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**PHA Template**

**Request for Qualifications**

**For a Partner Service Provider**

*This template provides PHAs with guideline for creating a Request for Qualifications (RFQ) for qualified service partners to help implement supportive housing in PHA-owned housing and/or voucher programs. PHAs are encouraged to make modifications to this template that are specific to their individual programs, agreements, and HUD regulations. This document has not been reviewed or approved by HUD.*

**Request for Qualifications**

**For a Supportive Services Provider to Partner with [Name of] PHA**

The PHA will hold a pre-submission meeting to share information with prospective partners about how the PHA operates and its goals for a successful partnership.

The pre-submission meeting will be held: [date & location]

Responses are due: [date & contact information]

1. **Program Objectives**

The PHA seeks to further its mission by establishing a preference in its [program] for households who [are homeless and/or who have special needs]. The PHA seeks to partner with one or more qualified supportive service agencies to provide services to the households served in this new supportive housing program.

All respondents to this Request for Qualifications (RFQ) must provide a plan that assures the availability of supportive services for program participants. Services can be either on-site or community based and must provide a range of on-going support and assistance, helping tenants to identify goals and needs and gain access to appropriate community based resources to ensure housing stability.

Service provision may be proposed as the sole responsibility of the respondent or may be proposed to be provided through partnerships with other service agencies. Successful respondents must demonstrate the clear availability of on-going organizational resources to assure provision of appropriate support services. In all cases, the goal of such service provision must be to provide flexible support services that respond to episodic crises and service demands to enable tenants to live as independently as possible. Participation of tenants in available supportive services must be on a strictly voluntary basis.

1. **Description of the Housing Program**

[Describe the PHA housing and/or voucher program that will provide housing for program participants. Include any applicable specifics about the program such as the target population, number of units, and location.]

**III. Statement of Qualifications**

Agencies interested in providing support services to residents/participants of the program described above are requested to submit a program narrative, which includes the following:

1. The reason your agency is interested in delivering support services for this program.
2. Your agency’s experience in serving the target population.
3. Other programs your agency operates which may compliment this program, and their locations.
4. A description of services to be provided, including a staffing plan and whether staff is employed by the applicant agency or another provider. Specifically describe how your agency will assist program participants with PHA applications, inspections, housing search, and housing stability.
5. For services provided by other agencies, describe the organization and your relationship with this provider.
6. Program budget including all sources and uses and funding expirations.
7. Describe the sustainability of support services funding beyond the current funding terms.
8. Please attach the following items:
9. Articles of Incorporation
10. By-laws
11. Most recent financial statements and previous fiscal year audit
12. 501(c)3 determination letter
13. List of board of directors with affiliations and a description of staff identified for the project
14. Contact information for the primary service funder(s)

**IV. ADDITIONAL INFORMATION**

If you have questions regarding this Request for Proposals please contact [name & contact information].

Completed Statements of Qualifications should be sent to:

[Contact information]

**V. NEXT STEPS**

Upon review of the materials submitted, PHA will make contact with all respondents regarding next steps. This Request for Qualifications does not represent any offer or commitment by PHA.