

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

PROPOSER INFORMATION

Organization Name: Bethlehem Haven

Applicant Name & Title: Deborah Linhart, CEO

Address: 905 Watson Street, Pittsburgh, PA 15226

Telephone: 412-391-1348

Email: dlinhart@bethlehemhaven.org

Website: www.bethlehemhaven.org

PROPOSAL INFORMATION

Date Submitted: 5/24/2017

Amount Requested: \$260,373

REFERENCES

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

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

John Lovelace
President UPMC for You

Rosa Davis
CEO POWER

Stuart Fisk, CRNP
Director Center for Inclusion Medicine

REQUIREMENTS

The maximum score a Proposal can receive is 100 points for a Permanent Supportive Housing (PSH) Program and 100 points for a Rapid Re-Housing (RRH) Program. Please respond to the questions in the following sections:

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

All Proposers must complete this section once:

- A. Organizational Experience (40 points)

Proposers may complete one or both of the following sections; a separate section must be completed for each proposed Program:

- B. Permanent Supportive Housing Program (60 points)
- C. Rapid Re-Housing Program (60 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. Please state if your housing was under-utilized during the four quarters required by HUD. State whether you returned funding and, if so, why. State whether you are serving under or over capacity on your beds and units. If you currently run any housing programs, please complete the chart below. If you run multiple programs, please duplicate the chart for each program.

Bethlehem Haven is submitting this proposal to provide permanent housing solutions to end homelessness in Allegheny County. The programs and services will be delivered by Bethlehem Haven and collaborating partnerships. On July 1, 2016, Bethlehem Haven joined Pittsburgh Mercy's Family of Care. As a separate, wholly-owned subsidiary corporation of Pittsburgh Mercy, Bethlehem Haven will robustly service its mission and retain its core values, vision, 501(c) (3) status, board of directors, leadership team, name and corporate identity. Donations and fundraising will remain separate; however these two organizations will share administrative and programmatic resources to better service those who are homeless, at risk of homelessness and those with behavioral health needs.

Bethlehem Haven utilizes progressive engagement to provide appropriate services to populations with low, moderate and high needs through a wide array of housing and supportive services. Bethlehem Haven provides housing for 100 individuals per night through low-barrier emergency shelter, transitional housing and permanent supportive housing, permanent housing for women with a serious mental illness, and medical respite.

Additionally, Bethlehem Haven serves families through its homeless prevention program, Safe At Home which assists 150 households/families annually (75 of which are families with children) to avoid homelessness or to quickly exit the shelter system. Started in 2009, this program began with a focus on housing location services and mediation with landlords to mitigate housing barriers. With additional funding, the program has grown to include direct financial assistance to cover rent and/or arrears, deposits, utilities and other move-in expenses. The large network of landlords cultivated over the past 8 years has benefited all residents at Bethlehem Haven.

Bethlehem Haven's services are grounded in a Housing First philosophy. Since its inception in 1981, the organization has welcomed women without preconditions to the Emergency Shelter and provided a safe space for them to grow to become more self-reliant. Our focus on trauma-informed care and harm reduction has helped women to transition from a housing crisis to housing stability. Individuals are assessed upon entry into Bethlehem Haven programs and are guided

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

through the development of a housing plan based on their needs and resources. Recognizing that people cannot be served by a “one-size fits all” approach, Bethlehem Haven staff have broad knowledge of community resources and can link individuals to programs and services they need to achieve and maintain housing and income stability. Bethlehem Haven continuously evaluates and reviews program design, service delivery and benchmarks to improve housing outcomes for the benefit of individuals and families. The partnership with Pittsburgh Mercy brings a wealth of additional training and assistance to ensure best practices in the delivery of homeless services.

In 2015, Bethlehem Haven housed more than 500 individuals. In doing so, Bethlehem Haven not only assisted with providing health care and affordable housing, but also offers this vulnerable population hope, dignity and a sense of community. The people we serve have taught us how to best address their needs in the context of their real lives. By developing trust and fostering deep, personal connection with the individuals we serve we are able to partner with them to find solutions.

At this current time, our permanent supportive housing programs are 100% full capacity. Our Emergency Shelter is full with a waiting list of 30 women. Only our transitional housing program, which is phasing out has vacancies.

Current Housing Programs	
Program	Emergency Shelter
Population Served	Adult Homeless Women
Number Units/Beds	28
Annual Budget	Enter \$
January Utilization Rate	79%
April Utilization Rate	96%
July Utilization Rate	96%
October Utilization Rate	93%

Current Housing Programs	
Program	First Step (Phasing out November 2017)
Population Served	Adult Homeless Women
Number Units/Beds	10
Annual Budget	Enter \$
January Utilization Rate	80%
April Utilization Rate	100%
July Utilization Rate	80%
October Utilization Rate	80%

Current Housing Programs	
Program	Haven Homes
Population Served	Chronically Homeless Adult Women With A Disability
Number Units/Beds	16
Annual Budget	Enter \$

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

January Utilization Rate	100%
April Utilization Rate	100%
July Utilization Rate	N/A
October Utilization Rate	75%
Current Housing Programs	
Program	Step Up (Phasing out May 2017)
Population Served	Transitional Housing for Adult Women
Number Units/Beds	16
Annual Budget	Enter \$
January Utilization Rate	55%
April Utilization Rate	40%
July Utilization Rate	65%
October Utilization Rate	35%
Current Housing Programs	
Program	Safe At Home
Population Served	Homeless Eviction and Prevention for: 1. Adult Women Age 50+ experiencing a first-time, short-term crisis 2. Families with Children Age 0-5
Number Units/Beds	N/A
Annual Budget	Funded through the United Way
January Utilization Rate	N/A
April Utilization Rate	N/A
July Utilization Rate	N/A
October Utilization Rate	N/A
Current Housing Programs	
Program	Chronically Mentally Ill (CMI)
Population Served	Adult women who are chronically mentally ill with a homeless history
Number Units/Beds	10
Annual Budget	Funded through the Office of Behavioral Health
January Utilization Rate	100%
April Utilization Rate	100%
July Utilization Rate	100%
October Utilization Rate	100%

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.

Bethlehem Haven is guided in its mission work by those we serve. As a member of The Pittsburgh Mercy Family of Care, Bethlehem Haven maintains its own 501 (c)(3) status, board of directors, leadership team, name and corporate identity. Core programming and fundraising also remain

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

separate from Pittsburgh Mercy. This partnership provides Bethlehem Haven with a solid financial foundation and allowing staff to focus on the needs in our community. Bethlehem Haven's board members bring expertise from the healthcare, legal, accounting, and real-estate and social service industries. They provide fiscal oversight and routinely review the financial and programmatic performance of Bethlehem Haven. They have been instrumental in forging new partnerships to benefit homeless and vulnerably housed individuals and families in our community. The board also leads the fundraising efforts at Bethlehem Haven and has cultivated a private donor base that contributes more than half of the organization's operating budget. The senior leadership and board of directors ensure integrity and transparency to all funders, supporters and stakeholders in Bethlehem Haven.

Ms. Debbi Linhart, MHA, brings a wealth of experience in women's health care, business management, mergers and organizational leadership as Chief Executive Officer at Bethlehem Haven. Under her guidance, Chief Operating Officer, Sharon Higginbotham oversees the residential operations and service coordination. Caroline Woodward, Chief Officer of Philanthropic Engagement and Strategy oversees the fundraising, volunteer coordination, public relations and external communications.

Transparency, open communication and external coordination are essential to the success of Bethlehem Haven. The care management teams meet weekly to review client progress and barriers. Leadership also meets weekly to ensure the effective management of the Haven's programs and assets. The Board of Directors meets 6 times per year and committees of the board are engaged in monthly or bi-monthly meetings. Bethlehem Haven participates in the CoC committees, Housing Alliance of Pennsylvania, and other local groups to ensure that its services and housing are meeting the needs in the community.

Donnelly-Boland provides accounting, contract and financial management to Bethlehem Haven. Donnelly-Boland and Associates, a certified woman-owned business enterprise, is a CPA and consulting firm founded by Fay K. Boland, CPA and incorporated in 1992. Bethlehem Haven's independent audit is provided by Grossman Yanak and Ford and is attached as requested. Every year, Bethlehem Haven has received a clean audit report. Human Resource management is provided by Pittsburgh Mercy and includes recruiting, hiring and the retention of employees, management of payroll and benefits, compliance with applicable laws, and other areas of employee engagement and management. Bethlehem Haven also benefits from Pittsburgh Mercy's Compliance Department and professional development and training opportunities. Bethlehem Haven and Pittsburgh Mercy work together to ensure effective and timely communication to all employees, funders, partners and participants. Each build on the others community collaborations to expand opportunities to the people we serve.

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

N/A

4. Describe your organization's proposed staffing plan.
 - a. Staff experience working with the homeless population and in the housing community

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Bethlehem Haven's staff have multiple years of experience working with both homeless individuals and housing providers to secure housing opportunities for those experiencing homelessness based on their unique needs, preferences and financial resources. In addition the Case Manager will help individuals and families address issues that may be barriers to housing, such as credit history, rental/utility arrears and legal issues. The Case Manager level of experience will include the following: Master's Degree in Social Work, Counseling or related field, and a minimum of two (2) years' experience in a homeless or social service setting; or Bachelor's Degree in Social Work, Counseling or related field, and a minimum of three (3) years' experience in a homeless or social service setting. Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred. Personal recovery experience not required, but a plus.

The Case Manager will provide and assist individuals to maintain stability by providing the client with linkages to resources that improve their well-being, for example access to benefits, employment and community based services that include recovery services. The Case Manager will work to ensure that all services are client centered and driven, voluntary and respectful of the individual's right to self-determination. Other case management support will include completion of housing plans, assistance with budgeting, and linkages to crisis intervention where needed. In addition, the Case Manager will be responsible for all follow-up assessments, annual assessments (where applicable) and discharge assessments in HMIS.

An Intake Specialist will be assigned part-time to the program to ensure the unit-utilization maintains functioning at capacity. The Intake Specialist and the Case Manager will work together to ensure data in HMIS is entered in a timely manner. Bethlehem Haven's Housing Locator will also help support the Case Manager and client to assist locating and securing housing.

The program will be managed by the Chief Operating Officer and the Housing and Quality Assurance Supervisor. The Supervisors will oversee participant care, linkages to resources, that all required documentation is completed in a timely manner, the program benchmarks are achieved, and that the data in HMIS is accurate and entered in a timely manner. The Chief Operating Officer, who manages the overall program implementation reports directly to the Chief Executive Officer.

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

Bethlehem Haven's partnership with Pittsburgh Mercy enables us to use Mercy's talent acquisition and recruitment resources. Pittsburgh Mercy holds job fairs regularly, several times per month, and can assist in recruitment for any position and department. Focused attention will be made to hire staff who have specific experience and reflect the individuals served. It is the policy of Bethlehem Haven and Pittsburgh Mercy to employ the applicant who possesses the best qualifications that fit the requirements of the job.

Bethlehem Haven's partnerships also enable management to offer training opportunities that support staff retention. Establishing clear performance metrics enables management to evaluate staff's performance, and create opportunities for growth. Supervision and performance reviews are essential to enable feedback to the staff person, as well as creating an environment to encourage dialog about best practices for the organization, and how a job is executed.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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

Bethlehem Haven and Pittsburgh Mercy recognize that the strength of the organization depends upon the people who work for it. In addition to trainings and in-services required for all colleagues, Bethlehem Haven and Pittsburgh Mercy's training education and development opportunities are an integral part of the organization performance management system. All colleagues must establish individual annual training, education and development goals and are expected to complete them within the evaluation period. Senior management regularly attends regional and national conferences to continue their personal growth, as well as share new ideas and new directions with staff. All levels of staff participate in web-based training sessions provided through the National Alliance to End Homelessness and the Corporation for Supportive Housing in order to ensure best practices at Bethlehem Haven.

d. Your organization's plan for staff performance management

Bethlehem Haven and Pittsburgh Mercy both have a long-term goal of continuously evaluating and developing optimum quality services. The quality of the services provided is dependent upon the skills, competencies and ability of its staff. In a collaborative effort, the HR department, the supervisor and the colleague develop performance standards and goals which are linked to the organizations mission and strategic plan. In a continuing process throughout the year, the supervisor monitors and tracks the colleague's performance behavior and accomplishments. Continual feedback is given to coach, reinforce or redirect the colleague's efforts towards desired performance. Performance evaluations at a 6 month observation period after a new hire, and annual performance appraisals, with a self-appraisal are conducted.

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 entering data into HMIS

Bethlehem Haven is fully compliant with HMIS and works to ensure that all staff are trained on the system. Staff enters updated assessments quarterly to show outcomes and to ensure accurate annual reports. Bethlehem Haven's Housing and Quality Assurance Supervisor is responsible for ensuring that HMIS data is entered by staff, as required, and holding assigned team members responsible for ensuring the accurateness of information. The Housing and Quality Assurance Supervisor has 8 years of experience working in the HMIS system, participating on working groups as HMIS was being redesigned.

b. Your organization's plan for managing referrals through Allegheny Link as well as your strategy for entering the required data into HMIS within 3 days of accepting clients, completing annual assessments within the 60 day window allowed, and recording exits within 3 days of the client leaving. Indicate who on your staff is responsible for these activities.

The case management team is responsible for coordinating assessments, intakes, exits and inputting data into HMIS in a timely manner. This team consists of the Intake Specialist, Residential Managers, Case Managers, and Direct Care Staff. The Intake Specialist is responsible for program utilization, the intake assessment and program orientation. The Intake Specialist and the Case Manager collaborate to ensure that the Intake Assessment is entered into HMIS within 24 hours. The Case Manager is responsible for additional assessment (quarterly reports, annual reports and exit assessments), as well as data-quality.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

The Housing and Quality Assurance Supervisor provides trouble-shooting direction for staff prior to seeking assistance from the DHS Help-Desk. The team operates under the direct supervision of the Housing and Quality Assurance Supervisor.

How will the data quality report be utilized to ensure that data are correct? How often will the data quality report be utilized?

The data quality report will be utilized and run at least monthly. The case manager will be expected to run the report and fix the data on an ongoing basis. Additionally, the Housing and Quality Assurance Supervisor will be taking the reports and turning them into internal goals and action plans that are shared with managers monthly, as well as all staff on a quarterly basis. The supervisor receives a quarterly report to hold the case manager accountable.

6. Please provide a brief narrative on your organization’s use of the Housing First model in the narrative box below and 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 “all of the above” is the only selection chosen).

Does the Program(s) ensure that Participants are considered regardless of: 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 remain eligible for services (or continue to be served) regardless of: Select all that apply	
Failure to participate in supportive services	<input type="checkbox"/>
Failure to make progress on a service plan	<input type="checkbox"/>
Loss of income or failure to improve income	<input type="checkbox"/>
Being a victim of domestic violence	<input type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project’s geographic area	<input type="checkbox"/>
None of the above	<input checked="" type="checkbox"/>

Bethlehem Haven has been implementing the Housing-First model prior to the advent of the national model. Bethlehem Haven began as an emergency shelter that was founded on the principal of “meeting the individual where they are.” Bethlehem Haven has successfully maintained the CMI program (Chronically Mentally Ill) and the Haven Homes Program (formerly SOAR-focusing on the chronically homeless population), both programs are designed to serve the most vulnerable and

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

difficult populations. These programs' success is made possible by providing voluntary supportive services as needed. Bethlehem Haven also emphasizes that their programs are low-barrier. Bethlehem Haven has always welcomed LGBTQI populations, even prior to the mandates. Additionally, Bethlehem Haven has been a pioneer in diversion through the success of our Safe At Home Program. This program was designed on the understanding that a successfully functioning homeless system begins with diversion. This program has enabled hundreds of families and individuals to maintain their housing in the community and prevents them from the additional trauma of entering into the homeless system. Bethlehem Haven has recently redesigned its programs, especially in Emergency Shelter, to significantly reduce dialogue and activities not directly related to housing.

Bethlehem Haven has fully embraced the Housing-First Philosophy, continues to attend trainings, and continuously makes adjustments to policies and procedures to ensure Housing First practices are being followed.

7. 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 you will find the most recent audits for Bethlehem Haven. The financial statements have been prepared on the accrual basis of accounting. Accordingly, revenues are recognized when they are earned and expenditures when they are incurred. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Generally accepted accounting principles require Bethlehem Haven to report information regarding its financial position and activities according to three classes of net assets (unrestricted, temporarily restricted and permanently restricted), based on donor restrictions. Unrestricted net assets are neither permanently nor temporarily restricted by donor or grantor-imposed stipulations. Effective July 1, 2016, Pittsburgh Mercy Health System, Inc. ("Pittsburgh Mercy") was admitted as the sole corporate member of Bethlehem Haven pursuant to a Membership Transfer Agreement. No monetary consideration was exchanged in conjunction with the transfer of membership. Except as mutually agreed by Pittsburgh Mercy and Bethlehem Haven, all assets of Bethlehem Haven will remain as assets of Bethlehem Haven, and all outstanding liabilities of Bethlehem Haven will remain as liabilities of Bethlehem Haven. Bethlehem Haven's board will consist of up to 25 members and will include at least one Pittsburgh Mercy representative designated by Pittsburgh Mercy. 15 Together, Bethlehem Haven and Pittsburgh Mercy will combine their respective strengths to develop southwestern Pennsylvania's premier, community-based women's health services network that addresses the physical, behavioral, emotional, social, occupational and spiritual dimensions of health through outreach, community-based services, and shelter and housing programs.

B. Permanent Supportive Housing (PSH) Program (60 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

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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.

If selected as a Successful Proposer for this RFP, we understand that we may also be selected to assume the 2017-18 contracts for 11 family and 10 individual scattered-site PSH units, beginning Fall 2017 (check the box to indicate understanding).

1. Provide a unique Program name. Note that it cannot be called “[Your organization’s name] PSH.” In addition, please include your DUNS number and EIN.
Haven Housing - DUNS number: 607075660 and EIN: 25-1436685.
2. Provide a summary description of the entire scope of your organization’s proposed PSH Program.
Bethlehem Haven is proposing to provide permanent supportive housing for 20 chronically homeless adults with a disability in single units in scattered sites around Allegheny County. Bethlehem Haven will build upon our years of experience implementing housing-first, low-demand programs and will ensure the same approach is implemented into the new program. Rental assistance, housing location, and ongoing case management will be provided by Bethlehem Haven. Housing units will be held in a lease by the tenant. As indicated above, Bethlehem Haven is also willing to assume the two reallocated PSH contracts to begin in 2017.
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.
Bethlehem Haven has experience pulling from the backlog of individuals who are currently waiting for placement through the Allegheny Link. In many cases, these people are working with an outreach team, at the emergency shelter or at the Wellsprings Drop-In Center which is located in Bethlehem Haven’s 905 building location. This makes for an easy transition once funding is secured. The project can be staffed in a timely manner through the employment outreach efforts via the HR department. Housing resources will be pulled from the housing database that has been constructed from the Health Care and Housing Alliance, Pittsburgh Mercy, and Bethlehem Haven’s Safe At Home program. Bethlehem Haven will be able to assume the 2017 reallocated contracts for start-up upon notification.

Schedule

The month prior to contract funding approval notification, Bethlehem Haven will post the Case Manager position and continue to recruit landlords throughout Allegheny County.

Month One- Train the Case Manager and begin to build a case load

Month Two- Placement of 20% unit capacity

Month Three- Placement of 40% unit capacity

Month Four- Placement of 60% unit capacity

Month Five- Placement of 80% unit capacity

Month Six-Full capacity and fully operational.

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 identify a specific subpopulation focus. If your organization will

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

propose serving a specific subpopulation, please identify it by completing the Population Focus chart below. Provide a narrative describing the specific subpopulation(s) and why you propose the specific focus.

PSH Program			
Population Focus			
Chronically Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Adults 18 to 24	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
		HIV/AIDS	<input type="checkbox"/>
Other: Specify - Click here to enter text.			

Bethlehem Haven has expertise serving the most vulnerable people who suffer through chronic homelessness. Our experience fits this population the best and we believe that permanent resources are best used with this population.

- 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 served over the course of a year or grant term.

PSH Program			
Persons in Households			
	Adults over age 24	Adults ages 18-24	Total Persons
Chronically Homeless Non-Veterans	20	Enter #	20
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
Click here to enter text.	20	20	20

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Households	Adult households without children
Total number of households	20

Characteristics	Adult persons in households without children
Adults over age 24	20
Adult age 18-24	0
Total Persons	20

5. Describe your organization’s experience with the PSH Program target population and your chosen subpopulation, if any.

Bethlehem Haven has been operating Haven Homes (formerly SOAR) since 2004. This program is currently a Permanent Supportive Housing program and formerly a Safe Haven program. It has always been designed to maintain permanent housing for chronically homeless women. The programs outcomes have always exceeded expectations.

In 2007, Bethlehem Haven also began operating the CMI (Chronically Mentally Ill) Bridge Housing program, funded through the Office of Behavioral Health. This program is designed to engage and safely house women with a chronic mental health diagnosis, who are resistant to treatment and would otherwise be homeless. This program has consistently remained at capacity since the beginning of its operation in 2007 and exceeds expectations keeping its residents safely housed.

Bethlehem Haven’s success is largely based on our philosophy of serving those with the greatest needs and least resources through a Housing First approach. BH offers low-barrier admission to its programs and works with individuals and families to rapidly place them in permanent housing based on their needs and preferences, while offering voluntary and engaging supportive services. We provide ongoing case management to ensure housing stability and to address any issues that threaten the participant’s tenancy.

6. Describe your organization’s housing sites for the PSH Program.
- a. How your organization will consider the needs of PSH Clients and the barriers that are currently preventing them from securing and maintaining housing and how those needs and barriers will be addressed through case management

Bethlehem Haven employs motivational interviewing skills to assist individuals to achieve their goals. Staff also use progressive engagement to address the immediate needs of the individual and their barriers to housing placement and then engages the individual in services that help them to maintain their housing. Bethlehem Haven’s Intake Staff will begin working with the

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

individual from the first day of contact. The case manager will work with the individual's other supports (where applicable), such as social service organizations, family, case managers, and health care providers, to address their needs as efficiently as possible. Bethlehem Haven will work with the individual to obtain basic identification. Once identification is obtained, we will begin working to improve credit, teach financial literacy, teaching skills on how to be a good tenant, as well as making referrals to address other needs the individual identifies (medical, mental health, drug and alcohol, domestic violence counseling, career assistance, benefit assistance, etc). All units will leased directly to the participant, ensuring them basic tenant rights. Participants will pay no more than 30% of their income towards rent and Bethlehem Haven will ensure timely payment of the rent to the landlord. Staff will ensure that participants can maintain their housing through monthly case management contacts at a minimum. Should issues arise that threaten their tenancy, the case manager will provide additional support, such as housekeeping assistance, interventions to address hoarding, and mediation with landlords to resolve any issues.

b. How your organization will identify appropriate scattered site units and ensure that rents are reasonable (include your organization's definition of reasonableness)
Bethlehem Haven will build on its current landlord partnerships, and continue to seek new ones. Bethlehem Haven has been working with local landlords through our eviction prevention program, which has enabled us to build a positive reputation throughout Allegheny County. Our staff has also built a partnership with the Housing Alliance of Pennsylvania, opening opportunities to network and educate additional landlords about efforts to end homelessness and ways that homeless programs can benefit both the consumer and the landlord. Bethlehem Haven will also build upon its partnerships with Pittsburgh Mercy, the Housing Authorities, and Action Housing to identify housing units for participants.

Working with the client, the Housing Locator and Case Manager will assist with housing search and placement. The participant and staff will work to identify the communities that have easy access to transportation and supportive services that meet the needs of the participant. Unit types will be one bedrooms, efficiencies and SROs, based upon the preference of the participant and their ability to maintain the unit. Bethlehem Haven will also work to identify ADA units for participants with physical disabilities.

An inspection of the property will be completed before lease signing to ensure the unit is safe and habitable according to HUD standards, meets all applicable requirements identified in the HEARTH Act, CoC regulations and Fair Housing Act, and that it meets rent reasonableness. In the rare case that the rent exceeds the FMR for the area, case managers will determine rent reasonableness based on local market analysis that includes the price of similar units and takes into consideration the access to essential services and supports.

c. Your organization's plan for recruiting and working with landlords and other homeless services providers
As stated above, Bethlehem Haven will continue to work with other organizations to enhance the landlord list. Bethlehem Haven will continue to attend landlord community events and make presentations around homeless services. Bethlehem Haven plans to hire a Housing Locator, who will be the primary contact for the landlords, ensuring that the landlord feels as though

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

someone in the agency is working for them, and not just the client. The Housing Locator, the Safe at Home Coordinator and the Case Manager will all take part in efforts to expand relationships throughout Allegheny County by building relationships with current and potential landlords. Current partnerships with Pittsburgh Mercy, Action Housing, the Housing Authorities, and private landlords will be enhanced to expand the supply of available housing.

As mentioned, Bethlehem Haven has many years of experience mediating with landlords and tenants. We will draw upon these skills to resolve conflicts to ensure the participant can maintain tenancy. In the event that a tenant needs to relocate, the Case Manager can assist to negotiate the exit from the lease and help with relocating the participant to more suitable housing. In addition, Bethlehem Haven is working to secure private funds to assist with repairing any damage caused by the tenant if needed.

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

Bethlehem Haven will conduct a pre-rental inspection on the unit. The inspection will follow the HUD habitability inspection checklist and standards. If a unit fails to meet the requirements, Bethlehem Haven will make every effort to work with the landlord to fix the unit to bring it up to code. However, if the landlord refuses, Bethlehem Haven will not approve the unit and continue a housing search with the client.

In addition to the physical inspection of the unit, Bethlehem Haven will also assist the participant to determine the suitability of the community chosen. Access to transportation, work, healthcare and community support networks will also be considered.

e. Where your organization plans to locate the scattered site units in the County
Bethlehem Haven will attempt to locate the housing units in the geographic area desired by the client. Case Managers and the Housing Locator will assist the client to identify the neighborhoods with easy access to transportation and community support systems. Case Managers will assist participants with the housing search, completing applications, appealing denials and understanding lease obligations. Case managers will routinely meet participants in their homes to ensure that the housing placement is successful and meeting the client's needs and expectations. Should the participant need to relocate to another community, the case manager will assist them to ensure a smooth transition.

Provide a brief narrative on your organization's plan for coordinating with outside partners to ensure that the PSH Program is successful, including your plan for leveraging funds and supportive services in the narrative box below. 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.

Bethlehem Haven places a high value on collaboration with programs, partners and service providers. We network extensively and participate in numerous coalitions. Members of our staff

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

and board have memberships on the Homeless Advisory Committee, Housing Alliance, the Continuum of Care Committee and the Provider Ad Hoc Committee.

We have many partnerships with local providers to secure housing, resources, and services for program participants. We also maintain partnerships with over 200 local churches and community organizations for assistance with household set up, clothing, food, hygiene items and furniture. Collaboration with service providers extend from health care (AHN, UPMC, Heath Care for the Homeless, Mercy, POWER, Family Links, Recovery United), to employment (AHN, Career Link, PA Women’s Work), to financial management (Dollar Bank, United Way volunteers), managing their credit rating (BNY Mellon and Reed Smith) and tenant/landlord mediation (Safe at Home, SHIM, North Hills Community Outreach). Due to our wide reach, we are able to expand access to supportive services and housing opportunities throughout every corner of Allegheny County- reaching areas that are service poor.

PSH Program		
Supportive Service	Provider	Frequency
Assessment of Service Needs	Your organization	As needed
Assistance with Moving Costs	Your organization	As needed
Case Management	Your organization	Weekly
Child Care	A partner agency	As needed
Education Services	A partner agency	As needed
Employment Assistance & Job Training	A partner agency	As needed
Food	A partner agency	As needed
Housing Search & Counseling Services	Your organization	As needed
Legal Services	A partner agency	As needed
Life Skills Training	Your organization	As needed
Mental Health	A partner agency	As needed
Outpatient Health Services	A partner agency	As needed
Outreach Services	Your organization	As needed
Substance Abuse Treatment	A partner agency	As needed
Transportation	A partner agency	As needed
Utility Deposits	A partner agency	As needed

Pittsburgh Mercy and its entities are highly experienced in providing and accessing all of these supportive services. Each identified individual will be regularly assessed and reviewed to ensure that ongoing needs are consistently met. We will meet as often as daily to a minimum of once per month based on the individual's need.

7. 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
To achieve HUD performance standards, we will provide linkage to needed supportive service and resources to promote successful independent living; consistent monitoring for appropriate service delivery and flexibility with anticipating individual needs; ensure that all basic needs are

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

addressed; regular review of each individual’s performance in accordance with the HUD standards and implementation of continuous quality improvement activities as needed. Case managers will provide or assist with linking participants to available supports to assist with maintaining housing. These may include housekeeping, hoarding assistance, anger management, employment assistance, life skills and budgeting.

b. Maintaining or increasing income

To achieve the performance standards, we will provide linkages to SOAR and benefits coordination. The Case Manager will regularly review the individual’s financial situation to best prevent any lapse in or decrease of benefits. The Case Manager will refer to employment services and vocational resources as requested by the individual.

Maintaining or increasing non-cash benefits (e.g., Food Stamps)

To achieve the HUD performance standards, we will provide regular review of the individual’s financial situation to best prevent any lapse in or decrease of benefits. The Case Manager will provide support for mitigating barriers to regular successful renewal of benefits (i.e. obtaining and timely completion of required renewal paperwork, telephone interview, etc.) and will utilize the SOAR program and benefits coordination staff for consult, as needed.

c. Maintaining or securing Medicaid or Private Health Insurance

The Case Manager will provide a regular review of the individual’s health insurance to best prevent any lapse in benefits. The Case Manager will also provide referrals to the SOAR program if the client is eligible.

8. Describe your organization’s plan for managing referrals and securing beds for PSH Program Participants. In addition, fill out the chart below.

Bethlehem Haven’s focus has always been to house individuals who are living in “location not meant for human habitation”. We have also historically taken people who are residing in emergency shelters. Moreover, many of those we serve are leaving a domestic violence situation and we have years of experience in trauma informed care to assist this population. Bethlehem Haven is also open to serving consumers who are currently living in transitional programs or unstable housing and helping them acclimate into a permanent supportive housing program.

Referrals for this PSH program will be managed through the LINK. Bethlehem Haven’s Intake Coordinator will take the referral and contact the participant for intake. Upon intake, the Case Manager and Housing Locator will be engaged to locate, assess and secure housing for the participant. Since this program will serve single adults without children, Bethlehem Haven will maintain available housing rosters for one-bedroom, efficiency and SRO apartments.

PSH Program	
Enter the percentage of Participants that will be coming from each of the following locations	
70%	Directly from the street or other locations not meant for human habitation
20%	Directly from emergency shelters
0	Directly from safe havens

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

5%	From transitional housing and previously resided in a place not meant for human habitation or emergency shelters, or safe havens
5%	Persons fleeing domestic violence
100%	Total of above percentages

9. Describe your organization’s ability to effectively utilize federal funds and perform the scope of services described in the RFP for the PSH Program within funding and time specifications.
Bethlehem Haven has consistently utilized the allotted funding completely in performing the activities described in the Scope of Service within a grant’s contract period. We have taken on and succeeded in implementing programs with either the same or similar outcome requirements. Through the use of case management and other community supports and resources, we will also establish the goals for the program and the clients' goals such as employment, education, social life/life skills development to assist individuals establish greater levels of independence and quality of life.
10. Provide a detailed budget narrative that clearly supports the PSH Program.
 Bethlehem Haven will provide rental assistance, housing search and placement assistance and case management to support 20 individuals in Permanent Supportive Housing.
11. The charts below are HUD’s specific budget format. Use the charts to provide details on your organization’s budget for the proposed PSH Program.

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

PSH Program			
Rental Assistance Budget			
Total request for grant term			260,373
Total units			20
Type of rental assistance	FMR Area	Total Units Requested	Total Request
SRA	Allegheny	20	260,373

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.](#)

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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		X	Enter \$	X	Enter #	=	
1 bedroom	20	X	525	X	12	=	126,000
2 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	Moving	10,000
Case Management	1.0 FTE	50,000
Child Care	Click here to enter text.	Enter \$
Educational Services	Click here to enter text.	Enter \$
Employment Assistance	Click here to enter text.	
Food		Enter \$
Housing/Counseling Services	.25 FTE	12,500
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.	5,000
Utility Deposits	Click here to enter text.	2,500
Operating Costs		37,349
Total Services Requested		117,349

PSH Program	
Summary for Match	
Total Value of Cash Commitments	25,100
Total Value of In-Kind Commitments	40,000
Total Value of All Commitments	65,100

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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	126,000	1	126,000
2b. Leased Structures	Enter \$	Enter Time	Enter \$
3. Rental Assistance	Enter \$	Enter Time	Enter \$
4. Supportive Services	160,100	1	80,000
5. Operating	35,000	1	37,349
6. HMIS	Enter \$	Enter Time	Enter \$
7. Sub-total Costs Requested			243,349
8. Admin (up to 7%)			17,034
9. Total Assistance Plus Admin Requested			260,383
10. Cash Match			25,100
11. In-Kind Match			40,000
12. Total Match			65,100
13. Total Budget			325,483

C. Rapid Re-Housing (RRH) Program (60 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.

If selected as a Successful Proposer for this RFP, we understand that we may also be selected to assume the 2017-18 contract for 10 individual scattered-site RRH units, beginning Fall 2017 (check box to indicate understanding).

1. Provide a unique Program name. Note that it cannot be called “[Your organization’s name] RRH.” Please include your DUNS number and EIN.
[Click here to enter text.](#)
2. Provide a summary description of the entire scope of your organization’s proposed RRH 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 RRH Program.
[Click here to enter text.](#)
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 identify a specific subpopulation focus. If your

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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 type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Adult 18 to 24	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
	<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 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 served over the course of a year or grant term.

RRH Program			
Persons in Households			
	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 #

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 #

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

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

Households	Adult households without children
Total number of households	Enter #

Characteristics	Adult persons in households without children
Adults over age 24	Enter #
Adults age 18-24	Enter #
Total Persons	Enter #

5. Describe your organization’s experience with the RRH Program target population and your chosen subpopulation.
Click here to enter text.
6. Describe your organization’s housing sites for the RRH Program.
 - a. How your organization will consider the needs of RRH Clients and the barriers that are currently preventing them from obtaining and maintaining housing and how those needs and barriers will be addressed through case management
Click here to enter text.
 - b. How your organization will identify appropriate scattered site units and ensure that rents are reasonable (include your organization’s definition of reasonableness)
Click here to enter text.
 - c. Your organization’s plan for recruiting and working with landlords and other homeless services providers
Click here to enter text.

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

- d. Your organization’s plan for assessing the suitability of scattered site units for habitation by RRH Participants
[Click here to enter text.](#)
 - e. Where your organization plans to locate the scattered site units in the County
[Click here to enter text.](#)
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.
[Click here to enter text.](#)
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	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.
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 RRH Program and fill out the chart below:
- a. Maintaining 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)
[Click here to enter text.](#)
 - d. Maintaining or increasing Medicaid or Private Health Insurance

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

Click here to enter text.

e. Securing employment

Click here to enter text.

f. Not returning to homelessness in six and 12 months

Click here to enter text.

g. Utilizing supportive services

Click here to enter text.

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

Click here to enter text.

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
Enter %	Directly from safe havens
Enter %	Persons fleeing domestic violence
Enter %	Total of above percentages

10. 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.

Click here to enter text.

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

Click here to enter text.

12. 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 type="checkbox"/>
Supportive Services	<input type="checkbox"/>
Operations	<input type="checkbox"/>
HMIS	<input type="checkbox"/>

RRH Program			
Rental Assistance Budget			
Total request for grant term			Enter \$
Total units			Enter #
Type of rental assistance	FMR Area	Total Units Requested	Total Request

RFP Response Form

U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for Permanent Supportive Housing and Rapid Re-Housing Programs

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.

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	Enter #	X	Enter \$	X	Enter #	=	Enter \$
2 bedroom	Enter #	X	Enter \$	X	Enter #	=	Enter \$
Total	Enter #	X	Enter \$	X	Enter #	=	Enter \$

RRH Program		
Supportive Services Budget		
Category	Quantity and Description	Annual Assistance Requested
Assessment of Service Needs	Click here to enter text.	Enter \$
Assistance with Moving Costs	Click here to enter text.	Enter \$
Case Management	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 \$

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

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

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	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 \$

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)

RFP Response Form

*U.S. Department of Housing and Urban Development (HUD) 2017 Reallocation Funding for
Permanent Supportive Housing and Rapid Re-Housing Programs*

- 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.