



HOUSING AND NEIGHBORHOOD DEVELOPMENT

**REQUEST FOR PROPOSAL
FUNDING ANNOUNCEMENT**

2014 HEARTH EMERGENCY SOLUTIONS GRANT (HESG)

**Street Outreach
Rapid Re-Housing
Shelter
Homeless Prevention
HMIS**

DATE ANNOUNCED: May 1, 2013

DATE DUE: June 17, 2013

THIS FUNDING ANNOUNCEMENT CONTAINS THE FOLLOWING ELEMENTS:

PART 1: APPLICATION INFORMATION

PART 2: TECHNICAL INFORMATION

PART 3: BOARD DIVERSITY STATEMENT

PART 4: THRESHOLD ELIGIBILITY REQUIREMENTS

PART 1: APPLICATION INFORMATION

Section 1 Available Funds and Areas of Emphasis

The City will receive approximately \$148,127 in Hearth Emergency Solutions Grant funds for the 2014 fiscal year. All program-funding allocations are subject to change based on the amount of funding approved by Congress, HUD, and Topeka City Council. Therefore, the amounts of funding for each project are subject to change.

The grant period runs for twelve months and will begin January 1, 2014. Areas of emphasis are as follows:

- Street Outreach
- Rapid Re-Housing
- Emergency Shelter
- Homeless Prevention
- HMIS

Applicants are required to provide an equal amount of matching funds for any HESG grant award.

Section 2 Eligible applicants

Non-profit providers, both religious and secular, will be eligible applicants for City HESG funds.

Resolution 7580 applies to applicant eligibility. “No grant or loan or financial assistance shall be authorized or made from funds administered by any City department to any person, firm, partnership, for-profit corporation, not-for-profit corporation, joint venture or other association of persons who owes any debt due the City of Topeka or who owes any delinquent real estate taxes or personal property taxes or special assessments at the time of entering into a contract.”

All applicants successfully awarded funding **MUST** be connected to the local, the Homeless Management Information System (HMIS). This will require collecting information on homeless individuals and families participating in the HESG program. The information received must be entered into the local HMIS system. A Statement of Confidentiality from each user will be required.

As a recipient of funds from the city, that grantee must be in compliance with Title II of the Americans with Disabilities Act and the implementing regulations 28 C.F.R. Part 35 as to all of its facilities and programs.

Section 3 Eligible Activities

A. Street Outreach

Services related to reaching out to unsheltered homeless individuals and families connection them with emergency shelter, housing, or critical services and providing them with urgent, non-facility-based care.

B. Shelter

Major Rehab, Conversion or Renovation
of a building to serve as a homeless shelter.

Essential Services

Case management staff salaries, child care, emergency health services, legal services, mental health and substance abuse services and transportation.

Shelter Operations

Maintenance, rent, repair, security, fuel, equipment, insurance, utilities and furnishings.

C. Rapid Re-Housing (already homeless individual & families)

Housing relocation and stabilization services and short and / or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

D. Homeless Prevention

Housing relocation and stabilization services and short and / or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless. These are services that prevent homelessness. The City is interested in funding agencies that provide short-term subsidies to address rent and utility arrearage for families facing eviction or termination of service and security deposits/first months rent to enable families to obtain housing.

E. HMIS

For the costs of participating in an existing HMIS of the local Continuum of Care.

Section 4 Request for Proposal Mechanics

A. Submission format and deadline

All requests for the HEARTH Emergency Solutions Grant must involve the complete and accurate submission of all required forms. Forms may not be manipulated to include more information than the space allows. However, individual answers may use more or less of the space given, as long as all questions and answers remain on the original page (if needed a separate sheet may be used to continue an answer but should be numbered as 1a, 2a, etc.). All pages should be numbered sequentially at the bottom, right hand corner.

The RFP and application can be obtained beginning Wednesday, May 1, 2013 from the City's Housing and Neighborhood Development Department, 620 SE Madison, 1st Floor – UNIT 8, Topeka KS, 66607. To receive an e-mail copy of the application, submit your request to Rachelle Vega-Retana at rvretana@topeka.org.

All Requests for Proposal responses must be received by the Department of Housing and Neighborhood Development, ATTN: RACHELLE VEGA-RETANA, 620 SE Madison St., 1st Floor – UNIT 8, Topeka, KS. 66607, no later than 5:00 p.m., Monday, June 17, 2013. Responses must include one (1) original, two (2) copies to be considered for funding. Responses hand delivered or received by mail, courier, or any other means after this date and time will not be accepted.

B. Application screening process

The Shawnee County Homeless Task Force and City staff will screen Request for Proposal responses for threshold compliance based on the criteria included in Part 2 of this Request for Proposals. Proposals that do not meet minimum standards for submission will not be eligible for funding.

Applicants who have submitted insufficient applications will be notified of their deficiencies. The intent of this flexibility is to allow for minor oversights and omissions. Agencies with deficient applications will be notified by Monday, June 24, 2013. Complete submissions must be returned by Friday, June 28, 2013 by 5:00 p.m. to the HND office. Agencies with applications deemed ineligible for funding by this department will be notified Wednesday, July 3, 2013. Letters of dispute are due back to this office by Friday, July 12, 2013, by 5:00 p.m.

Section 5 Application Development Assistance

A. Consultation

Questions about this RFP, application requirements, and deadlines should be directed to Rachelle Vega-Retana at (785) 368-4490 or rvretana@topeka.org.

B. Applicant debriefings

Once grant awards have been made final, HND will hold debriefings for any interested applicants who wish to ask questions regarding the review of their applications or to discuss ways to improve next year's submission. Applicants may request a debriefing by sending their request in writing to Rachelle Vega-Retana, at the Housing and Neighborhood Development Department, 620 SE Madison St. 1st Floor-UNIT 8, Topeka KS, 66607, or to rvretana@topeka.org

PART 2: TECHNICAL INFORMATION

Section 1 Post-Award Information

A. Reporting

All subrecipients will provide program or project, financial, and participant information on a quarterly basis through the local HMIS system. Detailed instructions relating to these requirements will be provided separately. In some instances the City will require more frequent reporting in the interest of prudent contract management.

B. Monitoring

City staff will work cooperatively with subrecipients to insure successful contract completion. City activities will include, but will not be limited to, in-depth review of all submissions, on-site visits and consultation, and routine performance troubleshooting. As necessary the City will use progressive sanctions to insure successful completion of contracts.

C. Evaluation

Successful applicants will be responsible for conducting simple assessments of program and project success and for identifying and pursuing continuous improvement opportunities. City staff will work cooperatively with subrecipients, to design and carry out program and project evaluations. Typically, evaluations will be done jointly by City staff and subrecipient staff and board members, but in some instances this may involve disinterested third parties.

D. Technical Assistance

The City will either provide or assist subrecipients in securing needed technical assistance. Responsibility for the expense of outside (non-City) technical assistance will be determined on a case-by-case basis. Technical assistance provided by City staff will be offered in both individual and group settings.

E. Audits

Subrecipients will provide financial audits under the terms and conditions included in contracts. In general, the intent will be to insure that all funds provided by the City are handled and accounted for in a manner that meets generally accepted accounting principles.

When appropriate, City staff may conduct program and project performance audits or arrange for performance audits to be conducted.

F. Conflict of interest and disclosure

In awarding and managing contracts the City will not engage in and will not condone on the part of subrecipients any form of undisclosed conflict of interest. City employees and both the employees and board members of contracting agencies and organizations will not use their positions for any purpose that constitutes or presents the appearance of personal or organizational conflict of interest or gain.

This includes but is not limited to actions that involve the use of contract funds in ways that provide advantage or benefit to City and/or contractor employees and their immediate families and/or to the members of boards of directors of contracting agencies and their immediate families in regard to (a) the acquisition of goods and services, space or amenities in any form, (b) employment or consulting services, (c) program and project participation, and (d) the receipt of gifts or gratuities. (Immediate family is defined as legal or common law spouse, child, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or a family member of the immediate household residing under the same roof.)

Any potential or suspected conflict of interest or appearance of conflict of interest must be brought to the attention of Housing and Neighborhood Development Department officials in writing as part of the application process. Similarly, any potential or suspected conflict of interest or appearance of conflict of interest that arises after an application is submitted must be brought to the attention of Department of Housing and Neighborhood Development officials in writing prior to any action that might constitute or result in a conflict of interest.

G. Applicable federal, State, and City laws and regulations

Individual contracts may involve the use of one or more types of federal, State, and City funds that carry special requirements. These requirements will be referenced in contracts as appropriate, and conformance to applicable laws and regulations will be required.

Section 2 Other Information

A. Sub-contracting and delegation of funds

In general, sub-contracting and delegation of funds by applicants submitting successful responses to this request for proposals will not be permitted. However, in exceptional circumstances this may be acceptable if the benefit to the City and City residents is clear and compelling. Applicants interested in sub-contracting or delegating funds should clearly indicate their intention to do so in their request for proposal response. Written confirmation from City contracting officials that this is an acceptable option will be required before any sub-contracting or delegation of funds occurs.

B. Program and project budget periods

Program and project budget periods will be one (1) year in length unless otherwise specified in contracts. Expenditures cannot be made before or after any contract period. Extension of any contract period must be requested and approved in writing.

C. Target areas and Populations

All projects and activities must benefit low to moderate-income persons. Low to moderate-income is defined as a household at or below 30% of the area median family income.

D. Fiscal and program accountability

To meet minimum eligibility requirements applicants must (a) have or acquire the capacity to receive, spend, and account for public funds in a manner consistent with generally accepted accounting principles and practices, and (b) have the capacity to accomplish the program objectives set forth in their request for proposals response.

In the case of agencies and organizations that have been recipients of City, State or federal funds in any combination this fiscal management requirement can be met by providing evidence in the form of certified audits or similar documentation sufficient to indicate to City contracting officials that contract funds will be spent and accounted for appropriately.

In the case of agencies or organizations that have not received City, State, or federal funds this fiscal management requirement can be met by providing evidence sufficient to indicate to City contracting officials that either arrangements have been made to acquire accounting and fiscal management services from a private firm or non-profit organization that has the capacity to receive, spend, and account for public funds in a prudent manner or that the applicant has in place and is using a financial management system adequate for this purpose.

In the case of agencies and organizations that have been recipients of City, State or federal funds in any combination this program management requirement can be met by providing evidence of successful completion of previous performance based contract obligations.

In the case of agencies or organizations that have not previously received City, State, or federal funds this program performance requirement can be met by providing evidence sufficient to indicate to City contracting officials that performance based contract obligations will be met.

Request for Proposals responses from applicants that do not meet minimum eligibility requirements will not be reviewed, and these applicants will not be eligible for funding. Applicants that have not met program and financial management obligations under the terms of previous City grants and contracts will not be eligible for funding.

PART 3: BOARD DIVERSITY STATEMENT

Board diversity will be interpreted in the following ways:

In general, 10% to 40% of the Board should be non-white or Hispanic. If not, the Board will be looked at over time to determine whether the mix varies or whether there is a consistent pattern of exclusion in terms of race, gender, etc. Also taken into account will be the mission of the organization. If the organization is working with a subset of the population in great need of services, it is acceptable that the Board be made up primarily of this subset. Overall, an accurate representation of the diversity of the community is desired, however, exceptions, as listed above, will be considered. All agencies must have a Homeless Person or Formerly Homeless Person involved in Policy making. (i.e. on the Board of Directors, Advisory Board)

PART 4: THRESHOLD ELIGIBILITY CRITERIA
Department of Housing & Neighborhood Development Grants

There are seven criteria areas where reviewers will evaluate while studying the application; they are listed below.

TIMELINESS

Yes/No The application was received before the submission deadline.

Comments:

COMPLETENESS

Yes/No The Request for Applications response is complete in all material respects.
(Legal and governing body information, program/project information,
budget information)

Comments:

CONFLICT OR APPEARANCE OF CONFLICT OF INTEREST

Yes/No The Applicant has identified and addressed any conflict of interest or appearance of conflict of interest in a manner that insures the ethical and prudent use of and accounting for public funds.

Comments:

FISCAL ACCOUNTABILITY

Yes/No The Applicant has provided evidence that it has or will acquire the fiscal capacity required to receive, spend, and account for public funds in a manner that is consistent with generally accepted accounting principles and practices. (Consideration will be given to other public funds managed by applicants and the accounting methods used by applicants.)

Comments:

PROGRAM ACCOUNTABILITY

Yes/No The Applicant has provided evidence that it has the capacity to accomplish the program objectives set forth in the request for applications response. (Consideration will be given to years of operation and whether activities, outputs and outcomes can be reasonably determined to occur based on identified inputs.)
Comments:

COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Yes/No The proposed use of funds is consistent with Emergency Shelter Grant regulations as listed in the RFP Funding Announcement. This includes a 100% match of cash, in-kind services or volunteer hours. This also includes conformance with Resolution 7580 and ADA Compliance.
Comments:

PAST PERFORMANCE (IF APPLICABLE)

Yes/No The applicant has successfully met program obligations, financial obligations and reporting obligations in completing previous City grants and contracts.
Comments:

IS THIS AN ELIGIBLE APPLICANT?

Yes/No (HND Staff will determine that all answers to the questions above are positive. Questionable answers will be up to departmental discretion.)
Comments: