



Delaware County Office of Housing & Community Development

REQUEST FOR PROPOSALS

Non-Congregate Shelter Acquisition and Development (HOME-ARP)

Released: April 7, 2025

Proposals Due: May 22, 2025

Prepared by:

Delaware County
Office of Housing and Community Development
2 W. Baltimore Avenue, Suite 202
Media, PA 19063

Contact:

Philip Welsh, Director
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Funding Available

The County of Delaware (County) is seeking proposals to develop Non-Congregate Shelter (NCS) units serving households experiencing homelessness or other Qualifying Populations using HOME-ARP funding.

The County was allocated \$3,732,740 in HOME-ARP funds through the American Rescue Plan Act of 2021 (ARP) for the HOME Investment Partnerships Program (HOME) to provide homelessness assistance and supportive services. Based on its HOME-ARP Allocation Plan, the County will distribute up to \$2,422,829 towards the acquisition or development of non-congregate emergency shelter housing units. Funds may be awarded to more than one project. Efforts will be made to leverage other funds to maximize the benefit of the HOME-ARP grant.

HOME-ARP funds will be administered through the Office of Housing and Community Development (OHCD).

The County's HOME-ARP Allocation Plan is available at www.delcopa.gov/hcd or upon request from OHCD.

Definitions

Qualifying Populations are defined as:

1. Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 USC 11302(a)).
2. At risk of homelessness, as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 USC 11360(1)).
3. Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking.
4. Other vulnerable populations were providing supportive services or assistance under section 212(a) of the Act (42 USC 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability.

Please refer HOME-ARP Notice CPD 21-10 for a more detailed description of the Qualifying Populations.

Non-Congregate Shelter (NCS) is defined as one or more buildings that provide private units or rooms for temporary shelter, serves individuals and families that meet one or more Qualifying Populations, and does not require occupants to sign a lease or occupancy agreement.

NCS units may include:

- Unit(s) with private bathroom facilities for each household, with or without a kitchen facility.
- Unit(s) with private bathroom facilities for each household and shared kitchen facilities in another location within the building.

- A unit with several bedrooms where each includes a private bathroom. The occupants share the living area and kitchen facilities in the unit.

NCS units may not include:

- Unit(s) that have a toilet but utilize a shared shower facility.
- One unit with two bedrooms and one bathroom that is shared between two unrelated households.
- Dormitory-style suites in which multiple sleeping rooms share a common bath facility.

The NCS activity may include the construction of new structures or the acquisition and/or rehabilitation of existing structures (such as motels, nursing homes, scattered site residences or other facilities.)

At project completion, the project must meet property and habitability standards and must comply with HOME-ARP requirements during the restricted use period of 10 years for acquisition/rehabilitation projects or 15 years for new construction.

For additional details on NCS, please see Section VI.E of HOME-ARP Notice CPD 21-10 and the Non-Congregate Shelter Fact Sheet.

Proposal Timeline

RFP Release	April 7, 2025
Applicant Questions Due	May 7, 2025
RFP Responses Due	May 22, 2025

Contact

By the date indicated above, questions may be directed via email to:

Philip Welsh, Director
Delaware County OHCD
2 W. Baltimore Avenue, Suite 202, Media, PA 19063
welshp@co.delaware.pa.us

Questions and County responses will be provided to all potential applicants that contacted Philip Welsh via email at welshp@co.delaware.pa.us requesting updates with the email subject line NCS questions and answers. After the question due date, the questions and answers will also be posted at www.delcopa.gov/hcd

Required Elements

The proposal must include, at minimum, the following elements:

1. Transmittal Letter
 - a. On applicant's letterhead.
 - b. Signed by an individual with authority to bind the applicant.
 - c. Identify the appropriate development and fiscal contact(s).
 - d. Accepts the terms, conditions, criteria and requirements set forth in the RFP.

2. Technical Proposal
 - a. Project Description. Provide a thorough description of proposed project, including location/address (if a site is not known please provide a general target area of the County), type of project, type of construction/rehabilitation, Qualifying Populations served, total number beds and non-congregate units, description of surrounding neighborhood (priority given to projects located near to local community resources, transit, and/or public services), any wrap around or support services proposed, team members, timeframe for completion of project, project design, project rent structure, terms of affordability and any other relevant information (to the extent it is known at this time).

 - b. Environmental Conditions: Explain environmental issues and mitigation efforts that may impact the proposed budget, such as location in a flood plain, drainage issues, noise concerns, proximity to environmental hazards (lead paint, petroleum, gas, chemical storage, etc.). Attach relevant documentation.

 - c. Supportive Services: Responses will require a strong supportive services component. Responders may opt to develop and manage the property and partner with a service provider or they may opt to propose a partnership where they would undertake the physical development but convey ownership to an agency that will provide services and manage the building.

 - d. Referrals and Qualifying Populations: Provide a thorough description of how client referrals and waitlists will be managed including how the NCS and/or management entity will:
 - i. Establish and maintain an entry system and waitlist that accepts all Qualifying Populations and admits in order of the referral receipt. Source of referral cannot give one applicant preference or prioritization over another. *Note that the current Coordinated Entry system may only be used as an indirect referral system for HOME-ARP funded shelter space.*
 - ii. Protocol for Code Blue/Code Red.
 - iii. Protocol for individuals arriving via local law enforcement.
 - iv. Provide case management services for persons ready to engage supportive services.

- v. Coordination with Delaware County Coordinated Entry system, Continuum of Care agencies, Homeless Services Coalition, and relevant stakeholders.
 - vi. Handle information sharing. HUD data requirements and service plans regarding participants are required to be maintained in the Delaware County Homeless Management Information System (HMIS).
- e. Community Support: Provide letters of support from elected officials, community groups, service organizations and residents.

3. Cost Proposal

- f. Acquisition and/or Development Budget and Sources and Uses Statement with a breakdown of hard and soft costs, as well as other sources of funding committed or being sought.
- g. Operating Budget to ensure viability for restricted use period of 10 years for acquisition/rehabilitation projects or 15 years for new construction. Must include secured sources for operating costs and, if there is any operating gap that will require additional assistance, a plan for securing additional private, local, state, or federal funding sufficient for successful operation of the project.
- h. Funding Sources: Description of committed and/or potential funding sources to develop the project. The County strongly encourages responders to submit plans that use the HOME-ARP funds to leverage additional State or Federal Funding.

4. Developer Qualifications

- i. Organization Information: Include contact information (mailing address, phone number, email, etc.) Chief officer and/or Board of Directors, entity type, and previous funding from Delaware County. Completed Political Disclosure Contribution form should be included.
- j. Relevant Experience: Including financial capacity, capacity to administer federal/state programs, examples of past performance, non-profit status, project and housing management experience.
- k. Property Management: Preference will be given to proposals with identified entities that will provide an ongoing property management and service provider plan for the duration of the restricted use period.
- l. Development Team and Staff: Identification and qualifications of development team members, property management entities, social service providers, and overall supervision. Include resumes of key team members.
- m. Political Contribution Disclosure Form: Form and Instructions attached.

Additional Information and Disclosures

1. Project Type and Location: The County will consider new construction or renovation projects and will consider proposals which do not yet have a site identified.
2. Referral Method: Coordinated Entry will not be used to admit applicants directly to a HOME-ARP-assisted project as it does not include all of the Qualifying Populations. Referrals will be accepted from other sources including emergency shelters, domestic violence support agencies/organizations, street outreach programs and service providers. All referrals will be placed on a project waitlist and admitted in order of the referrals receipt. Source of referral will not give one applicant preference or prioritization over another.
3. Contract: The successful applicant will enter into an agreement with the County, subject to the availability of local, state, and federal funds and County Council's approval and will be required to execute a HOME Partnership Agreement outlining the responsibilities of the County and Subgrantee for administration.
4. Compliance: NCS must be developed in compliance with:
 - a. American Rescue Plan Act of 2021 (P.L. 117-2)
 - b. All Fair Housing, Civil Rights and Disability Rights laws
 - c. All audit requirements as established by the Uniform Guidance, (2 C.F.R., Section 200), Pennsylvania Department of Human Services, and the County of Delaware.
 - d. All federal and state laws and regulations related to the use and disclosure of information, including that which constitutes Protected Health Information.

Disclosures:

1. Costs of developing the proposal and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.
2. County reserves the right to conduct Best and Final negotiations at its sole discretion.
3. County reserves the right to disqualify incomplete proposals or proposals received after the specified date and time or not in the specified format.
4. County reserves the right to reject all proposals and to issue a new RFP.
5. Selected applicant will enter into exclusive negotiation with the County with the intention of ultimately reaching an agreement on a development strategy, financing, and schedule.

Submission Instructions

Proposals may be submitted electronically and are due by 4:00 PM on May 22, 2025, and must:

1. Include the Required Elements with supporting attachments/documentation in .pdf format.
2. Be emailed to the Office of Housing and Community Development at welshp@co.delaware.pa.us . A confirmation of receipt email will be returned.
3. Use 'HOME-ARP RFP Submission' as the subject line.

Selection Criteria/ Scoring

OHCD will evaluate proposals for consistency with the County's HOME-ARP Allocation Plan and funding priorities, eligibility, completeness, quality, impact, feasibility and long-term viability.

Proposals will be reviewed by OHCD and Delaware County Human Services for feasibility prior to Delaware County Council selecting a project to move forward.

In addition to the review process:

1. Applicant may be requested to submit additional information or answer questions pertaining to the proposal.
2. Negotiations may be conducted with an applicant determined to have a reasonable chance of being selected for award.
 - Applicants will be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals.
 - No applicant will be provided information about any other proposal, and no applicant will be assisted in bringing its proposal up to the level of any other proposal.
 - A common deadline will be established for receipt of proposal revisions based on negotiations.
3. The contract will be awarded to the responsible firm whose qualifications, price and other factors considered are the most advantageous to the County.

POLITICAL CONTRIBUTION DISCLOSURE FORM

Delaware County
Political Contribution Disclosure Form

Background: Under Section 6-12.E of the Administrative Code of Delaware County, Contractors under certain Covered Contracts are required to provide this Disclosure Form in connection with consideration of approval of such Covered Contract by County Council. *Definitions of Contractor, Covered Contract, and certain other terms used in this Disclosure Form, as well as additional instructions for its completion, are set forth in Exhibit A attached hereto.*

Political Contribution Disclosure: Within the past twenty-four (24) months, Contractor* has:

_____ NOT made any Reportable Contributions.

_____ made Reportable Contributions as set forth on Schedule A attached hereto.

**Includes entities and persons related to a Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*

Type of Business Entity

Corporation _____ LLC _____ Sole Proprietorship _____ Other: _____ (describe)
Limited Partnership Partnership _____ LLP _____ _____

Certification: In order for this Disclosure Form to be considered validly submitted, it must be properly signed by the Contractor or an officer or employee of the Contractor that is authorized to make this certification. Disclosure Forms that are not properly signed will not be considered as responsive to the requirements of the Delaware County Administrative Code.

By executing below, you:

- (1) Declare and certify that you are the Contractor or an employee or officer of the Contractor and duly authorized to execute this Disclosure Form.
- (2) Represent and warrant that, to the best of your knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.
- (3) Acknowledge and agree to comply with the provisions described in Exhibit A.

Name of Contractor: _____

By: _____

Name:

Title:

Date:

**Exhibit A
Delaware County
Political Contribution Disclosure Form**

Definitions and Instructions

Timing.

Contracts subject to an RFP/Q, Invitation to Bid or other Solicitation – the Solicitation will have explicit instructions on when and how to submit this Disclosure Form. Please follow those instructions.

Other Contracts -- Disclosure Forms must be received by the County at least eight (8) days prior to the County Council meeting at which the approval of a contract will be considered. They should be submitted by e-mail to CentralPurchasing@co.delaware.pa.us.

In either case, failure to timely provide this Disclosure Form may delay consideration of your contract by County Council.

Public Posting; Right to Know Law.

The Disclosure Form for the selected Contractor is sought will be posted on the County website prior to the County Council meeting at which approval of the Covered Contract will be considered and included in the Agenda materials for such meeting.

The County will also provide copies of Disclosure Forms (whether or not the Contractor is awarded a Covered Contract) in response to requests under the Pennsylvania Right to Know Law.

Ongoing Reporting.

By January 30 of each year, commencing January 1, 2023, each Covered Contractor under a Covered Contract with a term exceeding one year is required to provide the County Clerk with an updated Disclosure Form showing any reportable contributions in the prior year or indicating that there are none. If a Contractor does not provide the required disclosure form within thirty (30) days of written notification from the County Solicitor of its failure to timely provide such form, the applicable Covered Contract is subject to being voided by County Council.

Penalties.

Any Contractor which fails to provide the Disclosure Form or which submits a Disclosure Form which is materially inaccurate may be banned as a contractor or subcontractor to the County for a period of up to three (3) years, and/or, to the extent legally permitted, the covered contract in question may be terminated, in each case, by a majority vote of County Council following such investigation and consideration of such evidence as County Council deems appropriate or by action of such other entity or body as may be designated by resolution of County Council.

Definitions.

“Contractor” means any non-governmental person, corporation, partnership, association or other entity, whether or not for profit, and includes any subcontractor which is reasonably anticipated to receive compensation of \$50,000 or more under the applicable Covered Contract. ***See the definition of “Reportable Contribution” below for entities and persons related to a contractor whose contributions are also required to be reported.***

“Covered Candidate” means any individual who seeks nomination or election to the following offices by vote of the electorate (whether or not such individual is nominated or elected): (1) County Council, District Attorney, Sheriff, Controller or Register of Wills in Delaware County; (2) Judge of the Court of Common Pleas of Delaware County or the Magisterial District Courts of Delaware County; (3) any seat in the Pennsylvania General Assembly which represents residents of Delaware County; or (4) any state-wide office in Pennsylvania (non federal).

An individual shall be deemed to be seeking nomination or election to an office if such individual has:

- (1) received a contribution or made an expenditure or given consent for any other person or committee to receive a contribution or make an expenditure for the purpose of influencing his nomination or election to such office, whether or not the individual has announced the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or
- (2) taken the action necessary under the laws of Pennsylvania to qualify for nomination or election to such office.

The term shall include individuals nominated or elected as write-in candidates unless they resign such nomination or elected office within 30 days of having been nominated or elected.

“Covered Contract” means any contract, agreement, memorandum of understanding or other arrangement which is (i) required to be approved by County Council and (ii) under which a Covered Contractor provides or leases goods, supplies, materials, equipment, consulting, professional or other services, and/or property to the County, whether or not payments under the Covered Contract are anticipated to be made from general revenues or another specified source of funds, but does not include grant agreements under which the County is the grantee.

“Political contribution” means any advance, conveyance, deposit, distribution, transfer of funds, loan, payment, pledge, purchase of a ticket to a testimonial or similar fund-raising affair, or subscription of money or anything of value, except volunteer services, in connection with a political campaign, and any contract, agreement, promise or other obligations, whether or not legally enforceable, to make a political contribution.

“Reportable Contribution” means a political contribution, to:

- (A) A Covered Candidate.
- (B) Any Pennsylvania state committee of a political party, any County committee of a political party or any committee of a political party established at the municipal level for a municipality in the County.
- (C) A contribution to a political action committee with the intent or expectation that some or all of such contribution will be directed to a covered candidate. This intent shall be presumed if a political action committee only supports one or more covered candidates.
- (D) A contribution to a political action committee controlled by a person or entity described in clauses (1) through (5) below.

Reportable contributions include contributions by: (1) a Contractor; (2) any corporate parent, subsidiary or other affiliate of a Contractor; (3) an officer or director of a Contractor; (4) a shareholder or partner of a Contractor with a 5% or greater ownership interest; and (5) the spouse of any person or entity listed in the preceding clauses; and shall also include any contribution reimbursed by a person or entity listed in clauses (1) through (5).

Questions.

Questions regarding the Disclosure Form may be directed to CentralPurchasing@co.delaware.pa.us.

Schedule A
Delaware County
Political Contribution Disclosure Form

Reportable Contributions within Past 24 Months

Name of Contractor: _____

Date: _____

<u>Contributor*</u>	<u>Candidate</u>	<u>Date</u>	<u>Amount</u>	<u>Relationship of Contributor to Contractor</u>

**Reporting required for Contractor and all other entities and persons related to Contractor whose contributions are also required to be reported, as further described in the definition of "reportable contribution" on Exhibit A.*