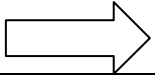


Quote Request

Printing and Mailing of October 2016 V-PAC Newsletter Rebid

Quotes due November 3, 2016 @ 10:00AM



Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

2016 V-PAC Newsletter Printing, Mailing and Postage (Design by HACP):

Newsletter must be mailed 7 days from receipt of files.

Quantity #1 5,661(estimated) pieced – Postage will need to be provided as we will not be utilizing our permit number at this time. Please include a separate line item for postage.

Size: 11 X 17: final folded size 8.5 X 5.5
Addressed and tabbed (addresses provided via e-mail in an excel file)
Delivered to UP Post Office for mailing

of Pages: 4 pages, self-cover

Stock: 80# white glossy text

Ink Color: 4/4 process color throughout

Other: Full bleeds
Color proof – PDF
Trimmed and folded
Digital Files supplied by HACP
UV Coating throughout

Artwork by HACP

Special Instructions: Bid does not include additional work. If additional work is required, vendor must have written approval from HACP prior to work being performed. Attached A is a sample of work.

For more information or questions, please contact Debbie Norkevicius
@412-456-5000 X 8505 or Debbie.Norkevicius@HACP.org

Quote Request

Printing and Mailing of October 2016 V-PAC Newsletter Rebid

Quotes due 11/3/2016 @ 10:00AM

Contract award will be based on lowest total bid amount

Description	Cost
Amount for Printing of Newsletter	\$
Postage	\$
TOTAL	\$

Grand Total Bid Amount: \$ _____

Grand Total Bid Amount in words: \$ _____

Contract award will be based on lowest average bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____

Quote Request

Printing and Mailing of October 2016 V-PAC Newsletter Rebid

**Attachment A
Sample Newsletter
(Not actual sizes)**

The Voucher Insider



Fall 2016

“2017 Port Authority Information/ Updates”

Help spread the word!! As of January 1, 2017, the Port Authority of Allegheny County will be transitioning to a one zone system, instead of a two-zone system. There are many changes associated with the new one-zone system which we would like to bring to your attention.

Please read below carefully, as all areas of the city will be affected:

- **Obtaining a new ConnectCard** will cost \$1.00 at participating locations. Replacement ConnectCards will also cost \$1.00, except in special circumstances.
- **The Port Authority will eliminate the free-ride zone in the Downtown area.**
- **To make the onboarding process faster,** the bus rider with a ConnectCard will be charged a flat rate of \$2.50 a trip; however, a bus rider paying cash will be charged \$2.75.
- **Riders paying cash** will pay \$2.75 when transferring bus lines. ConnectCard holders will pay \$1.00 for each transfer thereafter.
- **Day passes** are available for the price of \$7.00, allowing unlimited rides and transfers per calendar day.
- **Children ages 6-11** are eligible for rides at half-fare with the Kid's ConnectCard.
- **Bus riders will pay** using their ConnectCard or cash when onboarding the bus through the front and will exit the bus through the back.
- **A half-fare weekly and monthly pass** is available to those who qualify (i.e. children ages 6-11, persons with disabilities, etc.)
- **During the second half of 2017,** people riding the light rail system must pay their fare and tap the ConnectCard before onboarding the light rail car.

****Come January 2017, there will be a strong police officer presence, assisting in the implementation process of these new policies, and ensuring safety. For more information, please contact the Port Authority Customer Service at 412-442-2000.**

HACP Planning to Launch Prepared Renters Program

The Housing Authority of the City of Pittsburgh is always striving to ensure the safety and wellbeing of our tenants and landlords. Our mission is to provide property management in which creates an environment that improves a tenant's quality of life. The Prepared Renters Program provides information needed in becoming a successful renter. Through the duration of this course participants will learn how to assess their housing needs, create a household budget, understand the lease agreement, communicate effectively with landlords, and many other effective instructions while renting in the City of Pittsburgh.

By addressing key issues through the duration of this course, we aim to reach participants who need further clarification and direction when it comes to renting a unit in order to create a positive rental experience for everyone. Although this program has not been implemented yet, HACP is eager to examine and research how to administrate such program in the future.



Understand the Importance of Renters Insurance

Although your landlord might have insurance over the infrastructure of the building, it is a great idea to examine your options when it comes to renters insurance. Many times, if you have a policy setup through an insurance company you are have the ability to add renters insurance to your monthly premium for a low cost. Reach out to your insurance company or visit progressive.com to get a personalized quote.

It's time to WINTERIZE

Low-Income Home Energy Assistance Program Can Assist with Utility Bills

The Low Income Home Energy Assistance Program (LIHEAP) assist low income individuals pay their heating bill through the winter months from various grants, such as the Cash and or Crisis grant. For more information about LIHEAP call 412-645-7400 or 412-645-7401.



Action Housing Inc. Offers Weatherization Assistance Program

The Weather Assistance Program provides citizens within the city of Pittsburgh, Allegheny, Washington and Greene counties the ability to utilize free-of-charge services in order to increase the efficiency of the home. Before receiving these services, you must obtain permission from the home owner and or landlord. For more information or to see if you are eligible for these services, please visit www.actionhousing.org.

Get Acquainted with the HACP Homeownership Program

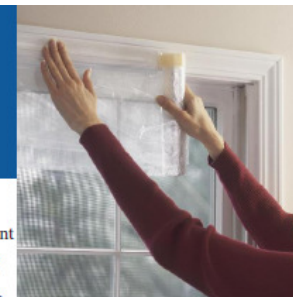
HACP encourages all of its residents to break the cycle and find the way out of assisted housing. Just because you grew up living in public housing, or you currently receive Housing Choice Voucher assistance, does not mean you cannot own a home of your own. Somewhere out there is a house with a yard for your kids to play in, or a porch with a swing you have always wanted.

For more information about the Homeownership Program call 412-456-5000, ext. 2301.

Prepare Your Unit for Fall & Winter Weather

Although it is hard to imagine, winter is just around the corner, especially with the recent heat and humidity, it is important to be proactive in preparation for the winter months. If units are not properly cared for, the bitterness of winter is capable of being extremely destructive to the inside and outside of property. Below, are various ways you are able to prepare your rental unit to avoid damage.

- **Speak with your landlord about removing** any window air conditioners and storing them in a proper location.
- **Inspect doors and windows** for possible air-leaks in the unit before the winter is here. Inspecting them now allows you enough time to seal any exposed areas. If there are air-leaks, report this to your landlord.
- **Speak with your landlord about the possibility** of putting shrink film, or saran wrap over windows to prevent any cool drafts from entering your unit.
- **Purchasing energy efficient curtains** keeps your windows insulated and your unit warmer during the cold months.
- **Close off any rooms** not in use to provide more heat to the rest of the unit.
- **Instead of turning the heat up** to a high temperature, have blankets readily available throughout the unit.



Understand the Effects of Second Hand Smoke

Second hand smoke negatively impacts those around the smoker. Second hand smoke contains toxic chemicals, including: Ammonia (used in cleaning products), Butane (used in lighter fluid), Carbon monoxide (found in car exhaust), Chromium (used to create steel), Cyanide (used to create chemical weapons), Formaldehyde (an industrial chemical), Lead (a toxic metal) and Polonium (a radioactive substance). When an individual breathes in these toxins, by choice or second hand smoke, they increase their chances of developing asthma, cancer and other very serious health issues. After smoking, the particles cling to different cloth material, hair etc. which can also create health hazards.

For Smoking Cessation classes in Allegheny County Contact:

UPMC South Side
2000 Mary Street Pittsburgh, PA 15203
412-533-8762
Offers free classes

St. Clair Hospital the Center for Pulmonary Health
1000 Bower Hill Road Pittsburgh, PA 15243
412-942-2008
Offers free classes

Lawrenceville Family Health
Center 3937 Butler Street Pittsburgh, PA 15201
412-622-7343

Apply to be on the Voucher Participant Committee

The Housing Authority of the City of Pittsburgh is seeking six volunteers to serve on the Voucher Participant Advisory Committee, starting their term January 1, 2017. The role of the Voucher Participant Advisory Committee is to represent the Housing Choice Voucher program participants while assisting in the development the HACP Administrative Plan.

This committee discusses any policies, programs, operations or strategies for meeting housing needs and goals. Between Tuesday, November 1, 2016, and Tuesday, November 22, 2016, HACP is accepting applications for new members to join the already established Voucher Participant Advisory Committee. We are seeking motivated, respectful individuals looking to make a difference in their community, provide feedback on various topics, and be open to new ideas.

If you are interested in applying for a position on the Voucher Participant Advisory Committee, please fill out the application, which will be sent to each head of household member and return it to the Housing Authority of the City of Pittsburgh Section 8 office, located on 200 Ross Street, 7th Floor Pittsburgh, PA 15219 by Tuesday, November 22, 2016. Or, you may email it to eleanor.brunner@hacp.org.



200 Ross Street, 7th Floor
Pittsburgh, PA 15219



 **Follow us on Twitter @**
<https://twitter.com/hacp1>





<https://twitter.com/hacp1>



Important Telephone Numbers:
Housing Choice Voucher Program (Section 8): 412-456-5090
Disability Compliance: 412-456-5282
United Way Helpline: 211
To report criminal activity, call the Anonymous Tip-Line: 412-471-2275
For police matters, medical or other emergencies, always call: 911

Important Dates:
Halloween – Monday, October 31
Daylight Savings – Sunday, November 6
Election Day – Tuesday, November 8
Veterans Day – Friday, November 11
Applications for V-PAC due – Tuesday, November 22
Thanksgiving – Thursday, November 24