



Allegheny County Department of Human Services

# RFP Response Form

## Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)

### PROPOSER INFORMATION

Proposer Name: The Center that CARES

Authorized Representative Name & Title: Rev. Glenn G. Grayson

Address: 2701 Centre Ave. Pittsburgh, PA 15219

Telephone: 412.621.9612

Email: [REDACTED]

Website: [www.centerthatcares.org](http://www.centerthatcares.org)

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

Date Incorporated: 1999

Partners and/or Subcontractors included in this Proposal: [Click here to enter text.](#)

How did you hear about this RFP? *Please be specific.* Email

Does your organization have a telecommunications device to accommodate individuals who are deaf or hard of hearing?  Yes  No

### REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Rev. Glenn G. Grayson	412.621.9612	[REDACTED]
Contract Processing Contact	Shinora Johnson	412.621.9612	[REDACTED]
Chief Information Officer	DaVonna Shannon	412.621.9612	[REDACTED]
Chief Financial Officer	Germeen Greene	412.621.9612	[REDACTED]
<b>MPER Contact*</b>	Shinora Johnson	412.621.9612	[REDACTED]

\* **MPER** is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

# **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

## **BOARD INFORMATION**

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

Steven M. Barth, Esq. , Chair  
Rev. William King, Esq. , Treasurer  
Michelle Porter, Secretary  
Debra Valentine-Gray  
Andrew McCray  
Sharjeel Farouq  
Karl Pietrzak  
James Doyle  
Dashon Cruse (Youth Representative)  
Rev. Glenn G. Grayson, President

Board Chairperson Name & Title: Steven M. Barth, Esq

Board Chairperson Address: 2701 Centre Ave. Pittsburgh PA 15219

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email [REDACTED]

## **REFERENCES**

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

**Caster Binion**, Executive Director, Housing Authority City of Pittsburgh  
[REDACTED] [REDACTED]

**Michelle Cooper**, Executive Director McAuley Ministries  
[REDACTED]

**Ann Marie Mumich**, Chief Strategy Officer, Energy Innovation Center Institute  
[REDACTED] [REDACTED]

## **PROPOSAL INFORMATION**

Date Submitted 11/20/2020

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

Amount Requested: \$676,640

**CERTIFICATION**

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

I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania’s Right-to-Know Law.

By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient’s decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

My Proposal does not contain information that is either a trade secret or confidential proprietary information.

**ATTACHMENTS**

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

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

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

### **REQUIREMENTS**

Please respond to the following. The maximum score a Proposal can receive is 135 points. Your response to this section should not exceed 18 pages.

#### **Commitment to YHDP Vision and Principles (15 points)**

1. Describe what makes your organization uniquely qualified to provide services to youth experiencing homelessness in Allegheny County. Please include evidence of a positive track record in helping transition age youth experiencing homelessness obtain safe, stable and reliable housing.

Making a difference in the lives of hundreds of children, youth, and young adults annually, the Center that CARES is firmly anchored in the fabric of the Pittsburgh community with a 21-year vibrant history of quality programming through innovative, culturally-centered programs and dynamic partnerships. Four years ago, the Center that CARES partnered with the City of Pittsburgh to launch a grassroots initiative to offer violence prevention and intervention. With a community focused approach, the Center that CARES spearheaded a comprehensive effort to not only respond to escalating violence, but also to work with vulnerable youth and young adults experiencing issues and barriers that expose them to potential violence including homelessness, runaway, domestic violence abuse, joblessness, and lack of support systems. Through community engagement and relationship building, staff identifies and works with high-risk youth and young adults to provide a bridge to a positive lifestyle and viable paths to self-sufficiency. With outreach workers and support services staff in high risk neighborhoods throughout the City, the Center that CARES emerged as portal for struggling youth. As a result, the Center that CARES developed a continuum of supplemental services that moved young men and women towards stability and self-sufficiency. Included in this program matrix is workforce development, counseling, individual support, housing, and emergency support. For most youth and young adults confronting street life, the lack of stable housing significantly increased their vulnerability to violence. For this reason, the Center that CARES fostered partnerships and resources to connect youth to reliable housing. Because of the glaring, critical need for stable, secure housing, the Center that CARES acquired the Hamilton House in Homewood to offer housing alternatives and quality services that will empower them to transition to self-sufficiency. The Rapid Rehousing Initiative and Housing First echo the need of vulnerable youth with whom CARES has outreached, and through this initiative, we are seeking to offer this valuable resource and create equity of opportunity for youth.

2. Describe how your organizational culture engages youth as leaders and decision-makers, including the specific strategies you use to promote youth voice.

The Center that CARES is committed to youth-driven programs that empower youth to inform, guide, and implement programming while also cultivating a powerful youth voice to advocate and lead. To ensure this organizational priority, the Center that CARES has Youth Ambassadors as a core part of its program. Youth Ambassadors are paid positions that serve as decision makers in the organization, advising, guiding, advocating, and implementing programming. Additionally, the initiative, Youth Voices, was established as a vehicle for

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

youth to develop and apply leadership skills, most recently spearheading City-wide conversations in response to the George Floyd murder facilitated by Sterling K. Brown and developing the video, “I Can’t Breathe”. Through the REACH Initiative, the Center that CARES also engages young adults as peer advocates that support and reinforce lifestyle changes with struggling youth. The Center that CARES also includes youth on its governing Board of Directors. In addition, recently, the Center that CARES was awarded a grant from the Pittsburgh Foundation for the youth-driven Table Talk model to be implemented throughout the organization to spearhead the amplification of the youth voice.

3. Describe how you will ensure that the proposed RRH Program is delivered in ways that reflect the principles of Trauma-Informed Care, Positive Youth Development, Equity and Inclusion, and Housing First.

The Center that CARES staunchly advocates for strength-based approaches that are responsive and inclusive with a history of reaching youth who are disenfranchised and disconnected from traditional agencies and institutions. In delivering the RRH Program, the Center that CARES will continue to adhere to the values and priorities that meet youth where they are and move them towards their goals.

- Equity and Inclusion is central to the mission of the Center that CARES which embraces and serves all youth, including youth who are systematically disenfranchised from traditional organizations. As part of this commitment, CARES staff, facilities, programming, and strategies are reflective of the communities we serve.
- Youth Development is the framework for delivering programs and services through the Center that CARES, emphasizing a strength-based paradigm that builds upon skills and talents and nurtures strengthening assets that contribute to healthy development.
- Trauma Informed Care at our organization adheres to the key pillars of safety, choice, collaboration, trustworthiness and empowerment, with our staff trained in Trauma Informed Care and understanding the needs and services of youth must be viewed in context of their experiences and trauma.
- Housing First- The Center that CARES recognizes the importance of safe, secure housing as a fundamental need that provides the foundation for youth to thrive. For this reason, the Center that CARES has developed partnerships and resources to facilitate the transition for youth to permanent housing within 30 days.

### **Organizational Experience and Staffing (30 points)**

4. 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.

Through the REACH Initiative, the Center that CARES has strategically designed internal and external communications that optimize responsive, youth-centered approaches that intervene in crisis, alleviate barriers, and acquire resources. Our communication matrix includes three primary strategies; fostering youth progress, addressing emerging areas of

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

need, and coordinating services with collaborative partners. Coordinated by our Project Director, our team meets weekly to review progress of youth, identifying potential opportunities, barriers, and support needed; included in this meeting are program specialists, managers, neighborhood outreach workers, and HACP Liaisons. Additionally, weekly, the REACH Initiative convenes team meetings with all program staff, City of Pittsburgh Public Safety, and Pittsburgh Police focused on identifying high risk and emerging issues and connecting with developing resources and initiatives. The Center that CARES has also developed substantive partnerships with key institutions in the City of Pittsburgh and Allegheny County, as well as workforce development, social services, victim services, and mental health and counselling. Each service focus area has a designated staff liaison who navigates and coordinates services and programming with partners which includes daily and weekly client focused service delivery and monthly network communications.

5. Provide evidence of your organization's crisis response systems, including the ability to provide compassionate and appropriate supports to youth experiencing a behavioral health crisis, violence or sexual exploitation.

A critical component of our REACH Initiative is Crisis Response, for which we have established a team trained in crisis response, mediation, and trauma informed care. Our Crisis Response Team provides responsive, immediate intervention to high risk situations that could be catalyst for incidents of conflict or violence, risks for safety, or increased vulnerability of youth/young adults. Our team is cross-trained and utilizes developed models that mitigates the presenting incident, as well as offers strategic intervention to connect youth to supportive services. Our Crisis Response Team works with City of Pittsburgh Public Safety, Pittsburgh Police, Housing Authority City of Pittsburgh, and Pittsburgh Public Schools.

6. Please reflect on any areas in which your organization stands to grow or improve, including your plan for addressing them.

With the acquisition of Hamilton House, the Center that CARES has commenced an expanded phase of responding to the needs of vulnerable young men and women. Building upon our strong infrastructure of experienced staff, quality program models, established partnerships, and history of successful outcomes for youth, the Center that CARES has an unique opportunity to offer a culturally responsive, strength-based framework to empower and nurture youth, offering equity of opportunity to services and programs that build a foundation for success and paths to self-sufficiency for youth who are vulnerable, marginalized, disenfranchised, and disconnected. The RRH Initiative allows the Center that CARES to leverage resources that will allow us to expand our model and effectively alleviate the critical need of homeless youth.

7. Provide evidence of your experience and success in meeting standards for managing data with HMIS (or similar data management systems if you have not previously received CoC funding or are a victims' services provider).

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

The Center that CARES is committed to data-driven programming as an effective strategy for ensuring youth receive the support, services, and opportunities they need to succeed. As a result, CARES has an Information Specialist who manages our data bases, data reports, and data analysis Allegheny Department of Human Services, PA Department of Education, Housing Authority City of Pittsburgh, and Partner4Work.

8. Describe your strategy for hiring, training and retaining high quality, diverse staff with exceptional youth engagement skills.

The Center that CARES is firmly committed to hiring individuals who are anchored in neighborhoods and fostering their abilities to effectively serve their community. Through the REACH Initiative, the Center that CARES identified, trained, and retained diverse staff from underserved neighborhoods who are rooted and connected to youth in their community, with many having also been previously marginalized or disconnected. Building upon their strong relationships, understanding of neighborhood dynamics, and experienced with issues facing youth, our program staff have effectively been able to outreach to disenfranchised youth and work with them to achieve their goals. Similarly, throughout the CARES organization, we reflect the children and youth we serve.

### **Program Strategy (50 points)**

9. Provide a unique name for your RRH Program. (If you are proposing multiple Programs, each Program must have its own unique name.) Note that it cannot be called “[Your Organization’s Name] RRH Program.”

A Caring REACH

10. Describe your housing plan. This plan must support Participants in identifying housing of their choosing and eliminating housing-related barriers, including all service components described in the RFP.

In response to the need for housing among disenfranchised, underserved youth indicated through our REACH Initiative, the Center that CARES has recently acquired resources to facilitate access to housing as a critical factor in providing the stability and security for young adults that will enable them to make informed decisions and connect with resources that allows them to pursue their dreams. This fall, the Center that CARES acquired the Hamilton House, a former convent with 30 individual rooms located on Hamilton Ave. in Homewood. This facility will serve as the hub for our youth programming, while offering options for temporary housing for youth, becoming fully operational by December 31, 2020. In this manner, the Center that CARES will be able to immediately house young adults referred through Allegheny Link, provide supportive services, and work with youth to design their goal plan. In addition, through its work with the REACH Initiative, CARES has developed relationships to offer housing to young adults seeking housing, including Lavelle

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

Real Estate and Michelle Watson, Caldwell Banker. As part of our commitment to offer long-term housing options to our community, CARES was also gifted a six-unit apartment complex in the Hill District as well as owns a 12 apartment unit which can be options for youth. In collaborating with youth to design their goal plan and housing priorities, we will work with them to identify locations and options that best meet their needs.

11. Describe how you will incorporate shared housing strategies into your proposed RRH Program, including how it will support interested youth in finding units, establishing roommate agreements, offering mediation, and handling situations in which both households are enrolled as Participants.

In working with youth experiencing homelessness, isolation and lack of support systems frequently exasperate needs and contribute to ongoing barriers to success. For this reason, shared housing can offer an opportunity for youth to build peer support that can foster relationships and motivation as they work towards their goals. As a result, the Center that CARES will develop options for roommates to share housing including working with landlords for individual lease agreements, facilitating pre-move-in roommate planning sessions, offer follow-up sessions to mitigate issues, prevent escalating conflict, and facilitate transition, as well as have responsive guidance and support to address concerns or issues readily accessible.

12. Describe your plan for providing individualized case management, transition planning and follow-up services to Participants to maintain housing stability. Please include your rationale for determining which Participants qualify for extended Program participation.

The Center that CARES adheres to a strength-base, culturally relevant individual support framework that prioritizes working with youth to identify their needs, interests, and goals, subsequently developing an action plan that connects them to needed services and support, offers transitional support that offers structured success experiences that strengthen and plan for their success, and provides positive, supportive follow-up from individuals familiar with barriers, issues, and responsive problem solving assistance as needed. Our team will meet daily to review youth plans and service needs during the first 30 days, with twice weekly follow-up during the first month of their placement in permanent housing and then weekly sessions as determined by youth. For case management and individual support, we will also provide connections to education, training, and employment with supportive follow-up offered. Additional communication on programs, opportunities, workshops, and trainings will occur regularly, and engagement in long-term peer network will also be encourage.

13. Describe your proposed strategies, including any relevant community partnerships and programming, to help youth achieve the following outcomes:



## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

- a. Permanent connections to caring adults, peers, community networks or other natural supports

Critical to the design and success of the REACH Initiative is creating neighborhood anchors through our staff who are accessible, informed, long-term resources to youth and neighborhoods. With their knowledge of neighborhoods and services combined with their experience, they can provide responsive follow-up that integrates individual support and case management. Additionally, through establishing Peer Advocates, the Center that CARES is building a network of interactive support and resources that can assist with problem solving and connecting with opportunities. Mirroring the Red Table hosted by Jada Pinkett, the Center that CARES has begun implementing Table Talk which is a youth-led discussion of key issues and concerns they are focused on which has been successful opportunity for youth to express their voice, share experiences, and obtain support and encouragement. We plan to utilize this model throughout the Caring REACH Initiative, and it will be coordinated by our Youth Advocates.

- b. Progress toward education and/or employment goals

With a commitment to equity of opportunity, the Center that CARES has a robust education and workforce development program platform which focuses on offering youth a firm pathway to pursue their goals. Through a grant from Partner4Work, the Center that CARES has created a unique program model, Kufikia Ukuu, which is Swahili for Achieve Greatness, that provides youth-centered, individual support and coaching which offers guidance and hands-on assistance to youth in order to ensure they fulfill their potential, increase their skills, and connect with opportunities aligned with their identified career path.

Additionally, the Center that CARES has crafted partnerships with key training organizations to increase the accessibility of our youth to training in high demand careers. Partnerships include Energy Innovation Center Institute, Community Kitchen Pittsburgh, Bidwell Training Center, and Google.

- c. Improved health and social-emotional well-being

With the establishment of the Healing Housing in 2019, which is annexed to the Jeron X Grayson Center, the Center that CARES has developed an accessible center from which to coordinate our programs and services to offer health and social-emotional well-being for youth.

14. Provide a schedule for the proposed activities and describe how you will ensure effective and timely implementation of all Program activities.

The Center that CARES has developed the projected schedule of proposed activities in order to ensure implementation of program activities and achievement of outcome goals.

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

- Youth are referred, with placement at Hamilton House if temporary shelter is needed.
- Initial Interview occurs within the first day with primary staff contact.
- Subsequent planning sessions occur daily over a three-day period with a 30-day action plan developed which includes housing preferences, service needs and career path goals.
- Daily sessions prior to transition to permanent housing will focus on planning with youth and supportive services that will strengthen and empower youth.
- Placement in permanent housing will occur within 30 days, with follow-up individual support and case management offered twice a week for the first month, then either weekly or bi-weekly as determined in conjunction with youth.
- Connection to workforce and peer support also introduced within first 30 days.

### **Staffing (10 points)**

15. Provide your specific staffing plan to support the programmatic, administrative and executive components of the RRH Program. Include brief job descriptions, skill sets or certifications held by key staff.

**Rev. Glenn G. Grayson, President & CEO** is the founder and visionary for the Center that CARES developing responsive programs to underserved children, youth, and families for 21 years. Through his leadership, CARES has developed multi-dimensional, strength-based model that offers supportive, culturally relevant programs that provide equity of opportunity to the most underserved and disenfranchised. Most recently, Rev. Grayson has led the development of the City-wide REACH Initiative building a coalition of grassroots and community-based organizations.

**Shinora Johnson, Chief Operating Officer** is an experienced operational manager, as well as an innovative young leader championing dynamic, quality programs for youth and young adults, including designing Kufikia Ukuu, STEM education, and youth leadership, as well as responsive strategies for inclusion for girls and LGBTQ+. In addition, Shinora has created community collaborations and partnerships to foster connections and opportunities for youth thereby promoting equity of opportunity. Moreover Shinora is a recognized regional advocate for underserved and underrepresented youth.

**Dr. Arthur Woods, Director of Workforce Development** has developed the workforce development model focused on an individual “coaching” model that works with youth to successfully plan and pursue career paths to sustainable careers. As part of this effort, Dr. Woods works with training partners and employers.

**Melvina Daniels, MA, Director of Young Adult Initiative** builds upon her experience as a teen mother to spearhead strength-based, youth-centered programming that recognizes the potential of youth. Ms. Daniels has strong management experience in project development and implementation, including staff management and program planning.

**Antoine Bailey, Coordinator REACH Outreach**, managing an outreach team of 12 across the

## **RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

city, including specialists, outreach workers, and neighborhood liaisons, Antoine and his team have experience in outreach, crisis response, conflict resolution, and case management, with training that strengthens their ability to work with vulnerable youth and connect to potential resources.

**DaVonna Graham, Evaluation & Impact Manager** is a doctoral candidate at University of Pittsburgh and has been working with the Center that CARES designing and implementing evaluation plan, benchmarks, and quality assurance measures to ensure data driven programming that increases outcomes and opportunity for youth.

**Mia Mitchell, 20, Youth Advocate** has been a Youth Ambassador for the Center that CARES, most recently, providing a leadership role in our city-wide teen forum conducted in response to the George Floyd murder.

**Delon Baskins 19, Youth Advocate**, is a freshman at CCAC, and has participated in Youth Voice programming with the Center that CARES, as well as involved in both the Teen Forum and the development of the video, "I Can't Breathe".

### **Supportive Services and Partnerships (15 points)**

16. Provide a detailed plan for how you will achieve Program goals through collaboration with partners, including with one or more grassroots and/or community-based nonprofit agencies that have expertise serving youth whose identities are often marginalized. Alternatively, describe how your organization provides this perspective and expertise. Clearly indicate what role each partner will play, including services to be provided and the nature of your relationship with the partner (e.g., subcontract, MOU, referral partner).

The REACH Initiative is focused on creating grassroots engagement and outreach to underserved communities. The REACH Initiative has established outreach staff representative of marginalized youth and who are anchored in their neighborhoods, with experience working with disfranchised youth. Concentrated in neighborhoods throughout the city, each REACH staff person works with a community collaborative or network. Moreover, through the REACH Initiative, the Center that CARES has established partnerships with grassroots and community-based organizations, social service providers, and institutions. Included in our collaborative is organizers and volunteers from grassroots sports leagues in each of our identified priority underserved neighborhoods who have been engaged in program design and delivery and trained in identification of risk factors. The REACH Initiative has also developed a resource partnership directory for supportive services and has developed contacts in key service providers. Additionally, CARES has also formed a strong relationship with Housing Authority City of Pittsburgh, working with Resident Councils and HACP Safety on awareness, outreach, and services, as well as employing Liaisons from HACP communities to participate in prevention and intervention.

17. Complete the Supportive Service Plan Chart below. The chart has drop-down lists that provide specific answers for you to use. If your organization or a partner will not be providing a particular service, leave that service blank.

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

<b>Program Type: RRH Program</b>		
<b>Supportive Service</b>	<b>Provider</b>	<b>Frequency</b>
Assessment of Service Needs	Your organization	Daily
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	Your organization	Weekly
Food	Your organization	Daily
Housing Search & Counseling Services	Your organization	Daily
Legal Services	A partner agency	As needed
Life Skills Training	Your organization	Weekly
Mental Health Services	A partner agency	As needed
Outpatient Health Services	A non-partner agency	As needed
Outreach Services	Your organization	Daily
Substance Abuse Treatment	A non-partner agency	As needed
Transportation	Your organization	Daily
Utility Deposits	Your organization	As needed

**Budget (10 points)**

18. Provide a budget narrative that reflects a realistic estimate of the costs associated with implementing your proposed RRH Program over an **18-month project period**. Your narrative should describe how you will effectively use funds to perform the Program services within funding and time specifications.

The Center that CARES is requesting funds for key supportive services designed to provide a strong foundation to achieve the Housing First priority and connect youth to opportunities and services. To accomplish this goal, we are requesting support for the following:

**Assessment of Services** which will be focused on working with youth over a 30-day period to determine their needs and develop their plans, \$75 per session for 20 sessions for 25 youth.

**Moving Costs** are budgeted a \$250 per youth for 25 youth.

**Case Management** is based on \$4,000 per youth(25), for 32 sessions @\$125 per session.

**Food** is based on \$10 per day for 30 days.

**Housing Counseling** is based on \$2,000 per youth, 10 sessions per youth at \$200.

**Lifeskills** is focused on supporting 2 Youth Advocates at \$20,000, with \$10,000 for materials, presenters, and resources.

**Utility Deposits** are based on \$500 per youth/25 youth.

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

**Transportation** is designated for individual transportation to appointments/meetings/trainers that will increase skills or secure needed resources.

**COVID Kits-** With the continued escalation of the COVID- 19, CARES is seeking support for individual COVID-19 safety/cleaning kits for each youth as they enter their own housing in order to promote their health and safety, estimated at \$50 per youth.

19. Complete the Summary Budget Chart below.

<b>Summary Budget</b>			
<b>Eligible Costs</b>	<b>Annual Assistance Requested (12 month budget)</b>	<b>Grant Term</b>	<b>Total Assistance Requested for Grant Term (18 months)</b>
Rental Assistance	184,260	18 months	276,390
Supportive Services	271,750	18 months	377,750
Sub-total Costs Requested			654,140
Admin (up to 3.5%)			22,500
Total Assistance Plus Admin Requested			676,640
Cash Match			175,000
In-Kind Match			36,000
Total Match			211,000
Total Budget			887,640

20. Use the Supportive Service Budget Chart below to provide details on your proposed Supportive Service budget for your proposed RRH Program. This chart follows HUD’s specific budget format.

<b>Program Supportive Services Budget</b>			
<b>Category</b>	<b>Quantity and Description</b>	<b>Annual Assistance Requested (12 month budget)</b>	<b>Total Assistance Requested (18 month budget)</b>
Assessment of Service Needs	Daily assessment of need and planning for first 30 days	37,500	40,000
Assistance with Moving Costs	Coordination and funding as needed	3,000	4,000
Case Management	Twice weekly first month, then weekly	100,000	150,000
Child Care		Enter \$	Enter \$
Educational Services		Enter \$	Enter \$
Employment Assistance	Weekly (Match)	Enter \$	Enter \$

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

Food	Provided daily during first 30 days	7,500	10,000
Housing/Counseling Services	Twice weekly first 30 days, weekly, and as needed.	50,000	75,000
Legal Services		Enter \$	Enter \$
Life Skills	Workshops/Weekly Peer Network	50,000	75,000
Mental Health Services		Enter \$	Enter \$
Outpatient Health Services			
Outreach Services	Available daily- Match		
Substance Abuse Treatment Services			
Transportation	Client transportation to appointments	10,000	10,000
Utility Deposits	Individual deposit costs for utilities	12,500	12,500
COVID Kits	Individual kits for youth entering apartments.	1,250	1,250
<b>Total Services Requested</b>		<b>271,750</b>	<b>377,750</b>

21. Complete the chart below to provide details on your proposed Rental Assistance budget for your proposed RRH Program. For the purposes of this RFP, you should estimate rental assistance budgets by applying the full FMR for the total number of households the project can support at any given time when operating at maximum capacity.

<b>Rental Assistance Budget Detail</b>							
<b>Size of Units</b>	<b>Number of Units</b>		<b>Fair Market Rent</b>		<b>Number of Months</b>		<b>Total</b>
0 bedroom	Enter #	X		X	18	=	Enter \$
1 bedroom	15	X	727	X	18	=	196,290
2 bedroom	5	X	890	X	18	=	80,100
<b>Total</b>	20	<b>X</b>	Enter \$	<b>X</b>	18	=	276,390

**Match (5 points)**

A 25% match from the Successful Proposer(s) is required to be documented for all line items except leasing. The match may be cash, through additionally raised funds, or in-kind services. Match may not include CoC funding that a Proposer currently receives. If in-kind services are secured from another organization for this match, the organization must have a memorandum of understanding in place prior to the executed contract. Proposers must include a brief narrative identifying planned sources of match. Upon selection, Successful Proposer(s) will be required to provide letters verifying all sources of matching funds.

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

22. Provide a brief narrative identifying planned sources of match, which may include in-kind or additionally raised funds.

The Center that CARES will provide the following match resources:

- 1.) **REACH Outreach workers** at .25 FTE for a total of \$125,000, Source: City of Pittsburgh/Pittsburgh Foundation.
- 2.) **Workforce Development**, individual support and workshop trainings at \$50,000, Source: McAuley Ministries and Partner4Work.
- 3.) **In-kind Rent for Healing House and Hamilton House** for supportive services, valued at \$2,000 per month, for a total of \$36,000

23. Complete the Match Summary Chart below.

<b>Match Summary</b>	
Total Value of Cash Commitments	\$175,000
Total Value of In-Kind Commitments	\$ 36,000
Total Value of All Commitments	\$211,000

**PROPOSED HOUSING TYPES AND HOUSEHOLD INFORMATION (not scored and not included in page limit)**

In the charts below, summarize your organization’s proposed Program participation. The numbers are intended to reflect your organization’s plan for the 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.** The numbers should only reflect the new number of households to be served.

<b>Housing Type: RRH Program</b>	<b>Units</b>	<b>Beds</b>
Households without children	20	25
Households with children	Enter #	
<b>Total</b>	Enter #	Enter #

<b>Households: RRH Program</b>	<b>Adult households WITHOUT children</b>	<b>Adult households WITH children</b>	<b>Total</b>
Total number of households	20	Enter #	Enter #

**RFP for Additional Rapid Re-Housing Units for the Youth Homeless Demonstration Program (YHDP)**

<b>Household Table: RRH Program</b>	<b>Adult persons in households without children</b>	<b>Adult persons in households with children</b>	<b>Total</b>
Adults over age 24	N/A	N/A	N/A
Adults age 18-24	25	Enter #	Enter #
Accompanied children under age 18	N/A	Enter #	Enter #
Total Persons	25	Enter #	Enter #

**REQUIRED HUD ASSURANCES (not scored and not included in page limit)**

Please identify whether the Program will include the following activities:

- Transportation assistance to clients to attend mainstream benefit appointments, employment training or jobs?  Yes       No
- Use of a single application form for four or more mainstream programs?  Yes       No
- Regular follow-ups with participants to ensure mainstream benefits are received and renewed?  Yes       No
- Will Participants have access to SSI/SSDI technical assistance provided by the applicant, a subrecipient or partner agency?  Yes       No
- Has the staff person providing the technical assistance completed SOAR training in the past 24 months?  Yes       No
- Will the Program quickly move participants into permanent housing?  Yes       No
- Does the Program ensure that participants are not screened out based on the following items? Select all that apply:
  - Having too little income
  - Active or history of substance abuse
  - Having a criminal record with exceptions for state-mandated restrictions
  - History of victimizations (e.g. domestic violence, sexual assault, childhood abuse)
  - None of the above
- Does the Program ensure that participants are not terminated from the program for the following reasons? Select all that apply:
  - Failure to participate in supportive services
  - Failure to make progress on the service plan
  - Loss of income or failure to improve income
  - Any other activity not covered in a lease agreement typically found for unassisted personal in the Program’s geographical area
  - None of the above
- Will the Program follow a “Housing First” approach?  Yes       No
- Will participants be required to live in a particular structure, unit, or locality, at some point during the period of participation?  Yes       No
- Will more than 16 persons live in one structure?  Yes       No