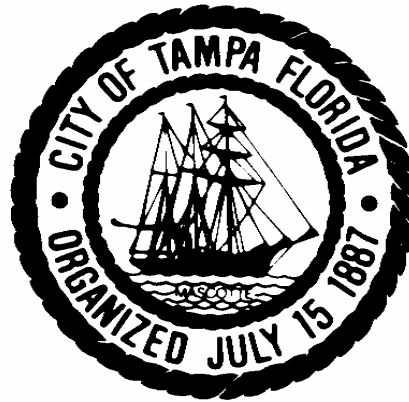


# **CITY OF TAMPA**

## **HOMELESS PREVENTION AND RAPID RE-HOUSING**



### **REQUEST FOR PROPOSAL**

**FISCAL YEAR 2009 / PROGRAM YEAR 2008**

**Application Form and Program Guidelines**

**Homelessness Prevention and Rapid Re-housing Program  
of the American Recovery and Reinvestment Act of 2009**

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) with the availability of \$1,538,393 of Homeless Prevention and Rapid Re-housing Program (HPRP) funds in FY2009. The HPRP program is funded by the U.S. Department of Housing and Urban Development under Title XII of the American Recovery and Reinvestment Act of 2009 to provide persons who are at risk of becoming homeless with temporary financial assistance to prevent them from becoming homeless, and also to provide persons who are homeless with housing relocation and stabilization services. HPRP funds are available only one time for a maximum 3-year period beginning September 30, 2009. Five percent of the City's total HPRP allocation will be allowed for administrative costs. **HPRP funding is available one time only and is not renewable.**

## II. SUBMISSION INFORMATION

### A. General Instructions

For funding consideration, proposed projects must meet the general HPRP 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. Monday, June 1, 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, and 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 HPRP 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 Friday, May 1, 2009 from 9:00 AM – 12:00 noon in the Cyrus Greene Park Community Center located at 2101 E. Dr. Martin Luther King Jr. Blvd., Tampa, FL 33610. All applicable laws, rules, regulations, policies and procedures governing the HPRP 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 HPRP regulations. HPRP 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 and HPRP program rules 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 VI.

### **IV. GENERAL ELIGIBILITY REQUIREMENTS**

#### **A. HPRP Program Objectives**

The HPRP program is funded by the American Recovery and Reinvestment Act of 2009 through the U.S. Department of Housing and Urban Development (HUD) to provide Homeless Prevention and Rapid Re-housing (HPRP). The objectives of the HPRP program are to assist: a) individuals and families who are currently in housing but are at risk of becoming homeless and need temporary rent or utility assistance to prevent them from becoming homeless, or assistance to move to another unit (homeless prevention); or, b) to assist individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it (rapid re-housing).

#### **B. Eligible HPRP Activities**

There are four categories of eligible activities for the HPRP program: financial assistance; housing relocation and stabilization services; data collection and evaluation; and administrative costs.

(1) Financial assistance is limited to the following activities: short-term rental assistance; medium-term rental assistance; security deposits; utility deposits; utility payments; moving cost assistance; and motel and hotel vouchers.

(2) Housing relocation and stabilization services may be services that assist program participants with housing stability and placement. These services are limited to the following eligible activities: case management; outreach and engagement; housing search and placement; legal services; and credit repair.

(3) Data collection and evaluation services are limited to the following: data collection and reporting for HPRP shall be conducted through the use of Homeless Management Information Systems (HMIS) or a comparable client-level database. Regarding evaluation, grantees and sub-grantees must comply if asked to participate in HUD-sponsored research and evaluation of HPRP. HPRP funds are eligible for costs to the grantee of participating in HUD research and evaluation of the program.

In the City of Tampa, approximately \$988,031 will be made available to provide homeless prevention activities, and approximately \$423,442 will be made available to provide rapid re-housing activities. Approximately \$50,000 will be made available for data collection and evaluation. Administrative expenses shall not exceed 5% of available HPRP funds. More detailed information on the HPRP program can be found at U.S. Department of Housing and Urban Development web site at the following address: <http://www.hudhre.info>

**V. AGENCY ELIGIBILITY CRITERIA**

Agencies receiving HPRP 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 have an office located in the City of Tampa city limits close to public transportation; 3) agency must have been in operation for a minimum of two years in the State of Florida; 4) agency must not be debarred or suspended from working on federally assisted projects; 5) agency must be able to utilize the Homeless Management Information System (HMIS) administered by the Homeless Coalition of Hillsborough County; and 6) agency must submit a completed Application Cover Checklist and Application.

**VI. CRITERIA FOR EVALUATION OF PROPOSALS AND SCHEDULE**

The HPRP 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:

<b>CRITERIA</b>	<b>MAXIMUM POINTS</b>
<b>Organizational Experience and Capacity</b>	<b>20</b>
<b>Statement of Need</b>	<b>15</b>
<b>Project Description</b>	<b>25</b>
<b>Financial Records</b>	<b>15</b>
<b>Budget ad Budget Narrative</b>	<b>25</b>
<b>TOTAL POINTS</b>	<b>100</b>

<b>FY09/PY08 HPRP RFP SCHEDULE</b>	
<b>April 17, 2009</b>	RFP advertised in public notice.
<b>May 1, 2009</b>	RFP pre-application workshop and RFP release.
<b>June 1, 2009</b>	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.
<b>June 2, 2009</b>	Applications due to RFP review committee.
<b>June 16, 2009</b>	RFP review committee recommendations due to City Housing and Community Development.
<b>June 19, 2009</b>	RFP review committee recommendations due to City Budget Office and Growth Management and Development Services for

<b>FY09/PY08 HPRP RFP SCHEDULE</b>	
	approval.
<b>June 30, 2009</b>	Applicants notified of tentative funding recommendations (pending HUD's approval of Substantial Amendment and receipt of grant award).
<b>July 30, 2009 (or August 6, or September 3)</b>	City Council Approval of Proposed HPRP agreements (pending HUD's approval of Substantial Amendment and receipt of grant award).
<b>September 30, 2009</b>	Effective period for HPRP contracts begins. HPRP contract period extends from 09/30/09 to 09/29/11.

**\*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:

- **Department of Housing and Urban Development Homeless Prevention and Rapid Re-Housing Program rules under the American Recovery and Reinvestment Act of 2009.**
- **Homeless Prevention and Rapid Re-Housing Program Certifications** regarding: the City of Tampa Consolidated Plan; consistency with the City's Consolidated Plan; confidentiality requirements; discharge policy; and Homeless Management Information System (HMIS).
- **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)).
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*To find the Code of Federal Regulations, go to:*  
[www.gpoaccess.gov/cfr/index.html](http://www.gpoaccess.gov/cfr/index.html)

*To find Executive Orders, go to:*  
<http://www.hudhre.info/index.cfm?do=viewHPRP>

**CITY OF TAMPA FISCAL YEAR 2009 / PROGRAM YEAR 2008  
HPRP PROGRAM APPLICATION COVER CHECKLIST**

**NAME OF APPLICANT**

**ORGANIZATION:** \_\_\_\_\_

**NAME OF PROJECT**

**TITLE:** \_\_\_\_\_

*Please place this checklist on top of your application.*

**HPRP 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 \_\_\_\_
- HMIS User Documentation
- Consistency with the Consolidated Plan Certification
- Other – Please Specify \_\_\_\_\_  
Page \_\_\_\_

**FY 2009/PY 2008 HPRP 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**

<b>PROPOSED PROJECT TITLE:</b>	
<b>Amount of funding requested of the City of Tampa for Homeless Prevention:</b>	\$
<b>Amount of funding requested of the City of Tampa for Rapid Re-housing:</b>	\$
<b>Amount of funding requested of Hillsborough County for Homeless Prevention :</b>	\$
<b>Amount of funding requested of Hillsborough County for Rapid Re-housing:</b>	\$
<b>TOTAL PROJECT COST: \$</b>	
<b>PROJECT LOCATION(s):</b>	

**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.

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

<b>I. Organizational Experience and Capacity</b>	<b>20 Points</b>
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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 HPRP-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. Describe agency's capability and experience with utilization of the local Homeless Management Information System (HMIS).

<b>II. Statement of Need</b>	<b>15 Points</b>
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- 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.

<b>III. Project Description</b>	<b>25 Points</b>
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- a. Identify the specific HPRP 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.

<b>Performance Measures Outputs:</b>	<b>Outcome: Provide homeless prevention assistance for the purpose of increasing the <u>affordability of decent housing</u> for those at risk of becoming homeless.</b>	<b>Outcome: Provide rapid re-housing assistance for the purpose of increasing the <u>affordability of decent housing</u> for those experiencing homelessness.</b>
1) Identify the type(s) of service provided:		
2) Identify the unit(s) of service provided:		
3) Identify the target population to be served:		
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 can be trained for employment opportunities within your agency’s HPRP programs.
- e. Describe both current and proposed roles and responsibilities shared in collaborative partnerships with other agencies that serve homeless persons.

<b>IV. Financial Records</b>	<b>15 Points</b>
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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.

<b>V. Budget and Budget Narrative</b>
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<b>25 Points</b>
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- a. Complete the following FY10/PY09 HPRP 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.

## Project Operating Budget Form

Project Title: \_\_\_\_\_

Applicant: \_\_\_\_\_

Budget Categories	Project Cost Estimate	HPRP Funding		Other Agency Funds		Other Agency Funds	
		City \$ Amount	County \$ Amount	Source	Amount	Source	Amount
		Administration					
Client Assistance (specify):							
Communication							
Equipment							
Furnishings							
Insurance							
Maintenance and Supplies							
Other Operating Expenses (specify):							
Professional Services							
Rent							
Salaries (identify positions):							
Employee Benefits							
Travel and Training							
Other							
<b>TOTAL</b>							

**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: \_\_\_\_\_