

CITY OF PHILADELPHIA  
OFFICE OF SUPPORTIVE HOUSING  
SUPPORTIVE HOUSING PROGRAM RENEWALS:  
**2009 SHELTER PLUS CARE (S+C) RENEWALS**

**REQUEST FOR INFORMATION**

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**DEADLINE: JUNE 26, 2009 AT 12 NOON**

Office of Supportive Housing  
Municipal Services Building, 1401 JFK Blvd., 10<sup>th</sup> Floor, Suite 1030  
Philadelphia, PA 19102

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**I. INTRODUCTION**

In the early summer of 2009, the U.S. Department of Housing and Urban Development (HUD) is expected to issue their annual Notice of Funding Availability (NOFA) for McKinney Homeless Assistance Programs. That NOFA will allow for current recipients of McKinney grants (“grantees”) to request renewal of those grants that are due to expire during calendar year 2010. Once again, Philadelphia’s application that responds to that NOFA will be compiled and submitted by the City of Philadelphia, Office of Supportive Housing. That “consolidated application” process is required by HUD. In addition, a local review and ranking process is required prior to the compilation of the city-wide consolidated application. This RFI is one component of that required local process.

**II. S+C ELIGIBLE APPLICANTS /ACTIVITIES**

**Eligible Applicants**

To apply for S+C renewal funding in the 2009 competition, potential applicants must:

- I. Have been previously awarded McKinney S+C funding and,
- II. Confirm that the:
  - a. term of that grant is scheduled to end in calendar year 2010, OR
  - b. the program is projected to run out of funds in 2010.

Renewal projects may only request funding for 1 year.

### **Eligible Activities**

The S+C program provides funds for rental assistance only. Federal regulations governing the S+C program may be found in the Code of Federal Regulations at Title 24, Part 582. Projects receiving federal funds are subject to nondiscrimination and equal opportunity requirements.

Please note: Renewal projects can only request funding for the number of units occupied at the time of the renewal application.

### **III. REQUIRED PROPOSAL CONTENTS**

Please follow the instructions below to develop your submission. Submissions that are missing or have incomplete sections or forms may not pass threshold review, so read carefully. *Please note: the overall quality of your proposal is a scoring criteria. Please proof your submission for grammar, clarity, and spelling.*

- A. **S+C Renewal Application Form** (sent under separate cover) – **NEW THIS YEAR**
- B. **Audit:** The organization's most recent audit (or financial statements if the agency is too small for a full audit). Only one copy is needed per agency, even if the agency has multiple renewal projects.
- C. **Leveraging Documentation:** Documentation must be provided for:
  - a. Supportive Services Commitment/Matching Funds (dollar for dollar match) AND
  - b. Any additional commitments (cash and/or in kind) above and beyond the match requirement.

Leveraging documentation includes: signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be addressed to the project applicant or sponsor and include:

- The Project Name
- The name of the contributing organization,
- The type of contributing organization (government, private nonprofit, or private for profit)
- The type of contribution (cash, child care, case management, etc.),
- The value of the contribution,
- Date the contribution will be available, and
- Signature of and dated by an authorized representative.

In the event of a single source furnishing both match and leverage, only one letter is required provided that the match amount is identified as a discrete sum, and that the total commitment including match is identified as a discrete sum.

#### IV. PROPOSAL EVALUATION CRITERIA

Projects submitted under this RFI will be evaluated in a three-step process: threshold review, public-private review committee and then ranked by an Executive Committee comprised of public and private sector representatives.

##### A. Threshold Review

Each proposal will be reviewed to determine whether or not it includes all required sections and describes within those sections all of the requested information. **Proposals that are missing information will not be reviewed, ranked, or included in the City's consolidated application.**

##### B. Public-Private Review Committees

Submissions that pass threshold review will be reviewed by a committee of volunteer representatives from the public and private sector. This Committee will make ranking recommendations to an Executive Committee, which consists of representatives from the Office of Housing and Community Development; the Redevelopment Authority; Department of Behavioral Health; Office of Supportive Housing; the Private Sector Chair of the 2009 Strategic Planning Committee and the Private Sector co-chairs of all 2009 RFI/RFP review committees. The Executive Committee will make the final decisions for all McKinney funding requests regarding submission inclusion and ranking in Philadelphia's city-wide application to HUD.

The "SPC Renewals: RFI" submissions are structured such that the review committee will consider as its main evaluation points:

- A. Supportive Services Match and additional Leveraging Commitments
- B. Recent performance of the project:
  - Program's Operating Capacity
  - Clients Connection to Mainstream Benefits
  - Achievement of program goals
  - Housing Performance
- C. Any additional factors determined as a group during the review and ranking meeting.

The City reserves and may exercise, at its sole discretion, the following rights and options with respect to the selection process outlined in this RFI:

- To request that some or all applicants provide additional material, clarification, confirmation, or modification of any information in their submission;
- To request that some or all applicants modify their submissions based on the review of all the submissions or on commitments of funding from other sources; and,
- To expressly waive any defect or technicality in any submission.

## V. PROPOSAL ASSEMBLY AND SUBMISSION REQUIREMENTS

A full submission consists of the following items:

- SPC Renewal Application Form (sent under separate cover)
- Audit or Financial Statements (one per agency)
- Project Leveraging Commitment Letters

### Number of Copies and Submission of Proposals

- In order to minimize the amount of copying and collating in order to conserve resources, please submit the SPC Renewal Application Form **via email** to the contact person identified below. (A signature is not required in the electronic submission of the application.)

**Mail** one (1) copy of each of the following documents to the contact person identified below:

- SPC Renewal Application Form signed by an Authorized Representative
- The most recent agency audit/financial statements
- Leveraging Commitment documentation (including Supportive Services Match)

## VI. RFI CONTACT PERSON

Questions regarding this “SPC Renewal RFI” should be directed to:

Michele Mangan, Project Management & Program Analyst  
Policy, Planning and Administration  
City of Philadelphia, Office of Supportive Housing  
1401 JFK Blvd., 10<sup>th</sup> Floor, Philadelphia, 19102  
[michele.mangan@phila.gov](mailto:michele.mangan@phila.gov) or (215)-686-7161

## VII. SECOND PROPOSAL SUBMISSION FOR APPROVED PROPOSALS

Notice of the final review and acceptance decisions made through the local process will be distributed to successful applicants via email. Those applicants whose proposals were approved for inclusion in Philadelphia’s Consolidated Application will be required to send any additional information needed to complete a response to the federal NOFA and will be required to submit that response to OSH prior to the federal deadline. Final assembly of Philadelphia’s Consolidated Application will be completed by OSH.