



REQUEST FOR PROPOSALS
for
NEW PERMANENT SUPPORTIVE, RAPID RE-HOUSING, and JOINT
TRANSITIONAL HOUSING - RAPID RE-HOUSING PROJECTS
PHILADELPHIA COC FY 2018 HUD NOFA APPLICATION

Issued by:
THE CITY OF PHILADELPHIA (“City”)
Office of Homeless Services
On:
July 10, 2018

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 Tuesday, August 7, 2018.

Optional Pre-Proposal Conference:
Date: Monday, July 16
Time: 3:00pm – 4:30pm
Location: Municipal Services Building
1401 JFK Blvd, 16th Floor, Room Y
Philadelphia, PA 19102

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

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I. Project Overview

A. Introduction and Background

The mission of the Office of Homeless Services (Homeless Services) is to provide the leadership, coordination, planning, and mobilization of resources to make homelessness rare, brief and non-recurring in the City of Philadelphia. 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. Homeless Services will serve as the direct HUD grantee for any new project awarded through this process; 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 2018 HUD Appropriations Act requires HUD to obligate FY 2018 CoC Program funds by September 30, 2020. 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 U.S. Department of Housing and Urban Development (HUD) issued its [FY 2018 Notice of Funding Availability](#) (NOFA) for the Continuum of Care (CoC) Program, which indicates that Philadelphia may apply for:

- up to \$1,961,623 in Bonus funding for new permanent supportive housing (PSH), rapid re-housing (RRH), joint transitional housing- rapid re-housing (TH-RRH), supportive services only for coordinated entry (SSO), and Homeless Management Information (HMIS) projects
- Up to \$3,269,372 in Domestic Violence Bonus funding for DV-dedicated rapid re-housing, joint transitional housing – rapid re-housing projects, and supportive services only for coordinated entry projects. The DV Bonus is a new opportunity in the FY 2018 Competition and has certain component restrictions that will be summarized below.
- Reallocation, a process that CoCs use to shift funds in whole or in part from existing eligible renewal projects to create one or more new projects. Reallocated funds may be requested for new permanent supportive housing (PSH), rapid re-housing (RRH), joint transitional housing- rapid re-housing (TH-RRH), supportive services only for

coordinated entry (SSO), and Homeless Management Information (HMIS) projects. In the [2018 CoC Program Registration Notice, HUD](#) is strongly encouraging Continuums of Care (CoCs) to reallocate funding from existing projects to interventions that more effectively reduce homelessness. The Philadelphia CoC is committed to reallocating funding from existing renewal projects for the following reasons: underspending, low performance, and high cost in order to fund new projects..

New project funding may be used to expand existing permanent supportive and rapid re-housing projects. Current CoC Program funded permanent supportive and rapid re-housing projects with proven high performance, are eligible to apply for new project funding to expand their CoC grant in order to serve additional households. The proposed budget should only include eligible costs that are in the project’s current grant agreement.

All new projects must serve individuals/ households without children, families/ households with children, and/or youth ages 18-24 experiencing homelessness, coming directly from the streets; from emergency shelter; or meeting the criteria of paragraph (4) of HUD’s definition of homeless: fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions; has no other residence; and lacks the resources or support networks to obtain other permanent housing. Additional eligibility criteria describing who can be served by new projects is found in the table below.

New Project Type(s)	Funding Available	Target populations	Household Type
Dedicated PSH	<ul style="list-style-type: none"> • Reallocation • Bonus 	<ul style="list-style-type: none"> • People who are experiencing chronic homelessness, as defined by HUD (Definition found in Appendix A) 	<ul style="list-style-type: none"> • Individuals/ households without children
Dedicated PLUS PSH	<ul style="list-style-type: none"> • Reallocation • Bonus 	<ul style="list-style-type: none"> • People who meet HUD’s eligibility criteria for Dedicated PLUS PSH (eligibility criteria listed in Appendix A) 	<ul style="list-style-type: none"> • Individuals/ households without children • Families/ households with children • Youth ages 18-24
RRH	<ul style="list-style-type: none"> • Reallocation • Bonus • DV Bonus 	<ul style="list-style-type: none"> • people experiencing homelessness, residing in a place not meant for human habitation; coming directly from the streets or residing in an emergency shelter; meeting the criteria of paragraph (4) of HUD’s definition of homeless: 	<ul style="list-style-type: none"> • Individuals/ households without children • Families/ households with children • Youth ages 18-24

		fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions, have no other residence, and lack the resources or support networks to obtain other permanent housing; residing in transitional housing project that was eliminated; residing in TH portion of a joint TH-RRH project; or receiving services through a VA-funded homeless assistance program and met one of the above criteris at initial intake into VA-homeless assistance system	
Joint TH-RRH	<ul style="list-style-type: none"> • Reallocation • Bonus • DV Bonus 	<ul style="list-style-type: none"> • People experiencing homelessness, residing in a place not mreant for human habitation, residing in a transitional housing project that is being eliminated; residing in TH funded by a jount TH-RRH component project; receiving services from VA-funded homeless assistance program coming directly from the streets; from emergency shelter; or meeting the criteria of paragraph (4) of HUD’s definition of homeless: fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions; has no other residence; and lacks the resources or support networks to obtain other permanent 	<ul style="list-style-type: none"> • Youth ages 18-24 • Households fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions

		housing	
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Selection Process

Proposals received in response to this RFP will be independently reviewed and scored by a review panel, who will recommend to the CoC Board which new projects should be put forward with the Philadelphia CoC 2018 Consolidated Application. Upon CoC Board approval, Homeless Services will compile and submit new project applications to HUD, on behalf of applicant organizations. Final decisions regarding funding awards will be made by HUD via the national competition.

Homeless Services reserves the right not to review:

- Incomplete proposals
- Projects that do not meet all eligibility requirements
- Projects that exceed the maximum page/ character limits

With the adoption and implementation of the Coordinated Entry and Assessment Based Housing Referral System (CEA-BHRS), the Philadelphia CoC is positioned to both prioritize its limited resources to the most vulnerable households with the longest histories of homelessness and to reduce the amount of time people remain homeless by connecting them to permanent housing as quickly as possible. The Philadelphia CoC aims to operate as a progressive engagement system that takes a flexible, individualized approach to service provision by providing a small amount of assistance to every household entering the homeless assistance system, and then providing more assistance to those who need it. To reduce the amount of time people experience homelessness, households with higher needs that are assessed to need permanent supportive housing may be connected, first, to rapid re-housing assistance to end their homelessness. In this fashion, instead of waiting in shelter, on the streets, or a location not meant for human habitation for their permanent supportive housing, the household's homelessness is ended and they are working toward a more stable and thriving life while receiving rapid re-housing assistance. Given the system's focus on serving those who are the most vulnerable with the greatest needs and longest histories of homelessness, it is imperative for the Philadelphia CoC to invest in new rapid re-housing projects that are equipped to serve households with higher needs/ vulnerabilities, including those experiencing chronic homelessness with serious mental illness and substance use disorders. As such, applicants with histories of successfully serving households with high needs and long histories of homelessness and successfully operating permanent supportive housing programs will be highly competitive for funding for new rapid re-housing projects.

B. Eligible Applicants

In accordance with HUD's NOFA for the 2018 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. The proposals submitted in response to this RFP will be reviewed for inclusion in the City's competitive annual Consolidated Application to HUD for Continuum of Care Program funding.

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 2018 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 on time, drawing down funds in a timely manner, etc.).

C. Request for Proposals

If recommended for inclusion in Philadelphia's FY 2018 Consolidated Application to HUD for CoC Program funding and awarded funding by HUD, the services identified in this Request for Proposals will be funded by FY2018 HUD Continuum of Care Program funds for a 12 month time period to begin no later than December 31, 2019 and will enter into a contract with the Office of Homeless Services.

D. 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 projects:

1. Rapid Re-housing projects that serve individuals/ households without children, families/ households with children, and/or youth ages 18-24 experiencing homelessness, residing in a place not meant for human habitation; coming directly from the streets or residing in an emergency shelter; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions, have no other residence, and lack the resources or support networks to obtain other permanent housing; residing in transitional housing project that was eliminated; residing in TH portion of a joint TH-RRH project; or receiving services through a VA-funded homeless assistance program and met one of the above criteria at initial intake into VA-homeless assistance system
2. Dedicated Permanent supportive housing (PSH) projects to serve individuals/ households without children with disabilities experiencing chronic homelessness, as defined by HUD, coming directly from the streets, safe havens, emergency shelters, or institutions in which they have stayed less than 90 days
3. Dedicated PLUS Permanent supportive housing (PSH) projects to serve families/ households with children or youth ages 18-24 with disabilities who meet HUD's eligibility criteria for Dedicated PLUS, described in Appendix A – Common Terms and Acronyms
4. Joint transitional housing and rapid re-housing (TH-RRH) projects that serve youth ages 18-24 experiencing homelessness, coming directly from the streets; from emergency shelter; or meeting the criteria of paragraph (4) of HUD's definition of homeless: fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions; has no other residence; and lacks the resources or support networks to obtain other permanent housing
5. Joint transitional housing and rapid re-housing (TH-RRH) projects that serve households meeting the criteria of paragraph (4) of HUD's definition of homeless: fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions; has no other residence; and lacks the resources or support networks to obtain other permanent housing

B. Eligible Beneficiaries (Program Participants)

- PSH: All projects must **meet the requirements of DedicatedPLUS as defined in Section III.A.3.d. of the FY 2018 NOFA (See Appendix A) or dedicate 100% of beds to individuals experiencing chronic homelessness**, as defined by HUD, coming directly from the streets, safe havens, emergency shelters, or institutions in which they have stayed less than 90 days. HUD finalized the definition of chronic homelessness effective January 15, 2016 (Appendix A). All participants must meet this definition and sub-recipients must follow the [documentation of chronic homelessness requirements](#).
 - Project applicants must demonstrate that they will first serve persons experiencing chronic homelessness according to the order of priority established in [Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons](#)

Disabilities: All projects must serve exclusively disabled households as defined by HUD (See Appendix).

- RRH: All projects must serve households with or without children, including youth ages 18-24, residing in a place not meant for human habitation, coming directly from the streets; from emergency shelter; residing in a transitional housing project that is being eliminated; residing in TH funded by a joint TH-RRH component project; receiving services from VA-funded homeless assistance program; 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.
- Joint TH-RRH: All projects must serve households fleeing or attempting to flee domestic violence and/or youth ages 18-24, 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

The Philadelphia CoC priorities for funding new projects with FY 2018 CoC Program Competition Bonus and Reallocation funding, identified through the CoC gaps analysis, are

described below. These priorities will inform funding recommendations between 2 equally qualified proposals.

- For households without children (heads of household ages 25+):
 1. RRH
 2. Chronic Dedicated PSH
 3. DedicatedPLUS PSH
- For households without children (heads of household age 18-24):
 1. RRH
 2. Joint TH-RRH
 3. DedicatedPLUS PSH
- For households with children (heads of Household ages 25+):
 1. RRH
 2. DedicatedPLUS PSH
- For households with children (heads of Households ages 18-24):
 1. RRH
 2. DedicatedPLUS PSH
- For households fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions:
 1. DV - RRH
 2. DV - Joint TH-RRH

As described in the Scope of Work Selection Process section of the RFP, with the adoption and implementation of the Coordinated Entry and Assessment Based Housing Referral System (CEA-BHRS), the Philadelphia CoC is prioritizing its limited resources to the most vulnerable households with the longest histories of homelessness and working hard to reduce the amount of time people remain homeless by connecting them to permanent housing as quickly as possible. The future vision of the homeless assistance system is that households with higher needs that are assessed to need permanent supportive housing may be connected, first, to rapid re-housing assistance to end their homelessness if permanent supportive housing is not readily available. In this fashion, instead of waiting in shelter, on the streets, or a location not meant for human habitation for their permanent supportive housing, the household's homelessness is ended and they are working toward a more stable and thriving life in rapid re-housing. Given the system's focus on serving those who are the most vulnerable with the greatest needs and longest histories of homelessness, it is imperative for the Philadelphia CoC to invest in new rapid re-housing projects that are equipped to serve households with higher needs/ vulnerabilities, including those experiencing chronic homelessness with serious mental illness and substance use disorders. Applicants with histories of successfully serving households with high needs and long histories of homelessness and operating permanent supportive housing projects will be highly competitive for new rapid re-housing projects.

Applications must demonstrate:

- 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.

- A 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.
- That the proposed project will operate using a Housing First Approach (Refer to Section G)
- That the project is cost-effective
- That they will meet HUD’s match requirements by providing written commitments of cash and/or in-kind value (Refer to Section J)
 - Priority will be given to projects that exceed HUD’s match requirements, with leveraged commitments of at least 150% of the total request to HUD.

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 M. Due to HUD’s requirements for timely implementation of new projects, proposals for project-based rental assistance that do not have existing development funding commitments cannot be recommended for CoC funding.

Projects can request funds for:

- PSH: rehabilitation, rental assistance, leasing, operating, supportive services, administration
- RRH: tenant-based rental assistance, supportive services, administration
- Joint TH-RRH: ~~rehabilitation~~, tenant-based rental assistance (RRH portion), leasing (TH portion), operating (TH portion), supportive services, administration

Eligible Activities	Grant Funds May Be Used For:
Rehabilitation (PSH and TH RRH projects only)	<p>Up to \$200,000 in Grant funds may be used to pay up to 100 percent of the cost of rehabilitation of structures to provide housing or supportive services to homeless persons. Eligible rehabilitation costs include installing cost-effective energy measures, and bringing an existing structure to State and local government health and safety standards. Grant funds may not be used for rehabilitation of a leased property.</p> <p>Funds must be used in accordance with HUD Regulations in 24 CFR 578.43, 578.45, and 578.47.</p> <p>Applicants must have site control and be able to demonstrate that all other funding for the project has been</p>

	secured such that the grant funds being request must be the last financial commitment necessary for the rehabilitation, so as to ensure the project will be operational as soon as possible.
Rental Assistance	<p>Grant funds may be used for tenant-based, project-based, or sponsor-based rental assistance, 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 Fair Market Rent for the unit size requested.</p> <ul style="list-style-type: none"> • RRH projects can apply for Short-Term (1-3 months) and/or Medium-Term (4-24 months) tenant-based rental assistance only • PSH projects can apply for Long-Term tenant-based, project-based, or sponsor-based rental assistance
Leasing	<p>Grant funds may be used to pay for 100% of costs of leasing for a structure or portions of a structure. Security deposits and utilities included in rent are eligible leasing costs. Funds may not be used for units or structures owned by the recipient, or a related organization. The lease is between the grant recipient/sub-recipient and owner of the property. Leasing projects may require that program participants pay an occupancy charge (or in the case of a sublease, rent) of no more than 30 percent of their income. Income must be calculated in accordance with HUD’s regulations in 24 CFR 5.609 and 24 CFR 5.611(a). Projects may not charge program fees.</p>
Operating	<p>Funds may be used to pay day-to-day operating costs in a single structure or individual housing units (including maintenance such as scheduled replacement of major systems), repairs, building security, electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance funds.</p>
Supportive Services	<p>Services must be offered to program participants during the full duration of their tenancy. <u>Eligible services</u> are as follows:</p>

	<ul style="list-style-type: none"> ▪ Annual assessment of service needs ▪ Assistance with moving costs ▪ Case management: <i>providing ongoing risk assessment and 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)</i> ▪ Child care operations or vouchers ▪ Education services ▪ Employment assistance and job training ▪ Food ▪ Housing search and counseling: <i>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</i> ▪ Legal services ▪ Life Skills training ▪ Outpatient mental health or physical health services; or outpatient substance abuse ▪ Outreach services ▪ Transportation ▪ Utility deposits <p>In the past, the City has capped the amount applicants can request for supportive services. For 2018, there is no cap, but costs must be reasonable for the project proposed.</p>
<p>Project Administration</p>	<p>Sub-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. <i>Of the total 10% administrative costs, 5% will be retained by the Office of</i></p>

	<i>Homeless Services to support management of the HUD grant.</i>
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F. Timetable

Projects may request up to 1 year of funding; funding requests for rehabilitation will be awarded for a minimum 3-year grant term. The Philadelphia CoC reserves the right to change the maximum allowable term for final applications submitted to HUD based on NOFA requirements and/or strategic priorities, such as those aimed at maximizing federal funding. Renewal funding may be requested in subsequent years.

The applicant is expected to initiate the approved projects 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. The City reserves the right to change requirements related to timeliness of expenditures for final applications submitted to HUD based on NOFA requirements and/or strategic priorities, such as those aimed at rapid project start-up.

G. Housing First Approach

Projects 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 substance use 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

¹ National Alliance to End Homelessness “Housing First” Retrieved from <http://endhomelessness.org/resource/housing-first/> on July 6, 2017.

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

Projects 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.

H. HUD Requirements and Restrictions

PSH projects cannot combine the following types of assistance in a single structure or housing unit:

- Rental Assistance and Leasing
- Rental Assistance and Operating

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

- Projects cannot use leasing funds in buildings owned by the recipient, sub-recipient, their parent organization(s), a staff or board member relative or business associate.
- 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 must inspect all units at least 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;

² National Alliance to End Homelessness "Housing First" Retrieved from <http://endhomelessness.org/resource/housing-first/> on July 6, 2017.

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.

I. Coordinated Entry and Assessment-Based Housing Referral System (CEA-BHRS)

Continuum of Care regulations require sub-recipients to use and comply with the [policies and procedures](#) of the local coordinated entry system (CEA-BHRS) 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 permanent supportive housing or rapid re-housing housing. PSH projects funded under this opportunity will be required to prioritize participants for entry into the project according to the order of priority established in [Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons](#).

CEA-BHRS prioritizes assistance to those households with the greatest vulnerabilities and barriers to resolving their homelessness on their own and to those with the longest histories of homelessness. New projects awarded funded through the FY2018 CoC Competition must be equipped to serve households with the greatest vulnerabilities and longest histories of homelessness.

J. 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 recipient or sub-recipient must match *the total* grant funds requested for eligible activities (excluding the amount requested for the leasing budget line item) 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 recipient or sub-recipient may use the value of property, equipment, goods, or services contributed to the project, provided that, if the recipient or 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 recipient or 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.

K. 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 staulking, 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:

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

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 HUD 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.

L. 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.

M. Joint Transitional Housing and Rapid Re-Housing Requirements

When a program participant is enrolled in a Joint TH and PH-RRH component project, the subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided

through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit or the assistance provided through the rapid re-housing component.

Joint component projects are not intended to replace transitional housing projects that have been reallocated or lost funding in recent years. Instead, they provide a new way to meet some of the pressing challenges that communities are facing. They provide a safe place for people to stay – crisis housing – with financial assistance and wrap around supportive services determined by program participants to help them move to permanent housing as quickly as possible. Stays in the crisis housing portion of these projects should be brief and without preconditions, and participants should quickly move to permanent housing.

At a minimum, joint component projects must:

- 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. Participants will choose when they are ready to exit the crisis housing portion of the project and move to permanent housing, with providers assisting participants with this move.
- Provide or connect participants to resources that help them improve their safety and well-being and achieve their goals. Target and prioritize people experiencing homelessness with higher needs and who are most vulnerable.

N. Rapid Re-Housing Requirements - These requirements apply to both traditional rapid re-housing projects and the rapid re-housing portion of the joint TH-RRH project type.

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) 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 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 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. Each 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: Rent reasonable standards as provided by the City must be used to determine rents.
 - a. 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
 - b. Security deposits should be negotiated with the landlord
 - c. 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
 - d. 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
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.

O. 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 Tuesday, August 7, 2018. Proposals submitted after this deadline will not be accepted.
- Proposals must be typed 12-point font 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.
- Proposals must be signed in ink by an individual duly authorized to bind the applicant. Proposals submitted without an authorized signature will be deemed non-responsive and incomplete and will not be accepted for review.

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 **18 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 (6 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, as well as experience serving the most vulnerable households with the greatest needs and longest histories of homelessness. 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, or a similar information technology system.
 - d. Describe the experience of the applicant and partners (if applicable) developing and implementing appropriate housing stabilization services and residential property management and maintenance, if applicable
 - 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 applicant’s experience adopting at an organizational level and operating program(s) using trauma informed care practices
- h. Describe the applicant’s history of serving the target population, regardless of gender identity, sexual orientation, or immigrant status.
- i. Describe the applicant’s experience implementing quality improvement processes, including practices used to collect quantitative and qualitative data, participant feedback, and the software used to house participant-level data to track outcomes and quality of programming.
- j. Describe the basic organization and management structure of the applicant sub-recipients (if any). Include a description of internal and external coordination, and structures for managing basic organization operations
- k. Describe the applicant’s history of collaborating with community partners and working across systems to serve the target population
- l. Describe the applicant’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.
- m. Describe the experience of the applicant and sub-recipients (if any) in effectively utilizing federal funds and performing the activities in the proposal.
- n. 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.
- o. 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.
- p. For applicants applying for DV Bonus funding, please describe:

- i. -experience using or plan to utilize interpretation services
- ~~p.~~ ii. experience providing Victim-centered services

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.

Project Name	# Years Operating	Current HUD-issued Grant No.	Current Total Grant Awarded	Remaining funds (balance) from most recent grant period

Office of Economic Opportunity - Diversity Report of Non-profit Organizations – (Attachment 3) As a separate document, Applicants must include a completed “Diversity Report of Non-profit Organizations” on the form provided with Appendix B-2 of this RFP.

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 single adults and the number of families with children to be served when the project is at full capacity
- Address and location of units (if applicable)
- the expected housing needs of program participants, including type (specific size of units? clustered units? Scattered-site? Shared/ multi-family setting?) and scale (number of units per site, number of persons per unit) and any other relevant information.

- Applicants for the joint TH-RRH projects must identify the number and type of units that will be part of the TH portion of the project and number and type of units that will be part of the RRH portion of the project
- 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
 - if any project site is not currently owned or under a lease agreement, 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.
 - Joint TH-RRH project applicants must describe how the project will accommodate different household configurations, service needs, and pets
- 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, based on both quantitative and qualitative data collection.
- Detailed description of the specific housing proposed to be utilized for participants.
 - If requesting project-based or sponsor-based rental assistance, please describe the property ownership and maintenance responsibilities.

- If requesting tenant-based leasing or 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.
- Describe the availability of proposed rental units in the market area within current Fair Market Rent limitations.
- Accessible community amenities
 - If housing units will be identified at program outset, describe the particular neighborhood conditions
 - If program will be scattered-site, 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 (6 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
- How units will be identified
- Joint TH-RRH project applicants must describe how the project will be participant-driven; participants will choose when they are ready to move into permanent housing, and the sub-recipient will help participants find and secure permanent housing based on their strengths, needs, and preferences.

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

Trauma Informed Care: Describe how services will be delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence of and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes sign of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, organizations, and communities can be trauma-informed.

Describe the unique service needs of the target population, such as youth or households fleeing domestic violence and the services to be provided to address these needs. Describe at least 2 evidence-based or best practices the applicant will use to serve the target population (e.g., survivor of DV experiencing homelessness, youth experiencing homelessness, etc.) and at least 2 examples of how these practices are currently employed by the applicant.

For applicants applying for DV Bonus funding, please describe how your services will be victim-centered: Placing the victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client selfdetermination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact victims.

For projects serving families with children, will the applicant have designated staff responsible for ensuring children are enrolled in school and connected to the appropriate services within the community, including early childhood education programs such as Head Start, Part C of the Individuals with Disabilities Act, and McKinney-Vento education services?

Describe how the applicant will provide services to people of all gender identities and sexual orientations.

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 using the Supportive Services Type and Frequency Chart in Attachment 11. *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.*

5. Project Budgets

Utilize the budget forms found on Attachment 2 to request rental assistance, leasing, operating, 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 FY2018, which are below. Rental assistance requests must use the FMR calculations.

Unit Size	2018 FMR
Efficiency	\$883
1 BR	\$1,047
2 BR	\$1,266
3 BR	\$1,587
4 BR	\$1,787

Project Match and Leverage Documentation

A minimum of 25% of the project budget, excluding leasing costs, must be matched with a cash or in-kind contribution. Complete the match and leverage summary chart (see Budget Detail attachment) 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. If the project is recommended for inclusion in Philadelphia’s FY 2018 application to HUD for CoC Program funding and is awarded by HUD, you will be required to submit letters or Memoranda of Understanding to HUD to document the commitments.

1. 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.
2. 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 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 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.³ Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License⁴ 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 (“Philadelphia 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,⁵ 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.

C. 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)	<input type="checkbox"/>
B. Qualifications and Experience Narratives – 6 pages	<input type="checkbox"/>
C. Project Description – 6 pages	<input type="checkbox"/>
D. Supportive Services – 6 pages (including Attachment 11 – Supportive Services Type and Frequency Chart)	<input type="checkbox"/>
E. Budget Detail Forms (see Attachment 2)	<input type="checkbox"/>
F. Project Match and Leverage Table and Documentation of financial commitments (see attachment 8)	<input type="checkbox"/>
G. Diversity Report of Non-profit Organizations (see Attachment 3)	<input type="checkbox"/>
H. City of Philadelphia Tax and Regulatory Status and Clearance Statement (see Attachment 4)	<input type="checkbox"/>
I. HUD Monitoring Letter and Related Corrective Action Plan (if applicable)	<input type="checkbox"/>
J. Documentation of 501c3 Status	<input type="checkbox"/>
K. Most recent independent audit	<input type="checkbox"/>
L. Job descriptions of all employees who will perform work under this proposal	<input type="checkbox"/>

Applicants must organize their hard copy 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.

D. Selection Process

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?

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 an organization 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.

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

As described in the Scope of Work Selection Process section of the RFP, with the adoption and implementation of the Coordinated Entry and Assessment Based Housing Referral System (CEA-BHRS), the Philadelphia CoC is prioritizing its limited resources to the most vulnerable households with the longest histories of homelessness and working hard to reduce the amount of time people remain homeless by connecting them to permanent housing as quickly as possible. The future vision of the homeless assistance system is that households with higher needs that are assessed to need permanent supportive housing may be connected, first, to rapid re-housing assistance to end their homelessness if permanent supportive housing is not readily available. In this fashion, instead of waiting in shelter, on the streets, or a location not meant for human habitation for their permanent supportive housing, the household's homelessness is ended and they are working toward a more stable and thriving life in rapid re-housing. Given the system's focus on serving those who are the most vulnerable with the greatest needs and longest histories

of homelessness, it is imperative for the Philadelphia CoC to invest in new rapid re-housing projects that are equipped to serve households with higher needs/ vulnerabilities, including those experiencing chronic homelessness with serious mental illness and substance use disorders. Applicants with histories of successfully serving households with high needs and long histories of homelessness and operating permanent supportive housing projects will be highly competitive for new rapid re-housing projects.

Second Proposal Submission for Approved Proposals

Proposals received in response to this RFP will be independently reviewed and scored by a review panel. Notice of the final review and acceptance decisions made through the local process will be distributed to successful applicants via phone call, electronic mail, facsimile, or regular mail no later than August 31, 2018 and posted on www.phila.gov/rfp. **Applicants whose proposals are approved for inclusion in Philadelphia’s Collaborative Application will be required to provide additional information, and will be required to submit that response to Homeless Services prior to the Federal deadline.** Final assembly of Philadelphia’s Collaborative Application will be completed by Homeless Services.

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.

IV. 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:

RFP Posted	Tuesday, July 10, 2018
Pre-Proposal Meeting	Monday, July 16, 2018 Municipal Services Building, 1401 JFK Blvd., 16 th Floor, Rm Y
Applicant Questions Due	Friday, July 20, 2018
Answers Posted on www.phila.gov/rfp Website	Monday, July 23 2018
Proposals Due	Tuesday, August 7, 2018, 5:00pm, Philadelphia, PA local time
Applicant Selection (Local Process Only)	Friday, August 31, 2018
Contract Execution (Depends on whether HUD awards the grant)	If recommended for funding and HUD awards funding, no later than December 31, 2019

Commencement of Work	If recommended for funding and HUD awards funding, no later than December 31, 2019
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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.

C. Questions Relating to the RFP

Representatives of applicant agencies must obtain and review a copy of this RFP in advance of attending this meeting. **Homeless Services will not be responsible for disseminating information discussed at the briefing to applicants not in attendance.** Homeless Services staff members will be present to review the RFP and address questions regarding the proposed services.

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, July 20, 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.

Electronic submissions are due to lauren.whitleigh@phila.gov no later than **5:00 p.m. Philadelphia, PA, local time, on Tuesday, August 7, 2018.**

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 RFPs Online with the original Opportunity Details. It is the Applicant’s responsibility to check the City’s 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.

D. 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:

<u>Amount of Contract or Amendment</u>	<u>For-Profit Fees</u>		<u>Non-Profit Fees</u>	
	<u>Contract</u>	<u>Amendment</u>	<u>Contract</u>	<u>Amendment</u>
\$0-\$30,000	\$50	\$50	[waived]	[waived]
\$30,001-\$100,000	\$200	\$170	[waived]	[waived]
\$100,001-\$500,000	\$500	\$340	[waived]	[waived]
\$500,001-\$1,000,000	\$900	\$520	[waived]	[waived]
Over \$1,000,000	\$1,500	\$1,000	[waived]	[waived]

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.

1. 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.

2. 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 da