

**The Homeless Solutions Policy Board
and
Montgomery County
Office of Family and Children First**

**Request for Proposals
Homeless and Housing Programs**

**2010 Supported Services
2009 Continuum of Care
2009 Emergency Shelter Grant
2009 HOME Housing Program**

June 2009

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Homeless Solutions Policy Board and Montgomery County Office of Family and Children First

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REQUEST FOR PROPOSALS

HOMELESS AND HOUSING PROGRAMS

INTRODUCTION

The Homeless Solutions Policy Board and the Montgomery County Office of Family and Children First request proposals for housing and services for homeless and formerly homeless individuals and families. The Homeless Solutions Policy Board (HSPB) is implementing the *Homeless Solutions Community 10-Year Plan: A Blueprint for Ending Chronic Homelessness and Reducing Overall Homelessness in Dayton and Montgomery County*. The HSPB is overseeing changes to the homeless assistance system to increase focus on preventing homelessness, rapidly rehousing homeless people, reducing poverty, and increasing coordination with mainstream services.

In an effort to further consolidate funding sources for homeless system activities and make the system more efficient, this year HUD Continuum of Care (CoC) funding and Montgomery County funding for housing and homeless programs are combined into a single Request For Proposals (RFP).

The main purpose of all funding under this RFP is to support implementation of the Homeless Solutions Plan, the goal of which is to end chronic homelessness and reduce overall homelessness. The Homeless Solutions Plan can be found on the Montgomery County website at www.mcoho.org. The four key principles of the plan are:

- Poverty Reduction
- Prevention
- Housing
- Multi-System Response

The Continuum of Care is a federally funded and competitively-awarded program that seeks to address the problems of homelessness in a comprehensive way. Each year the U.S. Department of Housing and Urban Development (HUD) publishes a Notice of Funding Availability that describes the funding available through the CoC and specific program requirements. The Homeless Solutions Policy Board is the lead organization for the Dayton-Montgomery County Continuum of Care. Annual CoC funding has provided substantial resources for supportive housing and services for homeless persons.

The majority of CoC funding in recent years has been allocated to the renewal of programs that have been successful in helping homeless individuals and families move into and maintain permanent housing. A small amount is usually allocated by HUD for a new permanent supportive housing project for persons who meet HUD's definition of chronic homelessness. To be considered chronically homeless, a person must be an unaccompanied individual with a disability who has been living in an emergency shelter or in a place not meant for human habitation continuously for one year or longer or who has had four such episodes of homelessness over the last three years.

In addition to CoC funding, this RFP also includes funds from Human Service Levy Homeless Supported Services (HSS), Emergency Shelter Grant (ESG) and the HOME Housing Partnerships Investment program to support shelter, services, and housing programs.

Contracts for HSS, ESG, and HOME funding will be executed with Montgomery County. Contracts for CoC funding will be executed with HUD. *The Homeless Solutions Policy Board and Montgomery County will determine the final funding source and amount for selected proposals.*

The Homeless Solutions Policy Board Executive Committee reserves the right to contact an applicant for clarification of the proposal submitted and to reject any or all submitted proposals. The Homeless Solutions Policy Board and the Montgomery County Board of County Commissioners reserve the right to negotiate any and all services, unit costs, activities, details and award amounts with any and all applicants who have submitted a proposal. This RFP does not commit Montgomery County or the Homeless Solutions Policy Board to award an agreement or pay **any** costs incurred in the preparation of a proposal.

Proposals are requested for capital, operating, and services for the following programs for homeless or formerly homeless individuals and families:

- Emergency Shelter
- Rental Assistance
- Permanent Supportive Housing
- Transitional Housing
- Supportive Services

Funding Source	Match Required	Eligible Programs/Activities				
		Emergency Shelter	Transitional Housing	Permanent Supportive Housing	Rental Assistance	Supportive Services
CoC	25%		X	X		X
ESG	--	X				
HOME	25%		X	X	X	
Homeless Supported Services	--	X	X	X		X

Information requested and/or requirements for the Continuum of Care program may change when HUD releases the 2009 Notice of Funding Availability (NOFA). Any changes will be provided on the County’s website www.mcoho.org and will be sent to organizations that have indicated their interest in responding to this RFP.

PROPOSAL REVIEW

The Homeless Solutions Policy Board will oversee the proposal review process. As part of the commitment to align community resources in support of the Homeless Solutions Plan, the Montgomery County Board of County Commissioners has requested that the HSPB coordinate the proposal process for all Montgomery County funds that serve homeless families and individuals.

All proposals submitted in response to this RFP will be reviewed by a committee of volunteers with knowledge and expertise in the proposal review and the proposal categories being funded. Volunteers will include members of the Continuum of Care Committee and the Affordable Housing Options Committee as well as community volunteers. The Executive Committee of the Homeless Solutions Policy Board will work with the Housing and Homeless Solutions staff and the RFP Review Committee in the review process. All proposals will be evaluated and given a priority ranking. The HSPB Executive Committee will use the evaluations and priority rankings to develop funding recommendations for the Homeless Solutions Policy Board.

As part of the community review process, ESG and HOME proposal recommendations also will be reviewed by Montgomery County's Community Development Advisory Committee and the Countywide Citizens Advisory Committee. Homeless Supported Services (HSS) proposal recommendations will be presented to the Human Services Levy Council for their endorsement. Once the HSS, ESG and HOME proposal recommendations are approved by the Homeless Solutions Policy Board, they will be forwarded to the Montgomery County Board of County Commissioners for final action.

EVALUATION CRITERIA

Proposals should follow the instructions provided in the appropriate sections and respond to all the information requested. **ALL PROPOSALS WILL BE EVALUATED FOR COMPLETENESS.** Program descriptions must be detailed enough to provide accurate descriptions of the work to be done. The anticipated scheduling of significant tasks for accomplishing the program objectives must be reasonable, and the budget must be presented in sufficient detail to indicate accuracy of projected costs, including sources of estimated figures.

Programs in the homeless system are evaluated primarily on their ability to help homeless families and individuals move to stable, permanent housing and increase their income and employment. Additional outcomes are anticipated with the recent reauthorization of federal homeless programs. Evaluation of a program's ability to reduce the average length of time people are homeless and to lower the recidivism to homelessness rate will be incorporated into program outcomes in the future.

I. GENERAL REVIEW CRITERIA

1. Quality and completeness of proposal.
2. Consistency with one or more of the four key principles of the Homeless Solutions Plan.
3. The need or gap that the program will fill in the community's homeless system.
4. Use of evidence-based practices.
5. Organizational capacity of the applicant and any partner agencies to successfully implement the proposed program through the provision of the necessary capital, service and operational resources.
6. Reasonableness of the proposed budget and cost-effectiveness of program.
7. Extent and nature of other resources and partners to be involved with the program.
8. Proposed plan for increasing residential stability of residents (permanent supportive housing programs).
9. Proposed plan for ensuring that residents will be able to maintain permanent housing upon exit from transitional housing (transitional housing programs).
10. Proposed plan for increasing client employment and connection to mainstream resources.
11. Evaluation process to measure program's overall quality and client outcomes.
12. Successful attainment of relevant performance measures:
 - At least 95% data completion on Universal Data Elements in the HMIS
 - At least 80% of permanent supportive housing residents will maintain housing for 7+ months
 - At least 70% of transitional housing residents will exit to permanent housing
 - At least 25% of all participants will have income at exit
 - % of current permanent supportive housing and transitional housing residents with income
 - At least 18% of participants will have income from employment at exit
 - % of current permanent supportive and transitional housing residents with income from employment
 - At least 50% of benchmarks in logic model have been met (CoC programs)
 - Destination of participants upon program exit

II. ADDITIONAL REVIEW CRITERIA

For Previous CoC-Funded Programs

1. Percentage of budget allocated to housing costs (leasing or operations)
2. Leveraging ratio (must be at least 1:1)

For Permanent Supportive Housing Programs

1. Suitability of the site for the proposed housing.
2. Quality of the construction, rehab or existing building proposed for the housing.
3. Viability of the sources proposed for long term operating costs.

For Rental Assistance Programs

1. Effectiveness and efficiency of the current or proposed rental assistance program.
2. Income levels of the tenants benefiting from the rental assistance.
3. Documentation of the continuing need for rental assistance.

PROGRAM REQUIREMENTS

I. GENERAL REQUIREMENTS

1. All locations at which services, operating, or capital costs are to be provided must be physically located in Montgomery County and serve Montgomery County residents only.
2. Selected applicants must comply with applicable local, state and federal laws, regulations, and certifications and meet all applicable professional standards.
3. Selected applicants must be equal opportunity employers and provide assurance that no person will be denied services on the basis of race, sex, color, religion, national origin, age or handicap. Facilities and services must be accessible to handicapped persons.
4. Selected applicants must ensure the confidentiality of client information.
5. Selected applicants must participate in the Dayton-Montgomery County Housing/Homeless Management Information System (HMIS).
6. Selected applicants must participate in the system-wide front door assessment and referral process once it is implemented.
7. Selected applicants must submit monthly program and fiscal reports through the HMIS unless other arrangements are made and be available for on-site monitoring visits.

II. ADDITIONAL REQUIREMENTS

For ESG and HOME Funds

1. Environmental review and monitoring must be done and written notice given regarding the outcome prior to initiation of any project.
2. Applicants are encouraged to meet Section 3 requirements of the Housing and Urban Development Act of 1968 to ensure that employment and other economic opportunities generated by HUD financial assistance shall, to the greatest extent feasible, be directed to low and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low income persons.

ELIGIBLE APPLICANTS

Eligible Applicants	Funding Source			
	Continuum of Care	Emergency Shelter Grant	HOME	Homeless Supported Services
Private Non-Profits	✓	✓	✓	✓
Private For-Profits			✓	
Local Jurisdictions	✓		✓	
Public Housing Authorities	✓		✓	
Public Non-Profits	✓			

TIMING AND DURATION OF FUNDING

Homeless Supported Services funding will be for the term January 1, 2010 through December 31, 2010.

ESG & HOME funding will be for the term October 1, 2009 through September 30, 2010.

Continuum of Care funding will be available in 2010 based on each agency's executed grant agreement with the U.S. Department of Housing and Urban Development.

PROPOSERS CONFERENCE

Two Proposers Conferences, each covering the same information, will be held: the first on June 17, 2009 at 3 PM and the second on June 18, 2009 at 1:30 PM. Both conferences will be held in Room 1002 (10th floor), Montgomery County Administration Building, 451 West Third Street, Dayton, Ohio. The Request for Proposals will be reviewed and discussed. Questions will be answered and other information regarding the RFP will be provided at that time. Applicants are strongly encouraged to attend one of these sessions.

SUBMISSION REQUIREMENTS

One original and one copy of the complete proposal must be submitted to the Office of Family and Children First, 9th floor, 451 West Third Street, Dayton Ohio, no later than **July 31, 2009 at 4:30 pm**. Proposals may also be submitted electronically, as one document in PDF format, to Roberta Longfellow at longfellow@mcOhio.org.

Homeless and Housing Programs Combined RFP
Proposal Checklist

Complete this form and place on top of each proposal packet.

Agency:

Program:

✓ if included	Document
1	Proposal Checklist
2	Applicant Information Sheet –Section I
4	Program Narrative –Section II
3	Required Tables – Section III A. Outcome Table B. Case Management Table C. Targeted Subpopulations Table D. Client Income Source Table
5	Proposed Budget – Section IV
6	Most Recent Financial Statement (_____ 2008)
7	_____ IRS Tax Return (Year)
8	Agency Audit Report: _____ (Year)
9	Organizational Tables: <u>agency and program(s)</u>
10	License, certifications, trainings, professional memberships and affiliations for staff (if applicable)
11	Letter of Assurance re: organizational compliance with state and federal laws and regulations
12	Equal Employment Opportunity Statement
13	Annual Progress Report (for those programs required to submit an APR to HUD)
14	Logic Model for most recently completed program year (CoC-funded programs only)

A SEPARATE PROPOSAL WITH APPLICANT INFORMATION SHEET IS REQUIRED FOR EACH PROGRAM REQUESTING FUNDING.

SECTION I: AGENCY IDENTIFICATION

The Lead Agency/Applicant should complete the following Applicant Information Sheet. Any partner agency relationships and roles should be described clearly throughout the proposal.

APPLICANT INFORMATION SHEET	
ORGANIZATION NAME:	
PROGRAM NAME:	
Please check one: <input type="checkbox"/> Continuation of existing program <input type="checkbox"/> Existing program with proposed changes <input type="checkbox"/> New program	
ADMINISTRATIVE OFFICE ADDRESS:	PROGRAM OFFICE ADDRESS:
PRIMARY CONTACT: NAME: PHONE NUMBER: FAX: EMAIL:	ADDITIONAL CONTACT: NAME: PHONE NUMBER: FAX: EMAIL:
TOTAL RFP funds requested:	
Total program cost:	
Current Funding Received	
Continuum of Care (CoC): \$ Emergency Shelter Grant (ESG): \$ HOME: \$ Homeless Supported Services (HSS): \$	
I certify to the best of my knowledge that information in this application is correct, and this document has been duly authorized by the governing body of the Applicant. I further certify that, if this application is approved, said program/service will be carried out in accordance with the requirements of all Federal, State and Local laws and regulations for Continuum of Care, HOME, ESG, and HSS funds.	
SIGNATURE _____	DATE _____
Authorized Official	
PRINTED NAME _____	

<p>TYPE OF ORGANIZATION Check one <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Local Jurisdiction</p> <p><input type="checkbox"/> Non-Profit Organization</p> <p><input type="checkbox"/> For-Profit Organization</p> <p><input type="checkbox"/> Public Housing Authority</p> <p><input type="checkbox"/> Other _____</p>	<p>INCORPORATION STATUS Check one <input checked="" type="checkbox"/></p> <p><input type="checkbox"/> Independently Incorporated</p> <p><input type="checkbox"/> Unincorporated</p> <p><input type="checkbox"/> Part of Parent Corporation</p>
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TAX EXEMPT STATUS Check one

IRS 501(c)(3) determination letter dated _____ (most recent)

IRS 501(c)(3) or equivalent status through another organization
 _____ (Name of organization and status)

Other tax exempt status:

TAX EXEMPT REPORTING STATUS Check all that apply

Filed most recent IRS 990 on _____ (Date) for calendar/fiscal year beginning _____ (Date)

Registered with Charitable Solicitations Office of the Ohio Attorney General on
 _____ (Date)

Filed Statement of Continued Existence with Ohio Secretary of State on
 _____ (Within last 5 years)

These actions are done on our behalf by our parent organization.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT Check if attached

Equal Employment Opportunity Statement dated _____ is attached to this proposal.

SECTION II: PROPOSED PROGRAM

- A. **Program Overview.** Provide a brief overview of the proposed program, funding requested, and population to be served/housed.
- B. **Program Description.** Describe clearly and concisely the proposed services, operations or housing program and model. See Appendix A for a Glossary of program information. Be sure to include the following items.
- Detailed description of the proposed services, operations or housing, identifying all partner agencies and their roles in the program.
 - Detailed description of program outreach and identification of clients, including any eligibility criteria
 - Detailed plan for helping clients obtain or remain in permanent housing
 - Detailed plan for helping clients increase their income and obtain employment
 - Detailed plan for connecting clients to the mainstream health, social service, and employment programs and benefits for which they are eligible.
 - Target service/housing area
 - Target population, including an estimate of number of unduplicated clients to be served/housed.
 - Any evidence-based practices incorporated into the program design
 - The level of need for the proposed program
 - Service or housing gaps that this request addresses
- C. **Accomplishments** – Provide a narrative description of program outcomes for the previous program year. (Specific client outcomes should be listed in Section III – Outcome Tables.) *Continuum of Care recipients should include a completed logic model for the most recent program year.*
- D. **Evaluation** – Describe the program and client evaluation process, including a narrative description of proposed program/client outcomes. Include method for measuring client satisfaction.
- E. **Organizational Capacity**- Describe the capacity of the lead organization and any partner agencies to provide the proposed program based on past experience, available resources, and staff. Include past experience, number of persons being served or housed by the applicant, number of years providing similar services or housing, outcomes of previous programs, current staffing and budget resources, and other pertinent indicators of capacity.
- F. **Case Management** – Provide a narrative description of case management and similar staff for the proposed program, including an average number of hours client contact per case manager/week or month.

SECTION III: REQUIRED TABLES

Applicants must complete all applicable tables in this section.

- A. Outcome Tables**
- B. Case Management Table**
- C. Targeted Subpopulations Table**
- D. Client Income Source Table**

A. OUTCOME TABLES

INCOME AT PROGRAM EXIT

– TO BE COMPLETED BY ALL PROGRAMS

2008 Program Outcomes				
Program Name	Total number of participants	Number of participants who exited/will exit program	% participants with income at exit	% participants with income from employment at exit
2010 Proposed Program Outcomes				

INCOME/SELF-DETERMINATION OF CURRENT RESIDENTS

– TO BE COMPLETED BY TRANSITIONAL HOUSING AND PERMANENT SUPPORTIVE HOUSING PROGRAMS

2008 Program Outcomes					
Program Name	Number of current residents	% current residents with income	% current residents with income from employment	% current residents enrolled in school or job training	% current residents in structured volunteer
2010 Proposed Program Outcomes					

DESTINATION

– TO BE COMPLETED BY ALL PROGRAMS

2008 Program Outcomes							
Program Name	Annual # of clients	Number of clients who exited program	# who exited to programmatic shelter	# who exited to transitional housing	# who exited to permanent housing	# who exited to other	# with unknown destinations
2010 Proposed Program Outcomes							

HOUSING STABILITY

– TO BE COMPLETED BY PERMANENT SUPPORTIVE HOUSING PROGRAMS

2008 Program Outcomes				
Program Name	Annual # of clients	Number of clients who exited	% who exited after being housed 7+ months	% of <u>current</u> residents housed 7+ months
2010 Program Outcomes				

B. CASE MANAGEMENT TABLE

Complete the following table for any **case management type** staff who work with program clients. Include all funding sources for each case management position. (Add rows to the table as needed.)

Agency Name	Case Management Position/ Title	FTE targeted to program	Funding Source (list all with % funding)	Preferred Staff Licensure or certification	Avg. case load (single or family)	Primary place case management is provided
<i>Example:</i> Agency A	Case manager 1	1 FTE	CoC (50%) Private (50%)	LISW	15 singles	home
<i>Example:</i> Agency B	Sally Smith	.5 FTE	HSS (100%)	Mental Health Tech	30 families	office

C. TARGETED SUBPOPULATIONS TABLE

Subpopulation	% served last 12 months	% proposed to be served
Unaccompanied Youth (<18)		
Young adults (18-24)		
Unaccompanied Adults (25+)		
Families		
Chronically Homeless		
Severely Mentally Ill		
Chronic Substance Abusers		
Veterans		
Persons with HIV/AIDS		
Victims of Domestic Violence		

D. CLIENT INCOME SOURCE TABLE

Income Source At Program Exit	2007 National Average	2008 Program Average
a. SSI	11.4%	
b. SSDI	4.4%	
c. Social Security	1.7%	
d. General Public Assistance	6.2%	
e. TANF	7.7%	
f. SCHIP	1.1%	
g. Veterans Benefits	1.4%	
h. Employment Income	20.9%	
i. Unemployment Benefits	1.1%	
j. Veterans Health Care	1.1%	
k. Medicaid	13.3%	
l. Food Stamps	20.2%	
m. Other (please specify)	4.2%	
n. No Financial Resources	30.5%	

SECTION IV: BUDGET

IN ADDITION TO THE REVENUE BUDGET, COMPLETE ALL BUDGET SECTIONS THAT ARE APPLICABLE TO THE PROPOSED PROGRAM. PROGRAMS WITH PARTNER AGENCIES SHOULD COMPLETE ONE TOTAL BUDGET AND INCLUDE SEPARATE BUDGET PAGES FOR ALL PARTNERS/SUBGRANTEES.

A. Annual Budget

ANNUAL BUDGET – REVENUE				
PROJECT NAME:				
FUNDING SOURCE	AMOUNT			
	CAPITAL	OPERATIONS	LEASING	SERVICES
RFP funds requested	\$	\$	\$	\$
Client Fees	\$	\$	\$	\$
Interest Income	\$	\$	\$	\$
Federal (Specify)	\$	\$	\$	\$
State (Specify)	\$	\$	\$	\$
Municipal (Specify)	\$	\$	\$	\$
Private (Specify)	\$	\$	\$	\$
Contributions/Fundraisers (Specify)	\$	\$	\$	\$
Miscellaneous (Specify)	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

ANNUAL BUDGET – EXPENDITURES		
PROJECT NAME:		
	RFP REQUEST	TOTAL BUDGET
CAPITAL COSTS		
Acquisition	\$	\$
Rehabilitation	\$	\$
New Construction	\$	\$
Subtotal Capital	\$	\$
	RFP REQUEST	TOTAL BUDGET
LEASING COSTS		
Real Property Leasing Quantity:	\$	\$
Subtotal Leasing	\$	\$
	RFP REQUEST	TOTAL BUDGET
OPERATING COSTS		
Maintenance/Repair Quantity:	\$	\$
Staff (FTE, position, salary, benefits)	\$	\$
Utilities Quantity:	\$	\$
Property Management Quantity:	\$	\$
Equipment (lease/buy) Quantity:	\$	\$
Tenant Rental Assistance Quantity:	\$	\$
Tenant Utility Assistance Quantity:	\$	\$
Supplies Quantity:	\$	\$
Insurance Quantity:	\$	\$
Furnishings Quantity:	\$	\$
Relocation Quantity:	\$	\$
Food Quantity:	\$	\$
Other (must specify) Quantity:	\$	\$
Subtotal Operating	\$	\$

SUPPORTIVE SERVICES COSTS		
	RFP REQUEST	TOTAL BUDGET
Outreach Quantity:	\$	\$
Case Management Quantity:	\$	\$
Life Skills (outside of case management) Quantity:	\$	\$
Alcohol and Drug Abuse Services Quantity:	\$	\$
Mental Health and Counseling Services Quantity:	\$	\$
HIV/AIDS Services Quantity:	\$	\$
Health Related & Home Health Services Quantity:	\$	\$
Education and Instruction Quantity:	\$	\$
Employment Services Quantity:	\$	\$
Child Care Quantity:	\$	\$
Transportation Quantity:	\$	\$
Transitional Living Services Quantity:	\$	\$
Other (must specify) Quantity:	\$	\$
Subtotal Supportive Services	\$	\$
ADMINISTRATIVE COSTS		
Administration	\$	\$
Subtotal Administration	\$	\$
GRAND TOTAL	\$	\$

B. Units of Service

TO BE COMPLETED BY ALL SHELTERS, TRANSITIONAL HOUSING AND SUPPORTIVE SERVICES PROJECTS.

All units of service refer to service for a household, defined as an unaccompanied individual or a family. A unit of service for a shelter or transitional housing program is a 24-hour day of service. A unit of service for a supportive services only project is one hour. Unit of service cost should include all operating and staffing costs for the time period.

UNITS OF SERVICE		
	RFP Request	Total Program
Proposed Total Units of Service		
Proposed Unit Cost		
Proposed Number of Clients Served		
Proposed Per Client Cost		

C. Budget Narrative

Provide a Budget Narrative that describes how other funding sources will be used in the program; any restrictions on how funding can be used; and any requested funding increase.

Previous CoC recipients should include leveraging letters.

APPENDIX A

GLOSSARY

Continuum of Care

The Continuum of Care (CoC) is a community planning and priority setting process designed to create a single, coordinated homeless assistance system for Montgomery County. The Homeless Solutions Policy Board, with the support of Montgomery County, the City of Dayton, and the City of Kettering, will prepare a Consolidated application to HUD for all Dayton, Kettering, and Montgomery County projects.

Each year, the U.S. Department of Housing and Urban Development (HUD) makes funding available for housing and services for homeless persons through a competitive process called the Continuum of Care. The money can be used for transitional and permanent supportive housing programs, services to help people become stabilized in housing, and a homeless management information system.

Permanent Supportive Housing

Permanent Supportive Housing is long-term housing with varying levels of supportive services. Targeted to homeless persons with disabilities, including serious mental illness, chronic substance abuse, HIV/AIDS, or other disabling conditions that impact a person's ability to maintain housing. The supportive services may be provided directly by the grantee or project sponsor or by entities under written agreement with the grantee or project sponsor. Permanent housing can be provided in one structure or several structures at one site or in multiple structures at scattered sites.

A Good Neighbor Agreement may be developed to clarify the responsibilities of the housing provider in cooperating with the adjacent neighborhood to address any concerns about the housing or its residents.

For this RFP, proposed Permanent Supportive Housing should be consistent with goals from the Homeless Solutions Plan. Proposals submitted should target families, single adults and/or chronically homeless persons. Young adults are not a priority for this year's funding.

Population	Total	Units Provided or Underway	Total Unmet Goal
Young Adults 18-24	115	20	95
Single Adults 25+	360	212	93
Chronically Homeless	100	44	48
Families	175	18	137
Total	750	294	373

Rental Assistance

Tenant-Based Rental Assistance (TBRA) using HOME dollars is an effective way to expand affordable housing for low income households, making the ample supply of rental units in Montgomery County affordable. Assisted units must be in decent, safe and sanitary condition, meeting the HUD Section 8 Housing Quality Standards, and be in safe neighborhoods throughout Montgomery County. The operator of the TBRA program will be responsible for monitoring the condition of the units, doing at least annual inspections.

Total rent for the selected units must be reasonable for the size and condition of the unit and must be no more than the HUD Fair Market Rent. (See Appendix C.) TBRA can pay no more than the difference between the acceptable rent and 30% of the tenant's income for the rental assistance. Tenants are required to pay a minimum rent and may not receive rent subsidy from any other programs while receiving HOME TBRA.

HUD regulations require certain lease provisions to protect the tenant and annual recertification of tenant income, family size and composition.

Transitional Housing

Transitional housing is housing combined with supportive services on a temporary basis. Residents can stay for up to 2 years while they acquire the independent living and job skills needed to obtain and maintain permanent housing. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other service agencies. Transitional housing can be provided in one structure or several structures, at one site or in multiple structures at scattered sites.

**APPENDIX B
MONTGOMERY COUNTY**

FY 2009 HUD INCOME LIMITS

Dayton Metropolitan Statistical Area
FY 2009 Median Family
Income \$62,100

	<i>1 person</i>	<i>2 persons</i>	<i>3 persons</i>	<i>4 persons</i>	<i>5 persons</i>	<i>6 persons</i>	<i>7 persons</i>	<i>8 persons</i>
<i>30% limits</i>	13,050	14,900	16,800	18,650	20,150	21,650	23,150	24,600
<i>50% limits (very low income)</i>	21,750	24,850	27,950	31,050	33,550	36,000	38,500	41,000
<i>80% limits (low income)</i>	34,800	39,750	44,750	49,700	53,700	57,650	61,650	65,600

2009 HUD FAIR MARKET RENTS

0 Bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$488	\$558	\$687	\$925	\$1103

APPENDIX C

ALLOWABLE/NON-ALLOWABLE COSTS

Human Service Levy Funds

Supported Services Funds may be expended only for the direct delivery of services.

Supported Services funding cannot be used for the following expenses:

- Bad Debt - Losses arising from uncollected accounts and other claims and related costs are unallowable.
- Contingencies - Contributions to a contingency reserve or any similar provision for unforeseen events are unallowable.
- Capital Expenditures or Equipment Purchases - Material and supplies which will not be exhausted within one year are unallowable.
- Contributions and Donations - Outlays of cash with no prospective benefit to the agency or program are unallowable.
- Entertainments - Cost of amusements, social activities, and related cost are unallowable.
- Advertising - Costs of advertising, with the exception of contract related recruitment needs, procurement of scarce items, disposal of scrap and surplus is unallowable.
- Fines, Penalties and Court Judgments - Costs resulting from violations of or failure to comply with laws and regulations are unallowable.
- Interest and Other Financial Costs - Interest on borrowings, bond discounts, or any costs of financial or refinancing operations are unallowable.
- Costs Borne by Other Federal or State Programs - Any costs specifically subsidized by federal or state monies are unallowable.
- Cash Payments - Cash payments to eligible individuals (e.g., in cash allowance to children in residential treatment) are unallowable.
- Sabbatical Leave - Payment of any sabbatical leave is unallowable.
- Fundraising - Cost associated with activities to raise monies to support the provider program is unallowable.
- Education - Cost associated with activities provided for public educational instruction that are free of charge to the general public is unallowable.

Continuum of Care Funds

Continuum of Care funds may be expended for transitional housing, permanent supportive housing for disabled individuals and families, and supportive services designed to assist homeless persons to move to and maintain permanent housing.

- CoC funds cannot be used for emergency shelter or for prevention.

Emergency Shelter Grant Funds

ESG funding must be used for essential services and certain operating expenses for emergency shelters.

HOME Investment Partnerships Funding

HOME funding may be used for permanent housing expenses including acquisition, rehabilitation, new construction and related eligible costs, or for tenant-based rental assistance (TBRA) to provide part of the payment for rent, security deposits, and utility deposits for homeless individuals or families in rental units.

- TBRA funds cannot be used for administrative costs.

The target priority for TBRA is to re-house homeless families or individuals in transitional or permanent housing for a one-year period or continue the subsidy for previously homeless families or individuals now in transitional or permanent housing for one year.

HOME funds in this RFP are restricted to households with incomes at or below 50% of the median, with a preference for applications for housing that would serve households with incomes below 35% of the median income and/or those with alcohol or substance abuse disabilities. See Appendix B for income limits by household size.

TBRA may be used for an approved Rapid Rehousing program.

APPENDIX D
HOMELAND SECURITY DOCUMENT

APPENDIX E
POLITICAL CONTRIBUTION CERTIFICATION