



City of New Bedford

JONATHON F. MITCHELL
MAYOR

Office of Housing and Community Development

PATRICK J. SULLIVAN
DIRECTOR

REQUEST FOR PROPOSALS

FY 2012 EMERGENCY SOLUTIONS GRANT FUNDS

The City of New Bedford's Office of Housing and Community Development is seeking proposals and input for inclusion in its **Fiscal Year 2012 Action Plan**. The Fiscal Year 2012 Program Year will run from **July 1, 2012 through June 30, 2013**. Successful proposals must address the homeless and emergency shelter needs presented in the City of New Bedford's Consolidated Plan and must meet the guidelines articulated in this Request for Proposals (RFP).

The Consolidated Plan sets forth the City of New Bedford's community priorities and needs, offering strategies and estimated costs for meeting those needs. The U.S. Department of Housing and Urban Development requires all entitlement communities to create Consolidated Plans and to update them every five (5) years. The FY12 Action Plan will serve as the annual document that will articulate the means by which the goals and objectives of the Consolidated Plan are being met and responded to during the coming fiscal year. This particular Action Plan will represent the third of five such annual plans being produced in response to the current Consolidated Plan.

If you are interested in submitting a proposal for consideration, you must complete the attached application form (also available online at <http://www.newbedford-ma.gov/cd/welcome.html>) and submit it with all required materials by **Friday, February 10, 2012 at 12:00 PM** to the following location:

Office of Housing and Community Development
Attention: Patrick J. Sullivan, Director
Anthony S. Catojo, Jr. Building
608 Pleasant Street, 2nd Floor
New Bedford, MA 02740

Only those proposals submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. A summarized list of eligible activities is attached to the proposal form along with a summary of activities that are considered *ineligible*. If you are considering submitting an application for funding and are not sure if the project or program is eligible, you may contact 508-979-1500 for assistance.

In addition, the Office of Housing and Community Development invites you to attend a ESG Technical Assistance Workshop at its Offices located at 608 Pleasant Street on Friday, January 13, 2012 at 10:00 A.M. to assist you with the application process.

Thank you for your interest in the Emergency Solutions Grant Program.

**ESG RFP FISCAL YEAR 2012
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EMERGENCY SOLUTIONS GRANT

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law in May 2009, amends and reauthorizes the McKinney-Vento Homeless Assistance Act with substantial changes, including:

1. Consolidation of three homeless programs into a single grant program;
2. Changes in HUD's definition of homelessness and chronic homelessness;
3. Increased prevention and rapid re-housing resources; and,
4. Increased emphasis on performance and continuum-wide coordination.

The law revises the Emergency Shelter Grants program and renames the program the Emergency Solutions Grants program.

ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).

The stated objectives of the Emergency Solutions Grants Program are to "increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness."

To review additional information on the program's guidelines, consult the U.S. Department of Housing and Urban Development website at:
<http://www.hud.gov/offices/cpd/homeless/library/esg/esgdeskguide/>.

In summary, the new ESG program states:

The new Emergency Solutions Grant Program may be used for:

- Street outreach;
- Emergency shelter;
- Homelessness prevention;
- Rapid re-housing assistance; and
- Homeless Management Information System (HMIS)

Homeless Definition

As part of the new regulations, a new definition of Homelessness is defined below:

A person is considered eligible for ESG funding if they meet the definition of homeless. There are four broad categories under the definition of homeless:

- *Individuals and families who lack a fixed, regular, and adequate nighttime residence. This includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;*
- *Individuals and families who will imminently lose their primary nighttime residence;*
- *Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under the definition by the U.S. Department of Housing and Urban Development (HUD);*
- *Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.*

For an individual or family to qualify as at risk of homelessness the individual or family must meet two threshold criteria:

1. The individual or family has income below 30 percent of median income for the geographic area; and
2. The individual or family has insufficient resources immediately available to attain housing stability.

The individual or family must also exhibit one or more specified risk factors, which include:

1. moving frequently because of economic reasons;
2. living in the home of another because of economic hardship;
3. being notified that their right to occupy their current housing or living situation will be terminated;
4. living in a hotel or motel;
5. living in severely overcrowded housing;
6. exiting an institution; and
7. living in housing that has characteristics associated with instability and an increased risk of homelessness.

For additional information about the new homeless definition, please refer to the following website <http://www.hudhre.info/hearth/>.

Funding Allocations

This RFP contains two funding rounds of ESG funding, referred to as Round I and Round II.

Round I funding, is comprised of additional ESG funding made available to the City by HUD in the current FY 2011 budget cycle (July 1, 2011). The amount of funding available under the Round I funding cycle is \$74,542. It is anticipated that this funding may be available for distribution in March or April, 2012 and will carry into the next fiscal year ending June 30, 2013. The OHCD will be required to prepare a substantial amendment to its current Action Plan to utilize funding in the current fiscal year. **This funding will be authorized under the new ESG regulations with two exceptions. No resources from Round I ESG allocation may be used for street outreach or emergency shelter activities.**

Round II funding is available in the upcoming fiscal year 2012(July 1, 2012 – June 30, 2013). This funding will be authorized in accordance with the new ESG regulations. The City anticipates receiving approximately \$280,000 in ESG funding under this round.

Agencies may apply for one or both funding rounds, but must complete separate applications for each funding round allocation.

Eligible Activities and Funding Caps

ESG funding may be used by shelters and other service providers for four main categories of eligible activities.

1. **Street Outreach & Emergency Shelter** (Round 2 only)
Eligible activities for street outreach include engagement, case management, emergency health and mental health services, transportation, and services for special populations. Eligible activities for emergency shelter include the same essential services as street outreach and also include shelter activities such as renovations and operations of facilities. Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the **greater of 60% of that fiscal year's total ESG grant award or the amount of FY 2010 grant funds committed to street outreach and emergency shelter activities**. For the City of New Bedford, the estimated maximum for this category of services is **\$162,000** for fiscal year 2012.
2. **Homeless Prevention** (Round 1 or 2)
Funds can be used to prevent an individual or family from becoming homeless or to help an individual or family regain stability in current housing or other permanent housing. Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are at risk of becoming homeless.
3. **Rapid Re-housing** (Round 1 or 2)
Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are **literally** homeless.
4. **Homeless Management Information System (HMIS)** (Round 1 or 2)
The City of New Bedford is the HMIS lead agency for the New Bedford Continuum of Care. Subrecipients of ESG grant awards will be required to participate in the City's approved HMIS system. Other eligible activities for this component include HMIS data entry and reporting, attending HMIS training, computer hardware and software related to HMIS.

Eligible Applicants and Estimated Funds Available

Applicants may be non-profit organizations and local governmental entities that provide direct services to homeless persons or persons at risk of becoming homeless.

In this Request for Proposals, there are two distinct rounds of ESG funds available:

- 1) Round 1: A total of **\$74,542** is available for Program Year 2011 (July 1, 2011-June 30, 2013) strictly for prevention, rapid re-housing, and HMIS, contingent upon HUD's acceptance of the City's Substantial Amendment to the 2010-2014 Consolidated Plan; and
- 2) Round 2: Approximately **\$280,000** is available for Program Year 2012 (July 1, 2012-June 30, 2013) for emergency shelter operations and street outreach (NOTE: Shelter operations and street outreach combined may not exceed 60 percent of the request), homeless prevention, rapid re-housing, and HMIS costs.

Applicants may apply for one or both rounds of funding. If funding is sought for both rounds, then a separate budget and scope of work must be submitted for each round (see application instructions).

Match Requirements

Organizations must match ESG funds a minimum of 100% from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.

Applicants may use any of the following as sources of match: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

Religious Organizations

Grant awards may be provided to a subrecipient that is a primarily religious organization if the organization agrees to provide all eligible activities under this program in a manner that is free from religious influences and in accordance with the ESG regulations.

The City of New Bedford's Emergency Solutions Grant (ESG) Program is designed to help improve the quality of existing emergency shelters for the homeless, to help make available additional emergency shelters, to help meet the costs of operating emergency shelters, and to provide certain essential social services to homeless individuals. The program is also intended to restrict the increase of homelessness through the funding of preventative programs and activities. Funding for the FY 2012 Program year available under the ESG Program is estimated to be \$280,000 and shall be available as follows¹:

Round I

Available Funds: **\$74,542**

Rapid Re-Housing and Homeless Prevention Activities \$69,042

Administration (may not exceed 7.5%): \$ 5,500

Round II

Estimated Available Funds: **\$280,000**

Rapid Re-Housing and Homeless Prevention Activities \$103,600
(40% of the remaining balance after the Hold Harmless Need amount has been determined.)

Shelter/Street Outreach Activities \$ 155,400
(Amount will be the higher of 60% of the grant amount of the Hold Harmless Need amount as calculated according to HUD's formula.)

*Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless:

¹ FY2012 allocations are provided by the Department of Housing and Urban Development and are subject to change and modification.

*Essential Services

*Operating Costs

Administration (may not exceed 7.5%): \$ 21,000

PROPOSAL REVIEW

Once submitted, no proposal may be amended or substituted, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information is required. As a courtesy to applicants, staff is always available to provide assistance prior to the application due date.

TIMEFRAME

The City anticipates, but is not bound by, the following schedule for reviewing submitted proposals and determination of funding awards:

RFP Availability Date	January 11, 2012
Public Meeting Dates	January 11 and 12, 2012
Technical Assistance Workshop	January 13, 2012
Deadline for Proposal Submissions	February 10, 2012 at 12:00noon
Review Period	March 13 – April 12, 2012
Action Plan Development, Public Review Period	March & April, 2012
Letters of Award/Denials	May, 2012
Funding Year Begins	July 1, 2012

II. ELIGIBILITY AND SELECTION

The City will evaluate all ESG proposals in a three-phase process. The first phase will involve a review of the proposals by the staff of the Office of Housing & Community Development [OHCD] for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for program eligibility under the regulations of the Emergency Solutions Grant Program, and feasibility for implementation. The second phase will involve an evaluation of the proposal merits by the staff of the Office of Housing & Community Development. During this phase, and at its discretion, City staff may conduct interviews with qualifying applicants and provide the applicant the opportunity to clarify their proposal and advise the City of any additional factors, which may be relevant. The final phase will be a review of the applications and recommendations of the OHCD by the Mayor's Review Committee.

ELIGIBLE ACTIVITIES Eligible Activities and Funding Caps

ESG funding may be used by shelters and other service providers for four main categories of eligible activities. See the complete list of eligible activities on **Page 9**.

1. Street Outreach & Emergency Shelter

Eligible activities for street outreach include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

Eligible activities for emergency shelter include the same essential services as street outreach and also include shelter activities such as renovations and operations of facilities. Combined street outreach and emergency shelter expenditures from each fiscal year's ESG grant cannot exceed the greater of 60% of that fiscal year's total ESG grant award or the amount of FY 2010 grant funds committed to street outreach and emergency shelter activities.

2. Homeless Prevention

Funds can be used to prevent an individual or family from becoming homeless or to help an individual or family regain stability in current housing or other permanent housing. Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are at risk of becoming homeless.

3. Rapid Re-housing

Eligible activities include housing relocation and stabilization services and short- and medium-term rental assistance for those who are **literally** homeless.

4. Homeless Management Information System (HMIS)

The City of New Bedford is the HMIS lead agency for the New Bedford Continuum of Care. Subrecipients of ESG grant awards will be required to participate in the City's approved HMIS system. Other eligible activities for this component include HMIS data entry and reporting, attending HMIS training, computer hardware and software related to HMIS.

Funding Timeline

Organizations applying for funding through the City of New Bedford must complete the following application and include all applicable documentation. Please read the application carefully and complete all relevant sections. Incomplete applications will not be considered for funding.

ESG Eligible Activities by Category:

Homelessness Prevention	Rapid Re-Housing	Emergency Shelter	Street Outreach	HMIS
Short & Medium Term Rental Assistance (up to 12 months rental payments and up to 6 months arrears)	Short & Medium Term Rental Assistance (up to 12 months rental payments and up to 6 months arrears)	Renovations	Services Including: <ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services • Emergency Mental Health Services • Transportation • Services for special populations (HIV/AIDS, DV, homeless youth) 	<ul style="list-style-type: none"> • Purchasing or leasing computer hardware; • Purchasing software or software licenses • Purchasing or leasing equipment, including telephones, fax machines, and furniture
Housing Relocation & Stabilization Services including: <ul style="list-style-type: none"> • Security Deposits • Utility Payments and Deposits • Moving & Storage Costs • Application Fees • Last Month's Rent • Services Costs for 1.Housing Search & Placement 2.Housing Stability Case Management 3. Mediation 4. Legal Services 5. Credit Repair	Housing Relocation & Stabilization Services including: <ul style="list-style-type: none"> • Security Deposits • Utility Payments and Deposits • Moving & Storage Costs • Application Fees • Last Month's Rent • Services Costs for 1.Housing Search & Placement 2.Housing Stability Case Management 3. Mediation 4. Legal Services 5. Credit Repair	Essential Services including: <ul style="list-style-type: none"> • Case Management • Child Care • Education Services • Employment Assistance & Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Services • Transportation • Services for special populations (HIV/AIDS, DV, homeless youth) 		<ul style="list-style-type: none"> • Obtaining technical support; • Leasing office space • Charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS • Salaries for operating HMIS • Staff travel costs to conduct intake; and • Approved training costs • Participation fees charged by the HMIS Lead
		Shelter Operations		

SELECTION: RANKING CRITERIA FOR FUNDING PROPOSALS

Emphasis will be placed on applicants who meet or exceed the standards discussed in this section. For those providers who are proposing new or expanded programs, emphasis will additionally focus on capacity and exemplary past performance, *(See Section II, C., Capacity for detail)*.

Staff will utilize the following criteria, in addition to HUD eligibility requirements and the City's Consolidated Plan priorities, in evaluating proposals submitted for ESG funding:

A. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The need for the proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs and the Continuum of Care Strategy, Exhibit 1 [available online at www.ci.new-bedford.ma.us/ohcd.htm]. Therefore, *applications must provide a clear explanation of how the project impacts upon Consolidated Plan Priority Needs and the Continuum of Care*. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet needs identified in these Plans.

B. PROJECT DESCRIPTION, PERFORMANCE EVALUATION CRITERIA & BUDGET

The content and soundness of all applicants' project design will be evaluated. This evaluation shall include a review of proposed project activities set forth in the narrative and the budget to support these activities.

Several factors will be considered when reviewing a project's budget. All budget reviews will include, but not be limited to, the following considerations:

- Methods used to derive cost estimates
- Completeness and date of cost estimates
- Relationship between cost and the activities to be undertaken
- Cost per unit, if applicable
- Other items deemed relevant to the success of the proposed activities

C. CAPACITY

Project sponsors must demonstrate the ability to carry out the proposed activities. Project sponsors will be evaluated on experience, administrative capacity, and financial management. Consideration will be given to current providers with exemplary performance records. Exemplary performance is defined as: receiving a high score in performance evaluations conducted by the Office of Housing and Community Development and consistently meeting or exceeding the accomplishment goals established for the ESG-funded activities.

D. MATCH

Consideration will be given to the amount of non-ESG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that ESG funds will have on meeting local homeless needs. Documentation must be provided with the application to verify the availability of match resources.

Organizations must match ESG funds a minimum of 100% from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award. Funds

used to match a previous ESG activity may not be used to match a subsequent grant award.

Applicants may use any of the following as sources of match: 1) Cash; 2) the value or fair rental value of any donated material or building; 3) the value of any lease on a building; 4) any salary paid to staff to carry out the program; and 5) the value of the time and service contributed by volunteers to carry out the program. (Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.)

Matching funds are required for all ESG projects.

(For the purposes of this section, the applicant may determine the value of any donated material, building or lease using any method to reasonably calculate and establish a fair market value).

E. OTHER APPLICATION FACTORS

Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. These qualities will be carefully evaluated in the review of your application using the evaluation criteria presented on the ESG Proposal Application Evaluation Worksheet.2012 found in Section VI of these instructions.

It is strongly recommended that you consider these factors before preparing your application, as they are the same factors that will be used to judge the overall feasibility of your proposal.

F. SIGNATURE AUTHORIZATION FORM & DUNS NUMBER

The City of New Bedford Solicitor's Office will verify that the individual providing Signatory Authority on the Signature Authorization Form (RFP Application Page 14) is listed with the Office of the Secretary of the Commonwealth, Corporations Division as the current President or Clerk of your organization's Board of Directors. Prior to completing the Signature Authorization Form, please verify your information by logging on to the Secretary of Commonwealth, Corporations Division at: <http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>. Follow the instructions present on the form.

The signatures of the President or Secretary currently registered with the Office of the Secretary of the Commonwealth, Corporations Division are the only valid signatures that can be used when completing the Signature Authorization Form.

The Federal Government now requires all applicants for Federal assistance to obtain a Data Universal Numbering System (DUNS) number provided by Dun & Bradstreet. Assignment of the number is FREE and can be obtained by phone at 1.866.705.5711 or online at www.DNB.COM/product/eupdate/requestoptions.html

The phone process takes about 5-10 minutes and the online registration process may take a few days.

III. COMMUNITY DEVELOPMENT NEEDS

Consolidated Plan.2010-2014

Draft Housing and Community Development Needs and Priorities

Needs	Priorities
HOUSING	<p>Improve the overall quality of housing stock in the City of New Bedford. Provide equal access to affordable housing for all residents in the City of New Bedford</p> <p>High Priority: Increase homeownership and rental opportunities for low and moderate-income households, address lead paint, improve energy efficiency. Address abandoned buildings</p>
PUBLIC SERVICES	<p>Improve the quality and livability of City neighborhoods</p> <p>Provide access to a variety of services including handicapped legal and language barrier assistance, transportation, substance abuse, health and mental health services and educational opportunities for the low and moderate income population in New Bedford</p> <p>Increase accessibility and opportunities for all low and moderate income persons including medical, art recreation and advocacy programming</p> <p>High Priority: Anti-Crime Programs, Youth Services, Employment Training, Health Services and programs that encourage nutrition and physical activity, Homeless Services, Child care.</p>
INFRASTRUCTURE	<p>High Priority: Park and Playground improvements, creation of athletic playing fields – soccer, fields, upgrading water/sewer systems and streets, development of vacant lots, neighborhood restoration.</p> <p>Provide greater access through the removal of architectural barriers, sustainability improvements.</p>
PUBLIC FACILITIES	<p>Improve a wide range of public facilities benefiting low and moderate-income individuals and families.</p> <p>High Priority: ADA Compliance to public buildings, public safety building improvements, general improvements to public facilities – community/youth centers, sustainability Improvements, the clean-up of contaminated sites and non-residential historic preservation</p>
ECONOMIC DEVELOPMENT	<p>High Priority: Provide financial assistance to for-profit business ventures that hire/retain low-moderate income labor force, Micro-enterprise assistance, Brownfield redevelopment, Job training/development programs.</p> <p>Improve publicly or privately owned commercial property</p> <p>Increase English as a second language and job training programs to assist the labor force</p> <p>Provide technical assistance to existing and potential micro-enterprises</p>
HOMELESSNESS	<p>Improve a wide range of housing and services throughout the Continuum of Care including outreach, homelessness prevention, advocacy, support services, and shelter operations.</p>
PLANNING & ADMINISTRATION	<p>Provide for the administration of all entitlement programs in the City benefiting low/moderate income individuals/households, undertake fair housing activities, increase accessibility to public information.</p>

IV. INCOME AND RENT GUIDELINES

Every proposal that is approved will be required to provide ongoing evidence that the beneficiaries of the program meet certain income guidelines. For those programs involving housing, affordable rent guidelines are also required.

The Office of Housing & Community Development can assist you in working with these HUD-mandated requirements.

INCOME GUIDELINES

The following guidelines represent income limits by household size and maximum annual income as determined by HUD for assistance under the Community Development Block Grant 2012 Action Plan.

Maximum Income Levels	
<i>(Based on 30% of Median Family Income)</i>	
<u>Household Size</u>	<u>Annual Income</u>
1 person	\$13,550
2 persons	\$15,450
3 persons	\$17,400
4 persons	\$19,300
5 persons	\$20,850
6 persons	\$22,400
7 persons	\$23,950
8 or more persons	\$25,500

AFFORDABLE RENT GUIDELINES

The following rent guidelines are for use in developing your proposal. These rates were established using local Fair Market Rents (FMR), developed by the U.S. Dept. of HUD.

UNIT SIZE	MAXIMUM RENT Including Utilities	UTILITIES ALLOWANCE
SRO	\$559	\$108
1 Bedroom	\$717	\$141
2 Bedroom	\$820	\$178
3 Bedroom	\$982	\$220
4 Bedroom	\$1,325	\$280

ESG RFP FISCAL YEAR 2012
V. EVALUATION OF ESG PROPOSALS

Evaluation Criteria.2012

Emergency Solutions Grant [ESG] funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are reviewed by the staff of the City's Office of Housing & Community Development [OHCD] who first review each application for threshold information [completeness of application] and then for content. OHCD Staff review each proposal, ranking them using the City's OHCD Proposal Application Evaluation Worksheet.2012. Should a question arise during its review, the OHCD reserves the right to contact the applicant for clarification. The results of those evaluations are then presented to the Mayor's Review Committee that renders the final decision on grant awards.

While a well-written proposal is no guarantee of funding, this is a highly competitive process where the completeness, conciseness and responsiveness to the criteria described in the RFP is of utmost importance.

An ESG Technical Workshop will be conducted on Friday, January 13th at 10am to assist potential applicants in completing this year's proposal application.

Please contact the OHCD at 508.979.1500 should you have any questions concerning this process or the application, itself.

All completed proposal applications are due without exception on Friday, February 10th no later than 12:00 noon. There are no exceptions to this deadline.

Review Timeline

Submission Deadline
 Noon
 February 10th, 2012

OHCD In-house Review
 February 13^h –
 March 5th

Mayor's Review Committee
 March 12 - 15th

Publication of Draft Action Plan
 March 12th –
 April 12th

Evaluation Criteria	
Maximum Points Possible: 48	
Quality of Program Design	14 Points
Includes demonstration of unmet need, consistency with needs and priorities of the Consolidated Plan and Continuum of Care, overall program merit, coordination with existing services and evidence of community support	
Quality of Proposal Elements	10 Points
Includes outcomes, assessment plan, action plan/timeline and budget	
Capacity and Experience	10 Points
Includes direct experience, local experience, past grant administration, staffing and resources and partners	
Funding Request	14 Points
Includes use of leveraged funds or other resources and program sustainability	

ESG Proposal Application Evaluation Worksheet.2012

PROJECT NAME:				
AGENCY NAME:				
AMOUNT REQUESTED:	\$	AMOUNT RECOMMENDED:	\$	
NEW PROJECT?		EXISTING/MODIFIED PROJECT?		

Scoring: 0=Unacceptable 1= Poor 2= Fair 3= Good 4= Excellent - YES = 2 NO=0

Evaluation Factors						
Quality of Program Design						
1	Does the proposed program/project comply with the overall regulations, goals and objectives of the CDBG program?				Y	N
2	Does the application include a demonstration of unmet need?				Y	N
3	Is the application proposal consistent with the needs and priorities of the Consolidated Plan? If yes, does the application meet a high, medium or low priority?				Y	N
		0	1	2	3	4
4	Overall program merit including coordination with existing services [non-duplication] and evidence of community support	0	1	2	3	4
Quality of Proposal Elements						
5	Are the program activities and goals clearly defined?	0	1	2	3	4
6	Are there meaningful outcomes and outputs for the proposed program activities?	0	1	2	3	4
7	Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?				Y	N
Capacity and Experience						
8	Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure its compliance with standard fiscal practices and to ensure its ongoing sustainability?	0	1	2	3	4
9	Has the organization demonstrated past experience in implementing and complying with federal regulations?				Y	N
10	Has the organization demonstrated an ability to deliver their services?	0	1	2	3	4
Funding Request						
11	Does the proposed activity have additional funding available to fully correct the conditions and/or meet the needs that exist?				Y	N
12	Does the operating budget seem adequate for the organizational structure and proposed project/activity?	0	1	2	3	4
13	Does the proposed cost of the project/activity justify the number of persons who will directly benefit from the project/activity?	0	1	2	3	4
14	Has the organization demonstrated an ability to leverage and raise other funds? Are there other financial resources available beyond CDBG funds that could be used to fund the proposal?	0	1	2	3	4

Total Points Received: ____ out of 48

Comments/Questions:

**PROPOSAL APPLICATION FOR ESG FUNDING:
THE EMERGENCY SOLUTIONS GRANT (ESG)
ENTITLEMENT PROGRAM**

**FISCAL YEAR 2012
JULY 1, 2012 THROUGH JUNE 30, 2013**



Organization Name: _____

Project Name: _____

Project Address: _____

Exec Director Name: _____

Address: _____

Telephone #: _____ Fax #: _____

Email Address: _____ Website (if applicable): _____

Employer (IRS) ID #: DUNS #:

Contact Name: _____ Title: _____

Contact Telephone #: _____ Fax #: _____

Contact Email: _____ Website (if applicable): _____

I. PROJECT FUNDING REQUEST

Round 1: Program Year 2011	
1) Requested ESG Amount	
2) Total Program Cost	
3) Percentage of ESG funds toward Total Program Cost	

Matching Funds***	
Matching Source(s)	

Round 2: Program Year 2012	
1) Requested ESG Amount	
2) Total Program Cost	
3) Percentage of ESG funds toward Total Program Cost	

Matching Funds	
Matching Source(s)	

II. PROJECT DESCRIPTION:

Please provide a brief description of each activity being proposed:

ROUND I ACTIVITIES

Category	Description of Activities
Homeless Prevention	
Rapid Re-Housing	
HMIS	

ROUND II ACTIVITIES

Category	Description of Activities
Street Outreach	
Emergency Shelter	
Rapid Re-Housing	
Homeless Prevention	
HMIS	

III. STATEMENT OF WORK

Develop a sound statement of work/work plan narrative that details the service activities that the program will undertake to achieve the program's goal. Include the following:

- service activity plan of action for **each** Service Activity to be provided (e.g., prevention, rapid rehousing, street outreach, basic shelter, etc.);
- use of standardized intake procedures and eligibility documentation
- coordination of intake and referral procedures with other service providers;
- use of the Homeless Management Information System (HMIS) to track client information;
- program location(s) and hours of operation;
- program evaluation plan; and
- program specific procedures and guidelines.

IV. PROGRAM INFORMATION

A. Are there other services or activities similar to your program provided by other organizations in the City of New Bedford?

Yes No

If yes, how is your proposed program different or unique from other similar programs? Briefly explain in the space provided.

B. Does your program collaborate with the City of New Bedford Continuum of Care, through the Homeless Service Providers Network (HSPN) and other programs in the area to provide this service? How will you and your agency participate and help to coordinate a Community-wide approach to assisting the homeless population in New Bedford.

Yes No

If **yes**, explain specific collaborative efforts and list specific organizations and programs that provide services to the clients served by your organization.

- C. State how your organization will involve at least one homeless or formerly homeless person(s) in a **policy-making function** with the organization.

VI. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The Five-Year Consolidated Plan identifies both priority needs in the community and strategies to address these needs. The City also updated its Continuum of Care strategy in 2010 addressing needs and gaps relative to homelessness. The need for your proposed project will be determined by identifying how the project responds to the goals, objectives, needs and strategies in both the Consolidated Plan and Continuum of Care strategy. [Included in this RFP packet is a table in Section III. entitled "Housing and Community Development Needs and Priorities" that should be used as your guide in addition to the 2010 Continuum of Care strategy available online as identified in the RFP Instruction Packet.]

Please provide a clear explanation as to how your project will be consistent with the homeless priorities and needs identified in these plans.

VII. PROPOSED PROJECT ACCOMPLISHMENTS

Please briefly describe proposed accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

PROPOSED ACCOMPLISHMENTS:

Total unduplicated individuals to be served: _____

Indicate the number of unduplicated adults to be served: _____

Indicate the number of unduplicated children to be served: _____

Please identify the **primary** homeless beneficiaries the program will serve. Please check the appropriate categories below:

- | | |
|---|--|
| <input type="checkbox"/> Chronically homeless | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Unaccompanied youth | <input type="checkbox"/> Elderly |
| <input type="checkbox"/> Victims of Domestic Violence | <input type="checkbox"/> Veterans |
| <input type="checkbox"/> Chronic Substance Abuse | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other disabled | |

VIII. PERFORMANCE EVALUATION CRITERIA

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, The City of New Bedford OHCD has implemented a Performance Evaluation System. The System will help to quantify the effectiveness of programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application and the chart on page 8. YOU ONLY NEED TO SUBMIT THE CHART WITH YOUR PROPOSAL; YOU DO NOT NEED TO SUBMIT THE INSTRUCTION PAGES.

GUIDANCE FOR PERFORMANCE EVALUATION FORM

The Performance Evaluation System Form is designed to provide the City and applicants with a concise description of how the proposed project will meet City goals of the Consolidated Plan and Neighborhood Strategy Areas and create desired change in citizens and the community. The information provided in this form will be used by reviewers to determine if your program should be funded.

Some general suggestions for completing this form:

- **It is very important that you do not “over-promise”** on what your project can realistically deliver. Do not project that you can start delivering services on week after your contract is finalized, if you need to hire and train staff. Be realistic about the time frame for implementation. Similarly, do not project serving 200 individuals if your staffing and budget simply will not enable you to do so. View this proposal as the beginning of a long-term relationship with a funding source. If you over-promise now, you will not be believed in the future. If your project is funded and you do not deliver on what you have projected in these tables, it is possible that your payments will be delayed or the funds will be reprogrammed.
- **Be as specific and concise as possible.**
- **Do not feel compelled to have multiple goals and activities.** While duplicating the form allows for multiple goals and activities, but a very strong proposal could have one goal and 2 activities. You must provide at least one goal and one outcome for your proposed activity.
- Technical assistance on identifying and describing goals, outcomes and units of service will be provided at the Technical Assistance Workshop described elsewhere in this RFP.
- Should your project be funded, the Performance Evaluation Form will be used as the data base for drafting your contract and as a framework for monitoring implementation of the project. Because your projections will be translated directly into the contract scope of work and into the reporting requirements that are part of the monitoring process, it is important that you are realistic about your estimates. Successful applicants will be provided technical assistance to identify data collection tools and procedures that verify outcomes.

Definition of Terms:

Needs Statement is a statement as to an unmet need within the City that is identified in this RFP under Section IV Community Development Needs from the Consolidated Plan and the Continuum of Care.

Project Goal is a broad statement that describes what can reasonably be achieved by completing the project. Goals are generally directly related to the purpose of an organization, and express that purpose concisely. Examples are:

- Increase access to legal services to individuals without financial resources

- Improve the quality of life of aging or physically impaired adults
- Improve access to nutritious food for low-income individuals/families
- Maintain housing stability for individuals/families at risk of homelessness/eviction
- Increase the affordable housing stock
- Create new job opportunities that pay a living wage
- Improve the employability skills of low-income individuals
- Place unemployed and under-employed individuals in living wage positions
- Increase/improve the literacy skills of adults

Applicant goals should be directly related to the Consolidated Plan. These are the objectives the City has developed through its community input and assessment process. It is important that your goals relate directly to the goals identified by the City.

Proposed Activities provides one means by which the City can evaluate the degree to which a contract is being fulfilled. To be of any use, these activities must be quantifiable and provide a level of specificity. It is important for each applicant to list the major activities that must be accomplished in order to implement the project. Activities will vary significantly depending upon the nature of the project, but could include hiring and training staff, recruiting clients, initiating specific project activities, etc. For many projects, developing clear definitions of units of service is extremely challenging, for others it is very simple. The following provides some examples of clear measurable activities:

- Hot lunch daily
- Tutoring session of ½ hours for 4 students
- Counseling session of 1 ½ hours for 20 couples
- Provision of free paint to 20 low-income senior New Bedford residents
- Day of shelter for one low-income New Bedford resident
- Half hour of legal counseling for a low-income New Bedford resident
- Units of affordable housing (as defined by HUD)

For the purposes of preparing proposals, the City would like applicants to define as best they can the activities they propose to deliver and the number of those activities that will be provided. During the contract development phase, approved applicants will be assisted in refining the definitions and honing the activities to be delivered.

Expected Outputs are more specific descriptions of what your project is intended to accomplish. They should be specific, time-limited, and measurable. Expected outputs describe the activities you propose to provide, or other tasks that you propose to undertake. The following are examples:

- To develop 20 units of affordable housing by December 20, 2012
- To distribute 100 nutritious meals weekly to low-income New Bedford residents
- To conduct 6 four-week parenting training sessions for 8 families in each session
- To refer 250 families per month to appropriate health services

Expected Outcomes describe the hoped-for effect of activities or other process objectives. They should be realistic, and realizable within the time-frame of the grant. They are often evaluated on the basis of Client Satisfaction Surveys, which assess the degree to which clients or others (parents/teachers/probation officers/customers) consider that the expected outcomes have been met. The following are examples of expected outcomes:

- By June 30, 2012 the test scores of 20 participating students will have increased 10%
- 80% of clients will rate services as "very effective" or "effective."
- New residents of renovated affordable housing will rate the housing as "very satisfactory" or "satisfactory" in a survey of all new residents.
- Based after program completion. Upon self-reporting, 40% of clients will remain clean and sober for six months
- 80% of clients receiving free paint/loans/housing mediation/legal services will rate service as "highly satisfactory". 50% will indicate that the service enabled them to remain housed, start their

business, resolve their legal problem.

Measurements Describe the methods and/or tools the program uses to measure outcomes.

It is important that the expected outcome can be measured. In completing the Performance Evaluation Form, provide at least one expected output that relates to the services you would deliver, and at least one expected outcome that relates to the impact that program is expected to have on the community or person(s) benefiting from the activity.

Instructions

For each goal, complete one sheet of the attached Performance and Outcome Measurement System Form. For proposals with multiple goals, the form may be copied.

Performance Evaluation Form

Project Name:		Sponsoring Agency:	
Needs Statement			
Project Goals:			
Measurements:			
Proposed Activity			
Expected Outputs Number of persons served, jobs created, housing units rehabbed, etc.		Expected Outcomes Direct results of the program/project	

IX. ORGANIZATIONAL CAPACITY

Please answer the following questions in the space provided.

A. Provide an overview of your organization including length of time in existence. Attach a list of current officers and board members with terms.

B. Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

C. Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award.

D. Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

E. Demonstrate that the proposed activity is economically feasible and can be implemented in a timely cost effective manner within the proposed program year.

F. Oftentimes projects that receive an award of ESG funding are actually awarded less than the amount originally requested. This requires the submission of a revised budget and a description of how it will carry out the proposed activity with reduced funding prior to the commitment of any funding. Please indicate here whether your proposed activity could be undertaken with a reduced commitment of funding and if so, please highlight how that would affect the scope of services you are proposing.

X. FINANCIAL

The City encourages ESG funds be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process.

ACTIVITY BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

- A. Complete the Budget Summary chart. More detailed budgets may be attached (and are strongly recommended) in support of the proposal.
- B. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). **Attach copies of funding commitment letters or other evidence of funding support.**
- C. Match – Consideration will be given to the amount of non-ESG funds committed to the project.

Round One Summary Budget

	Homelessness Prevention	Rapid Re-Housing	HMIS	Total Amount Budgeted
Rental Assistance*				
Housing Relocation & Stabilization Services**				
TOTAL				

Round Two Summary Budget

	Homelessness Prevention	Rapid Re-Housing	Emergency Shelter	Street Outreach	HMIS	Total Amount Budgeted
Rental Assistance*						
Housing Relocation & Stabilization Services**						
Essential services						
Renovation						
Shelter Operations						
Other Services						
TOTAL						

*Includes short and medium-term rent payments and up to 6 months of arrears

**Includes all other eligible forms of direct financial assistance under Prevention and Re-Housing plus costs related to eligible services. See list of eligible services in page 9 of instructions.

BUDGET DETAIL ROUND I (Cannot include Emergency Shelter & Street Outreach)

Category Breakdown	ESG FUNDING REQUESTED	Match Funds	Source of Match Funds	Total Funds
Personnel				
Salaries & Benefits				
Personnel Subtotal				
Direct Financial Assistance				
Short & Medium Term Rental Assistance				
Utility Deposits				
Utility Payments				
Security Deposits				
Last Month's Rent				
Fees				
Moving & Storage				
F.A. Subtotal				
Other Costs Related to Housing Relocation and Stabilization Services				
Transportation				
Advertising & Marketing				
Equipment				
Materials & Supplies				
Relocation Expenses				
Contractual Services				
Other (please specify)				
Services Subtotal				
Total ESG Request				
Total Other Funds				
Grand Total				\$

*NOTE: Please complete Budget Detail Chart on next page if personnel costs are included in your proposal.

BUDGET DETAIL

This section provides back-up for each line item shown in the Budget Summary Chart. Please make certain this detailed breakdown is consistent with the Program Budget. Round up to the nearest hundred.

Please note: A job description for each person must be provided.

A Note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with ESG money that relate to the proposed activity. If multiple staff members have the same position/title, list separately (For example: Counselor 1, Counselor 2). Use an additional sheet if necessary. **You must submit job descriptions with your application for each position title identified below.**

When entering percentages, enter in decimal form.

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	x	% Time Spent on this ESG Project/Program	=	Total Position Cost Requested from ESG
Example: <i>Case manager</i>	<i>Current</i>	<i>\$25,000</i>	<i>\$5,000</i>	<i>\$30,000</i>	x	<i>40%</i>	=	<i>\$12,000</i>
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	

BUDGET SUMMARY ROUND II

Category Breakdown	ESG FUNDING REQUESTED	Match Funds	Source of Match Funds	Total Funds
Personnel				
Salaries				
Personnel Subtotal				
Direct Financial Assistance				
Rental Assistance				
Utility Deposits				
Utility Payments				
Security Deposits				
Last Month's Rent				
Fees				
Moving & Storage				
F.A. Subtotal				
Other Costs Related to Housing Relocation & Stabilization, Essential Services, & Street Outreach (non-personnel)				
Transportation				
Advertising & Marketing				
Equipment				
Materials & Supplies				
Relocation Expenses				
Contractual Services				
Other (please specify)				
Other Costs Related to Emergency Shelter Operations (non-personnel)				
Utilities				
Insurance				
Repairs & Maintenance				
Renovation				
Other (please specify)				
Total ESG Request				
Total Other Funds				
Grand Total				\$

*NOTE: Please complete Budget Detail Chart on next page if personnel costs are included in your proposal.

BUDGET DETAIL

This section provides back-up for each line item shown in the Budget Summary Chart. Please make certain this detailed breakdown is consistent with the Program Budget. Round up to the nearest hundred.

Please note: A job description for each person must be provided.

A Note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with ESG money that relate to the proposed activity. If multiple staff members have the same position/title, list separately (For example: Counselor 1, Counselor 2). Use an additional sheet if necessary. **You must submit job descriptions with your application for each position title identified below. When entering percentages, enter in decimal form.**

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	x	% Time Spent on this ESG Project/Program	=	Total Position Cost Requested from ESG
Example: <i>Case manager</i>	<i>Current</i>	<i>\$25,000</i>	<i>\$5,000</i>	<i>\$30,000</i>	x	<i>40%</i>	=	<i>\$12,000</i>
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	

A. THRESHOLD CERTIFICATION

In order for your application to be accepted, in addition to the application itself, your organization must submit the following items to the Office of Housing and Community Development **no later than 12:00 PM on FEBRUARY 10, 2012.**

- ❑ An original application **with all questions completed** (including performance evaluation criteria and budgets) along with **six** copies that are 3-hole punched and clipped [not bound] of the completed application. *(Only the original must include the requested support documents such as the articles of incorporation and the current list of your Board of Directors.)*
- ❑ The following attachments/certifications:
 - ❑ Articles of Incorporation
 - ❑ Current List of Board of Directors
 - ❑ Certified Organization Audit/Financial Statements of most recent year
 - a. Copy of OMB A-133 Audit (Required if \$300,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133), or
 - c. Profit and Loss Statement for most recently completed fiscal year and General Ledger printout (only first time applicants or those who do not meet above criteria may submit)
 - ❑ IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)
 - ❑ Current Fiscal Year Agency Budget, including all funding sources
 - ❑ Job Descriptions
 - ❑ DUNS Number
 - ❑ A completed Conflict of Interest Form
 - ❑ A completed Certificate of Payment of State Taxes Form
 - ❑ A completed Certificate of Non-Collusion Form
- ❑ An Executed Threshold Certification Form
- ❑ An Executed Statement of Applicant Form.
- ❑ An Executed Signature Authorization Form.
- ❑ Has the Signature Authorization Form been signed by an authorized officer of the Board (*President or Secretary*) as registered with the Secretary of Commonwealth, Corporations Division
(<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>)

I hereby confirm that this packet contains all materials required.

Signature and Printed Name
Authorized Signer

B. STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of New Bedford may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
4. That, if the project(s) is recommended and approved by the Mayor and City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
5. The City of New Bedford reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
7. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines
8. That past program and financial performance will be considered in reviewing this application.
9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e: fees, repayments, foreclosures, etc.) must be remitted to the City.
10. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. That, if project(s) is funded, the City will perform an environmental review prior to the obligation of funds.
12. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
13. That a project's funding does not guarantee its continuation in subsequent action plans.
14. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.

Statement of Applicant continued on following page.

15. Agrees to abide by the City of New Bedford's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the

Board of Directors, and other matters that may give the appearance of a conflict of interest.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2012.

Name of Organization

By: _____
(Signature)

(Title)

C. SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ does hereby resolve that on _____ (*Date*), the Board reviewed the Application for Emergency Solutions Grant Funds to be submitted to the City of New Bedford Office of Housing and Community Development for funding consideration for the fiscal year 2012 and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Massachusetts.

_____ (*Name of organization requesting ESG funds*) hereby proposes to provide the services or project identified in the Scope of Services in accordance with this application for Emergency Solutions Grant Funds. If this application is approved and this organization receives ESG funding from the City of New Bedford, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

Name Title

Name Title

President/Board of Directors (or other authorized person)

Date

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

