



# WASHINGTON COUNTY

## Department of Human Services

Department of Housing & Urban Development – Continuum of Care

Permanent Supportive Housing

The Washington County Department of Human Services' mission is to create an accessible and holistic integrated Human Services System that addresses the individual and family needs of Washington County to promote self-sufficiency and improve their quality of life. Our vision is to provide the residents with the highest quality of health and human services throughout their life span.

### **Purpose**

The County of Washington is issuing a Request for Proposals (RFP) for its existing Permanent Supportive Housing (PSH) program. This initiative aims to solicit proposals from experienced and highly qualified providers who can effectively address the needs of individuals and families experiencing homelessness within our community.

Interested organizations are encouraged to submit their proposals detailing their qualifications, experience, and strategies for effectively engaging and supporting participants in the PSH program. The County is committed to collaborating with top-tier organizations to enhance the support offered to those in need and to improve overall outcomes for individuals and families experiencing homelessness.

### **Permanent Supportive Housing**

**Permanent Supportive Housing (PSH)** is a program funded by the U.S. Department of Housing and Urban Development (HUD) that offers long-term housing and tailored supportive services to individuals and families experiencing homelessness or fleeing domestic violence. To qualify for enrollment, at least one member of the household—whether an adult or child—must have a documented disability. Referrals and enrollments are coordinated exclusively through the Western Pennsylvania Continuum of Care Coordinated Entry System.

The program has the capacity to support up to 61 households for an indefinite duration. Dedicated program staff work closely with participants to ensure housing stability, assist them in achieving their personal goals, and provide compassionate support tailored to the unique challenges faced by each household.

### **Goals & Impacts**

Our mission is to address the persistent housing needs of Washington County residents through a comprehensive, collaborative approach. We are dedicated to ending homelessness by leveraging cross-system partnerships to address the social determinants of health and promote holistic stability.

Access to safe, affordable housing is a cornerstone of well-being and a critical step toward empowering individuals to reach their full potential. By addressing this foundational need, we provide individuals and families with the stability required to pursue higher-level goals and achieve self-actualization.

We are committed to working in partnership with local organizations, stakeholders, and community members to design and implement effective housing programs. Together, we aim to create a stable and supportive environment for those experiencing homelessness, enabling them to rebuild their lives and thrive in Washington County.

## Program Components/Budget Line Items

### Leasing:

- Rent for the unit or structure
- Security deposits
- First and last month's rent
- Staffing or related costs, including conducting Housing Quality Standards (HQS) inspections and making payments to landlords
- Payments on unoccupied units while identifying a new program participant

### Support Services

- Salaries and benefits for recipient and subrecipient staff who directly deliver eligible supportive services
- Costs for eligible services performed under contract by another agency
- Overhead costs directly related to the provision of supportive services

### Operations

- Maintenance and repair of housing not included in the lease
- Property taxes and insurance
- Utilities (e.g., electricity, gas, heating oil, water, sewer, trash removal)
- Furniture (office or apartment) that remains with the project
- Equipment, including office equipment and appliances such as microwaves, refrigerators, stoves, washers, and dryers
- Staff time dedicated to performing approved operational activities

### Administration

- General management, oversight, and coordination
- Training on CoC requirements and participation in HUD-sponsored CoC training
- Conducting environmental reviews

### Award Conditions

Following the award of the RFP, the chosen provider will provide evidence of an in-kind or cash match equal to 25% or more of the grant. Failure to do so within a 30-day period will render the provider ineligible to continue the process. If a provider is determined to be ineligible to continue the process, Human Services reserves the right to terminate the process, reject the proposal, choose another applicant and/or issue a new RFP.

### Submission Guidelines

<b>Description:</b>
Sealed RFPs will be received in the Office of the Washington County Controller, 95 W. Beau Street, Ste. 430, Washington, PA 15301 until 11:00 A.M. on February 25, 2025, for RFP- Washington County Permanent Supportive Housing. Bids shall be publicly opened and read aloud at 11:00 A.M. that day in the Controller's Office.
The County Commissioners reserve the right to reject any or all RFP bid submissions.
An original and five copies of the complete bid must be submitted in a sealed envelope and addressed to the Washington County Controller's Office and marked clearly on the outside of the envelope with the bidder name and address and the designation:
<b>RFP- Washington County HUD COC PSH</b>
Late proposals will not be accepted or considered. You must follow all instructions on the attached set of bid specifications. Failure to do so may result in your bid being disqualified.
<b>Publication Date/Time:</b>
1/29/2025 12:00 P.M., 2/4/2025
<b>Publication Information</b>
Observer Reporter
<b>Closing Date/Time</b>
2/25/2025 11:00 A.M.

**Application**

Permanent Supportive Housing RFP Application				
Requesting Entity:				
Project Sponsor: (if applicable)				
Entity Contact Information:				
Email:		Phone:		Fax:
Contact Representative:				
Type of Entity				
School or University <input type="checkbox"/>	Government Agency <input type="checkbox"/>	Non-profit <input type="checkbox"/>	For-Profit <input type="checkbox"/>	Other <input type="checkbox"/>
Tax identification number (EIN):				
Geographic locations served:				
Organizational Background				
Years in existence?				
Organizational overview, including the following:				
<ul style="list-style-type: none"> <li>- Organization mission</li> <li>- Existing programs</li> <li>- Experience working with individuals and families experiencing homelessness</li> <li>- Capacity to promote racial equity</li> <li>- Experience Delivering culturally responsive services.</li> <li>- Serving and improving outcomes for historically marginalized communities.</li> <li>- Capacity to promote racial equity.</li> <li>- Utilization of the Housing First Model.</li> <li>- Partnering with persons with lived experience.</li> <li>- Assisting program participants with obtaining and maintaining permanent housing.</li> <li>- Connecting program participants to mainstream benefits.</li> <li>- Experience of working as a team member collaboratively in a system of care (1000 word maximum)</li> </ul>				
The Project				
Population demographic served:				
Projected number of individuals served:				
Please provide a description of how the services of the proposed program will be delivered.				
Be sure to include information on all the following topics:				
<ul style="list-style-type: none"> <li>- Staff qualifications, staffing patterns, and staff training.</li> <li>- Assessment and training serving individuals experiencing homelessness.</li> <li>- Methods to be utilized in prevention and intervention in housing situations.</li> <li>- The coordination of all service needs, including behavioral and physical health.</li> <li>- Utilization of Natural Supports (peers, family, community, etc.)</li> <li>- Policy and Procedures for Intake (500 word maximum)</li> </ul>				
Describe, in detail, the project for which you seek support. Include objectives, activities, outcomes, and timelines. (500 word maximum)				
Purpose & Funding				
Please provide the total project cost. (attach a project budget including the budget line items listed above)				
What is the amount you are requesting?				
Have you secured the required 25% match for the program? If so, could you provide details about the source of these matching funds?				
What is your desired long-term impact?				
How will you measure results and progress?				
<b>Please attach additional file documents when more space is necessary</b>				
RFP Timeline				
RFP Release: January 29, 2025			RFP Submission Deadline: February 25, 2025	
Contact Person:				
John Tamiggi- Director of Human Services <a href="mailto:john.tamiggi@co.washington.pa.us">john.tamiggi@co.washington.pa.us</a>			Nicole Masur – Housing & Homeless Director <a href="mailto:Nicole.masur@co.washington.pa.us">Nicole.masur@co.washington.pa.us</a>	