



**REQUEST FOR PROPOSALS
to
OPERATE SHARE PLACE, A NEW SHARED HOUSING PILOT**

Issued by:
THE CITY OF PHILADELPHIA ("City")
Office of Homeless Services and
Department of Behavioral Health and Intellectual disAbility Services
on:
November 27, 2019

**Proposals are due no later than 5:00 p.m.
on December 23, 2019.**

Optional Pre-Proposal Conference:
Thursday, December 5, 2019
8:30 to 9:30 a.m.
1401 John F. Kennedy Boulevard, 16th Floor, Room X
Philadelphia, PA 19102

REQUEST FOR PROPOSALS (RFP)

Issued by

The City of Philadelphia's Office of Homeless Services (OHS), in collaboration with the Department of Behavioral Health and Intellectual disAbility Services (DBHIdS).

RFP Purpose

The purpose of this RFP is to solicit proposals from not-for-profit organizations ("providers") to operate Share Place, an innovative new partnership between the City and the Philadelphia Housing Authority (PHA) to provide long-term affordable co-living opportunities for unrelated individuals who are homeless. The pilot is designed to enable people living in emergency or temporary housing, behavioral health programs such as a recovery house, residential treatment or safe haven, to move into a stable long-term, community-based, shared housing situation which is decent and affordable to them.

Operations for which the provider(s) will be responsible for include both property management and social service provision. The primary functions of the Operator/s include:

- Master Leasing the rental units;
- Calculating and collecting rents;
- Conducting the process of matching individuals;
- Brokering the home-sharing agreements among participants;
- Supporting individuals in the shared housing setting, including coordination of individuals services and group mediation;
- Conflict resolution, problem solving and "good neighbor" behaviors such as managing trash and noise.

Since this is a pilot project, collecting information and providing recommendations and input for its continuous improvement and potential expansion.

Applicants may consist of one entity who has the capacity to provide both property management and service coordination; or a partnership between two providers. If you are proposing a partnership, please identify the lead agency that will hold the contract.

Key Dates

Release Date: November 27, 2019

Proposal Briefing: December 5, 2019, 8:30-9:30 a.m. (not mandatory)

Letter of Intent: December 10, 2019 (not mandatory)

Submission Deadline: No later than 5:00 p.m. on December 23, 2019

Final Decision (estimated): January 10, 2020

Anticipated Contract Start Date: February 1, 2020

Contract Term: February 1, 2020 through December 31, 2020. The intent of the project is to operate from 2/1/20 through 6/30/21. However, the City allows for only 12 month contract terms and up to three one-year amendments.

Overview

Background

The Philadelphia Housing Authority (PHA) is making up to 28 scattered site homes in the PHA inventory available to help individuals and families prevent and end homelessness. Of these, up to eighteen 3 and 4-bedroom units will be made available for individuals age 18 and over to launch the Share Place pilot. Two multifamily buildings will house 16 students from Community College of Philadelphia (CCP) who are or have been in foster care and are taking advantage of the free tuition to attend CCP. The remaining 10 units, a mix of 3, 4, 5 and 6 bedroom units, will house families. PHA is responsible for the rehabilitation of units to be utilized by the Share Place pilot and will ensure that the units meet HUD Housing Quality Standards. Once the units are ready to be occupied, responsibility for administration of the program will shift to OHS, DBHIdS, and the Operator. PHA will be responsible for routine and emergency maintenance of the units.

The City believes this is a unique opportunity to develop a Shared Housing approach in which unrelated individuals share a house and expenses and have the benefit of living in a small community. OHS and DBHIdS, in conjunction with the support of a contracted consultant, Diana T. Myers & Associates, Inc., have created the operational framework for the pilot including policies and procedures. They are seeking a provider to lead Share Place's implementation. Once at capacity, there may be opportunity to expand the pilot to serve those beyond the scope described herein.

Concept

Two distinguishing factors of shared housing are *choice* and *control*, which makes it unique as compared to many other housing options, especially those currently available to individuals experiencing homelessness and with behavioral health conditions. The participants choose with whom they want to live, and if the unit available is right for them, they will work together to form mutually agreed upon "house rules" in the form of a Home Sharing Agreement. Following referral of prospective participants by OHS and/or DBHIdS, the Operator will use an extensive screening process to determine potential matches from the pool of applicants. If potential sharers agree, the Operator will make introductions and facilitate trial periods to see if they are compatible. If the trial is successful, a Home Sharing Agreement is created and the new household is formed. Ongoing Operator support ensures service linkages are made and maintained and that any conflicts are mediated and resolved.

Goals and Objectives

The goal of Share Place is to help prevent and end homelessness in Philadelphia by providing new affordable housing options for individuals who are homeless and may be facing behavioral health challenges. The pilot will create options for people leaving shelter or

other living arrangements, including recovery housing, safe havens and other behavioral health transitional housing and provide safe, affordable homes.

Share Place will also help create a much-needed flow in current homeless and other recovery programming and beds, reduce homelessness in Philadelphia, reduce the length of emergency shelter stays and provide an affordable alternative to other housing options. The initial pilot will serve +/- 50 participants who will obtain and retain housing, experience an improved quality of life, increase community connections, and feel less isolated. They will also enjoy a sense of choice and control as they are not in a “program”, but rather an affordable living situation with a “family of choice”. As applicable, returns to homelessness, incarceration and use of crisis services will decrease among residents and personal satisfaction and community connections will increase.

Proposed Timeline

Thursday, December 5, 2019: Briefing for interested and prospective respondents

Tuesday, December 10, 2019: Letters of Intent due

Tuesday, December 10, 2019: Questions due

Wednesday, December 12, 2019: Question responses posted

Monday, December 23, 2019 at 5:00 p.m.: Proposal submission deadline

December 30, 2019- January 9, 2020: Meet with respondents, if necessary

January 10, 2020: Decision projected

February 1, 2020: Contract start date; Share Place pilot launches

April 1, 2020: First match is placed

June 30, 2021: Capacity is reached

Participant Characteristics

- All participants must have a history of homelessness, and may have disabilities, behavioral health challenges, and/or forensic involvement.
- All participants must have an income and must agree to automatic debit/transfer rental payments.
- All participants will have case management and/or agree to work with case management for no less than one year. Case management is to be provided by the most appropriate entity based on a person’s eligibility and needs.
- All participants must aspire to be a good neighbor, renter and roommate.

Roles/Functions of the Share Place Operator

The units will be master leased to the operator selected through this RFP process. Beyond master leasing, the responsibilities of the chosen provider will be two-fold: property management and service coordination. The following table delineates the difference in roles, although the selected operator or operator partnership must be able to serve in both capacities:

Property Management	Service Coordination
<ul style="list-style-type: none"> ✓ Serving as housing administrator for all 25 units, including the 10 for families ✓ Implementing a rent policy by which participants will pay no more than 30% of income for rent ✓ Intake into the program ✓ Entering into sublease agreements with participants ✓ Collecting rents ✓ Administering Rental Assistance ✓ Lease enforcement and coordination of eviction if necessary 	<ul style="list-style-type: none"> ✓ Interviewing/screening/ determining interest by participants ✓ Maintaining list of all potential sharers ✓ Facilitating introductions, trial periods, matching and home sharing agreements ✓ Conducting tenant conflict mediation ✓ Coordinating tenant services and linkages ✓ 24/7 on-call capability

The above table is not an exhaustive list of necessary tasks but should serve as a general guide as to the types of services being sought through this RFP.

With regard to the property management function, the Operator shall provide support for all units, including the shared housing units and up to 10 units for families. Families will have assigned supports through existing family case management entities and/or DBHiDS.

The Operator will be responsible for facilitating participant service coordination meetings for the Share Place participants at set intervals (monthly, quarterly, yearly, etc.). The Operator will also coordinate with OHS for timely input of participant data into HMIS and in reporting information used to evaluate progress toward performance measures. In addition to the hard skills needed to operate a successful housing pilot, the Operator should embrace the principles of shared housing as well as demonstrate familiarity with (or be willing to be trained on) trauma-informed care, motivational interviewing, client-based decision making and mental-health first aid practices.

RFP Response

Information Requested

Responses must be double spaced, minimum font size 12, not to exceed 15 pages, not including attachments.

1. Organizational Overview: Provide an overview of your organization that addresses your qualifications for successfully carrying out the tasks outlined in this RFP. If you are partnering with another agency, please identify the lead agency and include information about both providers.
 - General information:
 - Name and address of agency
 - Name, title, telephone and email of contact person
 - Brief description of agency mission and background
 - Agency and Staff Experience (General, with Shared Housing, with targeted populations, with permanent supportive housing)

- Management best practices (experience in providing safe, stable, and healthy living environments for tenants of Shared Housing Units)
- Capacity to take on this project
- Ability to meet the proposed timelines
- Meeting space availability (size, on-site, etc.). It is envisioned that introductory and matching meetings would occur at the operator's site

2. Proposed Approach: Describe the agency's (and partners, if applicable) proposed approach to the project

- How tasks cited in the previous table (including 24/7 on-call services, and conflict resolution) will be carried out
- Who will accomplish each task and how:
 - Staff assignments and roles of each, including resumes, job descriptions, # FTEs and % of time spent on Share Place pilot for each staff person

3. One Year Proposed Budget and Budget Narrative. Funding requests for this project may not exceed \$200,000 for the 12-month operating period. The ability to leverage funds or existing services will be reviewed favorably, but is not a requirement. (See Attachment for Format)

Selection Criteria

The selection of the Operator will be made by a Review Committee comprised of OHS and DBH representatives, including people with lived expertise. Scoring will be based on the following criteria:

1. Agency Qualifications and Relevant Experience – 35 points
2. Proposed Approach – 40 points
3. Capacity and Timeliness - 10 points
4. Program Budget / Price – 15 points

Please note that OHS and DBHIdS may take into consideration additional factors not listed above in selecting the Operator.

Proposal Briefing

A briefing for interested and prospective providers will be held on December 5, 2019 at 8:30 a.m. at 1401 JFK Blvd., 16th Floor, Room X in Philadelphia. Attendance is not mandatory.

Questions regarding this proposal

Please email questions regarding this proposal, no later than December 10, 2019 to Roberta Cancellier at roberta.cancellier@phila.gov or Joyce Sacco joyce.sacco@phila.gov.

Responses will be posted on the [Office of Homeless Services website](#) no later than December 12, 2019.

Letters of Intent

All interested parties are requested to submit Letters of Intent by December 10, 2019 to Roberta Cancellier at roberta.cancellier@phila.gov. The Letters of Intent are not binding, nor required to be sent in order to submit a proposal in response to this RFP.

Final Submission

Proposals should be submitted via email to Roberta Cancellier at roberta.cancellier@phila.gov, no later than 5:00 p.m. on Monday, December 23, 2019.