

2021 FHLBank Pittsburgh & PHFA - Home4Good Request for Proposals

Introduction:

Home4Good is a collaborative initiative between the Federal Home Loan Bank of Pittsburgh (FHLBank Pittsburgh) and the Pennsylvania Housing Finance Agency (PHFA) to provide grant funds to address systemic gaps in support and services to help make homelessness in the Commonwealth rare, brief and non-recurring. Grant proposals will be submitted and considered under the following RFP process;

1. Service providers will submit a proposal to their regional Continuum of Care (CoC) following the Home4Good application, as outlined below.
2. CoCs will collect, review and rank proposals from service providers according to the priorities of this RFP and the priorities in the CoC's strategic plan, goals, and critical needs.
3. CoCs will submit a proposal package including all proposals received from service providers and a summary of the ranked proposals, to PHFA and FHLBank Pittsburgh by the Home4Good deadline.
4. FHLBank Pittsburgh and PHFA will review applications and select award recipients. PHFA will contract directly with the selected service provider(s).
5. Home4Good grantees will report semi-annually to PHFA on the overall impact and use of funds.

All 16 Continuums of Care have agreed to participate in the 2021 Home4Good program. All service providers wishing to apply for grant funds **must** submit their completed application to their regional Continuum of Care for review. Please refer to the Home4Good [Proposal Submission Process](#) section of this RFP for clarification on the submission process.

Program Goals:

Home4Good is designed to support projects, programs or activities in Pennsylvania that lead to stable housing for individuals and families who are currently homeless or at risk of becoming homeless. To be eligible for funding consideration, each Home4Good service provider applying for funds must address one of the following program goals.

- **Prevention and/or Diversion:** Projects, programs or activities that assist households seeking to avoid homelessness by maintaining their current housing situation or being diverted to alternative options.
- **Innovative Solutions:** Projects, programs or activities that provide innovative solutions that seek to end homelessness.
- **Critical Need:** Any project, program or activity serving homeless individuals and families that is determined to be critically needed by the relevant community or CoC area entity for the Region/County.

Eligible Organizations:

This RFP is open to organizations that provide services which prevent and/or reduce homelessness in Pennsylvania. Eligible organizations include, but are not limited to:

- Units of local government (counties, cities, boroughs, townships, town and home rule municipalities),
- Nonprofit organizations, including faith-based organizations,
- Redevelopment and/or housing authorities,
- Health care providers focused on health equity and/or homelessness prevention programming,
- Economic and community development organizations, housing corporations, etc.

Service providers located within the service area of a participating CoC should coordinate the submission of their proposals with the applicable Continuum of Care.

Eligible Funding Activities:

Projects/programs that receive funding through the 2021 Home4Good request for proposals are required to serve households who are either homeless or in danger of becoming homeless. For the purposes of the Home4Good RFP, homeless is defined as follows:

- Persons who are sleeping in places not meant for human habitation (e.g., cars, parks, streets/sidewalks, etc.),
- Persons sleeping in emergency shelters,
- Persons graduating from a transitional housing program specifically for homeless persons,
- Persons being discharged from an institution or foster care with no permanent residence available,
- Persons who would be discharged from an institution if there was a permanent residence available,
- Displaced victims of domestic violence, or
- Persons who are “doubled-up” and are in a situation of overcrowding, which is defined as:

Unit Occupancy – for purposes of determining overcrowding:

- Efficiency - 3 or more people
- 1 Bedroom - 4 or more people
- 2 Bedrooms - 6 or more people
- 3 Bedrooms - 8 or more people
- 4 Bedrooms - 10 or more people

Eligible activities for Home4Good funded programs may include, but are not limited to:

- Homeless outreach.
- Housing models designed to serve youth.

- Eviction prevention and homeless diversion support including providing security deposits, rent/utility assistance, employment/transportation assistance, gift cards for groceries, etc.
- Landlord engagement and outreach to increase availability and access to affordable rental units.
- Non-time-limited supportive housing.
- Support Services for households experiencing homelessness. This includes screening and intake done through the Coordinated Entry process, as well as employment assistance (skill development, job training, etc.), and recovery support for individuals and families.
- Coordinated entry support/capacity building.
- Transitional housing to facilitate the movement of individuals and families to permanent housing.
- Rapid re-housing that provides housing coupled with supportive services.
- System enhancements and/or operating expenses related to the Homeless Management Information System (HMIS) to increase capacity, expand services, and/or improve the ability to serve clients.
- Flexible funding to improve the CoC/community's ability to end homelessness. This may be through system changes, new partnerships, a particular type of intervention or targeting a particular sub-population.

Performance Objectives and Metrics

Proposals should provide services related to Home4Good program goals to promote permanent housing placement, residential stability, and self-sufficiency to prepare participants to live more independently.

Grantees will be expected to accurately track and measure performance to assess overall system performance, evaluate practices to continuously improve outcomes, and submit reporting documents in a timely manner. All grantees will be expected to report on a set of core metrics and performance metrics as outlined below. Any grantees currently participating in the Homeless Management Information System (HMIS) will be required to provide HMIS data to PHFA.

Core metrics required for all Home4Good grantees include:

- Number of individuals served.
- Demographic data on age, gender identity and race.
- Geographic dispersion of services (urban vs. rural).
- Number of Veterans served (if captured/disclosed).
- Number of ex-offenders served (if captured/disclosed).
- Number of individuals identifying themselves as a victim of domestic violence, person with a disability, or person with a substance abuse issue (if captured/disclosed).

In addition to the core metrics each grantee will be required to complete the performance metrics table provided on the Performance Metrics Form in [Appendix B](#). The table must indicate the metrics based on the type of project proposed.)

Performance metrics include, but are not limited to:

1. Reduction in the number of individuals experiencing homelessness, including Veterans, those experiencing chronic homelessness, families, unaccompanied or parenting youth, individuals, and those unsheltered.
2. Reduction in the length of time individuals remain homeless.
3. Reduction in the extent to which individuals, who exit homelessness to permanent housing destinations, return to homelessness.
4. Increase in access to jobs and income among individuals experiencing homelessness.
5. Reduction in the number of individuals who become homeless for the first time.
6. Increase in successful housing placement.
7. Increase in homelessness prevention.

Each application should summarize (within the application's narrative) which performance objective(s) their proposal intends to meet. Applicants should use the Program Application ([Appendix A](#)) to quantify the potential impact additional Home4Good grant funds will have on meeting those goals and objectives.

2021 Home4Good Program Timeline:

| | |
|---|-----------------------|
| Home4Good Request for Proposals Released | July 15 |
| Home4Good Webinar | July 20 @ 10am |
| Participating Continuum of Care Commitment Letter due to PHFA | July 20 |
| Proposals from Organizations Due to Participating CoCs | August 31 |
| CoC Cover Letter and Submission Form Due to PHFA | September 30 |
| Home4Good Awards Announcement | December 17 |

Available Funding:

The total funding available for this RFP is \$3,950,000.

The dollar amount of grant awards made within each Continuum of Care district will be based on homeless population and HUD funding distributions. It is anticipated that Home4Good funds will be awarded to CoC districts within the following ranges:

| | |
|--|---------------------------|
| Beaver County CoC | \$50,000 – \$60,000 |
| Bristol, Bensalem/Bucks County CoC | \$40,000 – \$50,000 |
| Chester County CoC | \$70,000 – \$80,000 |
| Eastern Pennsylvania CoC | \$425,000 – \$475,000 |
| Erie City & County CoC | \$80,000 – \$90,000 |
| Harrisburg/Dauphin County CoC | \$60,000 – \$70,000 |
| Lancaster City & County CoC | \$80,000 – \$90,000 |
| Lower Merion, Norristown, Abington/Montgomery County CoC | \$110,000 – \$120,000 |
| Philadelphia CoC | \$1,000,000 – \$1,500,000 |
| Pittsburgh, McKeesport, Penn Hills/Allegheny County CoC | \$700,000 – \$800,000 |
| Reading/Berks County CoC | \$100,000 – \$115,000 |
| Scranton/Lackawanna County CoC | \$100,000 – \$115,000 |
| Upper Darby, Chester, Haverford/Delaware County CoC | \$175,000 – \$200,000 |
| Western Pennsylvania CoC | \$350,000 – \$400,000 |

Wilkes-Barre, Hazelton/Luzerne County CoC
York City & County CoC

\$100,000 – \$120,000
\$55,000 – \$65,000

The anticipated Continuum of Care allocations above are estimates only. No CoC district is guaranteed Home4Good funding. FHLBank Pittsburgh and PHFA will award grants based on funding proposals received, the goals and requirements outlined in this RFP, and all necessary rights are reserved to commit funds as they deem necessary.

FHLBank Pittsburgh and PHFA also reserve the right to fund less than the amount requested by applicant agencies or CoCs, as well as the right to negotiate various components of the proposed program prior to the execution of a contract. Agencies submitting a proposal that is considered “all or nothing” must communicate that condition in the RFP response.

Home4Good Application Process

Interested service providers must submit proposal(s) to the local participating CoC by no later than August 31, 2021. Each participating CoC will review and evaluate proposals based on the Home4Good program goals, the merits of the proposal and the community’s unmet, critical needs in homeless services, taking into consideration the CoC’s strategic goals and leveraging of other federal and state funding sources.

The current list of Home4Good [Participating Continuums of Care](#) is located on the PHFA website.

Service providers **may not** submit proposals directly to PHFA. Each participating CoC will process and submit the proposals received from local service providers as outlined in the [Proposal Submission Process](#) sections of this RFP.

Continuum of Care Participation

Participating Continuums of Care must disseminate program information to regional service providers within their respective districts.

Continuums of Care will receive and evaluate proposals submitted before the deadline from interested service providers in their district using an inclusive, outcome-oriented process by which projects/programs are reviewed based on the CoC’s priority activities/projects, previous performance, anticipated outcomes and compliance with the goals and objectives of this request for proposals.

Based on the results of their evaluation, each CoC will submit a proposal package to PHFA on behalf of itself and the eligible service provider(s) as outlined below in the Home4Good Proposal Submission Process **by the close of business on September 30, 2021.**

Participating CoCs will complete the Continuum of Care Cover Letter and Proposal Submission Form ([Appendix D](#)) including a summary of the applications received and the CoC’s funding recommendations in rank order according to the results of their evaluation process. This summary will list every application, including:

- Program/Project Name,
- Organization Name(s),

- Priority Ranking for Funding, and the
- Amount of Funding Requested.

For their role in receiving, reviewing proposals, and coordinating recommendations, Continuums of Care will be compensated five percent (5%) of the total amount approved in their district. There are no reporting requirements for the CoC compensation funds. Those awarded funds are to be used by the CoC as they see fit.

FHLBank Pittsburgh Member Financial Institution Participation

Home4Good applications must be supported by a FHLBank Pittsburgh member financial institution to qualify for funding. New for the 2021 funding round, FHLBank Pittsburgh will coordinate and collect member co-applicant forms on behalf of applicants.

Applicants are not required to reach out to FHLBank members unless otherwise requested.

Home4Good Proposal Submission Process for Service Providers

Organizations must submit a complete Home4Good proposal to their regional [Participating Continuum of Care](#) by close of business on August 31, 2021 as outlined in the Proposal Requirements section of this RFP.

Proposals from service providers must include one (1) hard copy and one (1) electronic copy (saved to a flash drive) of each of the following:

- Completed Home4Good Program Application - [Appendix A](#).
- Home4Good Performance Metrics Form - [Appendix B](#).
- Home4Good Budget Form - [Appendix C](#).

Proposals must include all required documentation as set forth in the RFP. Submissions inconsistent with the Home4Good application documents and [Proposal Submission Process](#), as outlined by this RFP will not be considered.

NOTE: Participating Continuums of Care may have their own online submission portal to accept Home4Good applications from service providers. It is highly recommended that interested organizations contact their regional Continuums of Care as early as possible to coordinate the submission of their proposal.

Home4Good Proposal Submission Process for Participating CoCs

Home4Good proposal packages must be submitted to PHFA by each participating CoC **by close of business on September 30, 2021.**

Proposals from a participating CoC must include one (1) hard copy and one (1) electronic copy (saved to a CD or flash drive) of each of the following:

- Home4Good Continuum of Care Cover Letter and Proposal Submission Form – [Appendix D](#)
- Copies of complete service provider proposal(s), including everything listed below for each proposal submitted:

- Completed Home4Good Program Application - [Appendix A](#)
- Home4Good Performance Metrics Form - [Appendix B](#)
- Home4Good Budget Form - [Appendix C](#)

Proposals must include all required documentation as set forth in the RFP. Submissions inconsistent with the Home4Good RFP and [Proposal Submission Process](#), as outlined by this RFP will not be considered.

All funding proposals must be submitted to both PHFA and FHLBank Pittsburgh:

To submit to PHFA, funding proposals should be mailed to:

Allison Hutchings
Office of Strategic Planning and Policy
Pennsylvania Housing Finance Agency
211 N. Front Street
Harrisburg, PA 17101

To submit to FHLBank Pittsburgh, electronic copies of the funding proposals must be uploaded to a secure link provided to each participating Continuum of Care.

Compliance and Reporting:

Grantees will be required to submit the [Home4Good Reporting Form](#) semi-annually to report on the impact, accomplishments, and overall use of funds until all awarded funds are expended. A final close-out report must be provided to PHFA within 30 days of the final expenditure of Home4Good funds.

Home4Good Contract and Funding Cycle:

The Home4Good program is funded by the Board of Directors of the FHLBank Pittsburgh and PHFA. The 12-month contract term will commence on the execution date of the contract and remains contingent on approved funding from FHLBank Pittsburgh and PHFA. Awarded service providers will serve as the grantee and will be responsible for all contracting and reporting requirements with the expectation that the awarded grant will be expended within the 12-month term. Grantees awarded funds should not expect funding to be extended/renewed beyond the current year for which the grant is being awarded.

2021 Home4Good Program Application

Appendix A

I. APPLICANT INFORMATION

Name of Applicant Organization: _____

Applicant Office Address: _____

City: _____ State: _____ Zip: _____

Applicant Mailing Address: ☐ Same address as above

If different, Address: _____

City: _____ State: _____ Zip: _____

Tax ID or EIN Number: _____ DUNS Number, if applicable: _____

1. Is your organization a member of the local Continuum of Care? ☐ Yes ☐ No

If yes, which CoC? _____

2. How many individuals does your organization serve annually? _____

3. Brief description of your organization:

II. PROJECT INFORMATION

Project Name: _____

Project Address: _____

City: _____ State: _____ Zip: _____

Provide 9-digit zip code

1. Brief description of your proposed project:

2. Amount of Home4Good Funding Requested: _____

3. Other Funding Sources Committed: _____

4. Total Project Cost: _____

5. Is there a Gap in Financing? ☐ Yes ☐ No

6. Is this an all or nothing application?

- ☐ No, we would accept a reduced Home4Good award
☐ Yes, we need the full award amount requested or the project cannot be considered

7. Expected number of people you will serve with this H4G Program Grant?

8. Geographic Area Served – clearly identify the geographic scope of where services will be provided:

9. Are there multiple project sites? ☐ Yes ☐ No

10. Please select which Home4Good program goal(s) this project seeks to address:

- ☐ **Prevention/Diversion:** Projects, programs or activities that assist households seeking to avoid homelessness by maintaining their current housing situation or being diverted to alternative options.
- ☐ **Innovative Solutions:** Projects, programs or activities that provide innovative solutions that seek to end homelessness.
- ☐ **Critical Need:** Any project, program or activity serving homeless individuals and families that is determined to be critically needed by the relevant community or CoC area entity for the Region/County.

11. What type of services to people experiencing homelessness will this project provide?

- ☐ Housing Services (i.e., rapid re-housing, rental subsidies, affordable housing development, etc)
- ☐ Supportive Services (excludes staffing costs)
- ☐ Staff for Supportive Services (i.e., case management and other direct services staff)
- ☐ Indirect support (i.e., HMIS)
- ☐ Other Indirect support, Describe: _____
- ☐ Other, Describe: _____

12. Please select all of the applicable activities this project will include:

- | | | |
|---|---|--|
| <input type="checkbox"/> Case management | <input type="checkbox"/> Prevention | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Diversion | <input type="checkbox"/> Rapid Re-housing | <input type="checkbox"/> Re-entry |
| <input type="checkbox"/> Emergency shelters | <input type="checkbox"/> Transitional Housing | <input type="checkbox"/> SUD Treatment |
| <input type="checkbox"/> Innovation | <input type="checkbox"/> Childcare Services | <input type="checkbox"/> Behavioral Health |
| <input type="checkbox"/> Job training/services | <input type="checkbox"/> Transportation | <input type="checkbox"/> Housing Costs |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Life skills training | <input type="checkbox"/> Permanent Housing |
| <input type="checkbox"/> Other, Describe: _____ | | |

13. Will this project use HUD's Homeless Management Information System (HMIS) to collect client data and track performance outcomes? ☐ Yes ☐ No

14. If no HMIS tracking, describe how your organization plans to collect and track performances outcomes for the purposes of this RFP?

III. ADDITIONAL QUESTIONS

1. Are you a Homeless Housing Service Provider? ☐ Yes ☐ No

2. **Nonprofit organizations** recognized as exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code and that provide assistance to Homeless and or Low- and moderate- income citizens of this State. ☐ Yes ☐ No

3. Does the applicant have unresolved material audit findings, particularly related to funds management or compliance with federal program requirements, during the most recent three-year period?
☐ Yes ☐ No

4. Have you received H4G funding from the H4G Round 1 – 2018? ☐ Yes ☐ No

Amount Outstanding: _____

5. Have you received H4G funding from the H4G Round 2 – 2019? ☐ Yes ☐ No

Amount Outstanding? _____

6. Have you received H4G funding from the H4G Round 3 – 2020? ☐ Yes ☐ No

Amount Outstanding? _____

IV. CONTACT INFORMATION

1. **Applicant Contact:** Contact information of the individual completing this application. (This person may be with any questions regarding this proposal.)

Name: _____ Title: _____

Phone: _____ Email: _____

2. **Project Contact:** Contact information for the individual overseeing the project's implementation. (All questions pertaining to the project's overall progress and all required reporting and monitoring documentation will be sent to the individual listed below.)

Name: _____ Title: _____

Phone: _____ Email: _____

3. **Disbursement Contact:** Contact information for one individual able to handle communications regarding contracting and transfer of funds.

Name: _____ Title: _____

Phone: _____ Email: _____

4. **Additional Contacts:** If needed, list additional contacts below. Identify if contacts are Applicant, Project or Disbursement.

V. PROJECT DETAILS

1. **Narrative:** Description of the overall scope of the proposal, highlighting local unmet needs and the expected impact of the funding. Funding proposals should be consistent with the goals and eligible funding activities of this request for proposals, identify which of the three program goals the application will support, and explain how the organization anticipates the program will impact that goal. The narrative should also summarize the applicant's experience and capacity to develop and operate the proposed activity.

Please enter Narrative below. No additional pages will be considered.

2. Program Design and Measures – Proposals must describe how the program’s design and implementation will meet the goals and eligible funding activities of this request for proposals and the stated objectives outlined in the Continuum of Care’s strategic plan, goals, and/or critical needs.

NOTE: The list of [Participating Continuum of Care](#) includes a hyperlink to view the strategic plans of most of the 2021 Participating CoCs.

Proposals should also describe how the organization currently tracks and measures program outcomes, how the organization will use data-based practices to examine outcomes, and track performance of households assisted using any of the measures listed in the Performance Objectives and Metrics section of this RFP.

Please enter Program Design and Measures below. No additional pages will be considered.

3. **Partnerships** - Explain in detail how the proposed program/project will be implemented in coordination with local organizations, including local government entities, nonprofit, and for-profit organizations. A list of the partnering organizations and a description of their role should be included.

Any proposals which include FHLBank Pittsburgh member institution involvement, financial or otherwise, must describe that involvement in their application.

Please enter Partnerships below. No additional pages will be considered.

4. **Timeline** - Proposals must show an overall funding timeline including anticipated milestones (dates) for the utilization of the funds. Programs/projects should be prepared to begin implementation immediately upon receipt of funds.

Please enter Timeline below. No additional pages will be considered.

VI. REQUIRED ATTACHMENTS & ACKNOWLEDGEMENTS

1. Is the **Home4Good Performance Metrics Form (Appendix B)** attached? ☐ Yes ☐ No
2. Is the **Project Budget (Appendix C)** attached? ☐ Yes ☐ No
3. Organizations must submit a current **Subsistence Certificate** (Good Standing Certificate, or certificate of registration, as may be applicable) demonstrating current good standing in the records from the PA Department of State. It is a very simple way to determine the exact name we should be listing on contracts and each entity should have one, with the exception of municipalities and their departments.

If the entity applying for funding is not required to register with the Pennsylvania Department of State, please provide a citation to the statute creating the entity and authorizing it to enter into contracts.

<https://www.dos.pa.gov/BusinessCharities/Business/Resources/Pages/Good-Standing-or-Subsistence-Certificates.aspx>

Is the Subsistence Certificate (Good Standing Certificate) attached? ☐ Yes ☐ No

4. **Administrative Expense Acknowledgement** – Awardees must confirm that no more than five percent (5%) of the total amount of Home4Good funds awarded will be used for administrative purposes. Administrative expenses include any costs not directly linked or attributable to the goals or operation of the Home4Good program.
5. **Equitable Distribution Acknowledgement** - By applying for Home4Good funds, the applicant commits to utilizing/distributing such funds in a diverse and equitable manner so as to benefit families and individuals in a manner which is appropriate for the demographic makeup of the geographic area served.

Signature of authorized party of applicant organization:

Signature: _____ Date: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Home4Good Performance Metrics Form (Appendix B)

Applicant Name: _____

Project Name: _____

All grantees are required to track the following data for the community(ies) they intend to serve.

- Number of individuals served.
- Demographic data on age, gender and race.
- Geographic dispersion of services (urban vs. rural).
- Number of Veterans served (if captured/disclosed).
- Number of ex-offenders served (if captured/disclosed).
- Number of individuals identifying themselves as a victim of domestic violence, person with a disability, or person with a substance abuse issue (if captured/disclosed).

Home4Good applicants must list the activity they wish to fund and link that activity with the anticipated impact on the community. A list of Eligible Funding Activities is listed within the RFP. Using the Performance Objectives and sample charts provided below, please indicate the anticipated outcomes for each and proposed activity you wish to fund through Home4Good.

Performance Objectives

1. Reduction in the number of individuals experiencing homelessness, including among Veterans, those experiencing chronic homelessness, families, unaccompanied or parenting youth, individuals, and those unsheltered.
2. Reduction in the length of time individuals remain homeless.
3. Reduction in the extent to which individuals who exit homelessness to permanent housing destinations return to homelessness.
4. Increase in access to jobs and income among individuals experiencing homelessness.
5. Reduction in the number of individuals who become homeless for the first time.
6. Increase in successful housing placement.
7. Increase in homelessness prevention.

Performance Metric Chart EXAMPLE #1:

| | | | |
|---|--|-----------------------------------|--|
| Proposed Activity: | Housing Locator and Case Management Program | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days/\$/#) |
| Reduce average number of days between program referral/entry and housing lease up | 2 | Veterans and transition-age youth | Reduce average by 5 days over 1 year |
| Provide financial counseling | 1,5,7 | All | 20 additional people counseled |

Performance Metric Chart EXAMPLE #2:

| | | | |
|--|--|--------------------------|--|
| Proposed Activity: | Housing and Employment Assistance Program | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days/\$/#) |
| Provide rent/utility assistance to at risk households | 7 | All | Reduce number of housing insecure by 10 households |
| Job training/ apprenticeship program | 4,5 | DV survivors | Job training for 5 - 10 individuals |

Proposed Funding Activity #1:

| | | | |
|--|--|--------------------------|--|
| Proposed Activity: | | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days/\$/#) |
| | | | |
| | | | |

Proposed Funding Activity #2:

| | | | |
|--|--|--------------------------|--|
| Proposed Activity: | | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days \$/#) |
| | | | |
| | | | |

Proposed Funding Activity #3:

| | | | |
|--|--|--------------------------|--|
| Proposed Activity: | | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days/\$/#) |
| | | | |
| | | | |

Proposed Funding Activity #4:

| | | | |
|--|--|--------------------------|--|
| Proposed Activity: | | | |
| Performance Objective for this Activity (Program Outcome) | Objective to which this metric relates (Input Program Objective #1-7) | Target Population | Anticipated Change Increase/ Decrease (Days/\$/#) |
| | | | |
| | | | |

Please attach additional pages as necessary

Home4Good Program Budget Form – Appendix C

Applicant Name: _____

Project Name: _____

Total Home4Good Request: _____

Partial Funding Acknowledgement

Grantees may be awarded Home4Good funds that are less than requested. Will your organization be able to implement the above program with a partial funding award?

☐ Yes ☐ No

Please complete the following Funding Source(s) and Program Budget charts. Be sure to identify and explain ALL funding sources and expenses associated with your organization's 2021 Home4Good proposal. Funding categories that do not apply should be left blank. Commitment letters should be included for each confirmed funding source listed below. This completed form should be included in section 3 of the Proposal Requirements. Feel free to use additional pages if need be.

| Funding Source(s) | | Funding Amount | Funding Status (Confirmed/Pending) | Funding Timeline | Percentage of Total Program Budget |
|-------------------|--|----------------|---------------------------------------|------------------|--|
| 1 | | | | | % |
| 2 | | | | | % |
| 3 | | | | | % |
| 4 | | | | | % |
| 5 | | | | | % |
| TOTAL | | | | | |

| Budget Category | | Home4Good Request | Leveraged/ Matching Funds | Total Program Cost (Request + Leveraged Funds) | Percentage of Total H4G Request |
|---|--|-------------------|------------------------------|--|---------------------------------|
| Personnel: (Salaries, Insurance, FICA, etc.) | | | | | |
| 1 | | | | | % |
| 2 | | | | | % |
| 3 | | | | | % |
| Subtotal | | | | | % |
| Program Costs: (Rent/Utility expenses, shelter repair costs, etc.) | | | | | |
| 1 | | | | | % |
| 2 | | | | | % |
| 3 | | | | | % |
| 4 | | | | | % |
| Subtotal | | | | | % |
| Administrative Costs: (Expenses not directly associated with program delivery) | | | | | |
| 1 | | | | | % |
| 2 | | | | | % |
| Subtotal | | | | | % |
| TOTALS | | | | | % |

Home4Good Continuum of Care

Cover Letter and Proposal Submission Form – Appendix D

Date: _____

Continuum of Care Name: _____

Lead Organization Name (501(c)(3) or agency): _____

ADDRESS: _____

Home4Good Participating Continuums of Care (CoCs) must submit a complete Proposal Package to PHFA on behalf of itself and the eligible organization(s).

This Continuum of Care Cover Letter and Proposal Submission Form should be used to present the proposals, received from interested service providers, ranking each proposal based on the merits of the proposal and their community's critical unmet needs in homeless services.

INTRODUCTION – Home4Good Participating Continuums of Care should use this section to provide a brief overview of the CoC and the process that was used to market, solicit, review and select the Home4Good applications that are attached. This section should also include an overview of the relevant “gaps” in homeless services/programs/projects in the CoC and a brief narrative of local issues/problems that the CoC expects to address with these proposals.

CoC STRATEGIC PLAN – Please outline the primary Goals and Objectives covered in the most recent CoC Strategic Plan and the process used to determine those Goals and Objectives. What is the overall strategy the CoC has adopted for meeting the Plan's goals and timeline? How were **ALL** members of the community engaged in the Plan, which includes organizations both directly involved in the CoC, and organizations that may be outside of the CoC structure.

CoC RANKING CHART – Participating Continuums of Care will receive and evaluate proposals from interested service providers in their district using an inclusive, outcome-oriented process by which projects/programs are reviewed based on previous performance, anticipated outcomes and compliance with the goals and objectives of the 2021 Home4Good RFP. CoCs must complete an Excel ranking chart for **ALL** proposals submitted for review to the CoC through their internal review process. The chart should numerically rank (with #1 being the **TOP** ranked proposal) all proposals and identify if the applying organization is a participating member of the CoC district.

| Rank | Organization Submitting Program/Project | Program/Project Name | Description of Program/Project | Geographic Scope of Program/Project | CoC Member (Y/N) | Requested H4G Award | Recommended H4G Award | CoC Rationale for Ranking |
|------|---|----------------------|--------------------------------|-------------------------------------|------------------|---------------------|-----------------------|---------------------------|
| 1 | | | | | | \$ - | \$ - | |
| 2 | | | | | | \$ - | \$ - | |
| 3 | | | | | | \$ - | \$ - | |
| 4 | | | | | | \$ - | \$ - | |
| 5 | | | | | | \$ - | \$ - | |
| 6 | | | | | | \$ - | \$ - | |
| 7 | | | | | | \$ - | \$ - | |
| 8 | | | | | | \$ - | \$ - | |

NOTE: An Excel copy of the above CoC Ranking Chart will be provided to each CoC by PHFA. Final submissions should include a signed copy of Appendix D and an Excel copy of the CoC Ranking Chart. This table **MUST** include all proposals that were submitted to the Continuum of Care from service providers within its district. Please feel free to add additional rows to the chart as necessary.

RATIONALE FOR PRIORITIES/RANKING – Continuums of Care should comprehensively address the rationale/justification for why the CoC chose to numerically rank the attached proposals in this particular order. What criteria/justification/information was considered by the CoC in the ranking? What process was used to determine the ranking? Why do you feel that this ranking will best address the goals outlined above in your current Strategic Plan? The purpose of Home4Good funds is to address “gaps” in services/programs/projects addressing homelessness in your CoC – how and why will this ranking of proposals address those needs?

CONTACT INFORMATION – This section should include the contact information for the CoC and the name of the individual that Home4Good reviewers can contact if they need additional information about information outlined in this letter.

Signed by: _____ Name (Print): _____

Title: _____ Email: _____

Phone: _____

NOTE: This Cover Letter and complete Proposal Package (containing all proposals) must be received by PHFA no later than **September 30, 2021** as part of the completed Home4Good proposal.