



City of New Bedford

JONATHON F. MITCHELL

MAYOR

Office of Housing and Community Development

PATRICK J. SULLIVAN

DIRECTOR

REQUEST FOR PROPOSALS - INSTRUCTIONS FY 2015 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 2015 Action Plan**. The Fiscal Year 2015 Program Year will run from **July 1, 2015 through June 30, 2016**. 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 FY15 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 first 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/community-development/>) and submit it with all required materials by **Friday, February 13, 2015 at 12:00 PM** to the following location:

City of New Bedford
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 an Emergency Solutions Grant Technical Assistance Workshop at its Offices located at 608 Pleasant Street on Friday, January 16, 2015 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 2015 TABLE OF CONTENTS

RFP INSTRUCTIONS		RFP PAGE #
I.	General Information	3
II.	Eligibility & Selection	6
III.	Community Development Needs	10
IV.	Income and Rent Guidelines	11
V.	Evaluation of ESG Proposals	12

PROPOSAL APPLICATION FOR ESG FUNDING		APPLICATION PAGE #
I.	Project Funding Request	1
II.	Organizational Capacity	2
III.	Program Design	3
IV.	Financial Capacity	5
V.	Impact on Consolidated Plan Priorities	6
VI.	Proposed Project Accomplishments	7
VII.	Performance Measures	8
VIII.	Financial	9
IX.	Budget Summary	10
X.	Budget Detail	11
Certifications		
A.	Threshold Certification	12
B.	Statement of Applicant	13
C.	Signature Authorization Form	15
D.	Conflict of Interest	16
E.	Tax Compliance	17
F.	Non-Collusion	17

I. GENERAL INFORMATION

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:

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

The law revises the Emergency Shelter Grants program and renames the program the Emergency Solutions Grants (ESG) 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: <https://www.hudexchange.info/homelessness-assistance>

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 (4) broad categories under the definition of homeless:

1. 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;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. 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);
4. 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 (2) 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:

- Moving frequently because of economic reasons;
- Living in the home of another because of economic hardship;
- Being notified that their right to occupy their current housing or living situation will be terminated;
- Living in a hotel or motel;
- Living in severely overcrowded housing;
- Exiting an institution; and
- 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

Funding for the FY 2015 Program year available under the ESG Program is estimated¹ to be in the amount of **\$216,474**.

ELIGIBLE APPLICANTS

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

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:

- Cash;
- The value or fair rental value of any donated material or building;
- The value of any lease on a building;
- Any salary paid to staff to carry out the program; and
- 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.

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:

Request for Proposals Timeframe	
RFP Availability Date	January 14, 2015
Public Meeting Dates	January 14, 2015
Technical Assistance Workshop	January 16, 2015
Deadline for Proposal Submissions	February 13, 2015 at 12:00pm
Review Period	March 16 – April 15, 2015
Action Plan Development, Public Review Period	February & April 2015
Letters of Award / Denials	May 2015
Funding Year Begins	July 1, 2015

¹ FY2015 allocations are provided by the Department of Housing and Urban Development and are subject to change and modification.

II. ELIGIBILITY AND SELECTION

The City will evaluate all ESG proposals in a three-phase process:

1. 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 ESG Program, and feasibility for implementation.
2. The second phase will involve an evaluation of the proposal merits by the staff of the OHCD. 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 Project Review Committee of the Homeless Service Providers Network (HSPN) will review all proposals as part of our Continuum of Care.
3. 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 (4) main categories of eligible activities.

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 cannot exceed 60% of the fiscal year's total ESG grant award.

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.

5. Administration:

Administration costs cap at a total of 7.5%.

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"> ▪ Purchasing or leasing computer hardware; ▪ Purchasing software or software licenses;
<p>Housing Relocation & Stabilization Services including:</p> <ul style="list-style-type: none"> ▪ Security Deposits; ▪ Utility Payments and Deposits; ▪ Moving & Storage Costs; ▪ Application Fees; ▪ Last Month's Rent; ▪ Services Costs for: <p>1.Housing Search & Placement</p> <p>2.Housing Stability Case Management</p> <p>3. Mediation</p> <p>4. Legal Services</p> <p>5. Credit Repair</p>	<p>Housing Relocation & Stabilization Services including:</p> <ul style="list-style-type: none"> • Security Deposits; • Utility Payments and Deposits; • Moving & Storage Costs; • Application Fees; • Last Month's Rent; • Services Costs for: <p>1.Housing Search & Placement</p> <p>2.Housing Stability Case Management</p> <p>3. Mediation</p> <p>4. Legal Services</p> <p>5. Credit Repair</p>	<p>Essential Services including:</p> <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) 	<p>Services Including:</p> <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 equipment, including telephones, fax machines, and furniture; ▪ 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; ▪ 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.

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, COC Application [available online at <http://www.newbedford-ma.gov/community-development/>]. 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; and
- 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 OHCD 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:

- Cash;
- The value or fair rental value of any donated material or building;
- The value of any lease on a building;
- Any salary paid to staff to carry out the program; and
- 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 2015.

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 is listed with the Office of the Secretary of the Commonwealth, Corporations Division as the current Clerk or Secretary 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/corpweb/corpsearch/CorpSearch.aspx>. Follow the instructions present on the form.

The signatures of the Clerk 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 <http://fedgov.dnb.com/webform>.

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

Housing and Community Development Needs and Priorities

Needs	Priorities
HOUSING	<ul style="list-style-type: none"> ▪ 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. ▪ High Priority: Increase homeownership and rental opportunities for low and moderate-income households, address lead paint, improve energy efficiency. Address abandoned buildings. Improve the quality and livability of City neighborhoods.
PUBLIC SERVICES	<ul style="list-style-type: none"> ▪ 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. ▪ Increase accessibility and opportunities for all low and moderate income persons including medical, art recreation and advocacy programming. ▪ High Priority: Anti-Crime Programs, Youth Services, Employment Training, Health Services and programs that encourage nutrition and physical activity, Homeless Services, Child care.
INFRASTRUCTURE	<ul style="list-style-type: none"> ▪ Provide greater access through the removal of architectural barriers, sustainability improvements. ▪ 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.
PUBLIC FACILITIES	<ul style="list-style-type: none"> ▪ Improve a wide range of public facilities benefiting low and moderate-income individuals and families. ▪ 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.
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> ▪ Improve publicly or privately owned commercial property. ▪ Increase English as a second language and job training programs to assist the labor force. ▪ Provide technical assistance to existing and potential micro-enterprises. ▪ 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.
HOMELESSNESS	<ul style="list-style-type: none"> ▪ Improve a wide range of housing and services throughout the Continuum of Care including outreach, homelessness prevention, advocacy, support services, and shelter operations.
PLANNING & ADMINISTRATION	<ul style="list-style-type: none"> ▪ 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.

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 OHCD can assist you in working with these HUD-mandated requirements.

INCOME GUIDELINES

The following guidelines represent FY2014 income limits by household size and maximum annual income as determined by HUD for assistance under the ESG 2015 Action Plan.

Maximum Income Levels	
(Based on 80% of Median Family Income)	
Household Size	Annual Income
1 Person	\$33,400
2 Persons	\$38,200
3 Persons	\$42,950
4 Persons	\$47,700
5 Persons	\$51,550
6 Persons	\$55,350
7 Persons	\$59,150
8 or more Persons	\$63,000

AFFORDABLE RENT GUIDELINES

The following FY2015 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.

Fair Market Rents		
Unit Size	Maximum Rents (Including Utilities)	Utilities Allowance
SRO	\$673	\$95
1 Bedroom	\$712	\$125
2 Bedroom	\$844	\$166
3 Bedroom	\$1,051	\$205
4 Bedroom	\$1,128	\$247

V. EVALUATION OF ESG PROPOSALS

Evaluation Criteria FY2015

Emergency Solutions Grant funds are awarded annually 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 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. 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 Project Review Committee of the HSPN and then finally 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 16th 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 13th no later than 12:00pm. There are no exceptions to this deadline.

Evaluation Criteria	
Maximum Points Possible	100 Points
Quality of Program Design	25 Points
Proposed Accomplishments	25 Points
Capacity and Experience	25 Points
Financial Administration	25 Points

**FY2015 ESG APPLICATION EVALUATION FORM
TO BE COMPLETED BY CITY – FOR REFERENCE ONLY**

Project Name:			
Agency Name:			
Amount Requested:	\$	Amount Recommended:	\$
New Project?		Existing/Modified Project?	

Evaluation Factors			
Quality of Program Design – 25 points			Points: _____
1	Does the proposed program/project comply with the overall regulations, goals and objectives of the ESG program?		
2	Does the application include a demonstration of unmet need?		
3	Is the application proposal consistent with the needs and priorities of the Consolidated Plan, the HSPN priorities, and the federal plan?		
4	Overall program merit including coordination with existing services [non-duplication] and evidence of community support?		
Proposed Accomplishments – 25 points			Points: _____
5	Are the program activities and goals clearly defined?		
6	Are there meaningful outcomes and outputs for the proposed program activities?		
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?		
Capacity and Experience – 25 points			Points: _____
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?		
9	Has the organization demonstrated past experience in implementing and complying with federal regulations?		
10	Has the organization demonstrated an ability to deliver their services?		
Financial Administration – 25 points			Points: _____
11	Does the organization have the qualified staff to oversee financial operations?		
12	Does the agency expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?		
13	Does the agency have any outstanding financial concerns or findings?		

Total Points Received: ____ out of 100

Comments/Questions:
