team Leader:** one (1) FTE; This person will have both oversight/supervisory and direct care responsibilities. The position requires a Bachelors of Science in Nursing (BSN) or Associates Degree (AD) through an accredited school of nursing and a current Pennsylvania license for Professional Nursing. Note that the successful candidates' experience must include working with individuals who experience homelessness and experience with individuals with unhealthy substance use. Main clinical contribution is wellness coaching, monitoring of healthcare, health teaching, accompaniment to PCP, medication monitoring/coaching. CASELOAD SIZE: All participants.
- **Service Coordinators:** two (2) FTEs; The position requires a Master's Degree in Psychology, Counseling, Nursing, Social Work or related field and two(2) years experience or a Bachelors Degree in Psychology, counseling, nursing, social work or related field and four (4)years experience. Note that the successful candidates' experience must include working with individuals who experience homelessness and experience with individuals with unhealthy substance use. CASELOAD SIZE: Each Service Coordinator will be the "lead" for thirty (30) participants.

RFP Response Form

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

- Fiscal Service Coordinator: one (1) FTE; the position requires a Bachelors degree or Associates Degree in business related studies, financial management, etc. plus at least two (2) years of experience in working with the public. CASELOAD SIZE: All participants.
- Certified Peer Specialists: one (1) FTE/two (2) part time positions; The FTE Certified Peer Specialist individuals must have a PA Peer Specialist Certification and be a current or former SUD or MH consumer with the desire to help others seeking stability in his/her recovery. It is preferred the CPS have experience in substance abuse, chemical dependency and the recovery process. Familiarity with AA/NA, community programs and clubs will be preferred. CASELOAD SIZE: All participants.

Team members will not perform his/her duties alone but rather with input and assistance from all Team members. It is expected that the team meets at least three (3) times per week to review the status of each participant, identify successes and needs, and assign duties to the most relevant staff. The Rental Assistance Team will have access to all Chartiers Staff for consultation and continuity of care. This includes experts in management of addiction issues, mental health disorders, services to children, interaction with schools, jails and other community institutions. All staff will be part of the Recovery Support Services Line and will be under the direction of the COO of Recovery Support Services.

12. Describe your plan for recruiting and retaining quality staff and ensuring that staff have lived experience and are reflective of the population that they serve.

Chartiers Center has been fortunate to be able to attract and retain outstanding personnel in the Service Coordination Unit. We ascribe this success to a model of management that promotes individual professional development, encourages initiative and some risk taking, acknowledges effort and success and minimizes a bottom down leadership approach in favor of "bottom up". As a result, we have been gratified that our staff recommend to their friends and peers that they apply for employment at Chartiers Center. From a mechanical perspective, Chartiers Center advertises available positions on Indeed.com, the Chartiers Center website and Facebook pages. We are also aware of advertising options that uniquely attract people in recovery for job searches, especially those who don't have resumes. As this would be our preferred person to hire, we will also advertise on Craigslist and Recovery.com. We proactively screen applicants, even if a position does not readily exist. This allows us to re-contact a desired candidate and bring them in to begin their employment quickly.

Financial Management and Budget (15 points)

13. Provide a budget using the template available at www.alleghenycounty.us/dhs/solicitations. Provide a budget narrative in the space below that details all planned expenses and reflects a realistic estimate of the costs associated with implementing the Program. The budget should be cost effective and include a clear plan for leveraging federal, state, local and private sector funds to support the Program.

Budget Narrative (not counted towards page limits):

RFP Response Form

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

The budget for the Rental Assistance program reflects all costs for the first year of operation which we would target to commence in the summer of 2017 (pending notification and contract completion). The Program will consist of two major components; the rental assistance and operating costs related to the team function. Start-up costs that are one time in nature are reflected. During year 2, we would consider that these funds would be available to direct toward additional rental assistance units.

Specific start up needs include the purchase of equipment for staff use such as cell phones and Surface Pro tablets for each member of the team to access the Chartiers Center electronic health record, access email, utilize the internet for resource location, etc. As the team members are highly mobile and the service area is throughout Allegheny County, we anticipate extensive time in the community and traveling with/for the participant. Our lengthy experience as a Service Coordination provider has informed us of the value of using company owned vehicles versus paying mileage to staff members for personal vehicle use. The former is much more economical over time as a single Service Coordinator might accrue mileage fees of \$600 + per month whereas annual operation costs of a company owned vehicle is \$130.00 per month. Therefore, included as "start up" expenses are 2 vehicles and would be a cost to the first year's budget only. Thereafter, this amount can be used to provide additional housing.

Funds for rental assistance were calculated utilizing the established HUD Fair Market Rent allowance as the basic allowable lease amount and reflects 58 single units and (two) 2 family units. Anticipated is the need for the Program to pay for the participant's security deposit and first months rent. Because of the criteria that make a person eligible for the Program, the budget factors in the possibility the participant may not have income sufficient to pay any rent for the first three (3) months of participation. Beyond that point, we expect that most participants would be able to pay 30% of their gross household income toward the cost of the rent; payable to Chartiers Center who would forward the entire rent amount to the landlord. Inherent to the target population is the possibility of relapse. As the program design does not include termination from the Program solely for non payment of rent, the budget reflects the possibility that some participants may short pay or miss payments all together.

Although the team configuration, their roles and responsibilities have been extensively discussed as part of the program design and throughout this document, we are pleased to offer the innovation of the Fiscal Service Coordinator as a means to not only provide an important, specific areas of expertise to the participants, but also we believe this role allocates as much funds as possible to direct service versus indirect functions. By incorporating the focus of the participant's finances, budgeting, collection and payment of rent to the Fiscal Service Coordinator, we have been able to minimize our use of accounting staff who provide no direct services to the participants.

C. CWRA Program Design (80 points). If you are proposing a CWRA Program, fill out the questions below. If you are not proposing a CWRA Program, leave this section blank. Your response to this section should not exceed 12 pages.

RFP Response Form

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

Target Population (5 points)

1. Describe the population you intend to serve with the funding and provide a justification of how your Program design will best meet the needs of the population. Please describe the households that you will serve at any point in time (by completing the chart below) and list the annualized number you project to serve.

Click or tap here to enter text.

Size of Units	Number of Units
Single Room Occupancy	Enter #
1 bedroom	Enter #
2 bedroom	Enter #
3 bedroom	Enter #
4 bedroom	Enter #
5 bedroom	Enter #
6 bedroom	Enter #
7 bedroom	Enter #
Total	Enter #

Housing Services (20 points)

2. Describe your plan for locating scattered site units and connecting Participants to the units in a timely way. Include a description your current relationship with landlords (i.e., do you have established relationships with landlords that would house Participants?) and how you would identify enough landlords to meet the capacity of your proposed Program. Also, describe your strategy for working as a liaison between Participants and landlords to mediate issues and help Participants retain housing.

Click or tap here to enter text.

3. Describe your plan for evaluating each Participant’s ability to pay rent, for determining what portion of the rent each Participant will pay and for reassessing the portion of rent that the Participant will pay throughout the Participant’s stay in the Program.

Click or tap here to enter text.

4. Please fill out the following charts to indicate if you will follow a Housing First model for the proposed Program(s). (Note: a project is considered Housing First only if “none of the above” is the only selection chosen.) Provide a brief narrative on your organization’s use of the Housing First model in the space below.

Click or tap here to enter text.

The Program will screen out Participants based on the following Participant circumstances: (select all that apply)	
Having too little or no income	<input type="checkbox"/>

RFP Response Form

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

Active history of substance use	<input type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input type="checkbox"/>
History of domestic violence	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

The Program will terminate Participants for the following reasons: (select all that apply)	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

5. Describe your plan for providing Participants a voice in the housing selection process and Participants' experience in the Program as well as ensuring that units have access to the things people need to meet their basic needs (e.g., transportation, groceries).
Click or tap here to enter text.

Relapse and Eviction (10 points)

6. Describe your plan for supporting Participants if they relapse.
Click or tap here to enter text.
7. Please attach clear and reasonable Program Standards that outline your Program's proposed rules, regulations and grounds for termination by completing the template provided in Appendix D of the RFP (not counted towards page limits).

Supportive Services (15 points)

8. Describe your plan for providing case management and linkages to supportive services, especially substance use treatment services and supports. Please identify specific partnerships the Proposer will leverage to ensure that Participants can be connected to each supportive service outlined below and on page 10 of the RFP:
- a. Child care
Click or tap here to enter text.
 - b. Education services
Click or tap here to enter text.
 - c. Employment assistance and job training

RFP Response Form

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

Click or tap here to enter text.

d. Food assistance

Click or tap here to enter text.

e. Legal services

Click or tap here to enter text.

f. Life skills training

Click or tap here to enter text.

g. Mental health services

Click or tap here to enter text.

h. Substance use treatment services

Click or tap here to enter text.

i. Physical health services

Click or tap here to enter text.

j. Peer-Based Recovery Supports

Click or tap here to enter text.

- Describe your plan for incorporating peer group support activities into the Program and for providing wellness activities.

Click or tap here to enter text.

- Describe the spectrum of services your organization provides and how these services might be used to support clients in your Program.

Click or tap here to enter text.

9. Describe your plan for how case managers will work with Participants to ensure that Participants can successfully assume their lease at Program end.

Click or tap here to enter text.

Environment (5 points)

10. Describe your plan for creating a sense of supportive recovery community among Participants.

Click or tap here to enter text.

Staffing (10 points)

11. Describe your proposed staffing structure (number, functions and level of experience).

Click or tap here to enter text.

RFP Response Form

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

12. Describe your plan for recruiting and retaining quality staff and ensuring that staff have lived experience and are reflective of the population that they serve.
Click or tap here to enter text.

Financial Management and Budget (15 points)

13. Provide a budget using the template available at www.alleghenycounty.us/dhs/solicitations. Provide a budget narrative in the space below that details all planned expenses and reflects a realistic estimate of the costs associated with implementing the Program. The budget should be cost effective and include a clear plan for leveraging federal, state, local and private sector funds to support the Program.

Budget Narrative (not counted towards page limits):

Click or tap here to enter text.

Attachment F

Program Standards and Proposed Rules, Regulations, and Grounds for Termination

**Chartiers Center
Chartiers Center Rental Assistance Program
Program Agreement**

Introduction

Chartiers Center is committed to providing compassionate support to those in need who face behavioral health, co-occurring disorders or IDD challenges as they transform their lives.

Chartiers Center rental assistance program will serve individuals and families whose primary risk for homelessness is unhealthy substance use and will embrace the following evidence based practices, which truly lead to client success: Housing First, Harm Reduction, Assertive Outreach & Engagement and Motivational Interviewing. Working with program staff, you as the participant will work to identify their personal goals and select an apartment or house in the area of their choice. Financial support will be projected for one year at which time; we anticipate a successful 'graduation' to stability and independence. The participant's progress will be reevaluated every 1-3 months for progress and to tailor our assistance to your needs.

Eligibility

Individuals and families who are homeless, have an income below 200% of the Federal Poverty Income Guidelines and who have a history of unhealthy substance use or who have been sober for up to two (2) years and who now are at risk for relapse due to their homelessness. Individuals who are transitioning out of the Department of Human Services funded recovery housing and will now be homeless can also qualify for our Rental Assistance Program

Program Requirements

While we are here to support in housing, we want you to be as comfortable with your housing as possible.

An Individualized Service Plan (ISP) will be created by your Service Coordinator with you so that you can plan outlining steps and activities to reach goals and objectives agreed upon between you and your Service Coordinator. Participation in developing your service plan is required and will help shape your program experiences. Your ISP will be updated every 3 months, when your stay in the program is reevaluated, to reflect goals and measure progress.

Service Coordination will be a crucial role in progressing towards self-sufficiency. You are required to meet with your Service Coordinator at least once per month but can be more frequent if you feel it would be helpful. These meetings will be used to assess your progress towards your goals, discuss any concerns about the program or any issues that may arise, and connect you to supportive services.

Chartiers Center is here to assist you with rent. During your initial intake, your financial fitness will be evaluated. The outcome of this evaluation will determine the amount of assistance you will be eligible to receive from Chartiers Center. The goal is create a situation in which you are able to take over full payment after you are no longer in the program, so there may be a step down process in rental assistance. This will be determined on a case-by-case basis. You will be expected to pay a portion of the rent that we do not cover which is 30% of your annual income. Participant portion of rent is due each month indicated by the date covered in the lease.

Change in income must be reported to your Service Coordinator within 5 days. Countable income includes the following:

- Earned Income
- Unemployment Insurance
- Supplemental Security Income (SSI)
- Social Security Disability insurance (SSDI)
- Veterans Disability
- Private Disability Insurance
- Worker's Compensation
- Alimony
- Pension
- Private Disability Insurance
- Social Security- Retirement
- Child Support
- Other Sources

Any Participant causing property damage will be liability for the cost of damages in excess of reasonable wear and tear.

Program Recommendations

With Housing being our first priority, we agree to provide you with stable housing until the end of you time here at our program. However, in an effort to assist you in stable housing in the future, we do encourage and offer supportive services. These will be recommended by your Service Coordinator but not required for your continued participation in the program. These services can include:

- Employment Services (*searching/training*)- The best way to maintain stable housing is to maintain a stable job. We have specific resources that can help overcome any barriers to employment you might have (e.g., felonies, mental health, education)
- Drug and Alcohol Treatment/Meeting- If you identify with a substance abuse issue and it is a part of your goal plan, we can make referrals to drug and alcohol programs or AA/NA meeting to promote sober living

Confidentiality

You have the right to confidentiality, which means information about you will be kept private. Information, both written and verbal, cannot be shared with anyone outside of the agency without written/signed permission for you, or if applicable, your legal guardian. Disclosure of another person's presence, care or treatment to anyone else inside or outside the program is considered to be a breach of trust and confidentiality. Protecting confidentiality is both legal and moral responsibilities of Chartiers Center.

Situations exist which allow disclosure of Personal Protected Information. These situations include:

1. Harm to Another Person
2. Suicide
3. Abuse of child/vulnerable adult
4. Court order
5. Contract Monitoring
6. Medical Emergency

Data Collection Notice: Chartiers Center enters data into the Homeless Management Information System (HMIS), which is a database used to coordinate care in an efficient and unified fashion to provide appropriate services.

Release of Information (ROI)- you have the right to release your Personal Protected Information (PPI). For information to be released to any person/entity outside Chartiers Center, a specific, original and written release of Information must be submitted to Chartiers Center. Verbal consent is not valid means to release information. The original written and signed ROI will be kept in your personal file. You are encouraged to contact a Chartiers Center Service Coordinator should you have any further questions about confidentiality.

By signing this document, I attest that I have been informed of my right to confidentiality and I understand this right. I also understand that should I have any further questions or concerns to contact my Service Coordinator of Chartiers Center.

Signature of Participant _____ Date: _____

Staff Signature _____ Date: _____

Policies and Procedures of Chartiers Center's Rental Assistance Program

Mental Health

If you are coping with Mental Health issues, it is vital that you maintain proper care including medication, therapy, etc. This is necessary for your success, not only in our program, but also your life after the program. If you practice responsible care for your mental health, it demonstrates your progress towards self sufficiency.

Drug and Alcohol Policy

We are here to support you through your recovery. We understand this is a difficult, trying time and our only goal is to help you re-stabilize yourself although, we strictly encourage you not to participate in any Drug or Alcohol use during this time.

Mandated Reporter Notice

All Service Coordinators and program staff are mandated reporters of child abuse/neglect. This means that if we see any behavior or signs of child abuse or neglect, we are required to report it to proper authorities.

Discipline/Termination

Our goal at Chartiers Center is to support you through your difficult time in your life and promote self sufficiency. However, this program is specifically designed to do just that. Therefore, if you do not follow the guidelines, there may be consequences.

Our first course of action is always to give a verbal warning. If after the verbal warning, you do not change the behavior, we will issue a written warning. After three (3) of these cycles, you may be placed on contract for Continue to Stay. If you incur further violations while on the Contract for Continue to stay, you may be asked to leave the program.

Violations that may result in contract for Continue to Stay

- Not participating in your Service Coordination Meetings
- Not practicing good tenant policies (violating your lease)
- Not paying your portion of the rent/utilities
-

Disclaimer: Our goal is to support and help you achieve your goals. Our intention is never to return you to homelessness or take away your rights and confidence.

Immediate Service Termination Violation

Immediate termination occurs regardless of previous disciplinary action or behavior. Violation of the behaviors outlined below will supersede progressive discipline. The Participant must immediately vacate the property and remove all possessions.

1. Physical Attacks
2. Destruction of Property
3. Evident of alcohol or illegal drugs on the facility premises
4. Possession of a weapon on the facility premises
5. Otherwise jeopardizing the safety and welfare of others

Voluntary Termination

Participants are not mandated to receive homeless services. Participants may terminate participation of services immediately through verbal or written means of communication. When exiting the program, complete all exit/discharge paperwork.

Appeal Process

Internal – You have the right to appeal any decision made by Chartiers Center for which you disagree. The first step in this procedure, is to inform a rental assistance staff member that you are in disagreement with the decision and why. From this point, Chartiers Center Internal Grievance Procedure will be followed, which may include the Program Supervisor and Executive Staff.

External – You have the right to appeal your termination to the Allegheny Department of Human Services (DHS). After termination the consumer has ten (10) business days from the date of the notice of Termination was delivered to vacate the premises. The Right to Appeal and Fair Hearing Form must be submitted to Allegheny County DHS, Bureau of Homeless Services within five (5) business days from the date of service termination. Allegheny County Department of Human Services has the right to extent this time frame at their discretion. If a Termination Appeal Hearing is requested, Bureau of Homeless Services makes effort to schedule a hearing within five (5) days of receiving Right to Appeal and Fair Housing Form.

The Right to Appeal and Fair Hearing Form, along with the Client Summary Sheet, should be attached to the Notice of Termination upon delivery to the consumer. Documentation must be sent to the following address within five (5) business days of termination.

Allegheny Department of Human Services
Bureau of Homeless Services, HUD Programs
One Smithfield Street, Second Floor
Pittsburgh, PA 15222

Termination Appeal Hearing Process:

The Allegheny County DHS, Bureau of Hunger and Housing Services will schedule and notify all involved parties of the date, time and location of Termination Appeal Hearing. The Termination Appeal Board will be given the Notice of Termination, Agency Summary of Termination, the Right to Appeal and Fair Hearing Form, and Client Summary Sheet to review before the hearing.

The Service Provider will be given five (5) to ten (10) minutes to explain their position, enter any evidence and present any witness on their behalf.

The participant will be given five (5) to ten (10) minutes to explain their position, enter any evidence and present any witness on their behalf.

The Termination Appeal Hearing Board will then ask relevant questions of both the service provider and participant.

Both the service provider and consumer will be given five (5) minutes for concluding remarks. Both service provider and the consumer will be asked if they feel that they can both come to a resolution before the board makes a final decision.

The Department of Housing and Urban Development (HUD) views this decision of the Termination Appeal Board as final action.

Attachment G

Budget

Proposed Direct Administrative Expenses: One Year

OBJECTS OF EXPENSE	Funding Request from DHS	Outside Funding*	TOTAL FUNDING
Personnel Expenses (use detailed direct admin staff roster as an input for this section)			
Program Staff	198,718		198,718
Employee Benefits	40,953		40,953
Staff Training			-
Total Personnel Expenses	239,671	-	239,671
Office and Operational Expenses			
Rental Assistance (use detailed rental assistance tab as an input)	390,948		390,948
Assessment of Service Needs			-
Assistance with Moving Costs	6,000		6,000
Assistance with Utility Deposits	5,600		5,600
Child Care			-
Education Services			-
Employment Assistance and Job Training			-
Food Assistance			-
Legal Services			-
Life Skills			-
Mental Health Services			-
Substance Abuse Treatment Services			-
Physical Health Services			-
Peer Based Recovery Supports**			-
Wellness Activities**			-
Office Space - (Mortgage/Rent)	13,800		13,800
Maintenance	-		-
Successful Proposer Building Utilities	2,000		2,000
Communication	16,445		16,445
Office Supplies	4,000		4,000
Transportation/Travel	37,200		37,200
Vehicle Maintenance and Repair	-		-
Postage and Shipping	100		100
Printing and Publications	300		300
Insurance	2,736		2,736
Association Dues/ Licensing Fees	-		-
Recruitment/Advertising	500		500
Total Office and Operational Expense	479,629	-	479,629
Net Total	719,300	-	719,300
Indirect Administrative	10,175	-	10,175
Grand Total:	729,475	-	729,475

*Outside Funding is other funding that your organization has or plans to raise (i.e. from foundations, private sources, public sources) that will support the cost of the Program.

**Peer Recovery Supports and Wellness Activities may be funded through the CYF Program.

Note: The line items with corresponding gray boxes under the "Funding from DHS" column are not services that may be funded through the Program; however, DHS expects that the Successful Proposer(s) will refer Participants to these outside supports, as needed. If your Program will be providing these services directly to Participants, through outside funding sources, please detail the amount of outside funding you expect to allocate to each service in the "Outside Funding" column.

Proposed Indirect Administrative Expenses: One Year

OBJECTS OF EXPENSE	Funding Request from DHS	Outside Funding*	TOTAL FUNDING
Personnel Expenses (use detailed indirect admin staff roster as an input for this section)			
Program Staff	9,458		9,458
Employee Benefits	2,176		2,176
Staff Training			-
Total Personnel Expenses	11,634	-	11,634
Office and Operational Expenses			
Rental Assistance			
Assessment of Service Needs			
Assistance with Moving Costs			
Assistance with Utility Deposits			
Child Care			
Education Services			
Employment Assistance and Job Training			
Food Assistance			
Legal Services			
Life Skills			
Mental Health Services			
Substance Abuse Treatment Services			
Physical Health Services			
Peer Based Recovery Supports**			
Wellness Activities**			
Office Space - (Mortgage/Rent)			
Maintenance			
Successful Proposer Building Utilities			
Communication			
Office Supplies			
Transportation/Travel			
Vehicle Maintenance and Repair			
Postage and Shipping			
Printing and Publications			
Insurance			
Association Dues/ Licensing Fees			
Recruitment/Advertising			
Total Office and Operational Expense	-	-	-
Grand Total:	11,634	-	11,634

*Outside Funding is other funding that your organization has or plans to raise (i.e. from foundations, private sources, public sources) that will support the cost of the Program.

**Peer Recovery Supports and Wellness Activities may be funded through the CYF Program.

Note: The line items with corresponding gray boxes under the "Funding from DHS" column are not services that may be funded through the Program; however, DHS expects that the Successful Proposer(s) will refer Participants to these outside supports, as needed. If your Program will be providing these services directly to Participants, through outside funding sources, please detail the amount of outside funding you expect to allocate to each service in the "Outside Funding" column.

Budget Template

Proposed Direct Admin Staff Roster: One Year

Staff Name	Position/Title	Full Time Equivalent	Salary	Benefits/Fringe	Total Salary/Benefits
Vacant	BSN/RN Team Leader	100.00%	\$ 55,000.00	\$ 13,200.00	\$ 68,200.00
Vacant	Fiscal Service Coordinator	100.00%	\$ 35,800.00	\$ 8,592.00	\$ 44,392.00
Vacant	Service Coordinator	100.00%	\$ 35,800.00	\$ 8,592.00	\$ 44,392.00
Vacant	Service Coordinator	100.00%	\$ 35,800.00	\$ 8,592.00	\$ 44,392.00
Vacant	Certified Peer Specialist	50.00%	\$ 14,040.00	-	\$ 14,040.00
vacant	Certified Peer Specialist	50.00%	\$ 14,040.00	-	\$ 14,040.00
Rod Willaman	C.O.O. RSS	10.00%	\$ 8,238.00	\$ 1,977.00	\$ 10,215.00
Year One			\$ 198,718.00	\$ 40,953.00	\$ 239,671.00

Rental Assistance Budget Line Item Breakout

Size of Units	Number of Units		Fair Market Rent		Number of Months		Total
SRO	Enter #	X	Enter \$	X	Enter #	=	Enter \$
0 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
1 bedroom	58	X	657	X	13	=	387720
2 bedroom	2	X	827	X	13	=	16,152
3 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
4 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
5 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
6 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
7 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
Total	60	X	Enter \$	X	13	=	390,948