



**HOUSING AND NEIGHBORHOOD DEVELOPMENT
FUNDING ANNOUNCEMENT**

2006 CITY EMERGENCY SHELTER GRANTS (CESG)

**Shelter Operations
Shelter Rehabilitation/Renovation
Homeless Prevention
Essential Services**

DATE ANNOUNCED: June 17, 2005

DATE DUE: July 22, 2005

THIS FUNDING ANNOUNCEMENT CONTAINS THE FOLLOWING ELEMENTS:

- PART 1: APPLICATION INFORMATION**
- PART 2: THRESHOLD ELIGIBILITY REQUIREMENTS**
- PART 3: CESG REVIEW COMMITTEE CRITERIA**
- PART 4: TECHNICAL INFORMATION**
- PART 5: BOARD DIVERSITY STATEMENT**

PART 1: APPLICATION INFORMATION

Section 1 Available Funds and Areas of Emphasis

The City will receive approximately \$87,500 in City Emergency Shelter Grant funds for the 2006 fiscal year. We estimate that \$82,650 will be available for grantees. The City cannot be held to this amount as Congressional allocations and City budget constraints may cause the amount to change. The grant period runs for twelve months and will begin January 1, 2006. Areas of emphasis are as follows:

Shelter Operations
Shelter Rehabilitation/Renovation
Homeless Prevention
Essential Services

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

Section 2 Eligible applicants

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

Section 3 Eligible Activities

A. Shelter Operations

Payment for maintenance, operating costs, staff costs, insurance, utilities, and furnishings.

B. Shelter Rehabilitation/Renovation

Rehabilitation or renovation of a shelter or shelters to create new shelters or to revive shelters in disrepair so that more beds are made available or current beds are not lost.

C. Homeless Prevention

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.

D. Essential Services

These include, but are not limited to, services for employment, health (including oral health), prescriptions, transportation and education. Food is not an acceptable expense. The City would like to see agencies access other funds for mental health and substance abuse services.

Section 4 Request for Proposal Mechanics

A. Submission format and deadline

All requests for City Emergency Shelter Funds 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. All pages should be numbered sequentially at the top, right hand corner.

The RFP and application can be obtained beginning **Monday, June 20, 2005** from the City's Housing and Neighborhood Development Department, 707 SE Quincy, 3rd Floor, Topeka KS, 66603. Telephone 785-368-4490. Applications will be available on applicant-provided disk only for those without e-mail. To receive an e-mail copy of the application, submit your request to Rachelle Vega-Muniz at rvmuniz@Topeka.org.

All Request for Proposal responses must be received by the Department of Housing and Neighborhood Development, EBA BUILDING, ATTN: RACHELLE VEGA-MUNIZ, 620 SE MADISON ST., TOPEKA, KS. 66607 no later than 5:00 p.m., Friday, July 22, 2005. One (1) original and six (6) copies of the response must be submitted for consideration. 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

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. These applicants will have four business days to correct such deficiencies. However, any business transactions conducted after July 1, 2005 will not be accepted. The intent of this flexibility is to allow for minor oversights and omissions. Agencies with deficient applications will be notified on **Wednesday, July 27, 2005**. Complete submissions must be returned by **Monday, August 1, 2005 at 5:00 PM** to the HND office. Agencies with applications deemed ineligible for funding by this department will be notified **Wednesday, July 27, 2005**. Letters of dispute are due back to this office by **Monday, August 1, 2005 at 5:00 P.M.** The CESG Review Committee will make the final decision on eligibility.

A CESG Review Committee made up of two HND or City staff members and three Mayoral appointees will review and make funding recommendations for Request for Proposal responses that meet threshold eligibility requirements. Part 3 of this RFP lists the criteria by which proposals will be judged. This committee will develop funding recommendations based on its assessment of each proposal. The committee will

present its funding recommendations to the City Council. The City Council will judge the proposals based on their community-wide impact and will be able to change CESG Review Committee funding recommendations by no more than 10% of the recommended allocation. These allocations then become final. Once funding/budget allocations are final, HND staff will initiate contracts for City Emergency Grant programs based on these allocations.

Section 5 Application Development Assistance

A. Consultation

Questions about this RFP and about application requirements, deadlines and the funding review process should be directed to Rachelle Vega-Muniz at 785-368-4490 or rvmuniz@Topeka.org.

B. Request for Additional Information

The CESG Review Committee reserves the right to request additional information as necessary.

C. Applicant debriefings

Once grant awards have been made final, HND will hold debriefings for any interested applicants who wish to ask questions regarding the scoring of their applications or to discuss ways to improve next year's submission. Applicants may schedule a debriefing by calling Rachelle Vega-Muniz at 785-368-4490.

PART 2: THRESHOLD ELIGIBILITY CRITERIA
Department of Housing & Neighborhood Development Grants

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.
(Reviewers will consider 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.
(Reviewers will consider 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.

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 (Reviewers will determine that all answers to the questions above are positive. Questionable answers will be up to departmental discretion.)

Comments:

PART 3: CESH REVIEW COMMITTEE CRITERIA

Review Committee Selection Criteria

Issues and Outcomes	40 points
<input type="checkbox"/> Project consistent with stated goals of CESH grants. (Goals are very clear = 10 points, goals appear clear = 7 points, goals are mostly consistent = 5 points, etc.).	10 pts
<input type="checkbox"/> Activities/services are sound.	5 pts
<input type="checkbox"/> Outcomes are clear and related to identified needs.	5 pts
<input type="checkbox"/> Scope of project is sufficient to make a real impact on population served.	10 pts
<input type="checkbox"/> Project reaches a significant/sufficient number of the target population.	10 pts
Capacity	30 points
<input type="checkbox"/> Organization has the resources to produce proposed outcomes efficiently and effectively (# of years with this program, successful experience with programs serving this particular population, have staff with expertise, have the financial resources to complete this proposal).	7.5 pts
<input type="checkbox"/> Past grants management is effective. (This category will be scored by staff. Scores will be based on timeliness of reports, financial management of City grants, appropriate use of funds, etc.)	7.5 pts
<input type="checkbox"/> Budget is reasonable and adequately explained (i.e. foot-noted).	5 pts
<input type="checkbox"/> Agency has mechanism for client input.	5 pts
<input type="checkbox"/> Board maintains community-based representation.	5 pts
Collaboration and Partnerships	15 points
<input type="checkbox"/> Supportive relationships with other organizations, groups, non-profits, for-profits, etc. that benefit the clients being served.	
<input type="checkbox"/> Government partnerships.	5 pts
<input type="checkbox"/> Private/non-profit partnerships.	5 pts
<input type="checkbox"/> Volunteer/individual partnerships.	5 pts
Leverage	15 points
<input type="checkbox"/> Evidence that financial resources other than requested funds are committed to the project. 1:1 = 5 points; 1:2 = 10 points; 1:3 = 15 points Score other ratios proportionately.	15 pts
Total	100 points

ART 4: TECHNICAL INFORMATION

Section 1 Post-Award Information

A. Reporting

All contractors will provide program or project, financial, and participant information on a quarterly basis using forms provided. 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 contractors 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 contractors to design and carry out program and project evaluations. Typically, evaluations will be done jointly by City staff and contractor staff and board members, but in some instances this may involve disinterested third-parties.

D. Technical Assistance

The City will either provide or assist contractors 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

Contractors 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 to provide housing and neighborhood development services, the City will not engage in and will not condone on the part of contractors 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 80% of the area median family income. (Projects may further limit participation to 50% of median family income if agreed to in writing by the City and the contractor).

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 5: 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.