

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

REQUIREMENTS

The maximum score a Proposal can receive is 105 points for a Permanent Supportive Housing (PSH) Program and 105 points for a Rapid Re-Housing (RRH) Program. Please respond to the questions in the following sections:

All Proposers must complete this section once:

A. Organizational Experience (40 points)

Proposers may complete one or both of the following sections; each proposed Program must be unique:

B. Permanent Supportive Housing Program (65 points)

C. Rapid Re-Housing Program (65 points)

A. Organizational Experience (40 points). Complete this section only once, even if you are proposing multiple programs. Your response to this section should not exceed 10 pages.

1. Describe your organization's experience providing housing and supportive services. If you currently run any housing programs, please complete the chart below.

ACTION-Housing's mission is to empower people to build more secure and self-sufficient lives through the provision of decent, affordable housing, essential supportive services, asset building programs, and educational and employment opportunities.

The vision of ACTION-Housing is a city where the most at risk populations could be assured of an affordable place to live with access to health care, supportive services, transit, employment, and fresh foods; where neighborhoods welcome and plan for the inclusion of those with special needs; where parents of children with special needs could be assured that care would continue once they could no longer provide it themselves. Overall, we imagine an energy efficient city; an accessible city; a city with economically sustainable housing; a city that preserves existing affordable housing, in addition to building it.

Since its establishment in 1957, ACTION-Housing has been a pioneer in developing housing and providing services for the most vulnerable populations in Pittsburgh and Allegheny County. ACTION-Housing has successfully developed, or helped others to develop, emergency shelters, bridge and transitional housing, and permanent, affordable housing for homeless families and individuals in locations throughout the Pittsburgh region.

ACTION-Housing began its journey into supportive housing in 1984 when the Three Rivers Center for Independent Living and the Harmarville Rehabilitation Center approached ACTION-Housing to assist in the development of what became Allegheny Independence House, a 25 unit housing development in Wilmerding for persons with three or more functional disabilities. Many of its residents move there from institutional nursing homes, and many have been able to maintain long term independent residency there.

ACTION-Housing established its housing management entity Supportive Housing Management Services (SHMS) in 1990 in order to take a more direct role in the management of properties the

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

organization had been developing and to improve the quality of life for the residents of those units. The Service Coordination Program ensures that SHMS residents maintain their independence by connecting individuals with essential supportive services and resources. As of March 2015, the portfolio of properties managed by SHMS includes:

- 12 developments consisting of 163 units of housing for very low-income persons with disabilities
- 16 developments consisting of 700 units for very low-income seniors
- 7 developments consisting of 200 units for low-income families
- 4 developments consisting of 140 units for homeless families/individuals

Throughout its efforts to develop housing for persons with disabilities, ACTION-Housing cultivated the philosophy that no one housing model fits every person. ACTION-Housing discovered that it is important to develop a range of housing options to address the diverse needs of those served. To that end, ACTION-Housing has been involved in numerous programs that meet the performance goals of the funding sources. These programs include:

- MyPlace (for homeless young adults, most of whom aged out of foster care);
- Housing Plus Two (Braddock Apartments, PSH)
- Rapid Re-Housing (HPRP, under the American Recovery and Reinvestment Act of 2009);
- McKeesport Downtown Housing (emergency shelter, Severe Weather Emergency Shelter, bridge housing, permanent Single Room Occupancy)
- Homeless Families Service Program (ESG funded; services only);
- Social Service Coordination (at properties serving low-income seniors, persons with disabilities, and/or families); and
- Low-Income Housing Tax Credit (LIHTC) properties and services.

Current Housing Programs				
Program	Population Served	Number Units/Beds	Annual Budget	Annual Utilization Rate
Housing Plus 2 (Braddock Apartments)	homeless persons who are chronically mentally ill and/or drug or alcohol dependent	11	\$163,832	99%
Homeless Teens I, II, and III (MyPlace TH program)	Homeless/at-risk of homelessness youth who have aged out of foster care (some slots for those who have not necessarily been involved in child welfare system)	65	\$621,616	* See below
McKeesport Downtown Housing	Homeless/at-risk of homelessness, many of whom have disabilities	84	\$197,641	100%

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

** MyPlace utilization in 2015-16 was lower than expected because, after checking with the DHS program office and the HUD field office, ACTION-Housing realigned the composition of participants, based on their needs, among the three MyPlace contracts. This was an unusual occurrence, and utilization is back on target thus far in 2016-17, anticipated to meet or exceed the 85% benchmark.*

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

Organizational Structure and Internal Communication: The organizational chart below illustrates organizational and management structure. There are two Boards of Directors, one for ACTION-Housing and one for AHI and CHI development, which are the nonprofits responsible for the tax credit developments.

ACTION-Housing holds monthly management meetings for decision-making and dissemination of information (which managers then share with their staff). Departments and programs hold their own staff meetings regularly, and all staff communicate in-person and via email.

Coordinating with Outside Partners: ACTION-Housing has a long history of collaborating with other providers to best serve the needs of our diverse populations. ACTION-Housing leverages funds and support from Allegheny County DHS, numerous local foundations, United Way of Allegheny County, and community organizations that provide needed services to the target population. To ensure success of these PSH and RRH programs, ACTION-Housing will commit all of the match necessary, cash and/or in-kind, and will leverage supportive services from partners.

ACTION-Housing believes that organizational and program partnerships are crucial for program and consumer success. For example, staff make mutual referrals to strong programs that will be able to help meet consumers' individual needs. Because staff know their consumers and other programs well, staff can make the referral matches most likely to lead to success for the consumer. Because of this strong-held belief, ACTION-Housing staff will continue to engage in efforts with other homeless providers and DHS to build relationships through which coordination on behalf of consumers more easily occurs.

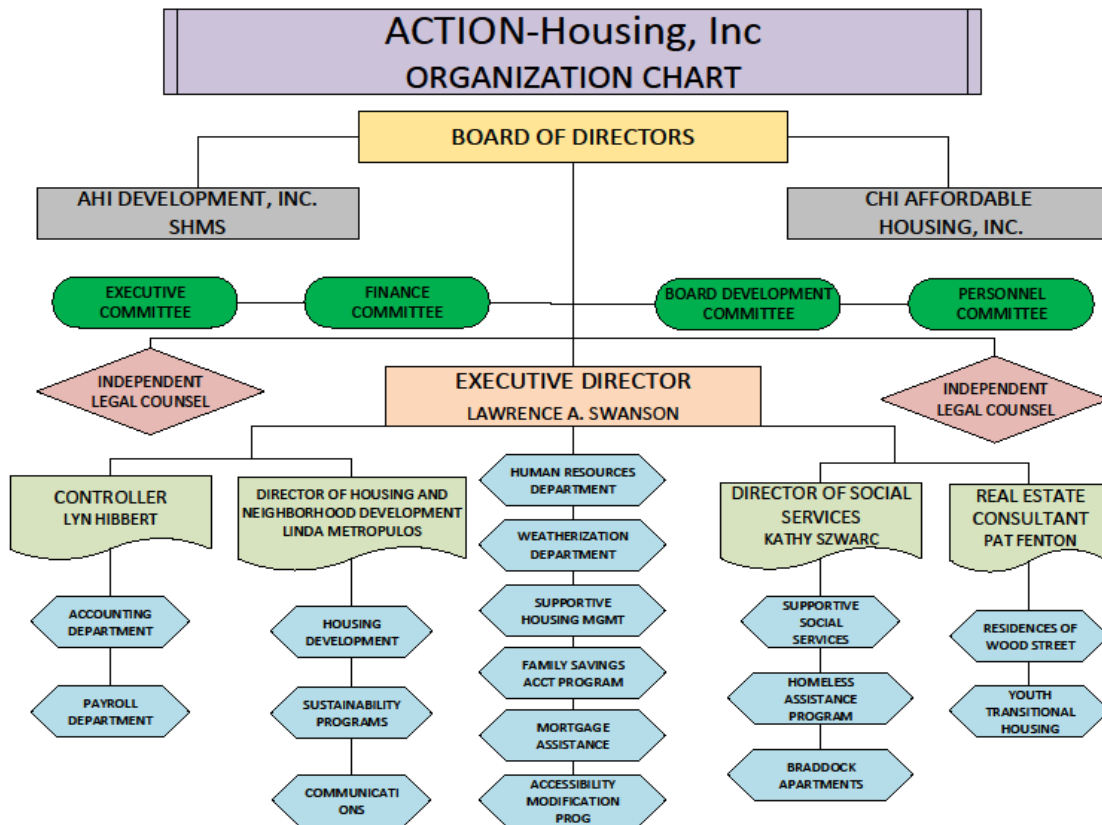
To this end, ACTION-Housing participates with Allegheny County's Continuum of Care by attending Homeless Advisory Board meetings, Homeless Providers Network meetings, Continuum of Care Committee meetings, Local Housing Options Team (LHOT) meetings, and completing point in time surveys. In addition, staff members consistently attend County trainings, actively participate in the County's appeal process for housing, and attend regular Health Care for the Homeless meetings.

Further, at the Residences at Wood Street, ACTION-Housing collaborates with Community Human Services to provide onsite services including medical, psychiatric clinic services, and employment assistance. The Braddock Apartments site collaborates with Turtle Creek Valley MH/MR, Inc. to assist these residents in gaining stability and independence with access to mental health counseling and drug and alcohol treatment.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Financial Accounting System: The accounting principles of ACTION-Housing are consistent with all applicable laws including Generally Accepted Accounting Principles, Statements of Financial Accounting Standards Numbers 93, 116 and 117, SOP 98-2 on Joint Costs, SOP 94-2 on the applicability of the accounting rules to nonprofits, and SOP 98-3 on accounting for federal awards. Every year a financial audit is completed for each development, as well as an agency-wide audit. Accounting staff are knowledgeable and experienced in the preparation of budgets, DHS invoices, and expenditure reports.



3. Describe any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by your organization (if any).
NONE
4. Describe your organization's proposed staffing plan.
 - a. Staff experience working with the homeless population and in the housing community
Because MyPlace currently operates with 65 slots, which is 87% of the capacity of the combined PSH and RRH proposed programs, most staff already are working in the program. Existing staff are trained, knowledgeable, and experienced in working with both the proposed populations and the best aspects of MyPlace that will be carried over into the new programs. The Program

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Administrator has been in this role for five years and worked and supervised in a similar program in Illinois for 17 years prior.

Three of the four Case Managers have been with MyPlace for three, two, and one year(s), respectively. Each worked with a similar population prior to coming to ACTION-Housing. The fourth Case Manager is new and worked with a similar population prior.

b. Your organization's strategy for recruiting and retaining quality staff

ACTION-Housing has been successful in recruiting and retaining quality staff. For Case Manager positions, recruitment includes notifying DHS and our partner agencies of openings, and advertising with various local college social work programs and NonProfit Talent. Staff retention can be attributed to competitive salary, excellent benefits, substantial training, and a supportive environment.

The five full-time Case Managers, including the Program Administrator, are on staff, and recruitment for the Case Aides will begin upon notification of funding.

c. Your organization's professional development and staff training program

ACTION Housing always encourages and fosters professional support, growth, and development. The Case Manager, along with all of the agency's personnel assigned to social service programs, will be required to participate in trainings appropriate to their area of service. In addition, there are continuous professional training courses provided by Allegheny County Department of Human Services, including Mental Health First Aid and the Credential for Strengths-based Family Workers that staff may attend for advanced learning. ACTION-Housing also supports employees to participate in courses offered through the Bayer Center for Non-Profit Management in collaboration with Robert Morris University and other educational providers. Further, ACTION-Housing will make provision for any additional training required to deal with the specific needs of the program's participants.

d. Your organization's plan for staff performance management

ACTION-Housing has a robust performance management system, with reviews at 90-days after start and annually. Both strengths and challenges are identified, and progress that is needed is addressed by the employee and supervisor as a team. Additionally, the Case Managers receive weekly supervision meetings with the Program Administrator, who, in turn, receives regular supervision with the Executive Director.

5. Describe your organization's use of HMIS. Indicate if you are a victim service provider not required to participate in HMIS.

a. Your organization's previous experience inputting data into HMIS

ACTION-Housing uses HMIS, as required by the housing contracts. For the proposed PSH and RRH programs, Case Managers will be responsible for inputting all data in a timely manner, and the Program Administrator will perform quality control checks. The HMIS data and reports will be reviewed regularly in supervisory sessions to ensure both compliance and progress of participants. The Social Services Strategy Manager supports MyPlace by helping with data quality and analysis, program evaluation and course correction, and reporting.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

While there had been data quality issues previously with the MyPlace program, ACTION-Housing took a hard look at its data and sought assistance from DHS to close gaps on missing data fields and data discrepancies. The issues and causes were identified, appropriate procedures have been implemented, including monthly quality control measures for data completeness, accuracy, and timeliness, and staff received additional HMIS training. Data issues were corrected, and organization continues to maintain and further improve data quality, striving for excellence.

- b. Your organization’s plan for managing referrals through HMIS, strategy for entering the required data into HMIS in a timely manner and who on your staff is responsible for this
- MyPlace PSH and RRH will utilize the Housing First model and serve participants without regard to previous criminal history, clean time, employment, credit worthiness, or other barriers or pre-conditions. Referrals will come from DHS’ Allegheny Link, and MyPlace Program Administrator will be responsible for managing the referrals through HMIS. When there is an available unit, the Administrator will request a referral from the Link, contact that individual, and schedule an intake interview. The expectations for both the potential participant and the program will be discussed at length, and once the individual signs the Program Agreement, he/she will be enrolled in MyPlace.

Initial, update, annual, and exit assessments will be completed by the Case Manager, with weekly oversight provided by the Program Administrator. Monthly and quarterly review of data quality and program performance will occur by program and organization managers to ensure both data compliance and progress of participants. The expectation is that all data is entered in a timely manner that adheres to HMIS requirements.

- c. Your organization’s quality assurance procedures for entering data into HMIS and correcting data when necessary
- The Program Administrator and Social Services Strategy Manager will review data monthly and quarterly to quality control for data completeness, accuracy, and timelines. When a correction is needed, either at entry or during quality reviews, the Case Manager will correct the data or request the correction from the HMIS Service Desk, if necessary. The correction will be reviewed to ensure the needed change was accurate.

6. Please fill out the following charts to indicate if you will follow a Housing First model for the proposed PSH and/or RRH 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 narrative box below.

Does the Program(s) ensure that Participants are not screened out based on the following items? Select all that apply	
Having too little or no income	<input type="checkbox"/>
Active history of substance use	<input type="checkbox"/>

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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"/>

Does the Program(s) ensure that Participants are not terminated from the program 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"/>

ACTION-Housing's homeless programs in the local Continuum of Care all follow the Housing First model and serve participants without regard to previous criminal history, clean time, employment, credit worthiness, or other barriers. MyPlace, as it currently exists, and the proposed PSH and RRH programs, are no exception.

Specifically, MyPlace uses a "Housing First" model, with the understanding that providing stable housing eliminates the core burden from the participant, allowing him/her to then focus on employment, education, and other important life skills. Further, the staff and organization treat participants and potential participants with dignity and respect and fully recognize their right to self-determination, choosing where they want to live, if they will accept case management and other supportive services and which ones, etc. Barriers and preconditions for entry and retention in the program are very low, although staff do encourage, without requiring, participants to engage in supportive services that could help them as they progress to independence.

7. Describe your organization's experience in leveraging other federal, state, local and private sector funds.

ACTION-Housing has substantial experience effectively leveraging federal, state, local, and private sector funds to offer housing and related services for populations of homeless, low-income, seniors, and persons with disabilities. Funds leveraged include:

- Federal
 - U.S. Department of Housing and Urban Development (HUD; some passed through Allegheny County, Urban Redevelopment Authority, City of Pittsburgh, Housing Partnership Network, and PA Housing Finance Agency):
 - Multifamily Housing Service Coordinators, Community Development Block Grant, Continuum of Care, Supportive Housing, Emergency Solutions Grant, HOME Investment Partnerships Program, Hope III, and Comprehensive Housing Counseling.
 - U.S. Department of Energy (passed through PA Department of Economic Development):

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Weatherization Assistance for Low-Income Persons

- U.S. Department of Health and Human Services (some passed through PA Department of Economic Development and PA Department of Human Services):
 - New Assets for Independence Demonstration Program, Low-Income Home Energy Assistance Program, and PA Department of Aging Waiver Program
 - U.S. Department of Treasury (passed through Neighborhood Reinvestment Corporation (dba NeighborWorks) and Housing Partnership Network):
 - National Foreclosure Mitigation Counseling
 - State
 - Commonwealth Financing Authority, PA Community Revitalization Program, PA Housing Finance Agency, Commonwealth Housing Legal Services, and Regional Housing Legal Services
 - Local
 - The Borough of Heidelberg, The Borough of Wilkinsburg, City of Duquesne, Urban Redevelopment Authority of Pittsburgh, Redevelopment Authority of Allegheny County, Redevelopment Authority of The County of Washington, and Homeless Children's Education Fund
 - Corporate
 - Low-Income Housing Tax Credits: BNY Mellon and PNC
 - Philanthropic:
 - BNY Mellon Foundation of Southwestern PA, United Way of Allegheny County, The Pittsburgh Foundation, Jewish Community Foundation, Eden Hall Foundation, The Heinz Endowments, Hillman Family Foundations, Richard King Mellon Foundation, Anonymous, CITI Foundation, Huntington Foundation, The John D. and Catherine T. MacArthur Foundation, National Community Action Foundation, The Oak Foundation, PNC Foundation, Emerson Charitable Trust, McKinney Charitable Fund, Scaife Family Foundation, The Forbes Funds, Wells Fargo Foundation, and Wagner Family Charitable Trust
8. Attach an audited financial report for your organization and describe how it reflects your financial policies and organizational stability (does not count towards page limit). Action-Housing receives grants from various government agencies, charitable foundations and organizations which are to be distributed to others for specific purposes. ACTION-Housing assumes general responsibility for administering these grants to ensure that they are used for the designated purposes and to report to the donor the extent to which the grant objectives are achieved. The preparation of financial statements are in accordance with the requirements of Accounting Standards Codification (ASC) 958, Not-for-Profit Organizations.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

B. Permanent Supportive Housing (PSH) Program (65 points). If you are proposing a PSH Program, fill out the questions below. If you are not proposing a PSH Program, leave this section blank and move to the section for the RRH Program. Note that each program will be scored separately. Your response to this section should not exceed 15 pages.

1. Provide a unique Program name. Note that it cannot be called “[Your organization’s name] PSH.” MyPlace PSH
2. Provide a summary description of the entire scope of your organization’s proposed PSH Program. Through the MyPlace Permanent Supportive Housing (PSH) program, ACTION-Housing will offer rental assistance and supportive services, with the fundamental goal of connecting homeless individuals quickly and successfully to permanent housing. Each participant will be assessed and a service/goal plan will be tailored to his/her needs.

All rental assistance will be for tenant-based scattered site units within Allegheny County. The Case Manager will help participants locate an appropriate unit (up to Fair Market Rent (FMR)) in the location of their choice. ACTION-Housing will comply with the Rental Assistance regulations for PSH, including having all leases in the name of the participant, with the participant’s rent responsibility at 30% of the household’s adjusted gross income.

PSH participants will be eligible for financial assistance in the form of utility deposits, utility allowance, security deposits, and move-in assistance, as well as a plethora of supportive services.

When a participant enrolls in ACTION-Housing’s PSH program, the Case Manager will assist in completing a strengths-based assessment of their skills and capabilities, creating a goal plan (i.e., action plan), and completing the entry assessment in HMIS. The working goal plan will be tailored to each participant’s needs and aspirations, and through interviewing and discussion, the Case Manager will help the participant identify barriers to maintaining permanent housing, maintaining/increasing income, and maintaining or increasing non-cash benefits. As a team, the Case Manager and participant will determine what needs and barriers can be addressed through intensive case management and what referrals to other supportive services would be appropriate and helpful.

As a working goal plan, it will evolve over the participant’s time in the program to show progress toward addressing barriers and other goals, as well as including any newly identified issues, needs, and/or barriers and the means for addressing them.

The Case Manager will meet with staff from those agencies that have previously or are currently providing services to the participant. Based on experience with MyPlace, ACTION-Housing anticipates the organizations that will be involved with many of the PSH participants will be Auberle (412 Youth Zone), Persad, Mercy Behavioral Health, YouthWorks, FamilyLinks, and The Bridge of Pittsburgh.

Further, the Case Manager will assist and/or link each participant to GED classes/test, post-secondary education or training, and job training and employment services, as needed by the participant. The Case Manager and partner agencies will assist participants with job search, résumé

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

preparation, job readiness, job shadowing, interviewing skills, and job retention (also known as job maintenance). Also important will be life skills classes that include financial literacy, budgeting, job maintenance, how to be a good tenant and neighbor, nutrition and meal preparation, effective communication, and conflict resolution. Participants will be referred to partner agencies to: connect with essential services, such as both physical and mental health care, transportation, and legal aid; assist them in accessing the benefits to which the participant is entitled (e.g., SSI/SSD, SNAP, Medical Assistance, private health insurance, etc.); and address other barriers to maintaining housing stability and independence. The Case Manager will meet with each participant weekly for the first two weeks after enrollment, and then either weekly or every other week, based on the participant's needs and level of stability.

Staff will encourage participants to work if they are able, which likely will be part-time, considering the population. Case Managers will work closely with participants in job maintenance, especially attempting to help resolve employer/employee disputes. If the Case Manager determines that employment provides limited opportunities for the participant because of cognitive limitations, mental health challenges, and/or drug or alcohol issues, the participant will be assisted in completing applications for additional benefits which will provide the income necessary for the participant to live independently.

The Case Manager will help participants maintain or increase their incomes and build personal and professional skills. Some of this work will be done in partnership with other agencies. ACTION-Housing enjoys strong relationships with numerous organizations who are expert at what they do. The Case Manager will follow-up with participants to ensure that any needed service was obtained.

ACTION-Housing has a network of landlords that have appropriate units in their inventories and charge no more than FMR, and sometimes less. ACTION-Housing will reach out to these private landlords to understand what units may be available and where they are located. ACTION-Housing has successfully housed MyPlace participants in a diversity of neighborhoods throughout Allegheny County. Further, ACTION-Housing will help participants negotiate appropriate and manageable lease agreements, incorporating utilities into the monthly rent whenever possible.

Because many of the landlords that the MyPlace program already works with have asked for more tenants, ACTION-Housing anticipates that the current network of landlords will be sufficient to generate enough units for the PSH program. Beginning with the submission of this proposal, ACTION-Housing will contact its current network of landlords to discuss PSH as an opportunity for them to rent more units.

If inventory does become an issue, either because of numbers of units or participants not meeting income criteria set by many landlords, ACTION-Housing will reach out to the local membership organization to which many landlords belong, as well as asking current landlords whom they know with apartment inventory.

3. Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work for the PSH Program.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Schedule: Because MyPlace currently operates with 65 slots, which is 87% of the capacity of the combined PSH and RRH proposed programs, most staff already are working in the program. Existing staff are trained, knowledgeable, and experienced in working with both the proposed populations. The best aspects of MyPlace will be carried over into the new programs (see #4.a. for a description of the new program as a hybrid model). Thus, implementation of PSH will begin immediately upon notification of funding, and participant referrals will be accepted as soon as DHS and the Link can send them.

Management Plan: The Program Administrator will supervise all other program staff. In addition to strong clinical skills, the Administrator has substantial experience in intensive case management, day-to-day program management, obtaining housing, supervising, and implementing programs. The Administrator has been with MyPlace for five years and reports directly to ACTION-Housing’s Executive Director.

The Social Services Strategy Manager works closely with the Program Administrator on data quality and analysis, program development and evaluation, program processes, building and strengthening relationships with partners and potential partners, DHS contracting, and preparing reports and other documents for DHS and HUD. This is an existing staff member who also reports directly to the Executive Director.

Completion of Work: The Program Administrator and the Social Services Strategy Manager are responsible for assuring all work for the MyPlace program is completed effectively and timely, with oversight by the Executive Director. The Program Administrator focuses on program-related work (i.e., participant engagement, interaction, and case management; participant files; HMIS entries; overseeing the budget; etc.), while the Social Services Strategy Manager focuses on more administrative work (i.e., contracting, reporting, data quality and analysis, program evaluation, etc.).

4. Describe your organization’s strategy to serve PSH Program Participants
 - a. The Target Population for the PSH Program is adults with a documented disability. Beyond that, the PSH Program does not identified a specific subpopulation focus. If your organization will propose serving a specific subpopulation, please identify it by completing the Population Focus chart below. Provide a narrative describing the specific subpopulation(s) and why you propose the specific focus.

PSH Program			
Population Focus			
Chronically Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth under 25	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with children	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
Other: Specify – Aged-out of foster care system X			

ACTION-Housing has significant experience in working with young adults ages 18-24 who have aged out of foster care and are homeless or at-risk of homelessness. The MyPlace program was founded

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

in 2010 when Allegheny County Department of Human Services (DHS) approached ACTION-Housing about starting a new supportive housing program for youth aging out of foster care in Allegheny County. The program began with a capacity of 20 individuals and specifically targeted those who faced imminent homelessness due to a lack of any other support structure. In 2012, MyPlace expanded capacity to 34 individuals. It has been a two-year Transitional Housing program.

But there was a subset of this population that, because of severe and chronic emotional and psychological issues, had difficulty adjusting to the high level of independence required by the scattered site program model. Thus, the Uptown Lofts, a single building consisting of 24 one-bedroom apartments was created. ACTION-Housing consistently has found that a “one-size fits all” approach to housing does not effectively meet the needs of every client, and that a variety of housing options is necessary to support a diverse population. The MyPlace population is no exception.

Since 2014, when Uptown Lofts was first planned, MyPlace was able to serve a total of 58 youth in scattered site units. The building opened in spring 2015 and the 58 units changed to 34 scattered sites and 24 facility-based (at the Lofts). With operating costs at the Lofts less than anticipated, MyPlace recently added 7 more scattered site units, for a total of 65 units (41 scattered sites, 24 facility-based). These additional 7 slots focused on youth in the same age group who are homeless but did not necessarily have involvement in the foster care system.

MyPlace provides youth who are homeless/at-risk of homelessness and have aged out of the foster care system, along with youth who are homeless and were not necessarily involved in child welfare, with housing and supportive services for up-to two years to help them adjust to independent living. Upon turning 18, many of these youth find themselves:

- abandoned by the system;
- often without a high-school diploma;
- homeless; and
- without basic life skills.

MyPlace helps participants transition to self-sufficiency. When youth enter the program, their primary worry often is meeting basic needs – food, shelter, and safety. Once they are safely housed, MyPlace Case Managers help participants address the collection of negative behaviors, the lack of learned positive behaviors, and frequently the unresolved emotional and psychological issues resulting from years in foster care. The goal is bigger than just providing housing – it is to ensure that these youth are equipped to provide permanent housing for themselves after up-to two years in the program.

Case Managers help participants increase their incomes, build personal and professional skills, and find their own permanent housing for when they graduate from the program. Case managers measure progress to ensure that participants are increasing their incomes and thus are on the path to self-sufficiency. A few participants even have completed college and/or graduate school while in the program. Such personal development comes directly from these young adults working closely with the Case Managers to progress toward independence and self-sufficiency.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

MyPlace participants are able to achieve independent living and permanent housing without assistance because Case Managers develop intensive, positive relationships with them and adopt specific, individualized plans to help participants realize long-term goals. The case manager is critical in guiding these vulnerable youth through the program as they develop skills necessary for self-sufficiency, including maintaining permanent housing without assistance.

MyPlace uses a “Housing First” model, with the understanding that providing stable housing eliminates the core burden from the participant, allowing him/her to then focus on employment, education, and other important life skills. Further, the staff and organization treat participants and potential participants with dignity and respect and fully recognize their right to self-determination, choosing where they want to live, if they will accept case management and other supportive services and which ones, etc. Barriers and preconditions for entry and retention in the program are very low, although staff do encourage, without requiring, participants to engage in supportive services that could help them as they progress to independence.

Due to the implications of HUD’s 2015 national funding decisions surrounding transitional housing and the subsequent vote by the local Homeless Advisory Board (HAB) to reallocate transitional housing programs, ACTION-Housing gave considerable thought and preparation to the role of the MyPlace program in this new landscape emphasizing the permanent housing paradigm.

MyPlace is oversubscribed with a significant wait list, and referrals come almost daily. Thus, ACTION-Housing is highly confident the need to continue housing and supportive services for homeless youth ages 18-24 who have aged out of foster care and for those who are homeless but did not have foster care involvement will endure.

The proposed MyPlace RRH and PSH programs are a hybrid, taking the most successful components of the existing MyPlace program and integrating them with permanent housing. Furthermore, DHS has expressed that there is significant need for MyPlace to expand its program to serve two additional populations, and this new program is configured to allow ACTION-Housing to continue with the two existing populations and begin working with the following two additional populations:

- youth ages 18-24 who aged out of foster care and have a documented disability, making them eligible for Permanent Supportive Housing (PSH); and
- youth ages 18-24 who aged out of foster care and are pregnant or a custodial parent (RRH).

The individuals to be served by the PSH program are delineated in the table immediately below. (The pregnant and parenting youth population will be discussed in the RRH section of ACTION-Housing’s application and is not included in this table.)

5 units: 1 BR, 1 bed
• Singles
• Scattered site
• Aged-out of foster care
• 1 Chronically Homeless

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

It is important to note that MyPlace already has successfully served numerous youth who have documented disabilities. These youth were referred to MyPlace in the same way as any other potential participant. Because it is a Housing First program, MyPlace has low barriers to entry and retention, and has enrolled youth regardless of whether they have a disability. Under this proposed PSH program, MyPlace now will be able to serve them even better, supporting them long-term.

ACTION-Housing is committed to serving homeless young adults with meaningful and relevant programs that include rental assistance and supportive services and is excited by the opportunities that the reallocation presents.

- b. In the charts below, summarize your organization’s proposed PSH Program. The numbers are intended to reflect your organization’s plan for the PSH Program at maximum capacity. Numbers should reflect a single point in time and not the number serviced over the course of a year or grant term.

PSH Program				
Persons in Households with at Least One Adult and One Child				
	Adults over age 24	Adults ages 18-24	Children under age 18	Total Persons
Chronically Homeless Non-Veterans	0	0	0	0
Chronically Homeless Veterans	0	0	0	0
Non-Chronically Homeless Veterans	0	0	0	0
Chronic Substance Abuse	0	0	0	0
People with HIV/AIDS	0	0	0	0
People with Severe Mentally Illness	0	0	0	0
Victims of Domestic Violence	0	0	0	0
People with a Physical Disability	0	0	0	0
People with a Developmental Disability	0	0	0	0
People not represented by listed subpopulations	0	0	0	0

PSH Program for Reallocation Funds			
Persons in Households without Children			
	Adults over age 24	Adults ages 18-24	Total Persons
Chronically Homeless Non-Veterans	0	0	0
Chronically Homeless Veterans	0	0	0
Non-Chronically Homeless Veterans	0	0	0
Chronic Substance Abuse	0	0	0
People with HIV/AIDS	0	0	0
People with Severe Mentally Illness	0	0	0
Victims of Domestic Violence	0	0	0
People with a Physical Disability	0	0	0

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

People with a Developmental Disability	0	0	0
People not represented by listed subpopulations CHRONICALLY HOMELESS NON-VETERANS WHO AGED-OUT OF FOSTER CARE	0	1	1
People not represented by listed subpopulations HOMELESS NON-VETERANS WHO AGED-OUT OF FOSTER CARE	0	4	4

PSH Program			
Persons in Households with Only Children			
	Accompanied Children under age 18	Unaccompanied Children under age 18	Total Persons
Chronically Homeless Non-Veterans	0	0	0
Chronically Homeless Veterans	0	0	0
Non-Chronically Homeless Veterans	0	0	0
Chronic Substance Abuse	0	0	0
People with HIV/AIDS	0	0	0
People with Severe Mentally Illness	0	0	0
Victims of Domestic Violence	0	0	0
People with a Physical Disability	0	0	0
People with a Developmental Disability	0	0	0
People not represented by listed subpopulations	0	0	0

Housing Type	Units	Beds	Dedicated Chronically Homeless Beds	Non-Chronically Homeless Beds
1 Bedroom	5	5	1	4

Households	Households with at least one adult and one child	Adult households without children	Households with Only Children	Total
Total number of households	0	5	0	5

Characteristics	Persons in households with at least one adult and one child	Adult persons in households without children	Persons in households with Only Children	Total
Adults over age 24	0	0	0	0

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Adults age 18-24	0	5	0	5
Accompanied children under age 18	0	0	0	0
Unaccompanied children under age 18	0	0	0	0
Total Persons	0	5	0	5

5. Describe your organization’s experience with the PSH Program target population and your chosen subpopulation.
See #4.a. above. In addition, ACTION-Housing has extensive experience working with homeless individuals who have disabilities. The organization has operated Braddock Apartments since 2001 and took over the management of what is now called McKeesport Downtown Housing (MDH) in 2010. Braddock is a PSH serving adults over age 18 with documented disabilities. MDH, housed in the old McKeesport YMCA, includes emergency shelter, Severe Weather Emergency Shelter, bridge housing, and Single Room Occupancy (SRO) programs, which covers the continuum from homeless through long-term permanent housing.

6. Describe your organization’s housing facility, facilities or sites for the PSH Program, including physical description, number of beds and geographic location.
All units will be 1-bedroom, scattered site apartments within Allegheny County. The Case Manager will help participants locate an appropriate unit (up to Fair Market Rent (FMR)) in the location of their choice. In MyPlace’s experience, it is usually extremely helpful to consider proximity to employment, education, and job training opportunities, as well as public transportation and informal networks, when searching for a unit. These needs often dictate that one’s search begin within the City and first-ring suburbs and, if no appropriate unit is found, spread out from there. In all cases, the Case Manager will encourage participants to thoughtfully consider where they search, and ultimately choose to live.

7. Describe your organization’s plan for coordinating with outside partners to ensure that the PSH Program is successful, including your plan for leveraging funds and support.
ACTION-Housing has a long history of collaborating with other providers to best serve the needs of its diverse populations. ACTION-Housing leverages funds and support from Allegheny County DHS, numerous local foundations, United Way of Southwestern PA, and community organizations that provide needed services to the target population. To ensure success of this PSH program, ACTION-Housing will use in-kind and/or cash for all of the necessary match and will leverage supportive services from partners to meet that requirement.

ACTION-Housing believes that organizational and program partnerships are crucial for program and participant success. For example, staff make mutual referrals to strong programs that will be able to help meet participants’ individual needs. Because staff know their participants and other programs well, staff can make the referral matches most likely to lead to success for the participant. Because of this strongly-held belief, ACTION-Housing staff will continue to engage in efforts with other homeless providers and DHS to build relationships through which coordination on behalf of participants more easily occurs.

To this end, ACTION-Housing participates with Allegheny County’s Continuum of Care by having a staff representative serve on the Homeless Advisory Board, Homeless Providers Network meetings,

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Continuum of Care Committee meetings, Local Housing Options Team (LHOT) meetings, and completing Point in Time and YOUth Count surveys. In addition, staff members consistently attend County trainings, actively participate in the County’s appeal process for housing programs, and attend regular Health Care for the Homeless meetings.

Further, at the Residences at Wood Street, ACTION-Housing collaborates with Community Human Services to provide onsite services including medical, psychiatric clinic services, and employment assistance. The Braddock Apartments site collaborates with Turtle Creek Valley MH/MR, Inc. to assist these residents in gaining stability and independence with access to mental health counseling and drug and alcohol treatment.

Agencies ACTION-Housing collaborates with at various properties and with various programs are: Primary Care Supportive Housing, Squirrel Hill Health Center, Community Human Services, Veterans Leadership Program, Homeless Children’s Education Fund, Auberle, New Foundations, The Bridge of Pittsburgh, East End Cooperative Ministries (EECM), POWER, First Step Recovery, Salvation Army, Turtle Creek Valley MH/MR, Healthcare for the Homeless, Pleasant Valley Shelter, Alle-Kiski Hope Center, United Way of Southwestern PA, Catholic Charities Free Health Clinic, North Hills Community Outreach, Persad, Neighborhood Legal Services, Allegheny Valley Association of Churches, Eastside Neighborhood Employment Center, Sisters Place, St. Vincent de Paul, Family Support Centers, Bridge to Independence, Light of Life Ministries, YWCA, Miryam’s Day Center, FamilyLinks, Center of Spirituality, House of Hope, Womanspace East, Women’s Center & Shelter, Mon Valley Providers’ Council, Jubilee Kitchen, Debra House, YouthWorks, CareerLink, Urban League of Greater Pittsburgh, Family First of Greater Pittsburgh, Welcome Home, FOCUS Pittsburgh, Greater Pittsburgh Community Food Bank, PA Office of Vocational Rehabilitation, and neighborhood food pantries.

8. In the following Supportive Services chart indicate who will provide the Supportive Services and how often PSH Program Participants will receive the Supportive Services. The chart has drop-down lists that provide specific answers for you to use. If your organization will not be providing or subcontracting the listed service in the chart, then do not complete that particular service. Provide a brief narrative on your organization’s plan for Supportive Services in the narrative box below.

PSH Program		
Supportive Service	Provider	Frequency
Assessment of Service Needs	Your organization	Bi-weekly
Assistance with Moving Costs	Your organization	As needed
Case Management	Your organization	Weekly
Child Care	Choose an item.	Choose an item.
Education Services	Your organization	As needed
Employment Assistance & Job Training	Your organization	Weekly
Food	Your organization	As needed
Housing Search & Counseling Services	Your organization	Weekly
Legal Services	Choose an item.	Choose an item.
Life Skills Training	Your organization	Monthly
Mental Health	Choose an item.	Choose an item.

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

Outpatient Health Services	Choose an item.	Choose an item.
Outreach Services	Choose an item.	Choose an item.
Substance Abuse Treatment	Choose an item.	Choose an item.
Transportation	Your organization	As needed
Utility Deposits	Your organization	As needed

MyPlace participants have access to all of the supportive services listed in the Supportive Service chart in #8. If the program does not provide a particular service needed by a participant, then Case Managers will link him/her to an appropriate provider. Case Managers will follow-up with participants weekly to see if appointments were made/kept and if the service is helpful for the participant. Additional referrals to other providers will be made when needed.

The Case Manager will meet with each participant weekly for the first two weeks after enrollment, and then either weekly or every other week, based on the participant's needs, to evaluate progress and continue providing intensive case management services. Case Managers work with participants on job search and refer to partner organizations if more extensive employment assistance and job training is needed. Once a participant is employed, the employment focus becomes job maintenance, and, if needed, how to progress to a job with self- or family-sustaining wages so that he/she will be able to retain housing without rental assistance and not return to homelessness.

Both hard and soft life skills are addressed in monthly group classes. If a participant misses a class, the Case Manager will provide an individual make-up session.

9. Describe your organization's plan to track and achieve the HUD performance standards for the PSH Program and fill out the chart below:

a. Maintaining permanent housing or exiting to permanent housing

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant's time in the program of progress made toward addressing his/her barriers to maintaining permanent housing without assistance.

Achieve: As detailed in #2 above, when a participant enrolls in the program, the Case Manager assists in completing a full strengths-based assessment of their skills, capabilities, and challenges, thereby creating a goal plan (i.e., action plan). This is a working goal plan that is tailored to each participant's needs and aspirations, and includes methods and the services needed for addressing the barriers that have prevented the participant from maintaining permanent housing. As a team, the Case Manager and participant will determine what needs and barriers can be addressed through intensive case management and monthly life skills classes and what linkages to other supportive services would be appropriate and helpful. As a working goal plan, it will evolve over the participant's time in the program to show progress toward addressing barriers and other goals, as well as including any newly identified issues, needs, and/or barriers and the means for addressing them.

b. Maintaining or increasing income

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

will be aware continuously throughout the participant’s time in the program of his/her success in maintaining or increasing income. Achieve: Please see #9.a. above.

- c. Maintaining or increasing non-cash benefits (e.g., Food Stamps, Medicaid or Private Health Insurance)
Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant’s time in the program of his/her success in maintaining or increasing non-cash benefits. Achieve: Please see #9.a. above. Also, staff will help participants apply for, and appeal if necessary, benefits for which they may be eligible and would be helpful, such as SNAP, Medicaid or private health insurance, etc.

PSH Program			
Housing Measures			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Participants remaining in permanent housing or exiting to permanent housing destinations at the end of the operating year	5	5	100%
Participants maintaining or increasing their total income (from all sources) at the end of the operating year	4	5	80%
Participants maintaining or increasing their non-cash benefits at the end of the operating year	4	5	80%

10. Describe other outcomes that your organization plans to achieve in the PSH Program and your organization’s plan for tracking and achieving those outcomes. Use the chart below to summarize those outcomes. Insert or delete lines/charts as necessary.

PSH Program
Additional Performance Measures
Participants will secure health care through public or private sources
Participants will obtain employment (likely part-time)
Participants will enroll in life skills courses
Participants will pay rent on-time and in full every month

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Secure health care	4	5	80%
Data source and data collection method: Case managers will collect data directly from participants and enter into case notes and case file only; due to the sensitive nature of this information and confidentiality requirements, physical and mental health care information will not be tracked in a spreadsheet.			
Specific data elements and formula proposed for calculating results: Number/percent of those who secured health care vs. did not secure			

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

Rationale for why the proposed measure is an appropriate indicator of performance:
Participants must take care of their physical and emotional health for their general well-being and in order to be as independent and self-sufficient as possible. Case Managers work with participants in securing appropriate health care that is accessible geographically, accepts their insurance, and meets their need.

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Obtain employment (likely part-time)	3	5	60%
Data source and data collection method: Case managers will collect data directly from participants and enter into case notes and case file, as well as HMIS and a spreadsheet used specifically for tracking the additional performance measure.			
Specific data elements and formula proposed for calculating results: Number/percent of those employed vs. not employed			
Rationale for why the proposed measure is an appropriate indicator of performance: In MyPlace’s significant experience with the proposed population, participants want and are able to work, at least part-time. Case Managers work closely with participants on job maintenance skills, including conflict resolution, and ensuring that the actual work is of interest to the individual. Being employed, even part-time helps participants be as independent and self-sufficient as they can be.			

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Enroll in life skills courses	5	5	100%
Data source and data collection method: Case managers will collect data directly from participants and enter into case notes and case file, as well as a spreadsheet used specifically for tracking the additional performance measure.			
Specific data elements and formula proposed for calculating results: Number/percent of those who enrolled vs. not enrolled, Number/percent of those who attended sessions vs. did not attend sessions			
Rationale for why the proposed measure is an appropriate indicator of performance: Sessions focus on helping participants become as independent and self-sufficient as possible. Sessions include (but are not limited to) budgeting, financial literacy, how to be a good tenant and neighbor, nutrition and meal preparation, effective communication, and conflict resolution.			

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Pay rent on-time every month	3	5	60%
Data source and data collection method: Case managers will collect data directly from the staff to whom participants pay rent. Case managers will enter data into case notes and case file, as well as a spreadsheet used specifically for tracking the additional performance measure.			
Specific data elements and formula proposed for calculating results:			

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Number/percent of those who paid rent on-time each month vs. not paid on-time
Rationale for why the proposed measure is an appropriate indicator of performance: Participants need to pay rent on-time and in full every month in order to remain in good standing while in the program and, if they exit the program, maintain their housing in the community. Expecting this behavior from the time one enters MyPlace will help participants learn to be responsible for their rent and thus their housing stability. Case Managers will work with participants to understand the importance of paying rent on-time and in full each month, as well as helping participants budget appropriately so that rent can be paid reliably.

11. Describe your organization's plan for managing referrals and securing beds for PSH Program Participants. Fill out the chart below.

Managing Referrals: MyPlace PSH will utilize the Housing First model and serve participants without regard to previous criminal history, clean time, employment, credit worthiness, or other barriers. Referrals will come from DHS' Allegheny Link, and MyPlace staff will be responsible for managing the referrals through HMIS. When there is an available unit, MyPlace staff will request a referral from the Link, contact that individual, and schedule an intake interview. The expectations for both the potential participant and the program will be discussed at length, and once the individual signs the Program Agreement, he/she will be enrolled in MyPlace PSH.

The May 2014 DHS commissioned study prepared by Kathy McCauley, I'll Never Get Used to It: Young People Living on the Street, (<http://www.alleghenycounty.us/WorkArea/DownloadAsset.aspx?id=41560>) found that there are significant numbers of young adults in need of housing and supportive services. If, however, vacant slots cannot be filled through the Link, ACTION-Housing will work closely with DHS to address this issue. A contingency plan includes outreach to local providers of homeless and other supportive services for referrals of their consumers, including the 412 Youth Zone, FamilyLinks DOCS shelter and transitional housing programs, and The Bridge of Pittsburgh.

Securing Beds: ACTION-Housing has a network of landlords that have appropriate units in their inventories and charge no more than FMR, and sometimes less. ACTION-Housing will reach out to these private landlords to understand what units may be available and where they are located. ACTION-Housing has successfully housed MyPlace participants in a diversity of neighborhoods throughout Allegheny County. Further, ACTION-Housing will help participants negotiate appropriate and manageable lease agreements, incorporating utilities into the monthly rent whenever possible.

Because many of the landlords that the MyPlace program already works with have asked for more tenants, ACTION-Housing anticipates that the current network of landlords will be sufficient to generate enough units for the PSH program. With the submission of this proposal and again when/if funding is secured, ACTION-Housing will contact its current network of landlords to discuss PSH as an opportunity for them to rent more units.

If inventory does become an issue, either because of numbers of units or participants not meeting income criteria set by many landlords, ACTION-Housing will reach out to the local membership organization to which many landlords belong, as well as asking current landlords whom they know with apartment inventory.

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

PSH Program	
Enter the percentage of Participants that will be coming from each of the following locations	
50%	Directly from the street or other locations not meant for human habitation
50%	Directly from emergency shelters
0%	Directly from safe havens
0%	From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens
0	Persons fleeing domestic violence
100%	Total of above percentages

12. Describe your organization’s ability to effectively utilize federal funds and performing the scope of services described in the RFP for the PSH Program within funding and time limitations.
As discussed previously, ACTION-Housing has substantial experience effectively utilizing federal HUD funds and Low Income Housing Tax Credits (LIHTC), as well as successfully providing housing and performing services for numerous populations: homeless, low-income, seniors, and individuals with disabilities. The federal funds and scope of services for this PSH program, in addition to the funding and time limitations, are mostly very similar to many of the services and programs ACTION-Housing currently provides. Thus, with all of its relevant experience, ACTION-Housing is confident that it can continue to effectively utilize federal funds and perform the scope of services within the funding and time limitations of the RFP.
13. Provide a detailed budget narrative that clearly supports the PSH Program.
This budget is for 5 participants with 1 bedroom apartments and a FMR of \$657.00 This is a 12 month budget. We have allocated .40 of a FTE (Full-time Equivalent staff person) for case management. This individual will be shared with the RRH program.
14. The charts below are HUD’s specific budget format. Use the charts to provide details on your organization’s budget for the proposed PSH Program.

PSH Program	
Select the costs for which funding is being requested	
Acquisition/Rehabilitation/New Construction	<input type="checkbox"/>
Leased Units	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operations	<input type="checkbox"/>
HMIS	<input type="checkbox"/>

PSH Program	
Rental Assistance Budget	
Total request for grant term	\$39,420

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Total units			5
Type of rental assistance	FMR Area	Total Units Requested	Total Request
TRA	Pittsburgh PA HUD Metro	5	\$39,420

Type of Rental Assistance: TRA

Options include tenant-based (TRA), sponsor-based (SRA) and project-based assistance (PRA). Each type has unique requirements and Proposers should refer to the 24 CFR 578.51 before making a selection.

Metropolitan or non-metropolitan fair market rent area: Metropolitan

Select the FY 2016 FMR area in which the project is located. The selected FMR area will be used to populate the rents in the chart below. See <https://www.huduser.gov/portal/datasets/fmr.html> for more information and how to determine your organization’s FMR area.

PSH Program Persons							
Rental Assistance Budget Detail							
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	5	X	\$657	X	12	=	\$39,420
2 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
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	Enter #	X	Enter \$	X	Enter #	=	Enter \$

PSH Program		
Supportive Services Budget		
Category	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs	Click here to enter text.	Enter \$
Assistance with Moving Costs	Click here to enter text.	Enter \$
Case Management	.40 of and FTE	\$16,894.29
Child Care	Click here to enter text.	Enter \$
Educational Services	Click here to enter text.	Enter \$
Employment Assistance	Click here to enter text.	Enter \$
Food	Click here to enter text.	Enter \$
Housing/Counseling Services	Click here to enter text.	Enter \$
Legal Services	Click here to enter text.	Enter \$
Life Skills	Click here to enter text.	Enter \$
Mental Health Services	Click here to enter text.	Enter \$
Outpatient Health Services	Click here to enter text.	Enter \$
Outreach Services	Click here to enter text.	Enter \$

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

Substance Abuse Treatment Services	Click here to enter text.	Enter \$
Transportation	Click here to enter text.	Enter \$
Utility Deposits	Click here to enter text.	Enter \$
Operating Costs	Click here to enter text.	Enter \$
Total Services Requested		\$16,894.29

PSH Program	
Summary for Match	
Total Value of Cash Commitments	\$15,064
Total Value of In-Kind Commitments	Enter \$
Total Value of All Commitments	\$15,064

PSH Program					
Summary for Leverage					
Total Value of Cash Commitments		Enter \$			
Total Value of In-Kind Commitments		\$135,240			
Total Value of All Commitments		\$135,240			
Match or Leverage	Type	Source	Contributor	Date of Commitment	Value of Commitments
Match	Cash	Private	ACTION-Housing	4/1/2017	\$15,064
Leverage	In-Kind	Private	Family Links	4/1/2017	\$12,550
Leverage	In-Kind	Private	The Bridge of Pittsburgh	4/1/2017	\$57,690
Leverage	In-Kind	Private	Auberle	4/1/2017	\$65,000

PSH Program			
Summary Budget			
Eligible Costs	Annual Assistance Requested	Grant Term	Total Assistance Requested for Grant Term
1a. Acquisition			Enter \$
1b. Rehabilitation			Enter \$
1c. New Construction			Enter \$
2a. Leased Units	Enter \$	Enter Time	Enter \$
2b. Leased Structures	Enter \$	Enter Time	Enter \$
3. Rental Assistance	\$39,420	1 year	\$39,420
4. Supportive Services	\$16,894	1 year	\$16,894
5. Operating	Enter \$	Enter Time	Enter \$
6. HMIS	Enter \$	Enter Time	Enter \$
7. Sub-total Costs Requested			\$56,314

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

8. Admin (up to 7%)		\$3,942
9. Total Assistance Plus Admin Requested		\$60,256
10. Cash Match		\$15,064
11. In-Kind Match		Enter \$
12. Total Match		\$15,064
13. Total Budget		\$75,320

Rapid Re-Housing (RRH) Program (65 points). If you are proposing an RRH Program, fill out the questions below. If you are not proposing a RRH Program, leave this section blank. Note that each program will be scored separately. Your response to this section should not exceed 15 pages.

1. Provide a unique Program name. Note that it cannot be called “[Your organization’s name] RRH.” MyPlace RRH
2. Provide a summary description of the entire scope of your organization’s proposed RRH Program. Through the MyPlace Rapid Re-Housing (RRH) program, ACTION-Housing will offer medium-term rental assistance and supportive services for up to 24 months, with the fundamental goal of supporting individuals and families as they progress from homelessness to permanent housing. Each participant will be assessed and a service/goal plan will be tailored to his/her needs. In this way, each participant will get “just enough” rental assistance and supportive services to help him/her establish independence and self-sufficiency. Based on experience, it is anticipated that most participants will benefit from a step-down plan for both rental assistance and supportive services.

The rental assistance will be for a minimum of 3 months and up to 24 months, based on when an individual is able to retain housing without assistance. Supportive services, based on each participant’s need and choice, can continue for up to 6 months after rental assistance ends, for a total of 24 months of total program support.

All rental assistance will be for tenant-based scattered site units within Allegheny County. Participants will locate the housing of their choice (up to Fair Market Rent (FMR)) in the location of their choice, with help as needed by the Case Manager. ACTION-Housing will comply with the Rental Assistance regulations for RRH, including having all leases in the name of the participant, with the participant’s rent responsibility at 30% of the household’s adjusted gross income. Participants will demonstrate a continued lack of sufficient resources and support networks to retain housing without assistance. Once a participant completes the program or no longer requires assistance, whichever comes first, he/she will have the option of staying in the housing unit and assuming full responsibility for payment of rent and utilities or moving to other permanent housing.

RRH participants will be eligible for financial assistance in the form of utility deposits, utility allowance, security deposits, and move-in assistance.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

When a participant enrolls in ACTION-Housing's RRH program, the Case Manager will assist in completing a strengths-based assessment of their skills and capabilities, creating a goal plan (i.e., action plan), and completing the entry assessment in HMIS. The working goal plan will be tailored to each participant's needs and aspirations, and through interviewing and discussion, the Case Manager will help the participant identify barriers to obtaining and maintaining housing. As a team, the Case Manager and participant will determine what needs and barriers can be addressed through intensive case management and what referrals to other supportive services would be appropriate and helpful.

As a working goal plan, it will evolve over the participant's time in the program to show progress toward addressing barriers and other goals, as well as including any newly identified issues, needs, and/or barriers and the means for addressing them.

The Case Manager will meet with staff from those agencies that have previously or are currently providing services to the participant. Based on experience with MyPlace, ACTION-Housing anticipates the organizations that will be involved with many of the RRH participants will be Auberle (412 Youth Zone), Persad, Mercy Behavioral Health, YouthWorks, FamilyLinks, and The Bridge of Pittsburgh.

Further, the Case Manager will assist or link each participant to GED classes/test, post-secondary education or training, and job training and employment services, as needed by the participant. The Case Manager and partner agencies will assist participants with job search, résumé preparation, job readiness, job shadowing, interviewing skills, and job retention (also called job maintenance). Also important will be life skills classes that include financial literacy, budgeting, job maintenance, how to be a good tenant/neighbor, nutrition and meal preparation, effective communication, and conflict resolution. Participants will be referred to partner agencies to: connect with essential services, such as both physical and mental health care, transportation, and legal aid; assist them in accessing the benefits to which the participant is entitled (e.g., SSI/SSD, SNAP, Medical Assistance, private health insurance, etc.); and address other barriers to obtaining and maintaining housing and self-sufficiency. The Case Manager will meet with each participant weekly for the first two weeks after enrollment, and then either weekly or every other week, based on the participant's needs, to evaluate progress and continue providing case management. The need for rental assistance also will be re-evaluated regularly to ensure that participants are receiving "just enough" of this support.

Once employment is obtained, the Case Manager will work closely with the participant in job maintenance, especially attempting to help resolve employer/employee disputes. If the Case Manager determines that employment provides limited opportunities for the participant because of mental health or drug/alcohol issues, the participant will be assisted in completing applications for additional benefits which will provide the income necessary for the participant to live independently.

The Case Manager will help participants increase their incomes and build personal and professional skills. Some of this work will be done in partnership with other agencies. ACTION-Housing enjoys strong relationships with a plethora of organizations who are expert at what they do. The Case Manager will follow-up with participants to ensure that any needed service was obtained.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

ACTION-Housing has a network of landlords that have appropriate units in their inventories and charge no more than FMR, and sometimes less. ACTION-Housing will reach out to these private landlords to understand what units may be available and where they are located. ACTION-Housing has successfully housed MyPlace participants in a diversity of neighborhoods throughout Allegheny County. Further, ACTION-Housing will help participants negotiate appropriate and manageable lease agreements, incorporating utilities into the monthly rent whenever possible.

Because many of the landlords that the MyPlace program already works with have asked for more tenants, ACTION-Housing anticipates that the current network of landlords will be sufficient to generate enough units for the RRH program. Beginning with the submission of this, ACTION-Housing will contact its current network of landlords to discuss RRH as an opportunity for them to rent units in the participant's name, as well as renting additional units.

If inventory does become an issue, either because of numbers of units or participants not meeting income criteria set by many landlords, ACTION-Housing will reach out to the local membership organization to which many landlords belong, as well as asking current landlords whom they know with apartment inventory.

3. Describe the estimated schedule for the proposed activities, the management plan and the method for assuring effective and timely completion of all work for the RRH Program.
Schedule: Because MyPlace currently operates with 65 slots, which is 87% of the capacity of the combined PSH and RRH proposed programs, most staff already are working in the program. Existing staff are trained, knowledgeable, and experienced in working with both the proposed populations. The best aspects of MyPlace will be carried over into the new programs (see #4.a. for a description of the new program as a hybrid model). Thus, implementation of RRH will begin immediately upon notification of funding, and participant referrals will be accepted as soon as DHS and the Link can send them.

Management Plan: The Program Administrator will supervise all other program staff. In addition to strong clinical skills, the Administrator has substantial experience in intensive case management, day-to-day program management, obtaining housing, supervising, and implementing programs. The Administrator has been with MyPlace for five years and reports directly to ACTION-Housing's Executive Director.

The Social Services Strategy Manager works closely with the Program Administrator on data quality and analysis, program development and evaluation, program processes, building and strengthening relationships with partners and potential partners, DHS contracting, and preparing reports and other documents for DHS and HUD. This is an existing staff member who also reports directly to the Executive Director.

Completion of Work: The Program Administrator and the Social Services Strategy Manager are responsible for assuring all work for the MyPlace program is completed effectively and timely, with oversight by the Executive Director. The Program Administrator focuses on program-related work (i.e., participant engagement, interaction, and case management; participant files; HMIS entries;

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

overseeing the budget; etc.), while the Social Services Strategy Manager focuses on more administrative work (i.e., contracting, reporting, data quality and analysis, program evaluation, etc.).

4. Describe your organization’s strategy to serve RRH Program Participants
 - a. The Target Population for the RRH Program is adults or families experiencing homelessness. Beyond that, the RRH Program does not identified a specific subpopulation focus. If your organization will propose serving a specific subpopulation, please identify it by completing the Population Focus chart below. Provide a narrative describing the specific subpopulation(s) and why you propose the specific focus.

RRH Program			
Population Focus			
Chronically Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth under 25	<input checked="" type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Families with children	<input checked="" type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
Other: Specify – Aged-out of foster care system X			

ACTION-Housing has significant experience in working with young adults ages 18-24 who have aged out of foster care and are homeless or at-risk of homelessness. The MyPlace program was founded in 2010 when Allegheny County Department of Human Services (DHS) approached ACTION-Housing about starting a new supportive housing program for youth aging out of foster care in Allegheny County. The program began with a capacity of 20 individuals and specifically targeted those who faced imminent homelessness due to a lack of any other support structure. In 2012, MyPlace expanded capacity to 34 individuals. It has been a two-year Transitional Housing program.

But there was a subset of this population that, because of severe and chronic emotional and psychological issues, had difficulty adjusting to the high level of independence required by the scattered site program model. Thus, Uptown Lofts, a single building consisting of 24 one-bedroom apartments was created. ACTION-Housing consistently has found that a “one-size fits all” approach to housing does not effectively meet the needs of every client, and that a variety of housing options is necessary to support a diverse population. The MyPlace population is no exception.

Since 2014, when Uptown Lofts was first planned, MyPlace was able to serve a total of 58 youth in scattered site units. The building opened in Spring 2015 and the 58 units changed to 34 scattered sites and 24 facility-based (at the Lofts). With operating costs at the Lofts less than anticipated, MyPlace recently added 7 more scattered site units, for a total of 65 units (41 scattered site, 24 facility-based). These additional 7 slots focused on youth in the same age group who are homeless but did not necessarily have involvement in the foster care system.

MyPlace provides youth who are homeless/at-risk of homelessness and have aged out of the foster care system, along with youth who are homeless and were not necessarily involved in

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

child welfare, with housing and supportive services for up-to two years to help them adjust to independent living. Upon turning 18, many of these youth find themselves:

- abandoned by the system;
- often without a high-school diploma;
- homeless; and
- without basic life skills.

MyPlace helps participants transition to self-sufficiency. When youth enter the program, their primary worry often is meeting basic needs: food, shelter, and safety. Once they are safely housed, MyPlace Case Managers help participants address the collection of negative behaviors, the lack of learned positive behaviors, and frequently the unresolved emotional and psychological issues resulting from years in foster care. The goal is bigger than just providing housing – it is to ensure that these youth are equipped to provide permanent housing for themselves after up-to two years in the program.

Case Managers help participants increase their incomes, build personal and professional skills, and find their own permanent housing for when they graduate from the MyPlace program. Case managers measure progress to ensure that participants are increasing their incomes and thus are on the path to self-sufficiency. A few participants even have completed college and/or graduate school while in the program. Such personal development comes directly from these young adults working closely with the Case Managers to progress toward independence and self-sufficiency.

MyPlace participants are able to achieve independent living and permanent housing without assistance because Case Managers develop intensive, positive relationships with them and adopt specific, individualized plans to help participants realize long-term goals. The case manager is critical in guiding these vulnerable youth through the program as they develop skills necessary for self-sufficiency, including maintaining permanent housing without assistance.

MyPlace uses a “Housing First” model, with the understanding that providing stable housing eliminates the core burden from the participant, allowing him/her to then focus on employment, education, and other important life skills. Further, the staff and organization treat participants and potential participants with dignity and respect and fully recognize their right to self-determination, choosing where they want to live, if they will accept case management and other supportive services and which ones, etc. Barriers and preconditions for entry and retention in the program are very low, although staff do encourage, without requiring, participants to engage in services that could help them as they progress to independence and self-sufficiency.

Due to the implications of HUD’s 2015 national funding decisions surrounding transitional housing and the subsequent vote by the local Homeless Advisory Board (HAB) to reallocate transitional housing programs, ACTION-Housing gave considerable thought and preparation to the role of the MyPlace program in this new landscape emphasizing the permanent housing paradigm.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

MyPlace is oversubscribed with a significant wait list, and referrals come almost daily. Thus, ACTION-Housing is highly confident the need to continue housing and supportive services for homeless youth ages 18-24 who have aged out of foster care and for those who are homeless but did not have foster care involvement will endure.

The proposed MyPlace RRH and PSH programs are a hybrid, taking the most successful components of the existing MyPlace program and integrating them with permanent housing. Furthermore, DHS has expressed that there is significant need for MyPlace to expand its program to serve two additional populations, and this new program is configured to allow ACTION-Housing to continue with the two existing populations and begin working with the following two additional populations:

- youth ages 18-24 who aged out of foster care and have a documented disability, making them eligible for Permanent Supportive Housing (PSH); and
- youth ages 18-24 who aged out of foster care and are pregnant or a custodial parent (RRH).

The individuals to be served by the RRH program by specific sub-populations, including pregnant and parenting youth, are delineated in the table immediately below. (The population that has a documented disability was discussed in the PSH section of ACTION-Housing’s application and is not included in this table.)

5 units: 2 BR, 2 beds	30 units: 1 BR, 1 bed	24 units: 1 BR, 1 bed	11 units: 1 BR, 1 bed
• Families	• Singles	• Singles	• Singles
• Scattered site	• Scattered site	• Facility-based	• Scattered site
• Aged-out of foster care	• Aged out of foster care	• Aged out of foster care	• Not aged out of foster care
• 0 Chronically Homeless	• 5 Chronically Homeless	• 8 Chronically Homeless	• 5 Chronically Homeless
• New population for MyPlace	• Existing MyPlace population	• Existing MyPlace population	• Existing MyPlace population

Due to the need, MyPlace has been interested in serving the pregnant and parenting sub-population. The proposed five slots represents the program’s effort at expanding programming to include these youth.

ACTION-Housing is committed to serving homeless young adult populations with meaningful and relevant programs that include rental assistance and supportive services and is excited by the opportunities that the reallocation presents.

- b. In the charts below, summarize your organization’s proposed RRH Program. The numbers are intended to reflect your organization’s plan for the RRH Program at maximum capacity. Numbers should reflect a single point in time and not the number serviced over the course of a year or grant term.

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

RRH Program				
Persons in Households with at Least One Adult and One Child				
	Adults over age 24	Adults ages 18-24	Children under age 18	Total Persons
Chronically Homeless Non-Veterans	0	0	0	0
Chronically Homeless Veterans	0	0	0	0
Non-Chronically Homeless Veterans	0	0	0	0
Chronic Substance Abuse	0	0	0	0
People with HIV/AIDS	0	0	0	0
People with Severe Mentally Illness	0	0	0	0
Victims of Domestic Violence	0	0	0	0
People with a Physical Disability	0	0	0	0
People with a Developmental Disability	0	0	0	0
People not represented by listed subpopulations <i>NON-CHRONICALLY HOMELESS NON-VETERAN CUSTODIAL PARENTS/PREGNANT YOUTH WHO AGED-OUT OF FOSTER CARE SYSTEM</i>	0	5	5	10

RRH Program			
Persons in Households without Children			
	Adults over age 24	Adults ages 18-24	Total Persons
Chronically Homeless Non-Veterans	0	0	0
Chronically Homeless Veterans	0	0	0
Non-Chronically Homeless Veterans	0	0	0
Chronic Substance Abuse	0	0	0
People with HIV/AIDS	0	0	0
People with Severe Mentally Illness	0	0	0
Victims of Domestic Violence	0	0	0
People with a Physical Disability	0	0	0
People with a Developmental Disability	0	0	0
People not represented by listed subpopulations <i>CHRONICALLY HOMELESS NON-VETERANS WHO AGED-OUT OF FOSTER CARE</i>	0	13	13
People not represented by listed subpopulations <i>HOMELESS NON-VETERANS WHO AGED-OUT OF FOSTER CARE</i>	0	41	41
People not represented by listed subpopulations <i>CHRONICALLY HOMELESS NON-VETERANS</i>	0	5	5
People not represented by listed subpopulations <i>HOMELESS NON-VETERANS</i>	0	6	6

RRH Program

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Persons in Households with Only Children			
	Accompanied Children under age 18	Unaccompanied Children under age 18	Total Persons
Chronically Homeless Non-Veterans	0	0	0
Chronically Homeless Veterans	0	0	0
Non-Chronically Homeless Veterans	0	0	0
Chronic Substance Abuse	0	0	0
People with HIV/AIDS	0	0	0
People with Severe Mentally Illness	0	0	0
Victims of Domestic Violence	0	0	0
People with a Physical Disability	0	0	0
People with a Developmental Disability	0	0	0
People not represented by listed subpopulations	0	0	0

Housing Type	Units	Beds	Dedicated Chronically Homeless Beds	Non-Chronically Homeless Beds
1 Bedroom	65	65	18	47
2 Bedroom	5	10	0	10

Households	Households with at least one adult and one child	Adult households without children	Households with only children	Total
Total number of households	5	65	0	70

Characteristics	Persons in households with at least one adult and one child	Adult persons in households without children	Persons in households with only children	Total
Adults over age 24	0	0	0	0
Adults age 18-24	5	65	0	70
Accompanied children under age 18	5	0	0	5
Unaccompanied children under age 18	0	0	0	0
Total Persons	10	65	0	75

5. Describe your organization's experience with the RRH Program target population and your chosen subpopulation.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

See #4.a. above.

6. Describe your organization's housing sites for the RRH Program.
- a. How your organization will consider the needs of RRH Clients and the barriers that are currently preventing them from obtaining and maintaining housing and those needs and barriers will be addressed through case management
- During the intake interview, staff initially determine the barriers that prevent a participant from obtaining and maintaining housing. When a participant enrolls in the program, the Case Manager assists in completing a full strengths-based assessment of their skills, capabilities, and challenges, thereby creating a goal plan (i.e., action plan). This is a working goal plan that is tailored to each participant's needs and aspirations, and includes methods and the services needed for addressing the barriers that have prevented the participant from obtaining and maintaining housing. As a team, the Case Manager and participant will determine what needs and barriers can be addressed through intensive case management and monthly life skills classes and what linkages to other supportive services would be appropriate and helpful.

- b. How your organization will identify appropriate scattered site units and ensure that rents are reasonable (include your organization's definition of reasonableness)
- Participants will locate apartments of their choice, within Allegheny County and the FMR limit. The Case Manager will help, as needed. Once a unit is identified, MyPlace staff determine rent reasonableness by considering the gross rent of a unit and the location, quality, size, type, and age of the unit, as well as any amenities, such as maintenance and utilities, to be provided by the landlord. This information is then compared to other listings for the neighborhood and property managers who have inventory in the neighborhood. Reviewing rent comparables in this way is an industry standard method of determining rent reasonableness.

Please see #6.c. immediately below for the explanation about how ACTION-Housing will identify appropriate scattered site units.

- c. Your organization's plan for recruiting and working with landlords and other homeless services providers
- ACTION-Housing has a network of landlords that have appropriate units in their inventories and charge no more than FMR, and sometimes less. ACTION-Housing will reach out to these private landlords to understand what units may be available and where they are located. ACTION-Housing has successfully housed MyPlace participants in a diversity of neighborhoods throughout Allegheny County.

Because many of the landlords that the MyPlace program already works with have asked for more tenants, ACTION-Housing anticipates that the current network of landlords will be sufficient to generate enough units for the RRH program. With the submission of this proposal and again when/if funding is secured, ACTION-Housing will contact its current network of landlords to discuss RRH as an opportunity for them to rent more units and with the lease and utilities in the tenant's name. Also, as an owner and manager of nearly 2,000 housing units, ACTION-Housing is well-known among many property managers and larger landlords in

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Allegheny County; these working relationships will be tapped, as appropriate, in the search for scattered site apartments for MyPlace participants.

If inventory does become an issue, either because of numbers of units or participants not meeting income criteria set by many landlords, ACTION-Housing will reach out to the local membership organization to which many landlords belong, as well as asking current landlords whom they know with apartment inventory.

Further, as mentioned in the May 20, 2016 DHS training with Mike Lindsay of ICF International, other local communities are changing the dialogue with landlords to a community-wide response to homelessness. ACTION-Housing welcomes the opportunity to work with DHS and other homeless services providers to engage in similar work in Allegheny County.

ACTION-Housing also works with other homeless services providers by leasing affordable units to those organizations for their participants. Of course, MyPlace always considers ACTION-Housing's inventory when helping participants search for an appropriate unit.

- d. Your organization's plan for assessing the suitability of scattered site units for habitation by RRH Participants

Once MyPlace staff determine rent reasonableness for a unit, they then assess the suitability of the unit by performing an inspection to meet Housing Quality Standards (HQS), including safety, location, and any needed accessibility features. Staff are not looking for code compliance but possible health or safety hazards, such as a missing smoke detector. A checklist is used to ensure that all HQS criteria are met. If the inspection determines that a landlord needs to make some changes, such as installing a smoke detector, then the unit is re-inspected after the necessary changes so that the unit can be determined to meet suitability requirements.

- e. Where your organization's plan on locating the scattered site units in the County
As described in #2 above, all rental assistance will be for tenant-based scattered site units within Allegheny County. Participants will locate the housing of their choice (up to Fair Market Rent (FMR)) in the location of their choice, with help as needed by the Case Manager. In MyPlace's experience, it is usually extremely helpful to consider proximity to employment, education, and job training opportunities, as well as public transportation, when searching for a unit. These needs often dictate that one's search begin within the City and first-ring suburbs and, if no appropriate unit is found, spread out from there. In all cases, the Case Manager will encourage participants to thoughtfully consider where they search, and ultimately choose, to live.

Participants who need a higher level of support, as determined in the intake interview, will be encouraged to consider a unit in the facility-based Uptown Lofts. Here, Case Managers and Case Aides will be available on-site for significant portions of the day and evening, able to provide support and guidance for more than just a weekly case management session.

7. Describe your organization's plan for coordinating with outside partners to ensure that the RRH Program is successful, including your plan for leveraging funds and support.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

ACTION-Housing has a long history of collaborating with other providers to best serve the needs of our diverse populations. ACTION-Housing leverages funds and support from Allegheny County DHS, numerous local foundations, United Way of Southwestern PA, and community organizations that provide needed services to the target population. To ensure success of this RRH program, ACTION-Housing will use in-kind and/or cash for all of the necessary match and will leverage supportive services from partners to meet that requirement.

ACTION-Housing believes that organizational and program partnerships are crucial for program and participant success. For example, staff make mutual referrals to strong programs that will be able to help meet participants' individual needs. Because staff know their participants and other programs well, staff can make the referral matches most likely to lead to success for the participant. Because of this strong-held belief, ACTION-Housing staff will continue to engage in efforts with other homeless providers and DHS to build relationships through which coordination on behalf of participants more easily occurs.

To this end, ACTION-Housing participates with Allegheny County's Continuum of Care by having a staff representative serve on the Homeless Advisory Board, Homeless Providers Network meetings, Continuum of Care Committee meetings, LHOT meetings, and completing Point in Time and YOUth Count surveys. In addition, staff members consistently attend County trainings, actively participate in the County's appeal process for housing programs, and attend regular Health Care for the Homeless meetings.

Further, at the Residences at Wood Street, ACTION-Housing collaborates with Community Human Services to provide onsite services including medical, psychiatric clinic services, and employment assistance. The Braddock Apartments site collaborates with Turtle Creek Valley MH/MR, Inc. to assist these residents in gaining stability and independence with access to mental health counseling and drug and alcohol treatment.

Agencies ACTION-Housing collaborates with at various properties and with various programs are: Primary Care Supportive Housing, Squirrel Hill Health Center, Community Human Services, Veterans Leadership Program, Homeless Children's Education Fund, Auberle, New Foundations, The Bridge of Pittsburgh, East End Cooperative Ministries (EECM), POWER, First Step Recovery, Salvation Army, Turtle Creek Valley MH/MR, Healthcare for the Homeless, Pleasant Valley Shelter, Alle-Kiski Hope Center, United Way of Southwestern PA, Catholic Charities Free Health Clinic, North Hills Community Outreach, Persad, Neighborhood Legal Services, Allegheny Valley Association of Churches, Eastside Neighborhood Employment Center, Sisters Place, St. Vincent de Paul, Family Support Centers, Bridge to Independence, Light of Life Ministries, YWCA, Miryam's Day Center, FamilyLinks, Center of Spirituality, House of Hope, Womanspace East, Women's Center & Shelter, Mon Valley Providers' Council, Jubilee Kitchen, Debra House, YouthWorks, CareerLink, Urban League of Greater Pittsburgh, Family First of Greater Pittsburgh, Welcome Home, FOCUS Pittsburgh, Greater Pittsburgh Community Food Bank, PA Office of Vocational Rehabilitation, and neighborhood food pantries.

8. In the following Supportive Services chart indicate who will provide the Supportive Services and how often RRH Program Participants will receive the Supportive Services. The chart has drop-down lists

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

that provide specific answers for you to use. If your organization will not be providing or subcontracting the listed service in the chart, then do not complete that particular service. Provide a brief narrative on your organization’s plan for Supportive Services in the narrative box below.

RRH Program		
Supportive Service	Provider	Frequency
Assessment of Service Needs	Your organization	Bi-weekly
Assistance with Moving Costs	Your organization	As needed
Case Management	Your organization	Weekly
Child Care	Choose an item.	Choose an item.
Education Services	Your organization	As needed
Employment Assistance & Job Training	Your organization	Weekly
Food	Your organization	As needed
Housing Search & Counseling Services	Your organization	Weekly
Legal Services	Choose an item.	Choose an item.
Life Skills Training	Your organization	Monthly
Mental Health	Choose an item.	Choose an item.
Outpatient Health Services	Choose an item.	Choose an item.
Outreach Services	Choose an item.	Choose an item.
Substance Abuse Treatment	Choose an item.	Choose an item.
Transportation	Your organization	As needed
Utility Deposits	Your organization	As needed

MyPlace participants have access to all of the supportive services listed in the Supportive Service chart in #8. If the program does not provide a particular service needed by a participant, then Case Managers will link him/her to an appropriate provider. Case Managers will follow-up with participants weekly to see if appointments were made/kept and if the service is helpful for the participant. Additional referrals to other providers will be made when needed.

The Case Manager will meet with each participant weekly for the first two weeks after enrollment, and then either weekly or every other week, based on the participant’s needs, to evaluate progress and continue providing case management services. Case Managers work with participants on job search and refer to partner organizations if more extensive employment assistance and job training is needed. Once a participant is employed, the employment focus becomes job maintenance, and, if needed, how to progress to a job with self- or family-sustaining wages so that he/she will be able to retain housing without rental assistance and not return to homelessness.

Both hard and soft life skills are addressed in monthly group classes. If a participant misses a class, the Case Manager will provide an individual make-up session.

9. Describe your organization’s plan to track and achieve the HUD performance standards for the RRH Program and fill out the chart below:
 - a. Maintaining permanent housing

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant's time in the program of progress made toward addressing his/her barriers to obtaining and maintaining housing without assistance. Once barriers are addressed and a participant is able to retain housing without assistance, the Case Manager will continue to provide case management and supportive services for up to 6 months after the rental assistance ends, for a total of up to 24 months of total program support. In this way, staff will be able to track participants' continued ability to maintain permanent housing and help resolve any issues that may arise and threaten their housing stability.

Achieve: As detailed in #2 above, when a participant enrolls in the program, the Case Manager assists in completing a full strengths-based assessment of their skills, capabilities, and challenges, thereby creating a goal plan (i.e., action plan). This is a working goal plan that is tailored to each participant's needs and aspirations, and includes methods and the services needed for addressing the barriers that have prevented the participant from obtaining and maintaining housing. As a team, the Case Manager and participant will determine what needs and barriers can be addressed through case management and monthly life skills classes and what linkages to other supportive services would be appropriate and helpful. As a working goal plan, it will evolve over the participant's time in the program to show progress toward addressing barriers and other goals, as well as including any newly identified issues, needs, and barriers and the means for addressing them.

b. Maintaining or increasing income

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant's time in the program of his/her success in maintaining or increasing income.

Achieve: Please see #9.a. above.

c. Maintaining or increasing non-cash benefits

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant's time in the program of his/her success in maintaining or increasing non-cash benefits.

Achieve: Please see #9.a. above. Also, staff will help participants apply for, and appeal if necessary, benefits for which they may be eligible and would be helpful, such as SNAP, Medicaid or private health insurance, SSI/SSD, etc.

d. Obtaining employment

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant's time in the program of his/her success in obtaining and maintaining employment.

Achieve: Please see #9.a. above. Also, staff encourage all participants to work and help and support them in job search and job maintenance.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

- e. Returning to homelessness in six and 12 months

Track: Staff will use HMIS to track this performance standard. If a participant returns to homelessness within the time that he/she is receiving supportive services for up-to 6 months after rental assistance ends, the Case Manager again will work intensively with him/her to address barriers and re-house.

Achieve: Please see #9.a. above. Also, staff provide intensive case management to all participants who accept the service throughout their time in the program. The goal of this intensive case management, as well as the link to other supportive services, is housing stability, self-sufficiency, and independence, thereby preventing a return to homelessness.

- f. Utilizing supportive services

Track: Case Managers will collect data directly from participants and enter into case notes, case file, and HMIS to track this performance standard. Through case management sessions, staff will be aware continuously throughout the participant’s time in the program of his/her utilization of supportive services.

Achieve: Please see #9.a. above. While, MyPlace does not require participants to utilize any supportive services for entry or retention in the program (a principle of the Housing First model), staff do encourage participants to utilize supportive services that can help them progress to independence and self-sufficiency.

RRH Program			
Housing Measures			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Participants remaining in permanent housing	60	70	86%
Participants maintaining or increasing their total income (from all sources) at the end of the operating year	53	70	76%
Participants maintaining or increasing their non-cash benefits at the end of the operating year	53	70	76%
Participants obtaining employment	53	70	76%
Participants returning to homelessness in six months	1	20	5%
Participants returning to homelessness in 12 months	3	35	9%
Participants utilizing supportive services	60	70	86%

10. Describe other outcomes that your organization plans to achieve in the RRH Program and your organization’s plan for tracking and achieving those outcomes. Use the chart below to summarize those outcomes. Insert or delete lines/charts as necessary.

RRH Program
Additional Performance Measures
Participants will enroll in life skills courses
Participants who need mental health outpatient services will be linked to said services
Participants will enroll in post-secondary education and/or job training
Participants will pay rent on-time and in full every month

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Enroll in life skills courses	70	70	100%
Data source and data collection method: Case managers will collect data directly from participants and enter into case notes and case file, as well as a spreadsheet used specifically for tracking the additional performance measure.			
Specific data elements and formula proposed for calculating results: Number/percent of those enrolled vs. not enrolled, Number/percent of those attended sessions vs. did not attend sessions			
Rationale for why the proposed measure is an appropriate indicator of performance: Sessions focus on helping participants become independent and self-sufficient. Sessions include (but are not limited to) budgeting, financial literacy, how to be a good tenant and neighbor, nutrition and meal preparation, effective communication, and conflict resolution.			

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Link to mental health outpatient services for those who need this service	35	35	100%
Data source and data collection method: Case managers will assess whether a participant is in need of outpatient mental health (MH) services and will link them to appropriate services, if that need is determined. Case Managers will follow-up with linked participants weekly to see if appointments were made/kept and if the service is helpful for the participant. Additional referrals to other providers will be made when needed. Data will be tracked in case notes and case file. MH data will not be tracked by spreadsheet like other additional performance measures, due to the sensitivity and higher level of confidentiality necessary for such data.			
Specific data elements and formula proposed for calculating results: Number/percent of those in need of link to outpatient MH services vs. not in need of linkage, Number/percent of those linked making/keeping appointments vs. not making/keeping appointments			
Rationale for why the proposed measure is an appropriate indicator of performance: MyPlace's extensive experience with the proposed population is that many of the participants are in need of outpatient MH services; they may have suffered from years of abuse and trauma, and most face a range of unresolved emotional/psychological issues that can be barriers to progressing toward independence and self-sufficiency. Linking participants to said services will help them work through and deal with these issues, thereby helping to ensure their successful exit from MyPlace.			

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Enroll in post-secondary education and/or job training	32	70	46%
Data source and data collection method:			

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Case managers will collect data directly from participants and enter into case notes and case file, as well as a spreadsheet used specifically for tracking the additional performance measure.
Specific data elements and formula proposed for calculating results: Number/percent of those enrolled vs. not enrolled (post-secondary ed and job training), Number/percent of those attended vs. did not attend (job training only)
Rationale for why the proposed measure is an appropriate indicator of performance: In order to be self-sufficient, a high school diploma or GED is seldom enough in today's economy. Case Managers will help participants: assess their career aspirations and readiness through standardized career assessment tools; research educational and/or job training programs for relevancy and affordability; and enroll and apply for financial aid for the program that is the best fit for the participant and his/her goals.

Additional Performance Measures Detail			
Proposed Measure	Target (#)	Universe (#)	Target (%)
Pay rent on-time and in full every month	42	70	60%
Data source and data collection method: Case managers will collect data directly from the staff to whom participants pay rent. Case managers will enter data into case notes and case file, as well as a spreadsheet used specifically for tracking the additional performance measure.			
Specific data elements and formula proposed for calculating results: Number/percent of those who paid rent on-time and in full each month vs. not paid on-time and in full, Number/percent of those who paid rent on-time each month vs. not paid on time, Number/percent of those who paid rent in full each month vs. not paid in full			
Rationale for why the proposed measure is an appropriate indicator of performance: Participants need to pay rent on-time and in full every month in order to maintain their housing while in the program and after graduation. Expecting this behavior from the time one enters MyPlace will help participants learn to be responsible for their rent and thus their housing stability. Case Managers will work with participants to understand the importance of paying rent on-time and in full each month, as well as helping participants budget appropriately so that rent can be paid reliably.			

15. Describe your organization's plan for managing referrals and securing housing for RRH Program Participants. Fill out the chart below.

Managing Referrals: MyPlace RRH will utilize the Housing First model and serve participants without regard to previous criminal history, clean time, employment, credit worthiness, or other barriers. Referrals will come from DHS' Allegheny Link system, and MyPlace staff will be responsible for managing the referrals through HMIS. When there is an available unit, MyPlace staff will request a referral from the Link, contact that individual, and schedule an intake interview. The expectations for both the potential participant and the program will be discussed at length, and once the individual signs the Program Agreement, he/she will be enrolled in MyPlace RRH.

The May 2014 DHS commissioned study (prepared by Kathy McCauley), *I'll Never Get Used to It: Young People Living on the Street*, (<http://www.alleghenycounty.us/WorkArea/DownloadAsset.aspx?id=41560>) found that there are significant numbers of young adults in need of housing and supportive services. If, however, vacant

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

slots cannot be filled through the Link, ACTION-Housing will work closely with DHS to address this issue. A contingency plan includes outreach to local providers of homeless and other supportive services for referrals of their consumers, including the 412 Youth Zone, FamilyLinks DOCS shelter and transitional housing programs, and The Bridge of Pittsburgh.

Securing Beds: As mentioned in #6.c., above, ACTION-Housing has a network of landlords that have appropriate units in their inventories and charge no more than FMR, and sometimes less. ACTION-Housing will reach out to these private landlords to understand what units may be available and where they are located. ACTION-Housing has successfully housed MyPlace participants in a diversity of neighborhoods throughout Allegheny County. Further, ACTION-Housing will help participants negotiate appropriate and manageable lease agreements, incorporating utilities into the monthly rent whenever possible.

Because many of the landlords that the MyPlace program already works with have asked for more tenants, ACTION-Housing anticipates that the current network of landlords will be sufficient to generate enough units for the RRH program. With the submission of this proposal and again when/if funding is secured, ACTION-Housing will contact its current network of landlords to discuss RRH as an opportunity for them to rent more units.

If inventory does become an issue, either because of numbers of units or participants not meeting income criteria set by many landlords, ACTION-Housing will reach out to the local membership organization to which many landlords belong, as well as asking current landlords whom they know with apartment inventory.

RRH Program	
Enter the percentage of Participants that will be coming from each of the following locations	
50%	Directly from the street or other locations not meant for human habitation
50%	Directly from emergency shelters
0%	Directly from safe havens
0%	Persons fleeing domestic violence
100%	Total of above percentages

11. Describe your organization’s ability to effectively utilize federal funds and performing the scope of services described in the RFP for the RRH Program within funding and time limitations.
As discussed previously, ACTION-Housing has substantial experience effectively utilizing federal HUD funds and Low Income Housing Tax Credits (LIHTC), as well as successfully providing housing and performing services for numerous populations: homeless, low-income, seniors, and individuals with disabilities. The federal funds and scope of services for this RRH program, in addition to the funding and time limitations, are mostly very similar to many of the services and programs ACTION-Housing currently provides. Thus, with all of its relevant experience, ACTION-Housing is confident that it can continue to effectively utilize federal funds and perform the scope of services within the funding and time limitations of the RFP.

12. Provide a detailed budget narrative that clearly supports the RRH Program.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

This budget is for a total of 70 participants: 65 with 1 bedroom apartments with a FMR of \$657.00, and 5 participants with 2 bedroom apartments with a FMR of \$827. This is a 12 month budget. We have allocated 6 FTE(Fulltime Equivalent staff) for case management. This will be a combination of Case Managers and Case Aides.

13. The charts below are HUD’s specific budget format. Use the charts to provide details on your organization’s budget for the proposed RRH Program.

RRH Program	
Select the costs for which funding is being requested	
Acquisition/Rehabilitation/New Construction	<input type="checkbox"/>
Leased Units	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
Operations	<input type="checkbox"/>
HMIS	<input type="checkbox"/>

RRH Program			
Rental Assistance Budget			
Total request for grant term			\$562,080
Total units			70
Type of rental assistance	FMR Area	Total Units Requested	Total Request
TRA	Pittsburgh PA HUD Metro	70	\$562,080

Type of Rental Assistance: TRA

Options include tenant-based (TRA), sponsor-based (SRA), and project-based assistance (PRA). Each type has unique requirements and Proposers should refer to the 24 CFR 578.51 before making a selection.

Metropolitan or non-metropolitan fair market rent area: Metropolitan

Select the FY 2016 FMR area in which the project is located. The selected FMR area will be used to populate the rents in the chart below. See for more information and how to determine your organization’s FMR area.

RRH Program							
Rental Assistance Budget Detail							
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	65	X	\$657	X	12	=	\$512,460
2 bedroom	5	X	\$827	X	12	=	\$ 49,620
3 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

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	70	X	Enter \$	X	12	=	\$562,080

RRH Program		
Supportive Services Budget		
Category	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs	Click here to enter text.	Enter \$
Assistance with Moving Costs	Click here to enter text.	Enter \$
Case Management	6 FTE's	\$240,891
Child Care	Click here to enter text.	Enter \$
Educational Services	Click here to enter text.	Enter \$
Employment Assistance	Click here to enter text.	Enter \$
Food	Click here to enter text.	Enter \$
Housing/Counseling Services	Click here to enter text.	Enter \$
Legal Services	Click here to enter text.	Enter \$
Life Skills	Click here to enter text.	Enter \$
Mental Health Services	Click here to enter text.	Enter \$
Outpatient Health Services	Click here to enter text.	Enter \$
Outreach Services	Click here to enter text.	Enter \$
Substance Abuse Treatment Services	Click here to enter text.	Enter \$
Transportation	Click here to enter text.	Enter \$
Utility Deposits	Click here to enter text.	Enter \$
Operating Costs	Click here to enter text.	Enter \$
Total Services Requested		\$240,891

RRH Program	
Summary for Match	
Total Value of Cash Commitments	\$214,795
Total Value of In-Kind Commitments	Enter \$
Total Value of All Commitments	\$214,795

RRH Program					
Summary for Leverage					
Total Value of Cash Commitments					
Total Value of In-Kind Commitments		\$1,893,660			
Total Value of All Commitments		\$1,893,660			
Match or Leverage	Type	Source	Contributor	Date of Commitment	Value of Commitments

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

Match	Cash	Private	ACTION-Housing	4/1/2017	\$214,795
Leverage	In-Kind	Private	Family Links	4/1/2017	\$175,700
Leverage	In-Kind	Private	The Bridge of Pittsburgh	4/1/2017	\$807,660
Leverage	In-Kind	Private	Auberle	4/1/2017	\$910,000

RRH Program			
Summary Budget			
Eligible Costs	Annual Assistance Requested	Grant Term	Total Assistance Requested for Grant Term
1a. Acquisition			Enter \$
1b. Rehabilitation			Enter \$
1c. New Construction			Enter \$
2a. Leased Units	Enter \$	Enter Time	Enter \$
2b. Leased Structures	Enter \$	Enter Time	Enter \$
3. Rental Assistance	\$562,080	1 year	\$562,080
4. Supportive Services	\$240,891	1 Year	\$240,891
5. Operating	Enter \$	Enter Time	Enter \$
6. HMIS	Enter \$	Enter Time	Enter \$
7. Sub-total Costs Requested			\$802,971
8. Admin (up to 7%)			\$ 56,208
9. Total Assistance Plus Admin Requested			\$859,179
10. Cash Match			\$214,795
11. In-Kind Match			0
12. Total Match			\$214,795
13. Total Budget			\$1,073,974

ATTACHMENTS

Please submit the following attachments with your Response Form. These can be found at:
[http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-\(RFP/RFQ/RFI\).aspx](http://www.alleghenycounty.us/Human-Services/Resources/Doing-Business/Solicitations-(RFP/RFQ/RFI).aspx)

- Cover Page
- Allegheny County Vendor Creation Form
- W-9 Form
- MWDBE Participation Statement or Waiver Statement
- Audited Financial Report

CERTIFICATION

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2016 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

Please read the below statement and check the box to indicate agreement with its content.

By submitting this Proposal, I certify and represent to the County that all submitted materials are my work and that all responses are true and accurate.