

City of Philadelphia

Office of Supportive Housing  
1401 JFK Boulevard - 10<sup>th</sup> Floor

# Request for Proposal (RFP)



HOMELESSNESS PREVENTION AND RAPID RE-  
HOUSING PROGRAM

## PREVENTION ACTIVITIES

June 1, 2009

**DAINETTE M. MINTZ, DEPUTY MANAGING DIRECTOR OF SPECIAL NEEDS  
HOUSING and DIRECTOR of the OFFICE of SUPPORTIVE HOUSING**

**Deadline for Proposals – Monday, June 29, 2009 at 5:00 PM**

**RFP Contact Person:**

**Mrs. Katrina P. Roebuck, Director of Homelessness Prevention  
1401 JFK Boulevard – 10<sup>th</sup> Floor  
E-mail – [Katrina.pratt-roebuck@phila.gov](mailto:Katrina.pratt-roebuck@phila.gov)**

**Mandatory RFP Informational Meeting – Wednesday, June 10<sup>th</sup>, 2009 at 2:00 pm  
1401 JFK Boulevard – 16<sup>th</sup> Floor Conference Room C, Philadelphia PA**

**Request For Proposal  
Homelessness Prevention Services  
Table of Contents**

**AGENCY MISSION..... 3**

**OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP) ..... 3**

**PROGRAM DESIGN.....4**

**DESIRED SUPPLEMENTAL SERVICES.....9**

**APPLICANT ELIGIBILITY ..... 10**

**DATA COLLECTION.....10**

**PROGRAM MEASURES/ STANDARDS/ OUTCOMES.....10**

**PROPOSAL INSTRUCTIONS ..... 14**

**REQUIRED APPENDICES ..... 15**

**REVIEW OF PROPOSAL RESPONSES..... 1546**

**ATTACHMENTS ..... 1748**

## AGENCY MISSION

The mission of the Office of Supportive Housing (OSH) is to assist homeless individuals and families to move toward independent living and greater self-sufficiency.

The daily goal is to assist, with respect and dignity, homeless or near-homeless individuals and families in moving toward independent living and self-sufficiency. Services include comprehensive case-management, protective, preventive and referral services, and emergency relocation to adults and families in need of emergency, transitional, or affordable housing.

## OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP)

The City of Philadelphia anticipates receiving an allocation of funding under the American Recovery Act for Homelessness Prevention and Rapid Re-Housing (HPRP) in the amount of \$21,486,240 or \$7.162M annually for 3 years. Funding will be used to assist persons affected by the current economic crisis that are at risk of becoming homeless or are currently homeless as defined by the McKinney Vento Act. These funds will be managed by the Office of Supportive Housing. OSH is making available up to \$3.4 million to up to four providers who demonstrate the capacity to deliver the prevention and retention services described under this RFP.

HUD'S Homelessness Prevention and Rapid Re-Housing guidelines can be downloaded at [http://www.hudhre.info/documents/HPRP\\_Notice\\_3-19-09.pdf](http://www.hudhre.info/documents/HPRP_Notice_3-19-09.pdf)

This Request for Proposal (RFP) to provide Homelessness Prevention services is for agencies interested in contracting with the Office of Supportive Housing (OSH) to provide financial assistance and housing stabilization services to families and individuals who would be homeless *but for this assistance*. **Only Non-Profit organizations are eligible to apply to provide these services.**

The Homelessness Prevention Program will provide community-based homeless prevention and retention assistance to low-income residents throughout the City of Philadelphia who have delinquencies in rent and utilities. Housing counseling, legal services, and credit repair can also be provided to assist households and achieve housing stabilization. The Homelessness Prevention Program is not intended to provide long term support for program participants, nor will it be able to address all of the financial and supportive services needs that affect housing stability. The focus of this funding will be on achieving housing stabilization and linking participants to community resources and mainstream benefits to prevent them from becoming homeless. The maximum amount that a provider can receive is \$1 million to serve a minimum of 350 households.

HPRP will not fund capital activities (property acquisition, rehabilitation, repairs or new construction).

**The services identified in this RFP will be funded for the period of October 1, 2009 through September 30, 2010 and will be embodied in a Professional Services Unitary Contract with the Office of Supportive Housing.**

## **Mandatory Online Application Process – eContract Philly**

Applicants must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity. Proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at [www.phila.gov/contracts](http://www.phila.gov/contracts), choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail [econtractphilly@phila.gov](mailto:econtractphilly@phila.gov) or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

Applicants can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

## **PROGRAM DESIGN**

### Target Population

- 1) Households in need of rental or utility assistance to retain their current housing and prevent the household from entering the shelter system who do not qualify for other sources of economic recovery funding to prevent their impending homelessness.
- 2) Households requesting shelter placement at Appletree Family Center or Ridge Ave Men's Shelter that have been assessed as able to be successfully diverted from shelter.
- 3) Households residing in unfit housing that can be relocated in order to prevent entering the shelter system.

### Eligible Participants / Heads of Households:

- 1) Must be 18 years of age or older
- 2) If not 18 years old, must provide documentation of legal emancipation
- 3) In need of temporary rental or utility assistance to retain current housing and prevent them from entering the shelter system.

- 4) Currently residing in unfit housing and in need of relocation assistance to prevent them from entering the shelter system.
- 5) At or below 50% of the Section 8 area median income. This funding is intended to serve City of Philadelphia residents and will be made available to Refugees, and households granted political asylum.

Ineligible Participants / Heads of Households:

- 1) Households needing financial assistance with mortgage delinquencies.
- 2) Households with limited capacity to increase their income and need long term (past 18 months) subsidies to sustain housing.
- 3) Households receiving a subsidy from other federal, state, or local housing provider.

**REQUIRED PROGRAM COMPONENTS**

Outreach/Marketing:

Heads of households who are at risk for homelessness may be identified by other community service providers. Information about Homelessness Prevention services should be publicized and shared with the following community service sites in order to facilitate referrals and service linkages.

- 1) Schools
- 2) Child Care providers
- 3) Shelters
- 4) Senior centers
- 5) Food Pantries
- 6) Colleges
- 7) Unemployment centers
- 8) Career Link
- 9) Churches, Mosques, Synagogues
- 10) MH/MR Centers
- 11) Health Centers
- 12) Medical Centers/ Outpatient Clinics

OSH will assist the selected providers in carrying out this activity.

Referrals:

Households may self refer, be referred by another community service provider or by the Diversion Staff at the Appletree and Ridge Ave. Emergency Housing Intake Centers.

Applicants must have the capacity to:

- 1) Accept referrals on-line from the Appletree and Ridge Ave. Intake Centers and schedule screening appointments for the same or next day. Group information and screening sessions may be needed to keep up with the flow of new applicants.
- 2) Screen applicants 5 days per week.

- 3) Record all referrals utilizing the established Homeless Information Management system (HMIS).

Intake:

All households that meet the program criteria will meet with a Housing Stabilization Specialist who will complete the Initial Self-Sufficiency Assessment, Section I & II. For households referred by the Diversion staff at Appletree or Ridge Emergency Housing Intake Centers, Prevention Providers will follow up on the Initial Self-Sufficiency Assessment Section I that was completed by the Diversion staff and complete Section II of the Initial Self-Sufficiency Assessment. Applicants should have the capacity to:

- 1) Have staff available 5 days a week to conduct intake interviews.
- 2) Record intake information in the HMIS system.
- 3) Streamline and supervise the intake process.
- 4) Assign qualified households to a Housing Stabilization Specialist who will work with households to complete the Self-Sufficiency Assessment (Includes Budget Information) and determine the package of assistance.
- 5) Refer households to other appropriate resources if more intensive supportive services or long-term assistance is needed.

Determining Package of Assistance:

Applicants will employ Housing Stabilization Specialists who will use the Self-Sufficiency Assessment to determine the level of need and the package of assistance. Financial assistance can include: rental arrearages up to 6 months, short-term (1 to 3 months) rental assistance; medium-term (4 to 18 months) rental assistance, security deposits, utility arrearages up to 6 months, utility deposits, utility payments, and moving cost assistance. Maximum amount of financial assistance per household is limited to \$2500 and must be approved by applicant's supervisor or program manager. Additional assistance beyond \$2500 must be documented and pre-authorized by OSH. Each household is limited to a maximum of 18 months of assistance. 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 will be determined by the Self-Sufficiency Assessment Section II, Budget Information. Rental assistance criteria includes:
  - a. Head of Household qualifying for the assistance must be named on the lease.
  - b. Financial assistance may be provided for: short-term rental assistance and may not exceed rental costs accrued over a period of 3 months; medium-term rental assistance may not exceed rental costs accrued over a period of 4 to 18 months; and, rental assistance may be used to pay up to 6 months of rental arrears if the payment allows the program participant to remain in the housing unit for which the arrears are being paid or move to another unit. Notices to Quit and/or Eviction notices must be provided to demonstrate need.
  - c. Security deposits should be negotiated with the landlord.
  - d. Rental assistance may be provided for up to 18 months, including up to 6 months of rental arrearages. Rental arrearages must be documented,
  - e. Rent reasonable standards as provided by the City/OSH must be used to determine rents.
  - f. Rental payments must be provided directly to the landlord. To receive a rental payment, landlords must provide one of the following:
    1. renter's license.

- 2. real estate tax bill
  - 3. copy of property deed
  - g. An HPRP assisted property may not be owned by the applicant agency receiving the OSH grant, sub-grantee or the parent, subsidiary or affiliated organization of the applicant agency.
- 2) Utility assistance will be determined by the Self-Sufficiency Assessment Section II, Budget Information. Households may receive up to \$2500 in utility assistance for a period not to exceed 18 months total. Additional assistance beyond \$2500 must be authorized by OSH. Utility assistance criteria includes:
- a. Utility arrearages and delinquencies must be documented by shut off notices and/or payment agreements to prevent shut offs.
  - b. Housing Stabilization Specialist should explore all other available utility assistance options before using HPRP funds.
  - c. Utility checks must be paid directly to utility companies.
  - d. Utility payments may be paid for up to 18 months, including up to 6 months of utility payments in arrears.
- 3) Moving cost assistance may be provided for reasonable moving costs if relocating a household can prevent the household from becoming homeless. Moving cost assistance criteria includes:
- a. Truck rental
  - b. Hiring a moving company
  - c. Short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter.
- 4) Applicant agency may not use HUD Homeless Prevention dollars for mortgage assistance.
- 5) All households should, whenever possible, contribute to their rent, utility, and/or moving costs.
- 6) All financial and housing stabilization assistance provided must be recorded in HMIS.
- 7) All assisted households receiving more than 1 month's financial assistance must follow up with a Housing Stabilization Specialist in order to receive continued financial assistance.

Role of Housing Stabilization Specialist: The Housing Stabilization Specialist will focus on activities that assist households in retaining housing and provide linkages to other resources for other social service needs. This approach differs from the traditional multi-problem case management approach that attempts to directly address all of the social service needs of a household. The intent of HPRP funding is to provide assistance that is directly related to housing and housing stability while linking participants to other supportive service needs.

Housing Stabilization Specialists will provide initial assessments, determine the package of financial assistance and facilitate social service linkages. Follow up services will be provided for all households receiving more than 1 month's rental assistance. Whenever possible, the Housing Stabilization Specialist should be the same staff person that completes the initial assessment with the household.

After gaining a thorough understanding of a household's barriers to retaining housing, the Housing Stabilization Specialist will:

- 1) Use the budget information in Section II of the Self-Sufficiency Assessment to determine the minimum level of financial assistance needed to stabilize housing.
- 2) Use the budget information in Section II of the Self-Sufficiency Assessment to determine the contribution to be made by the household.
- 3) Determine and facilitate the linkages to other needed services, i.e. mental health, substance abuse, legal, employment, child care.
- 4) Make home visits as indicated.
- 5) Create a Self-Sufficiency Plan for each household that receives more than one month of rent or utility assistance. Self-Sufficiency Plans should reflect the barriers to housing stabilization that were identified in the Self-Sufficiency Assessments, Section I and II, and may include: recommended linkages to other services; schedule for home visits; office contact schedule; financial assistance plan; amount of household contribution and any other follow up.
- 6) Provide relocation assistance to households that are in unsafe housing, i.e. domestic violence or L&I violations, and/or make referrals to the Fair Housing Commission. New housing placements require an inspection, and housing must meet the HUD habitability standards.
- 7) Refer households in need of more intensive services or long-term assistance to the appropriate resources.
- 8) Housing Stabilization Specialists will carry a revolving caseload of 30-40 households. Levels of service provided to each household will be based on the initial and follow up Self-Sufficiency Assessment Scores.
- 9) Be available evenings and weekends to accommodate households not available during the standard business day
- 10) Participate in training and meetings sponsored by OSH.
- 11) Enter all required information in HMIS, including: Intake information (Self-Sufficiency Assessments, Section I and II), Self-Sufficiency Plan, progress notes and follow up contacts. HSS staff should be computer literate.

#### Housing Counseling and Inspection Services

Applicants will have the capacity to assist households who need housing counseling services in order to retain suitable housing. Services and activities should include:

- 1) Landlord and tenant rights and responsibilities counseling
- 2) Assisting households in understanding leases
- 3) Securing utilities
- 4) Making moving arrangements
- 5) Representative payee services for rent and utilities
- 6) Mediation
- 7) Financial counseling, including household budgeting, money management, accessing free credit reports, and resolving personal credit issues. Determine rent reasonable for units as necessary.
- 8) Perform inspections based on HUD Habitability Standards provided by HUD in Appendix C of the HPRP Notice. Housing units must be inspected on initial occupancy and should be inspected on an annual basis for the term of HPRP assistance. The Habitability Standards detailed in Appendix C include an inspection of the following:
  - Structure and Materials
  - Access

- Space and Security
- Interior Air Quality
- Water Supply
- Sanitary facilities
- Thermal environment
- Illumination and electricity
- Food preparation and refuse disposal
- Sanitary condition
- Fire safety

Housing occupied by families with children must also comply with requirements of the Lead Based Paint Poisoning Act. The lead-based paint requirements are more stringent than the habitability standards and they must apply to all housing in which families assisted with HPRP funds will reside, whether it is for prevention or rapid re-housing. Specifically, the regulations apply to the unit and to common areas servicing the unit when HPRP assistance is provided to a unit in which a child under the age of 6 will be residing, unless it meets one of the following circumstances: it is a zero-bedroom or SRO –sized unit, or it is housing for the elderly and there are no children under the age of 6, or a lead-based paint inspection has been conducted in accordance with HUD regulations and found not to have lead based paint, or if the property has had all lead-based paint identified and removed in accordance with HUD regulations, or if it meets any of the other exemptions described in 24 CFR part 35.115(a).

An initial visual assessment and periodic inspections are required for as long as HPRP funds are being used to assist the family in the unit. Both must meet HUD’s standards described in the applicable regulations. In addition, the unit must be inspected again if a new family assisted with HPRP funds moves in, and the clock for periodic inspections is reset. Finally the owner must provide a notice to occupants if an evaluation and hazard reduction activities have taken place, in accordance with 24 CFR part 35.125.

Applicants should describe a system for ensuring that assistance packages are determined consistently and that continued financial assistance is authorized by supervisory staff.

In addition to the Initial and follow up Self-Sufficiency Assessments, the Self-Sufficiency Plan and progress/case notes for all households involved in this program must be entered in HMIS.

## **DESIRED SUPPLEMENTAL SERVICES**

OSH will ***only*** fund services/assistance as identified in the previous section. However, it is the vision of OSH that the funds provided in this RFP are utilized in conjunction with complimentary services.

The complimentary services preferred by OSH include the following: referrals for foreclosure proceedings, lending counseling, information on credit repair, homeowner and tenants rights and employment placement. Additional services may include outreach services that deliver prevention information to the target population in non-traditional sites.

Successful applicants will demonstrate the ability to offer additional and/or make referrals to services ***not funded by OSH*** to further support the target population.

## **APPLICANT ELIGIBILITY**

The eligible non-profit applicant agency must have:

- Five years organizational experience successfully providing housing counseling services to the target population.
- Established partnerships or linkages with community service organizations, non-profits and other entities that provide needed housing and social support services.
- Fiscal solvency and administrative capacity to start a program of indicated scope at the full service level.
- Demonstrated track record of being an equal opportunity employer, without any founded charges of unfair hiring or promotional practices within the past ten years.
- Must not be currently indebted to the federal government, State of Pennsylvania, or the City of Philadelphia for non-payment of taxes, fines, judgments, liens or fees.

## **DATA COLLECTION**

All providers are required to establish a DSL connection with an Internet Service Provider to facilitate the use of the OSH Homeless Management of Information System (HMIS), and to allow for the receipt and forwarding of emails to key individuals in your organization. Additionally, all providers are expected to maintain client information on standardized forms provided by OSH.

The American Recovery and Reinvestment Act of 2009 require careful monitoring and evaluation at the federal, state, and local levels. All applicant agencies should be prepared to use HMIS for “real time” data entry, enabling OSH to pull reports on service and financial assistance at any time. It is the providers' responsibility to facilitate the training of staff in order to maintain and distribute the information as required. OSH may also require weekly and/or monthly reports for data in addition to elements contained in HMIS or as supporting documentation.

## **PERFORMANCE MEASURES/ STANDARDS/ OUTCOMES**

OSH will monitor the following measures to track outcomes:

- 1) Number of households served/ Number households required to be served in a contract year
- 2) Number of households that received a package of assistance/ Number of households returning for an additional package of assistance
- 3) Number of households that entered shelter after receiving a package of assistance within 1 year and within 18 months.

OSH will monitor the following measures to track performance and ensure that standards are being met:

- 1) Household receives financial assistance within 14 days of initial service request.
- 2) Self-Sufficiency Plans are completed within 30 days for households receiving short and medium term assistance.
- 3) Social service linkages are facilitated with 30 days of initial assessment.
- 4) Home visits are completed within 30 days of the completed Self-Sufficiency Plan if applicable.
- 5) Assisted household contact is made and Housing Stabilization Service notes are completed on all short term and medium term rental assistance households every 30 days.
- 6) Supervisory approval, via signature, is completed on all financial packages of assistance.

## **ADMINISTRATIVE REQUIREMENTS**

### **Response Submissions to RFP**

Eligible applicants **must** apply for this contract opportunity by accessing the City's website at [www.phila.gov/contracts](http://www.phila.gov/contracts). All pertinent RFP information and documents will be listed at this website or by e-mail if necessary. **Any modifications or revisions to the contract opportunity will be posted on the City's website.**

#### **a. Responsibility for Cost of RFP Submission**

The City is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material submitted in response to this RFP.

#### **b. Office of Supportive Housing (OSH) Contract Requirements**

OSH will award contracts in accordance with the terms and conditions of the City of Philadelphia Professional Services Contract General Provisions with the Office of Supportive Housing. The document is incorporated into this RFP for review as Attachment "D". Applicants will be required to comply with all sections of this document during the contract term.

Any deviations from or exceptions to the terms and requirements of the notice of contract opportunity, including terms and conditions of the City Contract, must be clearly and conspicuously identified under a heading captioned "Exceptions" and fully described in Applicant's proposal. If Applicant is taking exception to any term or condition of the City Contract, Applicant must, in its proposal, identify the provision to which it takes exception, with appropriate reference(s) by section number, and propose preferred language. By submission of a proposal which does not so identify any exceptions, Applicant accepts all such terms and conditions and waives the right to later raise an exception. The City reserves the right to determine, in its sole discretion, whether any such deviation(s) or exception(s) make the proposal non-responsive or otherwise unacceptable.

## **REQUIRED ELEMENTS OF PROPOSALS**

**Please include all of the following components in your proposal in the order indicated below.** Maximum numbers of pages are indicated for several components and proposals that contain elements that exceed the maximum number of pages will be rejected without review. Please prepare and submit a cover letter with the proposal package that is signed by an authorized representative of the applicant agency.

## **1. Vendor Application (Use form listed as Attachment “B” to the RFP)**

- Name and address of organization submitting the proposal
- Agency information including names of contact persons for business, fiscal and program issues

## **2. Executive Summary (Not to exceed 5 pages)**

- The executive summary should provide a broad understanding of the entire proposal and should clearly and concisely highlight the contents of the proposal. Describe the service needs of the proposed target population, barriers to needed services and the general approach your organization will take to address these issues.

## **3. Organizational Background, Experience and Structure (Not to exceed 8 pages)**

This section should include the following components:

- Provide a summary of the organization’s mission statement
- Describe the organization’s structure, authority, functions and staffing. Describe key staff including qualifications and geographic locations of staff (where the proposed services will be actually provided).
- Describe the organization’s background and relevant experience in providing homeless prevention services.
- Describe services that the agency currently provides and include documented program outcomes and accomplishments for the past two service years such as:
  - Number of clients served
  - Number of clients who have received cash assistance for eligible activities
  - Number of clients who have received housing counseling assistance
  - Number of clients who succeeded in obtaining stable housing resources

## **4. Scope of Services (Not to exceed 10 pages)**

- A) Provide an overview of what services your organization intends to provide with funding from this RFP, to whom, and in what type and quantity. Describe how the proposed program will continue, enhance and/or expand existing services provided by your organization.
- B) Contract awards will be announced on or around Aug. 7, 2009. HUD HPRP contracts must be in place by Sept. 30, 2009, and services should be available beginning Oct. 1, 2009. Provide a timeline and explanation of how your organization will be prepared to meet these expectations.
- C) Describe your organization’s plan for providing services citywide, i.e capacity, hours, etc.
- D) Describe how your organization will deliver the Homelessness Prevention program components. Include measurable service goals and objectives in your description of how the services will assist applicants in achieving housing stability. Your plan should detail

the flow of services as well as timeframes beginning when participants initially request services. Flowcharts are preferred with narrative explanation. The following program components should be addressed in your plan.

1. Outreach/Marketing
  2. Referral Screening for eligibility
  3. Intake and Determination of Need (uniform Self-Sufficiency Assessment Section I & II to be provided by OSH)
    - System for ensuring that assistance packages are determined consistently and that continuing financial assistance is authorized by supervisory staff.
  4. Provide rental and utility financial assistance
  5. Role of Housing Stabilization Specialist
    - Development of Self-Sufficiency Plan
    - Budget Assessment and Instruction
    - Determining Financial Assistance Use and Amount
    - Linking household to other needed services
    - Relocation for households in unsafe housing
    - Follow up Self-Sufficiency Assessments
    - Documentation in HMIS
  6. Provide housing counseling services
- E) Describe any supplemental services offered by your agency (not to be funded through this RFP) such as the following:
- Seminars designed to prepare applicants to buy a home
  - Credit maintenance and repair workshops
  - Home maintenance seminars
  - Homeowner's rights and responsibilities instruction
  - Mortgage delinquency and foreclosure intervention
  - Career counseling
  - Relocation services to counties other than Philadelphia
  - Distribution of tenants rights information
  - Employment placement services
  - Predatory lending counseling
- F) Describe how your organization will collaborate and coordinate with other community resources such as permanent housing providers, other social service providers, entitlement agencies, etc. Address any current or planned collaborations with other programs/initiative funded with American Recovery and Reinvestment Act 2009 dollars.

## **5. Budget Information**

All proposals must include planned expenditure information of HPRP funding on the HPRP Budget Form (Attachment "C"), including budget narrative that provides details of each line item on the completed budget form. Administrative costs may not exceed 5% of the total proposed budget.

## **6. eContract Disclosure Forms**

For each contract opportunity advertised on eContract, applicants must complete the required contribution disclosure forms with attention to the appropriate attribution rules. It is the applicant's responsibility to answer every question on each disclosure form thoroughly.

Accurate completion of the disclosure forms is a requirement of applying for any contract opportunity announced by the City of Philadelphia. Failure to provide all required information on the disclosure forms will result in the disqualification of your application. Applicants must verify information prior to submitting disclosure forms and the related application online. Disclosure forms are available as part of the mandatory electronic application process for this RFP on the City's Contract website, [www.phila.gov/contracts](http://www.phila.gov/contracts). The required forms include the following:

- Vendor Contribution Disclosure Form – lists campaign contributions made by the Proposer in the past two years.
- Vendor consultant Disclosure Form – lists campaign contributions made by any consultant in the past two years and was hired by the Proposer.
- Vendor Subcontractor Disclosure Form – lists all subcontractors that will be used for the proposed services.
- City Employee Request Disclosure Form – lists any requests, other than contributions, made to your organization by any City employee during the past two years.
- City Employee Participation Advice Disclosure Form – lists any advice that was given to your organization by any City employee regarding business to use to satisfy any Office of Economic Opportunity (OEO) goals in the past two years.

## 7. Authorized Electronic Signature

The application submitted on the City's website will be completed when authorized signature(s) are provided at the end of the process. Applicants will receive an email message that will confirm that the City has received the application submitted for this RFP.

## PROPOSAL INSTRUCTIONS

### Submission Date and Requirements

One original and ten *unbound* copies of completed proposals must be submitted to:

**Office of Supportive Housing (OSH)**  
**1401 JFK Boulevard, 10th Floor**  
**Philadelphia, PA 19107**  
**Attention: Katrina P. Roebuck, Director of Homeless Prevention**

The following conditions apply to this submission:

#### **Including electronic submission information**

- Proposals must be submitted by 5:00 PM, Philadelphia time, on **Monday, June 29, 2009**.
- Proposals must be signed, in ink, by an individual duly authorized to bind the Proposer and the original must be sealed and labeled on the cover with the Proposer's name.
- Proposals must be either 1 ½ spaced or double-spaced. ***Single spaced proposals will not be accepted.***
- Proposals will ***not*** be accepted via facsimile (fax) transmission.
- Proposals shall remain binding for 120 days from the date of proposal submission.

The City reserves the right, at its sole discretion, to reject and return without evaluation, any Proposal received after the Proposal Submission time and date, whether it is delivered by mail or otherwise.

This RFP may be found on City of Philadelphia Website at [www.phila.gov/rfp](http://www.phila.gov/rfp), [www.phila.gov/ohcd](http://www.phila.gov/ohcd), and [www.oneneighborhood.org](http://www.oneneighborhood.org) or by contacting the OSH Homeless Prevention Director at [Katrina.pratt-roebuck@phila.gov](mailto:Katrina.pratt-roebuck@phila.gov).

A **mandatory** informational meeting will be held on Wednesday, **June 10, 2009 at 2:00 pm**. The meeting will be held at 1401 JFK Boulevard, 16<sup>th</sup> floor, Room C. Representatives of applicant agencies who intend to apply for funding through this RFP are required to attend this session and are urged to obtain and review a copy of this RFP in advance of attending this meeting. OSH staff members will be present to review the RFP and address questions.

## **REQUIRED APPENDICES**

### Organizational Chart

- Include an organizational chart for the program staff who will execute this project and indicate the percentage of time that staff will dedicate to this proposal.

### Proposed Program Staff Descriptions and Qualifications

- List the employee positions and names of persons (if currently employed by the proposer) who will staff the proposed service location,
- Job description information including required staff qualifications
- Educational qualifications and resumes of professional employees

### List of Agency Board of Directors (Included on the Vendor Application)

- This list should include the names and addresses of all Board members, demographic characteristics (race, age, gender, etc.), names and titles of officers and organizational affiliations

### Proof of profit status (a 501(c)(3) letter or similar documentation)

- This information should be provided in the form of the 501(c)(3) nonprofit organization determination letter from the Internal Revenue Service or similar documentation.

### A copy of your 2008 audit (only one copy is required).

- If a 2008 audit is not available, please provide a copy of the 2007 audit and an explanation why the 2008 is not available. A letter of engagement must be submitted as documentation of the anticipated completion of the audit. If your agency is aware of current financial issues that will appear as ongoing concerns in future audits, please attach a brief description of the nature of the problem.

### Authorization/Resolutions from the Board of Directors

## **REVIEW OF PROPOSAL RESPONSES**

## **Selection Criteria**

While cost is a significant criterion for the selection of a provider, it is only one of several factors OSH will consider. Selection criteria include:

- **Cost** – The extent to which the costs proposed are reasonable and will ensure that the program requirements can be met.
- **Quality of Service** – The extent to which the applicant demonstrates that it can provide high-quality facility maintenance services.
- **Administration** – The extent to which the applicant can demonstrate that it has or will have in place administrative systems that ensure an adequate number of qualified, trained staff, efficient and cost effective services, adequate supervision and oversight, timely and acceptable responses to notices of non-compliance, and submit timely, accurate and complete invoices and reports.

**Please note that incomplete proposals will not be reviewed or considered for funding.**

## **City Reservation of Rights**

The City reserves the right to reject any and all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this notice of contract opportunity, extend the time period for responding to this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing another notice of contract opportunity.

This notice of contract opportunity is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The Applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.

## **Review process**

All proposals received by the deadline will be evaluated by a review Committee appointed by the Director of Homeless Prevention. The committee will rank the proposals and based on their rankings, make recommendations to the Director of OSH. The recommendations will be based on the quality and responsiveness of the proposals received.

Each section of the proposal's narrative should expressly identify how the proposed program will be provided in the community. Additionally, past performance of the applicant agency will also be considered during the review process.

## **Notification of Awards**

The review committee's process will occur during July 2009. Final notification of the outcome of the review process will occur on or around August 7, 2009 and OSH will issue Notices of Intent to contract to successful applicant agencies. OSH anticipates using a unitary contract for this activity. The contract term for these services will be October 1, 2009 to September 30, 2010.

## **ATTACHMENTS**

- A. City of Philadelphia Proposal Terms and Conditions
- B. Vendor Application
- C. Budget Form
- D. City of Philadelphia Professional Services Contract General Provisions for Office of Supportive Housing
- E. RFP Checklist Form
- F. HUD NOFA for Homelessness Prevention and Rapid Re-Housing
- G. Section 8 Median Income Limits
- H. Public/Private Stakeholder Committee Recommendations
- I. Sample HPRP Budget