REQUEST FOR PROPOSALS
for
NEW RAPID RE-HOUSING PROJECT

Issued by:
The City of Philadelphia (“City”)
Office of Homeless Services
On:

Electronic Proposals must be received by Lauren Whitleigh, Director of CoC Planning, at lauren.whitleigh@phila.gov no later than 5:00 p.m. Philadelphia, PA, local time, on Monday, July 2, 2018.

All questions should be referred by email only on or before Friday, June 15, 2018, 5:00 p.m. Philadelphia, PA, local time, to: Lauren Whitleigh, Director of CoC Planning, at Lauren.whitleigh@phila.gov

Optional Pre-Proposal Conference:
Date: Tuesday, June 12, 2018
Time: 1:00pm
Location: Municipal Services Building
1401 JFK Blvd, 16th Floor, Room Y
Philadelphia, PA 19102

James Kenney, Mayor
Elizabeth G. Hersh, Office of Homeless Services
Table of Contents

I. Project Overview
   A. Introduction and Statement of Purpose
   B. Department Overview
   C. Project Background
   D. Eligible Applicants
   E. Request for Proposals
   F. General Disclaimer of the City of Philadelphia

II. Scope of Work
   A. Project Details
   B. Eligible Beneficiaries
   C. Priorities
   D. Eligible Localities
   E. Eligible Activities
   F. Timetable
   G. Monitoring; Security
   H. Reporting Requirements
   I. Cost Proposal
   J. Housing First Approach
   K. HUD Requirements and Restrictions
   L. Centralized/Coordinated Entry
   M. Match Requirement
   N. Homeless Management Information System (HMIS) Requirements
   O. Program Evaluation and Continuous Improvement
   P. Rapid Re-Housing Requirements
   Q. Monitoring

III. Proposal Format, Content, and Submission Requirements; Selection Process
   A. Proposal Format
   B. Proposal Content
   C. Notice to Applicants to State Requested Exceptions to Contract Terms in Proposal
   D. Office of Economic Opportunity – Participation Commitment/Diversity Reports
   E. The Philadelphia Tax and Regulatory Status and Clearance Statement
   F. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance
   G. Certification of Compliance with Equal Benefits Ordinance
   H. Selection Process

IV. Proposal Administration
   A. Procurement Schedule
   B. Proposal Checklist
   C. Second Proposal Submission for Approved Proposals
   D. Questions Relating to the RFP
V. General Rules Governing RFPs/Proposals; Reservation of Rights, Confidentiality and Public Disclosure
   A. Revisions to RFP
   B. City Employee Conflict Provision
   C. Proposal Binding
   D. Reservation of Rights
   E. Confidentiality and Public Disclosure

Attachments - to be included with proposal
   1. Project Summary Form
   2. Budget Detail
   3. Diversity Report of Non-Profit Organizations
   4. The Philadelphia Tax and Regulatory Status and Clearance Statement
   5. Anti-Discrimination Policy Solicitation for Participation and Commitment Form
   6. Job Descriptions for all positions to perform work under this RFP
   7. 3 References
   8. Project Match and Leverage Documentation
   9. Documentation of 501c3 status

Appendices
   A. Common Terms, Acronyms, and Definitions
   B. Rapid Re-Housing Background Information
   C. Sample Rapid Re-Housing Housing Specialist Job Description
   D. Office of Economic Opportunity, Antidiscrimination Policy – Minority, Woman and Disabled Owned Business Enterprises
      1. Antidiscrimination Policy and Solicitation for Participation and Commitment Form
      2. Special Antidiscrimination Requirements Applicable to Nonprofit Organizations and Diversity Report of Nonprofit Organizations Form
   E. City of Philadelphia Tax and Regulatory Status and Clearance Statement for Applicants
   F. Anti-Discrimination Policy Solicitation for Participation and Commitment Form
   G. General Provisions
I. Project Overview

A. Introduction; Statement of Purpose
The City of Philadelphia Office of Homeless Services, on behalf of the Philadelphia Continuum of Care, is seeking proposals for a non-profit organization to operate a 10-unit rapid re-housing program for households without children, prioritizing assistance for households living with HIV-related illness.

B. Department Overview
The Office of Homeless Services (OHS) is part of the Mayor’s Health and Human Services Cabinet. The mission of the Office of Homeless Services is to make homelessness rare, brief and non-recurring for the City of Philadelphia by providing the leadership, coordination, planning and mobilization of resources. OHS works collaboratively with city, state and federal governmental entities and more than 60 homeless housing and service providers to comprise Philadelphia’s homeless service system or Continuum of Care (CoC). This system provides emergency housing and services to people who are both experiencing homelessness and at imminent risk of homelessness. It includes homelessness prevention and diversion; emergency and transitional housing, rapid re-housing, and permanent supportive housing; case management, supportive services, emergency response, service days (clean-up of encampments), food and commodity distribution to contracted emergency housing facilities and soup kitchens, and operation of the Riverview Personal Care Home.

C. Project Background
Homeless Services is the Collaborative Applicant for the Philadelphia Continuum of Care, and as such is responsible for conducting a local competition and selection of new housing projects to be submitted to HUD for CoC Program funding annually. In the FY 2017 HUD CoC Competition, Homeless Services applied for and was awarded $193,488 for a new rapid re-housing project, for which Homeless Services serves as the direct HUD grantee; the organization sponsoring the project will be a sub-recipient of the grant via a contract with Homeless Services.

In 2012, HUD implemented the Continuum of Care Program. A part of the Homeless Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), the Continuum of Care Program consolidated into a single program what used to be known as the Supportive Housing Program (SHP) and Shelter Plus Care (S+C) programs. The Continuum of Care Program is designed to assist persons experiencing homelessness to be housed as quickly as possible in situations allowing them to live as independently as possible. Section 1504 of the HEARTH Act directs HUD to establish regulations for this Program. Funds made available under the Continuum of Care Program are subject to the interim program regulations at 24 CFR part 578, effective 8/31/12. Applicants under this RFP are strongly encouraged to review the information at the links provided prior to submitting a proposal.

The FY 2017 HUD Appropriations Act requires HUD to obligate FY 2017 CoC Program funds by September 30, 2019. Obligated funds remain available for expenditure until September 30, 2024. However, HUD reserves the right to require an earlier expenditure deadline under a grant
agreement. The applicant is expected to initiate the approved projects promptly in accordance with the requirements of the NOFA. The maximum request for a project under this RFP is $184,734.

D. Eligible Applicants
In accordance with HUD’s NOFA for the 2017 CoC Program competition, potential applicants for new project funding must be private non-profit organizations with tax-exempt status under Section 501(c)(3) of the 1986 IRS Code as amended.

Non-Profit Organizations: HUD’s criteria for a private non-profit organization, is an entity:

- In which, no part of the net earnings inure to the benefit of any member, founder, contributor, or individual;
- That has a voluntary board;
- That has a functioning accounting system that is operated in accordance with generally accepted accounting principles, or has designated a fiscal agent that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles; and
- That practices nondiscrimination in the provision of assistance.

A private non-profit organization does not include organizations created by government, such as public housing agencies.

The eligible non-profit applicant or partner/s must demonstrate the financial and management capacity and experience to carry out the project as detailed in its project application and to administer Federal funds. In addition, the application must demonstrate:

- Five (5) years organizational experience successfully providing services to individuals and/or families experiencing homelessness;
- At least three (3) years of experience successfully providing housing and case management services to the target population;
- Established partnerships with providers of mainstream resources and benefits, as well as other relevant service providers;
- Financial solvency and administrative capacity to operate a program of the indicated scope;
- Demonstrated track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotions within the past ten years;
- Free of debt to the Federal Government, State of Pennsylvania, or the City of Philadelphia for nonpayment of taxes, fines, judgments, liens or fees.
- If the applicant is a current CoC Program recipient or sub-recipient, the applicant’s existing projects must be in good standing and have scored well in Philadelphia’s FY 2017 local renewal competition. Organizations whose renewal projects scored in the lowest 10% of all renewal projects are ineligible to apply for this opportunity for CoC Program funding for a new project.
- If the applicant is a current HUD recipient, there must be no open HUD monitoring or audit findings and the applicant must be in good standing with HUD (submitting APRs
E. **Request for Proposals**

The services identified in this Request for Proposals will be funded by FY2017 HUD Continuum of Care Program funds for a 12 month time period to begin no later than December 31, 2018 and will enter into a contract with the Office of Homeless Services.

F. **General Disclaimer of the City**

This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City.

II. **Scope of Work**

A. **Project Details**

The City is seeking proposals for the following project type:

1. Rapid Re-housing project that serves up to 10 households, with 5 households dedicated to households with HIV-related illness. These 5 households with HIV-related illness will be connected to medical case management through AACO, as necessary. The project will service households coming directly from the streets; from emergency shelter; or fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions, have no other residence, and lack the resources or support networks to obtain other permanent housing.

B. **Eligible Beneficiaries (Program Participants)**

1. Project must serve any eligible household, coming directly from the streets; from emergency shelter; or fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions. These life-threatening conditions must relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence, while having no other residence and lacking the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

C. **Priorities**

Applications must demonstrate:
1. A plan for rapid implementation of the program; the project narrative must document when the project will be ready to begin housing the first program participant, when the project will achieve full occupancy, and a detailed plan for how the project will ensure timely implementation.

2. Connection to mainstream systems, specifically that activities are in place to identify and enroll all Medicaid-eligible program participants; AND whenever possible, Medicaid and non-Medicaid resources are leveraged to finance supportive services such as case management and behavioral health services.

3. That the proposed project will operate using a Housing First Approach (Refer to Section J)

4. That the project is cost-effective

5. That they will meet HUD’s match requirements by providing written commitments of cash and/or in-kind value (Refer to Section K)
   - Priority will be given to projects that exceed HUD’s 25% match requirements, with leveraged commitments of at least 150% of the total funding request.

D. Eligible Localities
Projects must be located within the geographic boundary of Philadelphia, Pennsylvania.

E. Eligible Activities
These are activities deemed eligible under HUD guidelines. The Rapid Re-housing program components that are required locally are described in Section N.

Projects can request funds for tenant-based rental assistance, supportive services, and administration.

<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Grant Funds May Be Used For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
<td>Grant funds may be used for tenant-based, but cannot be used if participant is receiving rental assistance from any other source. Funds may be used for security deposits. The amount of rental assistance requested is derived from the <strong>Fair Market Rent</strong> for the unit size requested.</td>
</tr>
<tr>
<td></td>
<td>• Short-Term (1-3 months) and/or Medium-Term (4-24 months) tenant-based rental assistance only</td>
</tr>
<tr>
<td>Supportive Services</td>
<td>Services must be offered to program participants during the full duration of their tenancy in the program. <strong>Eligible services</strong> are as follows:</td>
</tr>
<tr>
<td></td>
<td>▪ Annual assessment of service needs</td>
</tr>
<tr>
<td></td>
<td>▪ Assistance with moving costs</td>
</tr>
<tr>
<td></td>
<td>▪ Case management: <strong>providing ongoing risk assessment and</strong></td>
</tr>
</tbody>
</table>
safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; counseling; developing, securing, and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; developing an individualized housing and service plan, including planning a path to permanent housing stability; conducting required annual assessment of service needs (re-evaluation)

- Child care operations or vouchers
- Education services
- Employment assistance and job training
- Food
- Housing search and counseling: tenant counseling; understanding leases; making moving arrangements; mediation with property owners and landlords; credit counseling, accessing a free person credit report, and resolving personal credit issues; and payment of rental application fees
- Legal services
- Life Skills training
- Outpatient mental health or physical health services; or outpatient substance abuse
- Outreach services
- Transportation
- Utility deposits

<table>
<thead>
<tr>
<th>Project Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipients may use up to 10% of any grant for project administrative costs. Expenses related to the overall administration of the grant such as management, coordination, monitoring and evaluation, and environmental review are eligible. Costs for staff and overhead directly associated with carrying out activities under rental assistance are not administrative costs, but are eligible costs under rental assistance. Of the total 10% administrative costs, 5% will be retained by the Office of Homeless Services to support management of the HUD grant.</td>
</tr>
</tbody>
</table>

F. **Timetable**

Projects will be awarded 1 year of funding. Renewal funding must be requested in subsequent years through a local renewal funding competition.
The applicant is expected to initiate the approved project promptly in accordance with the requirements of the NOFA. Grant terms, and associated grant operations, may not exceed beyond the availability of funds. Applicants must plan accordingly and only submit applications that can start operations in a timely manner with sufficient time to complete post award process within the awarded grant term. In addition, HUD will take action if the grantee fails to satisfy the timeline standards found in 24 CFR 578.85. HUD strongly encourages all rental assistance to begin within 12 months of award. This grant was awarded to Homeless Services by HUD in January 2018, with the expectation that the project/grant cycle will begin no later than December 2018.

G. Monitoring; Security
The Office of Homeless Services will establish the method and frequency of monitoring. The selected applicant will be responsible for meeting the contract goals for delivery of services and work products. Homeless Services shall monitor and evaluate the performance of the contracted consultant based on the services and work products identified in the scope of services. By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.

H. Reporting Requirements
The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

I. Cost Proposal
Eligible Applicants: The source of funding for this contract is a FY2017 HUD CoC Program grant. All restrictions apply. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract. Please refer to the HUD CoC Interim Rule for additional information: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

The Office of Homeless Services will not accept proposals in excess of $184,734. Applicants must provide a detailed cost proposal using The Budget Form – Attachment C, with a line-item breakdown of the costs for specific services proposed. Cost proposals must be “fixed price” proposals. The proposed price must include all costs that will be charged to the City for the services the Applicant proposes to perform and deliver to complete the project.

The successful applicant shall receive payment following timely submission of invoices that are approved in the number and form established by the Office of Homeless Services. All payments are contingent upon satisfactory performance of the terms and conditions of the contract. All payments shall be by checks drawn by the City of Philadelphia Treasurer. Payments shall also
be made upon submission of supporting documentation to the Office of Homeless Services Fiscal Unit for approval. Invoices will be reconciled on a monthly basis and adjustments may be made in accordance with a payment schedule that is incorporated into the contract. Contract funds will be payable monthly.

J. Housing First Approach

The application awarded through this opportunity must operate using a Housing First Approach.

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to physical or behavioral health issues. Additionally, Housing First is based on the theory that participant choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a participant more successful in remaining housed and improving their life. ¹

Housing First does not require people experiencing homelessness to address all of their problems, including behavioral health problems, or to graduate through a series of services before they can access housing. Housing First does not mandate participation in services either before obtaining housing or in order to retain housing. The Housing First approach views housing as the foundation for life improvement and enables access to permanent housing without prerequisites or conditions beyond those of a typical renter. Supportive services are offered to support people with housing stability and individual well-being, but participation is not required as services have been found to be more effective when a person chooses to engage. ²

The application awarded under this opportunity must allow participants to enter the program without income, even if they aren’t “clean and sober” or “treatment compliant”, even if they have criminal justice system involvement, and even if they have a poor credit history. Service and treatment plans must be voluntary, such that tenants cannot be evicted for not following through. Participants should not be evicted or terminated from the project for any reason outside of a typical lease agreement.

K. HUD Requirements and Restrictions

Sub-recipients must comply with HUD’s requirements, including:

- The owner of a unit or his/her subordinate may not conduct Housing Quality Standard inspections, rent reasonableness reviews, or lead-based paint visual inspections.

• Staff, persons with whom staff has immediate family or business ties and board members are prohibited from accruing any financial interest/benefit from CoC-assisted activities during their tenure with the organization and for one year following tenure.

All sub-recipients of Continuum of Care Program funding must comply with the program regulations and the requirements of the Notice of Funding Availability governing the funds that they receive, including abiding by housing quality standards and suitable dwelling size, assessing supportive services on an ongoing basis, initiating and completing approved activities and projects within certain timelines, and providing a formal process for termination of assistance to participants who violate program requirements or conditions of occupancy.

Before any assistance will be provided on behalf of a program participant, the Office of Homeless Services will physically inspect each unit to assure that the unit meets HUD’s Housing Quality Standards (HQS) and will inspect all units annually during the grant period to ensure that the units continue to meet HQS.

The Housing Quality Standards include, but are not limited to, the inspection of the following:

1. Sanitary facilities;
2. Food preparation and refuse disposal;
3. Space and security;
4. Thermal environment;
5. Illumination and electricity;
6. Structure and materials;
7. Interior air quality;
8. Water supply;
9. Lead-based paint;
10. Access;
11. Site and neighborhood;
12. Housing occupied by families with children must also comply with requirements of the Lead Based Paint Poisoning Act.

Standards for suitable dwelling size:

1. The dwelling unit must have at least one bedroom or living/sleeping room for each two persons.
2. Children of opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.
3. If household composition changes during the term of assistance, sub-recipients may relocate the household to a more appropriately sized unit. The household must still have access to appropriate supportive services.

L. Centralized/Coordinated Entry

Continuum of Care regulations require sub-recipients to use the local centralized or coordinated entry system as established by the Philadelphia Continuum of Care to accept participant referrals for their programs. In addition, sub-recipients must comply with CoC written standards for the
use of this assistance, which includes policies and procedures for evaluating individuals/families eligibility for assistance; and for determining and prioritizing which individuals/families will receive rapid re-housing housing.

M. Match Requirements

Match is actual cash or in-kind resources contributed to the grant. All costs paid for with matching funds must be for activities that are eligible under the CoC Program, even if the recipient is not receiving CoC Program grant funds for that activity. The sub-recipient must match the total grant funds requested for eligible activities with no less than a 25% cash or in-kind contribution. Match must be met on an annual basis. Match resources may be from public (not statutorily prohibited by the funding agency from being used as a match) or private resources.

For an in-kind match, the sub-recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the sub-recipient had to pay for such items with grant funds, the costs would have been eligible. If third-party services are to be used as a match, the sub-recipient and the third-party service provider that will deliver the services must enter into a memorandum of understanding (MOU) documenting that the third party will provide such services and value towards the project. HUD permits “program income”, which includes tenant rents and operating charges, to be used as match.

N. HMIS Requirements

HUD requires that all projects funded under this competition provide client-level data to the Lead Agency for the Homeless Management Information System (HMIS). In the Philadelphia Continuum of Care (CoC), the Office of Homeless Services is the lead agency and the HMIS product used is ClientTrack™ by Eccovia Solutions, Inc.

All projects funded under this opportunity, except as prohibited to protect victims of domestic violence, dating violence, sexual assault, or stalking, are required to participate in the Philadelphia CoC HMIS through direct data entry and are responsible for meeting the following technology requirements in order to be able to access the ClientTrack™ HMIS:

<table>
<thead>
<tr>
<th>Workstation Specifications</th>
<th>Minimum</th>
<th>Optimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>User PC</td>
<td>Pentium 800 MHz</td>
<td>Pentium III 1.2 GHz+</td>
</tr>
<tr>
<td>Memory</td>
<td>512 MB (12 MB free when other apps are open)</td>
<td>1 GB+ (24 MB+ free when other apps are open)</td>
</tr>
<tr>
<td>Free Disk Space</td>
<td>2 MB</td>
<td>10 MB+</td>
</tr>
<tr>
<td>Windows Versions</td>
<td>Windows XP or higher</td>
<td>Windows XP or higher</td>
</tr>
<tr>
<td>Networking</td>
<td>TCP/IP</td>
<td>TCP/IP</td>
</tr>
<tr>
<td>Software</td>
<td>Internet Explorer 9.0 or higher or Firefox 30.0 or higher,</td>
<td>Internet Explorer 9.0 or higher or Firefox 30.0 or higher, Adobe Acrobat</td>
</tr>
<tr>
<td>Internet Connection</td>
<td>Adobe Acrobat Reader (free)</td>
<td>Reader (free)</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>DSL</td>
<td>High Speed – Fiber, Cable, T1, or DSL</td>
<td></td>
</tr>
</tbody>
</table>

**Browsers**

Acceptable browsers include:
- Google Chrome 35.0 or above
- Internet Explorer 9.0 or above
- FireFox 30.0 or above
- Mobile Safari for iOS 6.0 or above (used on iPhone, iPad, and iPod mobile digital devices)
- Firefox for Android (may be installed on Android 2.1 or above)
- Google Chrome for Android (may be installed on Android 4.0 or above)

**HMIS Security, Privacy, and Confidentiality Requirements**

All sub-recipients are required to comply with security, privacy, and confidentiality standards regarding the collection, maintenance, and use of protected personal information recorded, used, or processed for the HMIS. The current requirements, which are defined by HUD’s current requirements can be found in the 2017 HMIS Data and Technical Standards. Compliance with these and any future revisions is required.

All projects participating in the Philadelphia CoC’s HMIS are required to sign the HMIS Participation Agreement between the City of Philadelphia Office of Homeless Services and HMIS Participating Agencies. All users of the Philadelphia CoC’s HMIS are required to sign the HMIS User Agreement. The Philadelphia CoC has HMIS standards and policies with regard to security, privacy, and confidentiality.

**HMIS Data Collection Standards and Reporting Requirements**

All providers receiving CoC Program funding are required to participate in the CoC’s Homeless Management Information System (HMIS). Projects awarded through this opportunity are required to enter data directly into the CoC’s HMIS. Providers must execute an HMIS Participation Agreement with the Office of Homeless Services (CoC designated HMIS lead). Programs must follow Philadelphia CoC HMIS Policies and Procedures, HUD’s HMIS Data Standards, and remain in good standing with HMIS participation requirements. Providers that serve survivors of Domestic Violence only have to meet the basic HUD HMIS requirements for DV programs (i.e. collect all of the data elements an HMIS collects, however, victim service providers are directed to store that data in a comparable database and report on aggregate level and not client level specific data).

**HMIS Training Requirements**
Upon notification of a project’s grant award, Homeless Services will contact the sub-recipient to arrange training for the project’s HMIS users. No one will be granted access to the HMIS without having received initial training by Homeless Services trainers.

O. Program Evaluation and Continuous Improvement

CoC program funded projects are evaluated each year in preparation for HUD’s CoC Program competition. Evaluation results are used to inform project selection and ranking, as well as to identify any performance issues that may need to be addressed. Severe and persistent performance issues, including issues related to compliance and chronic underspending, may negatively impact a project’s ability to continue to receive CoC Program funding.

P. Rapid Re-Housing Requirements:

At a minimum, rapid re-housing projects must:

- Receive referrals from the local Coordinated Entry and Assessment Based Housing Referral System (CEA-BHRS)
- Use a Housing First approach with participant-driven service models and a focus on helping people move to permanent housing as quickly as possible. Participants cannot be required to participate in treatment or services to receive assistance.
- Have low barriers to entry and accommodate people with possessions, partners, pets, or other needs.
- Incorporate participant-choice by helping participants find permanent housing based on their unique strengths, needs, preferences, and financial resources.
- Provide or connect participants to resources that help them improve their safety and well-being and achieve their goals.

Housing Search and Inspection: Applicants will assist households in identifying affordable market-rate and subsidized housing opportunities. According to HUD guidelines, rapid re-housing rental assistance may not be used for properties that are owned by the applicant, a sub-grantee, parent, subsidiary, or affiliated organization of the applicant. OHS utilizes staff inspectors to complete annual and move-in HQS inspections for rental assistance projects under contract, and utilizes a database to track inspection status.

Intake: Applicants will assign a Housing Stabilization Specialist (HSS), also known as a housing-focused case manager, to review the referral packet and meet with the individual or family to determine most appropriate housing options.

Applicants must have the capacity to:

1. Have staff available 5 days a week to conduct program intake interviews;
2. Schedule Rapid Re-housing participants’ initial intake appointment within 10 business days after receiving a Rapid Re-housing referral from Homeless Services;
3. Record intake information in the Homeless Management Information System (HMIS) and track all referrals utilizing the established HMIS;
4. Streamline and supervise the intake process;
5. Identify and show three (3) potential rental housing units to each Rapid Re-housing participant/ household; the Rapid Re-housing provider will document each housing unit offered;
6. Work to secure a rental unit within 30 days after participant’s intake appointment;
7. Refer households to other appropriate resources, if more intensive supportive services or long-term assistance is needed;
8. In conjunction with the participant/household, apply for one (1) free credit report to review possible housing barriers;
9. Assist Rapid Re-housing participant/household in completing a housing stability plan (after moving into a unit);
10. Provide each Rapid Re-housing household requiring more than one (1) month of rental assistance with a minimum of four (4) linkages/referrals, e.g. financial management/budgeting, Tenant’s Rights/responsibility course, income enhancers (employment, job fairs, and/or public benefits), low-income utility assistance programs, and family court for households with minor children not receiving child support;
11. Assess each participant/ household needing six (6) or more months of rental assistance to determine if the participant/household needs additional rental assistance; if the Rapid Re-housing provider determines the participant/ household needs additional rental assistance, an assessment must be conducted every 3 months (9th, 12th, 15th, 18th and 21st month) to confirm the amount of rental assistance need;
12. Accurately calculate the amount of Rapid Re-housing rental assistance to be provided to each household using the Office of Homeless Services’ rental calculation worksheet;
13. Provide each Rapid Re-housing participant/ household who will need ongoing rental subsidy after the Rapid Re-housing assistance ends with opportunities to link to /apply for subsidized housing;
14. Provide Housing Stabilization case management services at least monthly to Rapid Re-housing participant/ household receiving on-going (more than one month) rental assistance;
15. Provide each Rapid Re-housing participant/ household instructions on how to appeal decisions (termination, rental assistance determination, extending rental assistance) made by the Rapid Re-housing provider

**Determining Amount of Assistance:**

Applicants will work with each head of household to determine the type and amount of financial assistance needed to secure permanent housing. The Housing Stabilization Specialist (HSS) will also negotiate rents with the potential landlord. Maximum amount of financial assistance per household is based on the Fair Market Rent for the unit size and a rent reasonable review. household is limited to a maximum of 24 months of assistance.
Financial assistance is limited to the following activities: short-term (1 to 3 months) rental assistance, medium-term (4 to 24 months) rental assistance, security deposits, utility deposits, utility payments, and moving cost assistance. For households that need more than one month’s rental assistance, the Housing Stabilization Specialist will develop a Self-Sufficiency Plan that includes referrals/linkages to other needed services. All payments must be made to third parties, such as landlords or utility companies, and may be offered within the following guidelines:

1. Rental assistance criteria include:
   a. Rent reasonable standards as provided by the City must be used to determine rents.
   b. Rental payments must be provided directly to the landlord. To receive a rental payment, landlords must provide the following:
      i. renter’s license;
      ii. certificate of rental suitability; and
      iii. landlord’s tax identification number (TIN) or social security number
   c. Security deposits should be negotiated with the landlord
   d. Rental assistance payments, except for security deposits, cannot be made on behalf of households for the same period of time and for the same cost types that are being provided through any other federal, state, or local housing subsidy program
   e. An assisted property may not be owned by the applicant agency receiving Homeless Services grant, sub-grantee or the parent, subsidiary or affiliated organization of the applicant agency.

2. Rapid Re-housing funds may not be used to purchase furniture. Assistance with moving costs can be provided if a household has furniture stored at another location and needs assistance with:
   a. Truck rental
   b. Hiring a moving company

To receive continued financial assistance, all program participants who receive short term or medium term rental assistance for more than one month must follow up with a Housing Stabilization Specialist.

Role of Housing Stabilization Specialist: The Housing Stabilization Specialist should focus on what needs to happen in order to stabilize housing, rather than what needs to happen to solve all of the household’s needs. Households that receive more than one month’s rent or utility assistance need to be assigned to a Housing Stabilization Specialist for follow up. After gaining a thorough understanding of a household’s barriers to sustaining housing, the Housing Stabilization Specialist will:

1. Determine and facilitate the linkages to other services needed by the households, i.e. behavioral health, substance use, legal, employment, child care
2. Make home visits as indicated or when there are concerns about safety; at a minimum, Housing Stabilization Specialists should make every effort to meet one-on-one with program participants at least monthly.

3. Create a Self-Sufficiency Plan for each household that receives more than one month of rental assistance. Self-Sufficiency Plans should reflect the barriers to sustaining housing and may include: linkages to other services; a schedule for home and office visits; financial assistance plan; education and/or employment plan, and amount of contribution expected from household.

4. Assist households that are in unsafe housing (i.e., domestic violence or L&I violations) with relocation and/or referrals to the Fair Housing Commission; new housing placements require an inspection, and housing must meet Housing Quality Standards.

5. Carry a revolving caseload with a maximum of 40 households.

6. Participate in training and information-sharing meetings sponsored by Homeless Services to ensure consistency of services throughout the Rapid Re-housing program.

7. Enter all required information directly into HMIS.

**Housing Counseling Services:** Applicant will have the capacity to assist individuals or families who need housing counseling services in order to retain suitable housing. Services and activities should include:

1. Tenant’s Rights and Responsibilities regarding safety and health standards;
2. Assisting individuals and families in understanding leases;
3. Securing utilities;
4. Securing furniture and reviewing housekeeping;
5. Making moving arrangements;
6. Representative payee services for rent and utilities;
7. Mediation;
8. Financial counseling, including household budgeting, money management, accessing a free credit report, and resolving personal credit issues.

**Q. Monitoring**

Consistent with Homeless Service’s role as the Collaborative Applicant for the Continuum of Care, Homeless Services will at least annually review the sub-recipient’s performance for purposes of grant renewal. This review may include review of performance against HUD performance measures, rate of grant expenditure, participant eligibility, and/or site visits for housing conditions. Homeless Services will establish the method and frequency of monitoring.

---

**III. Proposal Format, Content, and Submission Requirements; Selection Process**

**A. Proposal Format**

**Proposal Submission Instructions:** Applicants are required to submit electronic responses only.
• One email of completed proposals must be submitted to Lauren Whitleigh, Director of CoC Planning, at lauren.whitleigh@phila.gov by 5:00 PM (Philadelphia, PA local time) on Monday, July 2, 2018. Proposals submitted after this deadline will not be accepted.

• Proposals must be typed on 8-1/2 inch by 11 inch white paper with 1 inch margins, all pages numbered, and be either 1 ½ spaced or double-spaced. Single-spaced proposals will not be accepted.

• Proposals or proposal components will not be accepted via facsimile (fax) transmission.

B. Proposal Content

Submissions that are missing or have incomplete sections or forms may not pass threshold review, so read please carefully. The narrative part of the proposal should not exceed 14 pages, including charts noted below.

1. Project Summary Form – proposal cover page
   Complete “Attachment 1: Project Summary Form”, and use it as the cover page for your proposal.

2. Qualifications and Experience Narratives (4 pages maximum)
   a. Describe the Applicant’s organizational background, including number of years organization has been in operation, organization’s primary mission, any significant experience, and any other information about the organization that Applicant deems pertinent to this RFP.
   b. Describe the experience of the applicant and partners (e.g. key contractors, service providers, property managers, landlords, etc.) as it relates to providing housing and supportive services to people experiencing homelessness and the target population. Include in the description any previous work of a similar nature and for the proposed target population.
   c. Describe the experience of the applicant and partners (if applicable) carrying out the activities applicable to the proposed project, such as identifying housing units, administering rental assistance, operating a Housing First program, and utilizing HMIS.
   d. Describe the experience of the applicant and partners (if applicable) developing and implementing appropriate housing stabilization services
   e. Describe the experience of the applicant and partners (if applicable) serving the eligible population you are proposing to serve in this project
   f. Describe the experience of the applicant operating program(s) using the Housing First approach
   g. Describe the basic organization and management structure of the applicant’s sub-recipients (if any). Include a description of internal and external coordination, and structures for managing basic organization operations
   h. Describe your organization’s financial capacity to administer the grant, including your accounting system that will be used to administer the grant and any financial
procedures your organization might have that may impact the implementation of the grant.

i. Describe the experience of the applicant and sub-recipients (if any) in effectively utilizing federal funds and performing the activities in the proposal.

j. If your organization currently receives HUD funding, please report on the following:
   i. If you have had a HUD audit/monitoring in the past 12 months, please describe any findings and your organization’s corrective actions to satisfy the findings. If your organization has any unresolved monitoring or audit findings on HUD grants, please describe actions being taken to resolve. Please attach a copy of the HUD Monitoring Report and the corrective action plan that you submitted to HUD.
   ii. Have you returned funds to HUD in the last 2 years? If yes, what amount? Please describe the reason the funds were returned and the actions that are being taken to ensure full spending.
   iii. Have you consistently drawn down funds at least quarterly on all HUD CoC grants in the last 2 years? If not, please describe the reasons for not drawing the funds consistently and the actions you are taking to ensure timely draw down.
   iv. Have you submitted the Annual Performance Reports for all HUD CoC grants on time in the last 2 years? If not, please describe the reason for any late APR submission and the actions you are taking to ensure timely APR submission.

k. If your organization has open Office of Inspector General (OIG) audit findings, or poor or non-compliance with applicable Civil Rights Laws and/or Executive Orders, please describe the reasons below and the actions you are taking to resolve the issue.

l. List all HUD CoC grants currently held by (or awarded to, but not yet under agreement) the applicant, and the grant’s current status (number of months or years program has actually been operating). Organizations with current CoC projects that scored in the lowest 10% of renewal projects in Philadelphia’s FY 2018 local CoC competition are not eligible to apply for this opportunity. Please insert the following table format into your narrative, adding rows as needed, and complete it fully.

<table>
<thead>
<tr>
<th>Project Name</th>
<th># Years Operating</th>
<th>Current HUD-issued Grant No.</th>
<th>Current Total Grant Awarded</th>
<th>Remaining funds (balance) from most recent grant period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. **Project Description (6 pages maximum)**

Provide a description of the project that is complete and concise. The description must address the entire scope of the project, including a clear picture of the community/target population(s)
and number to be served, the plan for addressing the identified needs/issues of the CoC community/target population(s), projected outcome(s), and any coordination with other source(s)/partner(s). In cases where the proposed project is expanding an existing project, explain how the requested funds will supplement existing services and resources, or increase the number of participants served. The narrative is expected to describe the project at full operational capacity and to demonstrate how full capacity will be achieved over the term requested in this application.

The description must be consistent with other parts of this application and identify:

- The target population, including the number of households to be served when the project is at full capacity
- The specific services provided to eligible households with the longest periods of homelessness.
- Projected outcomes, including, but not limited to:
  - Housing stability: retention in permanent housing or moving to other permanent housing
  - Increase in income: earned and other
  - Connection to Mainstream Benefits
- Coordination with partners
- Project timeline including:
  - a detailed plan for rapid implementation of the program
  - the month and year in which the project will begin to house eligible participants
  - the month and year in which the project will achieve full occupancy
  - provide a summary of relevant contracts and agreements (e.g., with local landlords, housing locator specialists, public housing authority, other partner organizations) needed for the achievement of project operation.
  - evidence that ensures there will be no delay in service provision to participants, operation of CoC management systems, or the leasing of units for reasonable rents.
  - the management plan and method for assuring effective and timely completion of all work
- Plan for HMIS participation implementation
- How the project will leverage or deliver Medicaid and other mainstream services to participants
- How the proposed project will be designed to operate using a Housing First approach, ensuring there are no barriers to entering and sustaining residence in the project for participants that meet HUD’s eligibility criteria for the project.
- Your organization’s existing mechanism(s) for participant involvement and how that information is used, and how you would obtain participant feedback in this new project.
- Your organization’s plan to implement a system of continuous quality improvement, program evaluation, and participant satisfaction to ensure that your project provides a high quality of services.
- Detailed description of the specific housing proposed to be utilized for participants.
  - For tenant-based rental assistance funds, describe the process that will be used to assist program participants to find their own rental units, including enlisting
participation of landlords and ensuring the widest possible choice of housing units.

- Accessible community amenities
  - describe how unit selection will ensure accessibility of participants to community amenities.
- The method for determining the type, amount, and duration of rental assistance that participants can receive.

4. **Supportive Services (4 pages maximum, including the chart below)**

Describe how participants will be assisted to obtain and remain in permanent housing. The description must identify:

- Needs of tenants and plan for addressing those needs including, but not limited to: health, behavioral health, education, employment, life skills and child care services

Describe how participants will be assisted to increase employment and/or income and to maximize their ability to live independently. The description must identify:

- Needs of target population and services required
- How tenants will access these services
- Coordination with other providers and mainstream systems
- How tenants will access SSI/SSDI and other mainstream benefits e.g. TANF, Medicaid, SNAP, SCHIP, Workforce Investment Act, and Veterans Health Care programs
- Unique needs of youth (if applicable)

Describe whether or not:

- Transportation assistance will be provided to participants to attend mainstream benefit appointments, employment training, or jobs
- The applicant will conduct regular follow-ups with participants to ensure mainstream benefits are received and renewed
- Project participants will have access to SSI/SSDI technical assistance provided by the applicant, a sub-recipient, or partner agency

**Supportive Services Type and Frequency**

For all supportive services available to participants, indicate who will provide, how they will be accessed, and how often they will be provided, regardless of the resources that will be used to pay for the services. *For the Provider column, indicate: “Applicant” if the applicant will provide the service directly; “Sub-recipient” if a sub-recipient will provide the service directly; “Partner” if an organization that is not a sub-recipient of project funds but with whom a formal agreement or memorandum of understanding (MOU) has been signed will provide the service directly; or, “Non-Partner” if a specific organization with whom no formal agreement has been established regularly provides the service to clients.*

<table>
<thead>
<tr>
<th>Supportive</th>
<th>Provider</th>
<th>Daily</th>
<th>Weekly</th>
<th>Bi-Monthly</th>
<th>Monthly</th>
<th>Bi-Yearly</th>
<th>Annually</th>
<th>Does</th>
</tr>
</thead>
</table>

FY18 Homeless Services Rapid Re-Housing RFP
### Service

<table>
<thead>
<tr>
<th>Service</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Not Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Assessment of Services Needs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance with Moving Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care Operations and Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Assistance and Job Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food (meals or groceries)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Search and Counseling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Skills Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient MH Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient SA Treatment Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Deposits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 5. Budget Form (Attachment 2)

The project budget is as follows:

<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Annual Assistance awarded</th>
<th>Grant Term</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance</td>
<td>$109,980</td>
<td>1 year</td>
<td>$110,880</td>
</tr>
<tr>
<td>Supportive Services</td>
<td>$65,100</td>
<td>1 year</td>
<td>$65,100</td>
</tr>
<tr>
<td>Admin</td>
<td>$8,754</td>
<td>1 year</td>
<td>$8,754</td>
</tr>
</tbody>
</table>

Utilize the budget forms found on Attachment 2 to request rental assistance, supportive services, and administration funding for the proposed project, as applicable. Note that the budgets are for
one year of funding only.

Gross rents must not exceed Philadelphia’s current Section 8 Fair Market Rents for FY2017. Rental assistance requests must use the FMR calculations:

<table>
<thead>
<tr>
<th>Size of unit</th>
<th># of units</th>
<th>FMR</th>
<th>Months</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Bedroom</td>
<td>5</td>
<td>$845</td>
<td>12</td>
<td>$50,700</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>5</td>
<td>$1,003</td>
<td>12</td>
<td>$60,180</td>
</tr>
<tr>
<td>TOTAL</td>
<td>10</td>
<td></td>
<td></td>
<td>$110,880</td>
</tr>
</tbody>
</table>

Project Match and Leverage Documentation (Attachment 8)

A minimum of 25% of the project budget must be matched with a cash or in-kind contribution. Create a summary chart (see below), using the following format to include details for each cash or in-kind contribution you are seeking. The summary should be followed by copies of the letters/memoranda you obtained to document the commitment. Projects that demonstrate leverage/matching funds of 150% of the project request will be more competitive.

<table>
<thead>
<tr>
<th>Type</th>
<th>Contributor</th>
<th>Source</th>
<th>Date of Commitment (if applicable)</th>
<th>Value of Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cash or in-kind)</td>
<td>(Name of organization)</td>
<td>(Private or Government)</td>
<td>(Date of commitment letter/MOU)</td>
<td>(Dollar value of commitment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. References –Provide at least three (3) references, preferably for projects that are similar in type, scope, size and/or value to the work sought by this RFP. For each reference, include the name, address, email address, and telephone number of a contact person.

7. Office of Economic Opportunity - Solicitation for Participation and Commitment Form/Diversity Report of Nonprofit Organizations – (Attachments 3 and 5)

As a separate document, Applicants must include a completed Solicitation for Participation and Commitment Form when responding to an RFP that contains ranges for the participation of M/W/DSBEs. The form is provided with Appendix D-1 to this RFP. If Applicant is a nonprofit organization, such applicants must include a completed “Diversity Report of Nonprofit Organizations” on the form provided with Appendix D-2 of this RFP. If the Nonprofit Organization is responding to an RFP that contains ranges, in addition to the
Diversity Report of Nonprofit Organizations, it must also submit a Solicitation for Participation and Commitment Form. (See Section III.C for more information.)

11 Tax and Regulatory Status and Clearance Statement – (Attachment 4) Include a statement in the form requested in Appendix E, attesting to Applicant’s tax and regulatory compliance with the City. (See Section III.F for more information.)

12 Disclosure of Litigation; Disclosure of Administrative Proceedings - State, for the 5-year period preceding the date of this RFP, describe any pending, threatened, or contemplated judicial or administrative proceedings that are material to Applicant’s business or financial capability or to the subject matter of this RFP, or that could interfere with Applicant’s performance of the work requested by this RFP, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Applicant’s organization, and for any subcontractor Applicant plans to use to perform the services described in this RFP.

16. Statement of Financial Capacity - Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. Consider providing one or more of the following:
   ▪ General statement of the Applicant’s financial condition;
   ▪ Current year audited financial statement – (Attach 1 copy of the most recent Independent Audit to the email original hard copy submission);
   ▪ Disclosure of any bankruptcy filings over the past five years; Most recent IRS Form 990 (for non-profit organizations only).

C. Notice to Applicants to State Requested Exceptions to Contract Terms in Proposal
The City’s standard contract terms and conditions for services of the type sought by this contracting opportunity (Contract Terms) are set forth in the General Provisions attached to this RFP as Appendix F. By submitting a proposal in response to this contract opportunity, the Applicant agrees that, except as provided herein, it will enter into a contract with the City containing substantially the Contract Terms.

Applicants must state clearly and conspicuously any modifications, waivers, objections or exceptions they seek (“Requested Exceptions”) to the Contract Terms in a separate section of the proposal entitled “Requested Exceptions to Contract Terms.” For each Requested Exception, the Applicant must identify the pertinent Contract Term by caption and section number and state the reasons for the request. The Applicant must also propose alternative language or terms for each Requested Exception. Requested Exceptions to the City’s Contract Terms will be approved only when the City determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the City, and is in the best interest of the City. By submitting its proposal, the Applicant agrees to accept all Contract Terms to which it does not expressly
seek a Requested Exception in its proposal. The City reserves the right, in its sole discretion, to evaluate and reject proposals based in part on whether the Applicant’s proposal contains Requested Exceptions to Contract Terms, and the number and type of such requests and alternative terms proposed.

If, after the City issues its Notice of Intent to Contract to an Applicant, the Applicant seeks Requested Exceptions to Contract Terms that were not stated in its proposal, the City may, in its sole discretion, deny the Requested Exceptions without consideration or reject the proposal.

The City reserves the right, in its sole discretion, (i) to waive any failure to comply with the terms of this Notice to Applicants if it determines it is in the best interest of the City to do so; and (ii) to require or negotiate terms and conditions different from and/or additional to the Contract Terms in any final contract resulting from this contract opportunity, without notice to other Applicants and without affording other Applicants any opportunity to revise their proposals based on such different or additional terms.

D. Office of Economic Opportunity – Participation Commitment/Diversity Reports

Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City’s Antidiscrimination Policy, and is required to exercise its “Best and Good Faith Efforts” in response to the ranges specified in the Appendix D-1 portion of Appendix D, included with this RFP for participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in Executive Order 03-12. Forms, instructions and special contract provisions for the Antidiscrimination Policy explain these requirements in more detail and are included in Appendix D-1 to this RFP. Applicants are required to complete and return with their proposals the “Solicitation for Participation and Commitment” form which is included in Appendix D-1. The City encourages proposals from M/W/DSBE Applicants. M/W/DSBE Applicants, like all other Applicants, are required to submit a proposal that is responsive to the Antidiscrimination Policy. The M/W/DSBE Applicant will receive credit towards the participation range for its certification category (i.e., MBE range, WBE range or DSBE range).

If Applicant is a nonprofit organization, Mayoral Executive Order 03-12 requires nonprofit Applicants to document their diversity policies. Applicants that are nonprofit organizations should refer to the special contract provisions and instructions attached to this RFP as Appendix D-2. Included in Appendix D-2 is the form, “Diversity Report of Nonprofit Organizations,” which should be completed and returned with proposals submitted by nonprofit Applicants in addition to the Solicitation for Participation and Commitment form.

E. The Philadelphia Tax and Regulatory Status and Clearance Statement

It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in the Philadelphia Code. To assist the City, through its Department of Revenue and
Department of Licenses and Inspections, in determining this status, each Applicant is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix E.

If the Applicant is not in compliance with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made, Applicants will not be eligible for award of the contract contemplated by this RFP.

The selected Applicant will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

If an Applicant or a proposed subcontractor is not currently in compliance with the City’s tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.

Applicants need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License may be made on line by visiting the City of Philadelphia Business Services Portal at http://business.phila.gov/Pages/Home.aspx and clicking on “Register Now.” If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

F. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFP is a “Service Contract,” and the successful Applicant under such contract is a “Service Contractor,” as those terms are defined in Chapter 17-1300 of the Philadelphia Code (“Philadephia 21st Century Minimum Wage and Benefits Standard Ordinance”) Any Subcontractor (as defined in the General Provisions attached as an Appendix to this RFP), and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any
resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code, the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful Applicant or Applicant’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Applicants acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

G. Certification of Compliance with Equal Benefits Ordinance
If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of $250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any
employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

**J. Selection Process**

This RFP is not a competitive bid subject to the requirement of Section 8-200 of the Philadelphia Home Rule Charter that award be made to the lowest responsible bidder. Cost to the City is a material factor, but it is not the sole, or necessarily the determining factor, in proposal evaluation. The City may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. If the City chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest.

Proposals submitted under this RFP will be evaluated in a two-step process. First, each proposal will be reviewed based on basic threshold requirements. If the answer to any of the following threshold questions is “no”, the proposal will be rejected.

- Is the applicant eligible to respond to the RFP?
- Are the activities for which funding is requested eligible under this RFP?
- Are the beneficiaries for which funding is requested eligible under this RFP?
- Is the proposal complete?
  - Project Summary Sheet enclosed as cover sheet (Attachment 1)
  - Narrative responses no longer than 14 pages
  - Budget Detail Forms enclosed (Attachment 2)
  - Match and Leverage Table enclosed
  - Documentation of financial commitments for project match enclosed
  - Documentation of 501c3 Status enclosed
  - If applicant had a HUD Monitoring in last 12 months, letter and any related corrective action plans enclosed

The City will base its selection on criteria that include, but are not limited to:

- Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
- Eligibility under Code provisions relating to campaign contributions
- Superior prior experience of Applicant and staff
- Superior quality, efficiency and fitness of proposed solution for City Department
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
• Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
• Lower cost
• Administrative and operational efficiency, requiring less City oversight and administration
• Anticipated long-term cost effectiveness
• Meets prequalification requirements
• Applicant’s certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

Proposals received in response to this RFP will be independently reviewed and scored by a review panel.

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City’s eContract Philly website (go to http://www.phila.gov/contracts and click on eContract Philly) listing the names of all Applicants and identifying the successful Applicant and the basis for the award to that Applicant. This notice will appear on the City’s website for at least one week before the contract is executed. In no event, however, shall the City Department or City Agency issuing this RFP be obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.

VI. Proposal Administration

A. Procurement Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Posted</td>
<td>Monday, June 4, 2018</td>
</tr>
<tr>
<td>Pre-Proposal Meeting: Office of Homeless Services, 1401 JFK Blvd., 16th Floor, Room Y</td>
<td>Tuesday, June 12, 2018, 1:00pm</td>
</tr>
<tr>
<td>Applicant Questions Due</td>
<td>Friday, June 15, 2018, 5:00pm</td>
</tr>
<tr>
<td>Answers Posted on <a href="http://www.phila.gov/rfp">www.phila.gov/rfp</a> Website</td>
<td>Wednesday, June 17, 2018</td>
</tr>
<tr>
<td>Electronic Proposals Due</td>
<td>Monday, July 2, 2018, 5:00pm</td>
</tr>
<tr>
<td>Email Proposals Due</td>
<td>Monday, July 2, 2018, 5:00pm</td>
</tr>
<tr>
<td>Philadelphia, PA local time</td>
<td></td>
</tr>
<tr>
<td>Panel Review</td>
<td>July 2018</td>
</tr>
<tr>
<td>Applicant Selection</td>
<td>August 2018</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>No later than December 31, 2018</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>No later than December 31, 2018</td>
</tr>
</tbody>
</table>
The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City’s website at www.phila.gov/contracts (click on eContract Philly). The other dates/times listed may be changed without notice to prospective Applicants.

B. Proposal Checklist
The checklist below applies to the hard copy submission of your proposal. Online requirements can be found below.

| A. Project Summary Form (See Attachment 1) | ✓ |
| B. Qualifications and Experience Narratives – 4 pages | ☐ |
| C. Project Description – 6 pages | ☐ |
| D. Supportive Services – 4 pages | ☐ |
| E. Budget Detail Form (see Attachment 2) | ☐ |
| F. Project Match and Leverage Table and Documentation of financial commitments (see Attachment 8) | ☐ |
| G. Diversity Report of Non-profit Organizations (See Attachment 3) | ☐ |
| H. City of Philadelphia Tax and Regulatory Status and Clearance Statement (See Attachment 4) | ☐ |
| I. HUD Monitoring Letter and Related Corrective Action Plan (if applicable) | ☐ |
| J. Documentation of 501c3 Status | ☐ |
| K. Most recent Independent Audit | ☐ |

Applicants must organize their proposal submissions in conformance with the Proposal Format and Content section of the RFP and must respond to all items in the scope of work and other information requested throughout the RFP. Failure to adhere to format or supply requested information may result in the disqualification of a proposal.

C. Second Proposal Submission for Approved Proposals

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City’s RFPs Online website (go to www.phila.gov/rfp/ and RFPs Online) listing the names of all Applicants and identifying the
successful Applicant and the basis for the award to that Applicant. This notice will appear on the City’s website for through the closing date. In no event, however, shall the City Department or City Agency issuing this RFP be obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.

- Pre-Proposal Conference and Questions Relating to the RFP

Administrative, finance and/or program staff of interested parties are strongly encouraged to attend the RFP Briefing Session listed in the timetable below:

The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City’s website at www.phila.gov/rfp/Pages/default.aspx. (Request for Proposals). The other dates/times listed may be changed without notice to prospective Applicants.

D. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Lauren Whitleigh, Director of CoC Planning, Office of Homeless Services at lauren.whitleigh@phila.gov no later than 5:00pm, Philadelphia, PA local time, Friday, June 15, 2018 and may not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the City’s website at www.phila.gov/rfp (Request for Proposals). Responses posted on the City’s website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

V. General Rules Governing RFPs/Proposals; Reservation of Rights and Confidentiality

A. Revisions to RFP
The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on the City of Philadelphia’s RFP website with the original Opportunity Details. It is the Applicant’s responsibility to check the City of Philadelphia’s RFP website frequently to determine whether additional information has been released or requested.

B. City Employee Conflict Provision
City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

C. Proposal Binding
By submitting its proposal, each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP. An Applicant’s refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant’s proposal may, in the City’s sole discretion, result in rejection of Applicant’s proposal.

D. Contract Preparation Fee

Pursuant to Chapter 17-700 of the Philadelphia Code, the successful Applicant must generally pay a contract preparation fee. Regulations promulgated by the City Solicitor currently establish the following schedule of fees for preparation of the initial contract and subsequent amendments, based upon the amounts involved and whether the successful Applicant is a for-profit or nonprofit entity:

<table>
<thead>
<tr>
<th>Amount of Contract or Amendment</th>
<th>For-Profit Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract</td>
<td>Amendment</td>
</tr>
<tr>
<td>$0-$30,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$30,001-$100,000</td>
<td>$200</td>
<td>$170</td>
</tr>
<tr>
<td>$100,001-$500,000</td>
<td>$500</td>
<td>$340</td>
</tr>
<tr>
<td>$500,001-$1,000,000</td>
<td>$900</td>
<td>$520</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

In its discretion, the Law Department may grant a full or partial waiver of any of the above fees in exceptional cases for good cause shown, such as violation of a grant covenant. Governmental entities are exempt from the fees. The Law Department reserves the right to collect up to twice the stated fee if extensive negotiation is required to reach a final contract with the successful Applicant.

E. Reservation of Rights

By submitting its response to this notice of contract opportunity as posted on the City of Philadelphia’s RFP website, the Applicant accepts and agrees to this Reservation of Rights. The term “notice of contract opportunity,” as used herein, means this RFP and includes all information posted on City of Philadelphia’s RFP website in relation to this “New Contract Opportunity” as published on City of Philadelphia’s RFP website, and including in addition to this RFP, any other document linked to the City of Philadelphia’s RFP website or otherwise displayed on or linked to this notice of contract opportunity.

1. This Notice of Contract Opportunity

The City reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:

1. to reject any and all proposals and to reissue this notice of contract opportunity at any time prior to execution of a final contract;

2. to issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this or a previous notice of contract opportunity;
3. to issue a new notice of contract opportunity with terms and conditions that are the same or similar as those set forth in this or a previous notice of contract opportunity in order to obtain additional proposals or for any other reason the City determines to be in the City’s best interest;
4. to extend this notice of contract opportunity in order to allow for time to obtain additional proposals prior to the notice of contract opportunity application deadline or for any other reason the City determines to be in the City’s best interest;
5. to supplement, amend, substitute or otherwise modify this notice of contract opportunity at any time prior to issuing a notice of intent to contract to one or more Applicants;
6. to cancel this notice of contract opportunity at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued, with or without issuing, in the City’s sole discretion, a new notice of contract opportunity for the same or similar services;
7. to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on eContractPhilly.

2. Proposal Selection and Contract Negotiation
The City reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:
(a) to reject any proposal if the City, in its sole discretion, determines the proposal is incomplete, deviates from or is not responsive to the requirements of this notice of contract opportunity, does not comply with applicable law (including, without limitation, Chapter 17-1400 of the Philadelphia Code), is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this notice of contract opportunity, or if the City determines it is otherwise in the best interest of the City to reject the proposal;
(b) to reject any proposal if, in the City’s sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with the City or with others; is delinquent, and has not made arrangements satisfactory to the City, with respect to the payment of City taxes or taxes collected by the City on behalf of the School District of Philadelphia, or other indebtedness owed to the City; is not in compliance with City regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;
(c) to waive any defect or deficiency in any proposal, including, without limitation, those identified in subsections(a) and (b) preceding, if, in the City’s sole judgment, the defect or deficiency is not material to the proposal;
(d) to require, permit or reject, in the City’s sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final contract;
(e) to issue a notice of intent to contract and/or execute a contract for any or all of the items in any proposal, in whole or in part, as the City, in its sole discretion, determines to be in the City’s best interest;
(f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the City may require, at any time prior to execution of a final contract, whether or not a notice of intent to contract has been issued to any Applicant and without reissuing this notice of contract opportunity;

(g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City’s best interest;

(h) to discontinue negotiations with any Applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

(i) to rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an Applicant, and to issue or not issue a notice of intent to contract to the same or a different Applicant and enter into negotiations with that Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

(j) to elect not to enter into any contract with any Applicant, whether or not a notice of Intent to Contract has been issued and with or without the reissuing this notice of contract opportunity, if the City determines that it is in the City's best interest to do so;

(k) to require any one or more Applicants to make one or more presentations to the City at the City’s offices or other location as determined by the City, at the Applicant’s sole cost and expense, addressing the Applicant’s proposal and its ability to achieve the objectives of this notice of contract opportunity;

(l) to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);

(m) to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;

(n) to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as the City, in its sole discretion, deems necessary or appropriate; and,

(o) to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on City of Philadelphia’s RFP website.

3. **Miscellaneous**

   (a) **Interpretation; Order of Precedence.** In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any notice of contract opportunity, the terms of this Reservation of Rights shall govern.
(b) **Headings.** The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the Scope or intent of the provisions, and are not part of this Reservation of Rights.

F. **Confidentiality and Public Disclosure**

The successful Applicant shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney’s fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.
ATTACHMENT 1 - PROJECT SUMMARY FORM
City of Philadelphia 2018 HUD Continuum of Care Program – Rapid Re-Housing Project

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Address:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>DUNS Number:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Tax ID or Employer Identification Number (EIN):</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Faith-Based Organization:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Have you ever received a federal grant, directly or through a State or local agency?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Title of Project:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Project Type:</td>
<td>☐ RRH – Individuals</td>
</tr>
<tr>
<td>Target Population:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Is this project:</td>
<td>☐ New ☐ Expansion of Existing Project</td>
</tr>
<tr>
<td># of Households to be Served in a point in time/ at maximum capacity:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td># of Program Participants to be Served in a point in time/ at maximum capacity:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Contact Person for this Application:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Phone:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Email:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Activities</td>
<td>Annual Request</td>
</tr>
<tr>
<td>Rental Assistance</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Supportive Services</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>SubTotal (Add all lines above)</strong></td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Administration (up to 5% of subtotal)</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Match (cash and in-kind) - at least 25% of total request, except leasing</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Total Leverage (cash or in-kind contribution beyond the required 25%)</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td><strong>Total Annual Budget (Request + Match + Leverage)</strong></td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

**Authorized Representative**

To the best of my knowledge and belief, all data in this application are true and correct. The application has been duly authorized by the governing body of the applicant and, if funded, the applicant will comply with all program regulations.

Signature of Authorized Representative:

Typed Name of Authorized Representative: Click here to enter text.  
Title: Click here to enter text.  
Date
Supportive Services: Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant supportive service. When including staff cost, please include title, salary, and FTE.

<table>
<thead>
<tr>
<th>Eligible Costs</th>
<th>Description</th>
<th>Annual Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment of Service Needs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance with Moving Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing Search/ Counseling Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outpatient Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outreach Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Abuse treatment Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Deposits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REQUEST</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1 DEMOGRAPHIC BREAKDOWN OF WORKFORCE

Please provide the following demographic breakdown of your workforce by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION

Please provide the following demographic breakdown of your Board of Directors or Trustees by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caucasian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disabled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native American</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Number of Directors or Trustees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Females</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SUPPLIER DIVERSITY

Please check the appropriate box to indicate if you have a supplier diversity policy. If “no,” please explain on your letterhead.

- Yes
- No

If you maintain a supplier diversity policy, please attach a copy of your supplier diversity policy.

Please identify below, your agency’s five (5) highest minority, woman, and/or disabled owned business suppliers of products or services, indicating your estimated annual expenditure(s) with the firm:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Company Telephone</th>
<th>Minority</th>
<th>Woman</th>
<th>Disabled</th>
<th>Annual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature: [__] Date: [__]
Name: [__] Non-Profit
ATTACHMENT 4

CITY OF PHILADELPHIA TAX AND REGULATORY STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant’s proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant’s proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name and Title</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Federal Employer Identification Number or Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*</td>
<td></td>
</tr>
<tr>
<td>Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*</td>
<td></td>
</tr>
</tbody>
</table>

I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

Authorized Signature ___________________________ Date ___________________________

Print Name and Title ___________________________
APPENDIX A: Common Terms, Acronyms, and Definitions

**Category 4 – HUD Homeless Definition:** HUD defines four categories under which individuals and families may qualify as homeless. Category 4 is individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

**Chronically Homeless (HUD definition):**
- A “homeless individual with a disability,” as defined in section 401(9) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(9)), who:
  
  i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  ii. Has been homeless and living as described in paragraph (1)(i) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i).

  Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility; or

  2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

  3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

**Continuum of Care (CoC)** – A collaborative planning body designed to address homelessness through a coordinated community-based process of identifying needs and building a system of housing and services to address those needs. It is the body responsible for meeting the goals of HUD’s Continuum of Care Program.

**CoC Program** -
All CoC Program funded projects must also comply with all [HUD regulations](https://www.hud.gov) and [NOFA](https://www.hud.gov) requirements established for the CoC Program.

**DedicatedPLUS project** -
A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals with disabilities and families in which one adult or child has a disability, including unaccompanied homeless youth, that at intake are:

- experiencing chronic homelessness as defined in 24 CFR 578.3;
- residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
- residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
• receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA’s homeless assistance system.

Disabling condition:
• A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that: Is expected to be long-continuing or of indefinite duration; and substantially impedes the individual’s ability to live independently; and could be improved by the provision of more suitable housing conditions; OR
• A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); OR
• The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Homeless Management Information System (HMIS) – A computerized data collection system that tracks services received by homeless people, helps identify gaps in services within the continuum, and allows for greater collaboration among service providers as the system provides a “history” of a homeless person’s involvement in the system of care making it easier for caseworkers to evaluate the situation and provide services in the most efficient manner. In addition, the HMIS system can help accurately describe a community’s homeless population including unduplicated census counts, need for increased capacity to fill service gaps. This system is required by HUD for all continuums of care.

Housing First Approach -
Housing First is a proven method of ending all types of homelessness and is the most effective approach to ending chronic homelessness. Housing First approaches quickly connect people experiencing a housing crisis with permanent housing without preconditions (e.g., sobriety, treatment or service participation requirements) and the supports needed to maintain housing. Evidence from communities and programs that follow a Housing First approach show that Housing First can reduce the length of time people are homeless, increase participant choice, and increase housing stability.

Housing First is an alternative to approaches where people experiencing homelessness must demonstrate their readiness for permanent housing or otherwise participate in a linear set of time-limited housing and services before obtaining permanent housing. By contrast, Housing First is premised on the understanding that everyone is “housing ready,” that people experiencing a wide variety of barriers can successfully find and maintain housing with the right supports, and that people are better able to address their concerns and goals when stably housed.

In line with Housing First, project should eliminate eligibility requirements that prevent higher need families and individuals from accessing their programs, especially requirements related to employment, minimum income, rental history, or substance use history. Providers who don’t have the skills to serve these families and individuals should be increasing their capacity either internally or through partnerships.

A project that adheres to a Housing First approach focuses on ensuring rapid placement and stabilization in permanent housing. This means helping participants find or directly offering permanent housing without preconditions, such as sobriety or income, avoiding requirements that are not normally included on a lease, and connecting clients to supports most critical to ongoing housing stability. Housing First is not housing only,
however, as many people who experience homelessness need and want assistance with increasing their income, accessing medical care, addressing mental health and/or substance abuse issues, and dealing with other personal problems that may directly or indirectly cause them to become homeless again. Overwhelming evidence now shows that people are best able to address their personal needs when they are not on the street or in a shelter, but are instead in their own housing with the right amount of temporary or permanent financial and service supports necessary to stay housed. This also means that projects should strive to offer assistance in a progressive manner – offer more only when more is needed and desired to obtain permanent housing quickly and maintain it, and also less when such help is not needed.

Projects awarded through this funding opportunity will be required to meet HUD-defined Housing First standards.

Notice of Funding Availability (NOFA) - When HUD or any other federal agency or governmental body has funding available, they issue an official NOFA, which includes the purpose of the notice, applicant and project eligibility information, program requirements, application and submission information, funding and selection criteria, selection priorities, award administration information, and agency contacts.

Permanent Supportive Housing -
Permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

Rapid Re-Housing -
An intervention that rapidly connects families and individuals experiencing homelessness to permanent housing through housing identification, rent and move-in assistance, and case management and services.
APPENDIX B: Rapid Re-Housing Background Information

**History:** Rapid re-housing first emerged as a promising model when a number of programs organically began the practice. Beyond Shelter in Los Angeles, California; the Rapid Exit program in Hennepin County, Minnesota; and the Shelter to Independent Living program in Lancaster, Pennsylvania were among the first programs to begin experimenting with short-term financial assistance and “rapid exit” concepts for people experiencing homelessness. On the heels of their success other communities followed and rapid re-housing for families and individuals has increasingly become a staple of a successful response to homelessness.¹

Rapid Re-housing is a program that provides rental assistance and supportive services to help individuals and families who are experiencing homelessness move as quickly as possible into permanent housing in communities of their choice. It is a scattered-site, transition-in-place program that promotes participant choice in housing within the private rental market. It has been demonstrated to be effective in getting people experiencing homelessness into permanent housing and keeping them there. By connecting people with a home, they are in a better position to address other challenges that may have led to their homelessness, such as obtaining employment, addressing substance use disorder issues, or repairing relationships with family. The intervention has also been effective for people traditionally perceived to be more difficult to serve, including people with limited or no income and survivors of domestic violence. Rapid re-housing provides short- and medium-term rental assistance and services to households. The goals are to help people obtain housing quickly, increase self-sufficiency, and stay housed. A key element of rapid re-housing is the “Housing First” philosophy, which offers housing without preconditions such as employment, income, lack of a criminal background, or sobriety. If issues such as these need to be addressed, the household can address them most effectively once they are in housing, and the resources and services provided are typically tailored to the needs of the households.²

There are three core components of Rapid Re-Housing: Housing Identification, Move-In and Rental Assistance, and Case Management ³. While the program must include all three components, one organization does not have to provide all three.

---

¹ National Alliance to End Homelessness “Rapid Re-Housing: History and Core Components” Retrieved from http://b.3cdn.net/naeh/c0e8d7de219f84a117_4vm6bnyxn.pdf on July 3, 2017


The **goal of housing identification** is to find housing for people quickly. This can be a challenging task, especially in high-cost, low-vacancy markets. Programs should recruit landlords continuously, even before programs have people who need housing. The more partnerships a program creates now, the greater the opportunity it will have later to rapidly house those who need it.

- A rapid re-housing program should **designate housing identification staff members** who can find and recruit landlords willing to rent to those served by the program.
- And finally, **match participants to appropriate housing**. This is housing that is decent, safe, and will be affordable after assistance ends. One critical aspect of this step is choice: make sure the individual or household has a choice in their housing.

The **goal of rent and move-in assistance** is to help with the costs associated with getting into housing. The amount and duration of this assistance varies, but at a minimum, it should be enough to help people secure a place to live. This assistance shouldn’t be a standard “package,” but flexible in order to meet unique needs. This is particularly important when financial circumstances or housing costs change.
The goal of **rapid re-housing case management** is to help people navigate barriers that may stand in the way of securing and maintaining stable housing and build a support system by connecting them to services and supports in the community, if needed. Rapid Re-housing Case Management and Services help individuals and families experiencing homelessness

- identify and select among various permanent housing options based on their unique needs, preferences, and financial resources
- address issues that may impede access to housing (such as credit history, arrears, and legal issues)
- negotiate manageable and appropriate lease agreements with landlords
- connect to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services (if needed/appropriate) so that they can sustain rent payments independently when rental assistance ends.
- resolve crises, at a minimum during the time rapid re-housing assistance is provided

Rapid re-housing case management should be participant-directed and respectful of individuals’ right to self-determination.

Rapid re-housing **assistance should end** and the case closed when the individual or family is no longer facing the threat of homelessness, but **case management may continue** if appropriate or requested.

While originally aimed primarily at people experiencing homelessness due to short-term financial crises, programs across the country have begun to assist individuals and families who are traditionally perceived as more difficult to serve. This includes people with limited or no income, survivors of domestic violence, and those with substance abuse issues. Although the duration of financial assistance may vary, many programs find that, on average, four to six months of financial assistance is sufficient to stably re-house a household.4

---

4 National Alliance to End Homelessness “Rapid Re-Housing: History and Core Components” Retrieved from http://b.3cdn.net/naeh/c0e8d7de219f84a117_4vm6bnyxn.pdf on July 3, 2017
Overall, rapid re-housing is an important new tool in a community’s efforts to end homelessness. While monitoring of the effectiveness of the intervention continues, thus far rapid re-housing appears to have encouraging outcomes: decreased length of homelessness, fewer returns to homelessness, lower costs per household than other interventions, and decreased homelessness in communities. On an individual level, rapid re-housing minimizes the amount of time an individual or family spends homeless and rapidly helps them stabilize in their own housing.5

Sustaining Stable Housing6
Helping rapid re-housing participants succeed in employment is essential to their long-term housing and financial security. This is especially important because, although rapid re-housing participants are expected to pay market rate rent once their rental subsidy ends, many face significant barriers to employment, which can make it difficult for them to stabilize in housing at the end of their rental subsidy. While rapid re-housing providers are not expected to be experts in employment services, they are expected to build the partnerships necessary to connect participants to a continuum of employment, training, and supportive services that can meet a wide range of needs. Employment should be prioritize, valued, and a goal for rapid re-housing participants.

Some steps that rapid re-housing providers can take include introducing employment as a goal on day one and offering connections to job search assistance as early as possible. Providers can integrate employment goals into case management conversations and use motivational interviewing techniques to address participants’ lack of confidence about pursuing work. Finally, providers can connect participants with service providers who are using evidence-based employment models for people facing barriers to employment, including transitional jobs and individualized placement and support.

Providers can offer job retention in a number of ways, including doing regular check-ins with participants about their workplace needs, employer expectations, and conflicts that arise at work. Providers can also offer financial incentives for getting or maintaining work.

5 National Alliance to End Homelessness “Rapid Re-Housing: History and Core Components” Retrieved from http://b.3cdn.net/naeh/c0e8d7de219f84a117_4vm6bnyxn.pdf on July 3, 2017
APPENDIX C: Sample Rapid Re-Housing Housing Specialist Job Description

**Project Description**
The project is a scattered site transition-in-place/rapid re-housing program that promotes consumer choice in housing within the private rental market. The Housing Specialist assists with housing search and placement along with leveraging supportive services that will assist the participant household to maintain permanent housing.

**General Statement of Duties**
Provides a variety of office and field activities to manage and monitor a rapid re-housing/transition-in-place program for families, performs direct client services, and compiles related documentation.

Work involves orienting all eligible participants to the program and providing housing search and supportive services to promote participants self-sufficiency, integration into the community, and permanency in housing; performing administrative tasks involved in the review and maintenance of a caseload of program participants. The principal duties are performed both in a general office environment and in the field and community where program participants reside.

**Essential Functions**
This list is not exhaustive and may be supplemented as necessary.

- Assess housing barriers of individuals and families experiencing homelessness to determine housing and service needs.
- Develop a housing procurement, financial, and self-sufficiency case management plan with clients. This shall include intake interview to determine client’s needs, goals, and eligibility.
- Provide mediation and advocacy with landlords on the client’s behalf to develop a workable plan to obtain and or maintain housing.
- Assist participants in locating and securing housing of their choice.
- Create and maintain consistent communication channels, both verbal and written, between several parties (i.e. tenant, landlord, referral source, collaborating agencies, debtors and creditors).
- Serve as an ongoing liaison between property managers and participants as well as between participants and neighbors.
- Provide information and referral assistance regarding available support from appropriate social service agencies and/or community programs.
- Assist in development of and encourage adherence to a personal budget through pro-active housing and budget counseling sessions; provide budget counseling and education to assist clients in establishing payments plans for bills and past debts and to assist clients in obtaining and maintaining their housing.
- Assist participants in development of a strength-based/solution-focused individualized goal and action plan that promotes permanent housing and self-sufficiency; develop an effective, timely referral network in order to ensure ongoing direction and support as needed.
- Identify participant strengths and barriers to stability and assist participants to reducing barriers and linking to resources and services.
- Provide pro-active follow-up home visits to ensure stability and further progress towards self-sufficiency; this includes support, advocacy, reducing isolation, listening, problem solving, and identification of resources to assist with reintegration of participants in the community.
- Apply knowledge of residential lease contracts to educate clients of their rights and responsibilities.
- Maintain accurate daily logs records, monthly outcome reports, and files for each client.

---

• Transport clients as deemed necessary. Transportation requirements should be limited to housing and job searches and occasional visit to relevant social service agencies.
• Collect and report program data, including but not limited to HMIS reporting and funders’ required data.

Other Functions
• Complete all appropriate monthly and annual report forms.
• Maintain a complete working file providing activity documentation and copies of all corresponding paperwork.
• Assume other responsibilities as assigned.

Minimum Knowledge, Skills, and Abilities
• Requires knowledge and belief in “Housing First” philosophy and strategies.
• Minimum Education Requirements: Bachelor Degree in Human Services preferred or a minimum of a two years degree in Human related services and two years related experience.
• Excellent communication skills, particularly listening, mediation, and writing skills.
• Possess strong organizational skills with ability to meet a demanding workload.
• Detail oriented to complete requirements of files and contract compliance.
• Creative thinker/adaptive personality.
• Knowledge or understanding of tenant’s rights and responsibilities as well as “strengths based” case management.
• Concentrated record keeping, budgeting, and mathematical skills; ability to produce required reports to federal, state, and local government agencies and funding sources.
• Demonstrated knowledge of community resources, social service agencies, and landlords.
• Fluency in the English language is required. Spanish speaking ability is an added asset, but is not required.
• Experience with computer and knowledge of Microsoft Office.
• Valid driver’s license and a car.
• Sensitivity to cultural and socioeconomic characteristics of population served.
• A commitment to empowering others to solve their own problems.
• A conviction about the capacity of people to grow and change.
• The ability to establish and set appropriate limits with persons served to help them gain skills and confidence.
• The ability to work collaboratively with other personnel and/or service providers or professionals.
• The capacity to maintain a role to empower clients and to intervene appropriately to meet service goals.
APPENDIX D-1

CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED BUSINESS ENTERPRISES
FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS
(NON-COMPETITIVELY BID CONTRACTS)

Under the authority of Executive Order No. 03-12, the City of Philadelphia has established an antidiscrimination policy (“Policy”) relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03-12 is administered by the City’s Office of Economic Opportunity (“OEO”).

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City’s antidiscrimination policy is applicable to this Notice of Contracting Opportunity (hereinafter, “NOCO”).

The Office of Economic Opportunity has approved the following projected ranges of participation for this NOCO which serve as a guide in determining each applicant’s responsibility:

**MBE 2% - 5%**

And/or

**WBE 2% - 5%**

These ranges represent the percentage of MBE, WBE and/or DSBE (collectively, “M/W/DSBE”) participation that should be attained by M/W/DSBEs from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses and through applicant’s exercise of Best and Good Faith Efforts. Best and Good Faith Efforts are those efforts, the scope, intensity and appropriateness of which are taken to achieve meaningful and representative opportunities for participation by M/W/DSBEs. These ranges are derived from an analysis of factors such as the size and scope of the contract and the availability of certified M/W/DSBEs to perform various elements of the contract. The submission of a Solicitation For Participation and Commitment Form and any supporting documentation (more fully discussed below) is an element of responsiveness to the NOCO and failure to submit the required information will result in rejection of your proposal.

Applicant hereby verifies that all forms, information and documentation submitted to OEO are true and correct and is notified that the submission of false information by applicant is subject to the penalties of 18 Pa.C.S.

---

8 The term “Notice of Contracting Opportunity,” shortened to the acronym “NOCO,” refers to the City's contract solicitation documents and information posted on eContract Philly. Generally, these documents take the form of a Request for Proposals (RFP), Request for Qualifications (RFQ) or Request for Expression of Interest (RFI) and include any other document or information (for example, exhibits, appendices) related to the posting of the new contract opportunity.
§4904 relating to unsworn falsification to authorities which may include payment of a fine of at least $1,000 and a term of imprisonment of not more than two years. Applicant also acknowledges that under 18 Pa.C.S. §4107.2 (a)(4) it is a felony in the third degree, punishable by a term of imprisonment of not more than seven years in addition to the payment of any fines or restitution, if, under any contract awarded pursuant to this NOCO, applicant fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

A. M/W/DSBE PARTICIPATION

1. Only firms that are certified by an approved certifying agency\(^9\) and identified in the OEO Certification Registry by the time of contract award will be credited toward the participation ranges on City contracts. An OEO Certification Registry is maintained by the OEO and is available online at [www.phila.gov/OEO/directory](http://www.phila.gov/OEO/directory). Firms owned and controlled by minority persons, women or disabled persons, which are certified as MBE, WBE, DSBE or DBE by an approved certifying agency may apply to the OEO for listing in its OEO Certification Registry.

2. No applicant that seeks to meet the participation range(s) for participation by entering into a subcontract with any M/W/DSBE participant shall be considered to meet the range(s) if the M/W/DSBE participant does not perform a commercially useful function (“CUF”). An M/W/DSBE performs a Commercially Useful Function when it performs a distinct element of a City Contract (as required by the services to be performed in accordance with the NOCO) which is worthy of the dollar amount of the M/W/DSBE Subcontract and the M/W/DSBE carries out its responsibilities by managing and supervising the services involved and actually self-performing at least twenty percent (20%) of the services of the Subcontract with its own employees. For suppliers, an M/W/DSBE performs a Commercially Useful Function when it is responsible for sourcing the material, negotiating price, determining quality and quantity, ordering the material and paying for it from its own funds. Commercial usefulness will be evaluated and determined by the OEO on a proposal by proposal basis as informed by prevailing industry standards and the M/W/DSBE’s NAIC codes. Participation that is not commercially useful will not be counted.

3. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. Applicants will note with their submission which category, MBE or WBE or DSBE, is submitted for credit.

4. An MBE/WBE/DSBE submitting as the prime applicant is required, like all other applicants, to submit a proposal that is responsive to the Policy. The M/W/DSBE Applicant will receive credit towards the participation range for its certification category (e.g., MBE range or WBE range or DSBE range). In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this contract, may be credited towards the participation ranges only to the extent of the M/W/DSBE partner’s ownership interest in the joint venture in accordance with the following criteria:

   - The MBE, WBE or DSBE partner(s) must be identified in the OEO Registry prior to contract award;
   - The M/W/DSBE partner(s) must derive substantial benefit from the arrangement;

---

\(^9\) Approved certifying agencies are identified on the OEO webpage found at [www.phila.gov/OEO](http://www.phila.gov/OEO). Applicant is strongly encouraged to search the Pennsylvania Unified Certification Program (“PaUCP”) Directory which offers a robust listing of DBEs; the PaUCP Directory is found at [www.paucp.com](http://www.paucp.com).

City of Philadelphia Office of Homeless Services 2018 Rapid Re-Housing RFP
• The M/W/DSBE partner(s) must be substantially involved in all phases of the contract including planning, staffing and daily management;
• The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interest, contributes working capital and other resources, etc).

5. M/W/DSBE Subcontractors must perform at least twenty percent (20%) of the total amount of work to be performed under the Subcontract with their own employees.

6. In listing participation commitments on the Solicitation for Participation and Commitment Form, applicants are required to list a detailed description of the services or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. In calculating the percentage amount, applicants may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right to request clarifying information from applicants in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

B. RESPONSIVENESS

1. A proposal responsive to the Policy is one which contains documentary evidence of the M/W/DSBEs that have been solicited and that will be used by the applicant on the contract, if awarded; where the proposal satisfies the M/W/DSBE participation ranges for that contract, the applicant is rebuttably presumed not to have discriminated in its selection of contract participants.

2. Applicants must submit documentary evidence of MBE, WBE and DSBEs who have been solicited and with whom commitments have been made in response to each of the participation ranges included in this NOCO. Failure to submit the Solicitation For Participation and Commitment Form will result in the rejection of the proposal as nonresponsive, although the City, at its sole discretion, may allow applicants to submit or amend the Solicitation For Participation and Commitment Form at any time prior to award. The Solicitation For Participation and Commitment Form must contain the following information:

• Documentation of all solicitations (regardless of whether commitments resulted therefrom) as well as all commitments made on the enclosed document entitled “Solicitation For Participation and Commitment Form”. Applicants should only make actual solicitations of M/W/DSBEs whose services or materials are within the scope of this NOCO. Mass mailing of a general nature to M/W/DSBEs or similar methods will not be deemed solicitation, but rather will be treated as informational notification only. A reasonable period of time should be given to all solicited firms to ensure that they have sufficient time to adequately prepare their quotes/subproposals. The applicant’s listing of a commitment with an M/W/DSBE constitutes a representation that the applicant has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City (“Contract Commitment”).
If the applicant has entered into a joint venture with an MBE, WBE and/or DSBE partner, the applicant is also required to submit along with the Solicitation For Participation and Commitment Form, a document entitled “Joint Venture Eligibility Information Form,” available at OEO, for the City’s review and approval of the joint venture arrangement.

3. If Applicant does not fully meet each of the range(s) for participation established for this NOCO, applicant must demonstrate that it exercised Best and Good Faith Efforts to achieve the M/W/DSBE participation ranges along with a written request, on its letterhead, for the reduction of part or all of the M/W/DSBE participation ranges (“Request For Reduction/Waiver”). Applicant, through the submission of documentary evidence must
show that applicant took all necessary steps and made reasonable efforts to achieve the M/W/DSBE participation ranges, even if these efforts were not fully successful. OEO will evaluate the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve M/W/DSBE participation commensurate with the ranges. Failure to submit the documentary evidence will result in rejection of the proposal as nonresponsive; the City, at its sole discretion, may allow applicants to submit or amend their submission at any time prior to award which may result in revision to Applicant’s participation commitments. The submission shall contain and discuss, at a minimum, the following:

- Reasons for not committing with any MBE/WBE/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by applicant.
- Any additional evidence pertinent to applicant’s conduct relating to this NOCO including sufficient evidence which demonstrates to the OEO that applicant has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing applicant’s efforts to achieve participation within the ranges, applicant may submit any corroborating documentation (e.g., copies of advertisements for participation).

The applicant's documentary evidence will be reviewed by the OEO to determine whether applicant exercised Best and Good Faith Efforts in response to the participation ranges. Applicant’s expressed desire to self-perform services with its own employees will not excuse applicant from exercising Best and Good Faith Efforts to include M/W/DSBEs in its proposal and cannot be used as a basis for requesting a reduction or waiver of the participation ranges. OEO’s review will include consideration of the following:

- Applicant's contracting activities and business practices on similar public and private sector contracts. For example, if applicant rejects any M/W/DSBE based on price, applicant must fully document its reasons for the rejection and also demonstrate that applicant subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract and given adequate amount of time to prepare a quote/subproposal as others who were solicited by applicant. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether applicant short listed M/W/DSBEs for participation or solicited M/W/DSBEs at any pre-proposal meetings.
- Whether the applicant's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether applicant selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether applicant employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract or prompt payment practices.

The applicant's documentary evidence will be reviewed by the OEO to determine whether applicant exercised Best and Good Faith Efforts in response to the participation ranges. Applicant’s expressed desire to self-perform services with its own employees will not excuse applicant from exercising Best and Good Faith Efforts to include M/W/DSBEs in its proposal and cannot be used as a basis for requesting a reduction or waiver of the participation ranges. OEO’s review will include consideration of the following:

- Applicant's contracting activities and business practices on similar public and private sector contracts. For example, if applicant rejects any M/W/DSBE based on price, applicant must fully document its reasons for the rejection and also demonstrate that applicant subjects non-M/W/DSBEs to
the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.

- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract and given adequate amount of time to prepare a quote/subproposal as others who were solicited by applicant. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether applicant short listed M/W/DSBEs for participation or solicited M/W/DSBEs at any pre-proposal meetings.

- Whether the applicant's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether applicant selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether applicant employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract or prompt payment practices.

4. After review of the applicant’s submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the awarding City Department.

- If the proposal is determined nonresponsive by the OEO, the applicant will be notified and may file a written appeal with the Executive Director of OEO within forty-eight (48) hours of the date of notification; the decision of the Executive Director of OEO shall be final.

C. RESPONSIBILITY

1. Upon award, the completed Solicitation For Participation and Commitment Form and accompanying documents regarding solicitation and commitments with MBEs, WBEs and DSBEs become part of the contract and the successful applicant is required to enter into legally binding agreement(s) (“M/W/DSBE Subcontract(s)”) with its M/W/DSBE participants for the services and in the dollar amount(s) and percentage(s) as so committed (the “Contract Commitment(s)”). M/W/DSBE percentage commitments are to be maintained throughout the term of the contract and shall apply to the total contract value (including amendments). Any change in commitment, including but not limited to, substitutions for the listed firm(s), changes or reductions in the work and/or listed dollar/percentage amounts, must be pre-approved in writing by the OEO.

2. Unless otherwise specified in the M/W/DSBE Subcontract, the successful applicant shall, within five (5) business days after receipt of a payment from the City for services performed under the contract, deliver to its M/W/DSBE participants, their proportionate share of such payment for services performed (including the supply of materials). In connection with the payment of its M/W/DSBE participants, the successful applicant agrees to fully comply with the City’s payment reporting process which may include the use of electronic payment verification systems.

3. No privity of contract exists between the City and any M/W/DSBE participant identified in any contract resulting from this NOCO. The City does not intend to give or confer upon any such M/W/DSBE participant(s) any legal rights or remedies in connection with the subcontracted services pursuant to Executive Order 03-12 or by reason of any contract resulting from the NOCO except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the OEO determines that the applicant has discriminated against a M/W/DSBE at any time during the term of the contract, the OEO may recommend to the Director of Finance the imposition of sanctions on the
applicant including debarment of the applicant from submitting and/or participating in future City contracts for a period of up to three (3) years.

D. ACCESS TO INFORMATION

1. The OEO shall have the right to make site visits to the applicant’s place of business and/or job site and obtain documents and information from any applicant, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain applicant’s responsiveness and responsibility.

2. Failure to cooperate with the OEO in its review may result in a recommendation to terminate the contract.

E. RECORDS AND REPORTS

1. The successful applicant shall maintain all books and records relating to its M/W/DSBE commitments (e.g. copies of quotations, subcontracts, joint venture agreements, correspondence, cancelled checks, invoices, telephone logs) for a period of at least three (3) years following acceptance of final payment from the City. These records shall be made available for inspection by the OEO and/or other appropriate City officials. The successful applicant agrees to submit reports and other documentation to the OEO as deemed necessary by the OEO to ascertain the successful applicant’s fulfillment of its M/W/DSBE commitments.

F. REMEDIES

1. The successful applicant’s compliance with the requirements of Executive Order 03-12 is material to the contract. In the event the City determines that the successful applicant has failed to comply with any of the requirements of this Antidiscrimination Policy, including substantial compliance with any Contract Commitment, the City may, in addition to any other rights and remedies it may have under the Contract which includes termination of the Contract, exercise one or more of the following remedies which shall be deemed cumulative and concurrent:
   - Debar successful applicant from proposing on and/or participating in any future contracts for a maximum period of three (3) years.
   - Withhold from the contract payment(s) or any part thereof until corrective action is taken. If corrective action is not taken to the satisfaction of OEO, the City may, without institution of a lawsuit, deduct money in an amount equal to the M/W/DSBE shortfall which amount shall be collected and considered not as a penalty but as liquidated damages for the successful applicant’s failure to comply with the contract.

The remedies enumerated above are for the sole benefit of the City and City’s failure to enforce any provision or the City’s indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City’s rights in connection with any contract resulting from this NOCO nor shall it give rise to actions by any third parties including identified M/W/DSBE participants.

Should you have any questions related to the Contract Provisions, please call Mario Crestani, OEO at (215) 683-2068 or facsimile (215) 683-2085.
APPENDIX D-2

SPECIAL ANTIDISCRIMINATION CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS
FOR APPLICANTS THAT ARE NONPROFIT ORGANIZATIONS

In response to the objectives of Executive Order 03-12, Applicants that are nonprofit organizations will be required to submit the following information to the Office of Economic Opportunity (OEO):

1. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s workforce;
2. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s board of directors or trustees;
3. a list of the nonprofit Applicant’s five highest dollar value M/W/DSBE suppliers of products and services; and
4. the nonprofit Applicant’s statement explaining its efforts to maintain a diverse workforce, a diverse board of directors and operate a fair and effective supplier diversity program.

Please use the attached form, “Diversity Report of Nonprofit Organizations,” to submit this information, attaching additional pages as needed. This information should be submitted with the Applicant’s proposal, but the City, at its sole discretion, may allow applicants to submit or amend this form at any time prior to award.

If a nonprofit organization is responding to a contract opportunity where ranges have been established for M/W/DSBE participation, in addition to the “Diversity Report of Nonprofit Organizations” form, a nonprofit Applicant must also complete and submit with its proposal the “Solicitation for Participation and Commitment” form included in this Appendix.