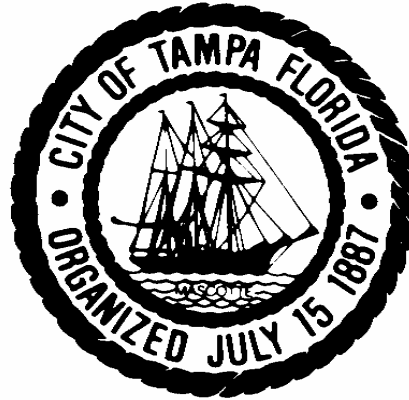


CITY OF TAMPA

EMERGENCY SHELTER GRANT REQUEST FOR PROPOSAL



FISCAL YEAR 2010 / PROGRAM YEAR 2009

Application Form and Program Guidelines

Emergency Shelter Grant

Department of Growth Management and Development Services
Housing and Community Development Division
2105 N. Nebraska Avenue
Tampa, FL 33602

(813) 274 -7998

I. INTRODUCTION

The City of Tampa is issuing a Request for Proposals (RFP) for funding consideration under the Emergency Shelter Grant (ESG) grant program for Fiscal Year October 1, 2009 through September 30, 2010. ESG funding from the U.S. Department of Housing and Urban Development (HUD) has been made available to the City of Tampa to provide emergency shelter to homeless persons throughout the City of Tampa.

II. SUBMISSION INFORMATION

A. General Instructions

For funding consideration, proposed projects must meet the general ESG eligibility requirements identified in Section V. Agencies and organizations responding to this RFP must complete the attached funding application. The application must be typed (not handwritten) with a legible typeface no smaller than 12-point type and should be sequentially numbered from the first page (checklist) to the last page. The application must be limited to 10 pages in length, excluding attachments. Staple or paperclip all documents with no binding. The original must have signatures in blue ink. Incomplete applications or applications submitted after the published deadline may not be considered. Once submitted, no proposal may be amended, unless the amendment has been requested by the City. The original and four copies (5 total) of the completed application must be submitted for each City of Tampa application to:

J. Marie Dolphin, Urban Planner II
City of Tampa
Housing and Community Development Division
2105 N. Nebraska Avenue
Tampa, FL 33602

Applications must be received by 4:30 P.M. Friday, May 15, 2009.

Funding decisions will be based on the highest rated proposals that address the RFP criteria. Evaluation and scoring will be performed by a committee of reviewers representing the City of Tampa, Hillsborough County, and the Homeless Coalition of Hillsborough County. No applicant is eligible to serve on the RFP review committee. Based on recommendations provided by the RFP review committee, the City of Tampa reserves the right to adjust funding amounts requested based on availability of funds or as might be deemed necessary to achieve the best use of the funds. Receipt of an award letter is not a guarantee of funding. Prior funding awards do not guarantee continued or future funding.

The City of Tampa its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time and/or take any action in the best interest of the City of Tampa. The City's decisions in all matters regarding this RFP shall be final. The City of Tampa reserves the right to contact an applicant if additional information is required. Should

applicants require additional proposal forms or information regarding the regulations governing the ESG program, please contact J. Marie Dolphin at (813) 274-7998.

B. RFP Workshop and Technical Assistance

An RFP workshop and technical assistance training is being held on Thursday, April 16, 2009 from 2:00 PM – 4:00 PM in the top floor conference room of the Ybor Service Center located at 2105 N. Nebraska Avenue, Tampa, FL 33602. All applicable laws, rules, regulations, policies and procedures governing the ESG program and RFP process will be reviewed at this workshop. Attendance at the RFP workshop and technical assistance training is mandatory for prospective applicants.

III. GENERAL REQUIREMENTS

A. Proposals Binding

All proposals submitted shall be binding for 120 calendar days following the opening.

B. Incurred Expenses

The City is not responsible for any expenses which applicant agencies may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

C. Contractual Agreement

Agencies approved for funding will be required to sign an agreement with the City of Tampa in order to ensure compliance with ESG regulations. ESG funds may not be obligated until the agreement has been accepted and approved by the Tampa City Council, and then executed by the appropriate signatories. Funding is disbursed on a reimbursement basis. Costs which will be allowable for reimbursement must be incurred during the City’s fiscal year (October 1 through September 30) and may only include items of expenditures allowed by 24 CFR Part 576 as determined through negotiation of contract with the City of Tampa.

D. Indemnification

Agencies approved for funding must agree to defend, indemnify and hold harmless the City of Tampa, and its respective officers, agents and employees from and against all liability, claims, demands, damages, losses and expenses, including attorneys’ fees, original and on appeal, arising out of, or related in any way to the performance of the agreement.

E. Insurance

Agencies approved for funding will be required to obtain the following insurance coverage if applicable, each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) calendar days in advance. The insurance coverage shall be evidenced by an original certificate of insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- (1) Automobile Liability Insurance shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, or hired vehicles used in connection with this Agreement. For Agreements with

less than \$100,000 in total Grant Funds, the minimum limit shall be \$500,000 for bodily injury and property damage combined single limit each accident. The minimum limit for Agreements with \$100,000 or more of Grant Funds allocated shall be \$1,000,000.

(2) Commercial General Liability Insurance shall be written on the most current Insurance Services Office (ISO) occurrence form or its equivalent to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage limit shall be \$1,000,000 each occurrence, with a general aggregate of \$2,000,000. The injury shall not exclude coverage for sexual molestation.

(3) Professional Liability Insurance shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.

(4) Workers' Compensation and Employers' Liability Insurance shall be provided for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. The amount of the employers' liability insurance shall not be less than \$1,000,000 bodily injury by accident each accident, \$1,000,000 bodily injury disease each employee, and \$1,000,000 bodily injury by disease policy limit.

F. Program Monitoring

Applicants approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the agreement.

G. Ethics Ordinance

Applicants shall comply with all applicable governmental and City rules and regulations including the City's Ethics Code, which may be requested by calling the Office of the City Clerk at (813) 274-8397. Moreover, each applicant responding to this Request for Proposal acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract obligation. The applicant shall ensure that no City employee receives any such benefit or interest as a result of the award of this Request for Proposal.

H. Florida Public Records Law

In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all applicant agencies should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection. Applicant agencies are requested, however, to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP will become the property of the City of Tampa and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City of Tampa.

I. Notification of Funding

Applicants will be notified no later than June 30, 2009 of funding recommendations. Reference the draft schedule in Section VII.

IV. GENERAL ELIGIBILITY REQUIREMENTS

A. ESG Program Objectives

The ESG program is funded by the U.S. Department of Housing and Urban Development (HUD) to provide emergency shelter and essential services for homeless persons. The objectives of the ESG 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.

B. Eligible ESG Activities (24 Code of Federal Regulations [CFR] Part 576.21) of the McKinney-Vento Homeless Assistance Act:

- (1) The renovation, major rehabilitation, or conversion of buildings to be used as emergency shelters.
- (2) The provision of essential services, including services concerned with employment, health, drug abuse, or education, if (a) such services have not been provided by the local government during any part of the immediately preceding 12-month period, or the use of assistance under this part would complement those services; and (b) not more than 30 percent of the aggregate amount of all assistance to a State or local government under this part is used for activities under this paragraph.
- (3) Maintenance, operation, insurance, utilities, and furnishings, except that not more than 10 percent of the amount of any grant received under this part may be used for costs of staff.
- (4) Efforts to prevent homelessness such as financial assistance to families who have received eviction notices or notices of termination of utility services if (a) the inability of the family to make the required payments is due to a sudden reduction in income; (b) the assistance is necessary to avoid the eviction or termination of services; (c) there is a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (d) the assistance will not supplant funding for preexisting homelessness prevention activities from other sources.

In the City of Tampa, ESG funds are available for shelter repairs and maintenance, operating costs, essential supportive services and administration of emergency shelters. Administrative expenses shall not exceed 5% of available ESG funds. Grantees, except for state governments, must match ESG grant funds dollar for dollar with their own locally generated amounts. These local amounts can come from the grantee or recipient agency or organization; other federal, state and local grants; and from "in-kind" contributions such as the value of a donated building, supplies and equipment, new staff services, and volunteer

time. More detailed information on the ESG program can be found at U.S. Department of Housing and Urban Development web site at the following address:
<http://www.hud.gov/offices/cpd/homeless/programs/esg/index.cfm>

V. AGENCY ELIGIBILITY CRITERIA

Agencies receiving ESG funds must meet the following requirements: 1) agency must be a private, non-profit organization with an IRS 501(c)(3) designation; 2) agency must be located in the City of Tampa city limits; 3) agency must have been in operation for a minimum of two years in the State of Florida; 4) agency must be able to match ESG grant funds, dollar-for-dollar, with other funds and/or from "in-kind" contributions; 5) agency must not be debarred or suspended from working on federally assisted projects; and 6) agency must submit a completed Application Cover Checklist and Application.

VI. CRITERIA FOR EVALUATION OF PROPOSALS AND SCHEDULE

The ESG RFP review committee will evaluate and score the proposals accepted for review under this RFP. Funding recommendations will be based on the committee's scoring results utilizing the following criteria and scoring:

CRITERIA	MAXIMUM POINTS
Organizational Experience and Capacity	20
Statement of Need	15
Project Description	20
Financial Records	10
Budget	15
Budget Narrative	20
TOTAL POINTS	100

FY10/PY09 ESG RFP SCHEDULE	
February 28, 2009	RFP advertised in public notice.
April 16, 2009	RFP pre-application workshop and RFP release.
May 15, 2009	4:30 p.m. deadline for submitting applications to the City of Tampa Housing and Community Development Division. Late applications will not be considered for funding.
May 18, 2009	Applications due to RFP review committee.
June 01, 2009	RFP review committee recommendations due to City Housing and Community Development.
June 12, 2009	RFP review committee recommendations due to City Budget Office for inclusion in FY10/PY09 Action Plan.
June 15, 2009	Applicants notified of funding recommendations.
June 18, 2009	Public Hearing on draft FY10/PY09 Action Plan.
July 30, 2009	City Council Approval of Proposed FY10/PY09 Action Plan.

FY10/PY09 ESG RFP SCHEDULE	
August 14, 2009	Submission deadline of FY10/PY09 Action Plan to HUD.
October 1, 2009	FY10/PY09 begins. Contract period from 10/01/09 to 09/30/10.

***All dates are subject to change.**

VII. Compliance with Applicable Laws, Rules, and HUD Regulations

Applicants who are awarded funding must act in accordance with the following applicable laws, rules, and regulations for HUD programs:

- **24 CFR Part 576**, the regulations governing the Emergency Shelter Grant program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act**, the regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108**, the regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **24 CFR Part 24**, the regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 49**, regulations on eligibility restrictions for certain resident aliens.
- **24 CFR Part 58**, the regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **24 CFR Part 7 and 41 CFR Part 60**, regulations on equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 84 and OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**, regulations for restrictions on lobbying and required certifications.
- **36 CFR Part 800**, the regulations outlining the procedures for the protection of historic and cultural properties.
- **Administrative Procedures**, rules issued by the City of Tampa in relation to process and procedures.

- **Affirmative Action**, the City of Tampa requires that all awards/contracts exceeding or that can be reasonably expected to exceed a total of \$10,000.00 over any period, when the agency has fifteen or more employees; and/or all awards/contracts exceeding or that can be reasonably expected to exceed a total amount of \$50,000.00 over any period and regardless of the number of employees must comply with the City's Equal Employment Opportunity and Affirmative Action Ordinance.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)**, the regulations that prohibit discrimination on the basis of age.
- **Chapters 81 and 84, of the Health and Safety Code**; Title VIII, subtitle D of the Cranston-Gonzalez National Affordable Act of 1990, and 24 CFR Part 50.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)**, regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c), the regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **Executive Order 13170**, regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD requirements**, all other required reports, circulars, and procedures when applicable.
- **National Affordable Housing Act** (NAHA) PL 101-625.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988**, the regulations for proposed projects and properties located in a floodplain.
- **OMB Circular A-122**, regulations that identify cost principals for nonprofits.
- **OMB Circular A-133**, regulations concerning annual audits.
- **Residential Lead Based Paint Hazard Reduction Act of 1992**, the regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **Section 3 of the U.S. Housing and Urban Development Act of 1968** providing for economic opportunities for low and very low local residents in connection with assisted projects.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41**, the regulations that sets forth policies and procedures for the enforcement of standards and requirements for accessibility for disabled persons. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.

- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, policies that provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).
-

To find the Code of Federal Regulations, go to:

www.gpoaccess.gov/cfr/index.html

To find Executive Orders, go to:

http://www.archives.gov/federal_register/executive_orders/executive_orders.html

**CITY OF TAMPA FISCAL YEAR 2010 / PROGRAM YEAR 2009
ESG PROGRAM APPLICATION COVER CHECKLIST**

NAME OF APPLICANT

ORGANIZATION: _____

NAME OF PROJECT

TITLE: _____

Please place this checklist on top of your application.

ESG Application Checklist

- Checklist – Page ____
- Agency/Project Information/Certification Cover – Page ____
- Agency Experience and Capacity – Page ____
- Statement of Need – Page ____
- Project Description – Page ____
- Financial Records – Page ____
- Budget(s) – Page ____
- Budget Narrative – Page ____

Appendices

- Articles Of Incorporation, By-Laws and Organization Chart – Page ____
- Proof of 501 (C) (3) Nonprofit Status or Proof of Public Housing Agency – Page ____
- Certification and List of Voluntary Board of Directors and Current Membership – Page ____
- Written Letters of Collaborative Partnerships, Memorandum of Understanding, etc. – Page ____
- Most Recent Independent Audit – Page ____
- Most Recent 990 Forms filed with the IRS – Page ____
- Consistency with the Consolidated Plan Certification
- Other – Please Specify _____
Page ____

FY 2010/PY 2009 ESG FUNDING APPLICATION

AGENCY INFORMATION

NAME OF ORGANIZATION: _____

ADDRESS: _____ **MAILING ADDRESS:** _____

PHONE: _____ **FAX:** _____

CONTACT PERSON/TITLE: _____

E-MAIL ADDRESS: _____ **PHONE:** _____

TAX IDENTIFICATION NUMBER: _____

YEAR ORGANIZATION WAS INCORPORATED: _____

PROJECT INFORMATION

PROPOSED PROJECT TITLE: _____

AMOUNT OF ESG FUNDING REQUESTED OF THE CITY OF TAMPA: \$ _____

AMOUNT OF ESG FUNDING REQUESTED OF HILLSBOROUGH COUNTY: \$ _____

TOTAL PROJECT COST: \$ _____

PROJECT LOCATION: _____

CERTIFYING REPRESENTATIVE *(Person authorized to sign contract, if approved):*

The undersigned applicant certifies that the information in this proposal is true and correct and the governing body of the applicant has duly authorized the document. The applicant certifies that to the best of its knowledge and belief, neither it, nor any person of which has an interest in the applicant's organization, nor any of the applicant's subcontractors, is ineligible to: 1) be awarded contracts by any agency of the United States government or HUD; or, 2) participate in HUD programs pursuant to 24 CFR Part 24. This certification is a material representation of fact upon which reliance is placed when making award. If it is later determined that the applicant knowingly rendered an erroneous certification, the contract may be terminated for default, and the applicant may be debarred or suspended from participation in HUD and other federal programs administered by the City of Tampa. Additionally, the applicant certifies that it has read, understands, and agrees to comply with all federal regulations, including but not limited to 24 CFR Part 576.

NAME:	
<i>(Please Print)</i>	<i>(Signature – in blue ink please)</i>
TITLE:	DATE SIGNED:

I. Organizational Experience and Capacity	20 Points
--	------------------

Describe the nature, purpose and qualifications of applicant agency. Include the following:

- a. Summarize the applicant agency’s organizational background and experience.
- b. Provide evidence of demonstrated ability to perform to the requirements of federal regulations, i.e. federally funded program experience, (e.g., monitoring reports received in the past two years from local, State or Federal funding agencies.)
- c. Describe current collaborations with other agencies that serve the homeless. Provide written letters of collaborative partnerships, memorandum of understanding, etc.
- d. Provide qualifications and resumes of the project manager. Include resumes, pay scales, and job descriptions for ESG-funded positions.
- e. Does the agency have fidelity bond/employee dishonesty coverage for principles on staff who manages the organization’s accounts? If so, in what amount and with which insurance agency?
- f. Provide a copy of Articles of Incorporation, By-laws, and Organizational Chart.
- g. Provide verification of 2-year non-profit status – 501 (c)(3) IRS Tax Exemption letter.
- h. Provide certification and list of voluntary Board of Directors and current membership, showing names, addresses, titles and daytime phone numbers.
- i. Provide a brief assessment of the goals, objectives and outcomes of the agency’s most recent ESG-funded agreement. If any ESG funds were unexpended at contract’s end, please state the amount with an explanation of why this occurred.

II. Statement of Need	15 Points
------------------------------	------------------

- a. Identify and describe existing and projected needs to be addressed by the project.
- b. Describe methods and data sources used to identify and verify the need for this project.

III. Project Description	25 Points
---------------------------------	------------------

- a. Identify the specific ESG eligible activity (ies) proposed, according to those listed in Section IV. B. of this RFP.
- b. Use the table below to identify the performance measures of the project that will increase the availability/accessibility of homeless shelters for the purpose of creating a suitable living environment for homeless persons.

Performance Measures Outputs:	Outcome: Provide emergency homeless shelters for the purpose of increasing the <u>availability / accessibility of a suitable living environment</u> for homeless persons.
1) Identify the type(s) of service provided: e.g., emergency shelter:	
2) Identify the unit(s) of service provided: e.g., bed nights	
3) Identify the target population to be served, e.g., chronic homeless, special needs homeless:	
4) Identify the number of unduplicated persons to be served:	
5) Identify the number of unduplicated households to be served:	
6) Identify the direct benefit received from the service provided:	

- c. Describe planned community outreach efforts and how clients will be referred to the program.
- d) Describe how homeless or formerly homeless persons are involved in the policy decision-making process regarding projects that receive ESG funds.
- e. Describe both current and proposed roles and responsibilities shared in collaborative partnerships with other agencies that serve homeless persons.

IV. Financial Records	15 Points
------------------------------	------------------

Attach one copy of the most recent independent audit or audited financial statement prepared by an actively licensed certified public accountant with the original application. Also, include copies of the two most recent Form 990s that have been filed with the Internal Revenue Service.

V. Budget and Budget Narrative	25 Points
---------------------------------------	------------------

- a. Complete the following FY10/PY09 ESG Budget Form.

b. Provide a Budget Narrative that shows a clear rationale and justification for the funding request. The narrative should support the proposed budget against measurable units of services to be delivered in response to the statement of need.

c. Describe how the program/project would be impacted without ESG funding.

Project Operating Budget Form

Project Title: _____

Applicant: _____

Budget Categories	Project Cost Estimate	Sources of Funds								
		ESG Funds	Agency Match Funds		Agency Match Funds		Agency Match Funds		Agency Match Funds	
		Amount	Amount	Source	Amount	Status*	Amount	Status*	Amount	Status*
Administration										
Client Assistance										
Communication										
Equipment										
Furnishings										
Insurance										
Maintenance and Supplies										
Other Operating Expenses (specify):										
Professional Services										
Rent										
Salaries (identify positions):										
Employee Benefits										
Travel and Transportation										
Utilities and Fuels										
Other _____										
Other _____										
TOTAL										

**Certification of Consistency
with the Consolidated Plan**

**U. S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.

(Type or clearly print the following information:)

Applicant Name: _____

Project Name: _____

Location of the Project: _____

Name of the Federal Program to which the applicant is applying: _____

Name of Certifying Jurisdiction: _____

Name of Certifying Official: _____

Title: _____

Signature: _____

Date: _____