

Received By: _____

Proposal # _____

**CONSOLIDATED PLAN FUNDING
Emergency Solutions Grant Program (ESGP)
REQUEST FOR PROPOSAL (RFP)
FY2012**

Article I. Application Information

Section 1.01 Complete the following fields:

Organization: _____

Address: _____

City: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Article II. Certification:

I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true, and the application has been authorized by the organization's Board of Directors.

Signature of Authorized Representative

Date

Print Name

Title

Article III. Priority Target Populations

Based upon information from the Continuum of Care 2012 and 2011 Point-in-Time (PIT) count, Housing Inventory Count (HIC), Homeless Taskforce information, 2010 Census, the Missouri Department of Health and Senior Services, Missouri Department of Elementary and Secondary Education, and Department of Labor, Bureau of Labor Statistics, the City identified three priority target populations (*Select Only One*):

- Priority 1: Families with children
- Priority 2: Unaccompanied Youth
- Priority 3: Individuals

Proposers must select *only* one priority population and have the capacity to implement and fiscally manage the funding. The City will recapture and reallocate funding from a subrecipient to an existing Emergency Solutions Program grant subrecipient that demonstrates effective, efficient, and compliant funding use. .

Article IV. Checklist of Required Information

Section 4.01 All proposers must submit the following information

- (a) **Budget (Attachment 3):** All proposers must submit a line item budget. The on-line Microsoft Excel workbook must be used. The workbook includes a salary worksheet for projecting annual salary cost by activity. Information reported in this worksheet will automatically roll to the line item budget. Attachment 3, also in the Microsoft Excel workbook, is the total 2012 ESG Total Budget. The workbook name is 2012 Emergency Solutions Grant Program RFP Budget
- (b) **Budget Narrative (40 points):** The narrative must clearly explain the purpose of the request, how the position(s) will achieve the project overall performance goals. The proposer must include a copy of all job descriptions and resumes for persons involved in the administering and implementing the grant. This includes immediate supervisors and/ or managers. If other resources are proposed to support the position, they must be identified in the budget. The reason for the request must be clearly explained. Budget narrative must also address the fiscal management of the grant inclusive of rental payments and IRS requirements for processing 1099 Misc tax forms. The evaluation process will include a review of the proposers match certification under the Budget Narrative section.
 - (i) Managing vendor payments to landlords- description of process and who will be responsible for making payments in accordance with the program guidelines (include resumes and job descriptions).
 - (ii) Fiscal management and internal control- describe how communication occurs between program and fiscal staff to assure compliance.

- (c) **Budget / Financial Assistance (Attachment 1):** Attachment 1 is located in the Microsoft Excel workbook. A sample is also included.
- (d) **Budget- Personnel Costs Schedule A:** Schedule A is located in the Microsoft Excel workbook labeled 2012 Emergency Solutions Grant Program RFP Budget.
- (e) **Match Certification (Attachment 2):** The City of Kansas City, Missouri requires subrecipients to meet the Emergency Solutions Grant Program match. Proposers must certify sufficient match which may include in-kind contributions and / or cash match. Volunteer hours are calculated based on \$5.00 per hour. Professional service volunteer hours may exceed \$5.00 per hour limit as long as the amount is reasonable, allocable, and eligible. Reasonability is determined by local market rates. The proposer must justify the professional volunteer rate and provide third party justification. Proposers who submit a match *in excess of the dollar for dollar* requirement will be given priority during the evaluation process. Attachment 2 is located in the Microsoft Excel workbook named Emergency Solutions Grant Program Budget, Match. The proposer must certify that the match:
 - (i) Is not being used as a match for another City grant or any other grantor's grant.
 - (ii) Include the match source, grant name, the amount, and cover the period of the Emergency Solutions Grant subject to terminate **May 31, 2014**.
 - (iii) Documentation of available match will be required during the contracting process if not submitted in response to this RFP. Match verified at the time of the proposal will be given priority in the evaluation process.
- (f) **Experience Narrative (60 points):** The project implementation must describe the organizational capacity and applicable experience to implement the project and serve selected priority populations. The narrative must include:
 - (i) Mission statement (New proposers only) and how the mission applies to the proposed project priority.
 - (ii) Policy Making: Describe how the organization involves homeless or formerly persons in its policy-making decisions.
 - (iii) Social Services delivery system
 - 1) Priority population targeted and why
 - 2) Effectiveness in developing comprehensive goal plans
 - 3) Internal control for reviewing plans and progress (roles and responsibilities- who, what when, where, how)
 - 4) Performance outcomes: Plan to assist project participant to sustain housing after placement and method of evaluating progress. See the overall project performance chart.

- 5) Service delivery location/ home visits
- 6) Case load management and size
- 7) Collaborations for sustainable housing
 - a) Identify neighborhood and other social service organizations that will be used to help the participant sustain housing.
 - b) Explain effectiveness in connecting the participant (client) to other mainstream federal and non federal resources to increase household income through employment, training, and / or access to other income resources.
- 8) Describe internal control process for ensuring accurate, complete and timely entry of HMIS data for the purpose of City and CoC defined reporting, i.e. weekly, monthly, and the Housing Inventory Count (HIC) and Annual Homeless Assessment Report (AHAR).
- 9) Provide a copy of the participant (client) grievance policy and copy of the form(s) signed by the participant (client).
- 10)** Describe record-keeping as it relates to documenting case management activities, records retention and identify who is responsible for oversight.

(iv) Housing Activities

- 1) Asset and income determination
- 2) Housing search and location
- 3) Rent reasonableness and affordability determination
- 4) Lead based paint
- 5) Habitability Inspections- A subrecipient may contract out the inspection to a qualified agent but the expense will not be covered by the grant.

Section 4.02 New Proposers who did not participate in the City's 2012 One Year Action Plan proposal process must submit the following information in addition to the above. This information is not required if a 2011 Emergency Solutions Grant Program RFP was submitted in response the request for proposal for the additional funds.

- (a) **2012 Organization Budget:** copy of the board approved 2012 organization budget
- (b) **501 c 3 Status:** Provide a current Certificate of Good Standing from the State of Missouri
- (c) **Audit/financial Statement:** Submit a copy of the organization's current fiscal year audit / financial audit inclusive of management letter and response.

- (d) **Board of Directors List and Organizational Chart:** A copy of the organizational chart inclusive of all positions, names, positions, and vacant positions. The board of directors list must include the names of all officers and board members, term, and contact information.
- (e) **Homeless Management Information System (HMIS):** Certification of participation in a Homeless Management Information System (HMIS) that meets the U.S. Department of Housing and Urban Development Department.
- (f) **Policy-Making Decisions:** New proposers must describe how homeless and/ or formerly homeless persons are involved in making policy with the organization.
- (g) **Mission Statement:** New proposers must provide a mission statement as a part of the experience narrative application.
- (h) **Operations and Fiscal Management:** A copy of the organizations operations and fiscal management procedures manual.

Article V. Background and Instructions

On January 4, 2012 the U.S. Department of Housing and Urban Development published the final rule on the Homeless Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. This action resulted in officially establishing the Emergency Solutions Grant Program. The City received \$662,929 for the FY2012 allocation. The first \$370,888 was awarded in the initial 2012 One Year Action Consolidated Plan Citizen Participation RFP process and approved by the Council on March 7, 2012.

The 2012 ESGP unobligated amount is \$337,821. The City will retain \$31,821 for administration, monitoring, training, etc. This RFP will distribute funding in the following categories:

Total 2012 Emergency Solutions Funding Available		\$306,645
Shelter Services		
Essential Services- Child Care		\$20,000
Essential Services- Participant (Client) Transportation		\$9,490
	Sub-total Shelter Services	\$29,490
Rapid Re-Housing		
HR & Stabilization		\$138,577.
Financial Assistance		\$138,578
	Sub-total Rapid Re-Housing	\$277,155

Proposers may only utilize Emergency Solution Grant Program (ESGP) funding to serve persons that meet the new definition of homelessness. The HEARTH final rule as well as the interim rule for the Emergency Solutions grant may be obtained by going to the following websites:

- www.kcmo.org/housing

- hudhre.info

Eligible proposers must work with homeless persons in the Kansas City, Missouri jurisdiction only.

All proposals must be submitted in the following format:

- Paper Size 8.5” x 11”
- Font Type Arial
- Font Size 12

The proposer must submit **1 original and 8 RFP copies**. Failure to submit the required number of copies will impact the Experience Narrative score.

The City of Kansas City, Missouri will convene a committee to evaluate proposals and make recommendations to the City Council Planning, Zoning, and Economic Development Committee. The goal is to fund at one to two proposals. All proposals are due to be submitted to:

Robert J. Mohart Center
3200 Wayne, East Business Office (Wayne Street)
Kansas City, Missouri 64109
12:00 noon

Proposals received after 12:00 p.m. Monday, April 23, 2012 will not be accepted. The City will determine time based upon the clock in the East Business Office of the Robert J. Mohart Center.

Article VI. Definition of Homelessness

For purposes of HEARTH Act, the term “homeless”, “homeless individual”, and “homeless person” means, in summary, refers to four categories:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Article VII. HEARTH Unaccompanied Youth Definition

“Youth” is defined as less than 25 years of age. Traditionally, HUD has defined children as less than 18 years of age and adults as 18 years of age and above (as established in the Point-in-Time (PIT) and Housing Inventory Count Reporting and the annual Continuum of Care Competition Exhibit 1 and Exhibit 2 applications).

The interim rule for the Emergency Solutions Grant Program did not define “youth.” With the inclusion of the term “youth” in Section 103 (6), HUD determined it necessary to define youth. By establishing youth as less than 25 years of age, it is HUD’s hope that the programs authorized by the HEARTH Act amendments to the McKinney-Vento Act (42 U.S.C. 11301 et seq), the Act will be able to adequately and appropriately address the unique needs of transition-aged youth, including youth exiting foster care systems to become stable in permanent housing. Inclusion of the “other federal statutes” with definitions of homelessness under which unaccompanied youth and families with children and youth could alternatively qualify as homeless under Category 3 of the homeless definition.

The final rule includes references to other federal statutes with definitions of “homeless” under which unaccompanied youth and families with children and youth could alternatively qualify as homeless under category 3 of the definition of “homeless.” The other federal statutes are:

- ❑ Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.),
- ❑ Head Start Act (42 U.S.C. 9831 et seq.),
- ❑ Subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.) (VAWA),
- ❑ Section 330 of the Public Health Service Act (42 U.S.C. 254b),
- ❑ Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), and
- ❑ Subtitle B of title VII of the McKinney- Vento Act (42 U.S.C. 11431 et seq.).

This list represents the entire universe of statutes with definitions under which an unaccompanied youth or a family with children and youth can qualify as homeless under Category 3. While there may be other federal statutes with definitions of “homeless,” this list is intended to include only those that encompass children and youth.

A child or youth who does not qualify as “homeless” under the above, but qualifies as “homeless” under section 725 (2) of the McKinney- Vento Homeless Assistance Act (42 U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him. This information may be found at the U. S. Department of Education website at: <http://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>.

Article VIII. Homeless Prevention

Plan approved activities will include assistance to homeless families and individuals that meet the following two thresholds pursuant to the definition of homelessness in 24 CFR Part 576.200:

- ❑ The household income is under 30% of area median income (AMI)
- ❑ The household has insufficient resources available to attain housing stability (includes income, friends, relatives, faith and social networks)

Additional Homeless Prevention funding is not available for this proposal.

Section 8.01 Target Population

- Priority 1: Families with children living in hotels and/ or motels, or
- Priority 2: Families with children living in severely overcrowded conditions, or
- Priority 3: Families with children that have been notified that their right to occupy the current housing or living situation will be terminated

A successful proposer must be willing to serve participants (clients) within the Kansas City, Missouri jurisdiction if a need is identified by the City and no other funding is available. This however is contingent upon eligibility.

Article IX. Emergency Shelter Services Eligible Activities

Section 9.01 Essential Services

The absence of child care and transportation has been repeatedly cited as barriers to obtaining housing because homeless families do not have a safe place for their children while they engage in job search, training and or employment. The lack of transportation impairs the ability of all to seek work and training.

- (a) Child Care Services- The most current Missouri Department of Elementary and Secondary Education (DESE) rates are to be used based upon the following table:

Registered Providers Rates								
Infant			Preschool			School Age		
Full	Half	Part	Full	Half	Part	Full	Half	Part
\$25.75	\$18.08	\$15.25	\$15.00	\$9.90	\$6.90	\$12.85	\$9.90	\$6.90

These funds specifically target Priority 1 households that include families with children. A shelter may use the child care service at any licensed, registered child care facility. Participants ***must be*** engaged in job search, training, or working. The participant must also apply for State of Missouri sponsored child care within two weeks. The maximum payout is 30 days or when approved for State paid child care, whichever is the less period of time. Child Care *may only* be used for Rapid Re-Housing project participants engaged in a goal plan. Attachment 4 must be completed to request child care in the 2012 Emergency Solutions Grant Program.

(b) Transportation: This category covers the cost of:

- (i) One-way,
- (ii) Round trip, or
- (iii) Monthly bus passes.

Rates are to be based upon the Kansas City Area Transportation Authorities rates (KCATA) discounted rate if available. Transportation *may only* be used for Rapid Re-Housing project participants engaged in a goal plan. *The budget narrative will need to reflect how the request for transportations was calculated.*

Article X. Rapid Re-Housing

Section 10.01 Rapid Re-Housing Activities

Activities will include:

- ❑ Housing location and stabilization services
- ❑ Intake assessment
- ❑ Housing location services
 - Determine affordability
 - Reviewing and maintaining current Fair Market Rent (FMR) rates
 - Determining rent reasonableness
 - Conducting habitability inspection
 - Reviewing leases prior to participant (client) signature
 - Negotiating rents with landlords
 - Verifying that the landlord does not have *any* property code violations with the City of Kansas City (Training will be provided by the City prior to the contract award.)
- ❑ Developing customized goal plan
- ❑ Maintaining regular contact and documenting files based upon goals set between the proposer and participant. Regular contact is defined as at least one contact per month.
- ❑ Documenting progress on file and in HMIS
- ❑ Participant transportation
- ❑ Financial Assistance
 - Up to 6 months (maximum)
 - Security deposit
 - Moving expenses (\$125.00 maximum per household)

Section 10.02 Rapid Re-Housing Performance Standards

The City will use the following performance indicators to gauge the subrecipients' service delivery effectiveness. Indicators will include, but not be limited to, the subrecipients' effectiveness at

- ❑ Reducing recidivism: Participant (client) remains housed for a period of 1 year without incident of homelessness
- ❑ Decrease length of stay in shelter

Performance Expectation	Performance
21 days or less	Above Average
22 to 30 days	Average
Over 30 days-	Below Average

- ❑ Accurate and timely reporting in the Homeless Management Information System

HMIS Performance /Data Entry	Performance
Within 3 business day	Above Average
5 to 4 business days	Average
6 and over business days	Below Average

- ❑ Accurate and timely fiscal management of awarded funds
 - Pre-training required and participant documentation must be submitted with the initial reimbursement if awarded funds.
- ❑ Accurate and timely recordkeeping documentation: eligibility, assessment, goal plan development, ongoing regular follow up on goal plan

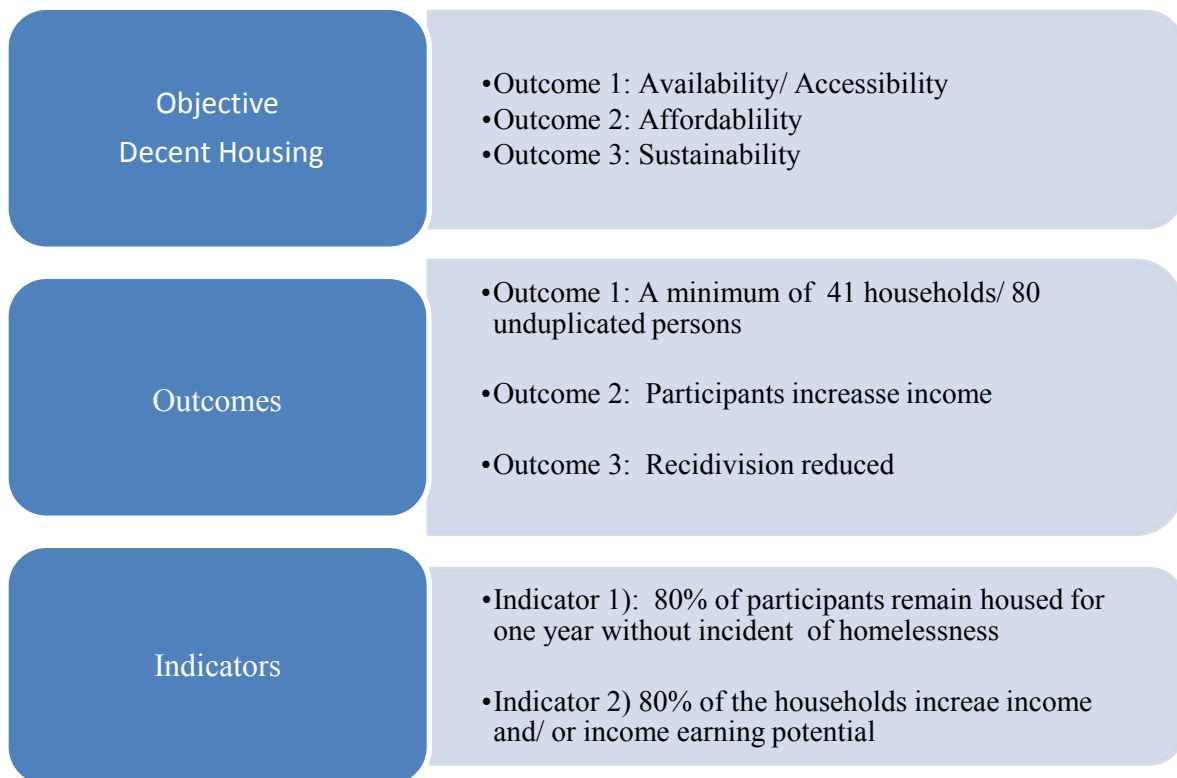
Performance Expectation	Frequency	Performance
Participant contact, file documentation	4 or more times per month	Above Average
Participant contact, file documentation	2 to 3 times per month	Average
Participant contact, file documentation	0 to 1 per month	Below Average

- ❑ Maintaining a match equal to or greater than dollar for dollar match requirement
- ❑ Increasing household income through case management support and or innovative job creation

Article XI.

The project proposes to serve a minimum of unduplicated 40 households, representing 80 total persons (estimating 2 person minimum of 2 person household). Calculation of the number of household served was determined by multiply an average monthly rent (\$550.00) times the maximum number of months (6 months) and dividing this number into the total amount of financial assistance available (\$138,578), i.e. $\$138,578 / \$3,300$ ($\$550.00 \times 6$ months).

The following chart shows the project objective, outcomes, and indicators that each successful subrecipient will collectively target to achieve over the grant term. The variance is +/- 5 households and 5 percentage points on the indicators.



Article XII. Other Applicable Guidance

Section 12.01 Record Keeping and Reporting

The City will establish and implement written policies and procedures in coordination with the local Continuum of Care and the Homeless Taskforce to maximize the efficient use of funds and to avoid unnecessary service duplication. The City will utilize Homelessness Prevention and Rapid Re-Housing Program (HPRP) template and integrate 24 CFR Part 5 and CFR 5.609.

The City will work with the CoC and Taskforce to pilot a standardized assessment form and work toward establishing a centralized intake with multi-location intake centers similar to the HPRP project design.

The following summary mirrors the Missouri Balance of State as presented by the Missouri Department of Social Services with the exception of recertification every 3 months.

- ❑ Policies and procedures to ensure that ESG Program funds are used in accordance with requirements;
- ❑ Determination and documentation of homeless status or “at risk” of homelessness status;
- ❑ Determinations of eligibility and ineligibility;
- ❑ Evaluation of participant needs;
- ❑ Determination of annual income;
- ❑ Documentation of services provided and compliance with all requirements including recording of due process when terminating assistance (;
- ❑ Utilization of a centralized or coordinated assessment system/process once the CoC final rule is published or when established by the local CoC;
- ❑ Documentation of rental assistance agreements and rent and utility payments;
- ❑ Documentation of compliance with shelter and housing standards including inspection reports;
- ❑ Documentation of expenses and other records relating to emergency shelter facilities;
- ❑ Documentation and recording of services and assistance provided including supporting documentation and need for services;
- ❑ Documentation verifying match requirements are met;
- ❑ Documentation of participation in HMIS or a comparable database for all projects and recipients;
- ❑ Documentation of any potential conflict of interest;
- ❑ Documentation explaining how current or past homeless persons participate in decision making or operations;
- ❑ Documentation of compliance with faith-based requirements;
- ❑ Documentation related to any other federal requirements including, but not limited to relocations, financial record keeping, confidentiality, record retention, access to records, public rights, and reporting.

Section 12.02 Habitability Standards and Inspection Requirements (CFR 576.403)

All housing paid for with ESG Program funds, either new or existing, will have to meet inspection requirements and habitability standards spelled out in CFR 576.403 including Federal, State, or Local requirements:

- Lead-based paid remediation and disclosure (CFR 576.103a)
- Minimum standards for emergency shelters (CFR 576.103b)
- Minimum standards for permanent housing (CFR 576.103c)

Section 12.03 Request for Proposal Evaluation Process

The City of Kansas City, Missouri will convene a panel to include a formerly homeless, person, staff, non applicant peer agency, representatives of the CoC and Homeless Taskforce and staff. Proposals will be reviewed and scored based on the strength of the narrative and budget as follows:

- Experience Narrative 60%
- Budget Narrative 40%

City of Kansas City will not utilize additional FY 2012 Emergency Solutions Grant Program funds for Homeless Prevention activities.

2012 Emergency Solutions Budget includes 5 worksheets:

Schedule A	Personnel Schedule
Attachment 1	Financial Assistance (Rapid Re-Housing)
Attachment 1 A	Financial Assistance (Homeless Prevention)
Attachment 2	Match
Attachment 3	Line Item Budget
Attachment 4	Child Care

Article XIII. Experience Narrative (limited to 3 pages- 60 points)

Article XIV. Budget Narrative (limited to 1 pages- 40 points)

Article XV. Schedule

April 2, 2012	Public Notice
April 11, 2012	FY 2011 and FY2012 Request for Proposals Released
April 11, 2012	Public Hearing Robert J. Mohart Center Auditorium 3200 Wayne, Kansas City, Missouri 64109 (Free Parking in parking lot 33 rd and Flora)
April 23, 2012	Proposals due Robert J. Mohart Center 3200 Wayne, East Business Office (Wayne Street) Kansas City, Missouri 64100 12:00 noon
April 27, 2012	Staff and CoC Recommendations Presentation
April 30, 2012	FY2011 One Year Action Plan Public Comment Period End
May 3, 2012	Mayor & Council Legislative Session Resolution to Amend 2011 One Year Action Plan Ordinance to Enter into Contracts FY2011 FY2012
May 9, 2012	Planning, Zoning and Economic Development Committee Recommendations Presented
May 14, 2012	Substantial FY 2011 One Year Action Plan Amendment Submitted to HUD