EMERGENCY SOLUTIONS GRANT
FY2019
RFP Application Workshop

City of New Bedford
Department of Planning, Housing & Community Development
AGENDA

- Understanding the Request for Proposal (RFP) Application Process
- ESG Program Basics
  - Goals
  - ESG Objectives
  - Eligible Uses
- Match Requirement
- Goals, Outputs & Performance Evaluation
  - Performance Evaluation
  - Evaluation Criteria
  - Budgets
- Application Requirements
- Program Year Requirements
- Important Changes
- Common Mistakes
- Contacts

ESG SUBRECIPIENT RFP Application Workshop

City of New Bedford Department of Planning, Housing & Community Development
UNDERSTANDING the REQUEST FOR PROPOSAL APPLICATION PROCESS
What is the Request for Proposal (RFP) and Application Process?

- The city is the recipient of federal ESG funding.
- The RFP process is the first phase of the application process for agencies interested in applying for ESG funding for projects beginning implementation on July 1, 2019 – June 30, 2020.
- All applicants must complete and submit an RFP in order to be considered for funding.
UNDERSTANDING the RFP APPLICATION PROCESS

What is the Request for Proposal and Application Timeline?

✓ Applications are available in a fill able WORD format on city’s web site at: www.newbedford-ma.gov/community-development/
✓ **February 8, 2019 at 12pm**: All Applications are due @ DPHCD; Late applications will *not* be accepted.
✓ **February 11 – March 21, 2019**: City review period.
✓ **March 22 – April 22, 2019**: Draft Action Plan 30 Day Public Comment Period.
✓ **April 25, 2019**: Submit to City Council for Approval.
✓ **May 10, 2019**: Submission of Final Action Plan 2019 to HUD
✓ **AWARD ANNOUNCEMENTS JUNE 2019!**
ESG PROGRAM BASICS
ESG PROGRAM BASICS

EMERGENCY SOLUTIONS GRANTS

✓ Administered by the US Department of Housing and Urban Development.

✓ Cities, states and some counties are eligible to receive ESG funds from HUD.
ESG PROGRAM OBJECTIVES…

- 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.

- To help prevent homelessness.
WHAT IS THE OBJECTIVE OF THE 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).
ESG PROGRAM BASICS

WHAT ARE SOME ELIGIBLE ESG ACTIVITIES?

- Street Outreach;
- Emergency Shelter;
- Homeless Prevention;
- Rapid Re-Housing Assistance; and
- Homeless Management Information System (HMIS).
STREET OUTREACH

Eligible activities for street outreach include:

- Engagement;
- Case Management;
- Emergency Health Services;
- Mental Health Services;
- Transportation; and
- Services for Special Populations.
EMERGENCY SHELTER

- Eligible activities for emergency shelter include the same essential services as street outreach.

- 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.
HOMELESS PREVENTION

- Funds can be used to prevent an individual or family from becoming homeless.

- Help an individual or family regain stability in current housing or other permanent housing.

- **Eligible activities include:**
  - Housing Relocation and Stabilization Services.
  - Medium-term rental assistance for those who are at risk of becoming homeless.
RAPID RE-HOUSING

- Eligible activities include housing relocation and stabilization services.

- Medium-term rental assistance for those who are literally homeless.
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 are required to participate in the city’s approved HMIS system.

- Other eligible HMIS activities include:
  - HMIS data entry and reporting;
  - Attending HMIS Training;
  - Computer Hardware; and
  - Software related to HMIS.
ESG MATCH REQUIREMENTS
MATCH REQUIREMENTS

✓ Organizations must match ESG funds with a minimum of 100% from non-ESG sources.

✓ 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.
MATCH REQUIREMENTS

The following sources of funds can be used as a match:

- Cash;
- The value or fair rental value of any donated materials 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 services 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.
WHAT IS PERFORMANCE EVALUATION?

- **NEEDS STATEMENT:** A basic description of the need for your program and/or service.

- **PROJECT GOAL:** What can reasonably be achieved.

- **PROPOSED ACTIVITY / DESCRIPTION:**
  - Describes what the project will do, how it will be implemented, operated and administered.
  
  - Very important that the summary accurately describes the activities.
  
  - **Will be used to evaluate your proposal.**
WHAT IS PERFORMANCE EVALUATION?

✓ OUTPUTS / ACCOMPLISHMENTS:
  - The number of people served by the activity.
  - Be realistic and don’t overpromise.
  - Must be unduplicated numbers of people served.

✓ OUTCOMES: Identify and describe one or more measurable project outcome consistent with Consolidated Plan.

✓ Complete Project Outcome Worksheet.
### GOALS, OUTPUTS & PERFORMANCE EVALUATION

#### RFP – PERFORMANCE EVALUATION SECTION

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Example</th>
<th>Goal #1</th>
<th>Goal #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOALS:</td>
<td>Proposed solutions to problems (as identified in Consolidated Plan)</td>
<td></td>
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<tr>
<td></td>
<td>Connect homeless families with services and resources that will help them achieve independent living.</td>
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<tr>
<td>INPUTS:</td>
<td>Resources dedicated to or consumed by program</td>
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<tr>
<td></td>
<td>Case Managers, Volunteers</td>
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<tr>
<td>ACTIVITIES:</td>
<td>What the program does with the inputs to fulfill its mission</td>
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<tr>
<td></td>
<td>Activity #1: This organization will coordinate with other local organizations to determine the necessary services needed for families. These services include job training, childcare, transportation, and rental assistance.</td>
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<tr>
<td>OUTPUTS:</td>
<td>The direct products of program activities</td>
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<tr>
<td></td>
<td>This organization will connect 50 homeless families to necessary services and resources throughout the community.</td>
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<tr>
<td>OUTCOMES:</td>
<td>Benefits that result from the program</td>
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<tr>
<td></td>
<td>90% of families served will be stably housed in less than 6 months of entering this program.</td>
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<tr>
<td>MEASUREMENT:</td>
<td>Describe the methods and/or tools the program uses to measure outcomes</td>
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<tr>
<td></td>
<td>Entry/exit surveys from family head of households.</td>
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</tr>
</tbody>
</table>
EVALUATION CRITERIA FOR APPLICATIONS:

ORGANIZATIONAL CAPACITY – 10 Points

- Does the organization demonstrate sufficient experience/capacity in conducting the proposed activity?

- Does the organization demonstrate experience in administration of/compliance with federal regulations?
GOALS, OUTPUTS & PERFORMANCE EVALUATION

EVALUATION CRITERIA FOR APPLICATIONS:

PROGRAM DESIGN – 40 Points

- Does the applicant articulate and substantiate why the project is needed by New Bedford residents?
- Does the applicant satisfactorily describe the target population who will benefit from the proposed activity?
- Does the applicant satisfactorily describe the types of services to be offered?
- Did the applicant satisfactorily describe how the coordination of intake/referral procedures will be undertaken?
EVALUATION CRITERIA FOR APPLICATIONS:

PROGRAM DESIGN—40 Points, Continued

- For non-DV programs, is the applicant intending to use the New Bedford HMIS system to track client information? For DV programs, is the applicant proposing to use a compatible system to track data?

- Did the applicant provide detailed Outreach Plan/methods to ensure that the target population is served?

- Was a detailed evaluation plan including specific procedures and guidelines described?

- Did the applicant indicate someone with lived experience with homelessness will be in a policy-making role?
EVALUATION CRITERIA FOR APPLICATIONS:

FINANCIAL CAPACITY—10 Points

- Does the organization have qualified staff sufficient to oversee financial operations?
- Has the applicant had an IRS or State levy in the past three years or any past due obligations with other funding sources?
EVALUATION CRITERIA FOR APPLICATIONS:

**PLAN CONSISTENCY—10 Points**

- Is the proposal consistent with the needs/priorities of the New Bedford Consolidated Plan?

- Is the proposal consistent with the federal strategic plan to prevent/end homelessness?
EVALUATION CRITERIA FOR APPLICATIONS:

PROJECT ACCOMPLISHMENTS—5 Points

- Does the applicant clearly identify and define realistic goals and activities?
EVALUATION CRITERIA FOR APPLICATIONS:

PERFORMANCE MEASUREMENTS—5 Points

- Does the applicant clearly define realistic performance measurements for proposed activities?
EVALUATION CRITERIA FOR APPLICATIONS:

FINANCIAL—5 Points

- Was the budget summary chart and budget detail (if applicable) complete including all match sources?
EVALUATION CRITERIA FOR APPLICATIONS:

PAST PERFORMANCE EVALUATION—15 Points

- Is there evidence that the applicant has expended previous funding in a timely manner?

- Has the applicant demonstrated its ability to achieve previous outputs and outcomes?

- Does the agency have any outstanding financial concerns or findings?

BONUS—3 Points

- Did the applicant attend a public meeting or RFP workshop?
### Evaluation Criteria Breakdown and Points

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points Possible</th>
</tr>
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<tbody>
<tr>
<td>Maximum Points Possible</td>
<td>103 Points</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>10 Points</td>
</tr>
<tr>
<td>Program Design</td>
<td>40 Points</td>
</tr>
<tr>
<td>Financial Capacity</td>
<td>10 Points</td>
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<tr>
<td>Plan Consistency</td>
<td>10 Points</td>
</tr>
<tr>
<td>Project Accomplishments</td>
<td>5 Points</td>
</tr>
<tr>
<td>Performance Measurements</td>
<td>5 Points</td>
</tr>
<tr>
<td>Financial</td>
<td>5 Points</td>
</tr>
<tr>
<td>Past Performance Evaluation</td>
<td>15 Points</td>
</tr>
<tr>
<td>BONUS - Attending either Public Meeting or RFP Workshop</td>
<td>3 Points</td>
</tr>
</tbody>
</table>
# GOALS, OUTPUTS & PERFORMANCE EVALUATION

## EVALUATION CRITERIA FORM

### FY2019 ESG APPLICATION EVALUATION FORM

<table>
<thead>
<tr>
<th>Evaluation Factors</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organizational Capacity</strong> - 10 Points</td>
<td></td>
</tr>
<tr>
<td>1. Does the organization demonstrate sufficient experience/capacity to conducting the proposed activity?</td>
<td>Points:</td>
</tr>
<tr>
<td>2. Does the organization demonstrate experience in administration/management with federal regulations?</td>
<td>Points:</td>
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<tr>
<td><strong>Program Design</strong> - 40 Points</td>
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<tr>
<td>3. Does the applicant articulate and substantiate why the project is needed by New Bedford residents?</td>
<td>Points:</td>
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<tr>
<td>4. Does the applicant satisfactorily describe the target population who will benefit from the proposed activity?</td>
<td>Points:</td>
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<tr>
<td>5. Does the applicant satisfactorily describe the type of services to be offered?</td>
<td>Points:</td>
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<tr>
<td>6. Did the applicant satisfactorily describe how the coordination of transportation services will be undertaken?</td>
<td>Points:</td>
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<tr>
<td>7. For Dvi programs, is the proposed funding to be used to operate a complete system to track data?</td>
<td>Points:</td>
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<tr>
<td>8. Did the applicant provide detailed mission, plan, methods to assure that the target population is served?</td>
<td>Points:</td>
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<tr>
<td>9. Was a detailed evaluation plan including specific procedures and guidelines described?</td>
<td>Points:</td>
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<tr>
<td>10. Did the applicant indicate someone with past experience with homeless will be in a policy making role?</td>
<td>Points:</td>
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<tr>
<td><strong>Financial Capacity</strong> - 10 Points</td>
<td></td>
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<tr>
<td>11. Does the organization have qualified staff sufficient to oversee financial operations?</td>
<td>Points:</td>
</tr>
<tr>
<td>12. Has the applicant had any delinquent or severe delinquent in the past three years or any past due obligations with other funding sources?</td>
<td>Points:</td>
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<tr>
<td><strong>Plan Consistency</strong> - 10 Points</td>
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<tr>
<td>13. Is the proposal consistent with the needs/goals of the New Bedford Consolidated Plan? 14. Is the proposal consistent with the federal strategic plan to prevent and end homelessness?</td>
<td>Points:</td>
</tr>
<tr>
<td><strong>Project Accomplishments</strong> - 5 Points</td>
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<tr>
<td>15. Does the applicant clearly identify and define realistic goals and objectives?</td>
<td>Points:</td>
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<tr>
<td><strong>Performance Measurements</strong> - 5 Points</td>
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<tr>
<td>16. Does the applicant clearly define realistic performance measurements for proposed activity?</td>
<td>Points:</td>
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<tr>
<td>17. Was the budget summary and budget detail (if applicable) complete and matched to standard?</td>
<td>Points:</td>
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<tr>
<td>18. Past Performance Evaluation - 16 Points</td>
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<tr>
<td>19. Is there evidence that the applicant has adequate previous funding in a timely manner?</td>
<td>Points:</td>
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<tr>
<td>20. Has the applicant demonstrated the ability to deliver previous outputs and outcomes?</td>
<td>Points:</td>
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<tr>
<td>21. Does the applicant have any outstanding financial concerns or findings?</td>
<td>Points:</td>
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</tbody>
</table>

### BONUS Public Meeting or RFP Workshop - 3 Points

**Total Points Received:**
WHAT ABOUT THE PROJECT BUDGET?

- Identify all sources - attach commitments or other evidence.
- Identify source of leveraged funds.
- Complete the Budget Category Breakdown – Be sure to Itemize.
- Complete Staff Salary Budget – Include Job Descriptions.
- Overall Agency Budget.
### RFP – BUDGET SUMMARY CHART

<table>
<thead>
<tr>
<th></th>
<th>Homelessness Prevention</th>
<th>Rapid Re-Housing</th>
<th>Emergency Shelter</th>
<th>Street Outreach</th>
<th>HMIS</th>
<th>Total Amount Budgeted</th>
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</thead>
<tbody>
<tr>
<td>Rental Assistance*</td>
<td>$XXX</td>
<td>$XXX</td>
<td>$XXX</td>
<td>$XXX</td>
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<td>$XXX</td>
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<tr>
<td>Housing Relocation &amp; Stabilization Services**</td>
<td>$XXX</td>
<td>$XXX</td>
<td>$XXX</td>
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<td>Essential Services</td>
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<td>$XXX</td>
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<tr>
<td>Renovation</td>
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<td>$XXX</td>
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<tr>
<td>Shelter Operations</td>
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<td>$XXX</td>
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<tr>
<td>Other Services</td>
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<td><strong>TOTAL</strong></td>
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</table>

*Please fill in the amounts.
# GOALS, OUTPUTS & PERFORMANCE EVALUATION

## RFP – BUDGET SUMMARY CHART

<table>
<thead>
<tr>
<th>Category Breakdown</th>
<th>ESG Funding</th>
<th>Match Funds</th>
<th>Source of Match Funds</th>
<th>Total Funds</th>
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<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Salaries</td>
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<tr>
<td>Personnel Subtotal</td>
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<tr>
<td>Direct Financial Assistance</td>
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<tr>
<td>Rental Assistance</td>
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<tr>
<td>Utility Deposits</td>
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<tr>
<td>Utility Payments</td>
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<td>Security Deposits</td>
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<td>Last Month’s Rent</td>
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<td>Fees</td>
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<td>Moving &amp; Storage</td>
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<tr>
<td>D.F.A. Subtotal</td>
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<tr>
<td>Other Costs Related to Housing Relocation &amp; Stabilization, Essential Services, &amp; Street Outreach (non-personnel)</td>
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<tr>
<td>Transportation</td>
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<td>Advertising &amp; Marketing</td>
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<td>Equipment</td>
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<td>Materials &amp; Supplies</td>
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<tr>
<td>Relocation Expenses</td>
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<td>Contractual Services</td>
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<tr>
<td>Other (please specify)</td>
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<tr>
<td>Other Costs Related to Emergency Shelter Operations (non-personnel)</td>
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<td>Utilities</td>
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<td>Insurance</td>
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<td>Repairs &amp; Maintenance</td>
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<td>Renovation</td>
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<td>Other (please specify)</td>
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<tr>
<td>Total ESG Request</td>
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<tr>
<td>Total Other Funds</td>
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<tr>
<td>Grand Total</td>
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APPLICATION REQUIREMENTS
APPLICATION REQUIREMENTS

WHEN ARE REQUEST FOR PROPOSALS DUE AGAIN?

✓ All Applications are due on: Friday, February 8, 2019 @ 12:00pm.

✓ Applicants must provide a total of seven (7) copies of their completed applications that are 3-hole punched and clipped (not bound).
  ▪ 1 - Original copy with all attachments
  ▪ 6 - Copies of the RFP only

✓ Late or incomplete Applications **WILL NOT** be accepted!

✓ Applications are available in fillable WORD format on the city’s web site: [www.newbedford-ma.gov/community-development/](http://www.newbedford-ma.gov/community-development/)
APPLICATION REQUIREMENTS

OVERALL RFP REQUIREMENTS?

- Be sure to completely fill out each section of the application.
- Briefly describe your proposed project.
- Check appropriate Activity.
- Understand impact on Five-Year Consolidated Plan.
- Review Consolidated Plan priorities to see if proposal is aligned.
- Special emphasis will be given to a proposal meeting a need.
### RFP INSTRUCTIONS

<table>
<thead>
<tr>
<th>RFP PAGE #</th>
<th><strong>I.</strong> General Information</th>
<th>3</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>II.</strong> Eligibility &amp; Selection</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>III.</strong> Community Development Needs</td>
<td>10</td>
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<td></td>
<td><strong>IV.</strong> Income and Rent Guidelines</td>
<td>11</td>
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<td></td>
<td><strong>V.</strong> Evaluation of ESG Proposals</td>
<td>12</td>
</tr>
</tbody>
</table>

### PROPOSAL APPLICATION FOR ESG FUNDING

<table>
<thead>
<tr>
<th>APPLICATION PAGE #</th>
<th><strong>I.</strong> Applicant Information</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>I.</strong> Project Funding Request</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>II.</strong> Organizational Capacity</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>III.</strong> Program Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>IV.</strong> Program Design – Additional Questions</td>
<td>6</td>
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<td></td>
<td><strong>V.</strong> Financial Capacity</td>
<td>7</td>
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<td><strong>VI.</strong> Impact on Consolidated Plan Priorities</td>
<td>9</td>
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<td></td>
<td><strong>VII.</strong> Proposed Project Accomplishments</td>
<td>11</td>
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<td><strong>VIII.</strong> Performance Measures</td>
<td>12</td>
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<tr>
<td></td>
<td><strong>IX.</strong> Financial</td>
<td>14</td>
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<tr>
<td></td>
<td><strong>X.</strong> Budget Summary</td>
<td>15</td>
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<tr>
<td></td>
<td><strong>XI.</strong> Budget Detail</td>
<td>16</td>
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<td></td>
<td><strong>Attachments - Certifications</strong></td>
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<tr>
<td></td>
<td><strong>A.</strong> Threshold Certification</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td><strong>B.</strong> Statement of Applicant</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td><strong>C.</strong> Conflict of Interest</td>
<td>20</td>
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<td></td>
<td><strong>D.</strong> Tax Compliance</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td><strong>E.</strong> Non-Collusion</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td><strong>F.</strong> Signature Authorization Form</td>
<td>22</td>
</tr>
</tbody>
</table>
APPLICATION REQUIREMENTS

RFP – TRESHOLD CERTIFICATION

ATTACHMENT 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 Department of Planning, Housing, and Community Development no later than 12:00 PM on February 8, 2017.

An original application with all questions completed (including performance evaluation criteria and budgets) along with seven (7) copies that are 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 2 CFR Part 200, Subpart F, Audit (Required if $750,000 in aggregate Federal funds expended); or
  b. Financial statements audited by a CPA (only if not qualified for 2 CFR Part 200, Subpart F); or
  c. Profit and Loss Statement for most recently completed fiscal year and General Ledger printout (first time applicants or those who do not meet above criteria may submit)
- IRS SDI (c)(2) 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://corporations.state.pa.us/corpweb/CorpSearch/CorpSearch.aspx]

I hereby confirm that this packet contains all materials required.

Signature of Authorized Signer
Printed Name
APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

FINANCIAL STATEMENTS:

✓ > $750,000 – Requires most recent audited financial statements.

✓ < $750,000 – Requires up-to-date balance sheet income & expense statement.

✓ Articles of Incorporation – 501 c3 designation.

✓ Listing of Current Board of Directors.

✓ Executed Signature Authorization Form.

✓ Obtain DUNS Number.
APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

☑ All questions must be completed (including the performance evaluation criteria and budget sections).

☑ Only the original copy must include the requested supporting documentation such as the articles of incorporation and current list of your board or Directors.
APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

IMPORTANT – ALL AGREEMENTS MUST BE SIGNED BY AUTHORIZED SIGNER

- Attachment A – Threshold Certification
- Attachment B – Statement of Applicant
- Attachment C – Conflict of Interest
- Attachment D – Tax Compliance Certification
- Attachment E – Certification of Non-Collusion
- Attachment F – Signature Authorization Form

AGREEMENTS NOT FULLY EXECUTED WILL BE REJECTED
APPLICATION REQUIREMENTS

RFP – SIGNATURE AUTHORIZATION FORM

ATTACHMENT F

SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ does hereby resolve that on _____, the Board reviewed the Application for Emergency Solutions Grant Funds to be submitted to the City of New Bedford Department of Planning, Housing, and Community Development for funding consideration for the fiscal year 2018. 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 act as the Authorized Signer to this grant:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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</table>

Clerk/Secretary/Treasurer of Board (or other Designated Authority)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
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</table>

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 some to be false.
APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

Organization Capacity:
- Staff qualification & Experience.

Program Design:
- Purpose and need for the proposed project.
- Target population (i.e. Families with children, Chronically Mentally Ill, etc.).
- Provide information on the types of services that will be offered and how they will be provided.
- Coordination of intake and referral procedures with other services providers.
APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

Additional Questions:

- Does your program collaborate with the City of New Bedford Continuum of Care, through the Homeless Service Providers’ Network (HSPN)?

- Does your organization involve at least one (or more) individual with lived experience in a policy-making function with the organization, such as on its Board of Directors.

- Does your program participate in the city’s coordinated entry system (the CALL)?
APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

Financial Capacity

- Staff Qualifications and Fiscal Capacity.

- Identify the person(s) responsible for program and financial management of the activity.

- Describe experience and qualification, including all other persons involved in the activity.

- Does the applicant have any past obligations with any other funding source(s)?
APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

Financial Capacity

- In the past three years, has the agency had an Internal Revenue Service (IRS) or State levy?

- If so, is the agency on a repayment schedule? How was the matter resolved?

- Did the applicant agency fully expend the three most recent grants? In not, why not, and how much was not expended?
PROGRAM YEAR REQUIREMENTS
WHAT HAPPENS IF YOU ARE SELECTED FOR FUNDING?

- All Agreements will run from July 1, 2019 to June 30, 2020.
- Agreements will have a scope of work and a budget that you will need to adhere to.
- The city will reimburse on a monthly basis pending its review/approval of proper billing.
WHAT ARE SOME REQUIRED REPORTS?

- **QUARTERLY DEMOGRAPHICS**: Summary report that has a breakdown of the demographics of people served.

- **QUARTERLY NARRATIVE REPORT**: A summary narrative report about how the subrecipient is or is not achieving their stated goals, objectives and outputs.

- **MONTHLY INVOCIES**: Detailed description of funds spent with backup documentation.

- **IMPORTANT**: All files on ESG related funds and requirements must be maintained for a minimum of 5 Years from the end of the program year.
Prior to the start of the program year, all successful applicants are required to attend an orientation or technical assistance workshop.

The following issues are discussed at that workshop…

- Understanding the Subrecipient Agreements.
- Performance & Outcome Measurements.
- Quarterly Reporting Requirements.
- Reimbursement Process.
- Budget / Amendment Process.
- Procurement.
- Annual Monitoring.
IMPORTANT
1. **Participation in the CALL.**
   All ESG Subrecipients are required to participate in New Bedford’s Coordinated Access System (The CALL). This includes Emergency Shelter, Rapid Re-Housing and Homeless Prevention Programs.

2. **HMIS Changes.**
   The city has contracted with CaseWorthy as its new HMIS vendor. The data migration process started in December 2018 and training is forthcoming. The “go-live” date is January 22, 2019.

**NOTE: HMIS Contribution.**
A portion of the ESG Allocation will be dedicated to support the HMIS system operations. In the past, no ESG funds were used to support the HMIS system. Percentage to be determined.
3. **Equal Access Rule.**
All ESG Subrecipients are required to comply with HUD’s Equal Access Rule effective on October 21, 2016. The rule is designed to ensure equal access to individuals in accordance with their gender identity in programs and shelters receiving HUD funding. All programs and services must be non-discriminatory.

4. **Performance and Goals.**
Subrecipient performance will be measured according to two methods:

a) Subrecipient - Proposed Project Accomplishments / Performance Measurements.

b) DPHCD - ESG Performance Goals and Standards.
4. **Performance and Goals.**

Subrecipient - Proposed Project Accomplishments / Performance Measurements.

**VII. PROPOSED PROJECT ACCOMPLISHMENTS**

Briefly describe proposed accomplishments if funding is awarded. (Accomplishments must be described in terms of households served, people served, etc. Example: The emergency shelter program will serve 100 homeless individuals or this program will rapidly rehouse 5 chronically homeless families, etc.)

Please answer the following questions:

A. What is the total unduplicated individuals to be served by this project?

B. What is the total number of unduplicated adults to be served by this project?

C. What is the total number of unduplicated children to be served by this project?

**Identify the primary homeless beneficiaries the program will serve. Check the appropriate categories:**

- Chronically Homeless
- Persons with HIV/AIDS
- Unaccompanied Youth
- Elderly
- Victims of Domestic Violence
- Veterans
- Chronic Substance Abuse & Other Disabled
- Other

**VIII. PERFORMANCE MEASUREMENTS**

**SUBRECIPIENT PERFORMANCE MEASUREMENTS**

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Example</th>
<th>Goal #1</th>
<th>Goal #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOALS:</td>
<td>Proposed solutions to problems (as identified in Consolidated Plan)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INPUTS:</td>
<td>Resources dedicated to or consumed by program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTIVITIES:</td>
<td>What the program does with the inputs to fulfill its mission</td>
<td></td>
<td></td>
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<tr>
<td>OUTPUTS:</td>
<td>The direct products of program activities</td>
<td></td>
<td></td>
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<tr>
<td>OUTCOMES:</td>
<td>Benefits that result from the program</td>
<td></td>
<td></td>
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<tr>
<td>MEASUREMENT:</td>
<td>Describe the methods and/or tools the program uses to measure outcomes</td>
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</table>
4. **Performance and Goals.**

**DPHCD - ESG Performance Goals and Standards**

<table>
<thead>
<tr>
<th>GOALS</th>
<th>PERFORMANCE STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Length of Participation (RSH ONLY)</td>
<td>The % of persons who’s length of stay is no longer than 60 days. <strong>G22a2</strong></td>
</tr>
<tr>
<td>Persons who exit shelter timely. Goal: 85%</td>
<td></td>
</tr>
<tr>
<td>2. Housing Stability (RSH ONLY)</td>
<td>The % of persons who remain in RSH program as of the end of the operating year or exit to PH. <strong>G23a &amp; G23-24</strong></td>
</tr>
<tr>
<td>Persons residing in RSH will remain in housing for minimum of 1 year or exit to other permanent housing. Goal: 85%</td>
<td></td>
</tr>
<tr>
<td>3. Increased Income</td>
<td>The % of persons age 18 or older who increased their earned and unearned (mainstream resources) income. <strong>G20a (Type of Non-Cash Benefits Sources)</strong></td>
</tr>
<tr>
<td>Persons will maintain or increase earned (wages) and unearned (mainstream resources) income. Goal: 20%</td>
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<tr>
<td>4. Exit to Permanent Housing</td>
<td>The % of persons who exit to permanent housing. <strong>G23c</strong></td>
</tr>
<tr>
<td>Goal: 20%</td>
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<tr>
<td>5. Maintain Housing (HP ONLY)</td>
<td>The % of persons who maintained same housing at program entry. <strong>G24</strong></td>
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<tr>
<td>Persons able to maintain the housing they had at project entry - With or without subsidy. Goal: 75%</td>
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<tr>
<td>4. Length Time Between Entry / Move in (RSH ONLY)</td>
<td>The % of persons who’s length of time between project entry and housing placement will be no longer than 14 days. <strong>G22c</strong></td>
</tr>
<tr>
<td>Persons length of time between program entry and placement shall be timely. Goal: 80%</td>
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<tr>
<td>7. Utilization Rate</td>
<td>Average quarterly utilization rate during the operating year. <strong>See Data Quality Report &amp; G7b</strong></td>
</tr>
<tr>
<td>Program operates at full capacity, with low vacancy rate, and quickly fill vacancies. Goal: 70%</td>
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COMMON RFP MISTAKES
TOP TEN COMMON MISTAKES

1. **Didn’t read the RFP Instructions or Review the Evaluation.**
   Applicants are strongly encouraged to review the RFP Instructions before starting their application. Also, applicants should review the Evaluation Form / Questions before submitting their RFP. Remember, the Evaluation Form is our scoring mechanism and the basis for evaluating RFPs and determining funding allocations.

2. **Not really understanding the RFP question and/or providing an incomplete response.**
   Many applicants lose points because they do not fully answer a question. If you do not understand the question, please contact DPHCD for TA. Also, if you need additional space to answer a question, please attach the response on a separate page. Applicants should have enough space in a designated section.
3. **Submitting the Wrong Number of Applications.**
A total of 7 RFP Applications must be submitted. 1 Original with all attachments and 6 copies of just the RFP. All copies must be 3 hole punched and clipped (not bound).

4. **Attachment A – Threshold Certification Not Completed**
Attachment A of the RFP must be completed / checked off by the applicant. If a document is not required, you must provide an explanation.
5. **Not knowing who your Authorized Signer should be.**
   This person is usually the Director but not always. The Authorized Signer is the person listed on Attachment F – Signature of Authorization Form. This person must sign all RFP Attachments.

6. **Not knowing who authorizes the Director to Sign.**
   First, the board votes and grants permission to the Director to apply for a grant. Next, the Clerk, Secretary, Treasurer completes Attachment F and grants permission for said person to sign.
7. **Not having a 501(c) (3) status**
Applicants must either have 501(c) (3) status or have a sponsor agency who acts as a fiduciary. The applicant will provide the 501(c) (3) # and acceptance letter from the fiduciary. No 501(c) (3) pending letters will be accepted.

8. **Not having a DUNS #?**
Applicants must have a DUNS number in order to successfully apply and receive federal funds. Applicants are strongly encouraged to apply for a DUNS # immediately if they do not have one already.
9. **Not submitting the correct Audit or Financial**
   - **Over $750,000** - Copy of 2 CFR Part 200, Audit by a CPA (Required if $750,000 in aggregated Federal funds expended) – Most Recently Completed Fiscal Year.
   - **Under $750,000** – Profit and Lost Statement + General Ledger Printout – Most Recently Completed Fiscal Year.

10. **Trying to submit your application late.**
    Applicants are strongly encouraged to submit their RFPs days before they are due in order to avoid any issues. Prior to accepting an RFP, DPHCD staff perform a review to determine if all items have been successfully submitted. Incomplete applications will be rejected and not accepted. If any issues are identified, DPHCD staff provide applicants with list of necessary corrections.
CONTACTS
ESG
SUBRECIPIENT RFP Application Workshop

City of New Bedford Department of Planning, Housing & Community Development

CONTACTS

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General Questions

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PatrickS@newbedford-ma.gov
PHONE: 508 979-1500
FAX: 508 979-1575
WEBSITE: www.newbedford-ma.gov
EMERGENCY SOLUTIONS GRANT

FY2019

RFP Application Workshop

City of New Bedford
Department of Planning, Housing & Community Development