

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.

Domestic Violence (DV) has been identified as a primary cause of homelessness across the U.S. (NCADV, "Domestic Violence and Housing," 2010). Many callers who are seeking emergency shelter at Center for Victims (CV) are currently experiencing DV and are in immediate danger from their partner with no other safe housing options. Center for Victims has been providing emergency shelter services for 40 years. In addition CV has provided transitional housing via rapid rehousing model for 9 years.

CV's emergency shelter has 24 beds and 3 cribs for any individual or family fleeing domestic violence. Additionally CV utilized 8 townhouses and 2 apartments, 27 additional beds, for transitional housing using the rapid rehousing model. Domestic Violence victims are least 18 years of age, victim of domestic violence, homeless or both. Can be single (no children) or can have children. Both male and female children are eligible (with parent) up until the age of 18. Emergency Shelter is provided to male and female victims of domestic violence. For the past 9 years for CV's transitional housing via rapid rehousing model the following is CV's outcomes for the past 3 years:

- 86% average utilization for 3 years
- 82% average move to permanent housing
- 96.5% average maintains or increase income
- 51.3% average employed at exit
- 91.6% average increase non-cash income at exit

Over the past 40 years CV has been program and fiscally monitored hundreds of times by federal, state and county monitors and always been in compliance. Additionally we have an independent fiscal audit done every year and have no management letter with internal control recommendations or other findings.

| |
|---------------------------------|
| Current Housing Programs |
|---------------------------------|

RFP Response Form

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

| Program | Population Served | Number Units/Beds | Annual Budget | Annual Utilization Rate |
|---------------------------|---------------------------|--------------------------|----------------------|--------------------------------|
| Emergency Shelter | Click here to enter text. | 1/27 | 400,000 | 84% |
| Transitional Housing | Click here to enter text. | 10/27 | 200,000 | 86% |
| Click here to enter text. | Click here to enter text. | Enter # | Enter \$ | Enter % |

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.

The Center for Victims has been a 501 3c nonprofit for 40 years. It is governed by a Board of Directors and follows Bylaws that are drafted and approved by the board of directors. Center for Victims (CV) has worked tirelessly to become the leader in providing seamless and comprehensive Victim Services in Allegheny County while remaining a viable, well positioned, and well-respected agency that continues to meet the challenges of providing high quality programs and services while maintaining cost effective, modern operations. Their mission is “Healing trauma, supporting victims, and creating social change for a more peaceful community”, and our goal is to break the cycle of violence in our communities.

As a result of a groundbreaking merger between the Center for Victims of Violence and Crime (CVVC) and Womansplace, Inc. on July 1, 2012, Center for Victims – the newly merged entity – was able to increase the scope of both former agencies’ comprehensive continuum of crime victim and witness assistance services and:

- Assured quality and standardization of services;
- Coverage for all of Allegheny County;
- Increased ability to build on individual organizations’ core competencies and make them stronger;
- Shared resources and staff competencies;
- Greater capacity to stand ready to respond to emerging needs more expediently;
- Decreased confusion for victims about where to access services; and
- A more effective and efficient focus on victim centered needs.

Together, the organization now directly reaches over 15,000 victims, witnesses, and their family members. An additional 14,000 are further reached by their presence in local high schools, as well as through the Dialogue and Resolution Center, and their community education and outreach efforts. For over 40 years, CV has provided crucial services that assist men, women and children who have been victimized by all forms of crime in Allegheny County.

CV meets and exceeds all standards established by the relevant oversight organizations:

- Pennsylvania Commission on Crime and Delinquency (PCCD),
- Pennsylvania Coalition Against Rape (PCAR), Pennsylvania

RFP Response Form

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

- Coalition Against Domestic Violence (PCADV)
- PA Mediation, Conflict Resolution, and Training Center

Both former agencies were strong and viable at the time of the merger. Both have long traditions of having a visionary board and staff leadership that have taken innovative steps to best position their respective agencies to meet the needs of its clients during these economic and socially challenging times. As one organization, CV now is a one-stop-shop with one message, one number to call, and one door for people to walk through to get the best combination of services to meet their needs. Their three primary specializations: domestic violence, sexual assault, and other serious crimes, are supported and enriched by other service program areas including advocacy, counseling, support groups, shelter, prevention education and awareness activities, and conflict resolution. The purpose for bringing these two organizations together was to ensure that any and all victims in need of services can easily and readily access quality, seamless, and comprehensive services regardless of the source of their victimization or their physical location. This also allows for reduced confusion for victims in their time of trauma; increases CV's effectiveness, influence, and presence; avoids duplication of services; ensures sustainability for this organization; and creates a consistent and improved quality of service for their clients. In short, CV has become the leader in the Victim Services field in Allegheny County and across the state of Pennsylvania.

All CV services are client centered. Today, many services are mandated by the Pennsylvania Victim's Bill of Rights. However, it has not always been the case. CV played a vital role in advocating for victim rights over the years and as a result, CV has been influential in assuring the passage of many victim sensitive legislation including the Pennsylvania Victim's Bill of Rights and Megan's Law in 1996. CV has been an innovative agency since its inception, acknowledging and adjusting to meet the needs of and advocating for crime victims. As an organization committed to advancing social change, they continue to monitor and intervene with victim-rights related legislative action as needed. Center for Victims has been on the ground floor of encouraging and incorporating client feedback through focus groups, interactive community outreach programs, and client satisfaction and evaluation surveys for all of the programs we offer.

CV has a track record of proactively pursuing collaborative relationships with partnering social service and victim service agencies as a way to increase efficiency and provide quality services and programs in a challenging funding environment. The current economic challenges only accentuate the need for such efforts. In addition to this, CV also partners with all other victim service agencies in Allegheny County. CV shares its success with others by providing no-cost or low-cost space at our McKeesport office with The Consortium for Public Education (TCFPE), The Ninth Street Clinic for the Uninsured, The Rx Council and the Bethlehem Haven Project Employ Program. In doing so, CV has become a leader in providing a scope of continuum of care services including: a Rapid- rehousing model transitional housing program for domestic violence victims and an onsite medical clinic for the uninsured.

Another innovative alliance was formed when the former Womansplace partnered with Allegheny County District Attorney Stephen Zappala and the McKeesport Hospital Foundation to implement the first Emergency PFA Satellite Center at UPMC McKeesport for battered victims. Through interface teleconferencing, victims can now obtain Protection From Abuse (PFA) Orders from the Night Court Judge

RFP Response Form

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

without making unsafe journeys into Pittsburgh during late hours. The agency's 40-year history has entrenched the agency in cooperative relationships with the Allegheny County Department of Human Services and its contractors, law enforcement, criminal justice and human service agencies and medical facilities including the City of Pittsburgh and Allegheny County Police, District Attorney of Allegheny County, Juvenile and Adult Probation, Shuman Juvenile Detention Center, Allegheny County Jail, Child Advocacy Centers, hospitals, a variety of municipal police departments and magisterial district judges to name a few. The agency has been committed over the long haul to working closely with all Allegheny County Department of Human Services and maintains its willingness and capacity to respond immediately to individuals and families that are homeless due to domestic violence.

The President/CEO approves all coalition involvement, collaborative efforts, and community organizing efforts. Examples include: STOP Violence Against Women Coordinating Team, Allegheny County Multidisciplinary Child Abuse Task Force, Federal Crimes Against Children Task Force, Crime Prevention Association, Allegheny County Domestic Violence Task Force, FBI Adopt A School Program, City and County Task Forces on Violence and many others. The President/CEO represents the agency on state, national, or local boards or appoints a designee in his/her absence. Primary examples include the Pennsylvania Coalition Against Rape and the Pennsylvania Commission on Crime and Delinquency, Victim Services Advisory Committee, and COPCVO (Coalition of Pennsylvania Crime Victim Organizations).

CV employees are governed by the established personnel policies adopted by the organization. CV does not discriminate in employment opportunities or practices on the basis of race, color, creed/religion, gender, age, national origin or disability or any other characteristic protected by law. CV meets all non-discrimination contract/funding obligations as defined by all funding sources. CV meets the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Titles I and V and the Pennsylvania Human Relations act which prohibit unlawful discriminatory practices in employment. Civil Rights Compliance Officer: CV shall abide by federal guidelines by designating the Office Manager, who is responsible for HR tasks as the organization's Civil Rights Compliance Officer. These duties are included in the position's job description.

CV provides active supervision of all victim services program staff. Individual supervision meetings are held every other week at minimum. The number of employees directly supervised by a supervisor ranges from 3-10. Supervisors document outcomes and action plans stemming from supervisory meetings to be used for annual performance evaluations. CV utilizes the services of a Clinical Supervisor to conduct weekly clinical supervision of therapists, provide monthly group case review across all departments, and provides overall direction of clinical services. CV's Human Resource Coordinator provides on-going training on "coaching" employees and provides assistance to supervisors when addressing a performance issue.

Based on the department and nature of workload, supervision with each CV staff may include the following components:

- Discussion of the facts of current cases or work, including review of client file (assessment and service plan), successes, difficulties, challenges and questions;
- Identification and exploration of feelings about the work;
- Identification of the way in which the feelings(s) enhances or interferes with the staff's ability to provide victim-centered services;

RFP Response Form

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

- Exploration of methodology(ies) available to reduce obstacles and increase enhancements to victim-centered services;
- Feedback on the progress toward accomplishment of the goals and objectives in the work plan;
- Training and Staff Development Needs and Requests;
- Discussion of the work in general;
- Discussion of the relationship between the staff and supervisor;
- Provision for input into the work and future of CV or Department;
- Discussion of any other topics the supervisor or staff may identify, including performance issues

Two years ago, the agency transitioned to a new data management system called ETO (Efforts to Outcomes) through Social Solutions. ETO is a web based data management program that staff via internet access, can utilize anywhere. The data in ETO is stored in various servers for multiple backups and runs on a secured webpage. Social Solutions has done much to protect the confidentiality of our files and to make sure that our information is stored in the event of a loss of data. It is a data base that was designed for all victim services agencies in PA. Center for Victims was an integral agency involved in its design and data elements that is required. Many DV agencies in PA have ESG, HAP and HUD grants so all the data that HMIS requires are required fields for emergency shelter and transitional housing clients. The data management system and client data is reviewed by the Manager of Grants and Contracts. Quality assurance reports produced weekly, test data to ensure accuracy. Specific reports, designed by Social Solutions can then be generated. Any required information needed by HUD is able to be pulled from our data base to complete the required reporting forms.

The agency has financial policies in compliance with all statutes, regulations and requirements of local, state, and federal authorities. Policies are in compliance with requirements as described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement. The agency's management is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants.

The agency records its financial information using Blackbaud, Inc., Financial Edge – Accounting for Non-Profits software and Blackbaud's Raiser's Edge software for donor information. The accounting records of the agency are maintained on a full accrual accounting system. The agency fiscal year is July 1 through June 30. Fiscal records are maintained current to within 30 days. CV Administrative and Fiscal Team meets weekly to monitor reports, quality assurance, fiscal management tasks, and contract compliance. Post-merger, although the administrative team embarked on consolidating financial and donor software and restructuring responsibilities, overall it was a smooth transition. Financial and Development (contributors' data) is maintained using Blackbaud's Financial Edge and Raiser's Edge software. CV ensures compliance with all statutes, regulations, and requirements.

The agency maintains a Personnel Policy Manual for all employees. All employees receive a copy of the manual on their first date of hire. The Office Manager, responsible for Human Resources, reviews the policy manual in depth during a thorough orientation to the agency. The agency's Board of Directors approves the Personnel Policy Manual. Personnel records are maintained by the Office Manager in a secure, locked file cabinet in the Office Manager's locked office and include the following:

In summary, CV has met the challenges of today's fiscal and social climates by proactively making the decision to take their collaborations and partnerships one step further – a step that has enabled them to

RFP Response Form

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

maintain Center for Victims not only as a viable provider of quality services to men, women, and children impacted by all forms of violence and crime, but as a leader in the victim service field. Through its strong leadership, the Board and staff have created an innovative, stable, and viable organization that now stands ready to meet all the challenges victims and their families face each and every day.

3. Describe any unresolved monitoring or audit findings for any HUD grants (including ESG) operated by your organization (if any).

There are none. Center for Victims (CV) has been a model HUD program and all the audits and monitors have found CV in compliance for the past 9 years.

4. Describe your organization's proposed staffing plan.

- a. Staff experience working with the homeless population and in the housing community
Center for Victims employs a Director of Domestic Violence (DV) Services who has supervised the agency's domestic violence programs for 15 years, including shelter, transitional housing, relocation, and all related supportive services. The Director of DV Services supervises a team of advocates who work directly with victims of DV in achieving safe and affordable housing. Several of CV's domestic violence program staff members have been with the agency for more than 10 years. All advocates are knowledgeable about the housing resources in the community and have years of experience connecting victims to appropriate housing opportunities. Assisting participants in identifying and obtaining safe housing is a part of the work CV's domestic violence advocates do on a regular basis and have done successfully for many years.

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

CV employees are governed by the established personnel policies adopted by the organization. CV does not discriminate in employment opportunities or practices on the basis of race, color, creed/religion, gender, age, national origin or disability or any other characteristic protected by law. CV meets all non-discrimination contract/funding obligations as defined by PCCD, PCAR, and all other funding sources. CV meets the provisions of Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Titles I and V and the Pennsylvania Human Relations act which prohibit unlawful discriminatory practices in employment. Civil Rights Compliance Officer: CV shall abide by federal guidelines by designating the Office Manager, who is responsible for HR tasks as the organization's Civil Rights Compliance Officer. These duties are included in the position's job description.

All CV employees are selected from a field of eligible applicants. Candidates are hired on the basis of merit, qualifications, and abilities. CV hires new positions and vacancies within 60 days of the program award or termination of the previous employee. Hiring is strongly reflective of the cultural composition of the community. Hiring practices are consistent with the principles of employment equity and accessibility to employment. When a position is created or vacated, a job announcement is prepared which contains the following: position title, salary range, major duties, qualifications, equal employment opportunity provision, employment location, how to apply, and deadline for response. Internally, the job announcement is emailed and posted on CV's SharePoint homepage, and a hard copy placed in each staff mailbox. Job openings are also posted on a by staff mailboxes. Monthly staff meetings also update employees on any current vacancies.

RFP Response Form

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

The position is advertised in the employment section of local newspapers of general circulation, including on-line notices, various free on-line postings, Career Link and Career Development Center and in all pertinent newsletters circulated in the county and/or at the state level. Written notice is provided to the County Board of Assistance. Specially qualified candidates (e.g., bilingual, bicultural) are encouraged to apply. CV's Human Resource Coordinator assesses diversity needs when entering into the hiring process to fill vacancies. Current client base demographics are considered when monitoring diversity. The Human Resource Coordinator screens the most qualified candidates from the list of applicants based upon the qualifications contained in the job description. Resume screening and telephone screening is conducted. Each applicant selected for an initial interview is interviewed by program supervisors. At this initial interview, applicants complete an application including references and receive a benefit description sheet and job description. A second interview is conducted by one of the agency's directors. At this second interview, applicants complete education verification forms and paperwork for Act 33 and Act 34 clearances and FBI background check.

The Human Resource Director and/or Office Manager conduct reference checks. All persons interviewed receive written notification of the final decision in the form of a letter issued by the Office Manager. The selected applicant receives a formal written offer letter. The Human Resource Coordinator and/or Office Manager maintain a resume bank of potential applicants and maintain a resume file for at least one year of those applicants who interviewed for positions. The Associate Director notifies the Bureau of Victims' Services at PCCD upon the hiring of an employee funded by PCCD and makes arrangements for the required Foundation Academy training. All employees, volunteers, and student interns are required to obtain Act 33 (child abuse) clearance and Act 34 (criminal history) clearance and FBI clearance. Employment Verification Form I-9: Under the Immigration Reform and Control Act of 1986, CV is required to follow specific guidelines. CV ensures that employees complete Section 1 of the I-9 when they begin work. CV reviews documents establishing the employee's identity and eligibility to work. CV completes Section 2 of the I-9. CV retains the I-9 for at least 3 years after the date the person begins to work or 1 year after the employee is terminated, whichever is later. CV also makes the I-9 available for any inspection of the Immigration and Naturalization Service, the Department of Labor, or Office of Special Counsel for Immigration Related Unfair Employment Practices. PA New Hire Reports: Beginning in January 1998, CV is required to report information on newly-hired employees. This report enables Pennsylvania to comply with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 to provide strong measures for ensuring that children receive the financial support they deserve from both parents. CV's third party payroll preparer files this form on behalf of CV. Written confirmation is provided on the first payroll report since the individual was hired.

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

Throughout the year, CV utilizes its five annual Agency-wide in-service / Staff Retreat days and its monthly luncheon in-services to reinforce communication, team work and wellness. Specific trainings are held on communication, effective listening, verbal and non-verbal communication, vicarious trauma, team building, and taking care of self. Effective listening, non-verbal and verbal communication, and conflict resolution training is a requirement of all new staff. CV provides a minimum of 92.25 hours of victim assistance training to all Program staff, i.e. all new employees (see attached curriculum/course overview). This training curriculum meets the standards for PCADV, PCAR, and PCCD. This training shall be completed prior to the employee working directly with victims of violence / crime. If there is no formal training class scheduled within a reasonable period of time from the date of hire, employees must complete an independent study version of the training with oversight and mandatory individual meetings/trainings with the designated training coordinator / supervisor. In addition to CV's training course, CV requires all new Program staff to complete a

RFP Response Form

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

thorough orientation to the agency, its programs, and all aspects of the criminal justice and juvenile justice system. This orientation schedule consists of rotations in each agency department or program, observations of courtroom procedures and community education programs, and job shadowing of staff person in same or similar position. Five Hour Domestic Violence Practicum: Upon completion of required domestic violence training, those staff assigned to domestic violence services shall also complete a five hour practicum. Following the practicum, the employee will be evaluated on her/his performance. CV may require additional practicum hours based on the employee's performance and/or duties performed during the practicum.

CV recognizes that the skills and knowledge of its employees are critical to the success of the organization and to quality client services. CV's Personnel Policy Manual provides for a Professional Development Policy (Staff Development – Page 29 of Personnel Policy Manual). The Professional Development Program encourages personal development through formal education workshops and conferences and relevant trainings, so that employees can maintain and improve job-related skills or enhance their professional status. CV may also require the employee to provide an all agency staff in-service on the training topic following the conference/workshop. CV develops an annual plan for training and in-services for all staff. The Chief Program Officer conducts a yearly staff survey to determine requested topics for staff in-services and trainings. Staff training needs are assessed on an ongoing basis. As part of regular individual supervision, skill levels are determined and training opportunities are discussed. In addition, a thorough review of training needs is conducted during annual performance evaluations. Any trends within areas of improvement are noted with appropriate training recommendations.

d. Your organization's plan for staff performance management

CV administers staff performance evaluations (both employees and supervisor/administrators) on an annual basis during the months of July and August. At this time, supervisors also review and revise, if needed, the employee's job description. In addition, evaluations are performed after the employee completes their initial 3 month and then at the completion of their six-month introductory period.

The employee's direct supervisor completes a written evaluation using CV's established evaluation tool. The employee also completes a written tool including an employee section. Once the written tool is completed, the supervisor and employee hold a formal evaluation meeting with oversight by the next level of management. The original evaluation is placed in the employee's personnel file and a copy is given to the employee. The Board Chair with input from the Executive Committee of the Board completes the Executive Director's Annual Performance Evaluation.

Areas reflected on during the performance evaluation include:

- Ability to provide effective client services;
- Ability to complete required paperwork;
- Ability to manage workload;
- Ability to work cooperatively with others, (team work), thus providing effective services, achieving objectives within work plan and enhancing the healthy work environment;
- Ability to make independent decisions;
- Ability to make ethical decisions;
- Ability to use resources to manage stress and vicarious trauma
- Impacts of ongoing training
- Assessment of need for additional training
- Ability to follow all policies and procedures of organization

In addition to the above, performance evaluations of supervisors / administrators include:

- Effectiveness with supervisees;

RFP Response Form

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

- Knowledge of innovation in field and ability to identify and implement within the organization
- Understanding and compliance of CV’s policies and procedures as well as all regulatory and funding regulations/requirements
- Communicates effectively in both written and verbal form
- Being proactive in assessing and meeting challenges; uses good judgment in making decisions
- Researches and seeks out new information, trends, etc. and shares with others
- Generates new ideas and has a willingness/openness to give new ideas a try

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

Center for Victims is a victim service provider and is not required to use HMIS. However, CV’s data management ETO (Efforts to Outcomes) through Social Solutions has all the data fields that HMIS requires. These required fields are filled in for emergency shelter and RRH housing clients. Any required information needed by HUD is able to be pulled from our data base in timely bases to complete the required reporting forms.

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

N/A

c. Your organization’s quality assurance procedures for entering data into HMIS and correcting data when necessary

N/A

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"/> |
| 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"/> |

RFP Response Form

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

| | |
|--|-------------------------------------|
| 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"/> |

Center for Victims' (CV) Housing Plus Program is a RRH Program designed to assist victims of domestic violence and their families move as quickly as possible into permanent housing. Victims fleeing domestic violence situations are in imminent need of safe and stable permanent housing and ending their homelessness will serve as a platform from which they can pursue personal goals and improve their quality of life.

Center for Victims' Housing Plus Program will have minimal barriers to admission. Participants will be served regardless of previous criminal history, rental history, clean time, employment, credit worthiness, and other customary barriers. The prerequisites for acceptance into Center for Victims' Housing Plus Program will be limited to the individual being involved in a domestic violence situation from which he/she is fleeing. This RRH Program will follow the Housing First model and will incorporate all elements of Housing First into all facets of programming. The program will also adhere to all rules and regulation of the HEARTH Act and the Continuum of Care Program. Individuals experiencing domestic violence are considered housing ready and can successfully achieve housing stability in permanent housing. Providing rapid and streamlined entry into permanent housing is essential for victims of domestic violence to establish safety, stability, and a foundation upon which empowerment and personal growth can occur.

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

As stated earlier CV has been a nonprofit serving domestic violence victims for 40 years. CV has successfully full filled all leveraging requirements for all of CV's housing projects. Specifically for the past 9 years we have met and/or exceeded all leveraging requirements for the transitional housing via rapid rehousing model thru the following revenue streams:

- Pennsylvania Coalition Against Domestic Violence which CV has received funding for 40 years
- Victims of Crime Act which has funded CV has received for over 20 years.
- General corporate and private and foundation donations

CV track record of having stable funding for leveraging is exceptional and documented in CV's financial report that is attached.

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). Attached CV has been a stable and financially sound organization for 40 years. If you look at CV's diversity of revenue streams and assesses in our financial statements you will conclude CV is one of the most stable programs in the County, State and Federal level. In addition as we well know this last year hit all PA nonprofits practically hard. CV did not have to lay anyone off or reduce any services which supports that CV is fiscally sound and always puts our clients first.

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.”
Click here to enter text.
2. Provide a summary description of the entire scope of your organization’s proposed PSH Program.
Click here to enter text.
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.
Click here to enter text.
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 type="checkbox"/> | Domestic Violence | <input type="checkbox"/> |
| Veterans | <input type="checkbox"/> | Substance Abuse | <input type="checkbox"/> |
| Youth under 25 | <input type="checkbox"/> | Mental Illness | <input type="checkbox"/> |
| Families with children | <input type="checkbox"/> | HIV/AIDS | <input type="checkbox"/> |
| Other: Specify - Click here to enter text. | | | |

Click here to enter text.

- 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 | Enter # | Enter # | Enter # | Enter # |
| Chronically Homeless Veterans | Enter # | Enter # | Enter # | Enter # |
| Non-Chronically Homeless Veterans | Enter # | Enter # | Enter # | Enter # |
| Chronic Substance Abuse | Enter # | Enter # | 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*

| | | | | |
|---|---------|---------|---------|---------|
| People with HIV/AIDS | Enter # | Enter # | Enter # | Enter # |
| People with Severe Mentally Illness | Enter # | Enter # | Enter # | Enter # |
| Victims of Domestic Violence | Enter # | Enter # | Enter # | Enter # |
| People with a Physical Disability | Enter # | Enter # | Enter # | Enter # |
| People with a Developmental Disability | Enter # | Enter # | Enter # | Enter # |
| People not represented by listed subpopulations | Enter # | Enter # | Enter # | Enter # |

| PSH Program for Reallocation Funds | | | |
|---|-------------------------------|------------------------------|--------------------------|
| Persons in Households without Children | | | |
| | Adults over age 24 | Adults ages 18-24 | Total Persons |
| Chronically Homeless Non-Veterans | Enter # | Enter # | Enter # |
| Chronically Homeless Veterans | Enter # | Enter # | Enter # |
| Non-Chronically Homeless Veterans | Enter # | Enter # | Enter # |
| Chronic Substance Abuse | Enter # | Enter # | Enter # |
| People with HIV/AIDS | Enter # | Enter # | Enter # |
| People with Severe Mentally Illness | Enter # | Enter # | Enter # |
| Victims of Domestic Violence | Enter # | Enter # | Enter # |
| People with a Physical Disability | Enter # | Enter # | Enter # |
| People with a Developmental Disability | Enter # | Enter # | Enter # |
| People not represented by listed subpopulations | Enter # | Enter # | Enter # |

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

| Housing Type | Units | Beds | Dedicated Chronically Homeless Beds | Non- Chronically Homeless Beds |
|---------------------|--------------|-------------|--|---|
| | | | | |

RFP Response Form

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

| | | | | |
|---|---------|---------|---------|---------|
| Click here to enter text. | Enter # | Enter # | Enter # | Enter # |
|---|---------|---------|---------|---------|

| Households | Households with at least one adult and one child | Adult households without children | Households with Only Children | Total |
|----------------------------|--|-----------------------------------|-------------------------------|---------|
| Total number of households | Enter # | Enter # | Enter # | Enter # |

| 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 | Enter # | Enter # | Enter # | Enter # |
| Adults over age 18-24 | Enter # | Enter # | Enter # | Enter # |
| Accompanied children under age 18 | Enter # | Enter # | Enter # | Enter # |
| Unaccompanied children under age 18 | Enter # | Enter # | Enter # | Enter # |
| Total Persons | Enter # | Enter # | Enter # | Enter # |

5. Describe your organization’s experience with the PSH Program target population and your chosen subpopulation.
[Click here to enter text.](#)
6. Describe your organization’s housing facility, facilities or sites for the PSH Program, including physical description, number of beds and geographic location.
[Click here to enter text.](#)
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.
[Click here to enter text.](#)
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 | Choose an item. | Choose an item. |
| Assistance with Moving Costs | Choose an item. | Choose an item. |
| Case Management | Choose an item. | Choose an item. |
| Child Care | Choose an item. | Choose an item. |
| Education Services | Choose an item. | Choose an item. |
| Employment Assistance & Job Training | 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

| | | |
|--------------------------------------|-----------------|-----------------|
| Food | Choose an item. | Choose an item. |
| Housing Search & Counseling Services | Choose an item. | Choose an item. |
| Legal Services | Choose an item. | Choose an item. |
| Life Skills Training | Choose an item. | Choose an item. |
| 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 | Choose an item. | Choose an item. |
| Utility Deposits | Choose an item. | Choose an item. |

[Click here to enter text.](#)

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
[Click here to enter text.](#)
 - b. Maintaining or increasing income
[Click here to enter text.](#)
 - c. Maintaining or increasing non-cash benefits (e.g., Food Stamps, Medicaid or Private Health Insurance)
[Click here to enter text.](#)

| 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 | Enter # | Enter # | Enter % |
| Participants maintaining or increasing their total income (from all sources) at the end of the operating year | Enter # | Enter # | Enter % |
| Participants maintaining or increasing their non-cash benefits at the end of the operating year | Enter # | Enter # | Enter % |

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 |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

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 (%) |
| Click here to enter text. | Enter # | Enter # | Enter % |
| Data source and data collection method: Click here to enter text. | | | |
| Specific data elements and formula proposed for calculating results: Click here to enter text. | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: Click here to enter text. | | | |

| Additional Performance Measures Detail | | | |
|---|------------|--------------|------------|
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Click here to enter text. | Enter # | Enter # | Enter % |
| Data source and data collection method: Click here to enter text. | | | |
| Specific data elements and formula proposed for calculating results: Click here to enter text. | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: Click here to enter text. | | | |

| Additional Performance Measures Detail | | | |
|---|------------|--------------|------------|
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Click here to enter text. | Enter # | Enter # | Enter % |
| Data source and data collection method: Click here to enter text. | | | |
| Specific data elements and formula proposed for calculating results: Click here to enter text. | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: Click here to enter text. | | | |

11. Describe your organization’s plan for managing referrals and securing beds for PSH Program Participants. Fill out the chart below.
Click here to enter text.

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

RFP Response Form

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

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.
Click here to enter text.
13. Provide a detailed budget narrative that clearly supports the PSH Program.
Click here to enter text.
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 type="checkbox"/> |
| Supportive Services | <input type="checkbox"/> |
| Operations | <input type="checkbox"/> |
| HMIS | <input type="checkbox"/> |

| PSH Program | | | |
|---------------------------------|---------------------------|-----------------------|---------------|
| Rental Assistance Budget | | | |
| Total request for grant term | | | Enter \$ |
| Total units | | | Enter # |
| Type of rental assistance | FMR Area | Total Units Requested | Total Request |
| Choose an item. | Click here to enter text. | Enter # | Enter \$ |

Type of Rental Assistance: Choose an item.

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: Click here to enter text.

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 | Enter # | X | Enter \$ | X | Enter # | = | Enter \$ |
| 2 bedroom | Enter # | X | Enter \$ | X | Enter # | = | Enter \$ |
| 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 | 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 | Click here to enter text. | Enter \$ |
| 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 | | Enter \$ |

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

| PSH Program | | | | | |
|------------------------------------|------|--------|-------------|--------------------|----------------------|
| Summary for Leverage | | | | | |
| Total Value of Cash Commitments | | | Enter \$ | | |
| Total Value of In-Kind Commitments | | | Enter \$ | | |
| Total Value of All Commitments | | | Enter \$ | | |
| 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*

| | | | | | |
|-----------------|-----------------|-----------------|---------------------------|------------|----------|
| Choose an item. | Choose an item. | Choose an item. | Click here to enter text. | Enter Date | Enter \$ |
| Choose an item. | Choose an item. | Choose an item. | Click here to enter text. | Enter Date | Enter \$ |
| Choose an item. | Choose an item. | Choose an item. | Click here to enter text. | Enter Date | Enter \$ |

| 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 | Enter \$ | Enter Time | Enter \$ |
| 4. Supportive Services | Enter \$ | Enter Time | Enter \$ |
| 5. Operating | Enter \$ | Enter Time | Enter \$ |
| 6. HMIS | Enter \$ | Enter Time | Enter \$ |
| 7. Sub-total Costs Requested | | | Enter \$ |
| 8. Admin (up to 7%) | | | Enter \$ |
| 9. Total Assistance Plus Admin Requested | | | Enter \$ |
| 10. Cash Match | | | Enter \$ |
| 11. In-Kind Match | | | Enter \$ |
| 12. Total Match | | | Enter \$ |
| 13. Total Budget | | | Enter \$ |

C. 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.”
Center for Victims Housing Plus Program
2. Provide a summary description of the entire scope of your organization’s proposed RRH Program.

Center for Victims’ (CV) Housing Plus Program is a RRH Program designed to assist victims of domestic violence and their families move as quickly as possible into permanent housing. Victims fleeing domestic violence situations are in imminent need of safe and stable permanent housing and

RFP Response Form

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

ending their homelessness will serve as a platform from which they can pursue personal goals and improve their quality of life.

Center for Victims' Housing Plus Program will have minimal barriers to admission. Participants will be served regardless of previous criminal history, rental history, clean time, employment, credit worthiness, and other customary barriers. The prerequisites for acceptance into Center for Victims' Housing Plus Program will be limited to the individual being involved in a domestic violence situation from which he/she is fleeing. This RRH Program will follow the Housing First model and will incorporate all elements of Housing First into all facets of programming. The program will also adhere to all rules and regulation of the HEARTH Act and the Continuum of Care Program. Individuals experiencing domestic violence are considered housing ready and can successfully achieve housing stability in permanent housing. Providing rapid and streamlined entry into permanent housing is essential for victims of domestic violence to establish safety, stability, and a foundation upon which empowerment and personal growth can occur.

Center for Victims' Housing Plus program will be available to Individuals residing in CV's emergency shelter in addition to any victim of domestic violence referred by DHS's Coordinated Entry or another agency or source, including self-referral. When feasible and appropriate, individuals who are victims of domestic violence who are homeless due to fleeing or a need to flee will be provided a stay in CV's emergency shelter while advocates work with them to secure housing through the Housing Plus Program. The Housing Plus Program will be available for single individuals (unaccompanied/no children) as well as families (individuals over the age of 18 with children).

By establishing relationships with numerous landlords in multiple communities in Allegheny County, particularly Pittsburgh and surrounding areas, CV will identify housing opportunities and have a variety of options available for housing individuals. CV will employ a Case Manager whose role will include landlord engagement, recruitment, and retention. All units identified will meet ESG Minimum Habitability Standards for Permanent Housing. Households will be matched to appropriate and affordable housing in the community and participants will have an active role and choice in housing selection. CV will offer short-term rental assistance (up to 3 months) in addition to medium-term rental assistance (4-24 months) based on the individual and specific needs and circumstances of each participant. CV will determine the amount of rent, subsidy, and duration of rental assistance based on each participant's particular situation and will adapt rental assistance accordingly. Move-in costs, security deposits, and assistance with utilities will also be provided as appropriate. All leases will have a term of no less than one year and will be in the name of the participant, who will have full rights, responsibilities, and legal protections as tenants in the lease agreement. The Case Manager will assist in negotiating appropriate and manageable lease agreements. Practices and policies to prevent lease violations and evictions will be established. Center for Victims provides conflict resolution and mediation services that will be available to help settle disputes or disagreements between the participant and the landlord in an effort to help the participant remain in the unit. CV will work with the landlord and other appropriate service providers to ensure that the participant remains successfully housed and will provide a wide array of supportive services to assist the participant in achieving housing stability.

Supportive services will be designed to prepare participants to make a successful transition from homelessness to independence. By prioritizing the establishment of housing and addressing this fundamental human need as quickly as possible, participants will be better equipped to address other areas of need that may potentially prevent them from successfully 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

Supportive services will be voluntary and tailored to the unique and individual needs and preferences of each participant and his/her family. The program will employ a Case Manager to work with each participant individually on a regular basis to develop a client driven and customized service plan designed to reduce barriers to housing security. Case management will specifically address issues that may impede access to housing such as credit history, arrears, and legal issues. Center for Victims will offer and directly provide all services available internally including: case management, safety planning, crisis and supportive counseling, options counseling and service planning, trauma based therapy (individual and group), medical advocacy, legal advocacy, child advocacy, transportation, Offender Jail Release Notification, conflict resolution and mediation, and Victims Compensation.

CV will also work with other service providers to establish efficient referral processes to ensure all participant needs are addressed completely and in a timely fashion, and will advocate on the participant's behalf to expedite service provision and quality. Case management will also include: help with public assistance, addressing child care needs, educational goals, employment assistance and job training, housing searches, credit counseling, life skills training, mental health services, substance abuse services, health care services, immigration services, early intervention and developmental screening for children, and any other areas of need that exist. Assistance will be flexible and adaptable. Each participant's circumstances will be reviewed and considered on an ongoing basis and services offered will be adapted to the changing and individual needs of each participant. Because Center for Victims' Housing Plus program is specifically intended for victims of domestic violence, the distinct and sensitive needs of this population will be considered and addressed with each participant. The duration of case management and related supportive services will be assessed regularly in collaboration with the participant and will vary based on his/her level of need and preference.

All supportive services will be provided with the primary focus being housing stability. The intention of program is for participants to remain in the unit they were initially placed in, assuming the rent responsibility once the participant is able to do so successfully. All case management and supportive services will address any barriers a participant faces that may interfere with their ability to maintain the cost of the unit long term. When for any reason remaining in the initial unit is not possible, safe, or ideal for the participant, CV will help secure a more appropriate housing solution, such as Section 8/Subsidized Housing.

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.

All activities proposed will begin immediately on the contract start date and will be ongoing for the duration on the contracted period. The timeline for provision of services is as follows:

Landlord recruitment will begin prior to the contracted period start date. Center for Victims has an existing pool of landlords to target for participation in a RRH model. The intent is to have a group of landlords and properties to be identified as options for RRH by the onset of the contract period and for identification and recruitment to continue for the duration of the contract. See section 6c for detailed description of landlord recruitment.

Upon Initial contact, participants will receive safety planning, emergency shelter, crisis counseling, needs assessment, and offender jail release notification registration if applicable. If the participant is

RFP Response Form

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

appropriate for and interested in rapid re-housing, an intake and application for CV’s Housing Plus Program will be completed. The Case Manager will begin the process of site identification while the following case management and supportive services are initiated: options counseling and service planning, therapy/counseling services, medical advocacy, legal advocacy, child advocacy, Victims Compensation application, and transportation assistance. Connections with partnering agencies providing public assistance, child care, educational programs, employment assistance and job training, credit counseling, life skills training, mental health, substance abuse services, health care services, immigration services, and early intervention and development screening for children will be made as is suitable to the individual participant’s needs and preferences. All case management and supportive services will continue on an ongoing basis.

It is CV’s intention and goal to identify a housing site for a participant within the first 3 months of entry to the Housing Plus Program and to cover the cost of moving expenses, security deposit and the first three (3) months of rent and utilities, during which time all supportive services will continue in an effort to prepare the participant for housing stability. CV’s contribution to rent and utilities will be reevaluated monthly and adjusted based on changes in the participant’s income and circumstances. CV will offer short-term rental assistance for 1-3 months and medium-term rental assistance for 4-24 months. The goal is for the average length of rental assistance to fall in the range of 6-12 months and for utility assistance to last six (6) months or less. We anticipate that the program will reach full capacity in months 9-12 of the contracted period.

Center for Victims’ Director of Domestic Violence (DV) Services has oversight responsibilities for all of the organization’s domestic violence direct services and has been employed by CV for 15 years. All proposed activities will be supervised by the Director of DV Services who will supervise and meet with program staff at minimum once per month to do a review of all participant files and case management quality. The Director of DV Services will monitor each participant’s progress maintaining or increasing their income and non-cash benefits, obtaining employment, utilizing supportive services, and maintaining permanent housing. Housing stability will be monitored monthly and conflict resolution and mediation services will be offered as needed during the time rental assistance is provided.

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 type="checkbox"/> | Domestic Violence | <input checked="" type="checkbox"/> |
| Veterans | <input type="checkbox"/> | Substance Abuse | <input type="checkbox"/> |
| Youth under 25 | <input type="checkbox"/> | Mental Illness | <input type="checkbox"/> |
| Families with children | <input type="checkbox"/> | HIV/AIDS | <input type="checkbox"/> |
| Other: Specify - Click here to enter text. | | | |

RFP Response Form

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

Center for Victims’ (CV) Housing Plus Program is a RRH intended and designed specifically for victims of domestic violence who are fleeing an abusive situation. CV has been providing residential and supportive services to victims of domestic violence for 40 years. Applying our knowledge and experience with this type of victimization to a RRH model increases the likelihood participants will succeed, as support will be tailored to meet the very unique needs and circumstances of a victim fleeing an abusive relationship. A RHH model lends itself very well to this population as the pressing need for housing involves not only homelessness but personal and physical safety and well-being. Securing housing for a fleeing victim can have life-saving implications. As housing programs for victims of domestic violence are lacking, CV’s RRH program will fill a much needed void for this target population in Allegheny County.

- 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.

| 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 | Enter # | Enter # | Enter # | Enter # |
| Chronically Homeless Veterans | Enter # | Enter # | Enter # | Enter # |
| Non-Chronically Homeless Veterans | Enter # | Enter # | Enter # | Enter # |
| Chronic Substance Abuse | Enter # | Enter # | Enter # | Enter # |
| People with HIV/AIDS | Enter # | Enter # | Enter # | Enter # |
| People with Severe Mentally Illness | Enter # | Enter # | Enter # | Enter # |
| Victims of Domestic Violence | 7 | 4 | 27 | 38 |
| People with a Physical Disability | Enter # | Enter # | Enter # | Enter # |
| People with a Developmental Disability | Enter # | Enter # | Enter # | Enter # |
| People not represented by listed subpopulations | Enter # | Enter # | Enter # | Enter # |

| RRH Program | | | |
|---|---------------------------|--------------------------|----------------------|
| Persons in Households without Children | | | |
| | Adults over age 24 | Adults ages 18-24 | Total Persons |
| Chronically Homeless Non-Veterans | Enter # | Enter # | Enter # |
| Chronically Homeless Veterans | Enter # | Enter # | Enter # |
| Non-Chronically Homeless Veterans | Enter # | Enter # | Enter # |
| Chronic Substance Abuse | Enter # | Enter # | Enter # |
| People with HIV/AIDS | Enter # | Enter # | Enter # |
| People with Severe Mentally Illness | Enter # | Enter # | Enter # |
| Victims of Domestic Violence | 4 | 1 | 5 |

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 Physical Disability | Enter # | Enter # | Enter # |
| People with a Developmental Disability | Enter # | Enter # | Enter # |
| People not represented by listed subpopulations | Enter # | Enter # | Enter # |

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

| Housing Type | Units | Beds | Dedicated Chronically Homeless Beds | Non- Chronically Homeless Beds |
|---------------------|--------------|-------------|--|---|
| Scattered sites | 16 | 43 | Enter # | Enter # |

| Households | Households with at least one adult and one child | Adult households without children | Households with only children | Total |
|----------------------------|---|--|--|--------------|
| Total number of households | 11 | 5 | Enter # | Enter # |

| 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 | 7 | 4 | Enter # | Enter # |
| Adults over age 18-24 | 4 | 1 | Enter # | Enter # |
| Accompanied children under age 18 | Enter # | Enter # | Enter # | Enter # |
| Unaccompanied children under age 18 | Enter # | Enter # | 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*

| | | | | |
|---------------|----|---|---------|---------|
| Total Persons | 11 | 5 | Enter # | Enter # |
|---------------|----|---|---------|---------|

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

Center for Victims (CV) has been providing residential and supportive services to victims of domestic violence for 40 years. As a contracted provider with the Pennsylvania Coalition Against Domestic Violence (PCADV), CV’s domestic violence programs consistently meet and exceed the standards set by PCADV and monitoring visits always result in zero compliance deficiencies. As encouraged by PDADV, our DV program policies and procedures have been used as an example by several other DV programs in the state. CV has vast experience assisting victims of domestic violence with residential programs such as emergency shelter and transitional housing, in addition to helping program participants secure permanent housing through the Pennsylvania Department of Human Services Relocation Program. In the last three (3) alone, we have utilized relocation funds to provide housing assistance to 60 adults and 61 children. CV serves approximately 4000 domestic violence victims per year, many of whom are homeless due to fleeing their unsafe living situation. CV has consistently produced successful outcomes for participants in our Transitional Housing programs, as reflected by the following statistics averaged over the past three (3) fiscal year periods:

- Utilization rate of 86%
- 82% of participants moved to permanent housing
- 96.5% of participants maintained or increased their income
- 91.6% of participants increased non-cash income
- 51.3% of participants were employed at exit

CV’s experience providing supportive services to victims of domestic violence is expansive. The supportive services included in our RRH project are services that have been and continue to be inherent elements of our current domestic violence programs including: case management, safety planning, crisis and supportive counseling, options counseling and service planning, trauma based therapy (individual and group), medical advocacy, legal advocacy, child advocacy, transportation, Offender Jail Release Notification, conflict resolution and mediation, and Victims Compensation. We also have established collaborative relationships and referral protocols with numerous agencies to help with: public assistance, child care needs, educational goals, employment assistance and job training, housing searches, credit counseling, life skills training, mental health services, substance abuse services, health care services, immigration services, and early intervention and developmental screening for children. The unique and potentially lethal safety concerns associated with domestic violence victimization makes this target population particularly challenging to house. Our expertise in safely housing DV victims will increase the likelihood our participants will be able to remain in the permanent housing site obtained through RRH.

We project that the Housing Plus Program will be more cost efficient than our current Transitional Housing Program, enabling us to provide housing to 5 additional families at any point in time through RRH vs. Transitional Housing.

6. Describe your organization’s housing sites for 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

- 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

CV has decades of experience helping victims of domestic violence recognize, address, and overcome the barriers often faced by an individual experiencing homelessness due to fleeing an unsafe home. By utilizing a RRH and Housing First approach, CV intends to provide participants with the basic core necessity of having a safe home as the priority, enabling them to begin to address other areas of need in their lives while having the comfort and peace of mind of a roof over their head and a place to begin to rebuild their lives. The level of empowerment achievable with this approach is substantial, as participants can work to achieve their goals and address their needs in a self-driven fashion and not as a prerequisite to housing. A thorough needs assessment will be conducted to identify each participant's particular needs, circumstances and barriers, with special attention given to issues that are unique and distinctive to domestic violence victims. As a result of the needs assessment, case management services will be provided to assist in reducing and eliminating obstacles to housing stability.

- b. How your organization will identify appropriate scattered site units and ensure that rents are reasonable (include your organization's definition of reasonableness)

Scattered site units will be deemed appropriate only if rent rates are reasonable in relation to rents being charged for comparable unassisted units. CV will refer to the HUD Fair Market Rent Documentation and Summary System as a tool for determining and defining reasonableness. Efforts will be made to work with each landlord individually to negotiate a fair and reasonable rate that is affordable and maintainable for participants.

- c. Your organization's plan for recruiting and working with landlords and other homeless services providers

CV currently works directly with approximately 15 landlords who provide units for participants using Pennsylvania Department of Human Services Relocation funds to obtain housing. This group of landlords is willing to work with victims of domestic violence who may have barriers that make them ineligible for other housing opportunities. The Relocation Program enables us to utilize TANF funds to pay the landlord rent, security deposits, utility fees, moving expenses, etc. Due to a cap on individual allocation, the most common form of assistance is first month's rent and a security deposit. RRH will enable us to expand on the amount and duration of assistance, which will help garner additional support and cooperation from landlords. CV maintains contact and program information on various homeless service providers in Allegheny County and will continue to do so under the RRH model. By facilitating and receiving appropriate and effective referrals between agencies, individuals are efficiently connected with the agency that best fits their needs. By maintaining strong relationships with agencies providing services to individuals who are not domestic violence victims, referrals are made to agencies more appropriate for their circumstances. CV intends to assist individuals who may not be candidates for Center for Victims' Housing Plus Program due to domestic violence not being a factor in their homeless status by making personal and direct referrals to homeless service providers who may be in a better position to provide those individuals with suitable housing opportunities.

RFP Response Form

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

CV will employ a Case Manager whose role will include landlord engagement, recruitment, and retention. In addition to maintaining and expanding relationships with landlords currently in the referral base, the Case Manager will research and recruit additional landlords who are willing to work with CV and our program participants as part of the Housing Plus program. CV will partner with landlords who will provide housing regardless of barriers and agree to engage in a lease agreement directly with the participant, with the term of the lease being at minimum one year. The Case Manager will provide information and advocacy to landlords, meet with landlords to discuss the program, address landlord concerns, facilitate and review lease arrangements, mediate and assist with conflict resolution, serve as the point of contact and act as a liaison between the landlord and participant during participation in the Housing Plus Program. In addition to partnering with private landlords, the Case Manager will also work with organizations and programs that provide Section 8/subsidized housing to expand the housing options available to participants. Personal contacts and referral protocols will be established with a variety of housing providers, resulting in a diverse and robust network of RRH options.

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

All scattered site units utilized by RRH participants will be required to meet the HUD Minimum Habitability Standards for Permanent Housing. Compliance will be documented on the HUD checklist for Minimum Standards for Permanent Housing and will be kept in each participant's file. Center for Victims employs a Facility Manager who will conduct the inspection, determine whether all aspects of the ESG minimum habitability standards have been met for the unit, monitor issues of compliance and conduct follow up inspections, and will be responsible for all required documentation.

- e. Where your organization's plan on locating the scattered site units in the County

The landlords CV currently works with are located primarily in the Mon Valley area (including McKeesport, Duquesne, Homestead, West Mifflin, Clairton). The majority of these landlords own properties in other areas as well. CV staff will contact each landlord to obtain information on the location, accessibility, and appropriateness of these properties for use in the RRH program. Sites will be established in numerous communities in the Pittsburgh and surrounding areas by expanding the use of current landlord properties, and networking and doing outreach and recruitment to landlords in areas not represented in the current pool of landlord properties. By utilizing online lists and resources that identify landlords and their rental tendencies CV will work to develop an adequate network of landlords.

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.

For supportive services not provided directly by our agency and in order to provide program participants with the best opportunity to achieve desired outcomes, CV partners with service providers whose programs collectively address the needs of our participants. A network of service providers has been developed for the purposes of case management and collaborative service provision for participants residing in our shelter and transitional housing program. Through direct referrals, advocacy, and service coordination participants have access to and are quickly connected with providers who can address their needs. These partnerships will continue to be fostered and

RFP Response Form

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

utilized in the RRH program. Individuals in the Center for Victims' Housing Plus Program will receive comprehensive case management and support made possible by effective partnerships with an array of service providers.

CV partners with other providers who offer the following services that are not provided directly by CV itself: public assistance, child care, educational programs, employment assistance and job training, mental health services, substance abuse services, health care services, immigration services, early intervention and developmental screening for children. Center for Victims is a member of several organizations that focus on ending homelessness in our region including McKeesport Collaborative, Mon Valley Providers Council, McKeesport Healthier Partnership, and Greater Pittsburgh Nonprofit Partnership. CV also attends the Allegheny County Quarterly Homeless Providers meetings.

CV plans met and/or exceed all leveraging requirements for the Center for Victims Housing Plus Program thru the following revenue streams:

- Pennsylvania Coalition Against Domestic Violence which CV has received funding for 40 years
- Victim of Crime Act which has funded CV has received for over 20 years.
- General corporate and private and foundation donations

CV track record of having stable funding for leveraging is exceptional and documented in CV's financial report that is attached.

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 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 | Daily |
| Assistance with Moving Costs | Your organization | As needed |
| Case Management | Your organization | Daily |
| Child Care | A partner agency | Daily |
| Education Services | A partner agency | Daily |
| Employment Assistance & Job Training | A partner agency | Daily |
| Food | Your organization | Daily |
| Housing Search & Counseling Services | Your organization | Weekly |
| Legal Services | Your organization | Weekly |
| Life Skills Training | Your organization | Weekly |
| Mental Health | Your organization | Weekly |
| Outpatient Health Services | A partner agency | Weekly |
| Outreach Services | Your organization | Weekly |
| Substance Abuse Treatment | A partner agency | Weekly |
| Transportation | Your organization | As needed |
| Utility Deposits | Your organization | As needed |

RFP Response Form

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

Supportive services will be voluntary and tailored to the unique and individual needs and preferences of each participant. The program will employ a Case Manager to work with each participant individually to develop a client driven and customized service plan which will include identification of supportive services needed and a detailed and measurable plan for achieving outcomes related to the need. Case management will occur at a minimum once per month and will address and evaluate all supportive services needed for each participant. CV staff will advocate on the participant's behalf with our partner agencies to maximize service provision quality and efficiency. For all services provided directly by CV, provision will be expedited and prioritized for participants in the RRH program.

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
The HUD Annual Performance Report will be used to track the percentage of participants who maintain permanent housing. Outcomes will be reviewed monthly and evaluated quarterly by the Director of Domestic Violence Services who will also do thorough reviews of all participant progress to ensure barriers to maintaining permanent housing are being addressed.
 - b. Maintaining or increasing income
The HUD Annual Performance Report will be used to track the percentage of participants who maintain or increase income. Through case management participants will be connected with Employment Assistance and Job Training programs and will be provided resources for searching for employment. Assistance will be provided with applications for cash benefits and program staff will advocate with the appropriate PA Dept. of Human Services assistance office to maximize and expedite cash assistance. Outcomes will be evaluated monthly and evaluated quarterly by the Director of Domestic Violence Services.
 - c. Maintaining or increasing non-cash benefits
The HUD Annual Performance Report will be used to track the percentage of participants who maintain or increase non-cash benefits. Assistance will be provided with applications for non-cash benefits and program staff will advocate with the appropriate PA Dept. of Human Services assistance office to maximize and expedite assistance. Outcomes will be evaluated monthly and evaluated quarterly by the Director of Domestic Violence Services.
 - d. Obtaining employment
The HUD Annual Performance Report will be used to track the percentage of participants who obtain employment while in the RRH program. Through case management participants will be connected with Employment Assistance and Job Training programs and will be provided resources for searching for employment. The program will maintain an updated list of local employers and requirements and parameters for employment. CV will assist with transportation to and from employment related appointments. Assistance with obtaining job appropriate clothing will also be provided.
 - e. Returning to homelessness in six and 12 months

RFP Response Form

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

The HUD Annual Performance Report will be used to track the percentage of participants who return to homelessness in six and 12 months. All efforts will be made to intervene to resolve a housing crisis that may lead to a return to homelessness and attempts to re-house will be made when feasible.

f. Utilizing supportive services

Utilization of supportive services will be tracked through CV's data management system (ETO). All service provision is tracked for each client in the ETO database. Results will be reviewed quarterly by the Director of DV Services, who will also review each participant's progress monthly to identify any gaps in supportive service provision.

| RRH Program | | | |
|---|-------------------|---------------------|-------------------|
| Housing Measures | | | |
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Participants remaining in permanent housing | 14 | 16 | 87.5% |
| Participants maintaining or increasing their total income (from all sources) at the end of the operating year | 12 | 16 | 75% |
| Participants maintaining or increasing their non-cash benefits at the end of the operating year | 12 | 16 | 75% |
| Participants obtaining employment | 4 | 16 | 25% |
| Participants returning to homelessness in six and 12 months | 1 | 16 | 6.25% |
| Participants utilizing supportive services | 14 | 16 | 87.5 |

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 linked to mental health services |
| |
| Click here to enter text. |

| Additional Performance Measures Detail | | | |
|---|-------------------|---------------------|-------------------|
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Participants linked to mental health services | 8 | 16 | 50% |
| Data source and data collection method: ETO database | | | |
| Specific data elements and formula proposed for calculating results: Total participants in program divided by # of participants linked to mental health services | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: | | | |

RFP Response Form

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

Victims of domestic violence typically are affected by trauma, depression, anxiety, post-traumatic stress disorder, and other mental health issues that can interfere with their ability to maintain housing. By participating in mental health services, participants increase the likelihood they will achieve housing stability, remain safe, and improve their overall quality of life.

| Additional Performance Measures Detail | | | |
|---|------------|--------------|------------|
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Click here to enter text. | Enter # | Enter # | Enter % |
| Data source and data collection method: Click here to enter text. | | | |
| Specific data elements and formula proposed for calculating results: Click here to enter text. | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: Click here to enter text. | | | |

| Additional Performance Measures Detail | | | |
|---|------------|--------------|------------|
| Proposed Measure | Target (#) | Universe (#) | Target (%) |
| Click here to enter text. | Enter # | Enter # | Enter % |
| Data source and data collection method: Click here to enter text. | | | |
| Specific data elements and formula proposed for calculating results: Click here to enter text. | | | |
| Rationale for why the proposed measure is an appropriate indicator of performance: Click here to enter text. | | | |

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

All referrals to the Center for Victims’ Housing Plus Program will be received by the Case Manager for review. Individuals referred will be contacted directly for assessment of need and suitability. Provided the individual is part of the target population (a victim of domestic violence who is fleeing and in need of housing), the Case Manager will proceed with intake. An initial intake will be completed over the phone and an in-person intake will be arranged. A safety plan will also be discussed and individuals will be assessed for entry into CV’s emergency shelter if the situation warrants it. Once all intake and assessment information is obtained, the Case Manager will begin matching the participant with appropriate housing options and once a site is located will facilitate and coordinate the details of the rental agreement. The Case Manager and Director of Domestic Violence Services will review the participant’s circumstances and determine the initial amount and duration of financial assistance (including moving costs, rent, security deposits, utility assistance). A request for funds will be submitted to the Finance Director for distribution to the necessary parties.

| RRH Program | |
|---|--|
| Enter the percentage of Participants that will be coming from each of the following locations | |
| Enter % | Directly from the street or other locations not meant for human habitation |
| Enter % | Directly from emergency shelters |

RFP Response Form

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

| | |
|---------|-----------------------------------|
| Enter % | Directly from safe havens |
| 100% | Persons fleeing domestic violence |
| Enter % | 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.

The Center for Victims has a great history of success in using all of the federal funds in the past for 15-16 Transitional Housing using the rapid rehousing model and meeting all outcomes per the HUD requirements. CV, as stated already, has 15 landlords to assist in housing and CV plans to recruit more during 16-17 to be ready to start this program. We will be using no HUD funds to achieve our goal to begin 2017-2018. As stated many times in this application CV’s track record for implementing and accomplishing all of the funding requirements in a timely fashion have always been met. CV sees no reason that we will use RRH federal funds efficiently and reaching our goals within the time frame for this application.

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

The budget reflects 3 components: Rental assistance, supportive services and operations. The rental assistance request is for 16 units. We are requesting 5 one bedroom, 3 two bedroom and 8 three bedroom units at HUD Fair Market Value for Allegheny County. The average number of months will be 8.25. This average would provide 100% assistance for the first 6 months, 50% assistance in months 7-9 and 25% assistance in months 10-12. Supportive Services includes 2 staff positions – the Case Manager at 100% of time and Director of DV Services at 25% of time. Operations cost is for Utility assistance for no more than 6 months per unit at an average cost of \$300 per month.

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 checked="" type="checkbox"/> |
| HMIS | <input type="checkbox"/> |

| RRH Program | | | |
|------------------------------|----------------------------|-----------------------|---------------|
| Rental Assistance Budget | | | |
| Total request for grant term | | | 115285 |
| Total units | | | 16 |
| Type of rental assistance | FMR Area | Total Units Requested | Total Request |
| TRA | Allegheny County PA | 16 | 115285 |

Type of Rental Assistance: 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*

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: Pittsburgh Metropolitan area and Allegheny County PA

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.

| 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 | 5 | X | 657 | X | 8.25 | = | 27101 |
| 2 bedroom | 3 | X | 827 | X | 8.25 | = | 20468 |
| 3 bedroom | 8 | X | 1026 | X | 8.25 | = | 67716 |
| 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 | 16 | X | Enter \$ | X | Enter # | = | 115285 |

| RRH Program | | |
|------------------------------|---|-----------------------------|
| Supportive Services Budget | | |
| Category | Quantity and Description | Annual Assistance Requested |
| Assessment of Service Needs | Case Manager 100% @ 10% of time: Director of DV 25% @ 10% of time | 6163 |
| Assistance with Moving Costs | Click here to enter text. | Enter \$ |
| Case Management | Case Manager 100% @ 30% of time: Director of DV 25% @ 30% of time | 18488 |
| 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 | Case Manager 100% @ 30% of time: Director of DV 25% @ 30% of time | 18488 |
| Legal Services | Case Manager 100% @ 10% of time: Director of DV 25% @ 10% of time | 6163 |
| Life Skills | Case Manager 100% @ 10% of time: Director of DV 25% @ 10% of time | 6163 |
| Mental Health Services | Click here to enter text. | Enter \$ |
| Outpatient Health 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*

| | | |
|------------------------------------|--|----------|
| Outreach Services | Case Manager 100% @ 10% of time: Director of DV 25% @ 10% of time | 6163 |
| 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 | Utility Assistance up to 6 months - \$300per month x 16 units x 6 months | 28800 |
| Total Services Requested | | 90428 |

| RRH Program | |
|------------------------------------|----------|
| Summary for Match | |
| Total Value of Cash Commitments | 55028 |
| Total Value of In-Kind Commitments | Enter \$ |
| Total Value of All Commitments | 55028 |

| RRH Program | | | | | |
|------------------------------------|------|------------|---|--------------------|----------------------|
| Summary for Leverage | | | | | |
| Total Value of Cash Commitments | | \$450,000 | | | |
| Total Value of In-Kind Commitments | | | | | |
| Total Value of All Commitments | | \$450,000 | | | |
| Match or Leverage | Type | Source | Contributor | Date of Commitment | Value of Commitments |
| Match | Cash | Government | Pennsylvania Coalition Against Domestic Violence | 8/1/2017 | \$40,028 |
| Match | Cash | Government | Allegheny County Continuum of Care Supportive Services Fund | 8/1/2017 | \$15,000 |
| Leverage | Cash | Government | Pennsylvania Coalition Against Domestic Violence | 7/1/2017 | 300,000 |
| Leverage | Cash | Government | Victims of Crime Act (VOCA) | 7/1/2017 | \$130,000 |
| Leverage | Cash | Private | General donations | 7/1/2017 | \$20,000 |

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 | | | |
|--|------------------------------------|-------------------|--|
| 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 | 115285 | 1 year | 115285 |
| 4. Supportive Services | 61628 | 1 year | 61628 |
| 5. Operating | 28800 | 1 year | 28800 |
| 6. HMIS | Enter \$ | Enter Time | Enter \$ |
| 7. Sub-total Costs Requested | | | 205713 |
| 8. Admin (up to 7%) | | | 14400 |
| 9. Total Assistance Plus Admin Requested | | | 220113 |
| 10. Cash Match | | | 55028 |
| 11. In-Kind Match | | | Enter \$ |
| 12. Total Match | | | 55028 |
| 13. Total Budget | | | 275141 |

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

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.